



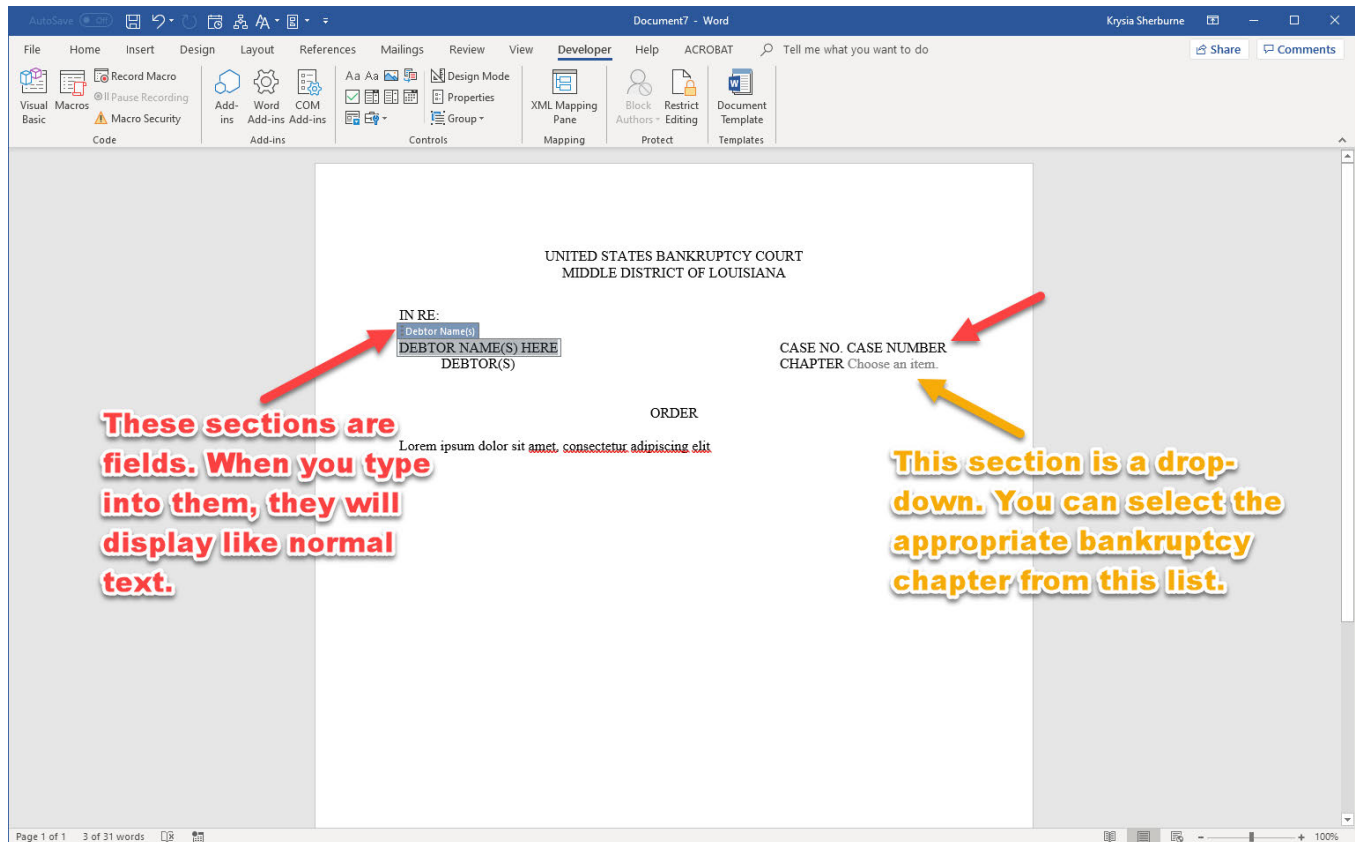
# ORDER CAPTION TEMPLATE SETUP GUIDE

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UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF LOUISIANA

# How to use the caption template

This caption template contains the standard formatting to be used for orders submitted to LAMB. The template is set with the correct font, spacing, and layout.



The areas where you should type the debtor name(s), the case number, and the bankruptcy chapter are set as fields. You can select the appropriate field, then begin typing the information in that field. It will convert itself to regular, formatted text.

The chapter field has a dropdown list. Simply click on "Choose an item," then click the down arrow that appears in order to see the dropdown list of bankruptcy chapters.

