Lexis® *for* Microsoft® Office

Dramatically reduce the time needed to draft, review and respond to legal documents ... access authoritative resources and convenient tools *from within the software you use every day*.

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And now, accomplish more in fewer steps using the latest release with more flexible and efficient document drafting tools.

LexisNexis®

Access authoritative research content and enhanced drafting tools from within your documents and emails.

**Directly link to relevant Lexis Advance®
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your work product. The information you select
appears in a convenient, adjacent pane.

**Gain more flexible and efficient document
drafting tools with the latest release** of Lexis
for Microsoft Office. Based on your feedback,
we have developed a more intuitive interface,
clear icons to indicate the status of your quotes
and citations, and side-by-side viewing of your
documents and tools.

Gain greater control and flexibility while significantly reducing the time you spend formatting citations to comply with style guides:

- Efficiently check citation formats and quotations and/or insert a Table of Authorities *in the sequence that works for you*—no need to check all your citations first. You can easily generate a preliminary Table of Authorities to gain a preview of work in progress.

- Take advantage of a new Auto-Correct feature for correcting multiple citation formats at once, when desired.

- At a glance, see how many citations and quotations you have and how many need attention. You have a clear sense of your progress at all times, and you don't have to do all the work at once.

- An intuitive interface with clear status icons helps you correct citation formats and quotations using fewer clicks than ever before.

2014 BEST OF THE NATIONAL LAW JOURNAL
1st Place | Lexis® *for* Microsoft® Office | Tables of Authority Software

Go with a clear winner

Readers of *The National Law Journal*®—primarily practicing attorneys—recently gave Lexis *for* Microsoft Office
first place among the best software tools for drafting Tables of Authority.[1]

To check out the latest enhancements, go to the next page.

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[1] Readers of *The National Law Journal* vote in approximately 70 categories for the best providers of services,
products or education to U.S. law firms. Winners were ranked by pure popularity among peers—the choice with
the most votes won.

Create your Table of Authorities

To meet your specific workflow needs, now you can create a Table of Authorities without running Check Cite Format first.

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).

As you work within the Table of Authorities, you can step through each listed authority along with the pages where each appears. 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.

You can also set persistent Table of Authorities formatting preferences to deliver the structure that best fits your drafting needs.
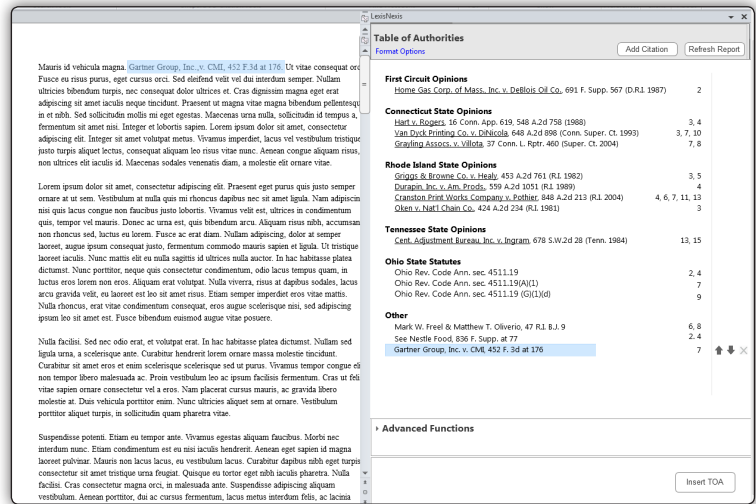
Now you can preview and create a Table of Authorities without running Check Cite Format first.

Easily check quotes

Thanks to the latest enhancements, you can use the Check Quotes part of the tool without running Check Cite Format first.
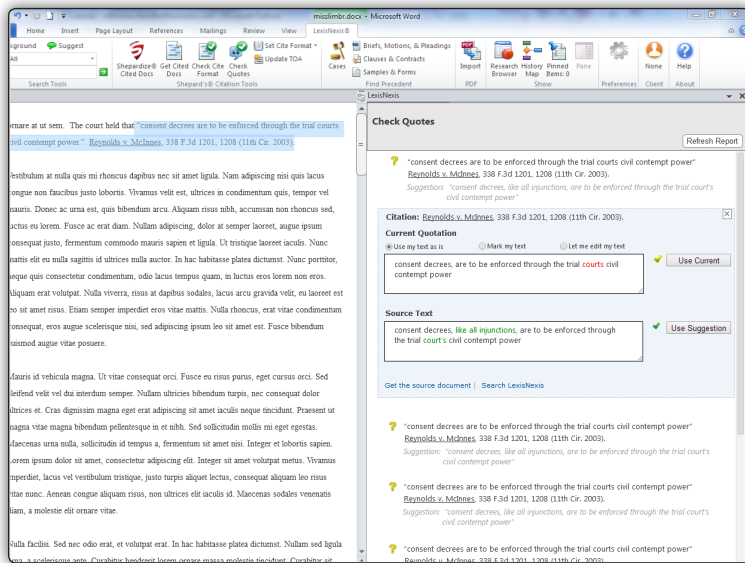
For easier viewing, the quotes now appear in context in the right-hand pane.

