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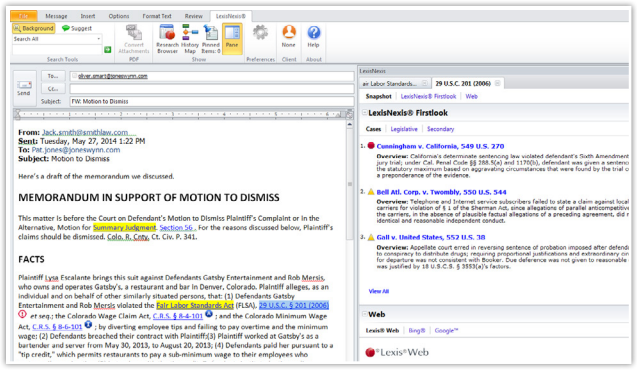

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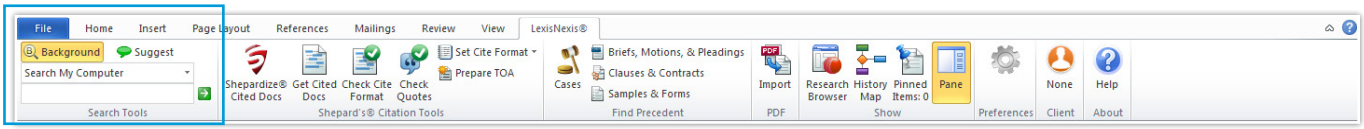

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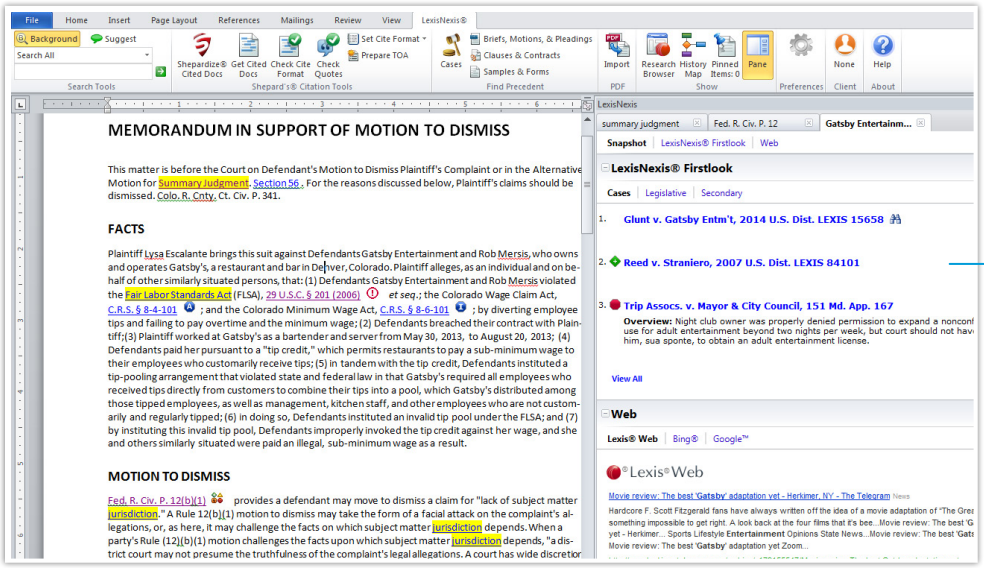

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Robust Lexis Advance post-search "Narrow by" tools will appear at the top after you use the Search feature. (*"Narrow by" is not shown in this image.*) You can use these tools to filter by numerous criteria including jurisdiction, court, time period, source, practice area, attorney, law firm, judge, citation and in vs. out-of-subscription plan.

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Validate your work using *Shepard's*® Citations Service from within the context of your document through Lexis® *for* Microsoft Office®. Cited cases appear side-by-side with your document, allowing you to remain in the context of your work—saving time and eliminating source printing.

Exclusively available from LexisNexis®, *Shepard's* Citations Service is the respected, authoritative resource quoted in the nation's courts. Unlike other citators, *Shepard's* offers the full spectrum of analysis and the potential to identify splits of authority. Instead of using categorization by a computer system, *Shepard's* relies on attorney-editors who read and analyze cases to capture the intent of the court.

