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Overview: How to Create a TOA

In a Few Words ...

- Scan
- Review
- Build

In a Few Hundred Words ...

Scan

As Best Authority scans your document, it finds all the citations and generates a set of Authorities based on them. The Authority—i.e., what will appear as a single entry in the Table of Authorities (TOA)—represents the case, statute, etc., whereas the citation represents the point in the document where the Authority is referenced. The citation that was used to form the text of the Authority is referred to as the Long citation; the other citations linked to the Authority are referred to as Short citations. On a typical workstation, it takes less than one minute for BA to scan a 100-page brief. In addition to finding citations in the brief, there are additional special items which Best Authority will detect.

- Best Authority recognizes certain patterns which indicate the presence of text which might, or might not be a citation. These require a human to evaluate. We call such items Suspects.

- Best Authority detects references to the case record (Non-TOA References), which are not Authorities. This is done primarily so that whenever the word “Id.” is found, BA knows, for example, that it refers to the “the Smith Affidavit,” rather than to a statute which preceded it in the document text.

Review

In Review Mode, you examine the results of the scan, and you then have ways to make edits:

- Make adjustments to the citation in the document, and/or
- Make changes to just the information that will be used to generate the Table of Authorities.
When you click the **Review** button in the Best Authority Ribbon, Best Authority shifts into Review Mode, and a dockable **Review Pane** opens which contains all the Authorities and Citations that Best Authority found during the Scan phase. During the Review, a new ribbon is presented with many powerful editing commands now visible.

Review Mode consists of three major elements:

- **Highlighted citations**: In the main body of the document, the citations have been highlighted using either the default colors assigned by Best Authority or your own custom set of colors. This allows you to visually scan and edit the document itself, and, to make sure that Best Authority has properly marked all of the citations. *Keep in mind that the text of the citations as they appear in the document may be different from the way they appear in the TOA.* (For details, see “Step 2: Review the Document” on page 32.)

- **Review Tree**: The Review Pane contains a three-level, collapsible-expandable, tree structure—Groups, Authorities, Citations—which allows you to easily navigate all of the elements that will make up the final TOA. The Groups that are displayed are configurable; a common configuration employs Cases, Statutes, Other Authorities, Suspects, Non-TOA References, and Unmarked citations. In the Review Pane, you can edit the Authorities and citations, as well as making any adjustments to the TOA structure and format. You will also be able to see how Long and Short citations have been linked.

- **Preview**: In Review Mode, you also have the option of opening a Preview Pane containing a preview of the Final-Form TOA as it will appear in the document. In this pane you are presented with the exact text of the Authorities as they will appear in the TOA, including any adjustments to the document text made by Best Authority (e.g., dropping pinpoint citations and parentheticals), and any edits you have made yourself. (For details, see “Preview TOA” on page 42.)

In Review Mode, your work flow will include the completion of two distinct tasks:

- **Proofread the Scan results**. Once the Scan has completed and you have entered Review Mode, your first job should be to check the highlighted citations in the document for citations that have been marked incorrectly (e.g., the highlighting doesn’t include the entire citation), citations that have been missed altogether (which will occur only rarely), and miscellaneous text that has been incorrectly marked as a citation.

  In many cases, the Scan will not pick up the citation because of an error in the citation text in the document. It is usually best to first fix all such errors in the document, and then run a re-Scan before proceeding.
In cases where the document text is correct but the Scan results are incorrect, you can use tools available in Review Mode to Mark or Unmark citations, so that they will be properly included in, or excluded from the TOA.

- **Proofread the TOA.** Once the Scan results have been proofread, the next step in Review Mode is to ensure that the relations among the TOA data (citations, Authorities, and Groups) are correct, and that the TOA itself looks proper. To assist in this task, Best Authority provides a number of tools to modify the TOA data.

In addition, you can have the Preview pane open while you make edits to the data, to confirm the changes to the TOA.

When first learning to use Best Authority, you may decide to begin the Review phase by printing out the TOA (see “Print” on page 44). Many users find that they can get a better overview of the entire TOA when reading hardcopy; and also, you will have sheets on which you can make handwritten notes before entering your changes. Once you have become more confident in working in Best Authority, you may decide to make all of your adjustments “on the fly”.

There are several reasons why you might need to make adjustments in a document or its TOA:

- The largest number of adjustments will consist of examining the Suspects, and verifying that most (or all) of them can be ignored. (By default, Suspects do not appear in the Final-Form TOA; you may, however, wish to include them in the Final-Form TOA for interim drafts.)

- Often you will find an error in the citation in the document text. In this case, you can make the correction in the text and pick up the corrected citation and any related citations on a Re-Scan.

- You may see places where Best Authority missed an entire citation. For example, the brief may contain a citation to a periodical which is not in BA’s internal dictionary; or, there may be a county court reporter or local ordinance. In most cases, you will simply manually mark the citation (see “Marking a Citation” on page 48).

- If BA is failing to recognize an entire category of citations, you may wish to use a more advanced feature, where you can tell BA how to treat specific phrases, e.g., that “New York” is the name of a magazine, as used in this particular brief. This is covered in “Document Dictionary” on page 105. In such cases, you will need to make modifications to either the document dictionary, or to a dictionary overlay, and then re-scan the document for citations.
• Sometimes the Authority text will need to be different from the text of the
citation(s) to which it refers. For example, the citation text may say “Cal. Civ.
Proc.”, but the text you prefer for its Authority text is “California Code of Civil
Procedure” (see “Replace Text” on page 63). Similarly, you may need to
standardize on the use of “Section” versus “§”, “Paragraph versus “¶”, and so
forth (see “AutoReplace” on page 98 and “AutoFormat” on page 95).

All of the adjustments you make to the TOA when in Review Mode are remembered by
Best Authority, so that all of your work will be preserved if you save the document and
come back to it later. If someone else adds citations to the document outside of BA, you
can always re-scan the document in such a way that your previous work is not lost.
And because all of your BA settings are stored with the document, you can work on the
document even when your workstation is detached from your local area network, or
when the document is processed on a different workstation at another location.

If you make any changes to citations in the document, you need to re-scan the
document, so that those changes can be incorporated into the Authorities in the TOA.
The re-scan will pick up any changes to the document text, and may pick up additional
Short citations that were not found before the corrections were made.

When you have completed your review and editing of the document and the TOA, click the Close Review button to exit Review Mode and prepare to build the Final-Form TOA.

If, after the Review is complete, any final adjustments are required, you need to decide
whether to (a) fix citations in the body of the document and Re-Scan, or (b) build the
Final-Form TOA and fix any problems by directly editing the TOA with standard Word
tools.

**Build**

This is the simplest step: Click Build to tell Best Authority to generate the Final-Form
TOA output. The TOA will use formatting and paragraph styles which are selected by
your current Scheme (and any custom Document Options overriding the Scheme; see
“Document Options” on page 71).

Once the Final-Form TOA has been generated, you may detect a few additional
problems which need correcting. Depending on which is easiest, and on whether or not
you foresee further revisions of the document, you may either

• Return to the Review pane, correct the BA information, and re-generate the TOA;
  or

• Make the changes directly to the Final-Form TOA.
Tutorials

The Levit & James website at https://www.levitjames.com/support-center/best-authority/best-authority-4/4-0-3004#!/?tab=tutorials includes introductory and advanced e-learning modules for getting quickly up to speed on Best Authority.
Introduction

What Is a Citation?

A citation is a reference to a source of information (an Authority) external to the document in which it is contained. Authorities may include Cases, Statutes, Periodicals, etc. The syntax for case, statute, and regulation citations has been rigidly standardized. Two of the most popular references are *The Bluebook* and the *California Style Manual*. BA is compatible with both references, as well as many other references from various states, federal agencies, and others. It also allows the user to set up custom dictionaries to help recognize unfamiliar citation patterns or phrases.

There are various generic types of Authorities (e.g., Cases, Statutes, Rules, Constitutional Provisions, etc.). We refer to this as the **Citation Type**. For example, whether the Authority is a federal case, a state case, a local case, or a docketed case, it will still have a Citation Type called “Case.” (“**Citation Types**” on page 141 shows a full list of all supported Citation Types.)

What Is a Table of Authorities?

A Table of Authorities (TOA) is a summary or listing of authorities that are cited in a document, and their location in the document. A document typically contains multiple groups of Authorities, with each TOA Group containing references to one or more types of citation. It also may have a geographic restriction (e.g., federal only or state only, or a specifically-named jurisdiction). For example, a TOA Group may contain Federal Cases, another may contain State Cases, while yet another contains Federal and State Statutes. TOA Groups containing cases may be separated according to whether an opinion has been rendered for the case, i.e., whether it is a “docketed” case. They may also be separated based on text patterns.

In a TOA, the document page numbers on which the Long citation (and usually the Short citation) appear are listed at the right margin. Unlike with syntax for citations in the document text, there is no widely-used standard, such as *The Bluebook*, which specifies the information to be contained in a TOA, nor for the formatting of the Authorities in a TOA, nor for how they should be grouped. Although there are some generally-accepted conventions, and some courts have their own rules, most courts do not. It is common for firms and attorneys to have their own policies and preferences. Some jurisdictions require a table of Points and Authorities, where the Authorities are interleaved with table of contents entries.

Installation and Configuration

Best Authority requires Microsoft Word to be installed beforehand. Supported Word versions are: 2010 (SP2 or later), 2013 (32-bit or 64-bit), 2016 (32-bit or 64-bit), 2019 (32-bit or 64-bit), and the latest update on the Office 365 Semi-Annual channel. Best
Authority will run properly on 32-bit or 64-bit Windows operating systems, including Windows 10. The minimum supported screen resolutions are 1024x768 with 96 DPI.

Best Authority is designed to work either in a shared multi-platform environment, or on a single computer. For installation and configuration instructions, see the Best Authority Administrator’s Guide.

Best Authority Light Edition is designed to work on a single computer.

Let’s Get Started

The BA Ribbon

Everything you need to do to construct a Table of Authorities is performed on an open document using the tools available on the Best Authority Ribbon. The tools available on the ribbon will change depending on where you are in the process of creating the TOA. To display the Best Authority ribbon, click on the Best Authority tab in Word.

Activation

**Note:** If you are a current Best Authority customer and you are NOT licensed for Pay-Per-Service, skip to: Starting With A Blank Document below.

When you start Best Authority for the first time after installation, the Best Authority Activation ribbon is displayed. The only tools enabled on the ribbon at this point are Preferences, Help, and Activate. (Details on use of all the BA tools available to you are included in subsequent sections of this User Guide.)

The first thing you need to do is enter the Activation Code supplied by your Best Authority Administrator. To enter the code, click on the Activate button and enter the code. BA will confirm and activate your license.

Starting With A Blank Document

When you click on the Best Authority tab while a blank document is open, the Best Authority ribbon appears as follows:

![Figure 1. Best Authority Activation ribbon](image-url)
The left-most command is for opening one of the training documents provided with Best Authority for working through the video tutorials. They are in .DOCX format and are compatible with all Word versions supported by Best Authority. Your BA Administrator may also have included one or more additional documents for specialized training in your facility.

Preparing a document with content

Before running Best Authority, you should prepare an empty location in your document to accept the TOA to be generated. This is typically done by inserting a Section Break (Next Page) at or near the beginning of the document. A typical location is at the end of the front matter, just after the Table of Contents and before the body of the brief. Later on, BA will ask you to navigate to this location in the document in order to tell BA where to place the Final-Form TOA. (This step has already been done for you in the training documents.)

After you have prepared the document, click on the Best Authority tab and a new ribbon is displayed:

BA Startup

If your document has never been processed before by Best Authority, you must provide several pieces of information to begin using BA. These include: Selecting a Scheme, Setting the Scan Range, and Selecting an Output Location. (If you are a Pay Per Service user, you must also pay for authorization to use Best Authority. For details on using the Pay-Per-Service system, see “Appendix” on page 172.) Click the Startup button and these functions will be run in sequence, to allow you to complete the preparation of your document for the Scan. Note that setting the Scan Range is required prior to running the Scan and selecting the Output Location is required prior to running the Build.
**Important**: If you are an Unlimited user and Best Authority usage is being tracked for your firm, when you click **Startup**, the Get Authorization dialog will be displayed and you must enter the information required by your firm before proceeding. Required information is indicated by a “*” next to the field name at the bottom of the dialog. See, “Appendix” on page 175.

**Select Scheme**

A Scheme is a pre-set collection of Document Options governing exactly how the TOA will be organized and formatted. The Scheme also defines the Word paragraph styles employed in the construction of the TOA. For more information, see “Document Options” on page 71 and “Managing Schemes” on page 112. Once you select a Scheme, Best Authority will automatically organize and format the TOA.

**Tip for advanced users**: If you are setting up a document as a template, you may find it useful to forgo selecting a Scheme at this point, and instead proceed directly to setting the Scan Range and/or the TOA location.

Click the **Startup** icon on the ribbon, then click **Select Scheme** on the menu. The Select Scheme dialog opens.

![Figure 4. Select Scheme dialog](image-url)
You may now choose a Scheme from the dropdown list, or, if you click Mix/Match, you may mix settings from multiple Schemes or open documents (see “Copying Settings from Multiple Schemes or Open Documents” on page 113.

When your cursor hovers over an item in the dropdown list, a tooltip appears showing the following: (1) whether it is a Shared or Private Scheme, (2) a general description of the Scheme’s purpose and pertinent settings, and (3) a listing of the TOA Groups defined for that Scheme. Once a Scheme is selected from the list, this same information appears in the area below the dropdown list.

Clicking Preview will display a sample of how a TOA will look with the settings of the selected Scheme applied (but not any changed Overrides).

In the Scheme Overrides area, you can override some important settings in the Scheme you have selected (see “Scheme Overrides” on page 100).

After making your choices, click OK.

**Set Scan Range**

You are now prompted to set the Scan Range in the document.

Most documents contain material at the beginning, and sometimes at the end of the text, which must not be scanned for citations. Such material includes: Tables of Contents, previously generated Tables of Authorities, Certificate of Service, and documentation in appendices or annexes. You must exclude this material by marking the beginning and end of that part of the document which is to be scanned. **Don’t set a Scan Range that includes Tables of Contents and Tables of Authorities.**
Step 1

If the **Show ¶ While Navigating** box is checked, all hard and soft returns, non-breaking spaces, and optional hyphens (but not fields), will be visible in the document, so that you can more easily locate the exact spot where the Scan Range begins and ends.

In the document, position the cursor at the start of the Scan Range, and then, in the dialog, click **Set**.

The position is marked in the document and BA automatically opens the **Set Scan Range – Step 2** dialog.
Position the cursor at the end of the desired Scan Range, and click Set.

If you need to exclude one or more sections of the document from the scan, you first define the total scan range, and then you exclude parts of that range. Position the cursor at the end of the last section to be scanned and click Set, but then exit out of the resulting Set TOA Location dialog by clicking Cancel. On the Startup submenu click Exclude from Scan Range, which brings up the Scan Exclusion Zones dialog:
Any material preceding the scan zone you already defined will be listed as the first exclusion zone, and it is not deletable. To add a new exclusion zone, click **Add** and define the exclusion range as in the preceding steps. Continue until all exclusion zones have been defined, and click **Close**.

**Tip:** Here’s a shortcut for adding an exclusion zone: After clicking **Add**, select the area of the document to be excluded, and then click the **Set** button *twice.*
Set TOA Location

Finally, you are prompted to set the location in the document where the Table of Authorities will be inserted once it is generated.

**Note:** If you’ve set a Scan Exclusion Zone, you have to select Set TOA Location from the Startup menu.

![Set TOA Location](image)

**Figure 8. Set TOA Output Location**

In the document window, click in the location where the Final-Form TOA is to be placed. Note that at this point, you can perform edits to the document—for example, adding an extra blank line, a section break, etc. Then click **Set**.

BA searches the document for any pre-existing TOAs. BA will detect an existing TOA if the document contains (a) an existing Best Authority TOA, or (b) a plain-text TOA with entry paragraphs which use the “Table of Authorities” paragraph style.

If a pre-existing plain-text TOA is detected, BA displays the beginning of the existing TOA, and awaits instructions where to insert the new Table of Authorities.

If no existing TOA is found, BA looks for the end of the front matter of the document. If successful, BA moves the cursor to this location. Otherwise, BA moves the cursor to the beginning of the document and awaits instructions where to insert the TOA.
The **Points & Authorities** button is for preparing the document for listing the Authorities inside the document’s Table of Contents, as is required by some courts. See “**Points & Authorities**” on page 145.

**Startup Completion**

Once the initial Startup sequence is completed with your setting the TOA’s location, the **Select Scan Options** dialog is displayed. Now, there are green check marks next to **Select Scheme**, Set the **Scan Range(s) of the TOA**, and **Set the TOA Output Location** on the **Startup** menu and the **Scan** icon on the ribbon, now appears in black.

Once these initial Startup steps have been completed, you may return at any time to the Startup tab and re-do any of them, e.g., you can change the Scheme, Scan Range, or the location of the Final-Form TOA warning:

![Figure 9. BA Startup menu](image)

With Startup completed, you are now ready to scan and build the TOA.
Creating a Table of Authorities

This section provides detailed documentation of all features available in Best Authority for creating Tables of Authorities. Although it follows the sequence of steps required, it is not intended as a substitute for the video tutorials which are available from the Best Authority Help menu.

**Step 1: Scan for Citations**

After you have performed the Startup sequence as described in “BA Startup” on page 18, the **Select Scan Options** dialog is displayed. If Startup was already done during a previous BA session, click the **Scan** button on the BA Ribbon to display this dialog.

![Figure 10. Select Scan Options dialog](image)

**Scan Options**

The Scan Options dialog includes the following sections:

**State Abbreviations**

Courts in some states require citation formats which are either unique for that state, or in which the state’s name does not appear as part of the citation, but rather is implicit. It
is therefore often useful to select a particular state from the list in **Use State Abbreviations for** so that the dictionary specific to that state will be employed when Best Authority scans the document for citations.

If most of the documents you process are for the same state, you can avoid having to set this each time by specifying a default state in your Preferences (see “Scan Preferences” on page 101).

**Semi-Colons Between Parallel Cites:** In some jurisdictions (e.g., Michigan, New York), semi-colons are used instead of commas in order to separate parallel publication points within citations. If this is the case in your jurisdiction, put a check mark next to this option.

For example, consider the following citation:

\[
\text{Pacific Gas and Electric Co. v. G.W. Thomas Drayage & Rigging Co. Inc., 69 Cal 2d 33, 39 (1968); 69 Cal. 2d 525, 528 (1968)}
\]

If **Semi-Colons Between Parallel Cites** is unchecked, the scan picks up the citation as a case and a Suspect:

- **State Cases**
  
  \[
  \text{Pacific Gas and Electric Co. v. G.W. Thomas Drayage & Rigging Co. Inc., 69 Cal 2d 33 (1968)}
  \]

- **Suspects**
  
  \[
  69 \text{ Cal. 2d 525, 528 (1968)}
  \]

If **Semi-Colons Between Parallel Cites** is **checked**, the scan picks up the citation as a single case:

\[
\text{Pacific Gas and Electric Co. v. G.W. Thomas Drayage & Rigging Co. Inc., 69 Cal 2d 33, 39 (1968); 69 Cal. 2d 525, 528 (1968)}
\]

**Dictionary Options**

If it is known beforehand that the document contains no citations of international case law, statutes, etc., then selecting **US Entries Only** will result in fewer false positives. If, on the other hand, there is a possibility that international citations are present in the document, then **US and International Entries** should be selected.

While Best Authority built-in dictionaries are often sufficient for recognizing all citations during the scan, there are times when it is necessary to extend the dictionary with custom entries in order to handle special situations, such as local ordinances.

Custom Dictionaries: In addition to BA’s built-in dictionaries, and custom dictionary entries for the current document only, you can activate custom dictionaries which have been defined by the BA Administrator. The Administrator can configure BA to load these custom dictionaries by default (for this, see the Best Authority Administrator’s Guide), however there may be occasions when it is necessary to switch dictionaries “on the fly,” depending on the particular type of document being processed. To do so, click Custom Dictionaries.

Dictionaries with names that begin with “AutoLoad” are loaded automatically for all documents, and you cannot unload them.

For all other dictionaries, you have three Load Options: Don’t Load, This Document Only, and All Documents. Two of these options, Don’t Load and All Documents, are “sticky”, i.e., they will continue to be set that way as you process subsequent documents. If, on the other hand, you select This Document Only, subsequent documents will use the Don’t Load option.
Re-scan Options

If **Keep Edits** is checked, any edits to the TOA data that have been previously made while in Review Mode will be preserved. This will also allow Best Authority to keep track of what has changed since the last time a BA Scan was run on the document. See “Show Changes” on page 36.

If **Keep Edits** is unchecked, all previous edits to TOA data will be removed, and the document will be treated as if it has never been scanned previously.

Quoted Citation Options

If text in your document is indented from both the right and left margins of the document by at least the value shown next to **Minimum Indent for Block Quotations**, that text will be considered by Best Authority to be a “block quotation,” and any citations in that text will be treated as “quoted” cites. For additional options for handling quoted cites, see “Exclusions” on page 73 and “Scan Preferences” on page 101.

Scan Format Options

When the **Scan for Plain Text Case Names in** option is set to **Footnotes/Endnotes Only** or **Any**, Best Authority will look for plain-text case names in either the footnotes/endnotes or anywhere in the document. The **Footnotes/Endnotes Only** setting makes it possible to process documents that have been formatted to American Bar Association journal standards, which require that citations in footnotes and endnotes not be formatted in italic.

Running the Scan

You now have three options: **Scan**, **Scan & Review**, and **Scan & Build**. These options are displayed on buttons at the bottom of the Select Scan Options dialog.

Click **Scan** to accept the options selected on the Select Scan Options dialog, and to start the document scan. BA looks for citations that should be used to build a TOA. Specifically, the scan

- Analyzes the text to find all citations.
- Generates a set of Authorities based on the citations. The citation used to generate the text of the Authority is referred to as the **Long** citation; the other citations linked to the Authority are referred to as **Short** citations.
- Best Authority does not insert a field for each citation. A bookmark is associated with each citation, and all other information is stored elsewhere inside the document.
Citations, or possible parts of citations found by the scan which either cannot be established as Long citations, or are most likely Short citations which cannot be associated with known Long citations, are assigned to a special Suspects TOA Group. See “Built-in Groups” on page 82 for a full explanation.

When the scan is finished, BA shows a dialog with the number of citations detected and the number of authorities created. A green check mark has been placed on the Scan icon on the ribbon indicating the Scan is complete.

![Figure 12. Scan Results dialog](image)

**Scan and Review**

The **Scan & Review** button allows you perform two steps in one: (1) the document is scanned for citations (see “Running the Scan” on page 29), and (2) Best Authority goes into Review Mode (see “Step 2: Review the Document” on page 32).

The **Scan & Review** button includes four options which can be selected from its dropdown menu. When working with small and medium-sized documents, the first option, **Page Numbers, Highlighting**, causes the document to be scanned and then brought into Review Mode normally, with citations in the document highlighted, and with page numbers showing in the Review Pane.

The other three options are useful for speeding up work with large and very large documents with thousands of citations. For example, when reviewing a document after the initial Scan, the option **Index Numbers, Highlighting** will speed up BA’s updating when edits are made to citations; and when reviewing the TOA entries in a later phase, the option **Index Numbers, No Highlighting** will speed things up even further.

**Note 1:** These options are also available on the **Review** button on the main BA ribbon.
Note 2: The **Scan & Review** option you choose will remain the default for clicking this button (and also for clicking the **Review** button on the BA ribbon) during your current BA session. To change the default, select another option from the dropdown the next time you run the command.

