

Program to Generate Tables of Contents and Tables of Authorities

I am looking for a program that will generate tables of contents and tables of authorities. I know Westlaw has one but I am not subscribed to that. I once heard there was such a thing. If you know of such a program, I would appreciate the information. Thanks.

Word can do it. :)

Disclaimer: Despite my impending attendance at the ABA Annual Meeting I've still never been a lawyer.

Ben Schorr, Washington

As can WordPerfect.

Miriam N. Jacobson, Pennsylvania

I reviewed a program called Best Authority in the GP | Solo eReport a few years ago. You can find the review at https://www.americanbar.org/publications/gpsolo_ereport/2013/may_2013/product_note_best_authority_best_choice_for_your_firm.html.

The TL;DR: I prefer Word's native TOA creation tool.

Lisa Solomon, New York

And, if you have Lexis and use their Word add-in, it can add a number of additional features, like checking to make that your cites are correct, etc.

Richard J. Rutledge, Jr., North Carolina

Not well. Just spent far more time than I would have liked creating a simple Table of Contents for a client due to Word's funkiness ... and it was a cleanly typed document by my own people (not some wonky document like we usually get with a "It's simple... just clean it up." <-bwahahhhahahah)

Definitely if you can, do Tables in WordPerfect then pdf or convert to Word.

Andrea Cannavina, nope notta

If you are using Word, you might consider looking at SnapNumbers (a Word add-on made by the same people that make TheFormTool Pro). In addition to greatly diminishing the headaches I used to get from Word and its number formatting shenanigans, with SnapNumbers I've been able to easily generate tables of contents and do quite a bit more.

<http://service.theformtool.com/entries/109222576-What-Snapnumbers-Can-Do-For-You>

<http://snapdone.com/snapnumbers/>

I'm not affiliated with the company - just a happy customer.

Dan Turner, Florida

Andrea I'm sure you know this but a properly set up style for headers etc. will let you generate a TOC and TOA in a snap. Knowing how Microsoft works (more properly used to work) - this feature was probably developed by a separate group, integrated into the main program and is always a step behind because it is not used too much.

That being said, I don't have those styles set up. I mark everything manually after the document is drafted and then futz with the tables to get the formatting just right. Fixing the office normal template and making it read only is one of my biggest "Someday/Maybe" tasks.

Bruce Wingate, New York

WordPerfect has these features built-in, and they're simple and easy to use.

Russ Carmichael

Has anyone mentioned our very own LegalTypist, Andrea Cannavina? She can set that up for you in her sleep.

Pamela (the Paralegal) J. Starr

Hey Bruce!

I do know about Styles – but for some reason Word 2016 was not acting properly (I was working from PA on the laptop) and had recently “upgraded”. I was this close to block/copying each entry and manually putting in the page numbers – so frustrating!

FWIW, I am a WordPerfect girl – always will be. In fact, I have been recommending it a lot more lately as I’m getting contacted by those with 200+ page Agreements with multiple tables, headers and footers (always so much fun) and they just want it “cleaned up” and “tables run” – like it can be done in less than an hour or obviously WE don’t know what WE are doing... grrr LOL

Anyway, I’ve been letting these potential clients know that a stable program that does Tables (very well and much easier) exists <-as stated, LT doesn’t “clean up” wonky Word documents and the contacts don’t want to pay to have their document retyped with clean code).

Will never forgive Bill Gates for putting Word on PCs for free and capturing the market with a product so inferior for what we (aka “in legal”) do <-especially back then!

Sorry Ben, this isn’t personal. ;)~

Andrea, nope notta

As long as you're attentive to the formalities, Word does it quite nicely. There are other programs, but Word does it well.

Personally, once I have the initial document done in Word and am happy with the information. I will fix it, and go in to the tables manually to correct any errors rather than endlessly futz with the programs few failures. In a longer or more important brief I would also highly recommend jobbing the task out to a virtual assistant as your time can be better spent on substantive matters.

Roger Traversa, Pennsylvania

I'm curious where you are all finding these "virtual assistants" who: (a) do any word processing at all, let alone complex functions on documents they did not create; and (b) have nothing else to do but wait around for just that day when you have a funky document to fix? Let me tell you - they DON'T exist.

For the record, the Virtual Assistants I know do not do "office" work - they do web work. As a Virtual Assistant, I set up a company to do the day to day work of law firms; but I rarely do any of it. This past job was for a presentation and was not "legal" in nature.

So let me state for the record: No, VAs are not a bunch of out of work secretaries just waiting for some odd job that an attorney needs done to jump on. It is a profession, made up of mostly very skilled web workers - and the VAs I know - have full client rosters.

So if you're looking to get help, find it before you NEED it - or you may just find yourself sitting for hours behind that keyboard cursing at Bill Gates the way I was last week! ;)

Andrea Cannavina, nope notta

And even I can figure out how to do it.

And I am a lawyer. And I was a word processing geek for decades.

John Davidson, Pennsylvania

TeX/LaTeX.

<https://www.tug.org/begin.html>

https://en.wikibooks.org/wiki/LaTeX/Document_Structure#Table_of_contents

I know, I know. "I've already got Word/WordPerfect/Whatever" and "that stuff is for computer nerds, I don't have time to mess with it."

TeX/LaTeX is vastly superior in its handling of complex documents because it is designed and conceived as a means to create logically structured complex documents. And it never had an animated paper clip.

Robert Link
