

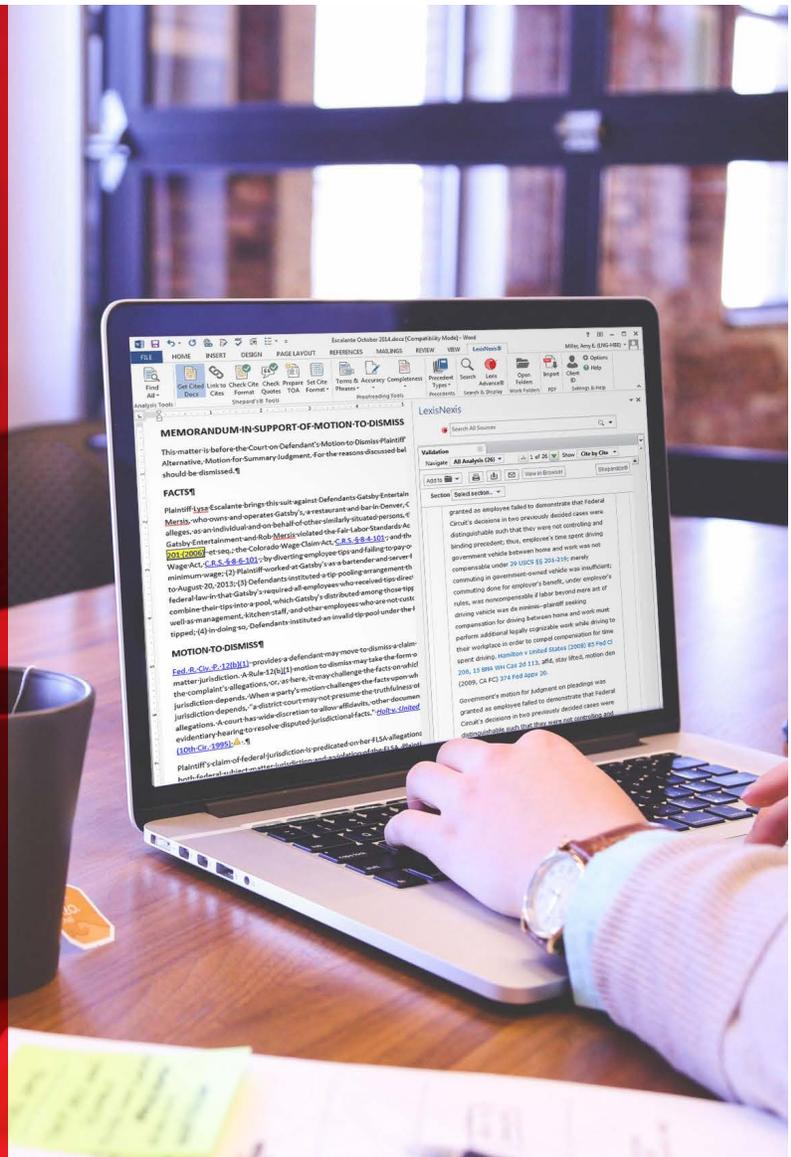


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LexisNexis®

**DON'T SPEND HOURS  
REVIEWING A DRAFT**

**GET IT DONE IN  
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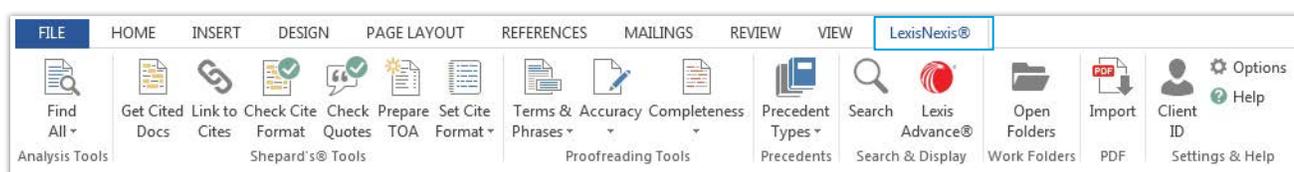
Experience the only legal drafting solution on the market designed in partnership with Microsoft to seamlessly integrate with Outlook® and Microsoft® Word. Dramatically reduce the time needed to review, draft and proofread legal documents.

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# Jumping between applications and research tools while drafting a brief isn't just frustrating—it's inefficient.