Note 3: When **No Highlighting** is chosen, only the currently selected citation will be highlighted.

**Scan and Build**

The **Scan & Build** button allows you to scan the document and build the Final-Form TOA in a single step, skipping over the Review process. This comes in handy if you need to rebuild the Final-Form TOA using your current settings, after having made corrections in the document text. For details on the Build step, see “**Step 3: Build the Table of Authorities**” on page 69.
Step 2: Review the Document

Best Authority’s Review Mode provides a special Review Ribbon which includes commands useful during the Review process. Additionally, there is a Review Pane which lists all the Groups, Authorities, and citations marked in the document, as well as a view of the document in which all of the citations are highlighted.

Using Word’s Native Tools within Review Mode

During the time when you are reviewing your document in Review Mode, all modifications you make using BA’s Review Mode tools result in changes to the Table of Authorities only, and not to the document’s text.

However, while in Review Mode, you can also make use of Word’s native tools, such as Spell Check and Find and Replace, to make changes to the document’s text. You can also make manual edits to the document’s text.

If you are only making minor edits to document text that is not a citation, and if you are not adding any new citations to the document text, you may do so without affecting BA’s Scan results.

On the other hand, if your Spell Check, Find and Replace, and/or manual edits make changes to citations, some kinds of changes will result in citations being mis-marked as “Deleted” in the Review Pane, while in other cases, citations will become marked with a “w” icon in the Review Pane. In either case, it is best to run a Re-Scan, so that BA can properly recognize all the changes you have made.

Review Mode and the Windows Clipboard

When entering and exiting Review Mode, BA clears the contents of the Windows clipboard. This is necessary because of a limitation in the Windows operating system which can cause clipboard contents to become corrupted.

During your current Review session, the Windows clipboard can be used normally.

Note: BA also clears the clipboard when you build the Final-Form TOA.

Starting Review from the BA Ribbon

When starting Review from the ribbon, by selecting the drop-down arrow on the Review button, the user can select from four options for the way citations will be listed in the Review Pane and marked in the document. Run Review with Page Numbers, Highlighting is selected by default.
Review Mode Ribbon
The Review Mode Ribbon includes commands that you will need to review and edit the Groups, Authorities, and citations in the TOA. Individual commands and other features on the ribbon are described more fully in additional sections of this guide.

Review Pane
When Review Mode launches, a dockable, resizable Review Pane is presented containing the Groups, Authorities, and citations marked in the document during the scan phase. The Review Pane can be docked to the left, right, top, or bottom of the Word window or even left undocked and moved to a separate monitor if running multiple monitors.

There are two ways to dock the Review Pane:

- Clicking on the top bar in the Review Pane window will turn the mouse pointer into cross-hairs. The Review Pane can then be dragged to the desired location.
The Resize menu on the right-hand side of Review Pane’s top bar (see the figure below) includes a Dock submenu, from which you can select the docking location.

![Dock menu](image)

**Figure 14. Review Pane**

The docking location you select will be remembered the next time you launch Review mode.

There are many keyboard shortcuts for working with the Review Pane. For example, Ctrl + Shift + Plus will expand all items in the Review Pane Tree. For a full listing, see “Keyboard Shortcuts” on page 137 and specifically “Keyboard Shortcuts for the Review Pane” on page 138. The Keyboard Shortcuts listing can also be accessed directly from the Help menu.

**Review Pane Tree**

The Review Pane Tree displays all Authorities and citations that have been marked in the document. They are listed by group, usually alphabetically, or according to the sort order specified in each Group’s properties in the selected Scheme. The Groups listed are those that are chosen when selecting the Scheme, as well as groups for Suspects, Non-TOA References, and Unmarked Citations.

**Collapsing/Expanding Groups**

The triangle next to the name of each Group allows you to collapse or expand the group to show all citations in that group. For expanded Groups with many citations, there is a
scroll bar on the right of the pane that allows you to scroll up and down through the Group. Additionally, the Review Pane contains buttons that will collapse and expand Groups and Authorities.

- **Collapse All:** This button collapses the Authorities and citations in the tree so that only the Groups show in the Review Pane.
- **Collapse Authorities:** This button displays the Groups and the Authorities in the tree but leaves each Authority’s corresponding citations collapsed.
- **Expand All:** This button expands all Groups, Authorities, and citations in the Review Pane tree.

**Authority/Citation Information Display**

There are four tabs that can display Authority/Citation information in the Review Pane Tree: **All**, **Search**, **Selected**, and **Citation List**. The **All** tab lists all Authorities and citations found in the document during the Scan or added during the Review, sorted by Group and alphabetically, along with the page number (or index number if you have turned on that option) on which each citation appears. The first thing listed under a Group is its first Authority, displayed as it will be listed in the TOA.

Note that some of the Short citations may repeat the Long form, but are still referred to as Short citations. Also, although this is usually not recommended, some Short citations may precede the Long citation in the document.

To the left of each Authority is a triangle which allows you to collapse and expand the Authority to show its’ citations, or not.

With the **Search** tab you can dynamically search all Groups, Authorities, and citations for words and phrases. The search results will automatically update as you type in the search field. The **Search by** field allows you to filter the search results for only Authorities that are new or changed as the result of a re-scan, citations that have been changed in the document since the last scan, items that have been deleted, Authorities whose text has been edited, Suppressed authorities, and conflicting edits. For explanations of these categories, see “Show Changes” on page 36. When the **New/Changed** or **Edited in TOA** filter is selected, you may also specify a “since when” starting time, which for **New/Changed** defaults to the last time the document was scanned.

The **Selected** tab displays all Authorities or citations which have been selected in the Review Pane Tree. This is helpful when performing operations on multiple Authorities and citations and you wish to verify that you have selected all those desired.
The Citation List tab displays all detected and manually Marked citations in the order in which they appear in the document. This display is useful for verifying that all citations have been marked.

**Navigation Buttons**

Next to the collapse/expand buttons in the Review Pane are two buttons that can assist with navigation in the Review Pane tree: **Back** and **Forward**.

**Back**: Use this button to return you to a previously edited Group, Authority, or citation in the Review Pane.

**Forward**: If you previously used the Back button, the Forward button moves you forward through the last item(s) edited.

**Show Changes**

The Show Changes feature is very helpful while documents are being modified and reviewed. When an item either in the Review Pane Tree or in the document text has been changed, added, or removed, an icon appears to the left of the item, indicating the particular kind of change. Note that with the exception of the “w” icon, these icons persist after the document is re-scanned when using the Keep Edits option. The following table shows the icons and what they signify.

<table>
<thead>
<tr>
<th>Icon Example</th>
<th>Icon Definition</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Icon Example" /></td>
<td>Changed but not re-scanned</td>
<td>A blue W means a citation has been edited in the document since the last scan or marked, but the document has not been rescanned. This indicates that the document should be rescanned in order to pick up the change to the citation text.</td>
</tr>
<tr>
<td><img src="image2" alt="Icon Example" /></td>
<td>New</td>
<td>A green plus sign means that citations have been added to the document and Authorities created during a re-scan.</td>
</tr>
<tr>
<td>Icon Example</td>
<td>Icon Definition</td>
<td>Meaning</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------</td>
<td>---------</td>
</tr>
<tr>
<td><strong>Sonoma County Code, Chapter 30, Article II, § 26-12</strong></td>
<td>Authority Edited</td>
<td>A pencil icon means an Authority entry has been edited. This indicates that the TOA text for the Authority has been changed for this Authority. The citation text in the document may or may not have been edited. The pencil icon will also show if any of the properties of the Authority have been modified: class name, geographic scope/code, docketed state, left margin text, etc. It will also appear next to a manually marked Authority and its' citation.</td>
</tr>
<tr>
<td><strong>Public Resources Code § 4527</strong></td>
<td>Changed and re-scanned</td>
<td>A green star means a citation has been edited in the document and the document has been re-scanned.</td>
</tr>
<tr>
<td><strong>Sonoma County Code, Chapter 30, Article II, Section 26-12</strong></td>
<td>Deleted from document</td>
<td>A red x means the citation has been deleted from the document text.</td>
</tr>
<tr>
<td><strong>Blinder v. Aetna Life Ins. Co., 75 Cal. App. 4th 832 (1999)</strong></td>
<td>Conflicting edits</td>
<td>An exclamation point in a red stop sign means that conflicting changes have been made both to the Authority in the Review Pane, and to the citation in the document text. To fix the problem, run the Resolve Conflict command. See “Resolving Conflicts” on page 60.</td>
</tr>
<tr>
<td><strong>Wing v. Forest Lawn Cemetery Ass’n, 15 Cal. 2d 472 (1940)</strong></td>
<td>Quoted Citation</td>
<td>A Q with a circle around it means a Citation has been detected as a quoted cite, and automatically suppressed if set to do so by the TOA Options in the document.</td>
</tr>
<tr>
<td>Icon Example</td>
<td>Icon Definition</td>
<td>Meaning</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>📚[D’Amico v. Board of Medical Examiners, 11 Cal. 3d 1 (1974)]</td>
<td>Mentioned Citation</td>
<td>An M with a circle around it means a Citation has been detected as a mentioned cite, and automatically suppressed if set to do so by the TOA Options in the document.</td>
</tr>
<tr>
<td>📚D’Amico v. Board of Medical Examiners, 11 Cal. 3d 1, 21 (1974)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>📚D’Amico</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>📚[Dolan-King v. Rancho Santa Fe Assn., 81 Cal. App. 4th 965 (2000)]</td>
<td>Auto-suppressed Footnote</td>
<td>An F with a circle around it means a Citation in a footnote has been automatically suppressed if set to do so by the TOA Options in the document.</td>
</tr>
<tr>
<td>📚Dolan-King v. Rancho Santa Fe Assn., 81 Cal. App. 4th 965 (2000)</td>
<td>Auto-suppressed Endnote</td>
<td>An E with a circle around it means a Citation in an endnote has been automatically suppressed if set to do so by the TOA Options in the document.</td>
</tr>
<tr>
<td>📚Heinly v. Lolli, 2 Cal. App. 3d 904 (1969)</td>
<td>Auto-suppressed Short</td>
<td>An S with a circle around it means a Short Citation has been automatically suppressed if set to do so by the TOA Options in the document.</td>
</tr>
<tr>
<td>📚2 Cal. App. 3d at 911</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

**Sorting Suspects**

In all Shared Schemes, the Suspects Group—i.e., any items picked up in the scan which could not be conclusively identified as citations—is sorted sequentially by default. To switch to Smart Sort: Right-click on the Suspects Group in the Review Pane and select Set to Smart Sort. The same can be done by double-clicking the Suspects Group in the Review Pane or by selecting Edit Group from the Review Ribbon and then selecting Smart Sort from the Sort Authorities By drop-down. Use the same procedures to switch back to Sequential Sort.

**Deleted Citations**

Best Authority keeps track of citations which are recognized by the scan (or Marked in Review Mode) but which have been deleted from the document text, either deliberately or unintentionally. Such citations will appear in the Review Pane with a gray background and a red “x”. When you exit Review Mode by clicking Close Review on the
Review Ribbon or by closing the Review Pane, you are offered choices about whether or not to continue to keep track of these deleted citations.

![Figure 15. Deleted Citations dialog](image)

**Review Pane Menu**

Many actions and options that are on the Review Mode Ribbon, or are buttons in the Review Pane, are also accessible via the Review Pane Menu.

The purpose of the Review Pane is to let you easily compare all the Authorities and citations in the TOA to the text for the citation in the document.

There are three ways you can initiate an edit to the TOA:

- Click on a button in the ribbon.
- Use the Edit menu.
- Right-click on an item in the Review Pane Tree, a citation in the document, or an entry in the Preview Pane (see “Preview TOA” on page 42).

Changes made to the TOA with any of these three options only effect modifications to the TOA; they do not change the citation text in the document. Only you can change the citations in the document text, by clicking on the citation in the text and making changes to the text.

**View**

The View menu contains many of the same functions that appear as buttons on the Review Pane. These functions include: Back, Forward, Expand All, Collapse Authorities, and Collapse All. Additional functions on the View menu include the following:

- **Hide Suppressed Items:** This function will hide all items in the Review Pane Tree that have been automatically or manually Suppressed. For more on Suppressed
items see “Automatically Suppress Page Number” on page 73 and “Suppressing and Unsuppressing Citations” on page 51.

- **Checkbox selection:** This function toggles on/off the Checkbox selection option in the Review Pane Tree. When disabled, you must use Ctrl-Click in order to select non-contiguous Groups, Authorities, and citations. When enabled, you can select non-contiguous Groups, Authorities, and citations by clicking on their checkboxes.

- **Show Index Numbers/Show Page Numbers:** This function toggles on/off the Show Index Numbers option in the Review Pane Tree. When enabled, each citation in the Review Pane Tree shows a number indicating the sequential order in which it appears in the document text. When working with very large documents, showing Index Numbers will significantly speed up the display. If Show Page Numbers is chosen, the number of the page on which the citation appears is shown.

- **Un-Highlight Citations/Highlight Citations:** This function toggles off/on the highlighting of citations in the main document; when un-highlighted is chosen, only the currently selected citation will be highlighted in the document. This is especially useful for speeding up the display when working with very large documents with thousands of citations.

**Edit**

The buttons available on the Review Ribbon are also available as functions on the Edit Menu in the Review Pane. These functions include:

- **Undo** — see “Undo” on page 57.
- **Cut** and **Paste** — see “Cut & Paste” on page 55.
- **Copy** — see “Copy” on page 56.
- **Edit Authority** — see “Editing an Authority” on page 52.
- **Mark** — see “Marking a Citation” on page 48.
- **Unmark** — see “Unmark” on page 50.
- **Resolve Conflict** — see “Resolving Conflicts” on page 60.
- **Suppress** — see “Suppressing and Unsuppressing Citations” on page 51.
- **Assign to Authority** — see “Assign to Authority” on page 51.
- **Merge Authorities** — see “Merge Authorities” on page 58.
• **Combine Split Authority** — see “Combine Split Authority” on page 59.

• **Separate Series** — see “Separate Series” on page 60.

• **Replace Text** — see “Replace Text” on page 63.

• **Create Subgroup** — see “Create Subgroup” on page 65.

• **Remove Subgroup** – see "How to Remove a Subgroup" on page 67

• **Add Group** — see “Add Group” on page 67.

• **Edit Group** — see “Edit Group” on page 67.

• **Set to Smart Sort/Set to Sequential Sort** – Toggles the Suspects Group sorting order when the Suspects Group is selected in the Review pane tree.

• **Remove Group** — see “Remove Group” on page 68.

• **Update Page Numbers** — see below.

• **Print** -

The **Update Page Numbers** command (or **Update Index Numbers** if **Show Index Numbers** is enabled on the View menu) is necessary because in the interest of speed, Best Authority does not update the page (or index) number in the Review Pane after each transaction. Therefore, if you want to see the actual page (or index) number immediately, use this command to do so. (Page or index numbers are automatically updated upon exiting Review Mode.)

**Other Review Tools**

There are several tools on the Review Ribbon and on the Review Pane menus which can help you during the Review process.
**Preview TOA**

The **Preview TOA** button opens an additional pane in Word that shows a preview of the TOA as it will appear in the document.

![Figure 16. Preview Pane](image)

This pane, just like the Review Tree Pane, can be docked on the left, right, top, or bottom of the Word window, or, if undocked, it can be moved anywhere on the screen, or to an additional monitor. As you click on Authorities in the Preview TOA, the corresponding highlighted citation appears in the Word document window, and the Authority is selected in the Review Pane Tree.

There are a few keyboard shortcuts that may prove useful when working with the Preview Pane. See “**Keyboard Shortcuts for All Panes**” on page 138 and “**Keyboard Shortcuts for the Preview Pane**” on page 140.

Just as in the Review Pane, double-clicking on an Authority (or Group) will bring up the Edit Authority (or Edit Group) dialog.

When **Live Preview** is enabled, edits made to Authorities will be immediately reflected in the Preview Pane. When working with large documents, disabling this feature will
speed up the editing process; in that case, updates to the Preview Pane will not occur until the **Refresh** button is clicked.

**Note:** Even when **Live Preview** is enabled, page numbers in the Preview Pane are not updated dynamically. To update the page numbers, click **Refresh**.

The **Show Icons** button (which turns into **Hide Icons** when enabled) will display the most important status icons that also appear in the Review Pane. They are:

<table>
<thead>
<tr>
<th>Icon Example</th>
<th>Icon Definition</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="W" /> Public Resources Code 4527</td>
<td>Changed but not re-scanned</td>
<td>A blue <strong>W</strong> means a citation has been edited in the Word document since the last scan or marked, but the document has not been rescanned. This indicates that the document should be rescanned in order to pick up the change to the citation text.</td>
</tr>
<tr>
<td>![+] Professional Fire Fighters, Inc. v. City of Los Angeles (1963) 60 Cal.2d 276</td>
<td>New</td>
<td>A green plus sign means that citations have been added to the document and Authorities created during a re-scan.</td>
</tr>
<tr>
<td><img src="image" alt="Pencil" /> Sonoma County Code, Chapter 30, Article II, § 26-12</td>
<td>Authority Edited</td>
<td>A pencil icon means an Authority entry has been edited. This indicates that the TOA text for the Authority has been changed for this Authority. The citation text in the document may or may not have been edited. The pencil icon will also show if any of the properties of the Authority have been modified: class name, geographic scope/code, docketed state, left margin text, etc.</td>
</tr>
<tr>
<td><img src="image" alt="Star" /> Public Resources Code § 4527</td>
<td>Changed and re-scanned</td>
<td>A green star means a citation has been edited in the document and the document has been re-scanned.</td>
</tr>
</tbody>
</table>
Legend

The **Legend** button opens the legend that displays the colored highlighting being used in the document for Long/Short citations, Unmarked/Suppressed citations, Suspects, and Non-TOA References. Assigned colors may be changed using the dropdown arrow for the item to be changed. The highlighting in the document is changed immediately.

![Review Legend]

**Figure 17. Legend Pane**

Print

The **Print** command is available both as a button on Review Mode Ribbon and as a command on the Edit menu of the Review Pane. Once the document has been scanned
by Best Authority, it is also available on the main BA Ribbon. Clicking the **Print** button on either ribbon displays the Print Options dialog.

![Print Options dialog](image)

**Figure 18. Print Options dialog**

You may choose to print either the **Scan Range with Highlighting**, or the **Table of Authorities**, or both.

Check **Itemize Citations (for Proofing)** for a print representation of the entire Review Pane tree. Here is an example of an itemized print-out:
Here is an example of a print-out without itemization:

You may also choose to print out selected Groups, Suspects, and/or Non-TOA References.

When **Include Status Icons** is checked, changes to any itemized citation will be indicated with an icon. For a listing of the status icons and their meanings, see “**Show Changes**” on page 36.

**Close Review**

The **Close Review** command is available both as a button on the Review Mode Ribbon and via the \( x \) box in the upper right-hand corner of the Review Pane. It closes the Review Mode Ribbon and Review Pane Tree, and returns the document to the main BA Ribbon. The Preview and/or Legend are also closed automatically if they are open.

**Help**

The Best Authority Help system, the TOA Advisor, daily Tips, and information about Best Authority can be accessed via the **Help** button on the Main Review Ribbon. See “**Help**” on page 133.
Margin Adjustment

As part of its document processing, Best Authority checks each section’s top and bottom page margins, because some documents have these values set in such a way that they can cause Word to create malformed headers and footers which, in turn, can cause incorrect page numbering and/or the creation of empty headers and footers. If Best Authority detects this problem, it may produce a dialog offering choices of what to do.

![Adjust Margins dialog](image)

**Figure 21. Adjust Margins dialog**

If **Automatic Margin Adjustment** is chosen, Best Authority will modify the document’s headers and footers, using a special technique whereby a negative margin value forces the margin to its (positive) value, thereby preventing creation of extra malformed headers and/or footers. You may also **Skip Margin Adjustment** and fix the problem manually at a later point. And, you can instruct Best Authority to use the option you have selected from now on, without prompting.

*Important:* Whenever BA detects a page margin problem, it is best practice to **Cancel** and first determine *why* the margins of one or more sections have been set improperly, and then fix them in each section, before proceeding to process the document with Best Authority. The relevant settings can be accessed via Word’s Page Setup dialog (Page Layout tab, Margins -> Custom Margins). The top/bottom margins are set on the Margins tab, while the distances of the header and footer from the edge of the page are on the Layout tab. In general, the distance from the page’s top edge to the header should be small enough so that blank vertical space plus the vertical size of the text in the header can fit within the page margin. The same goes for the footer. If the margin and header/footer distance for one or more sections is improper, the pagination can be off for the entire document.
Alternatively, the BA Administrator may have configured BA such that it will automatically fix the problem when detected (see the Best Authority Administrator’s Guide). In that case, you will just get a notification that the problem has been detected and repaired:

![Figure 22. Adjust Margins notification](image)

**Tools for Marking Citations and Modifying Authorities**

There are several tools that can be used for marking citations and modifying Authorities. These tools can be accessed in multiple ways: (1) the Review Ribbon, (2) the right-click menu in the document window or the Review Pane Tree, (3) the Review Edit Toolbar menu, and (4) the right-click menu in the Preview window (authority functions only).

In the discussions of the tools in the following pages, we will simply say to “Click [the tool name]”, eg. “Click Mark”. You can do so in any of the four ways noted immediately above.

**Marking a Citation**

The BA scanner will occasionally fail to automatically identify a citation. For example, it may miss a citation entirely, it may detect only part of a citation, or it may mis-identify two parts of the same citation as two separate citations.

To fix the problem, select the text of the citation in the document by click-dragging through it with the mouse (i.e., highlight the text using the mouse, as if you were going to copy the text). Click **Mark**.

A dialog appears asking you if you want to Mark a Long or Short citation. To create a new Authority from the selected text, click **Mark Long**. The Edit Authority dialog will display. You can then edit the newly-Marked Authority as you wish it to appear in the TOA. See “**Editing an Authority**” on page 52 for additional information about editing Authorities.
If you click Mark Short when queried whether you want to create a new Authority for this citation, you are presented with the Select Authority for Citation dialog, where you can specify which existing Authority you want to associate this new citation with.

**Remove from TOA**

For beginning users who do not yet clearly understand the difference between Unmarking and Suppressing an Authority, but who only know that they need to remove the item from the TOA, a “beginner” mode can be made available by disabling Show Unmark/Remark and Suppress/Unsuppress Options on Context Menu in the Review Preferences dialog (see “Review Preferences” on page 103). In this mode, BA provides a Remove from TOA function. If a marked Authority appearing in the Review Pane Tree should not appear in the Final-Form TOA, select that Authority and click Remove from TOA. A dialog appears asking why you wish to remove the selected item(s) from the TOA:

![Figure 23. Remove from TOA dialog](image)

The options are:

- **Move to Non-TOA References**: Item is a Reference, but not to an Authority (e.g., to record, related case, evidence, patent, etc.).

- **Unmark**: Item is neither a Citation nor a Reference (should be ignored). The citation will be moved to the Unmarked Citations group at the bottom of the Review Pane Tree.
• **Suppress**: Other (e.g., item is an unimportant mention of authority). This feature is for excluding actual citations from the TOA, and is typically used for mentions and quoted citations.

The mode can be disabled by checking **Don’t prompt again. Let me select directly from the ribbon and menus** in this dialog. In that case, **Remove from TOA** is replaced by **Unmark** and **Suppress** buttons (see “**Unmarking and Re-Marking a Citation**” on page 50 and “**Suppressing and Unsuppressing Citations**” on page 51).

