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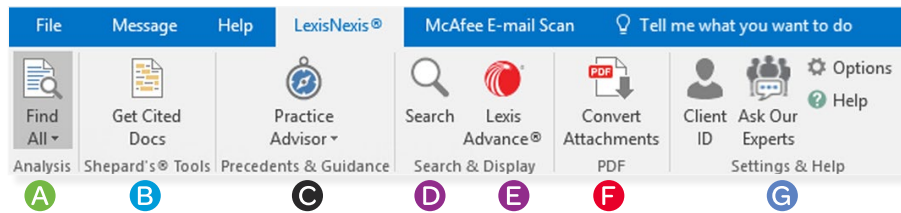
LEGAL  
DRAFTING TOOLS



PEER  
AWARD-WINNING



DESIGNED WITH  
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## ANALYSIS

**A Find All:** Locate and highlight forms, companies, organizations, attorneys, judges, law firms, legal terms of art, and/or *Shepard's* Signal™ indicators and citations.

## SHEPARD'S® TOOLS

**B Get Cited Docs:** Identifies citations within your Outlook message so you can quickly validate legal authority within context.

## PRECEDENTS & GUIDANCE

**C Lexis Practice Advisor®:** Provides comprehensive practical guidance backed by practitioners—overviews, practice notes, case law, statutes and much more.\*

\*Requires separate subscription to Lexis Practice Advisor.

## SEARCH & DISPLAY

**D Search:** Conduct research without leaving your Outlook message. Search all available resources or select a single resource. Choose from **Lexis Practice Advisor**, **Lexis Advance®**, **My Computer**, **web** or your Lexis Advance **Work Folders**.

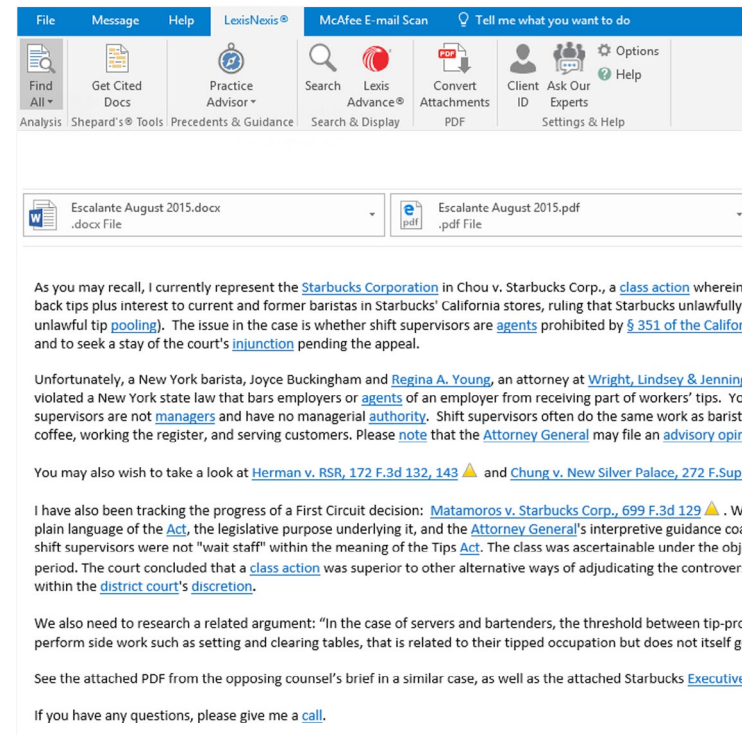
**E Lexis Advance®:** Opens Lexis Advance in your default web browser.

## PDF

**F Convert Attachments:** Converts a PDF file into a Microsoft Word document, allowing you to utilize all Lexis for Microsoft Office features.

## SETTINGS & HELP

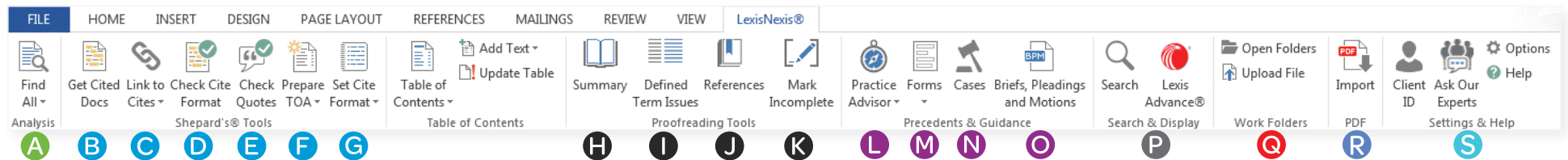
**G Client ID, Options and Help:** Specify a client sign in, sign out, set the jurisdiction, change ribbon settings, access support or provide feedback.



When you click the **Find All** feature, the image above shows you how you can quickly locate information or research deeper without ever leaving your inbox.

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## ANALYSIS TOOLS

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## SHEPARD'S TOOLS

**B Get Cited Docs:** Identifies citations within your documents so you can quickly validate legal authority within context.

**C Link to Cites:** Easily creates permanent hyperlinks to citations, enabling others to view full-text documents online with their Lexis Advance ID.

**D Check Cite Format:** Validates and corrects citation formats and style according to selected style manuals.

**E Check Quotes:** Verifies the accuracy and relevance of all quotes against the context of source documents at Lexis Advance.

**F Prepare TOA:** Creates and updates a Table of Authorities with bookmarked page numbers. Includes a variety of flexible layout options.

