

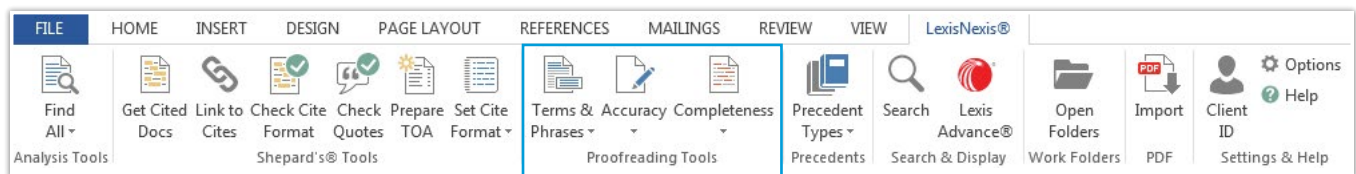


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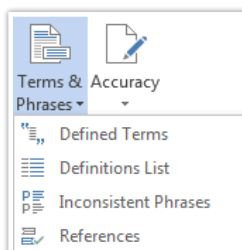
# PROOFREADING TOOLS MAKE DOCUMENT REVIEW FAST AND PRECISE

LexisNexis has teamed up with Microsystems to give you access to powerful and trusted **EagleEye proofreading tools** for quick, precise review of terms, phrases, references and more—without leaving Microsoft® Word.



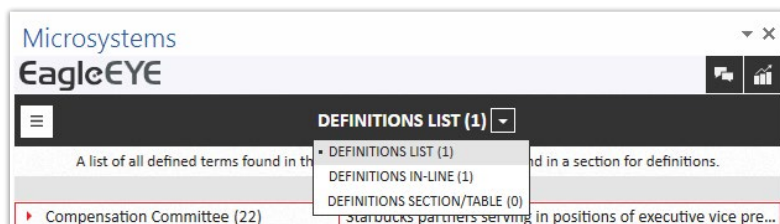
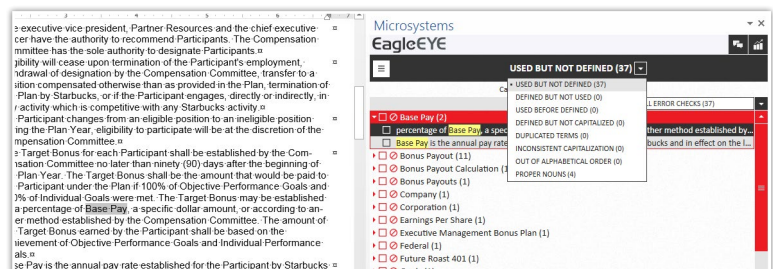
## Check Terms & Phrases

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

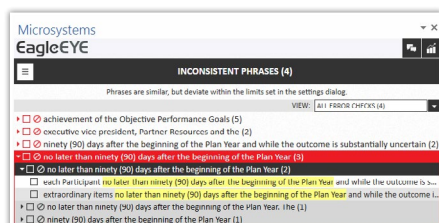


When you click any option under Terms & Phrases, EagleEye analyzes the document and generates an interactive results pane on the right side of your document.

Defined Terms:  
Locate incomplete or improperly defined terms in context within your document so you can quickly decide whether to revise or define them.



Definitions List: Locate defined terms in your document—together with their definitions—to be sure you haven't missed a definition or used inconsistent definitions for the same term.

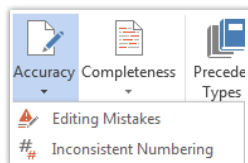


Inconsistent Phrases:  
Locate inconsistent uses of, or slight variations in, common phrases as they appear in your document.