**Restore to TOA**

If Best Authority is running in “beginner” mode, and you have used the **Remove from TOA** function on an item (see “**Remove from TOA**” on page 49), that item either will appear greyed out in the Review Pane Tree (Suppressed), or will appear in the Unmarked Citations Group in the Review Pane Tree. If you decide that you want to add this item back to the TOA, select the item in the Review Pane Tree and click **Restore to TOA**.

When Best Authority is running in its default mode, selecting on a removed item will display the **Remark** or **Unsuppress** buttons on the Review ribbon and on the right-click and Review Pane Edit menus. See “**Unmarking and Re-Marking a Citation**” on page 50 and “**Suppressing and Unsuppressing Citations**” on page 51.

**Unmarking and Re-Marking a Citation**

**Unmark**

When you Unmark an item which BA has highlighted (or you have mistakenly highlighted), the color of the highlighting changes, and the formerly-marked text will be ignored in subsequent scans of the document (if so-directed in the Re-Scan Options). In the case of items which BA places in the Suspects Group, Unmarking them is optional, since Suspects won’t appear in the Final-Form TOA anyway. However, Unmarking is necessary if a BA scan marked something as a citation which, in fact, is not a citation.

It’s a best practice to Unmark Suspects that are neither citations nor References to the Record, so that during subsequent Review sessions, these entries will not appear in the Suspects Group.

To Unmark an item, click on the item in the Review Pane tree, or anywhere in the highlighted citation text in the document. Click **Unmark**. After you Unmark the text, it will appear in grey, and will be moved in the Review Pane Tree to the “Unmarked Citations” Group.

*Note:* If another user runs Best Authority Light Edition (or runs Premium Edition in Light Mode) on a document containing Unmarked citations, the “Unmarked
Citations” Group will be visible to the Light user, however the Light user will not be able to Re-Mark those citations.

To Unmark all of the citations listed under an Authority, either click on the Authority and use the Review Pane menu to Unmark all of the citations, or right-click on the Authority in the Review Pane and choose the option to Unmark all of them.

**Note:** All actual citations, regardless of whether or not they appear in the TOA, should remain marked. That is the only way to ensure that any *Id.* references are properly assigned. Citations to the Record, for example, normally do not appear in the TOA, but because they are often targets of *Id.* references, they must always be marked as Citations to the Record.

**Re-Mark**

A citation which has been previously Unmarked can be Remarked. On Remarking, the color of the highlighting of the citation in the document returns to what it was before the citation was Unmarked. Click on that citation in the document or in the Review Pane Tree Unmarked Citations Group; then, choose **Remark** from the right-click menu or the Review Pane menu.

**Assign to Authority**

Sometimes a citation marked as a Suspect ought to be a short-form citation assigned to an already-marked long-form citation. In other cases, a short-form citation or an *Id.* citation may be linked to the wrong long-form citation, and needs to be re-linked. In either of these cases, you can use **Assign to Authority** to assign the citation to the proper Authority. Click on the citation then click **Assign to Authority**. On the resulting dialog, first select the Group to which the Authority belongs, then select the Authority and click **OK**.

**Note:** An alternative is to use the Cut & Paste method. See “**Cut & Paste**” on page 55.

**Suppressing and Unsuppressing Citations**

A Suppressed citation is one which has been properly marked by BA as a citation, but which must not be referenced with a page number in the Final-Form TOA. Common reasons for suppressing a citation are: (a) it is part of a quotation, (b) it is a Short with no reporter (i.e., a “mention”), or (c) it is deemed unimportant by the attorney or paralegal, and should not be included.

To Suppress a citation, select the highlighted citation in the document or in the Review Pane Tree and click **Suppress**. The citation will now be grey in the Review Pane tree and highlighted document.

Any citation that has been automatically suppressed may be manually Unsuppressed and restored to the TOA. To do so, select it in the document or Review Pane tree and
click **Unsuppress** on the Review Ribbon, the Review Pane Edit menu, or the right-click context menu in either the document or the Review Pane.

**Editing an Authority**

To edit an Authority as it will appear in the TOA, click on the Authority in the Review Pane Tree, the document itself, or the Authority, in the Preview TOA pane, and click **Edit**. This displays the Edit Authority dialog, which is used to edit an Authority’s text, and also to view and/or change the citation’s Citation Type. The dialog can also be accessed by double-clicking on an Authority in the Review Pane tree.
Figure 24. Edit Authority dialog

The Authority text appears in the large box. This is the formatted text that is to appear in the TOA. The text in the box can be edited—i.e., in the TOA it can appear differently from the way it appears in the document text. The buttons at the top are for applying character formatting to highlighted text in the box and for inserting the symbols § and ¶. The attributes are: **Bold**, *Underline*, *Italic*, **Small Caps** (Sc), and **Superscript** (^). You can also insert a Soft Return (\) or Hard Return (¶).

If you want to undo your changes to the Authority text without exiting the dialog, press Ctrl-Z on your keyboard.

Clicking **AutoFormat** will apply the AutoEdit, AutoFormat, and AutoReplace Options settings to the Authority text. In the figure above, for example, “1285” is a pinpoint citation. If the current AutoEdit Options setting has **Remove Pinpoint (“Jump”) Citation** enabled, clicking **AutoFormat** will delete the pinpoint citation and the preceding space and comma. If clicking **AutoFormat** causes no change in the Authority text, then the text is already in conformance with the “Auto…” Options settings. (See “AutoEdit” on page 93, “AutoFormat” on page 95, and “AutoReplace” on page 98.)

The following options define the current citation’s Properties:

**Type:** Each citation is assigned a single Citation Type. Select one from the list. (For a listing of currently supported Citation Types, see “Citation Types” on page 141.)

One of these Citation Types has a special function: “Citations to Record” is for marking citations of special sections of the current document (such as appendices), or for external exhibits, etc. Such citations should not appear in the Final-Form TOA; however, because they can be the targets of Id. References, they **must not be simply Unmarked**, but rather must be marked as Citations to the Record. Such Citations to the Record will always be assigned to the Non-TOA References TOA Group.

**Geo Scope:** Allowed values are: Not Selected, Local, State, Federal, and International. This option is available only if it is required to place the Authority in the proper Group.

**Geo Code:** This value specifies the name of the specific geographic jurisdiction of the citation. Allowed values are state codes for all U.S. states plus the District of Columbia and Puerto Rico. This option is available only if it is required to place the Authority in the proper Group.

**Docketed:** This option is available only if one or more TOA Groups, as defined in your current Scheme or Document Options, make distinctions between docketed and non-docketed cases. (A docketed case is a case that has yet to be decided and, as such, there is no published opinion for that case.)
TOA Group: The initial scan always sets this value to (Auto Select), which means that the Authority’s Citation Type is used to determine to which TOA Group the citation is assigned. (Exactly which TOA Group that is, depends on the Scheme or custom Document Options currently in effect for the document; see “Document Options” on page 71, and specifically “Assign Citation Types” on page 83.) Changing the TOA Group to anything other than (Auto Select) overrides—for this Authority only—the current Document Options, forcing this Authority into the specified TOA Group.

Left Margin Text: Some courts require TOAs to indicate the authorities upon which a brief “chiefly relies,” by marking those citations in the left margin, e.g., with an asterisk. Type the necessary character(s) in the field. On completion of editing the Authority, the character(s) will be displayed in Review mode. When you build the Final-Form TOA, the character(s) will be displayed in the left margin, beginning one-half inch from the text’s left margin. That distance may be changed in Document Options (see “Output” on page 88).

Note: This function may also be temporarily used for editing-notations, but (a) notations exceeding three or four characters are likely to distort the TOA’s appearance, and (b) you must remove these notations prior to submission of your document to the court.

Note: Once an Authority has been edited, a pencil icon will appear next to its entry in the Review Pane Tree. All edits are retained when you Re-scan the document using the Keep Edits Re-scan option (see “Re-scan Options” on page 29).

Editing Multiple Authorities

To edit the properties of multiple Authorities, select the Authorities in the Review Pane Tree either by Shift-clicking contiguous entries or Ctrl-clicking non-contiguous ones, and then do one of the following: (1) right-click on one of the selected Authorities and on the context menu choose Edit x Authorities (where x is the number of selected Authorities); (2) from the Edit menu choose Edit x Authorities; (3) on the Best Authority Review Ribbon click Edit x Authorities. The following dialog will appear.
The dialog displays all the properties that are common to the selected Authorities. For explanations of these properties, see “Editing an Authority” on page 52.

**Cut & Paste**

Cut & Paste can be used in the Review Pane to:

- Move Authorities to another Group or to another location within its current Group.
- Assign a Short Citation to a different Authority.
- Merge Multiple Authorities into a single Authority.
- Change the Group order in the TOA.

*Note:* These Cut & Paste functions are only available in the Review Pane, *not* in the document or the Preview Pane.

**Paste Commands**

Depending upon the type of item you cut, there are different paste options. For example, if you cut an Authority and select a different Group, the default Paste function will be to paste the Authority into the Group, and it will appear in the sort order specified for that Group.
If you wish to reassign a citation to a different Authority, select the citation and click **Cut**, then select the other Authority. The default paste command will then be to **Paste (Citation)**.

*Note:* You can also use the **Assign to Authority** command to assign a citation to a different Authority. See “**Assign to Authority**” on page 51.

Below is a list of all Paste functions:

- **Paste Group(s):** Paste a cut Group above the selected Group in order to change Group order in TOA.
- **Paste (AutoSort):** Paste one or more cut Authorities into a Group using that Group’s sort order.
- **Paste Before:** Paste one or more cut Authorities before a selected Authority.
- **Paste After:** Paste one or more cut Authorities after a selected Authority.
- **Paste Citation(s):** Paste one or more cut Citations to a selected Authority.

**Copy**

The **Copy** command simply copies the selected Group, Authority, or citation text to the clipboard as formatted text, so that the text can be pasted either into the current document or anywhere else.
**How to Re-Link Id. Citations**

Sometimes Best Authority will be unable to link an *Id.* citation to the citation it ought to be referring to. To fix this problem, right-click on the highlighted *Id.* in the document. In the resulting context menu, select **Re-link “Id.” Citation** (it should be the top item on the menu). The Select Citation dialog appears:

![Select Citation dialog for Re-linking Id.](image)

In the document, locate the citation to which the *Id.* should be re-linked, and click anywhere inside its highlighted text. Then back in the dialog, click **Set**.

**Note:** There are also two other ways to re-link *Id.* citations:

- The **Assign to Authority** command (see “Assign to Authority” on page 51)
- Cut & Paste (see “Cut & Paste” on page 55)

**Undo**

If you make a change to a citation, Authority, or Group and immediately decide you want to undo that action, there is an **Undo** button on the Review Ribbon and in the
Review Pane’s Edit menu. The BA Undo functions much like Word’s native Undo, in that you can undo the most recent edit as well as several edits previous to the last.

**How To Modify Multiple Authorities**

There are times when you may want to perform actions to multiple Authorities at the same time. For instance, you may want to **Merge Authorities, Combine a Split Authority, or Replace Text** to multiple citations at one time (more information on these features are below). In order to perform actions on multiple items simultaneously, you can click on the citation or Authority, and use Ctrl-click to select additional citations or Authorities.

There is also an option in Best Authority to turn the round glyphs next to Authorities and Citations into checkboxes, so that you can select them by clicking on their checkbox. This option is enabled by choosing **Checkbox selection** from **View** item on the Review Pane menu. Alternatively, you can turn this option on by default in Preferences on the main Best Authority Ribbon.

To use the Checkbox selections (after turning on the option), click the checkbox to the left of citations in the Review Pane Tree. Clicking the checkbox next to an Authority selects all of that Authority’s citations (Long, Shorts, and Mentions). After you have clicked the checkboxes for the desired citations, you then click the button for the bulk action you wish to perform. The action will affect all selected citations. You can select individual Citations by clicking the checkbox next to that Citation. After making the desired selections, you can click on the **Selected** tab on the Review Pane to see all items which have been selected. The next action you perform will affect all of the selected items.

If you want to change the text of multiple authorities, you can do this with the **Replace Text** function. See “Replace Text” on page 63.

**Merge Authorities**

There are times when you may wish to have two or more similar Authorities (and their citations) listed as one single Authority.

There are two ways to accomplish this:

- **Cut and Merge**: Select one or more Authorities, and use the **Cut** command. Then click on the Authority you want to merge into, and use the **Merge Authorities** command. You will see the Edit Authority dialog showing the text of the Authority you are merging into, which you can review and modify if necessary.

- **Multi-Select and Merge**: Multi-select Authorities using either shift-click or control-click, then use the **Merge Authorities** command. You will see the Merge Authorities dialog, listing the text of each Authority you are merging.
Select one and click OK. If none of them are exactly right, you can select one of the Authorities and then use the Edit Authority dialog which comes up when you click OK to make further modifications to the Authority text.

**Combine Split Authority**

A Split Authority is one that is based on a Long or Short citation where the beginning and end of the citation are separated by other text which is not part of the citation, and is therefore never included in the Authority text. The beginning part is called the “head,” and the end part is called the “tail.” Sometimes the citation’s tail is located either at the end of the paragraph containing the head, or at the beginning of a footnote or endnote that has been called out in the paragraph containing the head. Sometimes the head and the tail are separated by an indented quotation taken from the cited authority.

If the scan fails to recognize and automatically combine a split citation, the head and tail section may appear as some other Citation Type (usually as Suspects). You can combine the head and tail into a single Authority by selecting the head and tail (click on head and then Ctrl-click on tail in Review Pane tree; or, if checkboxes are visible, check the checkboxes for the head and tail) and then click **Combine Split Authority** on the Review Ribbon.
The Edit Authority dialog will appear. You can then edit the Authority text, if necessary, and assign the Citation Type. (However, Best Authority does a good job by itself of detecting and assigning a Citation Type for most authorities.) Click OK to finish combining the Split Authority.

**Resolving Conflicts**

If a citation’s text has been modified both in the Review Pane (via the Edit Authority dialog) and in the document’s text, it is detected as a “conflict”, indicating that incompatible changes may exist. Best Authority will indicate a conflict in two ways: (1) in the Review Pane, the selected item will have an exclamation point in a red stop sign (😱) next to it, and (2) when the item is selected in the Review Pane Tree, the Resolve Conflict command will be available on the Review Mode menu.

To resolve the conflict, do any of the following: (1) In the Review Pane’s Edit menu, select Resolve Conflict; (2) in the Review Pane Tree, right-click on the item, and from the dropdown menu select Resolve Conflict; or (3) on the Review Mode menu select Resolve Conflict. The following dialog will appear:

```
Best Authority

Resolve Conflict

Choose one of the following actions to resolve the conflict:

- Update Authority Text
  Update the Authority text to match the modified text in the document.

- Suppress Alert
  There is no problem with either the modified document text or the edited Authority text.

Figure 28. Resolve Conflict dialog
```

You may either update the Authority text to match the modified text in the document, or you may suppress the alert, which can be useful in cases where identical modifications were made both to the Authority text and to the document text.

*Note:* Conflicts can also be resolved by re-scanning the document with the Keep Edits option disabled. HOWEVER, doing so will remove any other edits you have made to Authorities in Review Mode.

**Separate Series**

This tool helps to automate the task of separating an Authority containing a series or range of items into two or more separate Authorities. The tool works only with
Authorities with one of the following Citation Types: Statutes, Rules, Regulations, Constitutional Provisions, Treaties.

The best way to understand how to use the Separate Series tool is with an example:

Say you have scanned a document containing the following citation:

A.R.S. §§ 48-3603, 25-1451 and 33-3617

and you want this to be listed in the Final-Form TOA as three separate Authorities.

This tool makes it easy. In Review Mode, either (a) click on the Authority and then click the Separate Series button in the BA Ribbon; (b) click on the Authority, and from the Review Pane’s Edit menu click Separate Series; or (c) right-click on the Authority and select Separate Series. The Separate Series dialog appears:

Figure 29. Separate Series dialog with correct separation
In this case, the tool has correctly separated the original Authority into three separate ones, and when you click OK the original will be replaced with those three.

If Perform AutoMerge is checked, BA will additionally look for other Authorities matching any of the three now-separated ones, and, if found, will perform a Merge so that they will be listed together in the Final-Form TOA.

Proceeding with our example, note that Ignore Hyphen Separators has been checked by default. If you try unchecking it, the tool tries to interpret what is on each side of the hyphen as the beginning and end of a series, resulting in an incorrect separation:

![Figure 30. Separate Series dialog with incorrect separation](image)

This is just the most basic use of the tool. For Authorities which the tool cannot guess correctly, (a) the original Authority’s text can be revised in the Series Citation Text box, in order to make it regular enough for the tool to separate it properly; (b) separated entries can be edited individually via the Edit button; and/or (c) new separate Authorities can be added with the Add button, or deleted with the Remove button.

If you require further instruction on the use of this tool, please contact Levit & James Customer Support.
**Replace Text**

This command allows you to conform the appearance in the TOA of Authorities to, e.g., the same statute title, regardless of how they may have been abbreviated (or not) in the text of the document. For example, “Federal Rules of Civil Procedure” may have been typed out, or may have been variously abbreviated as “F.R.C.P.” or “Fed.R.Civ.P.” or another way in your document. Each variation appearing in the Review Pane Tree is in turn replaced by the form in which you wish the Authority to appear in the TOA. In the event you make a mistake and modify the wrong authorities, run Undo. See “Undo” on page 57.

**Warning:** This function operates much the same as the Replace All command in Word’s Find and Replace dialog. Great care must therefore be taken to make sure that only the items you wish to change are in fact changed. A safer way is to do the following: Multi-select all the Authorities you want changed, then in the Review Pane click on the **Selected** tab, and verify that the correct Authorities have been selected. Then run **Replace Text**, using the **Selected Authorities Only** option for the Search Range.

To use the Replace Text feature, select the Authorities in the Review Pane Tree that you wish to modify (using Ctrl-click or checkbox methods), and click **Replace Text** on the Review Ribbon. The Find and Replace in Authority Text dialog will appear.
In the **Find Text** field, enter the text string to be changed. In the **Replace with** field, enter the desired result. Buttons are available for inserting a section symbol (§), a paragraph symbol (¶), or a soft return (⁻) into either field. You may also enter any of the following “caret text” codes:

<table>
<thead>
<tr>
<th>Caret Text</th>
<th>Meaning</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>^p</td>
<td>Start/End of Authority Text</td>
<td>“^pR.C.” finds all Authorities whose text starts with “R.C.”. “e^p” finds all Authorities whose text ends with “e”.</td>
</tr>
<tr>
<td>^p</td>
<td>Para return/hard return (in middle of search text)</td>
<td>When not at the beginning or end of Authority text, looks for “&lt;HardRt&gt;” in the Authority text.</td>
</tr>
<tr>
<td>^l</td>
<td>Line return/soft return</td>
<td>Looks for “&lt;SoftRt&gt;” in the Authority Text.</td>
</tr>
<tr>
<td>^+</td>
<td>Em dash</td>
<td></td>
</tr>
<tr>
<td>^=</td>
<td>Em dash</td>
<td></td>
</tr>
</tbody>
</table>
The Search Range section of the dialog can limit the changes to: (1) Selected Authorities Only, (2) the Current TOA Group Only, or (3) All TOA Groups.

In addition to a standard Replace action, you can insert additional text before or after all selected Authorities, by choosing the Add to Beginning or Add to End option.

Among the Search Options is Match Wildcards. If this is checked, the following wildcards can be entered into the Find Text field:

<table>
<thead>
<tr>
<th>Wildcard Character</th>
<th>Meaning</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>?</td>
<td>Any single character</td>
<td>“a?c” finds “abc” and “a1c” but not “abdc”.</td>
</tr>
<tr>
<td>*</td>
<td>Zero or more characters</td>
<td>“a*c” finds “ac”, “abc”, and “army medic”.</td>
</tr>
<tr>
<td>#</td>
<td>Any single digit (0-9)</td>
<td>“a#c” finds “a1c” but not “a12c” or “abc”.</td>
</tr>
</tbody>
</table>

To search for an actual “?”, “*”, or “#” when Match Wildcards is enabled, precede it with a backslash. E.g., to search for a question mark, use “\?”. 

By default, the Match Whole Words Only option is enabled. When enabled, the expression entered into the Find Text box must resolve to one or more full words.

You may include Suspects or Non-TOA References, if desired, in the Find-and-Replace action, by checking the respective options in the Include Groups section of the dialog.

Perform AutoMerge: If the Find-and-Replace action results in an Authority which matches an Authority already present in the document, checking this option will automatically merge the new citation into the existing Authority.

Click Execute, and BA makes the changes you have specified in the Review Pane Tree. The same changes will appear in the Final-Form TOA.

Note: The changes made to the Authority are made only to the Authorities as they will appear in the Final-Form TOA. No changes are made to the citation text in the document text.

Create Subgroup

You may wish to arrange different section-citations, for example, to a single statute or regulations title (e.g., “Civic Code”, “11 U.S.C.”, or “26 C.F.R.”) under a single entry of that title. The resulting arrangement will look like this in the Final-Form TOA:

Probate Code

Section 1304(d).................................................................5
Section 19003..............................................................................4
Such Subgroups can be created either manually or automatically. The following paragraphs discuss how to create them manually. For automatic Subgrouping, see “Edit Group” on page 76.

Prior to using the Create Subgroup command, you must (a) make sure that all citations of the “title” are abbreviated in exactly the same way; and (b) make sure that all notations concerning sections of the “title” (e.g., “Section” or “Paragraph”) use either words (“Section”) or symbols (“§”), as you choose. (Any necessary editing to conform the Authorities may be done by either editing the Authority text or using the global Replace Text function.

Once the Authorities are properly prepared, click one of the Authorities you wish displayed in this way, and then click Create Subgroup on the Review Ribbon. BA brings up the Create Subgroup dialog.

![Figure 32. Create Subgroup dialog](image)

BA attempts to guess what the “title” over the TOA Entries is supposed to be, and places this in the First Line Text box; but you can modify it here to something else, so long as it matches some substring of the beginning of the original Authority. You can choose to separate the first line text from what follows with a Soft or Hard return (a Soft return is recommended).

Click OK, and BA displays the first Authority for the “title” as fully-active. Any subsequent Authorities in the Review Pane Tree have the “title” name displayed as inactive, as in the example below.
Figure 33. Example of a Subgroup

Repeat for each “title” which you want displayed in this fashion in the TOA.

**How to Remove a Subgroup**

To remove a Subgroup that has been created manually using the Create Subgroup button or menu item, select all the entries inside the Subgroup and click Unmark. In the Review Pane Tree then navigate to the Unmarked section at the bottom of the list, and Re-mark each separate Authority.

**Add Group**

While in Review mode, you may decide that some of the citations which you have included within a particular TOA Group should be put into a new, separate TOA Group (e.g., docketed cases which are included in the Cases Group, or Rules which are included in the Statutes Group). If there are a small number of citations to be reclassified, you can do this without leaving Review Mode by clicking on the title of an existing Group in the Review Pane tree, and then clicking Add Group (Before) on the Review Ribbon. The Edit New Group dialog will open. For its options, see “Edit Group” on page 76.

The newly created Group will be located in the TOA before the currently selected Group. It can be relocated in Review Mode by using Cut & Paste (see “Cut & Paste” on page 55). When not in Review Mode, the new Group can be moved by using the up and down arrows on the Groups tab in the Document Options dialog.

After creating the new Group, select the Authorities you wish to edit, choose Edit Authority from the Review Ribbon, and change the TOA Group to the newly created Group. You can also use the Cut and Paste method to move the citations from one group to another.

**Edit Group**

This command provides you with several ways to change the appearance and ordering of citations included in a particular TOA Group. Click on the title of an existing Group in the Review Pane, and click Edit Group on the Review Ribbon or right-click the title and select Edit Group. The Edit Group dialog appears; for its options, see “Edit Group” on page 76.
Changing Group properties “on the fly” in this way, avoids what you would otherwise have to do, namely: exit Review mode, open the Groups Document Options dialog, edit the Group properties, then re-enter Review mode.

