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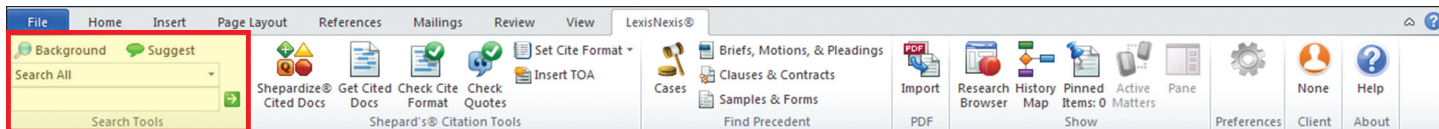
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Lexis® for Microsoft® Office Using Search, Background & Suggest

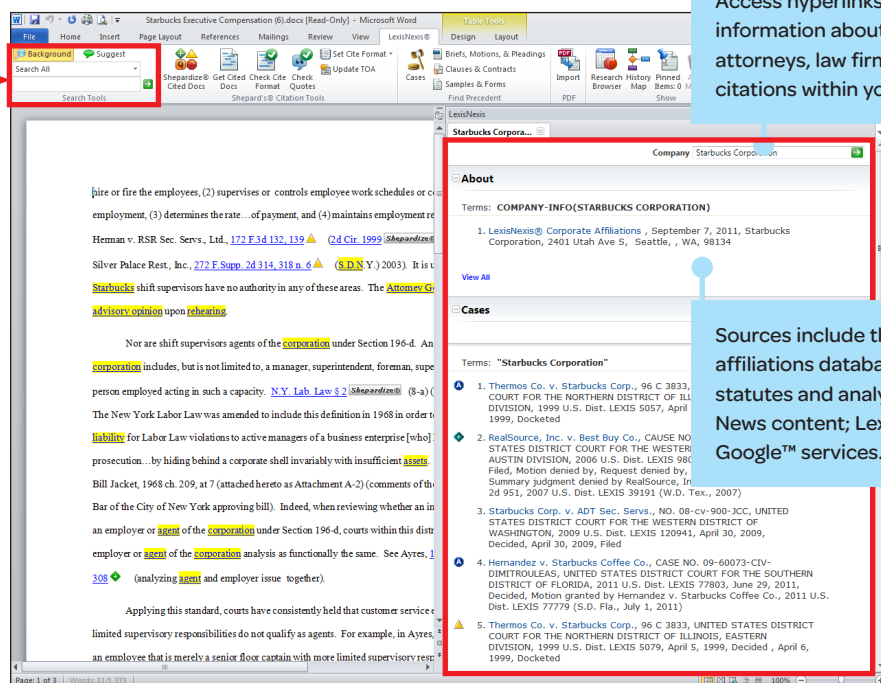
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Lexis® for Microsoft® Office utilizes unique text recognition capabilities to evaluate your document or email content. It has the power to recognize legal entities, terms of art, and citations in your work and retrieve relevant information. You gain insights more quickly without the distraction of switching from one research source to another.

- Access relevant information without leaving the document or email on which you are working.
- Save time and work with greater efficiency.
- Stop toggling between Microsoft documents or emails and research information.

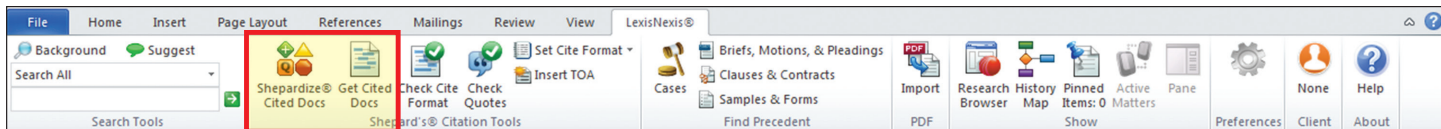
Background and Suggest

Conduct natural-language searches from an easy-to-use, single search box with a convenient pull-down menu that allows you to select where to search—*lexis.com*®, the open Web or your internal documents.



