

ing of the document.<sup>16</sup> Coming up with the headings will make you, the drafter, think about the organization of the document. Headings and the blank lines between sections that begin with headings also create white space (see § 4.2).<sup>17</sup> Headings should be set flush left (see § 4.3), with hanging indents (see § 4.2.2) to show the hierarchy of the document structure.

A table of contents is unnecessary in a document of only a few pages. In long documents—and many wills and trusts are necessarily long—use the major section headings to create a table of contents. Some drafters prefer to use a title page, followed by the table of contents, and then the text of the document. I prefer the approach taken in the sample trust in section § 6.3 of this book: I put the table of contents *inside* the document, between the introductory paragraph and the first substantive provision.



## § 4.5 FONT AND FONT SIZE

### § 4.5.1 Use a Readable Font

Use a reader-friendly typeface. Typeface means a style of type and is called a font in reference to computers and word-processing programs.<sup>18</sup> Most typewriters used `Courier` typeface, and you can probably find that typeface on your word-processing program. I am amazed at how often I see recently drafted estate planning documents using Courier typeface, as if the lawyer wanted the client to believe that there was still a typing pool in the back room tapping out wills and trusts on manual typewriters.

Whatever font you choose, don't use Courier. It's ugly. It marks you as a dinosaur. Courier is a mono-spaced font, meaning that every letter, from the skinny "l" to the wide "m" takes up the same space from side to side. A mono-spaced font is harder to read than a proportionally spaced font in which each letter takes up space proportional to the natural width of the letter.<sup>19</sup> Typewriters had to use mono-spaced fonts like Courier, but a computer using a modern word-processing program offers a choice of proportionally spaced fonts. Choose one of them.

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<sup>16</sup> Robbins, *supra* note 1, at 124-125.

<sup>17</sup> See also GARNER, THE REDBOOK, *supra* note 3, at 74.

<sup>18</sup> GARNER, THE REDBOOK, *supra* note 3, at 65.

<sup>19</sup> *Id.* at 66.