- Validate cases with greater efficiency.
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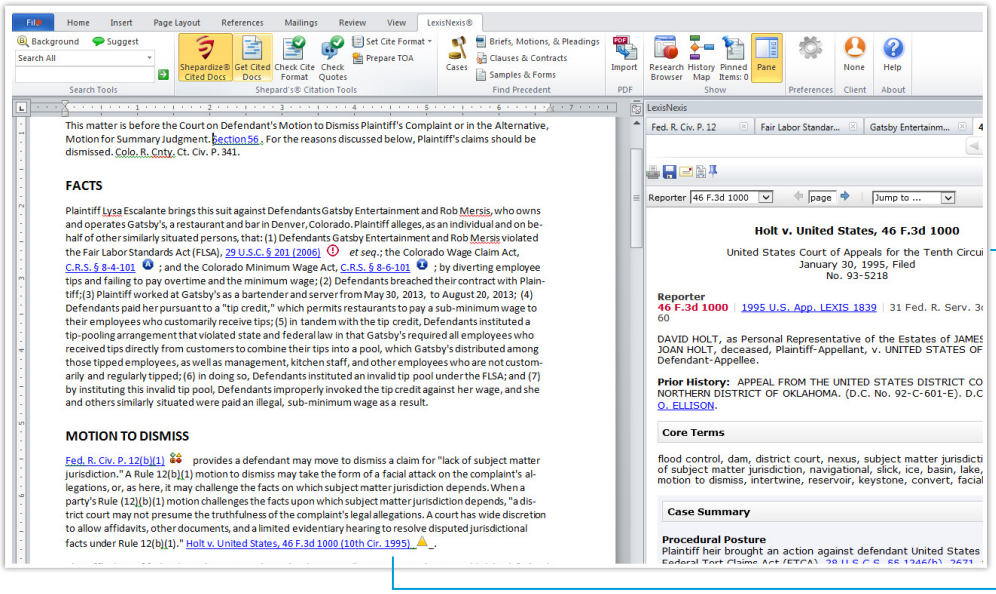

When copying text from Lexis Advance cases, automatically insert complete precedential authority citations to support arguments. Options include the ability to insert copied text as a quote or plain text.

See all citations and easily check them in context with side-by-side layout.

Ensure citations are accurate and up to date while finding additional on-point authority.

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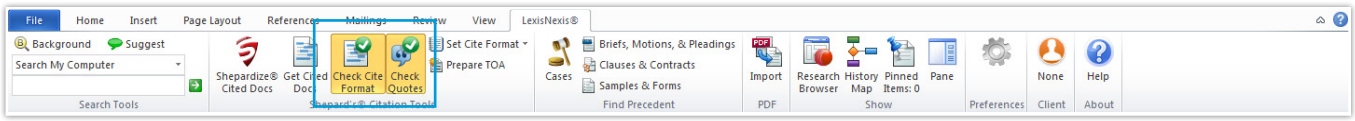

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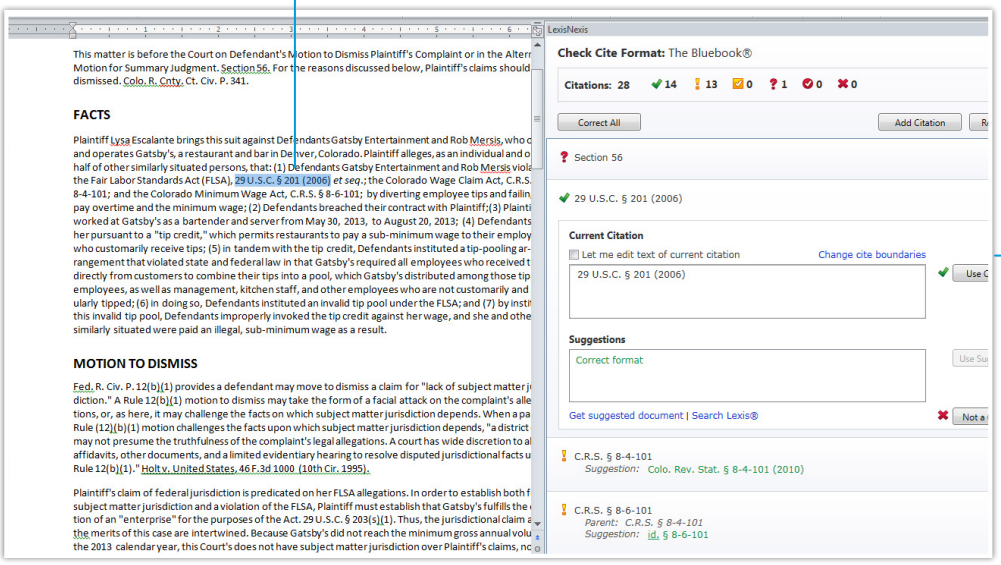
Using Check Cite Format and Check Quotes