Now, you can leave that time-consuming approach behind ... and never lose your train of thought.

When you open a document or email containing legal information, a LexisNexis® tab displays. Click that tab, and convenient document tools are at your fingertips.



Your content appears in a convenient, adjacent pane providing hyperlinks to research, validation, proofreading tools and more.

Because Lexis® for Microsoft Office® tools give you direct access to Lexis Advance® content, you can take advantage of robust search filtering and work folders—plus real-time signals and comprehensive analysis by experienced attorney-editors via the industry-leading Shepard's® Citations Service.



When you are working on agreements and deal documents, powerful EagleEye proofreading tools within Lexis for Microsoft Office help you complete fast, precise review of terms, phrases, references and more.



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Thank you for your incredible support and insight.



\*The National Law Journal® readers voted 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. New York Law Journal readers voted in approximately 85 categories and chose Lexis for Microsoft Office as best Table of Authority software provider.

TechnoLawyer® reported on nearly 200 new products in TL NewsWire during 2014. When TL subscribers clicked to visit a product's website and learn more, this action counted as a vote for that product. These clicks were tallied to create the top products list.

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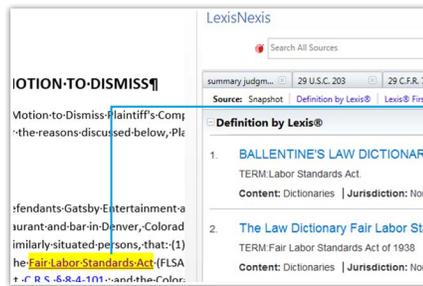
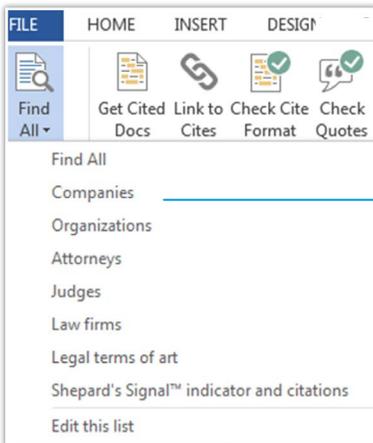
# Lexis® for Microsoft Office®

## Using Efficiency Tools

Unique text recognition capabilities evaluate your document or email content to help you draft, review and respond to legal documents—efficiently and accurately.

- **Find All**—link from legal entities, terms of art and citations in your Microsoft® Word or Outlook® file to research and validation tools that help you gain insight more quickly without the distraction of switching from one research source to another
- **Get Cited Docs**—identify legal citations for quick validation in context
- **Precedents**—choose the types of documents returned when conducting searches from Microsoft Word
- **Search & Display**—conduct research without leaving your document
- **Work Folders**—access Lexis Advance® folders for saved and shared documents
- **Import PDFs**—then convert to Microsoft Word

### Find All: find items in your document in seconds

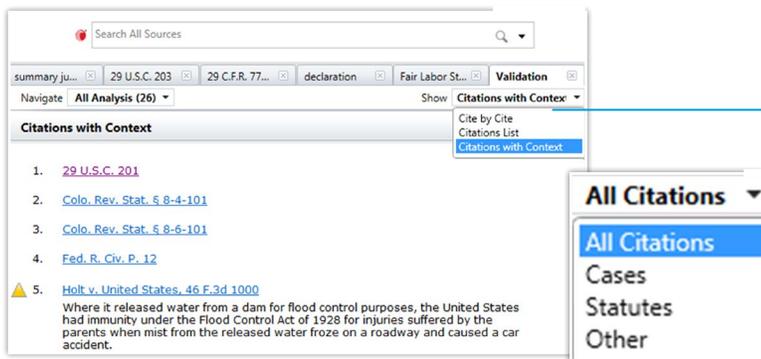


Locate and highlight various items in your Word or Outlook document. Choose one or all items from the list.

Click a highlighted item in the left pane to retrieve valuable background information.

Easily access relevant information without leaving your document.