**Set Suspects Sorting**

Allows you to toggle between Sequential (default) and Smart Sort of the Suspects Group. Click on the Suspects Group then right-click and select the option. See "Group:sorting" on page 86

**Remove Group**

If you need to remove a Group, select the Group title in the Review Pane, then click Remove Group on the Review Ribbon or right-click the title and select Remove Group. If the selected Group contains Authorities, they will be automatically reassigned.

*Note:* You cannot remove the built-in Groups “Other Authorities”, “Suspects”, “Non-TOA References”, and “Unmarked Citations”.

Step 3: Build the Table of Authorities

Best Authority builds the Final-Form Table of Authorities in the document based on the scan of citations and any adjustments you make during the Review phase. The formatting of the TOA is controlled by Document Options and/or by presets of Options called Schemes (see “Document Options” on page 71). You can build a TOA with one Scheme, and also can re-build it with a different Scheme, without having to re-scan the document for citations. On the Best Authority Ribbon, click the Build button, which starts the build process.

Note: When the command to build a Final-Form TOA is issued, BA clears the contents of the Windows clipboard. This is necessary because of a limitation in the Windows operating system which can cause clipboard contents to become corrupted. BA also clears the clipboard when entering and exiting Review Mode.

Build Options

Clicking the Build button on the BA Ribbon first displays the Build Options dialog.

Figure 34. Build Options dialog

Only the Groups that are checked will appear in the Final-Form TOA.

Configure for P&A is for creating Points & Authorities; see “Points & Authorities” on page 145.

Click OK to build the Final-Form TOA.
Post-Editing the TOA

If you need to make last-minute changes to the TOA, you can do so using any of Word’s built-in features, adjusting the TOA text, creating new Group headings, etc. Just remember that if at a later point you choose to re-build the TOA, any changes you have made to the TOA since it was built will be lost. For this reason, it is often better to edit the TOA data during the Review, especially if you anticipate building Final-Form TOAs in interim drafts of the document.

The paragraph formatting of the entries in the TOA is controlled partly by settings in the selected Scheme’s “BA TOA Entry” paragraph style, and partly by the left and right page margin settings of the section of the document where the TOA is to be built. Specifically:

- The **left-hand hanging indent** is controlled by the Scheme’s “BA TOA Entry” style. In the sample Schemes that ship with BA, this hanging indent is 0.25 in. (18 points).

- If the **right-hand indent** in the Scheme’s “BA TOA Entry” style is greater than 0.5 in. (37 points or greater), then that right-indent value is used. If, on the other hand, the style’s right-hand indent is 0.5 in. or less (36 points or less), BA calculates and applies a larger indent so as to accommodate a few page numbers along with some leader dots.

- Any **tab stops** in the Scheme’s “BA TOA Entry” paragraph style are replaced with a single right-aligned dot-leader tab at the right-hand text margin of the section of the document where the TOA is to be built. **The right-aligned tab location for the page numbers is therefore controlled not by the Scheme, but rather by the left and right margin settings in the section of the document where the TOA is to be built.**

Once the TOA is built, all three of the above settings are persistent in the document’s own “BA TOA Entry” paragraph style, and any modifications you make to that style in the document will remain in effect, even when the TOA is re-built.

If the wrapping of one or just a few TOA entries is not quite right, this can be fixed manually either by inserting soft returns (Shift + Return) in the desired location(s), or else by direct-formatting the entry or entries with a different right indent.

**Note:** Such direct modifications will be lost when the TOA is re-Built.

**To re-wrap all TOA Entries**, modify the right indent in the document’s “BA TOA Entry” paragraph style.
Best Authority Options

Clicking on the **Options** button on the Best Authority Ribbon gives access to settings which determine exactly the way the TOA will be organized and formatted. These settings are saved with the document, but may also be saved into a new Scheme. Also, if the BA Administrator has given you permission to do so, Schemes can be opened and their Options directly modified.

![Figure 35. Document Options menu](image)

**Document Options**

Document Options are settings which control (a) which citations in the document will be referenced in the TOA, and (b) how the Authorities will appear in the TOA.

A Scheme is a predefined set of Document Options. Each Scheme is saved in a separate file, which is typically created and maintained centrally by the BA Administrator in order to standardize the formatting of TOAs on an organization-wide or department-wide basis, or for a particular attorney, group of attorneys, or court requirement.

When you run BA on a document for the first time, you are asked to select one of the Schemes which are configured to run with Best Authority. If you need to switch the document’s Scheme later on, you may do so by clicking **Startup/Select Scheme** from the **Startup** drop-down on the Ribbon. (Note that this is different from setting the global Default Scheme—see “Other Preferences” on page 103.)
The BA Administrator can also grant selected users permission to (a) import and export Scheme files, and (b) save and modify their own private Scheme files. If you have installed Best Authority on a single workstation, you have these permissions by default.

There are no limits on the number of Schemes stored in Best Authority. Schemes can be given names that make sense to the people who will be using them. Typical naming conventions might be the name of a court, or of an attorney.

To learn more about creating and managing Schemes, follow the instructions below under “Managing Schemes” on page 112. For details on creation and distribution of Shared Schemes, see the Best Authority Administrator’s Guide.

You can always override — for the current document only — any of the values of the currently loaded Scheme, by clicking Options on the BA Ribbon and selecting the appropriate category from the drop-down menu. If at a later time the underlying Scheme is re-loaded, all values defined in the Document Options revert to the values as they are defined in the Scheme, and all overrides are permanently lost.

Some Scheme Options can be overridden at the point when you first select a Scheme. See “Scheme Overrides” on page 100 for details.

The current Scheme settings, including any custom Document Options overrides, are always saved along with the current document, so that if the document is reopened at a later time (even on another workstation), those settings will continue to be used. However, these settings are not preserved when the BA application is closed and re-launched on a different document. Therefore, if a given set of Document Options settings must be preserved as you proceed to run BA on other documents, your Document Options should be saved as a Scheme, so that you don’t have to change the Document Options every time you begin work on a new document.

The top of the Document Options dialog includes a Current Scheme status line. If the Scheme loaded into the document is being used without any changes to the Document Options, it will report the name of the Scheme. If any changes have been made to the Document Options, it will read “Custom, based on” followed by the base Scheme’s name.
**Exclusions**

The options on the Exclusions tab of the Document Options dialog allow you to exclude certain kinds of citations (and their page numbers) from the Final-Form TOA.

![Image of the Exclusions tab of the Document Options dialog]

**Automatically Suppress Page Number**

When a page number for a citation is suppressed, the pages listing for its entry in the TOA will exclude the page number for that citation. You can instruct Best Authority to automatically suppress page numbers for certain categories of citations:
**Quoted Citations:** If checked, quoted citations will be excluded from the Final-Form TOA by default. (The suppression of any particular citation may be reversed in the Review mode; see “Suppressing and Un-suppressing Citations” on page 51.) A citation is treated as a quoted citation, if (a) it is preceded in the document’s text by the word “citing” or “quoting,” or (b) it is located anywhere inside a block quotation.

*Note:* If the source of the block quotation (e.g., the case-cite) is typed immediately at the end of the quotation-text, without an intervening hard return, that source-citation, too, will be (incorrectly) considered a quoted citation.

**Don’t Suppress Quoted Cites Whose Authority Contains Non-Quoted Citations:** If the main text of the document contains an Authority which also appears in a quoted citation, checking this option will automatically un-suppress that quoted citation, even though other quoted citations not matching this criterion will be suppressed. *Note:* This option is new in BA Version 5.

**Short Case Citations With No Reporter (“Mentions”):** If checked, Short case references with no reporter (also known as “mentions”) will be excluded from the Final-Form TOA by default. (The suppression of any particular citation may be reversed in the Review mode; see “Suppressing and Un-suppressing Citations” on page 51.) The use of some or all of a case name as a mere label (e.g., “the Smith rule”) or as a mere reference to the source of a concept (e.g., “Case law since Jones has uniformly held …”) is considered a “mention” rather than a point of authority.

*Note:* Exclude Quoted Citations and Exclude Mentions options are also available as Scheme Overrides. See “Scheme Overrides” on page 100.

**All Short Citations (“Shorts”):** If checked, the page numbers of all Short citations in the document will not appear in the Final-Form TOA.

**Footnote Citations:** If checked, the page numbers of all citations appearing in footnotes in the document will not appear in the Final-Form TOA.

**Endnote Citations:** If checked, the page numbers of all citations appearing in endnotes in the document will not appear in the Final-Form TOA.

**Exclusions - Do Not Include in the TOA**

**Exclude Id. Citations:** The page numbers of any *Id.* citations will not be listed in the Full-Form TOA, and the *Id.*-cited citations will not be included in the Review Pane tree.

**Groups**

It is common to have a TOA divided into various TOA Groups. One or more Citation Types can be listed under each Group. Common Group names are: Federal Cases, State Cases, Federal Statutes, State Statutes, Rules, Regulations, etc. The name of a TOA Group is not necessarily the same as a Citation Type; the Citation Type is a syntactical
classification which is used internally by Best Authority (for a listing of supported Citation Types, see “Citation Types” on page 141). The TOA Group, on the other hand, deals with whether, and how, a citation of a given Citation Type will appear as an entry in the TOA.

BA provides a great deal of flexibility in formatting TOA Groups. Features include the ability to:

- Define any number of custom TOA Groups (see “Add Group” on page 81, “Edit Group” on page 76, and “Remove Group” on page 81);

- Specify the name of each TOA Group, and the order in which it is to appear in the TOA (use the arrows next to the Group listing to change the order);

- Specify which Citation Type(s) to list under each TOA Group (see “Assign Citation Types” on page 83);

- Specify how the Authorities will be ordered (sorted) within each TOA Group (see “Sorting” on page 86).
Groups Display Order

The top left section of the dialog lists all currently-defined Groups, in the order in which they will appear in the TOA. Use the two arrows to the right of the Groups list to change the ordering, by selecting a Group and moving it up or down in the list. On the lower part of the dialog, the properties of the selected Group are displayed.

Edit Group

Clicking **Edit Group** on the Groups tab of the Document Options dialog displays the Edit Group dialog. (This dialog is also available in Review mode, by (1) clicking the Group name in the Review Pane Tree and then clicking **Edit Group** on the Review Ribbon or in
the Edit menu, (2) double-clicking on the Group name in the Review Pane Tree, or (3) right-clicking on the Group name in the Review Pane Tree and choosing **Edit Group**.

![Edit Group dialog](image)

**Figure 38. Edit Group dialog**

**Group Name** is the name of this Group to be edited or added.

Under **Restrictions**, are the following options:

- **Citation Types**: This field lists the Citation Types that are currently assigned to this Group.

- **Geographic Scope** is used to restrict the Group by geographic location. The options are: **Any**, **Local**, **State**, **Federal**, or **International**. If **State** is selected, under **State Geographic Code**, you can select either a specific state code, or you can select `<ThisState>`. If `<ThisState>` is selected, BA will automatically substitute the state which has been specified for that particular document in the **Use State Abbreviations for** option on the Select Scan Options dialog (see **State Abbreviations** on page 26). If you include the tag phrase “<ThisState>” inside the **Group Name**, the specific state name will also be substituted in the Group heading in Review mode and in the Final-Form TOAs. This makes it possible to use the same Scheme for
documents destined for filing in different states. See the figure below for an example.

**Figure 39. Group definition using <ThisState>**

**Docketed Only** is used to restrict the Group to cases filed in the court.

**Use Text Matching** is used to include or exclude citations containing specific text. Checking this box enables this feature so that the Patterns, Match Case, and Whole Words Only options may be used.

*Important:* The Text Matching feature is very powerful, but also tricky to implement. Before using it, please consult “How to Use Text Matching for Assigning Citations to a TOA Group” on page 162, which includes a number of examples of its use.

**Patterns** is used to provide one or more text-matching patterns that will include or exclude citations from the current group. The string you enter must follow the following rules:

- Multiple text patterns must be separated by a vertical bar (“|”, also called a “pipe”).
• Wildcard characters may be used. Use ? for any single character, * for zero or more characters, and # for any single digit (i.e., 0-9). (Note: The delimited text patterns are analyzed using Visual Basic “Like” operator. All rules that apply for that operator, apply here.)

• A citation will match a text pattern if it contains matching text anywhere within the citation text.

• To exclude citations containing specified text, begin the pattern with an exclamation point (“!”). Note: If you include an exclusion, you must follow it with a pipe (“|”) and text that is to be found in authorities in the Group.

• Matches to multiple text patterns will be performed in the order provided, until a match is found. I.e., the first match found will have precedence. Subsequent text patterns cannot unmatch citations which have already been matched.

Match Case instructs Best Authority whether to perform case-sensitive matching.

Whole Words Only instructs Best Authority whether to match patterns against entire words or phrases in the citation text.

Under Sorting you select how the Authorities are to be sorted within the Group in the Final-Form TOA. The options are:

Smart: This uses Best Authority’s custom “Smart Sort” feature, which usually ensures the best ordering sequence.

Sequential: Authorities will be listed in the order in which their Long citations appear in the body of the document.

Strict Alphabetic: Authorities will be sorted in strict alphabetic order, i.e., the digits 0 through 9 and then the letters A through Z.

Sorting Method

Use “Smart Sort” for all citations containing numbers: When this option is checked (which is the default), authorities containing numbers—not only at the beginning, but anywhere in the citation—will be sorted according to a “Smart Sort” algorithm designed to follow a natural ordering. Leaving this option unchecked will result in a strictly alphabetic sort, in which, for example, the number “11” at the beginning of a citation will appear before the number “3”.

Under Sorting you select how the Authorities are to be sorted within the Group in the Final-Form TOA. The options are:

Smart: This uses Best Authority’s custom “Smart Sort” feature, which usually ensures the best ordering sequence.

Sequential: Authorities will be listed in the order in which their Long citations appear in the body of the document.

Strict Alphabetic: Authorities will be sorted in strict alphabetic order, i.e., the digits 0 through 9 and then the letters A through Z.

Sorting Method

Use “Smart Sort” for all citations containing numbers: When this option is checked (which is the default), authorities containing numbers—not only at the beginning, but anywhere in the citation—will be sorted according to a “Smart Sort” algorithm designed to follow a natural ordering. Leaving this option unchecked will result in a strictly alphabetic sort, in which, for example, the number “11” at the beginning of a citation will appear before the number “3”.
‘Smart Sort’ and Strictly Alphabetic Sort Compared

The table shows how the same set of Authorities will be sorted (a) when the default “Smart Sort” feature is enabled, and (b) when it is disabled, in which case the sorting will be strictly alphabetic.

<table>
<thead>
<tr>
<th>“Smart Sort” Enabled</th>
<th>“Smart Sort” Disabled, Strictly Alphabetic Sorting</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 U.S.C. § 226(c)</td>
<td>11 U.S.C. § 549</td>
</tr>
<tr>
<td>California Family Code § 52</td>
<td>California Family Code § 365</td>
</tr>
<tr>
<td>California Family Code § 365</td>
<td>California Family Code § 52</td>
</tr>
</tbody>
</table>

Under **Subgrouping** you choose whether automatic subgrouping will be applied to any Authority that has been assigned one of the following Citation Types: Statutes, Rules, Regulations, Constitutional Provisions, Treatises, and Legislative Materials. Subgroups will be automatically created according to the criteria specified in the **Statutes** section of the **AutoFormat** tab; see “**AutoFormat Statutes**” on page 97. For Authorities with Citation Types other than those listed above, Subgroups are not created automatically; rather, you must explicitly create them in Review Mode; see “**Create Subgroup**” on page 65.

Under **Other**, you can choose not to include the Group heading in the Final-Form TOA.
**Add Group**

Clicking **Add Group** on the Groups tab of the Document Options dialog displays the Edit New Group dialog. (This dialog is also available in Review mode, by clicking **Add Group** on the Review Ribbon.)

![Figure 40. Edit New Group dialog](image)

The options on the Edit New Group dialog are identical to those options on the Edit Group dialog, except that you must enter a new group name in the **Group Name** field. After specifying the Group restrictions (see “**Edit Group**” on page 76), click **OK** and BA will ask whether you wish to assign one or more Citation Types to the Group (see “**Assign Citation Types**” on page 83).

The newly-created Group will be located before the currently selected Group. It can be relocated by clicking the up or down arrow on the main Group Options dialog.

**Remove Group**

Clicking **Remove Group** on the Groups tab of the Document Options dialog deletes the selected Group from the currently active set of Document Options, and reassigns all of the Group’s Citation Types to the Other Authorities Group (except when the Group
being removed has a state-specific Geo Code restriction; see “Assign Citation Types” on page 83).

*Note:* Removing a Group in this way does not remove the Group from the underlying Scheme. As with all other Document Options changes, they apply only to the current document, unless you explicitly save (or, re-save) the current Document Options as a separate Scheme (provided that your BA Administrator has granted you permission to do so).

**Built-in Groups**

Four TOA Groups are included in every set of Document Options, and therefore in every Scheme. As the term “built-in” implies, these Groups cannot be removed. Some of them, however, may be renamed. Descriptions of each Built-in Group follow.

**Other Authorities Group**

This Group is a catch-all for all valid citations that do not meet established criteria for any other TOA Group in the current Scheme or Document Options. You cannot directly assign Citation Types to this Group. Any citation which is not assigned to some other TOA Group becomes automatically included in the Other Authorities Group. This group may be renamed, but it cannot be removed.

**Suspects Group**

This special Group contains all instances where a BA scan has detected text which may, or may not, be a citation or part of a citation. Each entry in the Suspects TOA Group should be reviewed and addressed in order to establish the correct citation information (thereby placing its Authority in the proper TOA Group).

If a BA scan results in many Suspects which are in fact all valid citations of the same general form, instead of fixing them one-by-one, it may be more efficient to create a custom Document Dictionary entry to handle them, and then to completely re-scan the document. For instructions on how to create a custom Document Dictionary, see “Document Dictionary” on page 105.

The Suspects TOA Group should never be included in the Final-Form TOA (except possibly in pre-final drafts of the document which are distributed for review). Its purpose is to help you to identify errors in Review mode.

The Suspects Group cannot be renamed, nor can it be removed. Only its Sorting criteria can be modified.

**Non-TOA References Group**

All valid references to other materials related to the brief, including, but not restricted to, exhibits, appendices, and other Citations to the Record, are automatically assigned to
this Group. These citations are included in BA for the sole purpose of tracking \textit{I}d. citations.

This Group cannot be renamed, nor can be it removed. Only its Sorting criteria can be modified.

\textbf{Unmarked Citations}

This Group contains anything that was previously marked by BA but has been unmarked. It cannot be renamed or removed, and its properties cannot be modified.

\textbf{Assign Citation Types}

You can assign which Citation Type(s) will be listed under each TOA Group. Clicking the Assign Citation Types button on the Groups tab of the Document Options dialog brings up the Assign Citation Types dialog.

\begin{figure}
\centering
\includegraphics[width=\textwidth]{assign_citation_types.png}
\caption{Assign Citation Types dialog}
\end{figure}

The first column on the left lists the Name of each TOA Group in the current set of Document Options. The next column lists the Contained Citation Types which are associated with each TOA Group. The third column lists any geographic restriction on the Group. A Group can include any number of Citation Types (or none at all). The
fourth column indicates if the Group has a specific State assigned, and the fifth column indicates if it is Docketed.

The last column indicates if Text Pattern matching criteria are being used. For a Scheme that uses text pattern matching criteria (see “How To Use Text Matching” on page 162) in one or more of its Groups, the following is the order of precedence for assigning citations to the Group, from highest priority to lowest:

1. Groups with both text matching criteria and geographic restriction criteria.
2. Groups with only text matching criteria.
3. Groups with only geographic restriction criteria.
4. Groups with no text matching criteria and no geographic restriction criteria.
5. The “Other Authorities” Group.

Note: If a citation matches multiple groups with only text matching criteria, it will be assigned to the first matching group in the TOA Group order.

A given Citation Type may appear under more than one TOA Group, but only if the geographic restrictions or “docketed” designations are mutually exclusive, or there is a difference in the text matching patterns between the groups. For example, in the figure above, we added a “Federal Only” Geographic Restriction to the default “Cases” Group, and we renamed the Group to “Federal Cases”. That caused the following changes in the Citation Types listing: (a) the Geographic Restriction for this Group is now “Federal”, and (b) “Cases” and “Regulatory Cases” now also appear under the catch-all Other Authorities Group, which has no geographic restriction, because all detected Citation Types must be classified under some Group—even if that Group might not end up appearing in the TOA.

Note: You may wish to create one or more Groups with no assigned Citation Type and no restriction parameters. In this case, BA will not automatically assign any Authorities/citations to this Group. Authorities/citations can then be pasted into this Group during the Review. If, however, such a Group remains empty, its heading will not appear in the Final-Form TOA.
Citation Types are assigned to TOA Groups by selecting the TOA Group from the list and clicking **Set Citation Types for Selected Group**.

![Select Citation Types dialog](image)

**Figure 42. Select Citation Types dialog**

Click on (i.e., place a check mark next to) each Citation Type to be assigned to the currently selected TOA Group, then click **OK**.

Any Citation Type that is not explicitly assigned to a TOA Group is automatically assigned to the built-in Other Authorities Group (see “Built-in Groups” on page 82).

If a Citation Type you have selected is already assigned to another Group other than the default Other Authorities Group, you will be warned about the conflict, and asked confirm that you want to reassign this Citation Type to the current Group:

![Citation Type conflict warning dialog](image)

**Figure 43. Citation Type conflict warning dialog**
Sorting

 Authorities listed under a Group in a TOA can be sorted in a number of ways.

![Figure 44. Sorting tab of Document Options dialog](image)

**Sorting Options**

**Ignore “in re” in Sort Keys for Cases**: E.g., “In re Smith” will be listed under Smith.

**Ignore “ex parte” in sort keys for Cases**: E.g., “Ex parte Gonzalez” will be listed under Gonzalez.

**Ignore relator and “ex rel.” in sort keys for Cases**: E.g., “State of New York ex rel. Green v. Brown” will be listed under Green.
Ignore public parties in sort key for Cases: Public parties, such as “People”, “United States”, “State of New York”, the names of most U.S. Federal agencies, etc., will not be considered when sorting authorities. For example:

If public parties are not ignored in sort:

- *Calderon v. Prunty* (9th Cir. 1995) 59 F.3d 1005
- *People v. Garceau* (1993) 6 Cal.4th 140

If public parties are ignored in sort:

- *Calderon v. Prunty* (9th Cir. 1995) 59 F.3d 1005
- *People v. Garceau* (1993) 6 Cal.4th 140
Output

The Output tab in the Document Options dialog is used to specify global information and formatting options for the final TOA.

**Figure 45. Output tab of Document Options dialog**

**Headings**

The Headings section of the Output tab includes the following options:

**Add Title Before TOAs:** If this box is checked, the text in the **Text** field will appear at the beginning of the TOA, and will be formatted with the current Scheme’s “BA TOA Title” paragraph style.
Add "Page(s)" Column Heading: If this box is checked, a line with the text that is specified in the Text box will be inserted between the TOA’s title and the first TOA Group title. It will be formatted with the current Scheme’s “BA TOA Page Heading” paragraph style. If Add Page Heading per Group is also checked, the specified text will also be inserted above the first Authority in each Group.

If you want a “Page(s)” heading to appear at the top of each page of the TOA, you should (a) make sure that your TOA will appear in its own section in the document, (b) in Word’s Page Setup, set the section to have a different first page, and (c) in the primary page header, include a right-aligned “Page(s)” heading, while leaving the first-page header blank.