Access hyperlinks to pertinent background information about companies, judges, attorneys, law firms, legal terms of art and citations within your document or email.

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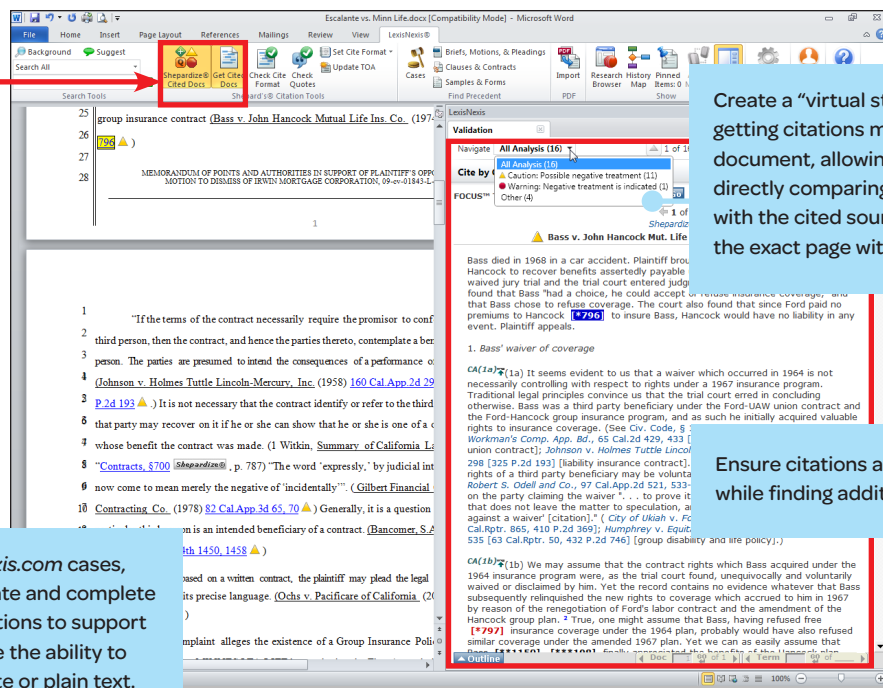
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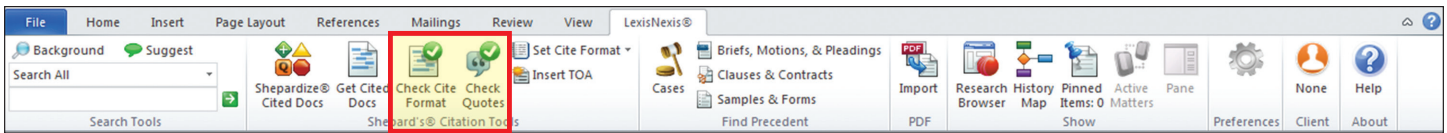
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Create a "virtual stack" of citations by getting citations mentioned in your document, allowing you to save time by directly comparing your work side-by-side with the cited sources. Information includes the exact page within each cite.

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Lexis® for Microsoft® Office Using Check Cite® Format and Check Quotes Format