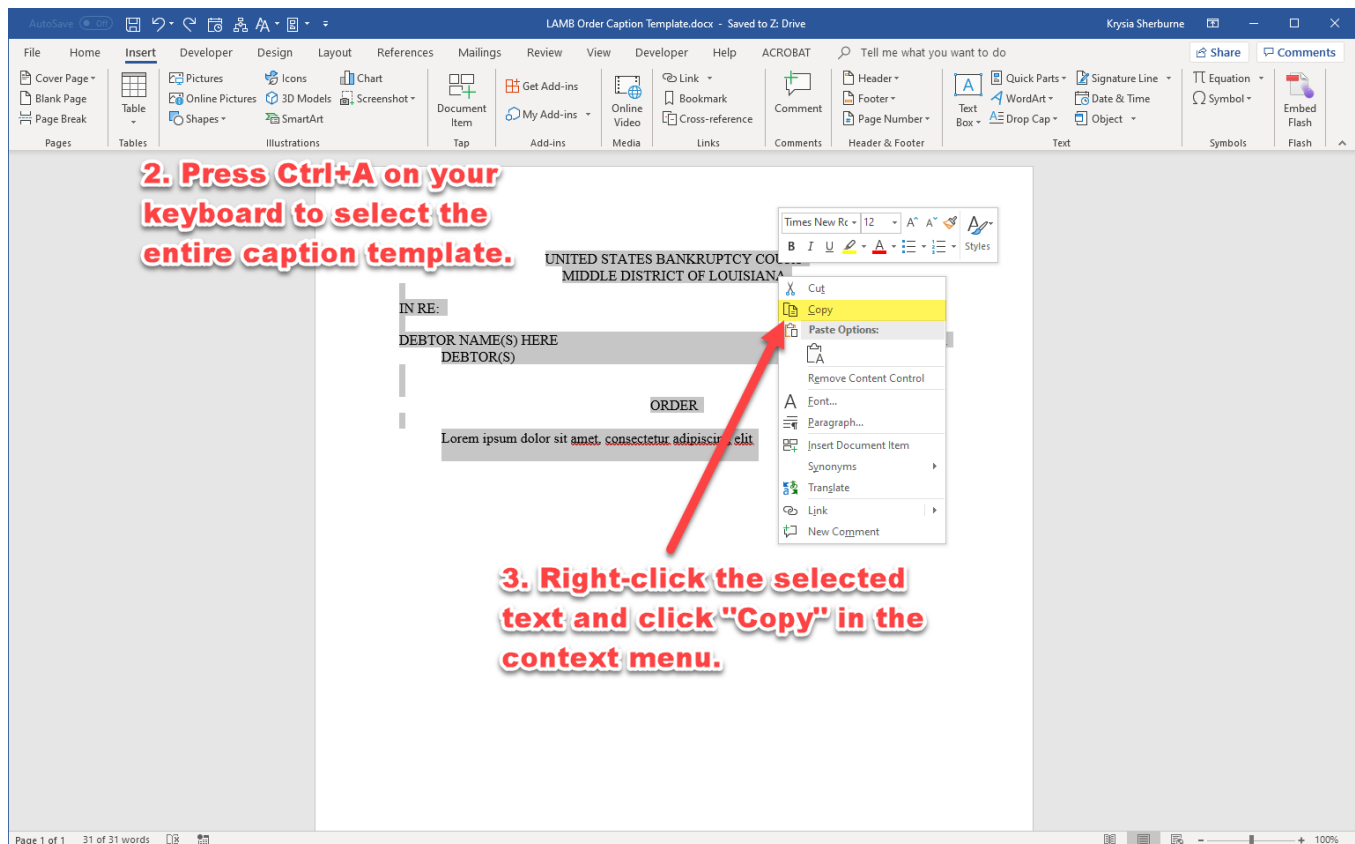
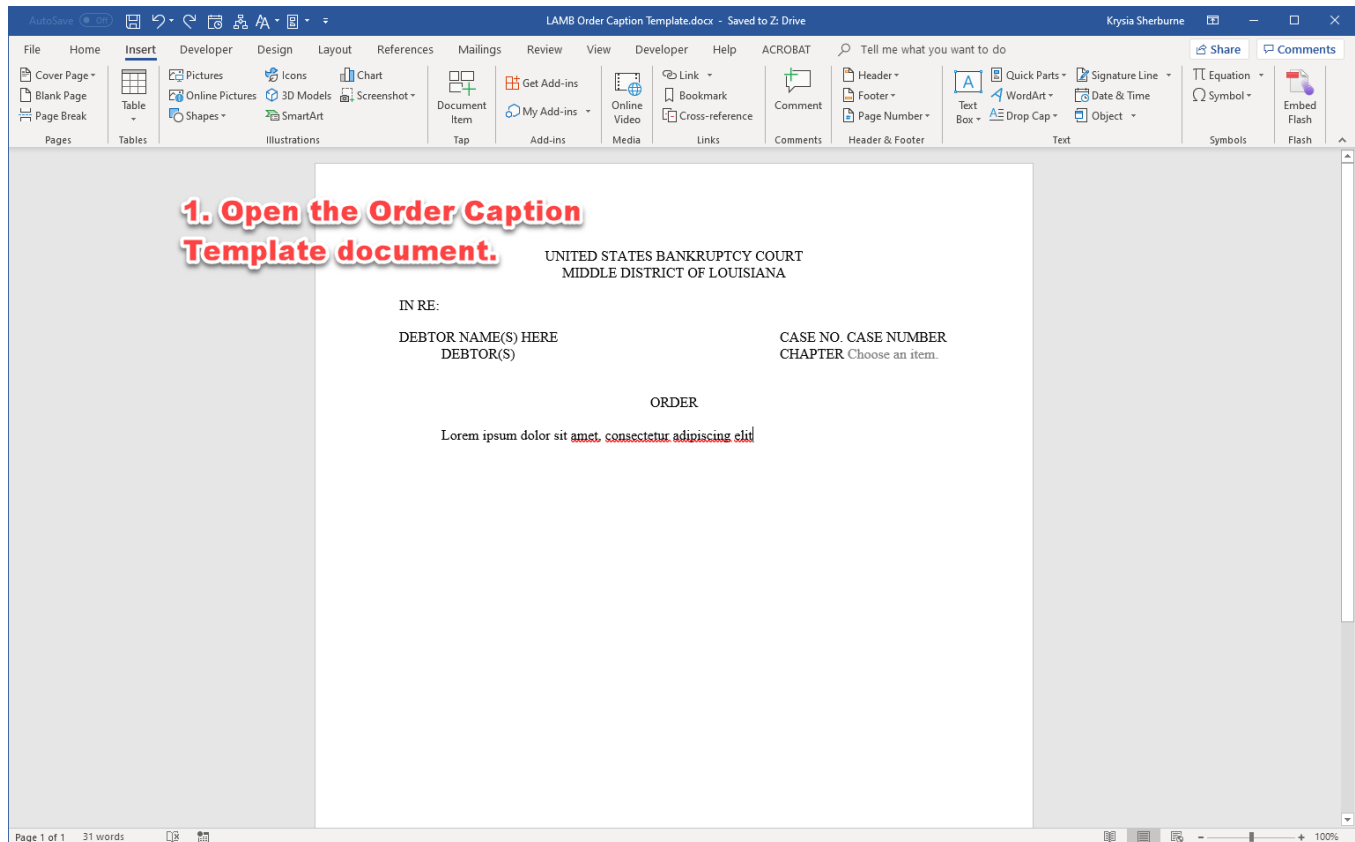
You can use this caption template in several ways depending on your personal workflow. You can download the caption template and:

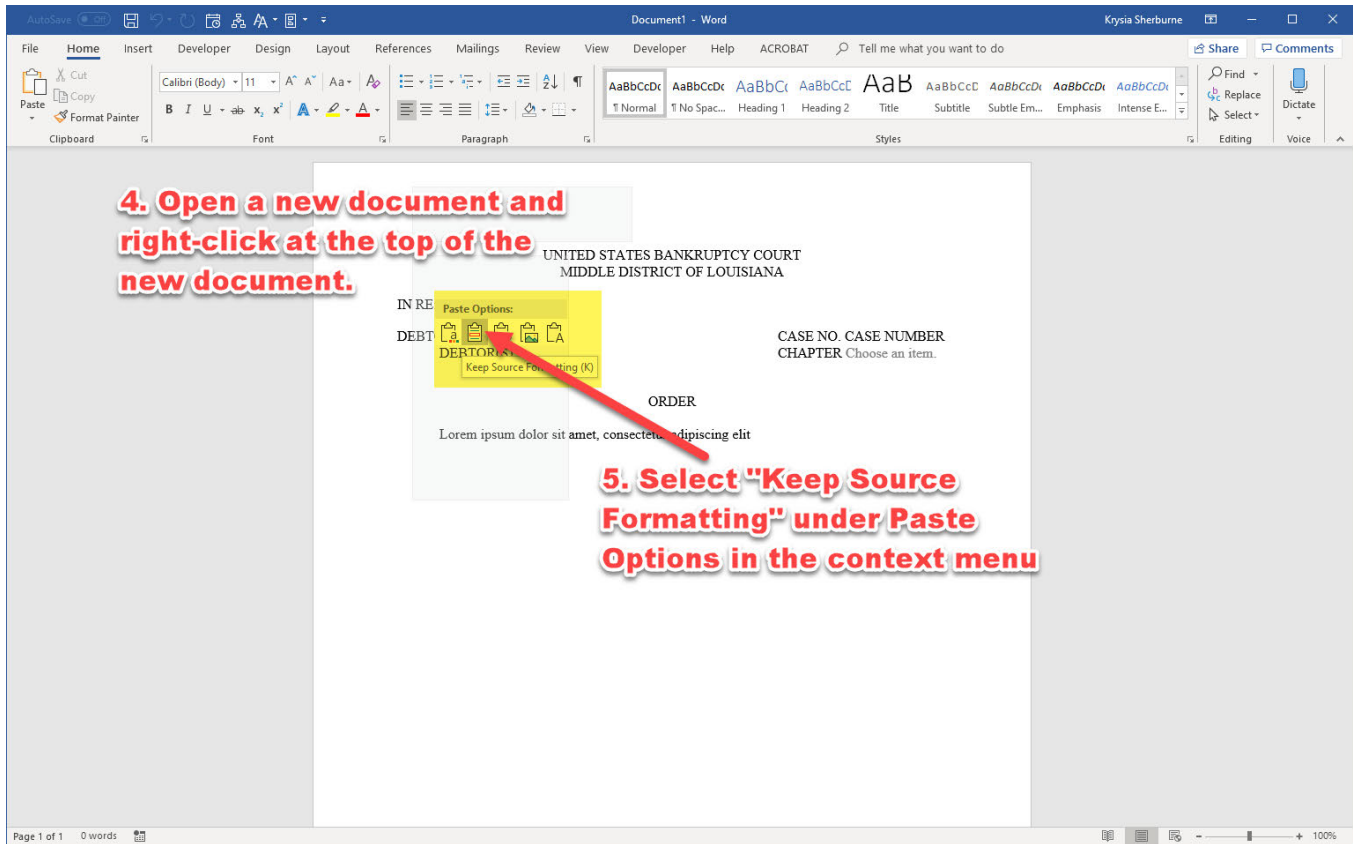
- Save it as a read-only document, and use it to create new orders
- Copy and paste from the template into a blank document to create new orders
- Create a keystroke shortcut to insert the template when you type a specific phrase
- Create a Quick Part to insert the template when you navigate to Insert > Quick Parts

To learn how to use the template to copy & paste; create a keystroke shortcut; or create a Quick Part, please refer to the following pages of this setup guide.

