

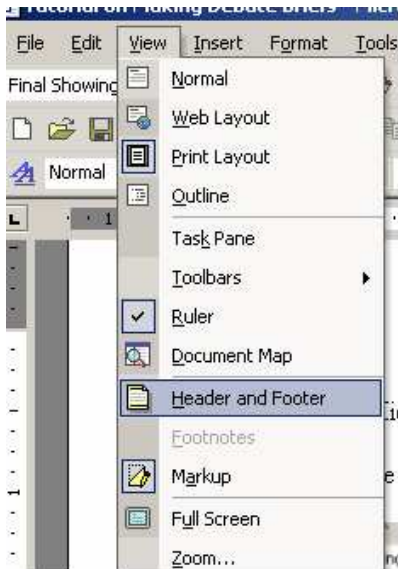
# Tutorial on Making Debate Briefs (MS Word 2002)

By Michael Marse for [www.socal-ld.net](http://www.socal-ld.net)

1. Open Microsoft Word
2. Press the “New Blank Document” button to start a completely new document.



3. Click on the “View” pull-down menu on the top, and select “Header and Footer”



4. Write “CBU Debate 2007-08” (or your school name and whatever the year is when you’re reading this) on the first line, and the format like “L/D” or “CEDA” on the second line.



1. Open Microsoft Word

5. Click on “Close” on the Header and Footer menu to get out of the Header.



6. Put the evidence on separate pages, each with it's own tag.

7. One possible way to format is to underline and put in 12 pt. font everything the debater should read, and put in 10 pt. font without underline everything that they should not.



CUB Debate 2007-08

L/D

Pirates!

Pirates! Aff

They aren't Johnny Depp

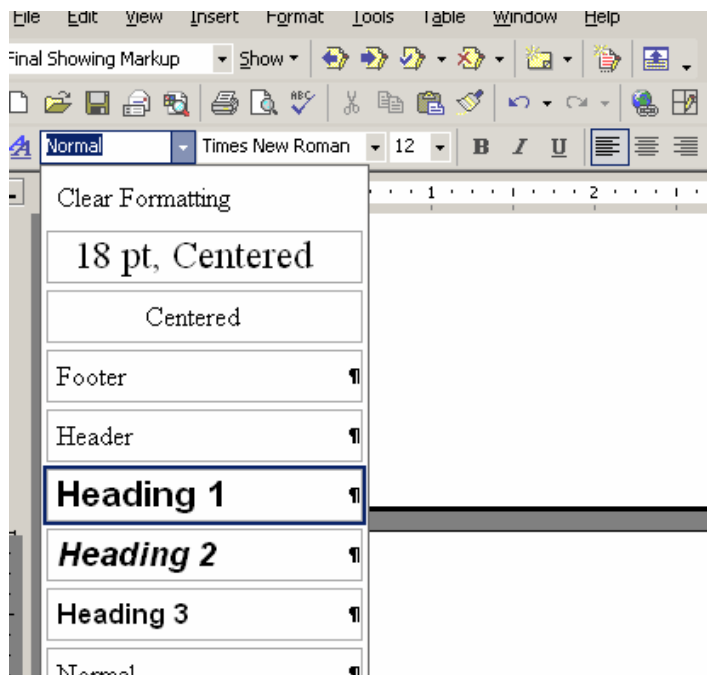
Allbritton, 2007 ("Piracy 2.0: Deadly and Dangerous", Nov. 6, 2007, Spot-On.com, [http://www.spot-on.com/archives/allbritton/2007/11/pirates\\_and\\_smugglers\\_and\\_terr.html](http://www.spot-on.com/archives/allbritton/2007/11/pirates_and_smugglers_and_terr.html))

With our Hollywood images of swashbuckling heroes and fairytale villians the idea of taking pirate - pirates? - seriously sounds like a bit of a joke. But this ancient scourge is playing a role in the 21st Century global war on terror in an important part of the world: off the east coast of Africa, near Somalia to be exact.

