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Legal Technology Seminars

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Master Automatic Paragraph Numbering and Styles in MS Word Improve Your Processes and Drafting Efficiency with Technology



Speaker

Barron K. Henley
Affinity Consulting Group
Columbus, OH

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CLE: 2.5 | Level: Basic/Intermediate

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- Attach numbering to the relevant styles that control the rest of the formatting

*The seminar will be taught using the latest version of Word for Windows, but the course materials will also cover previous versions of Word and Word for Mac.

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Improve Your Processes and Drafting Efficiency with Technology

02/22/24 | Livestream | 1:00pm-4:30pm
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You will be able to:

- Use the Lean Six Sigma process to save time and avoid mistakes
- Decrease drafting time and costs with document automation (DA)
- Understand the necessary criteria when choosing a DA platform for your firm
- Increase your accuracy when drafting even the trickiest document

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Barron K. Henley
Affinity Consulting Group, *Columbus, OH*

Barron's technology-related seminars are among our most popular—and with good reason. A nationally recognized speaker with expertise in law practice management, document automation, and ethics, he is a founding partner of Affinity Consulting Group, a legal technology consulting firm.