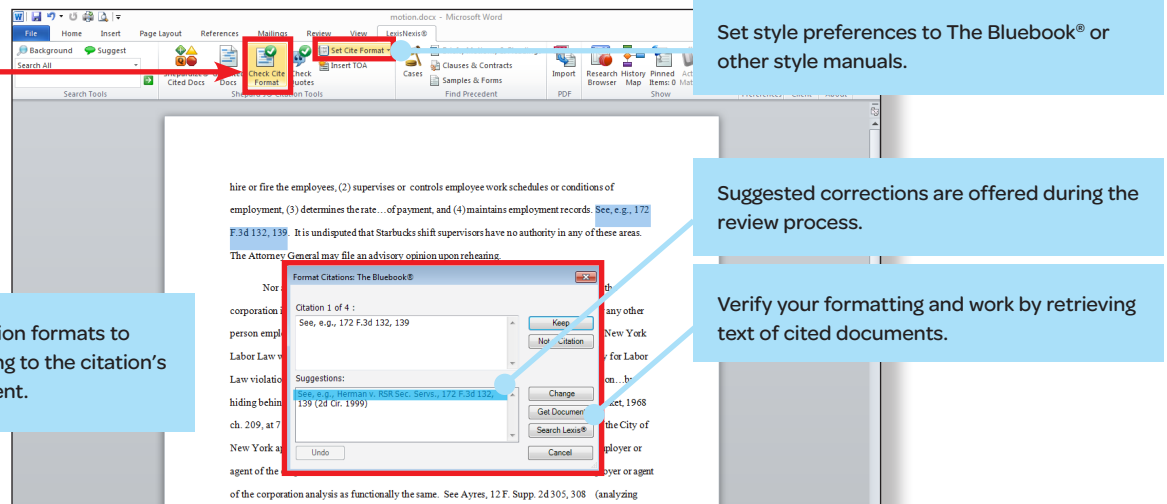
Lexis® for Microsoft® Office takes document preparation to the next level by simplifying the steps to verify and format both citations and quotes. Check Cite Format and Check Quote Format help you accomplish these tasks with ease and efficiency while dramatically decreasing the time spent reviewing style compliance. You can be confident in the accuracy of your work through real-time comparison against sources at *lexis.com*®, including the most up-to-date format requirements from court style manuals.

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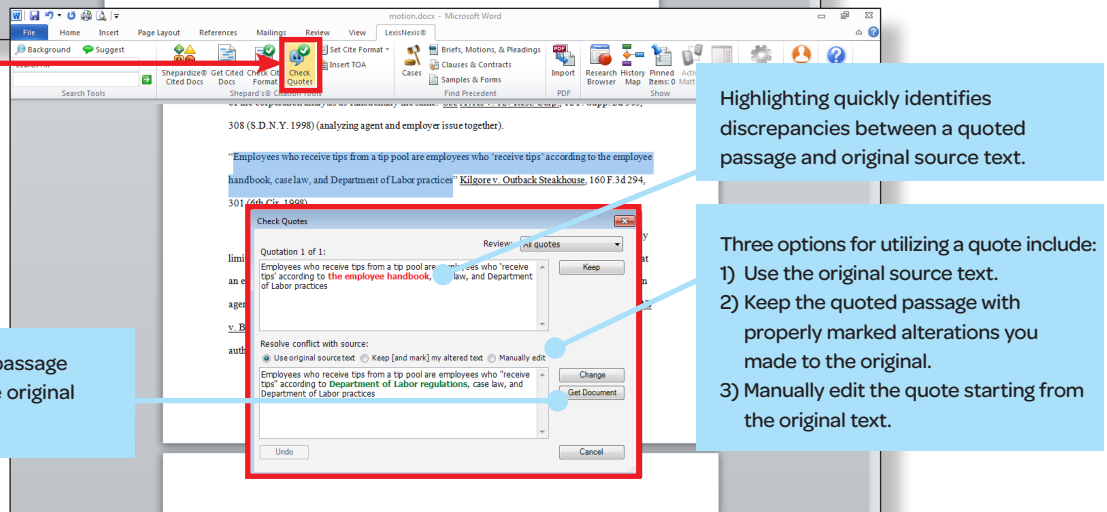
Automatically update citation formats to short or long form according to the citation's location within the document.

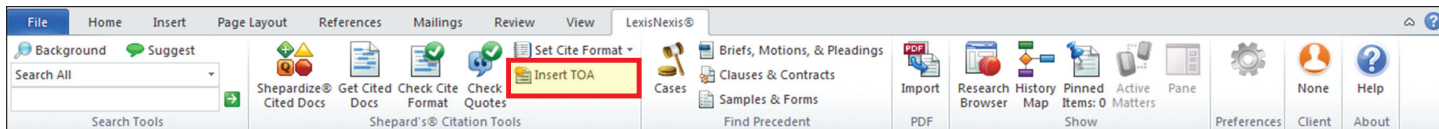


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- Save time creating and updating an accurate Table of Authorities throughout the drafting process.
- Meet court requirements by using the required court jurisdiction style.
- Spend your time addressing the legal issues rather than compiling a Table of Authorities.

