Oregon State Bar

The Power User's Guide to Word: Advanced Formatting for Complex Documents

Featuring Barron Henley

Register at www.osbar.org/seminars *(search for WORD25)*

Thursday, December 11, 2025

9 a.m.–4:30 p.m. PST

Oregon State Bar Center

16037 SW Upper Boones Ferry Rd., Tigard

or Via Live Webcast

CLE credits: 6 General

MCLE ID #: 127195

Barron Will Teach You How to Control Word, Instead of Word Controlling You!

When legal instruments require complex formatting, most Word users struggle to get the document to look the way they want. Users often describe it as a "wrestling match" or having to "outsmart the program." Some advanced features like automatic paragraph numbering, styles, fixing default formatting, tracking changes, and paragraph formatting seem inaccessible or broke. The good news is that once you understand how Word works, it is completely controllable. Barron can get you to that place by covering these topics as well as document security concerns, advanced editing techniques, and cross references that will update themselves. This seminar is geared toward intermediate to advanced Microsoft Word users.

This seminar is hands-on. Participants are strongly encouraged to bring a laptop with Microsoft Word installed. Please note that iPads, Android devices, and online versions of Word are not suitable, as they lack about 50% of the functionality available in Word for Windows and Word for Mac.

Register now at www.osbar.org/seminars

(search for WORD25)

IN-PERSON EVENT

$125	ONLD member
$125	Legal assistants, paralegals, or support staff *(enter coupon code WORD25SS at checkout to receive registration discount)*
$200	OSB member
$210	Non-OSB member
$20	Box lunch

Electronic materials are included with your registration.

LIVE WEBCAST

$125	ONLD member
$125	Legal assistants, paralegals, or support staff *(enter coupon code WORD25SS at checkout to receive registration discount)*
$200	OSB member
$210	Non-OSB member

Webcast registration includes online access to the recorded seminar for 60 days after the event. Electronic materials are included with your registration.

CC *Closed captions available*

50-Year and Active Pro Bono OSB members and Oregon judges and their lawyer staff – please call the OSB CLE Service Center at (503) 431-6413 or (800) 452-8260, ext. 413 to register for the seminars.

Questions or need help with registration?

Call or email the OSB CLE Service Center: (503) 431-6413 or (800) 452-8260, ext. 413, or cle@osbar.org

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Schedule

8:30 Registration and Continental Breakfast

9:00 Customizing and Fixing Default Document Formatting

- Customize Word's interface for legal users
- Fix default formatting in new and existing documents
- Customize and fix default templates

10:00 Security Concerns, Comparing Documents, Tracking Changes, Comments, and Advanced Editing Techniques

- Navigating security issues: ethics rules, removing metadata, encrypting files, compatibility modes
- Tracking changes, adding comments, and comparing documents
- Advanced Word features: bookmarks, clipboards, search techniques, advanced editing, and AutoCorrect features

11:00 Break

11:15 Advanced Font and Paragraph Formatting—Part 1

- Understanding advanced formatting: font, paragraphs, format painter, and overcoming spacing issues
- Advanced paragraph tools

12:15 Lunch

1:15 Advanced Paragraph Formatting—Part 2: Complex Page Numbering and Understanding Sections and Section Breaks

- Manipulate tabs, signature lines, indents, section breaks
- Create clause libraries with AutoText features
- Establishing complex page numbering schemes
- Control headers and footers

2:15 Styles—Word's Most Powerful and Least Understood Feature

- Mastering styles: how to customize and apply styles
- Importing styles from another document

3:15 Break

3:30 Multi-Level Automatic Paragraph Numbering/ Lettering Schemes and Cross References That Will Update Themselves

- Generating automatic tables of contents
- How to create extensive outlines
- How to link automatic paragraph numbers and styles
- How normal styles impact all other styles

4:30 Adjourn

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About Barron Henley

Barron K. Henley, Esq. is one of the founding partners of Affinity Consulting Group, a legal technology consulting firm focused on automating and streamlining law firms and legal departments. He earned his Bachelor of Science in Business Administration and Juris Doctor degrees from The Ohio State University and is a member of the American, Ohio and Columbus Bar Associations. Mr. Henley is Affinity's Director of Education and Professional Development; and teaches classes for law firms, legal departments, and CLE providers throughout the U.S. and Canada covering a wide variety of topics related to law practice management, legal tech, and ethics. He is a Fellow of the College of Law Practice Management, a Fellow of the American Bar Foundation, a member of Ohio Supreme Court Commission on Technology and the Courts, a member of both the ABA Law Practice Management and the Real Property Trust and Estate Law Sections, a Planning Board Member for the ABA TECHSHOW (6th year), and a Director on the Columbus Bar Services Board.

Here's what OSB members said about Barron Henley's previous OSB seminars:

"Amazing! This is one of the best "tech-y" sessions I've ever attended."

"Barron did a wonderful job explaining a lot of info quickly but in a way for people to understand."

"This is great information. I know I will use immediately."

"Easy to follow and materials are wonderful! Thanks for providing step-by-step instructions!"

"This may be the best CLE I've attended in 35 years. Super helpful information."

"Barron Henley is probably the best presenter I have seen in at least 10 years. Very useful information conveyed in a very humorous and memorable fashion. He was great, and his points made a ton of sense. Everybody seemed to love the guy, and I'd gladly pay to see him again."

"That was one of the best trainings I've had. Wish I knew all of that during law school! In the years since law school, I have spent countless hours trying to fix various templates either from my own agency or from other agencies. I had so many "Ah ha!" moments during this class. I now want all my coworkers to take this. By the way, I didn't find it boring in the slightest. If anything, I wanted more time to play with the examples"

"This seminar was exceptional. The six hours were packed with important information on how to produce documents. It will help immensely in upgrading our firm's document production."

"Barron, I enjoyed how you taught Word skills and then went and gave examples of how we would implement those skills in the legal world."

General Information

Cancellations: Cancellation requests must be received at least 72 hours prior to the date of the seminar to qualify for a refund. Refunds are subject to a $25 cancellation fee. To cancel, please call the OSB CLE Service Center at (503) 431-6413 or (800) 452-8260, ext. 413.

Tuition Assistance: Email a request stating your financial situation to cle@osbar.org or call the OSB CLE Service Center at (503) 431-6413 or (800) 452-8260, ext. 413, no later than one week before the seminar.

Dietary Restrictions or Accessibility Accommodations: Please call (503) 431-6375 or (800) 452-8260, ext. 375, at least 72 hours before the date of the seminar.

Hotel Accommodations: Discounted rates are available at The Grand Hotel at Bridgeport, 7265 SW Hazel Fern Rd., Tigard, OR 97224. Call 503-968- 5757 / toll free 1-866-968-5757 and reference the Oregon State Bar rate or click here to reserve online.

Products

This seminar will be available on-demand after the live program. Please visit www.osbar.org/seminars and search for WORD25. On-demand access is available for 60 days after the date of purchase.