Insert Page Break

The Insert Page Break options will insert a page break in any combination of these locations: Before (First) TOA Group, Between TOA Groups, After (Last) TOA Group.

Points & Authorities

The Left Indent for TOA Entries option allows you to specify the default for how Authorities in a Points & Authorities TOA will be indented when configuring the document for Points & Authorities:

From Style Definition uses indentation as defined in the current Scheme’s “BA TOA Entry” paragraph style.

Match Preceding Paragraph uses the indenting of the paragraph immediately-preceding Authority.

Match Most-Indented Paragraph uses the largest indent encountered among the split TOA locations you have specified.

Use Exact Value sets the value to be applied throughout the P&A listings.

Passim

The word Passim is often used in a TOA when there are more than a specific number of page numbers for a TOA entry. Instead of listing all the pages on which the Long and its Short citations appear, passim (or some other equivalent term) appears instead. If Use Passim is checked, the text box specifies what word will be shown in the TOA, and the number specified in Number of Pages for Passim determines when that word will be used instead of page numbers for a citation.

Use List First Page plus Passim if, in an authority appearing on a large number of pages, you want the page number of the first unsuppressed citation that appears in the document to be listed, along with passim. In this case, the entry will display the page number of the Long citation, followed by the passim text. For example, the page number
text for an entry in the Final-Form TOA might read “5, *passim*” if the number of pages on which the citation appears (including the primary or Long citation) matches or exceeds number specified in **Number of Pages for Passim.**

**Note:** *Use Passim* is also available as a Scheme Override. See [“Scheme Overrides”](#) on page 100.

### Separators

The **Separators** section deals with the way the Authority’s text is separated from the page number(s), and how multiple page numbers and page ranges are handled.

**Page Range** is the punctuation used to separate the page numbers when the same citation appears on consecutive pages. The options are: *Show All Pages*, *(en dash)*, *(em dash)*, *(hyphen)*, *(to)*, or *(semi-colon)*.

**Multiple Page #s** is the punctuation to use when listing multiple page numbers in an Authority. The options are: *comma*, *comma+space*, *semicolon*, and *semicolon+space*.

**Entry/Page #** is the formatting option for the space between the Authority text and its Page Number(s). The options are: *tab with dot leader*, *comma + space*, or *semicolon + space*. The tab leader which will be used is defined as a property of the “BA TOA Entry” paragraph style of the current Scheme file.

### Miscellaneous

The **Miscellaneous** section includes the following options:

**Apply hyperlinks to page numbers:** If checked, both the Authority text and individual page numbers in each entry of the Final-Form TOA will be hyperlinked to their location in the document.

**Note:** If *Use Passim* is invoked for a Group and hyperlinking is being used, it will be hyperlinked to the location of the first instance of the citation in the document, unless it is suppressed. Also, if one or more Long and/or Short citations appear on the same page, the page number will be hyperlinked to the first such (unsuppressed) citation on the page.

**Exclude TOA from Word Spelling check:** If checked, the Final-Form TOA will be excluded from any automatic or manual Word spelling checks on the document.

**Preceding Text:** This setting specifies how to display page numbers in the Final-Form TOA when the document’s page numbers are immediately preceded by text. For example, if the document has one section containing statements of the case with page numbers Sc-1, Sc-2, Sc-3, etc., and another section for the
argument with page numbers Arg-1, Arg-2, Arg-3, etc., the page listing in the TOA will vary depending on the **Preceding Text** setting:

- **Include All:** Sc-1, Sc-2, Sc-3, Arg-1, Arg-2, Arg-3
- **Once Each:** Sc-1, 2, 3, Arg-1, 2, 3
- **Exclude All:** 1, 2, 3, 1, 2, 3

**Note:** The above example assumes that the **Page Range** setting under **Separators** is **Show All Pages**.

Clearly, using **Exclude All** in that case would not make sense. However, **Exclude All** does come in handy when page numbers in the footers are preceded by arbitrary text which would otherwise be displayed as part of the page numbering.

Note that this feature is applicable only to the Final-Form TOA.

**Left Margin Text Offset in Inches:** The left margin text is primarily useful for applying asterisks (*) to authorities in documents submitted in District of Columbia courts (see "Editing an Authority" on page 54). By default, the left margin text is 0.5 inches to the left of the Authority text. You may change this value by an appropriate amount to adjust spacing as needed, depending on margins, indents, etc. This value should be coordinated with the template used to create the document, and with the “BA TOA Entry” paragraph style in the current Scheme file.

**Footnote/Endnote pattern:** If citations appearing in footnotes and/or endnotes appear in the Final-Form TOA, entering text into the **Footnote/Endnote pattern** box makes it possible to distinguish between their page numbers and page numbers of citations appearing in the body text. For example, if the letters “fn” are entered into this box, a citation appearing in a footnote on page 16 will be listed in the TOA as “16fn”. You can also use the character “#” to make the footnote’s number appear in the TOA. For example, if “n#” or “fn#” is entered into this box, a citation in footnote 5 on page 16 will be listed in the TOA as “16n5” or “16fn5”. Trailing spaces typed into the box will be omitted.

Note that this feature is applicable only to the Final-Form TOA.

**Remove Character Formatting:** If this box is checked, any character formatting that is applied to citations in the document (i.e. small caps, italics, etc.) will be removed in the Authority as it appears in the TOA. **Note:** This is an Output setting only; character formatting will still display in Review Mode.

**Remove Only Underlines:** If this box is checked, the underlining of any text in citations in the document is removed, while all other character formatting is preserved. This setting also prevents underlines because of hyperlink formatting from appearing in the Final-Form TOA.
Note that this feature is applicable only to the Final-Form TOA.

**Take from Style:** These settings will set the font name and size of the Final-Form TOA to match (a) any Word paragraph style that is defined in the current document, or (b) the “BA TOA Entry” style in the currently defined Scheme.

*Note:* These options are also available as Scheme Overrides. See “Scheme Overrides” on page 100.

*Note:* The sample Schemes that ship with Best Authority, except the two Supreme Court Schemes, are configured to take both the font name and size from the current document’s Normal paragraph style.
AutoEdit

The options on the AutoEdit tab of the Document Options dialog instruct BA whether to automatically remove identified elements of the text of Authorities.

Remove Pinpoint ("Jump") Citation: Checking this option will prevent all of the Long citation’s pinpoint citations from appearing in the Authority text.

Remove Hereinafters”: Checking this option will prevent hereinafter text (usually in parentheses) of Long citations from being included in the Authority text.
Note: Short citations containing hereinafter text will still be included in the TOA, unless you have excluded Short citations by checking the appropriate option on the Exclusions tab; see “Exclusions” on page 73.

Remove Prior History: Checking this option will prevent any prior history included as a parenthetical at the end of a citation from appearing in the Authority text.

Remove Subsequent History: Checking this option will prevent any subsequent history that is included at the end of a citation from appearing in the Authority text.

Remove Parallel Citations: If more than one source is given for a citation, checking this option will prevent the additional sources from appearing in the Authority text.

Rearrange “Section 123 of XYZ” to “XYZ Section 123”: This option, which is new in BA5, pertains to Authorities which have been assigned one of the following Citation Types: Statutes, Rules, Regulations, Constitutional Provisions, Treatises, Legislative Materials. When enabled, this option automatically rearranges the text of any such citation where the location precedes the name of the cited Authority. For example, a citation appearing in the document as “Chapter 30, Article II, § 20-19 of the Sonoma County Code” will appear in the TOA as “Sonoma County Code Chapter 30, Article II, § 20-19”. Note: When a BA3 Scheme is opened in BA5, this new option is enabled by default.
**AutoFormat**

Best Authority allows you to control the character formatting of the Authorities appearing in each TOA Group. *The character formatting of citations in the document body will not be affected by any of these settings.*

![AutoFormat tab of Document Options dialog](image)

**Figure 47. AutoFormat tab of Document Options dialog**

On the **AutoFormat** tab, you can apply direct character formatting (or Word character styles) to specific elements of each Authority. Used in tandem with the **Remove Character Formatting** setting in the Output tab (see “Miscellaneous” on page 90), this gives you complete control over the formatting of Authorities in the Final-Form TOA.
The first column, **Item to Format**, is the element of the Authority text which will receive the special formatting.

*Note:* The **Items to Format** list shows three separate items for Cases. Formatting is applied to each of those items in the order shown. i.e., formatting is applied first to the entire Authority, then to the case name, and finally to the “v”.

Clicking **Edit** in the second column causes the following dialog to appear:

![Figure 48. Edit AutoFormat Item dialog](image)

**Leave As Is:** The item’s font formatting is not altered in any way. This is the default action.

**Apply Direct Formatting** enables the **Edit Direct Formatting** button, which will bring up Word’s standard Format Font dialog, allowing you to modify character properties.

**Remove All Formatting:** The text will appear exactly as it is defined in the font attributes of the current Scheme’s “BA TOA Entry” paragraph style.

The bottom portion of the AutoFormat tab concerns the formatting of Case and Statute Authorities in the TOA.

**AutoFormat Cases**

**Insert Return After Case Name:** Cases are frequently formatted in TOAs with the case name on one line, and the remainder of the Authority on the following line. To have BA automatically insert a soft return when you build the TOA, check this option.

When **Insert Return After Case Name** is selected, two additional settings become available:
**CA Style - Insert Return After Year:** In many California-style case citations, the year (in parentheses) follows the case name. When using this feature, the return will be inserted following the year, rather than following the case name, in the TOA.

**No Comma After Case Name:** You can choose to remove any comma appearing after the case name of each case citation.

**AutoFormat Statutes**

You can define exactly how Statutes, Rules, Regulations, Constitutional Provisions, Treatises, and Legislative Materials will be subgrouped and formatted by using the **Insert Return Before First Occurrence of** option and putting a check next to the element(s) of the citation which may begin each entry under the subgroup. By default, a comma will be placed at the end of each subgroup title; if this is not desired, check **No Comma at End of First Line.** Checking **Create Single Entry-Subgroups** will cause a subgroup to be created even if it only has a single entry below it.

**Note:** Automatic subgroups will only be created properly if (a) **Apply automatic subgrouping** is enabled for a Group to which any of the following Citation Types is assigned: Statutes, Rules, Regulations, Constitutional Provisions, Treatises, Legislative Materials—see “**Edit Group**” on page 76; and (b) all Authorities employ uniform subgroup header text. If the Authorities have not been manually Marked or edited, any necessary editing to conform the Authorities may be done with either the **Edit** or **Replace Text** functions in Review Mode.
AutoReplace

Best Authority allows you to conform, in the TOA, standard elements of citations (e.g., “footnote” or “section” or “paragraph”) which may be abbreviated differently in citations in your document.

![AutoReplace tab of Document Options dialog](image)

**Figure 49. AutoReplace tab of Document Options dialog**

The entire AutoReplace feature can be enabled/disabled by checking/unchecking **Use AutoReplace**. It is enabled by default in the “Detail” sample Schemes, and also in the “Sample Fed State CA” sample Scheme, and is disabled in the other sample Schemes.

*Note: Use AutoReplace* is also available as a Scheme Override. See “Scheme Overrides” on page 100.

If you want to use just one or a few automatic substitutions, click **Change All to 'Leave As Is'** and then change the settings for the substitutions you want to be performed.
If you want to reset all the substitutions back from “Leave As Is” to performing the substitution, click **Use Default Settings**.

The columns to the right of **Word Forms** show how each particular Word Form will be conformed in the TOA:

- **Replace With** specifies which version of the Word Form will be used in place of all others in the TOA.

- **Capitalize** shows whether the first character of any non-symbol Word Form shown in the **Replace With** column will be capitalized in the TOA.

- **Trailing Space** shows whether the Word Form shown in the **Replace With** column will have a space added after it, if no space is in that location in the citation. For example, if the citation in the document is “§7”, the substituted version in the TOA will be “Section 7”.

If you wish to leave a listed Word Form unchanged, select **Leave As Is** on the drop-down menu under **Replace With**.
Scheme Overrides

When you first select a Scheme for processing a document, the Select Scheme dialog offers a convenient way to override a number of commonly-used Document Options that are stored in the Scheme. These overrides will be stored along with the document. (If the Scheme Overrides options are greyed out, it means that your BA Administrator has not granted you permission to override Schemes.)

![Select Scheme dialog, showing Scheme Overrides](image)

**Figure 50. Select Scheme dialog, showing Scheme Overrides**

**Exclude Quoted Citations:** If checked, quoted citations will be excluded from the Final-Form TOA by default. (The suppression of any particular citation may be reversed in the Review mode; see “Suppressing and Unsuppressing Citations” on page 51.) A citation is treated as a quoted citation, if (a) it is preceded in the document’s text by the word “citing” or “quoting,” or (b) it is located anywhere inside a block quotation.

*Note:* If the source of the block quotation (e.g., the case-cite) is typed immediately at the end of the quotation-text, without an intervening hard return, that source-citation, too, will be (incorrectly) considered a quoted citation.

**Exclude Mentions:** If checked, Short case references with no reporter (also known as “mentions”) will be excluded from the Final-Form TOA by default. (The suppression of any particular citation may be reversed in the Review mode; see “Suppressing and Unsuppressing Citations” on page 51.) The use of some or all of a case name as a mere label (e.g., “the Smith rule”) or as a mere reference to the source of a concept (e.g., “Case law since Jones has uniformly held …”) is considered a “mention” rather than a point of authority.
**Enable AutoReplace:** If checked, the document will be processed with the AutoReplace settings that are stored in the selected Scheme. See “AutoReplace” on page 98.

If **Use Passim** is checked, the word *passim* will replace page numbers in a TOA entry whenever that citation appears on more than a certain number of pages. The number of pages that will trigger the use of *passim* is stored in the selected Scheme’s Output Options; see “Passim” on page 89.

**Take Font Name from Style** and **Take Font Size from Style:** These settings allow you to specify which Word paragraph style will be used to format the font name and style of the Final-Form TOA. This will most frequently be the document’s Normal style, but some documents are formatted to use some other style as their main text style; or there may be special formatting requirements for the TOA which require a different paragraph style.

The list of available styles includes a special one named “BA TOA Entry”. You can choose this if you want to force the TOA to use the same font name and/or size as is stored inside the selected Scheme’s “BA TOA Entry” paragraph style, regardless of how the document is styled.

**Note:** Users with Scheme Administrator permission can save the Scheme’s settings plus any Scheme Overrides as a new custom Scheme; see “Creating a Custom Scheme” on page 114.

**Preferences**

The Preferences dialog contains settings which control your hands-on interaction with Best Authority. Clicking **Preferences** on the Best Authority Ribbon displays the Preferences dialog with five tabs: **Scan, Review Colors, Review, Print**, and **Other**.

If the **Preferences** button is not enabled on the Best Authority Ribbon, it means that the BA Administrator has not granted you permission to change your Preferences.

**Scan**

The Scan tab contains the default settings which will be displayed on the Scan Options dialog when a Scan is initiated in your document. See “Scan Options” on page 26 for an explanation of these options.
Review Colors

The Review Colors tab specifies the colors of various elements as they appear to you in Review mode and in printing hardcopy for review on a color printer. (For options for printing to a black-and-white printer, see “Print” on page 103.)

![Image of Review Colors Preferences dialog]

In the Citation Highlight Colors section, select a highlighting color for each status: **Longs**, **Shorts**, **Unmarked/Suppressed**, **Suspects**, and **Non-TOA References**. These colors will be used (a) in Review mode and (b) for printing Hardcopy for Review on a color printer. You can also set the color for the Citation Text in the Review Pane.

For your convenience, **LJ Strong** and **LJ Pastel** color schemes have been provided as suggestions, along with **LJ Color Impaired** which works with the most common types of color-blindness. These can be used as starting-points for your own preferred color scheme.

The **Active Citation** section selects two alternatives for displaying the currently active citation. The default is **Use Reverse Video**. The other option, **Use Borders**, which was the default in previous versions of Best Authority, has one minor drawback, namely that the extra border width will occasionally kick some text into the next page in the document window; this behavior, however, in no way affects Best Authority’s tracking of the document’s pagination, and thus it is just as safe to use as the Reverse Video option.
**Review Tree Colors** selects the colors used in the Review Pane Tree for citation text and Unmarked or Suppressed citations.

**Review**

The Review tab specifies various options that affect the default display while in Review Mode.

- **Default Page Display:** This option allows you to set the default of showing Authorities with page numbers or with index numbers in the Review Pane Tree.

- **Tree Detail Level:** This option sets the default of expansion in the tree of the Review Pane. **Expand All** will show all Authorities and their Long, Short, and Id. occurrences. **Collapse Authorities** will show only the Long-form Authorities, and **Collapse All** will collapse all Groups, showing only the Group names.

- **Use Checkbox Selection Mode:** This option turns on the use of checkbox selection in the Review Pane tree. Using checkbox selection allows you to more easily select multiple Authorities in the tree.

- **Show Unmark/Remark and Suppress/Unsuppress Options on Context Menu:** When this option is not checked, the BA Ribbon is in “beginner” mode, and when Authority or Citation selected in Review mode, a Remove from TOA button and menu items are available. Clicking Remove from TOA prompts the user to select a reason why they are removing the entry (see “Marking a Citation” on page 48). Then this option is checked, Remove from TOA is not available, and is replaced by Unmark and Suppress.

The two **Automatically Launch on Review Startup** options, when checked, will automatically open the Preview pane and Legend pane whenever entering Review Mode.

**Print**

This preference specifies the default setting for the amount of shading used when printing a hardcopy for review to a non-color printer. You can select Light, Medium, or Heavy.

**Other**

**Messages:** Any warning dialogs that were previously dismissed with the “Do not show this dialog again” option will appear again if the Reset button is clicked. The affected dialogs are:

- Prompt when entering Review Mode and the document contains Comments, asking whether to turn off Comments display
• Prompt to adjust margins or leave them alone (see “Margin Adjustment” on page 47)

• Prompt when running BA with an evaluation license, asking whether to run in Premium or Light Mode

When “Show All” is enabled by default in location picker dialogs is checked, all dialogs for specifying a location in the document (such as the dialog for specifying the TOA location), will have the Show All (or Show ¶) option (which reveals paragraph endings and other hidden formatting symbols) enabled by default.

If Run in Light Mode is checked, most of Best Authority’s editing features are disabled, except for navigational tools. See Best Authority User’s Guide, Light Edition.

The Default Scheme is the Scheme which will appear in the Select Scheme dialog when you run Best Authority on a document for the first time. The installed default is “Sample Common”. For more on Schemes and how they are defined, see “Managing Schemes” on page 112.

Diagnostics: In the event that Best Authority is not behaving as expected, Levit & James Technical Support may ask you to select one of these options. Show Internal Errors and Include Warnings are disabled and can be turned on only through the assistance of Levit & James Technical Support.
Document Dictionary

Best Authority uses a built-in dictionary of words, phrases, and phrase patterns to enable it to detect citations in a document. Although this dictionary is suitable for detecting most of the citations you will encounter, there will be circumstances when additional dictionary entries are required (e.g., for local courts, “popular names” of codified statutes, or unusual abbreviations).

It is usually up to the BA Administrator to define custom dictionaries for organization-wide use. The BA Administrator also has the option of permitting selected users to create such custom dictionaries (see Best Authority Administrator’s Guide).

All users have the ability to define one or more special dictionary entries which are stored right along with the document. These special dictionary entries can’t be exported for use with other documents, and so you should only use them to expedite processing of the current document, until the BA Administrator centrally updates a current dictionary, or defines and distributes a new one. In that event, the Administrator may ask you to manually load a custom dictionary (see “Dictionary Options” on page 27), or else may inform you that it has been distributed to your computer automatically.

To add a custom dictionary entry for the current document only, click Scan on the BA Ribbon, and in the Select Scan Options dialog click Edit Document Dictionary. The following dialog is displayed:

![Figure 52. Document Dictionary Items dialog](image-url)
The listing shows any dictionary entries that have been defined for the current document.

To add a new dictionary entry, click **Add**, which brings up the Overlay Dictionary Entry dialog.

![Overlay Dictionary Entry dialog](image)

**Figure 53. Overlay Dictionary Entry dialog**

Under **Class**, select the appropriate type of dictionary entry. An example of each Class appears in the **Example** box, with the suggested Long Form text in **boldface** and the context in **gray** text. The following table below lists the currently supported Classes and explains their function in dictionary lookups.

<table>
<thead>
<tr>
<th>Class</th>
<th>Explanation</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin. Compilation</td>
<td>A compilation of administrative regulations (typically re-compiled every few years)</td>
<td><em>Ourstate Environmental Regulations</em></td>
</tr>
<tr>
<td>Admin. Register</td>
<td>A register, which includes regulations as they are adopted</td>
<td><em>Ohio Monthly Rec.</em> 946 (May 2003)</td>
</tr>
<tr>
<td>Admin. Register, Multi-Vol.</td>
<td>Ditto, but published in multiple volumes (volume number is prefixed)</td>
<td>27 <em>Okla. Reg.</em> 12 (May 12, 2000)</td>
</tr>
<tr>
<td>Administrative Agency</td>
<td>The name of an administrative agency</td>
<td><em>CFTC Docket No.</em> 06-R016</td>
</tr>
<tr>
<td>Administrative Reporter</td>
<td>The name of an administrative reporter</td>
<td>51 <em>Agric. Dec.</em> 207</td>
</tr>
<tr>
<td>Attachment Type</td>
<td>For attachments to the brief itself</td>
<td><em>(Evidence Box,</em> E)</td>
</tr>
<tr>
<td>Class</td>
<td>Explanation</td>
<td>Example</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>CaseName</td>
<td>The common name of a case</td>
<td>The Paquete Habana</td>
</tr>
<tr>
<td>Code Service Publisher</td>
<td>Any local or specialized code service reported</td>
<td>18 U.S.C.S. Sec. 1307 (<a href="https://www.lexisnexis.com">LexisNexis</a> 1994)</td>
</tr>
<tr>
<td>Constitution</td>
<td>The constitution or charter of any jurisdiction</td>
<td>Article 1, Lower County Charter</td>
</tr>
<tr>
<td>Court Document (of person)</td>
<td>Any type of personal document not already recognized by Best Authority</td>
<td>Unsigned statement of William Wortmuller</td>
</tr>
<tr>
<td>Court Name</td>
<td>The name of a specific court</td>
<td>(Cook County Marriage Court, 1999)</td>
</tr>
<tr>
<td>Court Record Document</td>
<td>Any type of record document not already recognized by Best Authority</td>
<td>Plaintiff’s Protest at 1</td>
</tr>
<tr>
<td>Court Reporter</td>
<td>A location in which judicial decisions are published</td>
<td>1 Fed. 4th 207</td>
</tr>
<tr>
<td>Decision Type Keyword</td>
<td>Any kind of a document which is or conveys a regulatory decision</td>
<td>Advisory Letter June 12, 2004</td>
</tr>
<tr>
<td>Jurisdiction</td>
<td>If you add a jurisdiction, then it will be recognized in many different contexts (Court Names, Codes, etc.)</td>
<td>Sonoma County Code § 123(c)</td>
</tr>
<tr>
<td>Legislative Doc Type</td>
<td>A generic kind of document, cited as legislative history</td>
<td>Ass’y Con. Res. 27</td>
</tr>
<tr>
<td>Legislative Record</td>
<td>A legislative record which is <em>not</em> prefixed by a volume number or year</td>
<td>Annals of Congress</td>
</tr>
<tr>
<td>Legislative Record, Multi-vol.</td>
<td>A legislative record which is prefixed by a volume number or year</td>
<td>141 Cong. Rec. H14038</td>
</tr>
<tr>
<td>Legislative Session type</td>
<td>Type of legislative session</td>
<td>2007 Reg. Sess.</td>
</tr>
<tr>
<td>Legislature Type</td>
<td>Name or abbreviation for legislative body</td>
<td>H.D. Report 169-JUD-3</td>
</tr>
<tr>
<td>Named Court Reporter</td>
<td>A named court reporter</td>
<td>74 U.S. (7 Wall.) 1 (1869)</td>
</tr>
<tr>
<td>Non-Capitalized in Name</td>
<td>A non-capitalized element of a name</td>
<td>Rembrandt van Rijn</td>
</tr>
<tr>
<td>Non-Capitalized in Title</td>
<td>A non-capitalized word in a title</td>
<td>Sleep while Waking</td>
</tr>
<tr>
<td>Non-Periodical Publications</td>
<td>Any pamphlet or book that is not a treatise</td>
<td>The St. James Bible</td>
</tr>
<tr>
<td>Periodical</td>
<td>Any periodical classified under Rule 16 of <em>The Blue Book</em> (if consecutively paginated, volume number is prefixed)</td>
<td>78 Daily Tax Report</td>
</tr>
<tr>
<td>Class</td>
<td>Explanation</td>
<td>Example</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Public Party Name, User-defined</td>
<td>Defines phrase or name to be recognized as a public party (when sorting)</td>
<td>Immigration and Naturalization Service v. Jones</td>
</tr>
<tr>
<td>Rule Compilation</td>
<td>A specific body of rules</td>
<td>Rule 4 of the Rules of County Drug Court</td>
</tr>
<tr>
<td>Rule Group</td>
<td>A type of rule which will be recognized in many jurisdictions</td>
<td>Federal Rules of Incivil Procedure</td>
</tr>
<tr>
<td>Session Laws</td>
<td>Typically, the annual publication of a legislature, where new laws are published</td>
<td>1993 Mich. Pub. Acts 277</td>
</tr>
<tr>
<td>Statute (as named)</td>
<td>A statute which is commonly known by a specific name</td>
<td>Hatch Act § 12(c)(1)</td>
</tr>
<tr>
<td>Statutory Compilation</td>
<td>A compilation of laws (typically re-compiled every few years)</td>
<td>Fla. Stat. Ch. 610</td>
</tr>
<tr>
<td>Statutory Compilation, Multi-Vol.</td>
<td>Ditto, but published in multiple volumes (volume number is prefixed)</td>
<td>5 U.S.C. §555</td>
</tr>
<tr>
<td>Treatise Multivolume</td>
<td>A multi-volume collection of legal treatises, such as American Law Reports (A.L.R.)</td>
<td>66 Ohio Jur. 3d § 17</td>
</tr>
</tbody>
</table>

**Long Form** and **Short Form** are the text which will be searched for on scan. **Long Form** is generally the full unabbreviated text, and the optional **Short Form** is the abbreviation which you use in your document. If your document uses several different abbreviations for the item, use **Add** to create multiple entries using the same Long Form but different Short Forms.