Lexis® *for* Microsoft Office® helps you stay focused and save time by simplifying the steps to verify and format both citations and quotes. Check Cite Format and Check Quotes help you accomplish these tasks with ease and efficiency while dramatically decreasing time spent reviewing style compliance. You can be confident in the accuracy of your work through real-time comparison against Lexis Advance® content, including the most up-to-date format requirements from citation style manuals.



Check Cite Format: Clear status icons help you see at a glance which citations are already correct, which may need correcting and which citations the system does not recognize.

Because you view the document and report side by side, you can see the changes in context.

Short citations (including id. citations) are corrected at the same time as their parent citations. You can clearly view what the tool sees as the parent citation and easily change the parent of the short or id. citation, if needed.

Set style preferences to selected citation style manuals. Automatically receive 1) updates to existing style manual content and 2) new style manuals as they become available.

The tool uses color (red text for current, green text for suggestion) to show you which words will change if you choose a suggested format. Each correction updates the document right away.

Choose from a variety of real-time options for managing citations—including editing original text and redefining citation boundaries.

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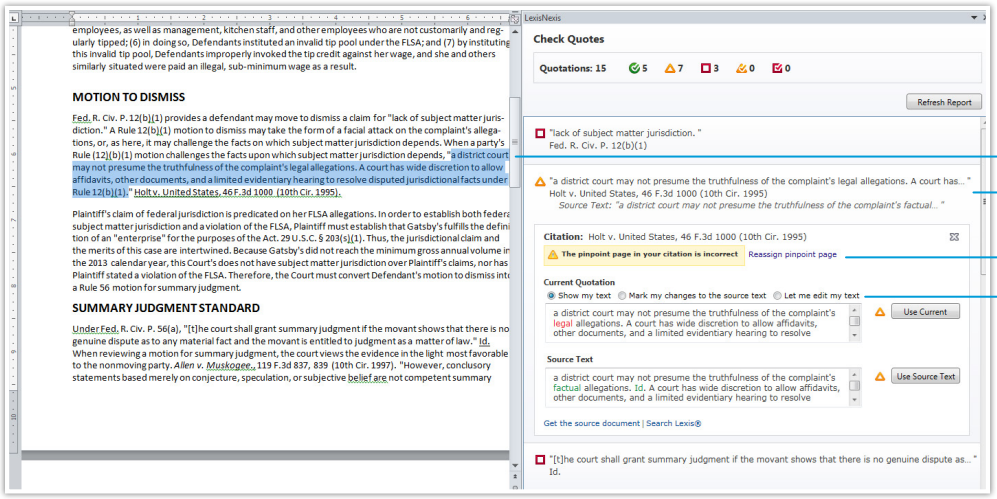
New Correct All feature helps you save time

When desired, you can click **Correct All** just once to quickly correct multiple citations. This applies to any citations that show just one suggestion. The process will not override any manual decisions you already made.

Check Quotes



Check Quotes: Quickly verify the accuracy and relevance of all quotes against the context of original source documents.

If you wish, you can use Check Quotes without running Check Cite Format first.

Retrieve a quoted passage and review it in the context of the original source document.