Table of Authorities

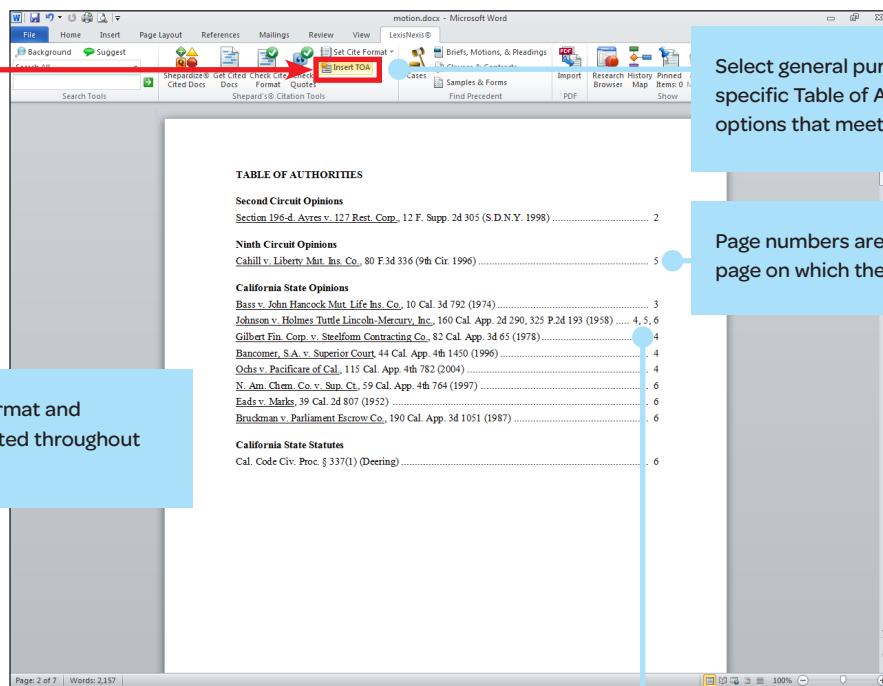
Quickly generate and continuously update a Table of Authorities in the required court jurisdiction style.

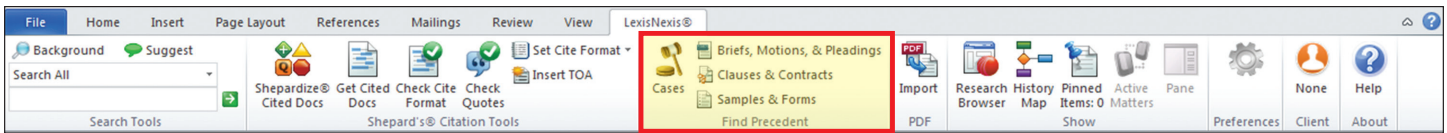
Select general purpose or jurisdiction-specific Table of Authorities style and sorting options that meet court requirements.

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.