# Method 1: Copy and paste

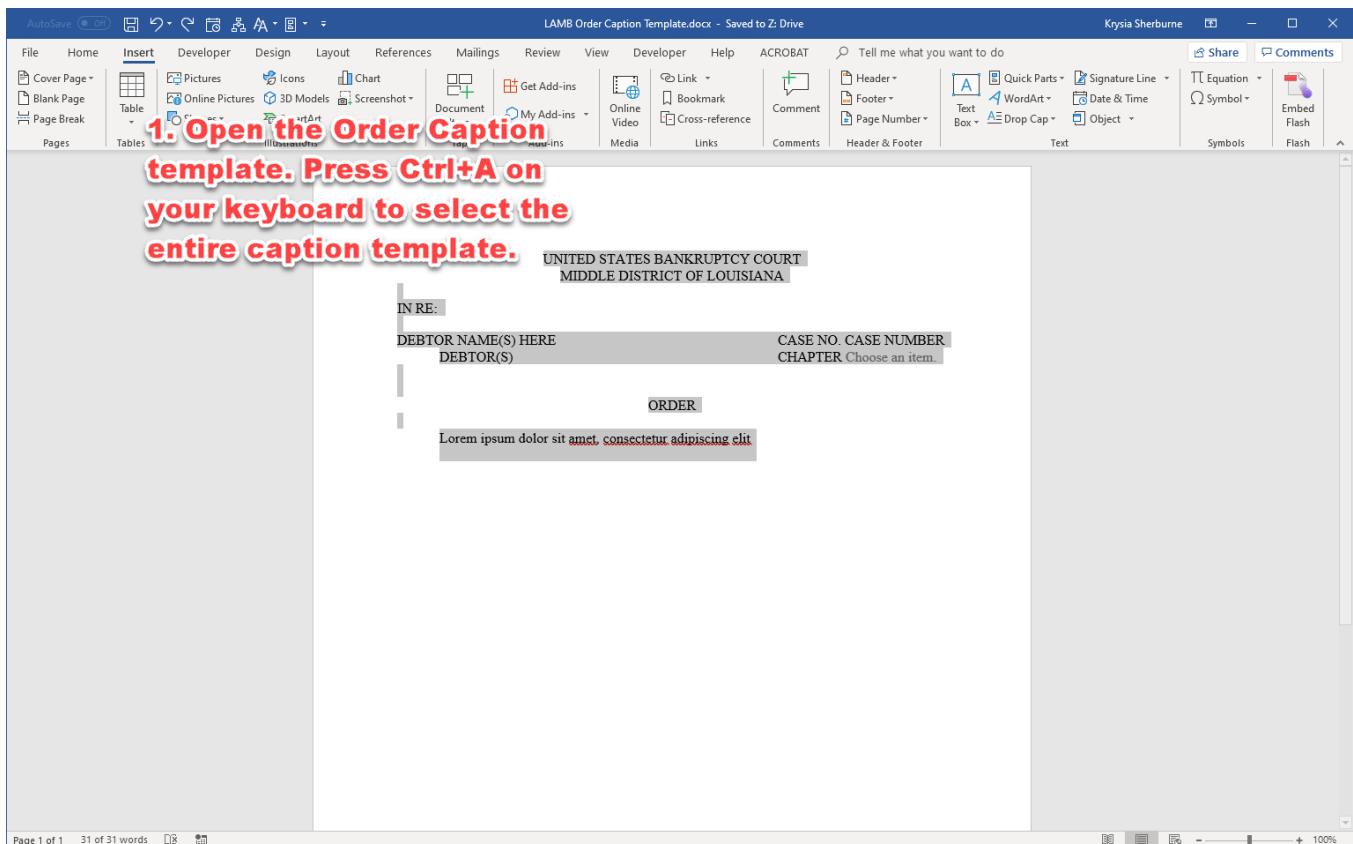
This is the simplest method to use the order caption template. However, it requires more repeated work to copy and paste the template every time you need to use it.