A status icon indicates that:

- The quote doesn't match the original source or the pinpoint page
- The tool can't find the original source or
- The quote is correct and is found on the pinpoint page noted

Three options for utilizing a quote include:

1) Use the original source text.
2) Keep the quoted passage with properly marked alterations you made to the original.
3) Manually edit the quote as written in your brief.

If you add material to your document, it's quicker and easier now to refresh your report. Just click **Refresh Report** to update. The work you already did will stay in place—no need to re-check anything.

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Using Table of Authorities

Now, creating or updating a Table of Authorities is faster and easier with Lexis® *for* Microsoft Office® tools. What used to be a lengthy, time-consuming task can be accomplished quickly and efficiently within seconds, utilizing options you select. This feature even automatically incorporates bookmarks to the pages on which references appear. And you can create a Table of Authorities without running Check Cite Format first, if desired.

- Save time creating and updating an accurate Table of Authorities throughout the drafting process.
- Spend your time addressing the legal issues rather than compiling a Table of Authorities.

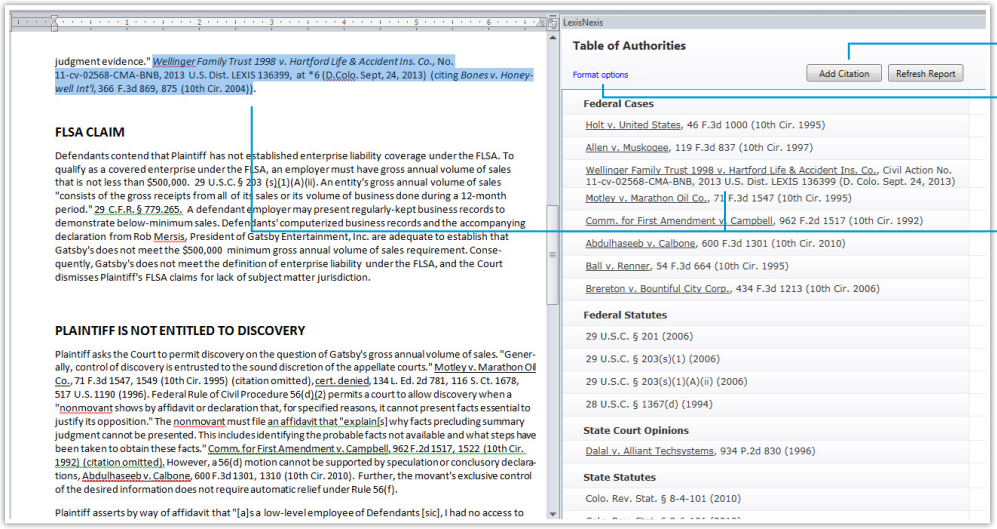


Table of Authorities: Quickly generate and continuously update a Table of Authorities.

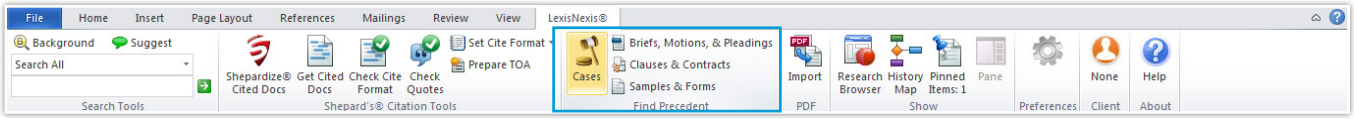
You can add or edit headings, move citations and add or delete Table of Authorities citations. From the document on the left, you can add citations to the Table of Authorities on the right (e.g., law review citations).

Select from a variety of style and sorting options.

Step through each listed authority along with the pages where each appears. In addition, you can delete just one or multiple instances of the authority from the table, if desired. If you delete anything in your Table of Authorities, it remains in your document.

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

Mulitiple pages are listed for recurring citations in the document.