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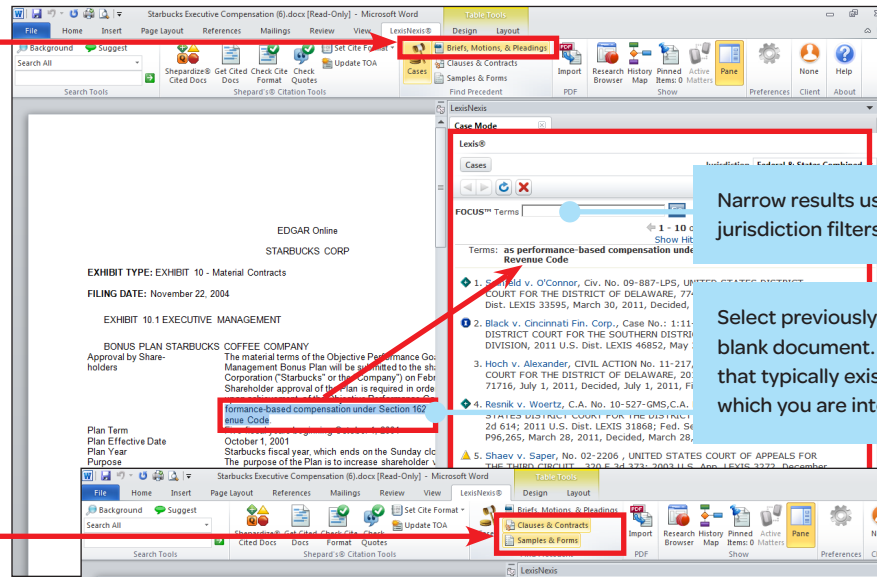
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Find cases and briefs, motions, & pleadings while drafting documents to quickly identify legal precedent or sample documents either as a starting point or to compare with your document.



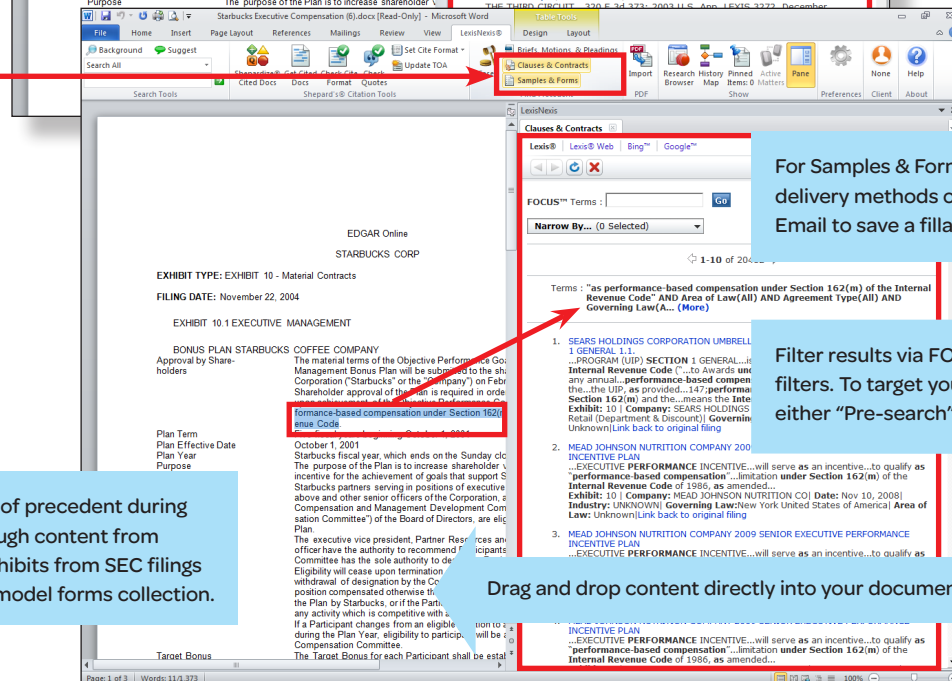
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Filter results via FOCUS and "Narrow By" filters. To target your research, select either "Pre-search" or "Default" filters.