Select the **Geo Scope**. Valid scopes are: (Any), Local, State, Federal, or International.

If the selected **Geo Scope** is State, select a **Geo Code**. Valid Geo Codes are: (multi) or any state code.

**Note:** A dictionary may contain multiple entries for the same **Long Form**, each with a different **Geo Scope**. In that event, exactly which dictionary entry will be used, depends on which State Abbreviation is specified when the document is scanned for citations. If no State Abbreviation is specified, Best Authority makes a best guess. See “State Abbreviations” on page 26.

Optionally, add **Comments** which explain the purpose of this Dictionary entry. Then click **OK**.
Once all dictionary entries have been created, edited, or deleted, click **OK** in the Document Dictionary Items dialog to permanently add them to the current document.

**Sample Dictionary Entries**

The following example shows two citations which BA did not recognize correctly.

---

It is clear that Defendant’s act was in violation of Upper County Municipal Ordinance 93-44, §12(a).


---

**Figure 54. Example of Incorrect BA Scan Results**

The first citation is to a municipal ordinance. (BA’s built-in dictionary contains most federal and state entities, but only a limited number of county and municipal ones.) The BA scanner managed to mark only part of the citation, as a Suspect.

The second example cites an article from a local newspaper. BA marked the author and title as a citation, but treated it as a book, because the BA dictionary could not “know” that “Back City Register” is in fact the name of a local periodical.

In each instance, the error could be fixed manually by going into Review mode and marking it (see “**Marking a Citation**” on page 48).

But if, following our examples, the Upper County Municipal Ordinance and the Back City Register are cited many times in the document, it might be easier to add Document Dictionary entries for them and then re-scan, than it would be to fix each occurrence manually. And if they are also cited frequently in many other documents, the BA Administrator would be well-advised to add entries for them in a dictionary which is distributed to your entire organization.
Here’s how to create the required Dictionary entries: From the main Dictionary dialog, click **Add** and enter the following:

![Dictionary Entry for a Municipal Ordinance](image)

**Figure 55. Dictionary Entry for a Municipal Ordinance**

Click **OK**. The Document Overlay Dictionary Items dialog is displayed, now showing a line for your new entry.

![Document Overlay Dictionary Items dialog](image)

**Figure 56. Document Overlay Dictionary Items dialog**
Now for the periodical. Back in the main dialog, click **Add** and enter the following:

![Overlay Dictionary Entry](image)

**Figure 57. Dictionary Entry for a Periodical**

Click **OK**. Now click **OK** in the Document Dictionary Items dialog, and proceed with the scan. When you review the scan results, you will now see that both citations are recognized correctly.

```
It is clear that Defendant’s act was in violation of Upper County Municipal Ordinance 93-44, § 12(a).

```

**Figure 58. BA Scan Result Using Custom Dictionary Entries**
Managing Schemes

A Scheme is a predefined set of Document Options. Each Scheme is saved in a separate Word file (.DOCX), which is typically created and maintained centrally by the BA Administrator in order to standardize the formatting of TOAs on an organization-wide or department-wide basis, or for a particular attorney, group of attorneys, or court requirement.

When you run BA on a document for the first time, you are asked to select one of the Schemes which have already been set up for you by the BA Administrator. If you need to switch the document’s Scheme later on, you may do so by clicking Startup on the BA Ribbon, selecting a new Scheme, and clicking OK. (Note that this is different from setting the global Default Scheme—see “Other Preferences” on page 103.)

Some or all of the options below may be unavailable, because the BA Administrator has restricted users’ Scheme permissions; see the Scheme Permissions section of the Best Authority Administrator’s Guide.

There are no limits on the number of Schemes, and Schemes can be given names that make sense to the people who will be using them. Typical naming conventions might be the name of a court, or of an attorney.

For details on creation and distribution of Shared Schemes, see the Best Authority Administrator’s Guide.

You can override—*for the current document only*—the values of the currently-loaded Scheme, by clicking the Options tab on the BA Ribbon, and then changing the individual settings. Whenever you modify the Options, the Current Scheme line at the top of the Document Options dialog changes from the name of the Scheme to “Custom, based on” followed by the Scheme name. If at a later time the underlying Scheme is re-loaded, all values defined in the Document Options revert to the values as they are defined in the Scheme, and all overrides are permanently lost.

Some Options can also be overridden at the point when the Scheme is initially selected in the Select Scheme dialog. See “Scheme Overrides” on page 100.

The current Scheme settings, including any custom Document Options overrides, are always saved along with the current document, so that if the document is reopened at a later time (even on another workstation), those settings will continue to be used. However, these settings are *not* preserved when the BA application is closed and re-launched on a different document. Therefore, if a given set of Document Options settings must be preserved as you proceed to run BA on other documents, your Document Options should be saved as a new Scheme, so that you don’t have to change the Document Options every time you begin work on a new document.
Schemes may be modified by opening them and modifying their Document Options and/or their BA paragraph styles. Schemes are not dynamically linked to documents; i.e., if a document was processed using a Scheme which was later modified, re-opening that document will not change its Document Options.

**Copying Settings from Multiple Schemes or Documents**

In order to process a document with Best Authority, you must select a Scheme via the Select Scheme dialog (see “Select Scheme” on page 19). By clicking the Mix/Match button in that dialog, you can also selectively apply settings from multiple Schemes, and/or from open documents which have already been processed by Best Authority. For example, in the figure below, the Groups settings are picked up from the Sample Detail Scheme, while all the other settings are taken from the Sample Common Scheme.

![Copy Scheme Settings dialog](image)

The selected settings travel with the document, and can also be saved as a separate Scheme (see “Save To Scheme” on page 116).
Creating a Custom Scheme

There are two ways to create a custom Scheme:

- Open a Scheme document via the Schemes button on the BA Ribbon, use the Save As command on the Schemes submenu to save it as a Private Scheme with another name, and make modifications to its Document Options and/or BA paragraph styles as needed, using the Save command on the Schemes menu.

- Open any document that has been processed by Best Authority, make modifications to its Document Options and/or BA paragraph styles as needed, and use the Save To Scheme command (see “Save To Scheme” on page 116).

Either way, you can test your modifications by rebuilding the Final-Form TOA with the Build command and examining the result. The sample Schemes that come with Best Authority include a set of citations that can be used for this purpose. See “Listing of Settings in Sample Schemes” on page 121.

Tip: If you need a TOA with different font and size, there is an alternative to modifying the Scheme’s paragraph styles: You can configure BA so that it will use the current document’s Normal paragraph style to format the font and font size. To do so, go to the Output tab in Document Options and check Take Font Name from Normal Style and/or Take Font Size from Normal Style. If you save these options as a Scheme, and apply that Scheme to all documents, the font name and font size of the TOA will vary depending on each document’s Normal paragraph style. (See “Miscellaneous” on page 90).
Open Scheme

Schemes are simply special Word documents (.DOCX). Use the Open command on the Schemes menu to select a Scheme file to open for modification.

Select a Scheme from the dropdown menu and click OK. Once the Scheme is open, you can modify its Document Options, and/or modify the four paragraph styles used by Best Authority to format the TOA.

The sample Schemes that come with Best Authority also include sample citations and a sample TOA. After making modifications to the Document Options and/or BA paragraph styles, you can use BA’s Build command to re-build a sample TOA to see the results of your settings. You can view this sample TOA by clicking Preview in the Select Scheme dialog (see “Select Scheme” on page 19).

After you have made your modifications, use the Save To Scheme command to save it as a new Private Scheme with a different name (see “Save To Scheme” on page 116).
Save To Scheme

Clicking **Save To Scheme** on the **Schemes** menu on the BA Ribbon allows you to save the Document Options and BA paragraph styles of the currently open document as a new Scheme.

If you have a Scheme file open, the name of this command changes to **Save As**.

**Very Important:** To save changes to a Scheme, you must use either the Save or Save As command on the Best Authority Schemes menu, and not Word’s regular “File Save” command. If you save using Word’s regular “File Save” command, any changes you have made will be wiped out the next time Best Authority is run.

![Save Scheme dialog](image)

*Figure 61. Save Scheme dialog*
By default, the Name will be “Copy of” followed by the name of Scheme it is based on, but you can enter a more meaningful name. Manually edit the Description so that it adequately describes your Scheme (or, you can leave the Description field blank).

If you have an existing Scheme open and are using the Scheme Save As command, checking the Include Document Content box will cause the new Scheme to include all of the current Scheme’s sample citations, along with the sample TOA, if one has already been built.

If you have a document open and are using the Save To Scheme command, checking the Include Document Content box will cause the entire document’s content to be saved inside the new Scheme. You may later want to pare this content down and/or include additional sample citations, and then re-build a TOA inside the Scheme, so that it can be displayed by clicking the Preview button in the Select Scheme dialog.

Schemes are always saved as Private Schemes. If you are using network synchronization and wish to share a Scheme with all users, you must use the Publish command; see “Publish Scheme” on page 120.

If a Scheme with the specified name already exists, you are asked to confirm whether the existing Scheme by that name should be overwritten:

![Figure 62. Save Scheme warning](image)

**Important:** If you are saving a Scheme from settings in a regular document, the newly-created Scheme is not applied to the current document; it continues to use the original Scheme plus any overrides you have defined. To set the current document to use the new Scheme, from the Startup menu click Select Scheme, select the new Scheme from the list, and click Load.
Save Scheme

The **Save** command is only available when you have a Scheme file open (with the **Scheme Open** command). It works just like the standard Word Save command, permitting you to save your work as you make modifications to a Scheme file.

**Very Important:** To save changes to a Scheme, you **must** use either the **Save** or **Save As** command on the Best Authority Schemes menu, and **not** Word’s regular “File Save” command. If you save using Word’s regular “File Save” command, any changes you have made will be wiped out the next time Best Authority is run.

Delete Scheme

Clicking **Delete** under the **Schemes** item on the BA Ribbon produces a dialog from which you can select a Scheme to be deleted. You will always be able to delete Private Schemes. If you are a Scheme Administrator and are employing network synchronization, you will also be able to delete Shared Schemes.
Rename Scheme

To rename a Scheme, select **Name and Description** from the Schemes menu on the Best Authority ribbon. The **Rename Scheme** dialog is displayed:

Type a new name in the **Name** field. If you wish to change the description, enter the new description in the **Description** field. If you leave this field blank, the exiting description will be retained.

Figure 63. Rename Scheme dialog
Note: The Groups list is populated automatically from the settings in the Scheme file. This can only be changed by creating a Custom Scheme. See “Creating a Custom Scheme” on page 114.

Note: You can edit the Scheme’s description, even if you’re not modifying the Scheme’s name.

Important: Renaming a Scheme has no effect on any document that is currently open. If a document that is open happens to be based on the Scheme that has just been renamed, the document will continue to report being based on the Scheme by its old name, even if that Scheme no longer exists.

Import Scheme

Clicking Import under the Schemes item on the BA Ribbon opens a File Explorer window allowing the user to browse for and select a scheme file to import.

Export Scheme

Export prompts you for a Scheme to save as a Word Scheme file (with a .DOCX extension) which you can send to other BA users.

Important: Exporting a Scheme simply copies the specified Scheme file to a specified location. If you have a document that uses a Scheme but also has custom Document Options settings, and you want to export it as a Scheme, you must first save it to a new Scheme using the Save To Scheme command, after which you may export the new Scheme.

Publish Scheme

If network synchronization is enabled and you are a Scheme Administrator, the Publish command is available. It allows you to select a Private Scheme file to be moved into the Master Files Folder on the network. From there, the Scheme will be immediately synchronized with the local Shared Schemes on each workstation where BA is installed.

Note: If the name of the current Private Scheme begins with “Copy of”, that text will be removed from the filename when the Scheme is published. E.g., “Copy of Common” will be saved in the Master Files Folder as “Common”.
Listing of Settings in Sample Schemes

The following charts list all the settings in the sample Schemes that ship with Best Authority. Each sample Scheme file includes a TOA generated with its settings, which can be viewed using the Preview button in the Select Scheme dialog (see “Select Scheme” on page 19).

Settings Listing for Sample Common, Sample Detail, Sample Common US Sup Ct, and Sample Detail US Sup Ct

<table>
<thead>
<tr>
<th></th>
<th>Sample Common</th>
<th>Sample Detail</th>
<th>Sample Common US Sup Ct</th>
<th>Sample Detail US Sup Ct</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exclusions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quoted Citations</td>
<td>Suppressed</td>
<td>Suppressed</td>
<td>Suppressed</td>
<td>Suppressed</td>
</tr>
<tr>
<td>Quoted Cites whose Authority contains non-quoted Citations</td>
<td>Suppressed</td>
<td>Suppressed</td>
<td>Suppressed</td>
<td>Suppressed</td>
</tr>
<tr>
<td>Mentions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Shorts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Footnote Citations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endnote Citations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ids</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Groups</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Schemes have the following default groups: Non-TOA References, Suspects, and Unmarked Citations</td>
<td>Cases, Statutes, Other Authorities</td>
<td>Federal Cases, State Cases, Federal Statutes, State Statutes, Rules, Regulations, Constitutional Provisions, Other Authorities</td>
<td>Cases, Statutes, Other Authorities</td>
<td>Federal Cases, State Cases, Federal Statutes, State Statutes, Rules, Regulations, Constitutional Provisions, Other Authorities</td>
</tr>
<tr>
<td>Sorting</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All groups except Suspects (which is set to sequential)</td>
<td>Smart</td>
<td>Smart</td>
<td>Smart</td>
<td>Smart</td>
</tr>
<tr>
<td>Ignore “in re”</td>
<td>Ignored</td>
<td>Ignored</td>
<td>Ignored</td>
<td>Ignored</td>
</tr>
<tr>
<td>Ignore “ex parte”</td>
<td>Ignored</td>
<td>Ignored</td>
<td>Ignored</td>
<td>Ignored</td>
</tr>
<tr>
<td>Ignore “ex rel”</td>
<td>Ignored</td>
<td>Ignored</td>
<td>Ignored</td>
<td>Ignored</td>
</tr>
<tr>
<td>Ignore Public Party</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Output</strong></td>
<td>Sample Common</td>
<td>Sample Detail</td>
<td>Sample Common US Sup Ct</td>
<td>Sample Detail US Sup Ct</td>
</tr>
<tr>
<td>------------</td>
<td>---------------</td>
<td>---------------</td>
<td>--------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Headings</td>
<td>Title &amp; Pages</td>
<td>Title &amp; Pages</td>
<td>Title &amp; Pages</td>
<td>Title &amp; Pages</td>
</tr>
<tr>
<td>Use Passim</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Apply Hyperlinks</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Take Font Name from Style</td>
<td>Normal</td>
<td>Normal</td>
<td>BA TOA Entry</td>
<td>BA TOA Entry</td>
</tr>
<tr>
<td>Take Font Size from Style</td>
<td>Normal</td>
<td>Normal</td>
<td>BA TOA Entry</td>
<td>BA TOA Entry</td>
</tr>
<tr>
<td><strong>AutoEdit</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remove Pinpoint</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Remove Hereinafters</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Remove Prior History</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Remove Subsequent History</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remove Parallel Citations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AutoFormat</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All items are set to leave as-is, except Passim</td>
<td>Passim italic</td>
<td>Passim italic</td>
<td>Passim italic</td>
<td>Passim italic</td>
</tr>
<tr>
<td>Insert Return after Case Name</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CA Style – Insert Return after Year</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>AutoReplace</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard Auto Replace Set</td>
<td>Enabled</td>
<td>Enabled</td>
<td>Enabled</td>
<td>Enabled</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard Table of Authorities</td>
<td>Table of Authorities separating Federal and State Jurisdictions</td>
<td>Standard Table of Authorities</td>
<td>Standard Table of Authorities</td>
<td></td>
</tr>
<tr>
<td>TOA Font Name and Size: From doc's Normal style</td>
<td>TOA Font Name and Size: From doc's Normal style</td>
<td>Font set to 12pt Century Schoolbook</td>
<td>Font set to 12pt Century Schoolbook</td>
<td></td>
</tr>
</tbody>
</table>
### Settings Listing for Sample Fed State CA, Sample Points & Authorities, Sample Text Pattern, and Schemes for BA 101 and 102

<table>
<thead>
<tr>
<th></th>
<th>Sample Fed State CA</th>
<th>Sample Points and Authorities</th>
<th>Sample Text Pattern</th>
<th>Scheme for BA 101</th>
<th>Scheme for BA 102</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exclusions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quoted Citations</td>
<td>Suppressed</td>
<td>Suppressed</td>
<td>Suppressed</td>
<td>Suppressed</td>
<td>Suppressed</td>
</tr>
<tr>
<td>Quoted Cites whose Authority contains non-quoted Citations</td>
<td>Suppressed</td>
<td>Suppressed</td>
<td>Suppressed</td>
<td>Suppressed</td>
<td>Suppressed</td>
</tr>
<tr>
<td>Mentions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Shorts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Footnote Citations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endnote Citations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ids</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Groups</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Schemes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>have the following default groups: Non-TOA References, Suspects, and Unmarked Citations</td>
<td>Federal Cases, California Cases, Other State Cases, Federal Statutes, California Statutes, Other State Statutes, Other Authorities [Statute groups have automatic subgrouping]</td>
<td>All Authorities</td>
<td>US Supreme Court Cases, US Bankruptcy Cases, Other Federal Cases, Indiana Court of Appeals Cases, FERC Cases, FERC Regulatory Cases, NLRB Cases, California Environmental Quality Act, California Jury Instructions, Internet Citations, Other Authorities</td>
<td>Cases, Statutes, Other Authorities</td>
<td>Federal Cases, State Cases, Federal Statutes, State Statutes, Regulations, Other Authorities</td>
</tr>
<tr>
<td><strong>Sorting</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All groups except Suspects (which is set to sequential)</td>
<td>Smart</td>
<td>Sequential</td>
<td>Smart</td>
<td>Smart</td>
<td>Smart</td>
</tr>
<tr>
<td>Ignore “in re”</td>
<td>Ignored</td>
<td></td>
<td>Ignored</td>
<td>Ignored</td>
<td>Ignored</td>
</tr>
<tr>
<td>Ignore “ex parte”</td>
<td>Ignored</td>
<td></td>
<td>Ignored</td>
<td>Ignored</td>
<td>Ignored</td>
</tr>
<tr>
<td>Ignore “ex rel”</td>
<td>Ignored</td>
<td></td>
<td>Ignored</td>
<td>Ignored</td>
<td>Ignored</td>
</tr>
<tr>
<td></td>
<td>Sample Fed State CA</td>
<td>Sample Points and Authorities</td>
<td>Sample Text Pattern</td>
<td>Scheme for BA 101</td>
<td>Scheme for BA 102</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---------------------</td>
<td>-------------------------------</td>
<td>---------------------</td>
<td>-------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Ignore Public Party</td>
<td></td>
<td>Ignored</td>
<td></td>
<td>Ignored</td>
<td></td>
</tr>
<tr>
<td><strong>Output</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Headings</td>
<td>Title &amp; Pages</td>
<td>NONE</td>
<td>Title &amp; Pages</td>
<td>Title &amp; Pages</td>
<td>Title &amp; Pages</td>
</tr>
<tr>
<td>Use Passim</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Apply Hyperlinks</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Take Font Name from Style</td>
<td>Normal</td>
<td>Normal</td>
<td>Normal</td>
<td>Normal</td>
<td>Normal</td>
</tr>
<tr>
<td>Take Font Size from Style</td>
<td>Normal</td>
<td>Normal</td>
<td>Normal</td>
<td>Normal</td>
<td>Normal</td>
</tr>
<tr>
<td><strong>AutoEdit</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remove Pinpoint</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Remove Hereinafters</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Remove Prior History</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Remove Subsequent History</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remove Parallel Citations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>AutoFormat</strong></td>
<td></td>
<td>Passim italic</td>
<td>Passim italic</td>
<td>Passim italic</td>
<td>Passim italic</td>
</tr>
<tr>
<td>All items are set to leave as-is, except Passim</td>
<td>Passim italic</td>
<td>Passim italic</td>
<td>Passim italic</td>
<td>Passim italic</td>
<td>Passim italic</td>
</tr>
<tr>
<td>Insert Return after Case Name</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CA Style – Insert Return after Year</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>AutoReplace</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard Auto Replace Set</td>
<td>Enabled</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sample Fed State CA</td>
<td>Sample Points and Authorities</td>
<td>Sample Text Pattern</td>
<td>Scheme for BA 101</td>
<td>Scheme for BA 102</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------</td>
<td>---------------------</td>
<td>------------------</td>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table of Authorities separating Federal and State Jurisdictions, separate group for only California Cases and Statutes TOA Font Name and Size: From doc’s Normal style</td>
<td>For creating a combined Table of Contents/ Table of Authorities All Authorities group sorted sequentially All Authorities group - No Heading</td>
<td>Sample Scheme for Text Pattern matching. Contains groups showing ways to automatically assign citations based on their text. Passim Italic</td>
<td>Use this Scheme for the BA 101 Tutorial</td>
<td>Use this Scheme for the BA 102 Tutorial</td>
<td></td>
</tr>
</tbody>
</table>
Administrator Utilities

The Administrator Utilities are available only for BA Administrators. See Best Authority Administrator’s Guide for details.
History

Clicking the **History** button in the BA Ribbon brings up the History dialog, which documents the history of all of Best Authority’s actions on the document.