### Get Cited Docs: validate legal authority in a flash



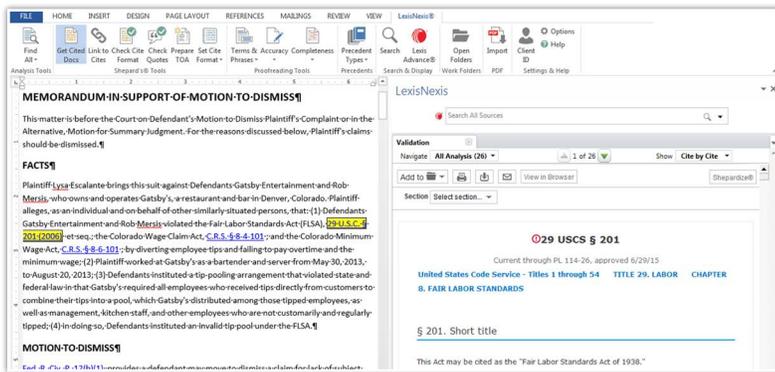
You can view items cite by cite, as a list or with context.

Retrieve a list of all cases and statutes cited, or you can choose to look at only cases or statutes.

You can also choose how to sort the citation lists—alphabetically or by order of appearance—and print *Shepard's*® Reports for the citations.

View a list of cases and statutes cited in your Word document or Outlook message.

With the document you are drafting on the left, you can view cited documents one at a time on the right.



These tools highlight legal citations and corresponding *Shepard's* Signal™ indicators found in your document. Validate cited sources by clicking on highlighted citations to access *Shepard's* information within Lexis Advance content.

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 as 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.

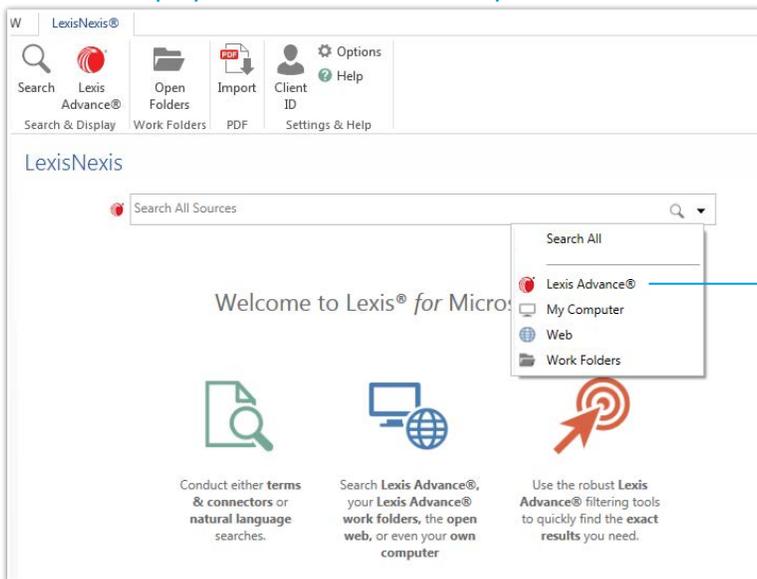
### Precedents: choose document types you want

Quickly find legal precedent or sample documents either as a starting point or to compare with your work product. Material such as cases, briefs and forms will display in the right-hand pane so you can simply drag and drop content directly into your document in the left-hand pane.



For agreements and deal documents, content available via Lexis Advance includes SEC filings and the Matthew Bender® model forms collection.

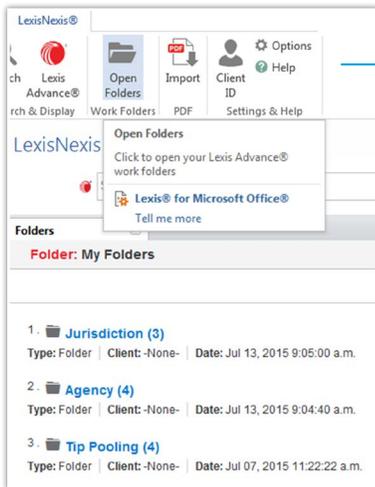
### Search & Display: choose how and where you want to search



There's no need to toggle between your document and research. Without leaving your Word or Outlook document, you can search all available resources, or select from Lexis Advance®, My Computer, Lexis® Web or your Lexis Advance work folders. With a single click you can open Lexis Advance in a new Web browser while remaining within the context of your drafting and review process.

Conduct research without leaving your document.