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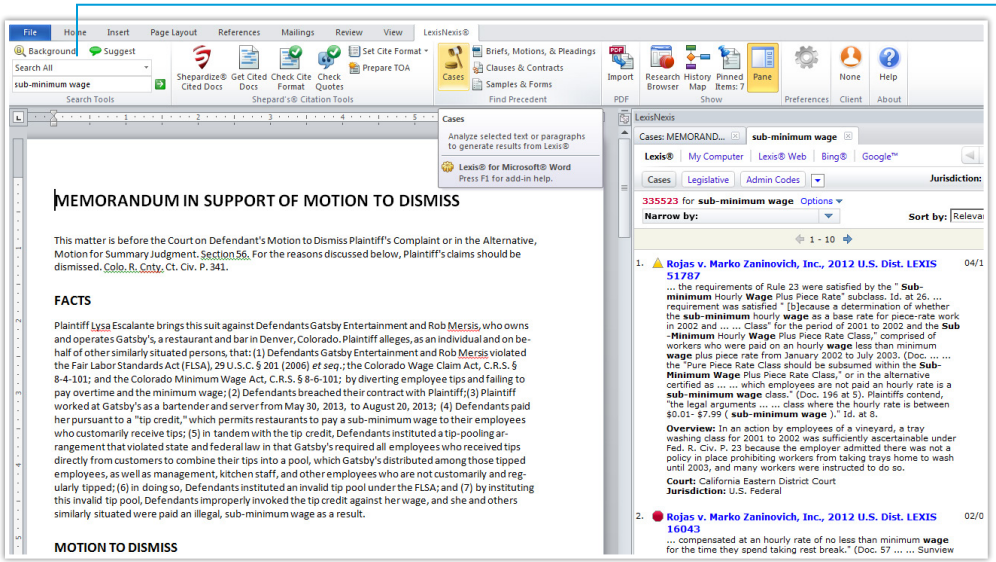
Using Cases; Briefs, Motions, & Pleadings; Clauses & Contracts; Samples & Forms

Lexis® *for* Microsoft Office® provides content and tools to help litigators and transactional attorneys identify precedent and complete document drafting with greater confidence and efficiency. Links to relevant cases, briefs, motions, pleadings, contracts and model forms help minimize duplication of effort.

- You can use Lexis Advance® post-search "Narrow By" tools to filter by criteria including jurisdiction, court, time period, source, practice area, attorney, law firm, judge, citation and more.
- After you select a document of interest, in-document navigation enables you to focus on specific terms/sections such as Reporter, Subsequent History, Case Summary and Outcome.



Options allow you to 1) use terms and connectors in your search string instead of a natural language search and 2) expand your search by including synonyms and equivalents for your chosen search terms.

Select previously written text or open a blank document. Then, enter key terms.

Cases; Briefs, Motions, & Pleadings: Find cases and briefs, motions and 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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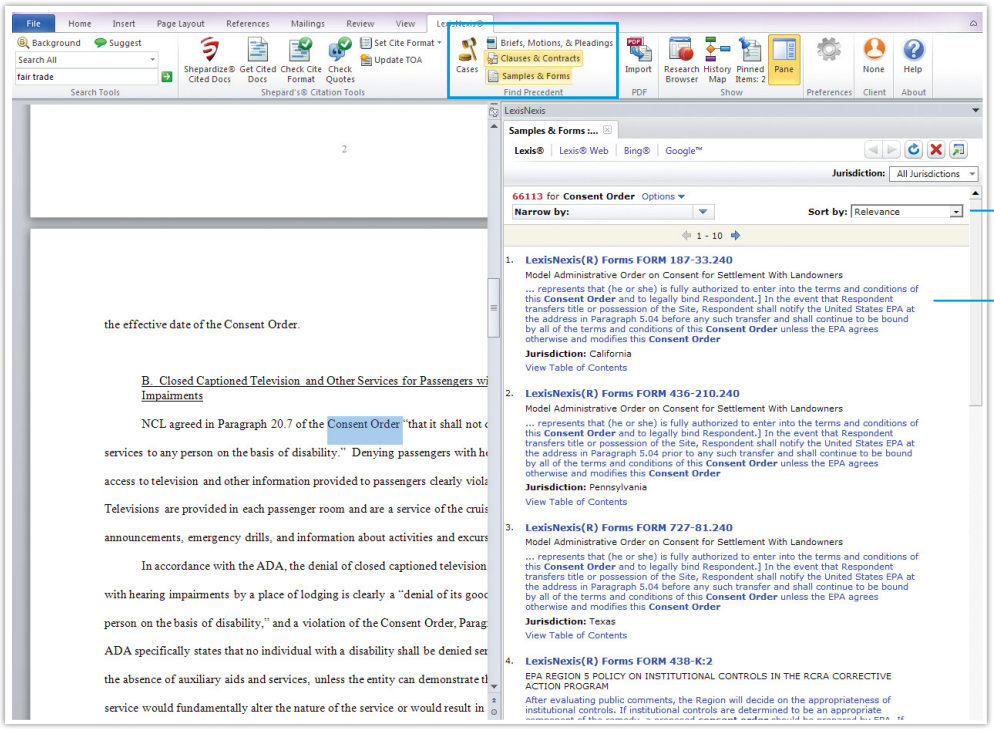
Clauses & contracts; samples & forms