![History dialog](image)

The tool bar provides three options:

- **Save** history contents to a file on the local machine or a network share
- **Print** sends the printable version of the history contents to the printer
- **Search** the History. When you click the magnifier, you are prompted to enter search text and it finds the next occurrence of this text in the History tree.
- **CTRL-F** opens the search dialog
- **F3** repeats the last search (forward)
- **Shift-F3** repeats the last search (backward)

You can view further details of any particular action by selecting the action and clicking **Detail**.

![Figure 65. History Detail dialog](image-url)
Tools

The **Tools** item in the BA Ribbon contains three special-purpose commands.

**Remove BA Metadata**

Best Authority stores all of its settings, including Document Options, and even the text of the original document, as metadata variables inside the document. Clicking **Remove BA Metadata** on the **Tools** menu on the Best Authority Ribbon causes all of this metadata to be deleted from the document.

*Note:* Final-Form TOAs will *not* be removed. If a Final-Form TOA has been built and it has hyperlinked page numbers, you will be prompted to keep or remove these hyperlinks.

**Remove Colors**

This feature allows the user to remove highlighting, shading, and/or font colors from the following dialog:

![Remove Colors dialog](image)

*Figure 66. Remove Colors dialog*

**Copy for WordPerfect**

This feature makes it possible to use Best Authority to build a TOA in Microsoft Word and then copy it back into a WordPerfect document. For details, see “Best Authority for WordPerfect Users” on page 142.
Note: If you require this feature and it is not visible on the Tools menu, ask your BA Administrator to enable it.

Convert to Word Fields

With this command, you can convert a document that has been processed with Best Authority back to a Word document that uses standard TA and TOA fields. You can then share the converted document with others who do not have Best Authority on their workstations and who need to do further work on it using Word’s standard TOA tools.

This command may have been disabled by your BA Administrator. If you require it, ask your BA Administrator to enable it for you.

When a document is converted in this way, all BA metadata will be removed, including the history of any edits that have performed on Authorities within BA. A standard Word TOA will be generated, even if the TOA was never built within BA.

If at a later time Best Authority is run again on such a converted document, all TOA and TA fields will be once again removed from the document, and BA will process the document just as if BA had never been previously run on it.

Before conversion is performed, BA presents a dialog with some pertinent warnings, especially about making sure that a backup copy of the document exists:

![Figure 67. Convert to Word Fields warning dialog](image)
Clicking **Yes** presents options for how the document is to be converted:

![Figure 68. Convert to Word Fields dialog](image)

**Shorten \s switches** will automatically shorten the text following the TA field’s \s switch for certain types of short-form and *ld.* references. For example, with this option unchecked, the TA field of a short-form citation might read “{ TA \s "Binder v. Aetna Life Ins. Co., 73 Cal. App. 4th 832, 839 (1999)” \c 1 }”. With the option checked, the same field will read “{ TA \s "Binder v. Aetna Life Ins. Co." \c 1 }”.

When **Match Categories to Groups** is **not checked**, which is the default behavior, the converter will retain the categories that are already defined in Word’s Category table. If any of those categories matches a Best Authority TOA Group name, the TA field’s \c switch will be assigned to that category. If a match is not found for a Group, the converter will define a new category in an empty slot in the Category table, assigning the Group name to it, and will point the \c switch to that slot.

**Important:** The newly created categories will remain in the slots as additional documents are converted. If the converter runs out of empty slots, it will begin looking for any existing unused categories, and will redefine them as needed. Therefore, it is possible (though unlikely) that one or more of your originally defined categories will be modified, and so after converting a large number of documents, you should check the Category table to make sure that it still has the categories where you expect them to be.

When **Match Categories to Groups** is **checked**, the BA converter will make the categories in Word’s Category table exactly match the Best Authority TOA Group names.

**Warning:** Do not enable this option if your facility relies on a standard set of TOA categories in Word’s Category table.
Open Training Document

With this command, you can open a training document even when you have another document open and are in the middle of working on it. In addition to the training documents provided for completing the Best Authority video tutorials, your BA Administrator may have included additional documents for specialized training in your facility.

*Note:* This command is a shortcut for finding a training document to open by choosing **Open BA Folder** on the Help menu and choosing **Training Documents**.
Help

The Help menu on the BA Ribbon provides an array of aids in learning to work with Best Authority.

![Help menu](image)

**Figure 69. Help menu**

**TOA Advisor**

The TOA Advisor is a tool for getting the right answer to many “How do I …” questions as well as solutions to many problems that come up in working with Best Authority.

**Open BA Folder**

This command is available only to users with either BA Administrator or BA “Explore Folders” permission. It offers a convenient way to open, in Windows Explorer, various folders on your workstation that are used by Best Authority. The list of folders varies, depending on what BA permissions you have. All users can open the folder containing the User Guides, and also their own User Profile Folder which contains private
dictionaries and Schemes. (Warning: The Shared folder inside the User Profile Folder will also be available for viewing, however its contents should never be modified.) Additional folders will be listed if you have BA Administrator or Scheme Administrator permission; see the *Best Authority Administrator’s Guide* for descriptions of these folders.

**On the Web**

This is a link to the Best Authority section of the Levit & James website.

**Report Error**

Click this command to email an error report to Levit & James. Important: In order to do this, you must have an email application installed on your workstation.

![Report Error dialog](image)

**Figure 70. Report Error dialog**

1. **Description of the Problem and the Steps to Reproduce**: Enter a description of the problem and the precise steps in BA that cause the error. We need this information to be able to reproduce and diagnose the cause of the error so we can fix it.
2. **Error Text:** Copy the contents of the clipboard into the Error Text field.

3. **Files to Attach:** The error.log and history.log files are automatically added to the error report when you click OK. Additional files that may help solve the problem can be added here.

**User Guide**

With this command, you can browse through the online Help contents.

**Admin Guide**

This command is available only to users with BA Administrator or Scheme Administrator permission. It displays the online Administrator Help contents.

**Quick Reference Card**

Displays a printable PDF document, with summary instructions on how to create a TOA in Best Authority.

**Videos**

Tutorial videos to help you get started.

**Tips**

When Best Authority is started, by default a Tip of the Day will appear. Clicking on **Tips** under the **Help** item on the Best Authority Ribbon shows a dialogue which allows you to browse through all of the tips. There is also a checkbox for **Show tips at startup**, so that you can disable the feature.

**Keyboard Shortcuts**

Displays a comprehensive listing of all keyboard shortcuts available from within Best Authority. See "[Keyboard Shortcuts](#)" on page 137.

**About Best Authority**

This displays a dialog showing information about Best Authority, including the current version number, contact information, your license type, serial number, and expiration date.

On the left under **Support** you can browse through the entire Help tree.

Also on the left under **License** the user can check for a new license, enter a new activation code, and view the End User License Agreement.
Note: Show EULA will be visible only if EULA Visible in About Dialog is enabled in the General Administrator Settings.
Keyboard Shortcuts

For keyboard shortcuts which are generally available in Windows and various versions of Word, please refer to the following Microsoft documents:

General Windows shortcuts: [http://support.microsoft.com/kb/126449](http://support.microsoft.com/kb/126449)

Word-specific shortcuts: [http://support.microsoft.com/kb/290938](http://support.microsoft.com/kb/290938)

Keyboard shortcuts for navigating to and among items on the Best Authority Ribbon (or toolbar in Word 2003) will vary, depending on the user’s configuration settings.

**Keyboard Shortcuts for All Dialogs and Panes**

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tab</td>
<td>Moves focus to next item.</td>
</tr>
<tr>
<td>Shift + Tab</td>
<td>Moves focus to previous item.</td>
</tr>
<tr>
<td>Alt + Down Arrow</td>
<td>Opens dropdown windows.</td>
</tr>
<tr>
<td>Exception: In the Legend Color pickers, use Down Arrow key alone.</td>
<td></td>
</tr>
<tr>
<td>Alt + Space</td>
<td>Displays the main window’s System menu; from the System menu, you can restore, move, resize, minimize, maximize, or close the window.</td>
</tr>
<tr>
<td>Shift + Escape</td>
<td>Toggles focus between the last active Best Authority window and the Word Document.</td>
</tr>
<tr>
<td>Ctrl + Shift + Tab</td>
<td>Cycles focus among all open Best Authority windows.</td>
</tr>
<tr>
<td>Space</td>
<td>Selects items in list boxes, Tree views, check boxes, grids, etc. When used in combination with the Ctrl + Arrow keys, allows you to multi-select items where applicable.</td>
</tr>
<tr>
<td>Enter</td>
<td>Executes the default action for an item.</td>
</tr>
</tbody>
</table>
| Shift + F10/Context Menu Key | Opens a context menu for the selected item.  
                              | This is the same as right-clicking an item.                           |
| Alt + F4               | Closes a dialog (only when the dialog is open and has focus).           |
| Alt + Left/Right Arrow | When inside a dialog with tabs, displays the contents of the next or previous tab. |
# Keyboard Shortcuts for All Panes

The following keyboard shortcuts apply to the Review Pane, the Preview Pane, and the Legend Pane.

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl + Alt + Space</td>
<td>Displays the main window’s Titlebar menu; from the Titlebar menu, you can move, resize, or close the window.</td>
</tr>
<tr>
<td>Alt + C</td>
<td>Closes the currently active Pane.</td>
</tr>
<tr>
<td>Esc</td>
<td>Cancels/Closes a dialog or dropdown window, where applicable.</td>
</tr>
</tbody>
</table>

# Keyboard Shortcuts for the Review Pane

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl + C</td>
<td>Copies the selected Group name, Authority text, or citation text to the clipboard so that it can be pasted into the current document or anywhere else.</td>
</tr>
<tr>
<td>Ctrl + X</td>
<td>Cut(s) selected item(s).</td>
</tr>
<tr>
<td>Ctrl + V</td>
<td>Paste(s) selected item(s).</td>
</tr>
<tr>
<td>Ctrl + Z</td>
<td>Undoes the last action.</td>
</tr>
<tr>
<td>Ctrl + P</td>
<td>Displays the Print Options dialog.</td>
</tr>
<tr>
<td>Ctrl + Shift + H</td>
<td>Hides or unhides all Suppressed items.</td>
</tr>
<tr>
<td>F12</td>
<td>Updates page numbers.</td>
</tr>
<tr>
<td>Up Arrow</td>
<td>Selects the previous Authority, citation, or Group.</td>
</tr>
<tr>
<td>Down Arrow</td>
<td>Selects the following Authority, citation, or Group.</td>
</tr>
<tr>
<td>Left Arrow</td>
<td>Collapses the current selection if it is expanded, otherwise selects the parent.</td>
</tr>
<tr>
<td>Right Arrow</td>
<td>Expands the current selection if it is not expanded, otherwise selects the first child.</td>
</tr>
<tr>
<td>Backspace</td>
<td>Moves up a level in the Review Pane Tree (Citation &gt;&gt; Authority &gt;&gt; Group).</td>
</tr>
<tr>
<td>Ctrl + Shift + Plus</td>
<td>Expands all items in the Review Pane Tree.</td>
</tr>
<tr>
<td>Ctrl + Shift + Minus</td>
<td>Collapses all items in the Review Pane Tree.</td>
</tr>
<tr>
<td>Shortcut</td>
<td>Action</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Ctrl + = (on keyboard) Ctrl + Plus (on keypad) Ctrl + Scroll Wheel Up</td>
<td>Enlarges (zooms in) the characters in the Review Pane Tree</td>
</tr>
<tr>
<td>Ctrl + Minus Ctrl + Scroll Wheel Dn</td>
<td>Reduces the size of (zooms out ) the characters Review Pane Tree</td>
</tr>
<tr>
<td>Numeric Keypad *</td>
<td>Expands all items under the current selection.</td>
</tr>
<tr>
<td>Numeric Keypad +</td>
<td>Expands the current selection only.</td>
</tr>
<tr>
<td>Numeric Keypad -</td>
<td>Collapses the current selection only.</td>
</tr>
<tr>
<td>Ctrl + Up/Down Arrow</td>
<td>To select multiple non-contiguous items: While holding down Ctrl, use Down or Up Arrow to move to the next item to be selected. Then, still holding down Ctrl, press the Space bar to add the item to the selection. Pressing the Space bar again while still holding down Ctrl removes the item from the selection.</td>
</tr>
<tr>
<td>Shift + Up/Down Arrow</td>
<td>Selects contiguous Authorities, citations, and/or Groups.</td>
</tr>
<tr>
<td>Esc</td>
<td>If item(s) have been cut, the dotted-line marquee is cleared. Otherwise clears any searches and selects the All tab. Closes an open dialog.</td>
</tr>
<tr>
<td>Enter</td>
<td>If one Authority is selected, displays Edit Authority dialog. If more than one Authority is selected, displays the Edit Authority Properties dialog. If a Group is selected, displays the Edit Group dialog. If more than one Group is selected displays the Edit Group dialog for the top-most selected Group.</td>
</tr>
<tr>
<td>Ctrl + F</td>
<td>Sets the focus to the Search text box.</td>
</tr>
<tr>
<td>Alt + V</td>
<td>Displays the View menu.</td>
</tr>
<tr>
<td>Alt + E</td>
<td>Displays the Edit menu.</td>
</tr>
<tr>
<td>Alt + Enter</td>
<td>Displays the selected item’s details Tooltip. If multiple items are selected, the Tooltip for the bottom-most selected item is displayed.</td>
</tr>
<tr>
<td>Ctrl + 1/2/3/4</td>
<td>Selects the All/Search/Selection/Citations tabs respectively. Note: 1,2,3,4 are standard keyboard keys, not numeric keyboard keys.</td>
</tr>
<tr>
<td>A-Z/a-z</td>
<td>When the Review Pane Tree has the focus, typing characters selects the next item that starts with those characters; if not found in any subsequent entry, loops back to select the first item that starts with those characters.</td>
</tr>
</tbody>
</table>
## Keyboard Shortcuts for the Preview Pane

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl + = (on keyboard)</td>
<td>Enlarges (zooms in) the characters in the Preview Window</td>
</tr>
<tr>
<td>Ctrl + Plus (on keypad)</td>
<td></td>
</tr>
<tr>
<td>Ctrl + Scroll Wheel Up</td>
<td></td>
</tr>
<tr>
<td>Ctrl + Minus</td>
<td>Reduces the size of (zooms out) the characters in the Preview Window</td>
</tr>
<tr>
<td>Ctrl + Scroll Wheel Down</td>
<td></td>
</tr>
</tbody>
</table>
Citation Types

When Best Authority scans a document for citations, it classifies each detected citation as belonging to one of the following syntactical Citation Types:

- Administrative Proceedings
- Cases
- Citations to Record
- Constitutional Provisions
- Legislative Materials
- Military Rule
- Miscellaneous/Other
- Non-periodical Publications
- Patents
- Periodicals
- Regulations
- Regulatory Cases
- Rules
- Statutes
- Suspects
- Treatises

Following a scan, any single citation’s Citation Type can be changed by cutting the citation from the Review Pane tree and pasting it into another Group (see “Cut & Paste” on page 55). To change the Citation Type of all citations of an Authority, you edit the Authority (see “Editing an Authority” on page 52).

**Citations to Record** is “hard-wired” to the built-in Non-TOA References TOA Group, **Suspects** to the Suspects Group, and **Unmarked citations** to the Unmarked Citations Group.

For a discussion of Citation Types and their relationship to TOA Groups, see “Assign Citation Types” on page 83.
Best Authority for WordPerfect Users

For users who need to generate Tables of Authorities inside WordPerfect documents, Best Authority can provide a viable solution. However, in addition to WordPerfect, Microsoft Word will also need to be installed on workstations running Best Authority, because BA runs only as a Microsoft Word Add-in.

To generate a Table of Authorities for a WordPerfect document, take the following steps:

1. **Make a copy** of the WordPerfect document.

2. **Run Word and import the copy you have just created.** To import the document, select File->Open and browse to the WordPerfect document. You may need to change the Files of Type specification in order to see the document listed. **Note:** You must have the Microsoft Office text converters installed.

3. **Run Best Authority** to generate a Final-Form Table of Authorities inside the Word version of the document. Use all the standard BA functions for scanning the document, reviewing the results, and building the Final-Form Table of Authorities.

4. **Copy the Final-Form TOA from Microsoft Word to the clipboard.** This can be accomplished using one of two methods:
   a. Use the standard Copy and Paste functions, e.g., select the entire Table of Authorities in Word, and enter Ctrl-C.

      Using this method may require you to manually perform paragraph formatting on the pasted-in Table of Authorities.

   b. Use the **Copy for WordPerfect** command on Best Authority’s Tools menu. This button will be available when:

      • A Best Authority-generated Final-Form Table of Authorities exists in the Word document, and

      • Best Authority is configured by the Administrator to provide this feature (see Best Authority Administrator’s Guide).

      Using this method will avoid the need to perform large-scale manual formatting of the pasted-in Table of Authorities.
5. **Paste into the WordPerfect document.** Open the original WordPerfect document in WordPerfect, move your cursor to where you want to insert the Table of Authorities, and paste the clipboard contents with **Edit->Paste** or **Ctrl-V**.

6. Make final formatting changes to the Table of Authorities in WordPerfect.

   **Note:** All page numbers in the TOA must be checked, since the pagination in WordPerfect may be different from the pagination in Word.

7. Close Word and delete the copy of the document which you had created in Step 1 above.
Non-Editable Documents

If Best Authority is run on a document that either has been marked as Final or has Editing Restrictions in effect, the following warning appears.

![Figure 71. Document Not Editable warning dialog](image)

If the document has been marked as Final and you wish to do further work on it with BA, either click the **Edit Anyway** button or else go to the File Info tab and change its Permissions.

If the document has Restrictions, on Word’s Review tab click **Restrict Editing** and in the resulting sidebar click the **Remove Protection** button. You may need to supply a password.

Documents that have been designated as Read-Only in the Windows file system, on the other hand, may be processed normally with BA, but must be saved by another name.
Points & Authorities

When you build Points & Authorities\(^1\), as is required by some courts, no separate TOA is generated, but instead the Authorities are listed at the bottom of various sections of the document’s Table of Contents, or, in some cases, a special “Points & Authorities” section (hereinafter referred to as the “TOC/P&A”). Note that if a document is configured for Points & Authorities (see below), then the standard Output Location step should not be performed.

If a citation appears in the Long form in one section of the document, and in the Short form in one or more additional sections of the document, the citation will be shown in its Long form in each Points & Authorities section.

The best way to learn how to make Points & Authorities with Best Authority is to have a one-on-one training session with a member of Levit & James’ support staff. The documentation here is intended as a reference that you can consult later on.

Overview of Building Points & Authorities

The Points & Authorities feature in Best Authority allows you to output entries within the TOC/P&A by adding a couple of additional configuration steps. A typical workflow would be to:

- Specify the location of the TOC/P&A.
- Specify the locations of the entries within the TOC/P&A. These are called “markers”.
- Specify the portion of the Scan Range that is represented by each TOA in the TOC/P&A. These are called “subranges”. Note: Users will only have to be aware of the subrange locations when it is necessary to set them manually.
- Review the markers, where the indentation of the entries within the TOC/P&A can be modified, and markers may be added or removed.
- Scan the document for citations (see “Scan for Citations” on page 26).
- Review the Authorities in the Review Pane, and make edits if required. There is no difference between Reviewing and Previewing a “Standard TOA” document and a P&A-configured document, except that the Preview for the P&A document

\(^1\) Throughout this documentation, the term “Points & Authorities” is used for the feature in Best Authority that can either build a combined TOC/TOA using a Word TOC field, or build TOAs within a plain-text TOC or true Points & Authorities section, as required in parts of Kentucky, Oklahoma, Illinois, Kansas, and elsewhere.
will be shown in a special format. See “Review and Preview of Points & Authorities” on page 159.

Once you have completed these steps, you can generate the Points & Authorities entries by running the Build command.

As in all Tables of Authorities, the formatting of the Authority entries is governed by the Options set for the document (initialized by the selected Scheme). For Points & Authorities, there are a few special considerations; see “Options for Points & Authorities” on page 147.

**Automatic Configuration of Points & Authorities**

If you are building a combined TOC/TOA using a standard Word TOC field, the configuration for Points & Authorities can be fully automated, subject to final Review before the Build. In this case, you will select the TOC field option and automatically “pre-populate” the markers. Because you are using a TOC field, Best Authority can automatically detect the locations of the corresponding subranges. After this is accomplished, the markers can be reviewed/modified. When done the configuration is completed.

Automatic configuration can also be done using a plain-text TOC/P&A, depending on the formatting of the TOC entries:

- The heading paragraphs must use Word’s outline paragraph styles.
- The text of the heading paragraphs must match the text in the main body of the document.

If these conditions are not met, or if you do not wish to employ the automatic configuration, Best Authority provides a means to perform the configuration steps manually.

For details on the configuration process, see “Running the Points & Authorities Configuration” on page 151.

**Modifying the Document after Points & Authorities Configuration**

When setting markers in the configuration step(s) (see “Automatic Configuration of Points & Authorities” on page 146), Best Authority in most cases will automatically set the subrange corresponding for each marker. In cases where it cannot do so, it will prompt for the subrange location. You can also add or remove markers. See, “Review Points & Authorities Marker Configuration” on page 158.

It may be counter-intuitive, but the Points & Authorities configuration hinges on the locations of the subranges, particularly the ends of the subranges. This has several consequences:
If a portion of the document is deleted so that the end of a subrange is removed from the document, then:

- That subrange will be merged into the following subrange
- The marker corresponding to that subrange will be automatically removed.

- If a marker is removed, but its corresponding subrange is not removed, then the marker will be automatically re-generated (including the indentation).

The last point is particularly noteworthy. In many cases, the TOC is re-generated as changes are made to the document. Because this does not affect the subrange locations, all of the markers will be re-generated in the new TOC, and therefore do not have to be redone by the user.

**Details of Building Points & Authorities**

The following sections provide detailed explanations of the various settings and options involved in building Points & Authorities. See also “Overview of Building Points & Authorities” on page 145.

**Options for Points & Authorities**

Points & Authorities often need special attention to the Document Options settings in order to work properly. The Sample Points & Authorities Scheme which ships with Best
Authority uses a common scenario, in which the Authorities are listed in sequential order in the TOC, and are not grouped by Citation Type.

Note: Many other configurations are also possible. If you need further help, please contact Levit & James Technical Support.