New to the Check Quotes feature: you'll see a specific status icon indicating that (1) the quote doesn't match the original source or the pinpoint page (2) the tool can't find the original source or (3) the quote is correct and is found on the pinpoint page noted.

You can choose from multiple options to handle a questioned quote. You can keep the questioned quote as it is or edit the text yourself. You can opt to mark your text using editor's punctuation such as brackets or ellipses so that your text will be marked up to comply with style manual rules. It's your choice.

Quickly refresh your report

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

Checking citation formats your way

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. You maintain control throughout the process.

In just a few clicks, you can address the citations that need correcting or are not recognized—one citation at a time or all at once. 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.

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.

Because you view the document and report side by side, you can see the changes in context as they are made and do some editing, if needed, as you go.

In addition, when you click a citation in the report, the document scrolls to that cite in the document and highlights it. Or if you click a citation in the document, the tool moves to that citation in the report so you can see the change you made.


Check citation formats *your way* and at the optimal time in your workflow.

> **What if you don't want to check your citations right away?**
> You can skip the Check Cite Format step and proceed to Check Quotes or create a preliminary Table of Authorities first—it's your call.

New Auto-Correct feature helps you save time

When desired, you can click the **Auto-Correct All** button 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.
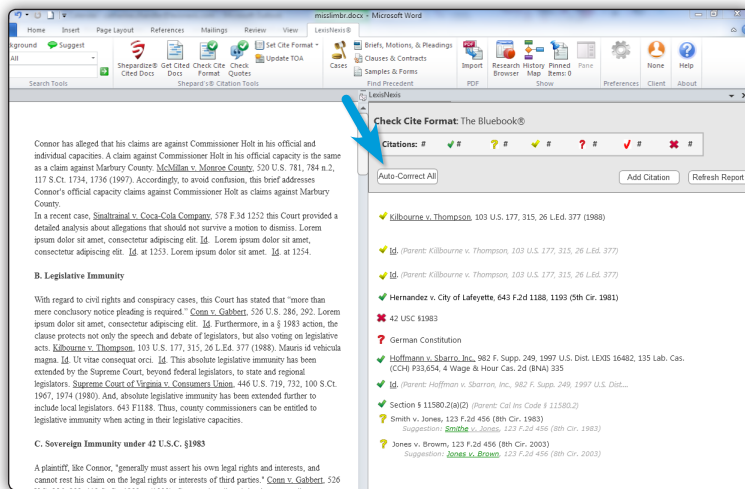
You can now Auto-Correct citation formats as a batch, when desired, rather than making corrections one by one.

Auto-Correct makes changes directly in your document. If needed, you can manually edit individual citations afterward.

You can perform Auto-Correct from the outset of your process—or start checking citations by hand and switch to Auto-Correct anytime.

Alternately, you can skip citation checking and use another part of the tool—proceed in any sequence you want.

Why use Lexis *for* Microsoft Office?

From within your document, you can:

- Save time during drafting by copying text from Lexis Advance content and having citations automatically inserted and tracked right in your document

- Ensure you're not missing a thing by quickly finding cited documents when you review and deconstruct the opposing counsel's briefs

- Find relevant cases, briefs, motions and pleadings that support your argument

- Quickly verify and format your citations and quotes, as well as validate them against Lexis Advance content

- Spend your time addressing legal issues rather than compiling a Table of Authorities

- Efficiently validate your work with the industry-leading *Shepard's®* Citations Service

❝ The integration of Microsoft® Outlook with legal research content from LexisNexis® has provided our firm with tremendous efficiency benefits, not to mention the cost savings we've achieved. *❞*

—Joshua Magidson
Senior Attorney/Shareholder, Macfarlane Ferguson & McMullen , P.A.

For more information
visit **www.lexisnexis.com/office** or call **800-458-5173**.