**G Set Cite Format:** Lets you choose your citation style for the **Check Cite Format** tool.

## PROOFREADING TOOLS

**H Summary:** See a “legal health check” of your entire document including a risk assessment covering critical error categories such as definition issues, numbering issues and editing mistakes.

**I Defined Term Issues:** Quickly validate legal terms and phrases in your document—focus on defined terms, your definition list, inconsistent phrases or references.

**J References:** Locate referenced documents within your work product to ensure they are properly linked to the cross reference.

**K Mark Incomplete:** Mark areas in your document as “Incomplete” as a reminder to review them. Mark as “Complete” after review.

## PRECEDENTS & GUIDANCE

**L Lexis Practice Advisor:** Provides comprehensive practical guidance backed by practitioners—practice notes, secondary materials, case law, statutes and much more.†

**M Lexis Practice Advisor Forms:** Provides a strong starting point for drafting the legal or business documents you need—written by leading practitioners to give you greater insight.†

**N Cases:** Runs a search against case law found via Lexis Advance. †

**O Briefs, Pleadings and Motions:** Searches against briefs, pleadings and motions via Lexis Advance, as well as content from your firm’s document management system. †  
†Searches use either text you select or text around your cursor position from within your document.

## SEARCH & DISPLAY

**P Search:** Conduct research without leaving your document. Search all available resources, or select a single resource. Choose from **Lexis Advance**, **My Computer**, **web** or your Lexis Advance **Work Folders**.

**Lexis Advance®:** Opens Lexis Advance in your default web browser.

## WORK FOLDERS

**Q Open Folders:** Opens your personal Lexis Advance Work Folders.

**Upload File:** Uploads documents or files from other locations on your computer or your firm’s network.

## PDF

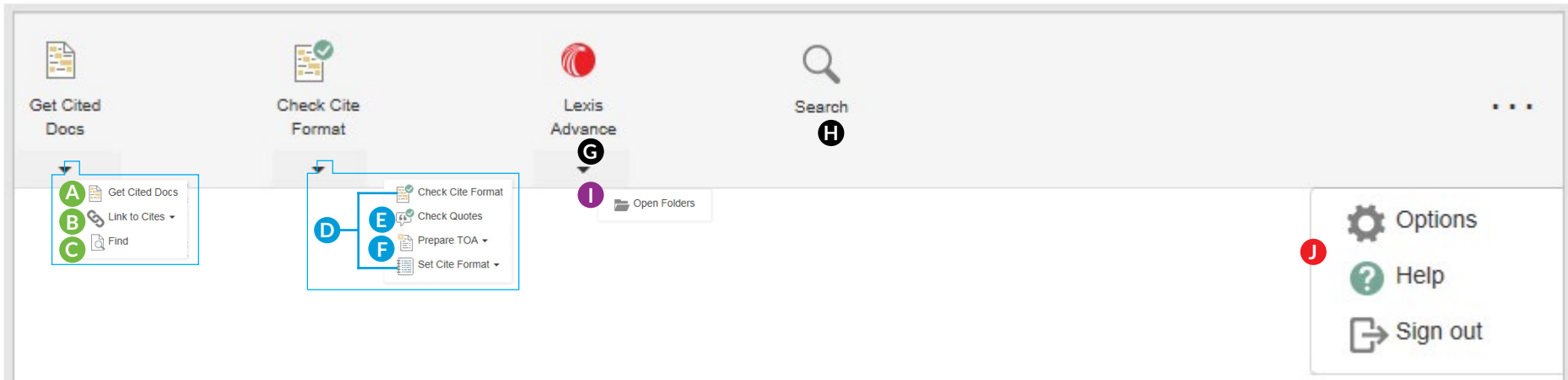
**R Import:** Converts a PDF file into a Microsoft Word document, allowing you to utilize all Lexis for Microsoft Office features.

## SETTINGS & HELP

**S Settings & Help:** Specify a client sign in, sign out, set the jurisdiction, change ribbon settings, access support or provide feedback.

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- A Get Cited Docs:** Validate cited sources by accessing *Shepard's*® Citations Service from within the context of your document.
- B Link to Cites:** Permanently link Lexis Advance content to your documents.
- C Find:** Locate legal entities, terms of art, citations and more to gain insight more quickly.
- D Set and Check Cite Format:** Efficiently match the format requirements you specify.
- E Check Quotes:** Quickly validate against source documents.
- F Prepare Table of Authorities:** Organize your authorities with fast, flexible options.
- G Lexis Advance:** Open Lexis Advance in a separate browser window with a single click.
- H Search:** Access Lexis Advance folders for simplified sharing and collaboration.
- I Open Folders:** Conduct research without leaving your document.
- J Options & Help:** Specify a client sign in, sign out, set the jurisdiction, change ribbon settings, access support or provide feedback.

### Go with a clear winner\*\*

Readers of industry publications have voted Lexis for Microsoft Office the best Table of Authority Software Provider.



For five straight years, readers of *The National Law Journal*® voted Lexis for Microsoft Office the Best Table of Authority Software Provider. For three consecutive years, *New York Law Journal*® readers voted Lexis for Microsoft Office as Best Table of Authorities Software Provider. Lexis for Microsoft Office was also voted as the Best Table of Authorities Software Provider by the readers of *Texas Lawyer*® for 2017 and the *Corporate Counsel*® for 2017 and 2018. Lexis for Microsoft Office won a 2016 SIIA CODiE™ Award for the category Best Solution for Integrating Content into Workflow.



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