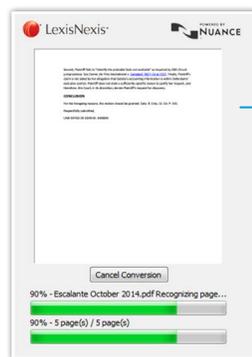
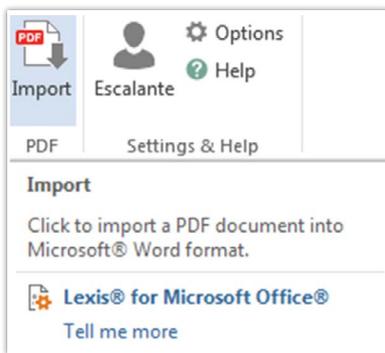
## Open Folders: organize and collaborate



Easily save items to Lexis Advance work folders from within Outlook and Word for retrieval during drafting and collaboration with colleagues.

## Import PDF: quickly convert to Microsoft Word

With the 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.



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

After converting to Word, you can 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.



# Lexis® for Microsoft Office®

## Using Document Tools

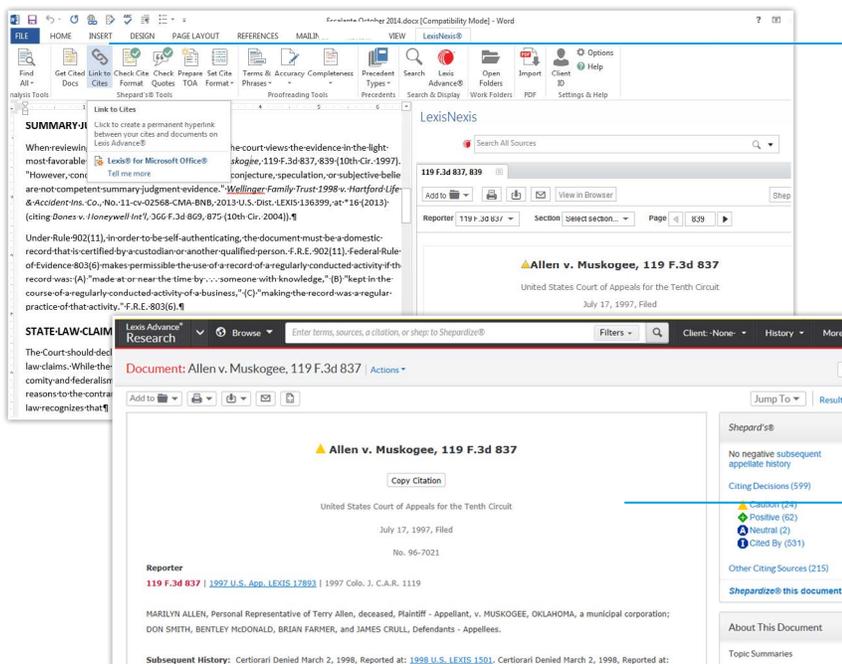
Validate your work faster than ever before using *Shepard's*® Citations Service from within the context of your document. Cited cases appear side by side with your document, allowing you to remain in the context of your work—saving time and eliminating source printing.

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.

- **Link to Cites**—permanently link Lexis Advance® content to your documents
- **Set and Check Cite Format**—efficiently match the format requirements you specify
- **Check Quotes**—quickly validate against source documents
- **Prepare Table of Authorities (TOA)**—organize your authorities with fast, flexible options

Also among the *Shepard's* Tools is **Get Cited Docs** which helps you identify legal citations for quick validation in context. (See more details in the Efficiency Tools section on page 3.)

### Link to Cites: create permanent hyperlinks

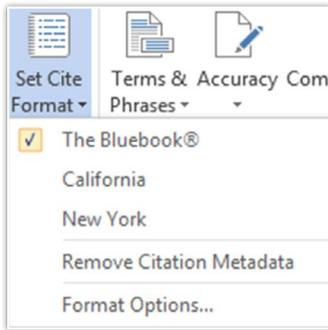


Use the Link to Cites button to create permanent hyperlinks that your staff in training, co-counsel and the courts can use to open document citations in Lexis Advance®.