Sort to order your results by Relevance, Document Title, Jurisdiction, Court and Date.

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Drag and drop content directly into your document.

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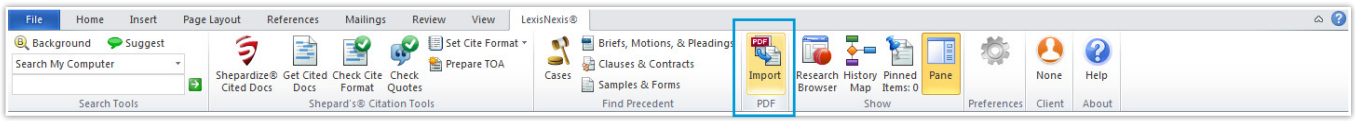

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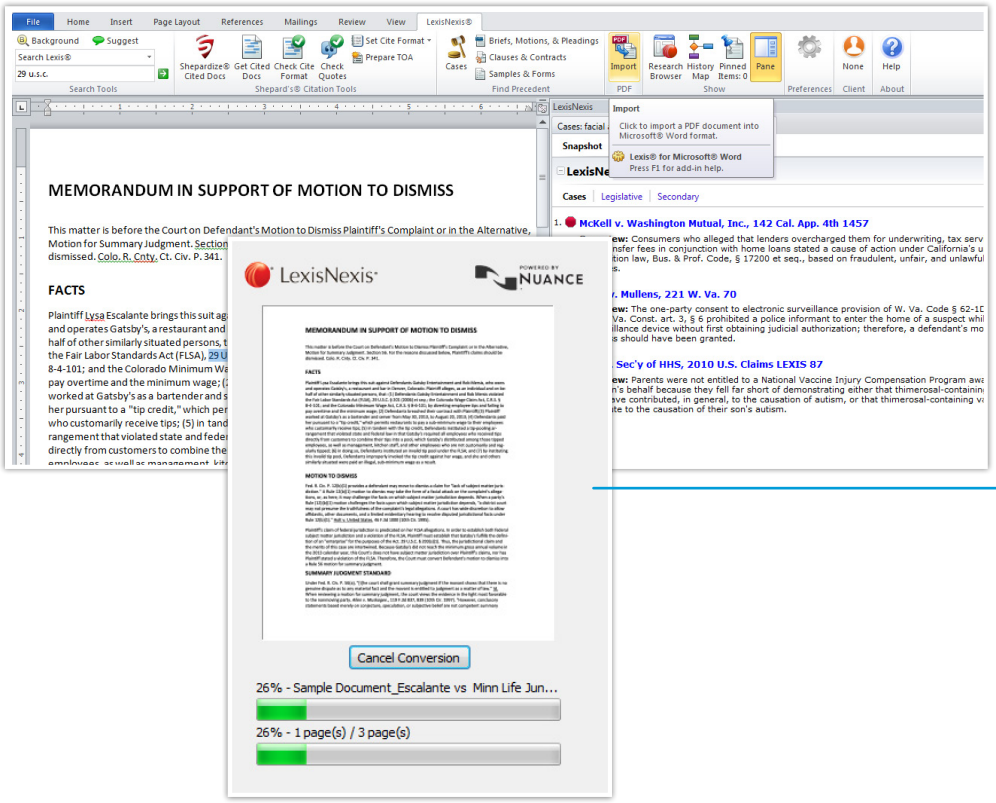
- With PDF Converter, you can turn PDFs into Microsoft® Word documents so that you can tap into the full functionality of Lexis® *for* Microsoft Office® and begin your research and analysis.
- Pinning enables you to quickly attach research, links and notes to your documents and emails for future reference or to send to others—for example, you can pin cases that support your position as you create an argument.



