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Using Table of Authorities

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- Save time creating and updating an accurate Table of Authorities throughout the drafting process.
- Meet court requirements by using the required court jurisdiction style.
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Table of Authorities

Quickly generate and continuously update a Table of Authorities in the required court jurisdiction style.

Select general purpose or jurisdiction-specific Table of Authorities style and sorting options that meet court requirements.

Page numbers are bookmarked to the page on which the reference occurs.

The Table of Authorities format and content can be easily updated throughout the drafting process.

Lists multiple pages for recurring citations in the document.
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Cases; Briefs, Motions, & Pleadings

Find cases and briefs, motions, & pleadings while drafting documents to quickly identify legal precedent or sample documents either as a starting point or to compare with your document.

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Find legal precedent and alternative language for a specific contract or clause. Leverage sample forms relevant to your work.

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Using the PDF Converter and Pinning

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PDF Converter
Convert non-editable PDF files into Word documents, enabling you to utilize Lexis for Microsoft Office functionality to analyze content and identify research holes in opposing counsel's PDF documents.

Pinning
Annotate emails and Word documents with supporting research links to save or forward to others.

After converting to Word, analyze documents for accuracy and completeness as well as access Shepard's Signal™ indicators to gain quick insight into the validity of cited cases.

Use the PDF Converter for in-firm PDFs as well as those from opposing counsel.

Lexis for Microsoft Office automatically recognizes PDF attachments in Outlook® emails and enables the PDF Converter tool.

Use your lexis.com ID to access pinned research content shared by others.

Add notes to yourself or others to highlight important research topics.
Lexis® for Microsoft® Office

Using the History Map and Research Browser

Lexis® for Microsoft® Office improves your research capabilities with a graphical representation of your research trail and easy linking to the lexis.com® service.

- History Map provides an easy-to-follow graphic depiction of your steps taken and documents accessed during the research process that can be used for your own reference or shared with others.
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Validate current Shepard’s Signal™ indicators for both used and unused research.

Pull the Research Browser from the right-hand pane to a second monitor or resize it to fit your needs.

Access the lexis.com source selection screen while remaining in the context of your work product.

Use the Research Browser consistently over time to better leverage your browser history and track your research activities.