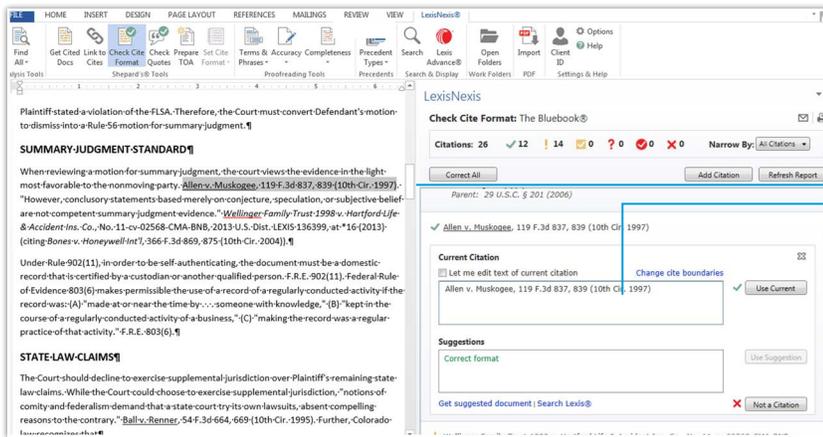
When the recipient clicks a link in your document, Lexis Advance will open in the default Web browser. Each case citation will open to the pinpoint page if available. The recipient must have a Lexis Advance ID and password to access the cited full-text documents.

You can save courts and co-counsel time by creating permanent hyperlinks via the Link to Cites button. This feature enhances your reputation for providing clear, sound, user-friendly documents.

## Set & Check Cite Format: save time with simpler steps



Set Cite Format: choose your preferred citation style format from a wide array of popular formats.



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.

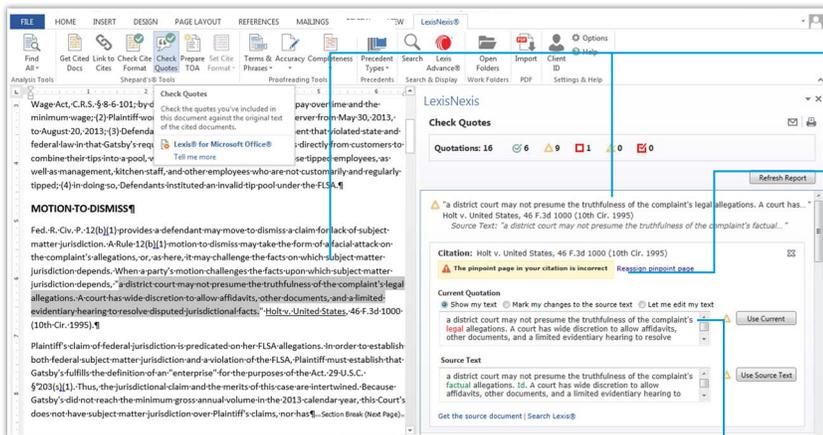
Dramatically decrease time spent reviewing style compliance and be confident in the accuracy of your work through real-time comparison against Lexis Advance content, including the most up-to-date format requirements from citation style manuals.

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.

## Check Quotes: quickly validate against source documents



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

Retrieve a quoted passage and review it in the context of the original source document. A status icon indicates that:

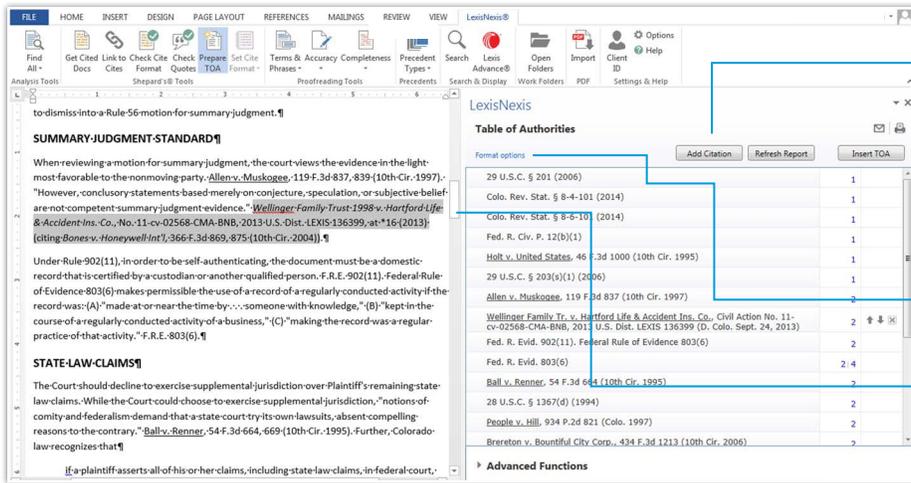
- The quote doesn't match the original source or the pinpoint page
- The tool can't find the original source or
- The quote is correct and is found on the pinpoint page noted

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.