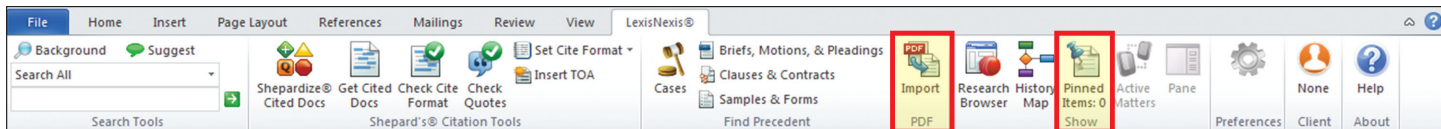
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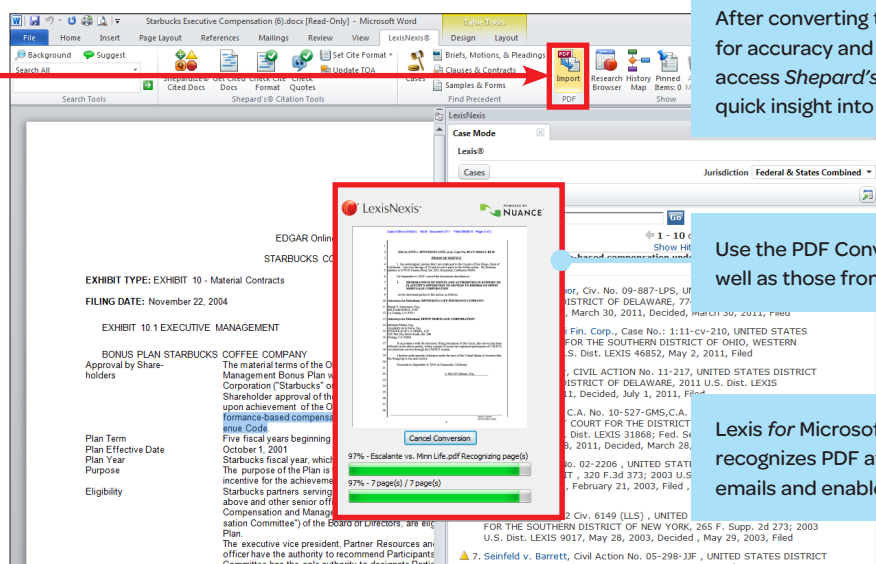
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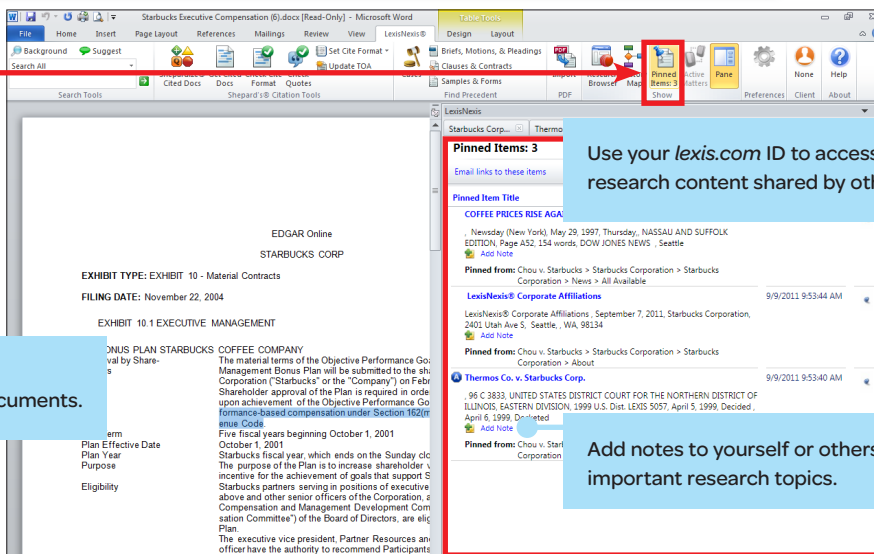
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Use the PDF Converter for in-firm PDFs as well as those from opposing counsel.

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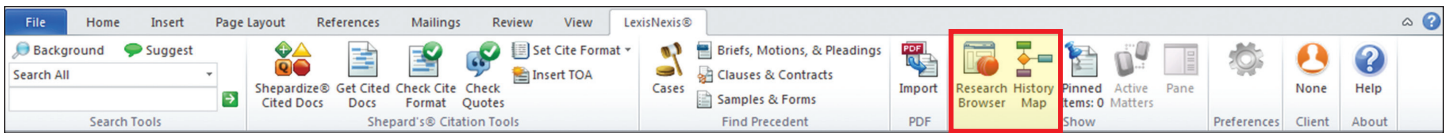
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Pull the Research Browser from the right-hand pane to a second monitor or resize it to fit your needs.

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



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