

CONTINUING LEGAL EDUCATION

THE BAR ASSOCIATION OF SAN FRANCISCO



presents

Microsoft Word for Lawyers

Best Practices for Today and Exploring the Generative AI Revolution of Tomorrow

(Rebroadcast)

Tuesday
January 27, 2025

MCLE Registration: 11:30 a.m. - 12:00 p.m.
Virtual Program: 12:00 p.m. - 1:15 p.m.

Speakers

Dave Mascenik
Crowell & Moring

Aaron Gothelf
American Arbitration Association

Moderator

Jacob Canter
Crowell & Moring

Join Jacob Canter, Dave Mascenik, and Aaron Gothelf as they explore everything you wanted to know but were too embarrassed to ask about using MS Word to draft legal documents. The program will then shift to learning about the current and future impact of using Generative AI to draft legal documents and the ethical issues that surround its use.

Topics

- What is the most efficient way to use styles if I am writing a brief?
- How to add images, tables, and other items into documents?
- How to transfer Excel tables into Word cleanly?
- How to add footnotes and page numbers correctly?
- Quick tips on how to use the Draw, Design, Reference and Mailing tabs?
- Will Generative AI eventually draft all of our legal documents?
- Are there any ethical issues using Generative AI to draft documents?

MCLE: 1 Hour in Technology in the Practice of Law

To receive MCLE credit, you must sign in during the designated MCLE registration period. This activity is approved for Minimum Continuing Legal Education credit by the State Bar of California. BASF is a certified provider. Provider #103

Pre-registration is required.

Cost

Free for BASF Members
\$50 Non-Members

Viewing Options



Live Webcast available, register at www.sfbare.org



Webcast Recording will be available. Register separately on our online platform.

Special Requests:

People with disabilities should contact BASF regarding reasonable accommodations at events@sfbare.org.

Register online: www.sfbare.org/calendar

Event Code G257022A