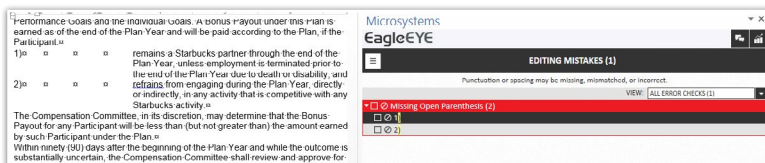
In addition, if you select **References** from the pull-down menu, you can easily locate references to items such as legislation or different paragraphs or sections of your document.

## Verify Accuracy

Finding and fixing common editing errors in your document is fast and easy with the **Accuracy** tools.

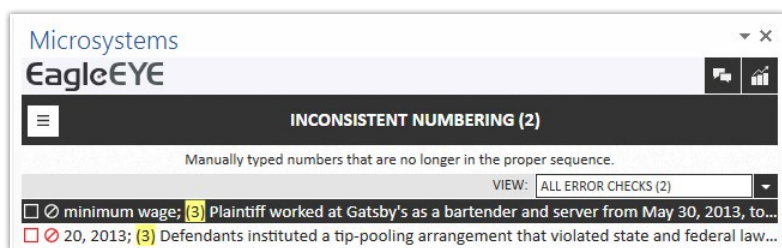


Selecting either of the options above will generate an interactive results pane on the right side of your document.



**Editing Mistakes:** Find punctuation errors in your document, such as unpaired quotation marks and parenthesis. Also check for spacing errors after punctuation marks—the tool will look for one or two spaces between sentences, depending on your preference.

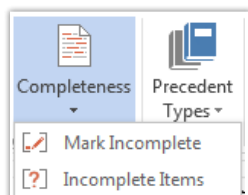
You also have the option of marking items to “ignore,” marking items as “reviewed” or marking them for further review.



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

## Review & Complete Your Work

Are there issues or parts of your document that need more information or review? The **Review** and **Complete** tools let you manually mark up areas in your document.

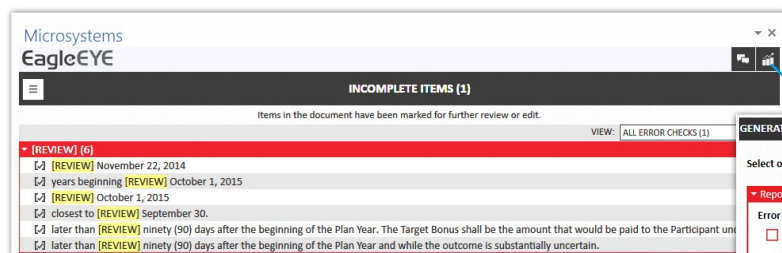


**Mark Incomplete:** Mark areas “Incomplete” as a reminder to review them later.

**Incomplete Items:** Locate all items marked “Incomplete” in your document. Click the Mark Complete button when you've finished reviewing and editing the item.

## Create Reports

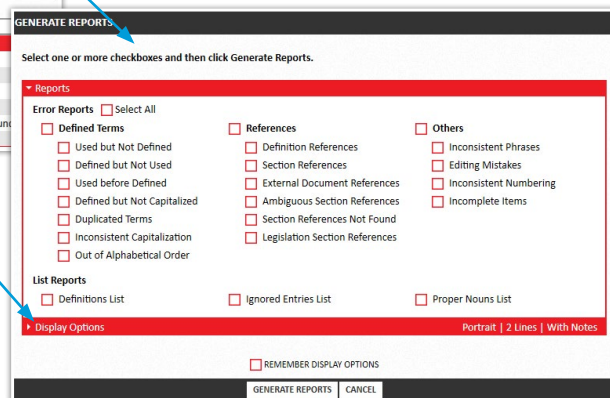
**Reporting** tools let you collaborate with others to resolve issues.



After using one of the other tools, go to the results pane on the right and click the Generate Reports button.

In the Generate Reports dialog box, choose the type of report you need.

If desired, you can set and save various Display Options for your report, such as page orientation and whether to include notes.



For more information visit [lexisnexis.com/office](http://lexisnexis.com/office).