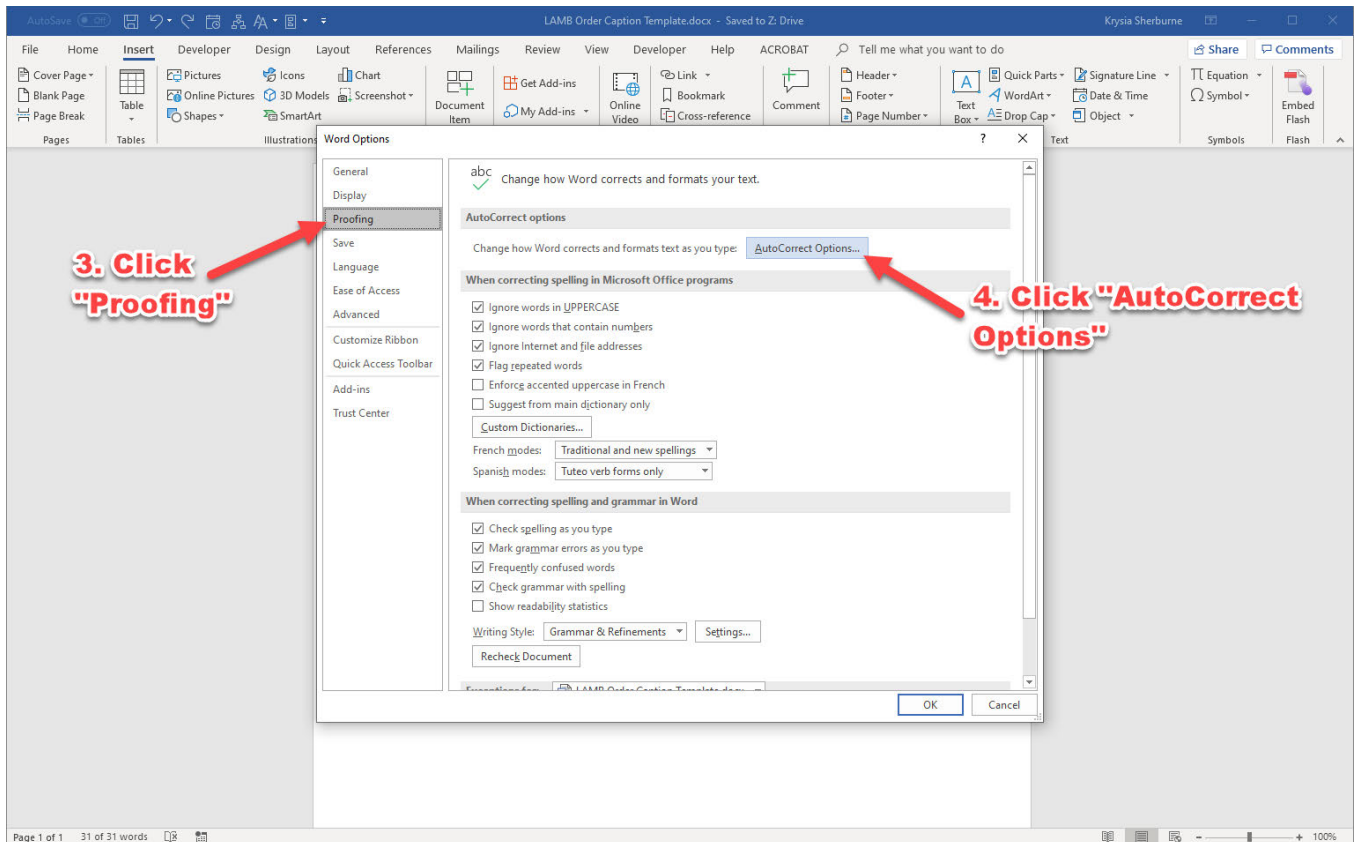
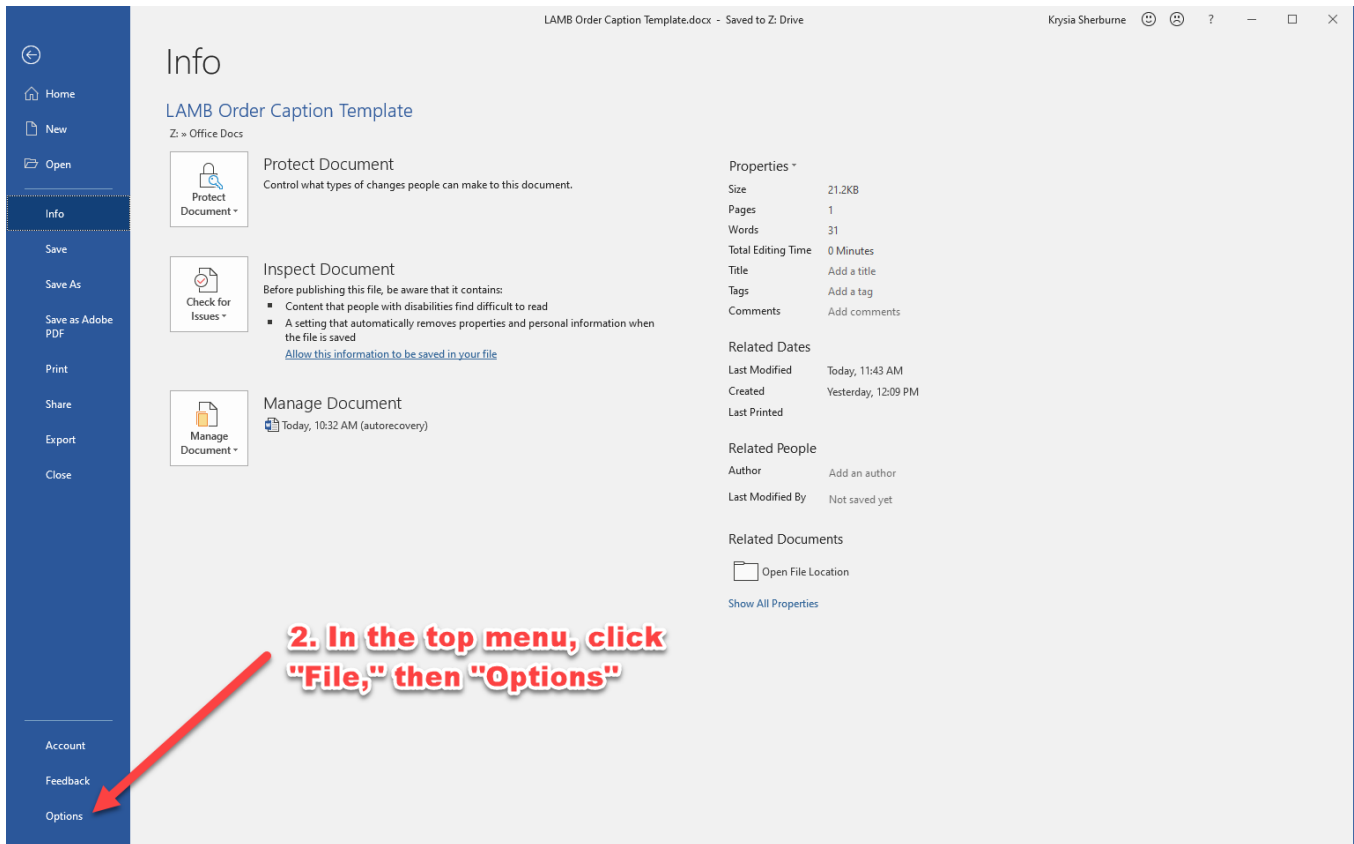


