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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® service and the open Web to gather background information based on text you selected.

SHEPARD'S® CITATION TOOLS

D *Shepardize®* **Cited Docs:** Highlights legal citations and corresponding *Shepard's* Signal™ Indicators. Clickable highlighted citations link to Lexis Advance®.

E **Get Cited Docs:** Gets legal citations identified within your document so that you can quickly validate legal authority within context.

F **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.

I **Insert TOA:** Creates and updates a Table of Authorities with bookmarked page numbers. Includes options for general purpose or jurisdiction-specific styles.

FIND PRECEDENT TOOLS

J **Cases:** Runs a natural-language search against Lexis case law.*

K **Briefs, Motions, & Pleadings:** Runs a natural-language search against Lexis Briefs, Motions, and Pleadings.*

L **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.

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

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

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