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

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

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

PDF Converter: Convert non-editable PDF files into Word documents, so you can use Lexis *for* Microsoft Office tools to analyze content and identify research holes in opposing counsel's PDF documents.

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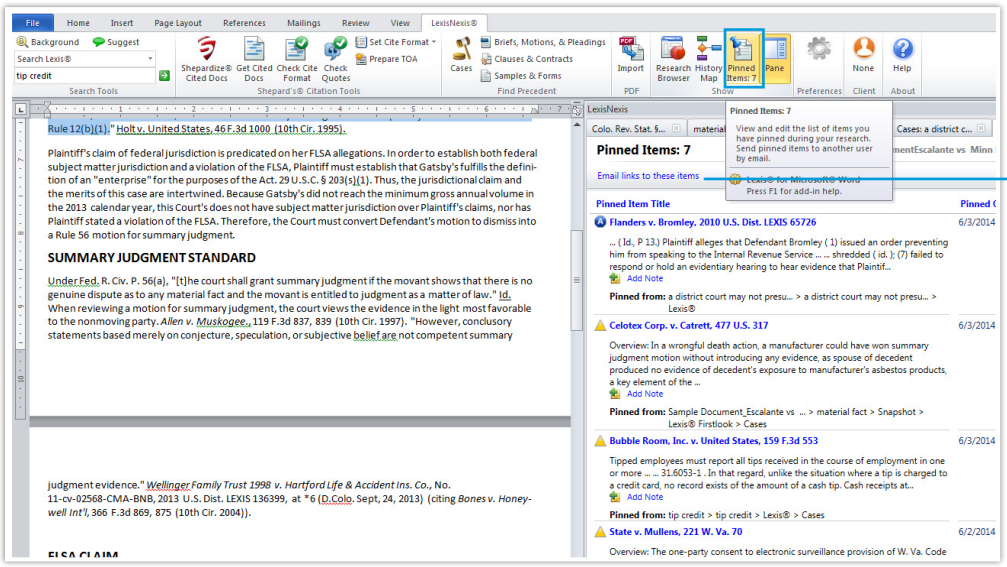
Pinning



Respond quickly to research requests by embedding links to pinned Lexis Advance® documents.

Use your Lexis Advance ID to access pinned research content shared by others.

Add notes for yourself or others to highlight important research topics.

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

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Using the History Map and Research Browser