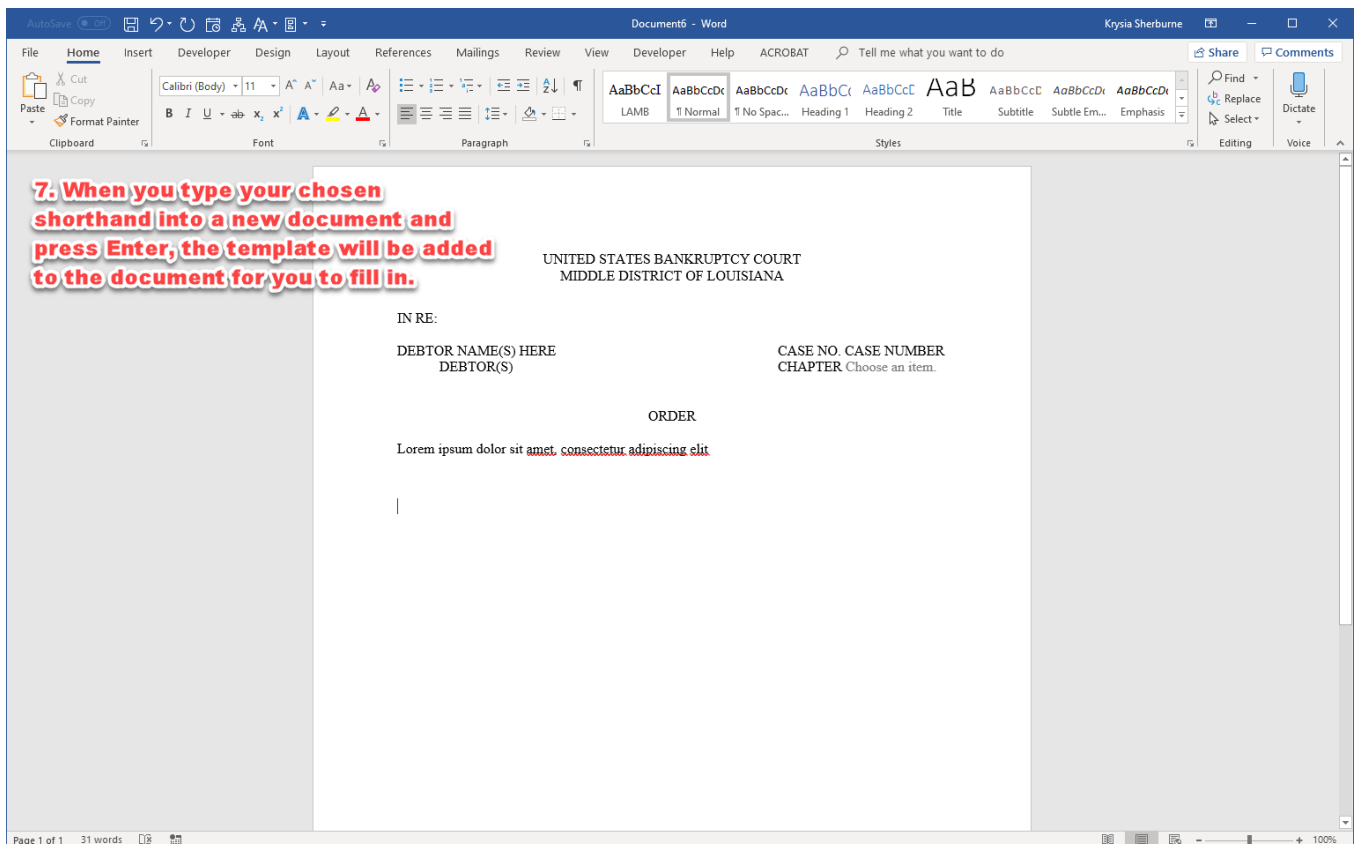
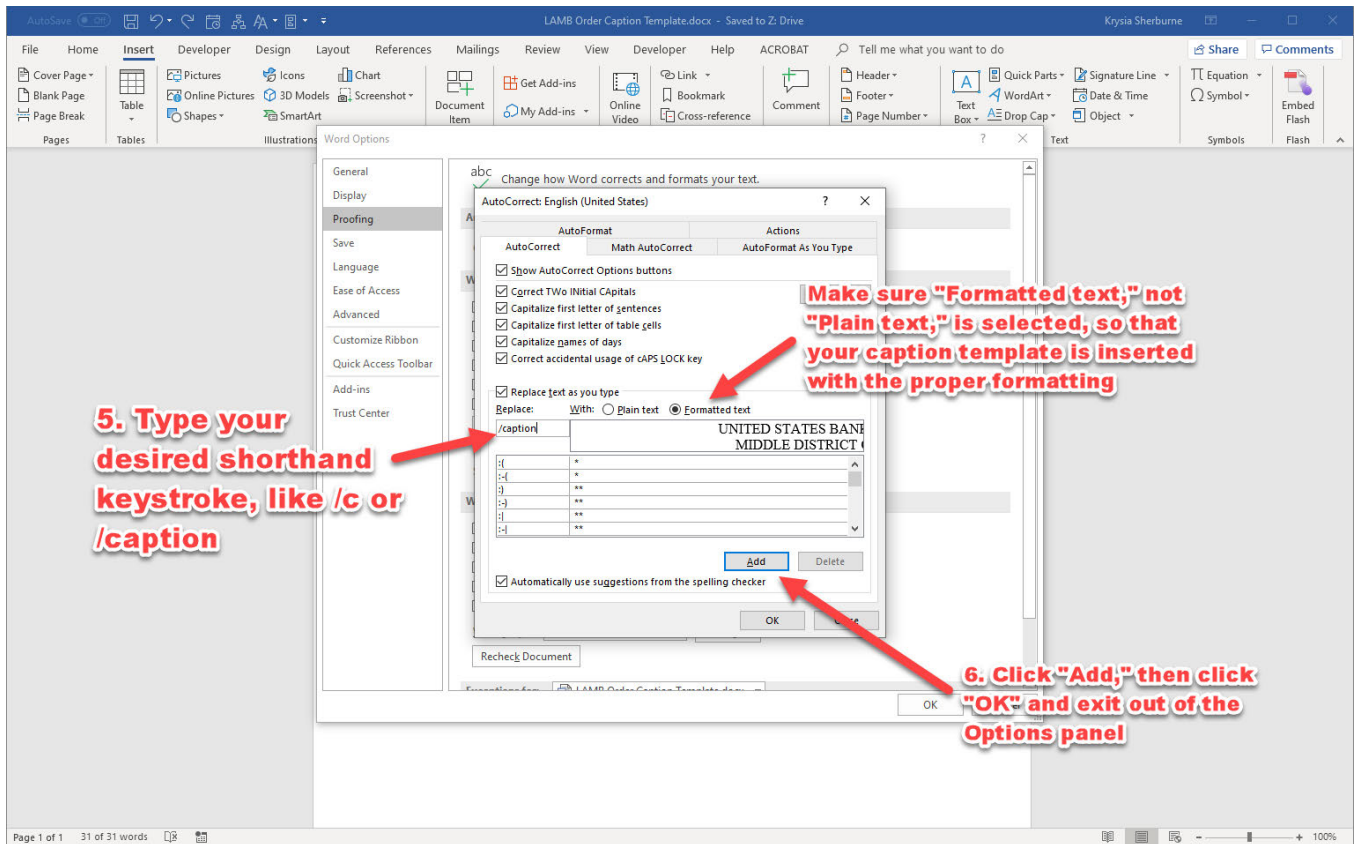