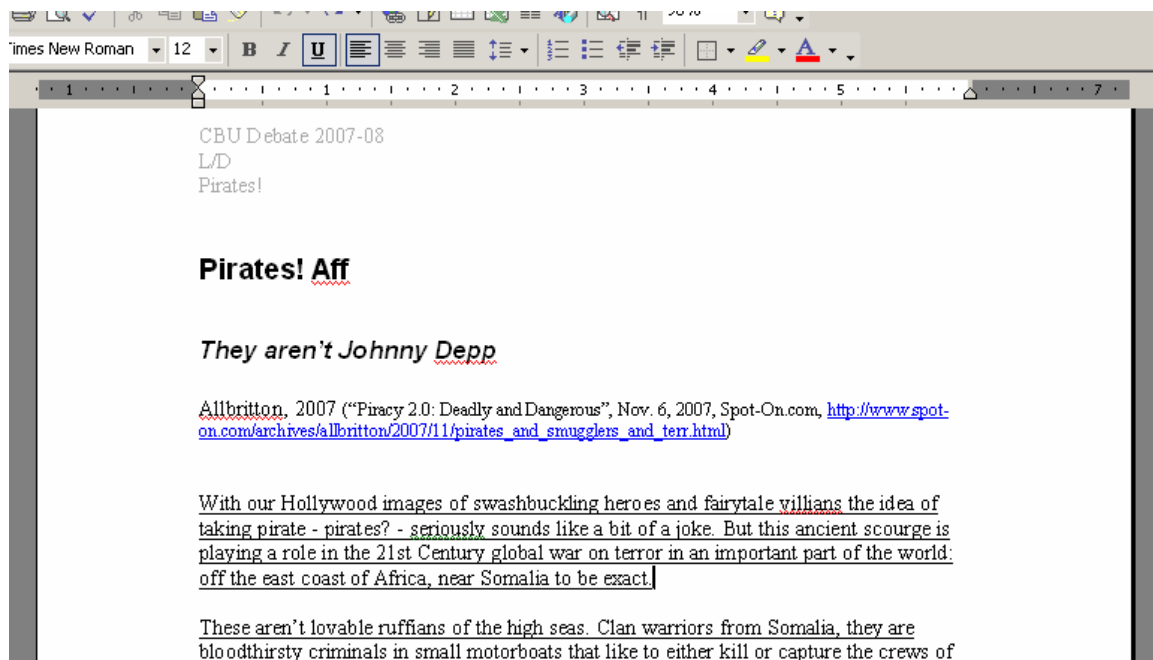
These aren't lovable ruffians of the high seas. Clan warriors from Somalia, they are bloodthirsty criminals in small motorboats that like to either kill or capture the crews of United Nations Population Fund (UNFPA) vessels trying to bring aid relief to Somalis scarred by war.

Over the course of 2007, there have been at least 26 actual and attempted pirate attacks on large vessels in international waters of the east coast of Africa, up from eight in 2006. The real number is undoubtedly much higher. Pirate attacks worldwide jumped 14 percent in the first nine months of 2007, with the biggest increase off the coast of Somalia through which more than half of the world's crude oil and 95 percent of the cargo trade between Asia and Europe crosses.

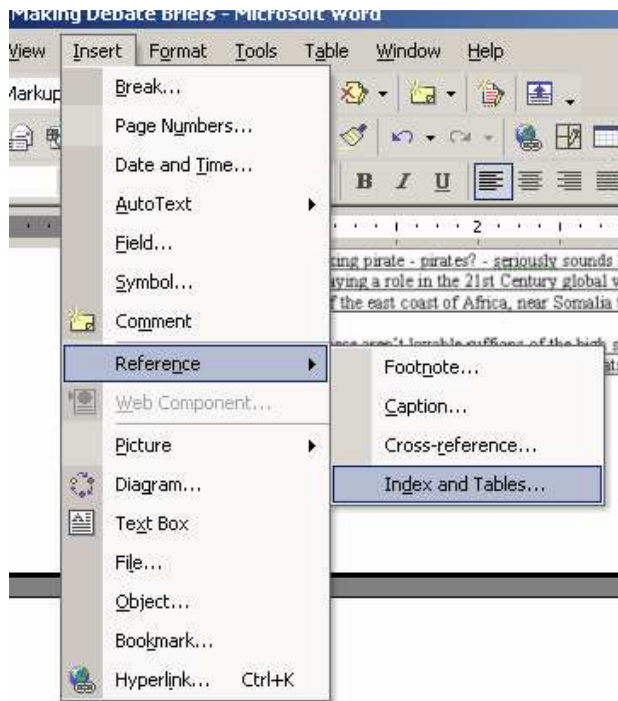
8. Select the most important designation (like Pirates! Aff, or China D/A), and click on “Heading 1” in the formatting pull-down menu.



