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Robust Lexis Advance® post-search “Narrow By” tools enable filtering by numerous criteria including jurisdiction, court, time period, source, practice area, attorney, law firm, judge, citation, and in vs. out of subscription plan.

Background and Suggest
Conduct natural-language searches from an easy-to-use, single search box with a convenient pull-down menu that allows you to select where to search—Lexis Advance® content and the open Web.
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Validate your work utilizing 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.

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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.

Shepardize® Cited Docs and Get Cited Docs
Highlights 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.

Create a “virtual stack” of citations by getting citations mentioned in your document, allowing you to save time by directly comparing your work side-by-side with the cited sources.

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Using Check Cite Format and Check Quotes

Lexis® for Microsoft® Office takes document preparation to the next level 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 the 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.

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• Improve work accuracy by comparing it with Lexis Advance content.
• Maintain focus on your legal analysis without being distracted by time-consuming, stylistic details.

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Interface displays suggested citation corrections based on the selected style manual.

Offers a variety of real-time options on how citations can be managed—including editing the suggested format, editing original text and redefining citation boundaries.

Legend provides status summary of your formatting decisions.

Highlighting quickly identifies discrepancies between a quoted passage and original source text.

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 starting from the original text.
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Now, creating or updating a Table of Authorities is faster and easier through Lexis® for Microsoft® Office. What used to be a lengthy, time-consuming task can be accomplished quickly and efficiently within seconds, utilizing jurisdiction-specific style requirements and options you select. This feature even automatically incorporates bookmarks to the pages on which references appear:

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**Table of Authorities**

Quickly generate and continuously update a Table of Authorities.

Select general purpose or jurisdiction-specific Table of Authorities style and sorting options.

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

The Table of Authorities format and content can be easily updated throughout the drafting process.

Lists multiple pages for recurring citations in the document.
Lexis® for Microsoft® Office

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

Lexis® for Microsoft® Office provides content and functionality to identify precedent and enhance the work of both litigators and transactional attorneys. Text recognition provides links to relevant cases, briefs, motions, pleadings, contracts and model forms to minimize duplication of effort.

- Robust Lexis Advance® post-search “Narrow By” tools enable filtering by numerous criteria including jurisdiction, court, time period, source, practice area, attorney, law firm, judge, citation, and in vs. out of subscription plan.
- After identifying the document of interest to you, in-document navigation options identify information relevant to your legal matter including specific terms/sections such as Reporter, Subsequent History, Case Summary and Outcome.
- While drafting transactional matters, attorneys can work with greater confidence and efficiency by accessing contracts and forms to identify legal precedent.

Find cases and briefs, motions, & pleadings while drafting documents to quickly identify legal precedent or sample documents either as a starting point or to compare with your document.

Find legal precedent and alternative language for a specific contract or clause. Leverage sample forms relevant to your work.

Enhance the identification of precedent during transactional drafting through Lexis Advance® content that includes SEC filings and the Matthew Bender® model forms collection.

Drag and drop content directly into your document.

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

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Lexis® for Microsoft® Office
Using the PDF Converter and Pinning

The innovative PDF Converter and Pinning tools enhance your ability to work with existing PDF documents and enable you to more easily save important research relevant to your work product.

• 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 allows 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.
Lexis® for Microsoft® Office

Using the History Map and Research Browser

Lexis® for Microsoft® Office improves your research capabilities with a graphical representation of your research trail and easy linking to Lexis Advance® content.

- 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.

**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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- Gain access to deeper research via your Lexis Advance subscription without additional sign-ins.
- Use the Research Browser consistently over time to better leverage your browser history and track your research activities.

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.

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.