## Prepare Table of Authorities: create or update your TOA in seconds

What used to be a lengthy, time-consuming task can be accomplished quickly and efficiently within seconds, utilizing options you select. The Prepare TOA feature even automatically incorporates bookmarks to the pages on which references appear.



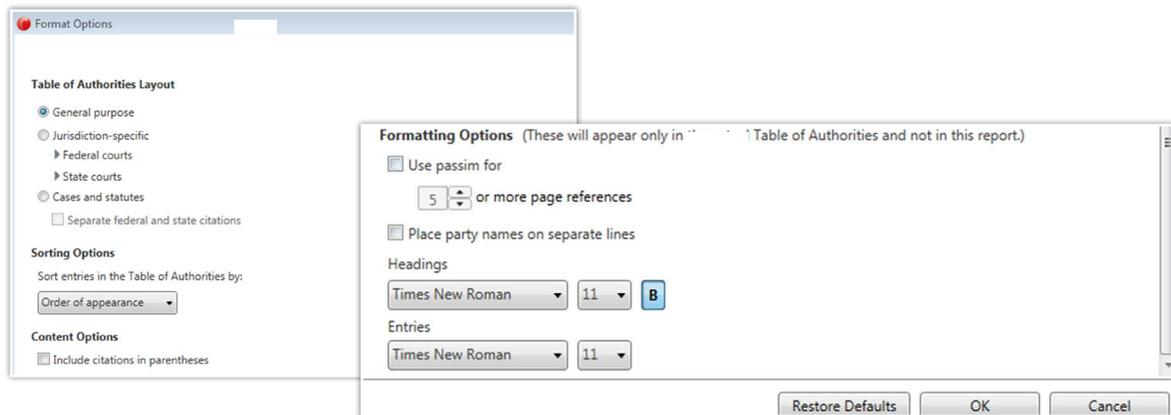
You can add or edit headings, move citations and add or delete Table of Authorities citations. From the document on the left, you can add citations to the Table of Authorities on the right (e.g., law review citations).

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. Note: if you delete anything in your Table of Authorities, it remains in your document.

Quickly generate and continuously update a Table of Authorities.

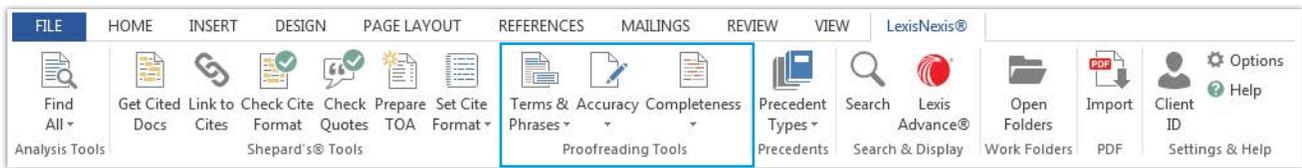
You can select from a range of convenient format options.



You can specify layout, sorting, content and format preferences. For example, you can indicate multiple instances of the same citation used throughout a brief (rather than specifying each page number) or you can select an option to automatically use the term "passim."



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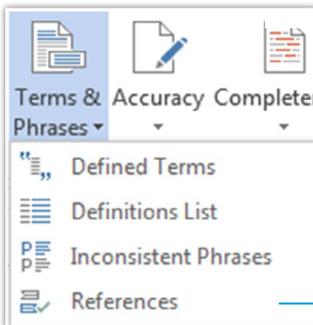
# Lexis® for Microsoft Office®

## Using Proofreading Tools

Now you can confidently proof your documents in minutes, not hours. Lexis for Microsoft Office has the powerful and trusted EagleEye proofreading tools for fast, precise review of terms, phrases, references and more—all from within your Microsoft® Word document.