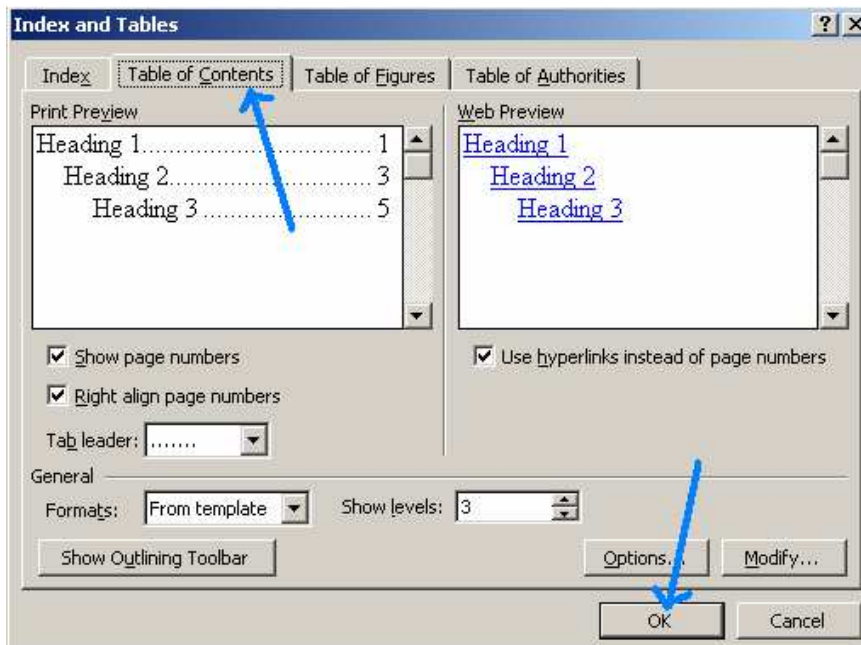
9. Select each tag, and change them to “Heading 2” in the same way. You should end up with something like the following (if you don’t change the way the defaults look, which you certainly can) :



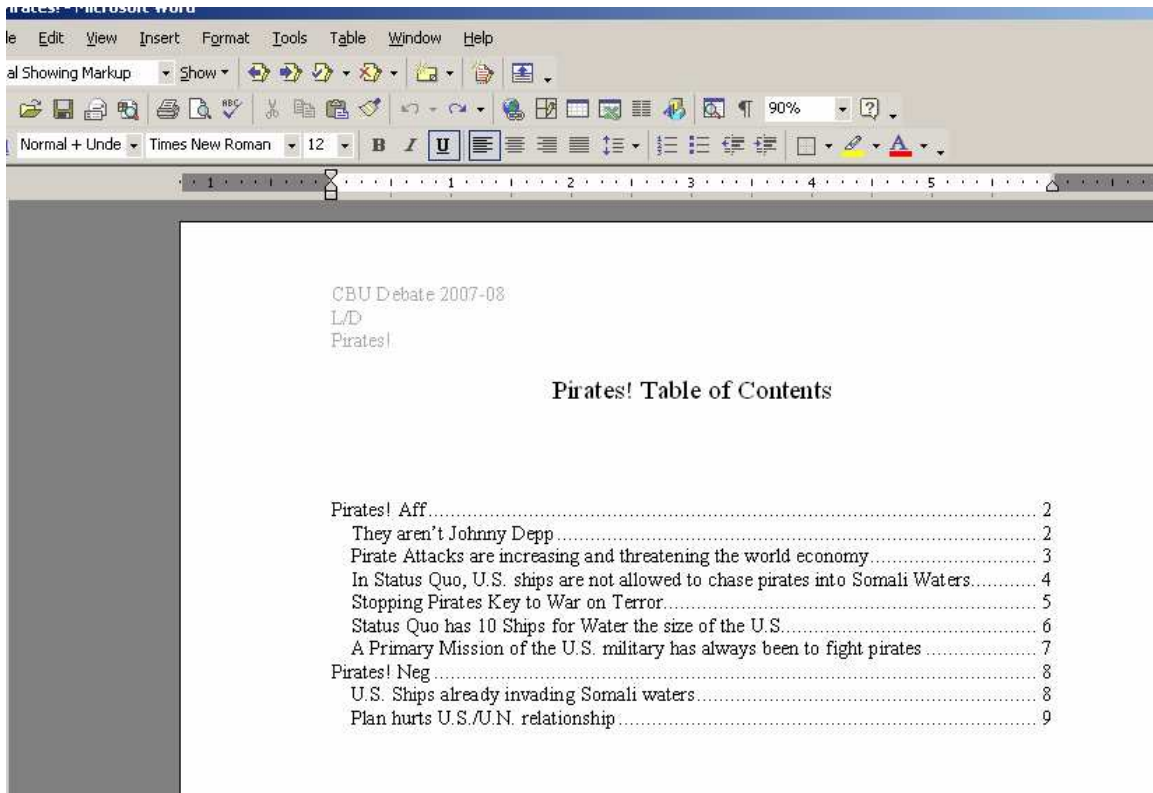
10. Now go to the top of the document, and make yourself some space. Click on the “Insert” pull-down menu, on the “Reference” button, and then on “Index and Tables”.



11. Click on the “Table of Contents” tab on the menu that comes up, and then on “Ok” at the bottom.



12. You can play with the defaults if you like, and make it look a little more interesting, but if you don't, you may end up with something like this:



13. Save this file, and distribute to the team. This may mean e-mailing to the coach, or e-mailing it to everyone, or printing it out and placing it somewhere. If everyone uses the same format, prep time is saved during the round!

14. What if you add some cards later? Do you have to redo the Table of Contents? No need! Just right-click on the table you created, and select "Update Field". The table will change automatically!