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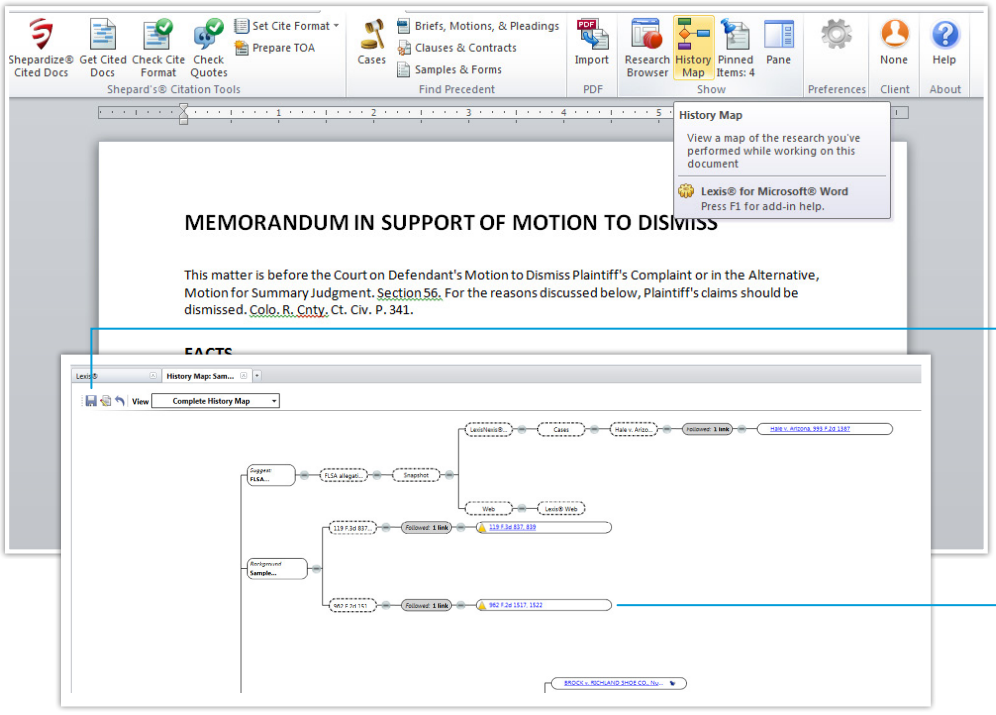
- History Map provides an easy-to-follow graphic depiction of your steps taken and documents accessed during the research process that can be used for your own reference or shared with others.
- Research Browser provides one-click access to Lexis Advance to create a seamless bridge between Lexis *for* Microsoft Office and your research to enable deeper research capabilities within your document. Also, control the size of the Research Browser and where it appears.



Quickly revisit research to gain deeper insights, determine trends or avoid dead ends.

Save the History Map independently as a .png file for a convenient record of your research.

Validate current *Shepard's* Signal™ indicators.

History Map: Improve documentation and retain your research task history in an interactive document. Share it with others to improve communication or refer to it in the future to increase productivity on long-term projects.

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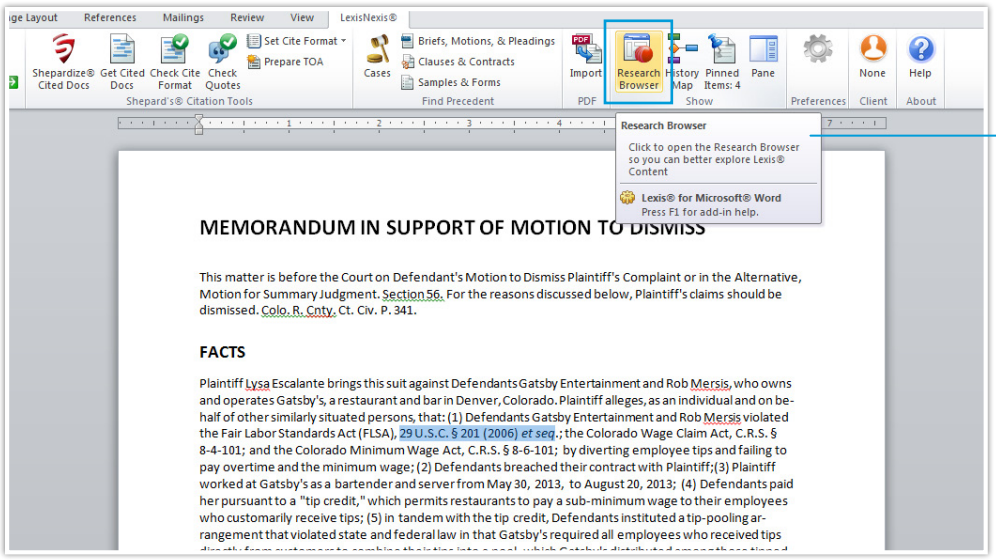

Use the Research Browser consistently over time to better leverage your browser history and track your research activities.

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

Directly access Lexis Advance while remaining in the context of your work product.

Research Browser: Gain access to deeper research via your Lexis Advance subscription without additional sign-ins.

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