![Assign Citation Types](image)

**Figure 72. Citation Types configuration for Points & Authorities**

Here, all Citation Types are assigned to a single Group named “All Authorities”; the built-in catch-all “Other Authorities” Group is empty.
Figure 73. Group Headings are disabled for Points & Authorities

The Group properties for this single “All Authorities” Group are set so that the Authorities will appear sequentially—i.e., in the same order in which they appear in the body of the document—and an “All Authorities” Group heading will not be generated.
Figure 74. Group Headings are disabled for Points & Authorities

In the Output Options, the TOA Title and “Page(s)” column headings are disabled.
Running the Points & Authorities Configuration

There are three ways to initiate the Points & Authorities configuration step:

- **As part of the Startup Sequence.** After the Scheme has been selected and the Scan Range has been set, the Set TOA Location dialog is displayed. Click on **Points & Authorities**:

![Points & Authorities on Set TOA Location dialog](image)

Figure 75. Points & Authorities on Set TOA Location dialog
• From the Startup dropdown menu on the BA tab in the Word ribbon:

![Figure 76. Points & Authorities on BA tab in Word ribbon](image)

• From the Build Options dialog displayed by clicking Build on the BA ribbon:

![Figure 77. Points & Authorities on Build Options dialog](image)

**Select the Points & Authorities Type**
What happens when you initiate the Points & Authorities configuration depends on the kind of document you’re working with. If the document contains a TOC field, BA
prompts you on whether to use that existing TOC field, or some other location (e.g., a “true” P&A):

![Image of Select Points & Authorities Type dialog]

**Figure 78. Select Points & Authorities Type dialog – TOC or Another Location**

If you select **Existing TOC**, BA will ask if you want to update the TOC Automatically or not:

![Image of Select Points & Authorities Type dialog]

**Figure 79. Select Points & Authorities Type dialog – Update TOC or Don’t update TOC**
If you select Another Location, you are prompted to specify the beginning and end of the TOC/TOA range:

![Diagram showing how to set TOC/P&A Range]

**Figure 80. Set TOC/P&A Range – Step 1 and Step 2**

Note: If your document does not contain a TOC field, but rather just a plain-text TOC, you are immediately prompted to specify the beginning and end of the TOC/TOA range.

Moreover, if your document contains a plain-text TOC that does not use “outline” paragraphs, you are additionally prompted whether to insert markers everywhere in the TOC (Automatic) or nowhere (Manual).

**Set the Points & Authorities Configuration**

After these steps are completed, the Configure for Points & Authorities dialog is displayed:
If your document contains a plain-text TOC that does not use “outline” paragraphs, all the settings in the top half of the dialog are unavailable, and you can only specify the Output Formatting (see below).

**Remove Points & Authorities metadata:** If Points & Authorities have been previously configured, this will remove all metadata associated with them.

**Set Points & Authorities configuration:** Add or modify Points & Authorities configuration according to the options below.

**Automatically populate the Points & Authorities markers** is checked by default. If checked, Best Authority will automatically insert markers for each TOA within the TOC or Points & Authorities section. How many TOAs will be inserted and where depends on the **Level** value (see below).
It is generally recommended that the **Automatically populate** option be checked, as it makes the task of adding markers trivially easy. After the markers are all added, you may remove or reset the indentations of selected markers as needed.

The **Level** setting determines at which level the Points & Authorities are to be inserted into the TOC. That is, a marker will be inserted before each paragraph in the TOC/P&A that is at that level or higher (i.e., less indented), resulting in Authorities being inserted at the end of that level’s section in the TOC.

The easiest way to determine the right level is to click the **Choose by Example** button which brings up the following dialog:

![Figure 82. Select Points & Authority Level dialog](image)

In this example, clicking on the paragraph that begins with Roman numeral “I” will result in P&A entries being created for each Roman-numbered section. In this case, the Level number is 2, but in other documents it may be different, depending on how the outline levels are organized.
**Figure 83. Select Points & Authorities Level dialog — Level 2 selected**

*Note:* You can have the Authorities inserted in other locations in the TOA by manually moving and/or deleting the green markers; see below.

**Space Before for First Entry** and **Space After for Last Entry** permits you to specify, in inches, extra vertical space to set off the Points & Authorities from the regular entries in the TOC. If no value is specified, no extra vertical space is inserted.

The **Indentation** options offer various ways to specify how the Points & Authorities are to be left-indented.

- **From Style Definition** will use the hanging indent value of the BA TOA Entry paragraph style as the left indent for the Authorities. For example, if the BA TOA Entry style has a left indent of 0.0 inches and a hanging indent of 0.25 inches, the Points & Authorities entries will have an indent of 0.25 inches and a hanging indent of 0.25 inches.

- **Match Preceding Paragraph** will indent the Authorities by the value of the first tab stop of the TOC entry immediately preceding the first Authority for that section.
• **Match Most-Indented Paragraph** will indent the Authorities by the value of the first tab stop of the deepest level in the TOC.

• **Use Exact Value** specifies that an exact indent will be configured. The indent is specified in the Indent Value field, in inches. A common use of this option is when no indentation is desired, in which case Indent Value should be set to 0.

In all these cases, the hanging indent and any right indent will be taken from the BA TOA Entry style.

**Keep edits to existing Points & Authorities markers** is only relevant when (a) you are re-building Points & Authorities, and (b) you have manually moved, or have deleted one or more P&A marker. See below.

**Review Points & Authorities Marker Configuration**

Once you have finished configuring how the Points & Authorities will appear, the following dialog is displayed:

![Figure 84. Review Points & Authorities Marker Configuration dialog](image-url)

---

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Best Authority User’s Guide
Read the instructions and click Done. The document will automatically scroll to the first marker, such as this:

<P&A: Starting from "SUMMARY OF ARGUMENT Plaintiff Michael Spritzwater's ...">

Figure 85. Points & Authorities marker

As the instructions indicate, at this point you can manually move any of these green markers to a different location in the TOC, using standard cut and paste. Be sure to select the entire marker line, including the return at the end. You can also delete any marker, including the “return”, in which case any Authorities in that range will be combined into the subsequent Points & Authorities listing in the TOC.

Review and Preview of Points & Authorities

The procedures for reviewing Points & Authorities in the Review Pane are identical to those for reviewing any other legal document containing citations. See “Step 2: Review the Document” on page 32.

The TOA Preview Pane also works the same (see “Preview TOA” on page 42), except that each grouping of Authorities is listed separately under an identifier of the page number range, as in the example below.

Figure 86. Preview Pane showing Points & Authorities entries
Converting a Regular TOA to a Points & Authorities

To convert a document configured for a regular TOA, choose Points & Authorities from the Startup menu dropdown. The following dialog will be displayed:

![Dialog for Converting TOA to Points & Authorities]

Click Yes and then follow the steps above for creating the Points & Authorities. See, “Select the Points & Authorities Type” on page 152; “Set the Points & Authorities Configuration” on page 154; “Review Points & Authorities Marker Configuration” on page 158; and “Review and Preview of Points & Authorities” on page 159.

Converting Points & Authorities to a Regular TOA

To convert a document configured for Points & Authorities to a regular Table of Authorities, choose Set the TOA Output Location from the Startup menu dropdown. The following dialog will be displayed:

![Dialog for Re-configuring Points & Authorities]

Click Yes and the Set TOA Location dialog is displayed with the cursor set at a likely location in the document for the TOA.
Click **Set** and then resume creating the TOA by selecting the **Scan**, **Review**, or **Build** button from the Best Authority ribbon.
How to Use Text Matching for Assigning Citations to a TOA Group

This section presents a more in-depth discussion and examples of Best Authority’s Text Matching feature, which is available in the Edit Group dialog.

For the basic syntax for text matching patterns, see “Edit Group” on page 76.

When assigning citations to Groups in a Scheme where some Groups contain text pattern matching criteria, the following logic is applied:

- Groups that contain text matching criteria may also be restricted to specified Citation Types, geographic restrictions, and docketed restriction (for cases). These restrictions are available in the Group Properties dialog.

- Normally, when Citation Types are assigned to a Group in the Assign Citation Types dialog (see “Assign Citation Types” on page 83), Best Authority checks to make sure that there isn’t another Group to which that Citation Type is assigned, and which has the same exact geographic or docketed restrictions (or lack thereof). However, if either of the conflicting Groups contains text pattern matching criteria, this check is ignored.

- Citations which match text patterns from multiple Groups will be assigned to the Group which also matches the citation’s Citation Type, geographic restriction, and/or docketed restriction (i.e., the most restrictive criteria). If multiple Groups are matched, the citation will be assigned to the Group which appears first in the displayed order.

- If a citation matches one Group because of text matching criteria, and matches another Group because of its Citation Type, geographic restriction, and/or docketed restriction, the citation will be assigned to the Group which matches because of text matching criteria.

Important: It is critical to the success of implementing test pattern matching criteria, that careful attention be paid to the syntax used in the pattern(s). When citations appear to be incorrectly assigned in the Draft or Final-Form TOA, double-check whether the syntax of the citation in question differs from the text pattern defined in the desired Group, or whether it might be inadvertently matching another Group’s text matching pattern instead.
There may also be extraordinary circumstances in which Best Authority correctly applies the text pattern matching criteria, but a citation still falls in the wrong Group because of some unique aspect of the citation’s text. This is why a careful review of the scan results must be conducted; if such a citation is found in the Draft Review, it can be easily moved to the proper Group by cut-and-paste in the Review Pane.

Examples of TOA Group Text Matching

Below are several examples of how text pattern matching criteria might be used to automatically assign citations to specialized TOA Groups. These examples will not cover every possible use of the text matching feature, but will give you an idea of how it can be employed in typical situations.

The discussion for these examples assumes knowledge of how to add TOA Groups and how to assign Citation Types to TOA Groups. To see how this is done, see “Edit Group” on page 76 and “Assign Citation Types” on page 83.

A sample Scheme named “Sample Text Pattern” and a training document (BESTAUTH SAMPLE TEXT PATTERN MATCHING.DOCX) are also included in Best Authority’s installed files, to demonstrate these examples.
Example 1

A typical use of text pattern matching is to set the Patterns value to a single text value, so that the Group will include all citations containing that text. For example, you want to create a TOA Group containing only appellate cases from the state of Indiana. The restrictions settings for the “Indiana Court of Appeals Cases” TOA Group are shown below:

![Figure 87. Restrictions settings for the “Indiana Court of Appeals Cases” TOA Group](image)

Only Indiana case citations including the abbreviation “App.” would be assigned to this Group.

An example of a citation which would be assigned to this Group:

Example 2
You may need to use more than one term to include several variations of citations in the group. For example, for a “U.S. Bankruptcy Court Cases” Group, some citations may be from the Bankruptcy Reporter (B.R.) while others are not. For example:


To capture both types of citations, the restrictions settings in the Group Properties dialog are entered as shown below.

![Restrictions settings for the “U.S. Bankruptcy Court Cases” TOA Group](image)

**Figure 88. Restrictions settings for the “U.S. Bankruptcy Court Cases” TOA Group**

Note that the two terms of the pattern are separated by a vertical “pipe” (“|”)

If there are other case citations in the brief which have neither of the terms in the above example’s pattern, and require no other differentiation from each other, they can be collected in a standard Federal Cases Group:
Similarly, because citations to items on the internet are not rigidly standardized, you may want to use two terms either of which is highly likely to be included in such a citation: http or www. To capture both types of citations, the restrictions settings in its Group Properties dialog are entered as shown below:

![Figure 89. Restrictions settings for the “Other Federal Cases” TOA Group](image)

```plaintext
Best Authority

Edit New Group

Group Name: Other Federal Cases

Restrictions
- Geographic Scope: Federal
- Geographic Code: Any
- Docketed: Any
- Citation Types: Cases, Regulatory Cases

Sort Authorities By:
- Smart

Subgrouping
- Apply Automatic Subgrouping

Other
- Include Heading in Final-Form TOA

Ok  Cancel
```

Similarly, because citations to items on the internet are not rigidly standardized, you may want to use two terms either of which is highly likely to be included in such a citation: http or www. To capture both types of citations, the restrictions settings in its Group Properties dialog are entered as shown below:
All citations whose text contains either “http” or “www” (or both) will be assigned to this Group. Note that, as in the previous example, there is a vertical pipe (“|”) that is used to separate the two text patterns.

**Example 3**

Sometimes, retrieving Authorities which do contain one or more patterns, will incorrectly include Authorities in which the pattern appears not in the source you’re citing or quoting, but in extraneous text in the Authority. This most frequently occurs when the pattern appears in a citation of a case Authority’s subsequent history. For example, if you’re creating a Group for U.S. Supreme Court Cases, you don’t want to include the following citation, which is to a page in a Fourth Circuit opinion, but includes a further “subsequent history” cite of how the Supreme Court treated it in a further appeal, which includes the “U.S.” reporter:

To exclude such citations (at the same time capturing one or more of citations in the several Supreme Court reporters), the restrictions settings for the “U.S. Supreme Court Cases” Group, are entered as shown below.

Figure 91. Restrictions settings for the “U.S. Supreme Court Cases” TOA Group

In the Patterns entry, notice four things:

- A vertical pipe (“|”) is used to separate the various patterns for this Group;
- An exclamation point (“!”) is used to mark a pattern for exclusion; and
- The exclusion pattern precedes the inclusion patterns, so that any citations matching both the exclusion pattern and either of the following inclusion patterns will not be assigned to this Group.
- Selection of the Whole Words Only option prevents exclusion from this Group, of bona fide Supreme Court Cases which happen to include the letter “f” in the case name, such as Doe v. Federal Communications Commission, or City of San Francisco v. Dept. of Interior.
With these settings, any citation containing publication information in a federal case reporter (Federal Reporter, Federal Supplement, Federal Rules Decisions) will be automatically excluded from this Group. Only federal cases containing “U.S.”, “S.Ct.”, “S. Ct.”, “L.Ed.”, or “L. Ed.” will be assigned to this Group. Note that variations with and without spaces must be included in order to pick up these possibilities.

Similarly, if you wanted to create a group for court opinions found in an online source such as Lexis® or WestLaw®, you would want to exclude citations where the “WL” or “LEXIS” is in the subsequent appellate history of a lower-court opinion you’re citing which is found in a published case reporter, for example:


Also, such an online source is often included as a “parallel citation” in recently-decided cases that will eventually be published in a case reporter, but the volume and page details have not yet been completed. An example of such a cite is:


Note: Even though the above citation is available only online, it has been designated for publication; it therefore belongs in a Group which contains federal cases.

A Group which includes only citations published by WestLaw®, but excludes citations which have a case-reporter beginning with “F” would be created as follows:
Figure 92. Restrictions settings for the “WestLaw Cases” TOA Group

Note that the Match Case and Whole Words Only settings are checked. If they were not checked, any citation containing e.g. the case name “Perry v. Fowler” would be incorrectly included in this Group because the defendant’s name includes “wl”.

Example 4

You might wish to create a Scheme that centers on an agency such as the NLRB (National Labor Relations Board), in which Authorities may be either an NLRB case (where the NLRB is a party such as an enforcement action or an appeal from an agency decision) with “NLRB” in the case name, or an NLRB regulatory case (a case decided by the NLRB) with NLRB in the reporter of decisions. Examples of these are:

Case:

*John M. Horn Lumber Co. v. NLRB*, 859 F.2d 1242 (6th Cir. 1988)

Regulatory Case:

*Buedel Food Products, Inc.*, 300 NLRB 638 (1990)
You could create a scheme that contains only such cases by using a text-pattern:

![Figure 93: Restrictions settings for the “NLRB Decisions and Judicial Cases” TOA Group](image)

If you wish instead to create one group for NLRB cases, and a second one for NLRB regulatory cases, you use the same text pattern in both groups, but assign the “Cases” Citation Type to the “NLRB Cases” Group, and the “Regulatory Cases” Citation Type to the “NLRB Regulatory Cases” Group.

**Note:** Some agencies’ case citations use abbreviations for their names in case-names of Cases, which are different than in the decision-reporter in Regulatory Cases. For example, the Federal Energy Regulatory Commission is referred-to in Case decisions as “FERC”, but its reporter in Regulatory Cases is “F.E.R.C.” For example:


It is therefore important, that you closely examine such citations to check for differences in agency-name abbreviations.
Appendix

Using Best Authority with a PPS License

The Pay-Per-Service (PPS) license requires payment for authorization to use Best Authority on each document. Payment is made in the form of credits which can either be pre-purchased in bulk, or paid for when a Best Authority session is initiated. Authorization needs to be done only once on each document.

When you click Startup on the BA ribbon for the first time on a document, the Get Authorization dialog appears:

![Figure 94. Get Authorization dialog](image-url)
Services: Table of Authorities is required and is therefore selected by default with the Pricing Method and Price (in credits) listed. Table of Authorities is the only service presently available. Additional services may be added in the future.

Payment Methods: (Note: The PREPURCHASE BULK CREDITS button enables you to buy bulk credits for use on this document immediately and other documents in the future.)

To select the payment method, first, click the radio button next to the method you wish to use, then fill in the required Authorization Tracking Information (See below). Then for:

- **Use Account Balance**: Click OK and the Select Scheme dialog will appear and you can begin creating the TOA. See, “Select Scheme” on page 19

- **Pay Now**: Click OK and a payment form will open. Fill in the credit card information and click OK. Receipt information will be displayed. Click Close and the Select Scheme dialog will appear and you can begin creating the TOA. See, “Select Scheme”, on page 19

- **No Charge – Pro Bono**: Click OK and the Pro Bono Authorization dialog will be displayed. Fill in the information required. Click OK and the Select Scheme dialog will appear and you can begin creating the TOA. See, “Select Scheme” on page 19.

![Pro Bono Authorization dialog](image)

Figure 95. No Charge – Pro Bono dialog
To qualify for the Pro Bono No Charge authorization, the usage must be for a Pro Bono case. NOTE: Some organizations may be licensed as Pro Bono firms, in which case the Pro Bono option is selected by default.

- **No Charge – Academic**: Click OK and the Academic Authorization dialog will be displayed. Fill in the information required. Click OK and the Select Scheme dialog will appear and you can begin creating the TOA. See, “Select Scheme”, on page 19.

![Figure 96. No Charge – Academic Authorization dialog](image)

To qualify for the Academic No Charge authorization, the user must be a student. However, he/she can be working at a law firm, or a law school, but the usage must be for a school project.
• **No Charge – ReDo**: Click **OK** and the Redo Authorization dialog will appear. Fill in the information required and click **OK**. The Select Scheme dialog will appear and you can begin creating the TOA. See, “Select Scheme” on page 19.

![Figure 97. No Charge – Redo Authorization dialog]

A Re-Do authorization may be granted for the following situations:

- the user is working on a copy of an authorized document
- The Metadata has be removed by accident
- The internet connection or the L&J webserver went down during processing of the document and the document shows as authorized online.

**Authorization Tracking Information:**

The tracking information contains up to six entries for each document:

The Document Title is required and is pre-populated by BA automatically. However, it is modifiable. Other fields are optional unless required by your Account Administrator which will be indicated by an asterisk “*”.

**Document Activity Tracking**

If activity tracking has been enabled, when you click the Startup button on the BA ribbon for the first time in any document, you will be prompted to fill out the **Enter Tracking Information** form.
The tracking information contains up to six entries for each document:

The Document Title is required and is pre-populated by BA automatically. However, it is modifiable. Other fields are optional unless required by your Account Administrator which will be indicated by an asterisk “*”.

Click “OK”. You’ll be notified that the data has been transmitted to your account and that no charges were made.

Click “OK” again and the Select Scheme dialog will open.

**Convert to Training Document**

Use this command to convert a document that has already been authorized to a training document. Once the document has been converted to a training document, users may open and process the document with the “No Charge – Training Document” payment method.

The User Name and Purpose fields on the dialog are required. The Notes field is optional.
Figure 99. Convert to Training Document dialog
<table>
<thead>
<tr>
<th>Glossary of Terms Used in Best Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Authority</strong></td>
</tr>
<tr>
<td><strong>Block quotation</strong></td>
</tr>
<tr>
<td><strong>Citation</strong></td>
</tr>
<tr>
<td><strong>Citation to the Record</strong></td>
</tr>
<tr>
<td><strong>Citation Type</strong></td>
</tr>
<tr>
<td><strong>TOC/P&amp;A</strong></td>
</tr>
</tbody>
</table>
Docketed  
Refers to a case as filed in the court.

Document Options  
Settings which control (a) which citations in the document will be referenced in the TOA, and (b) how the Authorities will appear in the TOA.

False Positive  
Refers exclusively to citation scan results: Text detected by the scanner as a citation, but which is not a citation.

Final-Form TOA  
A Table of Authorities which has been generated using Best Authority’s Build command.

Group  
A collection of citations in a Table of Authorities. The grouping criteria are any combination of Citation Type, geographic scope, specific geographic jurisdiction, text patterns, and, for cases, whether the citation refers to a docketed case. Groups are defined in the TOA Options settings, and can be permanently stored as part of a Scheme.

Hard Return  
Otherwise known as a paragraph break. If Show All is enabled, hard returns appear as “¶”.

Light Mode  
A mode of running BA whereby most of BA’s editing features are disabled, except for navigational tools.

Jump cite  
A citation to the page containing the specific holding which is to be invoked in the case. Referred to as a Pinpoint citation or pincite in this documentation.

Marker  
Special text inserted into the document to indicate the location of Points & Authorities.

Mentions  
Short-form case citations with no reporter included.

Non-TOA Reference  
Reference to a section of the brief, or to an exhibit, appendix, etc., but which is not considered an Authority, and therefore will not be included in the Table of Authorities. Non-TOA References are found by the Best Authority scanner for proper assignment of Id. citations.

Passim  
When the number of pages for an entry in the Table of Authorities exceeds a pre-determined number (typically five), the word “Passim” is used instead of the delimited page numbers. This is an indication that the citation is referenced throughout the document.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Per Service</td>
<td>A form of BA licensing where required services are purchased and authorized in advance of or at the time of usage.</td>
</tr>
<tr>
<td>Pinpoint Citation (Pincite)</td>
<td>A citation to the page containing the specific holding which is to be invoked in the case.</td>
</tr>
<tr>
<td>Points &amp; Authorities</td>
<td>A presentation format whereby the Authorities appear as a separate listing, grouped by the section where the citations appear.</td>
</tr>
<tr>
<td>Quoted Citation</td>
<td>A citation which is either (a) preceded in the document’s text by the word “citing” or “quoting,” or (b) located anywhere inside a block quotation.</td>
</tr>
<tr>
<td>Scan Range</td>
<td>The portion of a document which will be scanned for citations.</td>
</tr>
<tr>
<td>Scheme</td>
<td>A predefined set of TOA Options. Each Scheme is stored as a specially formatted Word document (.DOCX) which can be distributed to other Best Authority users, either manually, or automatically by the Best Authority Administrator.</td>
</tr>
<tr>
<td>Soft Return</td>
<td>Otherwise known as a line feed. If Show All is enabled, soft returns appear as “\n”.</td>
</tr>
<tr>
<td>Split Authority</td>
<td>An Authority based on a citation where the front “head” part of the citation is separated from the back “tail” part of the citation. There are two variations: (a) the head and tail are separated by unrelated or explanatory text, sometimes in a parenthetical remark, and (b) the head is in the main body of the document, and the tail is contained at the start of a footnote placed immediately after the head.</td>
</tr>
<tr>
<td>Subgroup</td>
<td>A collection of similar citations within a TOA Group (typically containing Statutes) where the Subgroup title is displayed on the first line and the individual citations are shown on succeeding lines and are represented only by the subdivision (e.g., “Section” or “§”), a number, and page numbers.</td>
</tr>
<tr>
<td>Subgroup header</td>
<td>The part of a citation text which is to be used as the title of a Subgroup.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Subrange</strong></td>
<td>A portion of the Scan Range that is used to specify the location of Points &amp; Authorities entries.</td>
</tr>
<tr>
<td><strong>Suppressed Citation</strong></td>
<td>A citation which has been marked by BA as a citation, but which will not be referenced with a page number in the Final-Form TOA.</td>
</tr>
<tr>
<td><strong>Suspect</strong></td>
<td>Document text which Best Authority has determined may, or may not be a valid citation, and which requires a human to evaluate.</td>
</tr>
<tr>
<td><strong>Table of Authorities (TOA)</strong></td>
<td>A summary of citations in a legal document.</td>
</tr>
</tbody>
</table>
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