



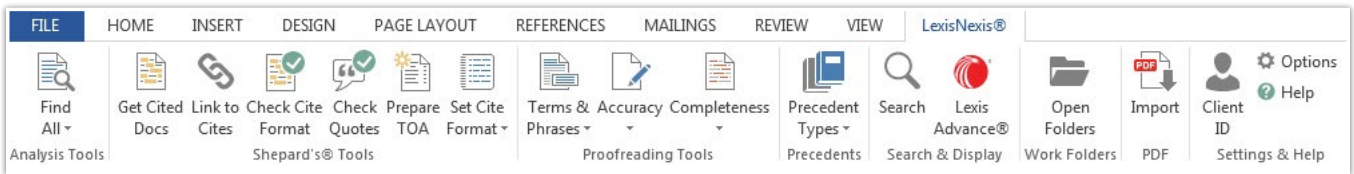
NAVIGATING THE LATEST VERSION OF LEXIS® FOR MICROSOFT OFFICE®

Lexis® for Microsoft Office® has a new look designed to make the tools you use for reviewing and drafting legal documents even faster and more intuitive. And within the streamlined ribbon, you'll discover much more—including new timesaving tools.

Earlier version of the LexisNexis® ribbon as viewed in Microsoft® Word:



The latest version of the LexisNexis ribbon in Microsoft Word (Lexis for Microsoft Office v5.2):



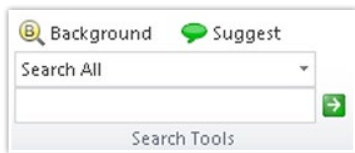
Take a closer look. Below are sections of the ribbon before and after the latest release.

Before: Search Tools Now: Analysis Tools, Search & Display

From the previously named **Search Tools**, you could use the following features:

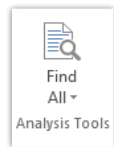
- Background
- Suggest
- Search All

In addition, you could also search by clicking the **Research Browser** button.

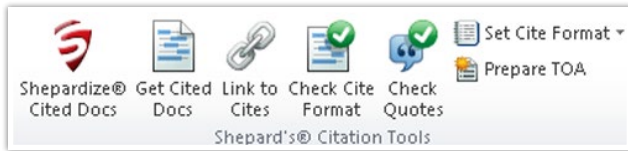


Based on customer feedback, we've kept the features customers rely on most but reorganized them into two areas:

- **Analysis Tools** provides a streamlined Find All pull-down menu for easy navigation.
- **Search & Display Tools** offer one-click searching of the open Web, your own computer or Lexis Advance® content.

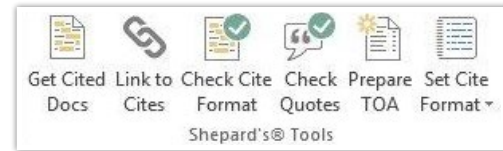


Before: *Shepard's*® Citation Tools



- **Shepardize® Cited Docs and Get Cited Docs**—Use *Shepard's* Citations Service within the context of your document.
- **Link to Cites**—Easily create permanent hyperlinks between your citations in a Word document and full-text documents on Lexis Advance.
- **Check Cite Format** and **Check Quotes**—Simplify verification and formatting of both citations and quotes.
- **Prepare TOA**—Reduce compilation time to the click of a button. Page numbers are bookmarked to the page on which the reference occurs.
- **Set Cite Format**—Choose citation format from The Bluebook® 19th edition, California or New York style manuals.

Now: *Shepard's*® Tools



- **Get Cited Docs**—The *Shepardize*® Cited Docs and **Get Cited Docs** features have been consolidated into one easy-to-use tool with **enhancements**. Now you can access from Outlook® as well as Word, view only cases or statutes, sort citations alphabetically, and print *Shepard's* reports in a batch.
- **Link to Cites**—No changes to this feature.
- **Check Cite Format** and **Check Quotes**—No changes to these features.
- **Prepare TOA**—In addition to previous capabilities, now you can use “passim” notation to show multiple instances of the same citation throughout a document.
- **Set Cite Format**—We updated The Bluebook format to the 20th edition. California and New York formats are also still available.

Before: Not available

Not available previously.

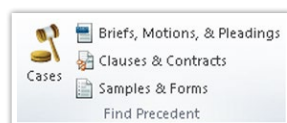
Now: Proofreading Tools

- **You can add new proofreading tools to your subscription.** Review defined terms, inconsistent phrases, references and punctuation in your document to ensure completeness, accuracy and consistency.



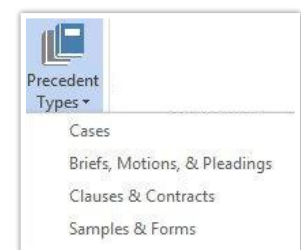
Before: Find Precedent

- **Indicate the type of legal precedent documents** you want to link to from your document.



Now: Precedents

- **View categories in a handy pull-down menu.** You have access to the same robust content.

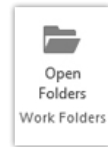


Before: Not available

Not available previously.

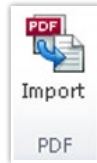
Now: Work folders

- **Now access your Lexis Advance folders** to save research, access it and collaborate without leaving your Word document.



Before: PDF

- **Easily and quickly convert PDF files** to Word files.

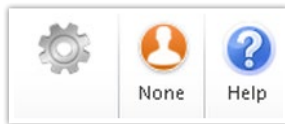


Now: PDF

- *No changes to this feature*



Before: Preferences, Client, About



Now: Settings & Help

- **Streamlined design** gives you easy access.