- **Terms & Phrases**—validate defined terms like “Bonus Payout” or “License Term”; make sure phrases like “within 90 days” are used consistently; and check references to paragraphs and legislation
- **Accuracy**—find and correct common mistakes—punctuation errors such as unpaired quotation marks and parentheses, as well as spacing variations after punctuation marks and inconsistent numbering
- **Completeness**—mark items in your document as incomplete as a reminder and mark them as complete when done to ensure thorough follow up and effective collaboration

### Terms & Phrases: check terms & usage

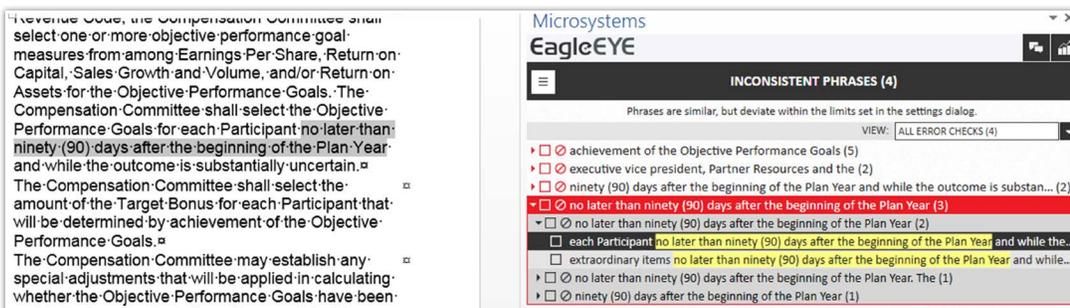


Locate references in your document:

- **Definitions**—locate terms that refer to sections in another part of your document
- **Legislation**—locate references to various types of legislation, such as federal and state statutes and court rules

Use the Terms & Phrases tools to spot errors and inconsistencies more quickly—or mark items for review later—all without leaving your document.

For example, when you select Inconsistent Phrases from the pull-down menu, an interactive list appears in the right-hand pane.



In this example, you can quickly review to ensure that usage of “within 90 days” does not conflict with “no later than 90 days” and your document expresses time constraints consistently.

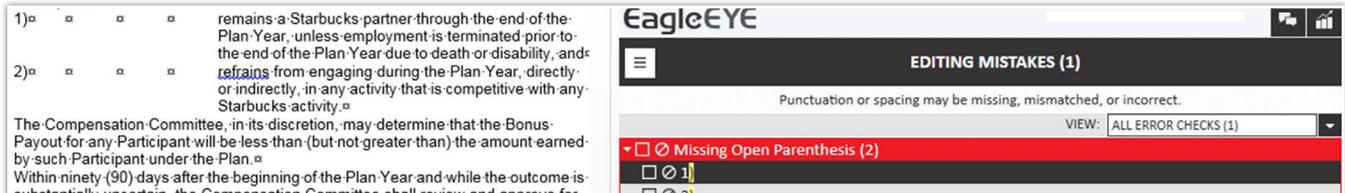
## Accuracy: find and correct common mistakes



Find instances where typed numbers appear to be out of sequence. The tool looks for Arabic numerals, Roman numerals and alphabetic sequences.

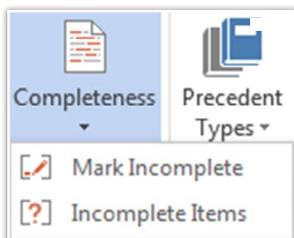
In an instant, find and fix common editing errors in your document or mark them for further review.

When you select **Editing Mistakes** from the pull-down menu, an interactive list appears in the right-hand pane.



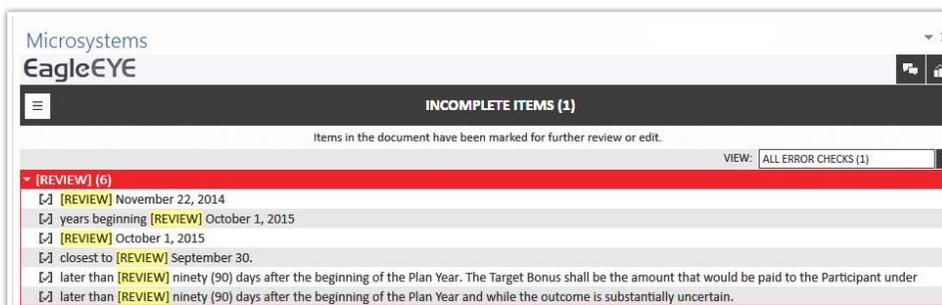
Quickly uncover out-of-order numbering or editing mistakes such as missing parentheses that would normally be obscured in lengthy documents.

## Completeness: review & complete your work



Mark issues or parts of your document that need more information or review.

After you finish marking items as incomplete, select Incomplete Items from the pull-down menu, and an interactive list appears on the right, as shown below.



Use your list of incomplete items for collaboration and follow up.