# Lexis<sup>®</sup> for Microsoft<sup>®</sup> Office



The specific set of Lexis® for Microsoft Office buttons available to each customer is dependent on the type of contract signed. Please contact LexisNexis Customer Support for more details: 888.539.4770

#### SEARCH TOOLS

- Background: Identifies and hyperlinks attorneys, judges, law firms, company names, legal terms of art and citations in your document.
- **B** Search Box: Runs a natural-language search based on entered search term(s) and options selected from the pull-down menu.
- **C** Suggest: Runs a natural-language search across the Lexis<sup>®</sup> service and the open Web to gather background information based on text you selected.

#### SHEPARD'S<sup>®</sup> CITATION TOOLS

- D Shepardize<sup>®</sup> Cited Docs: Highlights legal citations and corresponding Shepard's Signal<sup>™</sup> Indicators. Clickable highlighted citations link to Lexis Advance<sup>®</sup>.
- E Get Cited Docs: Gets legal citations identified within your document so that you can quickly validate legal authority within context.
- Check Cite Format: Validates and corrects citations and style according to selected style manuals.
- G Check Quotes: Verifies the accuracy and relevance of all quotes against the context of source documents.
- **H** Set Cite Format: Toggles between citation style manuals.
- Insert TOA: Creates and updates a Table of Authorities with bookmarked page numbers. Includes options for general purpose or jurisdiction-specific styles.



Customer Support: 888.539.4770

#### FIND PRECEDENT TOOLS

- Cases: Runs a natural-language search against Lexis case law.\*
- Briefs, Motions, & Pleadings: Runs a natural-language search against Lexis Briefs, Motions, and Pleadings.\*
- Clauses & Contracts: Runs a natural-language search to find alternate language for a clause \*
- M Samples & Forms: Runs a natural-language search to find an example form.\* \*Searches using either text you select or text around your cursor position.

#### SHOW TOOLS

- N Research Browser: Provides one-click access to Lexis Advance. Allows you to resize the Research Pane or move it to another monitor.
- O History Map: Shows which research tasks you have performed. Maps your research path and allows you to share the map.
- P Pinned Items: Quickly save documents for future reference or share links to relevant documents with others.
- **R** Pane: Reopens the Research Pane. Retains all previous search results from your current Word session.
- **R PDF/Import:** Converts a PDF into a Word document, allowing you to utilize all product features.
- **S** Preferences: Enter or change your ID and password, set jurisdiction for your legal research or change ribbon settings.



- Client: Specify a client for your Lexis activity.
  - Help/Product Info: Allows you to view the product Help file, access the LexisNexis® Customer Support website or provide feedback.

# Microsoft<sup>®</sup> Outlook<sup>®</sup>

	M   🚽 ヴ び 今 🌣   🖛										Starbuck	s [July 201	2] - Message (HTML)
	File	Message	LexisNe	exis®	Me e E-m	nail D	e	6	G	0	J	K	۵ 😮
A	<b>B</b> Backgr Search All	round 🌩 Su	uggest	•	PDF	6				ġ.	0	?	
		В		⇒	Convert Attachments	Research Browser	History P Map It	Pinned tems: 0	Pane		None	Help	
		Search Tool	s		PDF		9	Show		Preferences	Client	About	

The specific set of Lexis® for Microsoft Office buttons available to each customer is dependent on the type of contract signed. Please contact LexisNexis Customer Support for more details: 888,539,4770.

### SEARCH TOOLS

- A Background: Identifies and hyperlinks attorneys, judges, law firms, company names, legal terms of art and citations in your document.
- **B** Search Box: Runs a natural-language search based on entered search term(s) and options selected from the pull-down menu.
- **C** Suggest: Runs a natural-language search across the Lexis<sup>®</sup> service and the open Web to gather background information based on text you selected.

## SHOW TOOLS

- **D** Research Browser: Provides one-click access to Lexis Advance. Allows you to resize the Research Pane or move it to another monitor.
- E History Map: Shows which research tasks you have performed. Maps your research path and allows you to share the map.
- **Pinned Items:** Quickly save documents for future reference or share links to relevant documents with others.
- G Pane: Reopens the Research Pane. Retains all previous search results from your current Word session.

- H PDF/Import: Converts a PDF into a Word document, allowing you to utilize all product features.

**Preferences:** Enter or change your ID and password, set jurisdiction for your legal research or change ribbon settings.



**O** Client: Specify a client for your Lexis activity.

K Help/Product Info: Allows you to view the product Help file, access the LexisNexis® Customer Support website or provide feedback.



Customer Support: 888.539.4770

Lexis/Nexis, Lexis, Lexis Advance, Shepard's, Shepardize and the Knowledge Burst logo are registered trademarks and Shepard's Signal is a trademark of Reed Elsevier Properties Inc., used under license. Microsoft, Outlook and SharePoint are registered trademarks of Microsoft Corporation. Other products or services may be trademarks or registered trademarks of their respective companies. © 2013 LexisNexis. All rights reserved. LMO00003-3 0413