## Method 2: Set a keystroke shortcut

You can create a keystroke shortcut, like /caption or even simply /c, to automatically insert the order caption template in any document using the following steps.

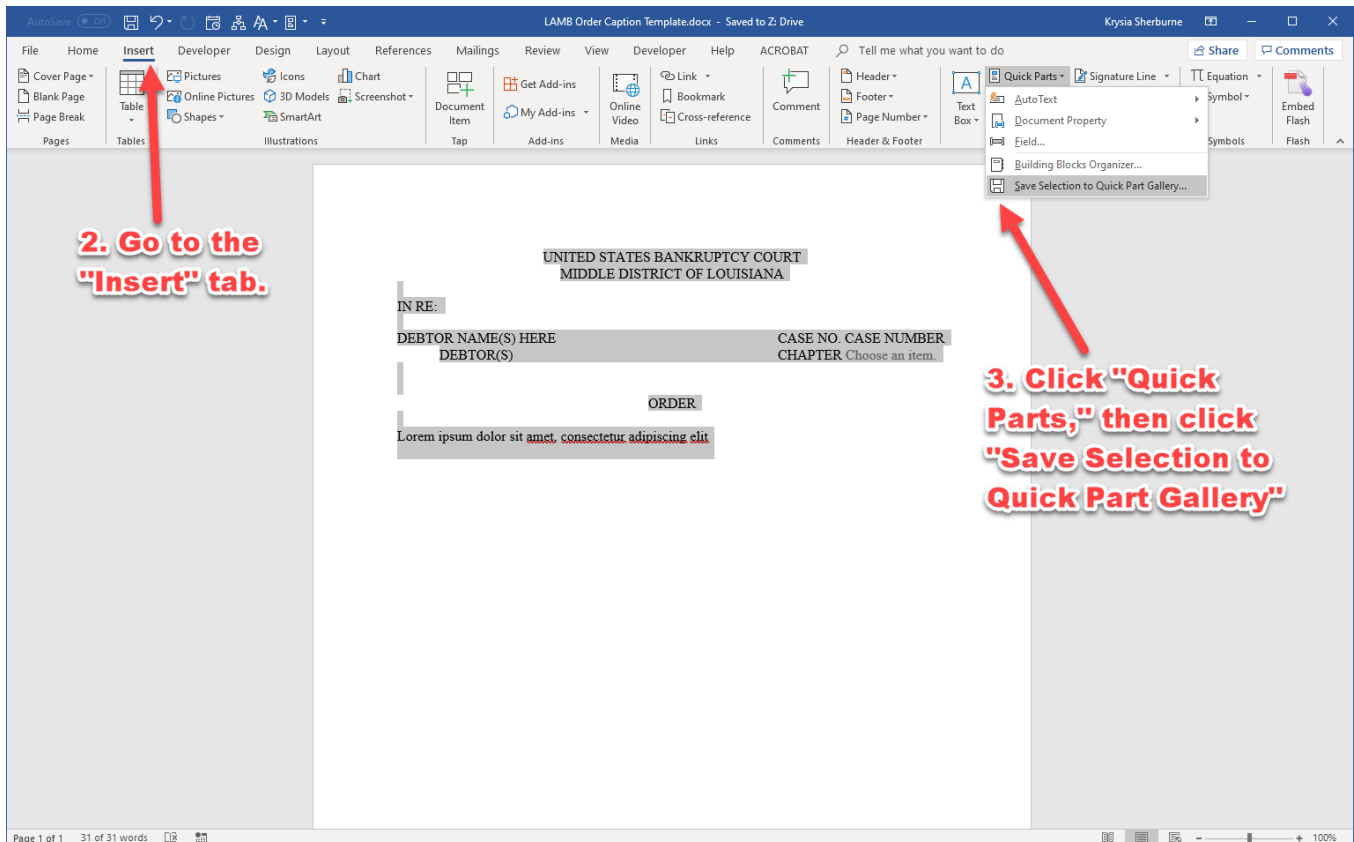
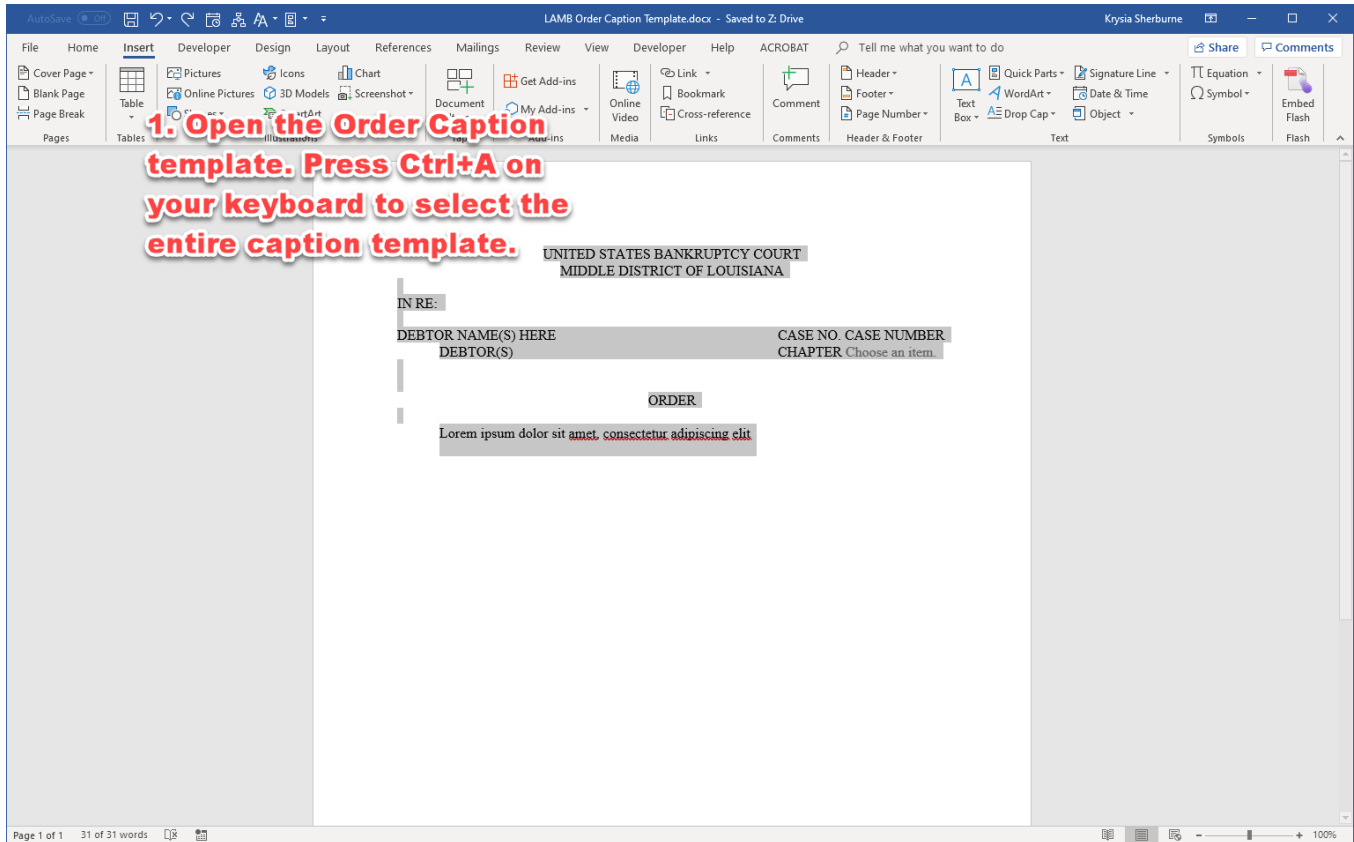






# Method 3: Create a Quick Part

You can add a Quick Part to Word, which allows you to easily access document parts that you need over and over again.



**4. Name the Quick Part for your reference, and leave the remaining settings on their default values. Then, click OK.**

**5. To use the caption template in a new document, go to the "Insert" tab, then click on "Quick Parts." Click on the Order Caption quick part you created to insert it into your document.**