

QUICK START GUIDE



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Sign In

First, click the LexisNexis® tab in the top-right corner of the Microsoft® Word ribbon.

You will need to sign in the first time you use the product with your Lexis Advance[®] ID and password. Once you have signed in the first time, you will not have to sign in again unless you change your ID or password. The sign-in page should automatically pop up the first time you click on the LexisNexis tab; if it does not, click **Options**.





Options

Before using the latest version of Lexis[®] for Microsoft[®] Office for the first time, you will want to set your default Options for Citation Format. The default setting for the product out of the box is The Bluebook[®] with italics for case names. You can change this to underlining if that is your organization's standard formatting for case names. You can also choose to have case names appear in bold in addition to your choice of italics or underlining in both your document and Table of Authorities (TOA).

Sign-in Settings	Citation Format		
Analysis Tools	Specify how citations are formatted in your documents.		
Search	Format The Bluebook®		
Practice Advisor	Documents that were saved in another citation format will override this setting.		
Forms	Case names in citations should be:		
Jurisdiction	O Underlined		
Get Cited Docs	Italicized Bolded		
Link To Cites	Never use "Id." format in short form citations		
Citation Format	□ Include Shepard's Signal [™] indicators in the Check Cite Format report		
Table of Authorities	Do not format citations in quotations		
Check Quotes	Note: If selected, quoted citations will not be added to a Table of Authorities		
Table of Contents	Exclude citations in document headings		
Notifications	Note: If selected, citations in document headings will not be added to the lable of Authorities		

If creating a TOA is part of your workflow, you should also review the options for creating a default layout. The default layout can be different for each document without affecting the standard settings by utilizing the **Customize format** option in the TOA preview pane (more detail is provided in the Prepare TOA section of this document).

Remove Citation Metadata/Hyperlinks

Before using any feature of Lexis *for* Microsoft Office (like Prepare TOA), you should first perform Remove Citation Metadata and Remove Hyperlinks. These tools are located under Set Cite Format.



- 1. If you have never used the Lexis for Microsoft Office feature on your document before, or if it was converted from .pdf or WordPerfect[®], you should use **Remove Citation Metadata** at the outset to avoid unexpected Lexis for Microsoft Office behavior caused by underlying field codes, etc.
- After you run Lexis for Microsoft Office on your document, you may click Remove Citation Metadata just prior to submission to court. (Note: Lexis for Microsoft Office uses its own metadata to create TOAs, so you can't update a TOA after clicking Remove Citation Metadata.)

Check Cite Format

The **Check Cite Format** feature pulls your cites into the right-hand pane for review. While this feature does not have to be used before performing other Lexis *for* Microsoft Office features like Prepare TOA, we recommend that you use this feature for optimal results and proceed as follows for the most efficient use of this tool.

OVERVIEW

- After the Check Cite Format report appears in the right-hand pane, scan the results and:
 - Change cite boundaries as appropriate
 - Change parent citation if necessary
 - Choose Let me edit text of current citation or Use current as desired
 - Mark multiple citations as **Not a Cite** so they will not be included in your TOA if necessary
- Review your citations with the suggested corrections created by Lexis *for* Microsoft Office. If there are any corrections you do not wish to accept, click on **Use Current** to mark the citation with a yellow checkmark and it will be left "as is" (i.e., confirmed but uncorrected)
- If you need to edit a child citation (like Id. or other short form), first review the parent cite and either confirm or correct it—which should lead to automatic correction of the child cite(s) or conversion to confirmed-but uncorrected status
- After performing the above steps, you can run either **Correct All** or **Use Current All** on all the remaining citations with suggestions
 - Run **Correct All** to automatically correct all cites for which there are suggested corrections (and that you have not marked as confirmed but uncorrected)
 - If you have multiple citations you would like to leave "as is" (marked as confirmed but uncorrected), you can use the **Use Current All** button to mark those in a batch
- Use the **Undo** button to restore a citation to the original format if you decide not to use a suggested format after having selected the Use Suggestion option for a particular citation or Correct All for improperly formatted citations
- Use the **Show** feature if you want to look only at citations marked as correct, citations with a suggestion for correction, citations that are confirmed but uncorrected, unrecognized citations or cites marked as "not a citation"

Step-by-Step Check Cite Format "How To"

Check Cite Format Step 1. Select Check Cite Format

After ensuring in Set Cite Format that the proper style manual is checked (i.e., The Bluebook[®], California, New York, Florida, Texas, Illinois or Washington), click on Check Cite Format in the Lexis *for* Microsoft Office ribbon.





Check Cite Format Step 2. Review your citations in the right-hand pane

Citations that are already in correct format are automatically marked with a green checkmark, and no further review is needed. Cites flagged for further review (e.g., with a yellow exclamation mark) will appear with "suggestions" in the right-hand pane.

You can then scroll within your document to review those cites in context and determine whether:

(a) You agree with the suggestions and wish to fix the cites via a Correct All batch

- (b) You wish to perform a Change cite boundaries procedure
- (c) You wish to perform a Change parent procedure
- (d) You wish to manually edit your cite (via Let me edit text of current citation)
- (e) You wish to Use Current All (to keep your citation as is)

(f) You wish to mark a flagged cite as **Not a Cite** (either individually or in a batch)

Use the **Show** feature if you want to look only at citations marked as correct, citations with a suggestion for correction, citations that are confirmed but uncorrected, unrecognized citations or cites marked as Not a Cite.

Citation	s: 32 🗸 17	! 11 💟 0 ? 4 🔮 0 🗙 0	Show:	All C	itations •	
	hepard's® : 1	5 🛕 12 🔷 3	Show	✓ 17 ! 11	litations	
Correct All	Use Current All	Not a Cite	l	? 4	Add Citation	Refresh Report

Check Cite Format Step 3. How to use Batch Not a Cite

The Check Cite Format feature allows you to mark multiple citations as Not a Cite at one time (i.e., if the Statement of Facts section of your document has numerous Id. cites to the record). To more efficiently mark these citations so they are not included in your TOA or linked via Get Cited Docs or Link to Cites, you can do the following:

- Run Check Cite Format
- In your original document in the left-hand pane, highlight the section/paragraph/pages that contain multiple citations you wish to mark as Not a Cite. (If you have more than one non-consecutive section/paragraph/page in which this is the case, you will have to repeat this process)
- Click the Not a Cite button in the right-hand pane
- To confirm the process, click the Not a Cite button when the pop-up dialog box appears



Check Cite Format Step 4. How to Change cite boundaries

Click the **Change cite boundaries** link in the dialog box to launch a pop-up box displaying the cite. You can then highlight the precise text you want included in the citation that will be displayed in your TOA and click **Submit**.

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District Cou	urt Jurisdiction	LexisNexis	* X
3231 (2012) based	court had subject matter jurisdiction pursuant to 18 U.S.C. § I on an indictment charging the defendant-appellant with two atement in Connection with the Acquisition of a Firearm in		Zoom: 100% 🖸 🖨
	.C. § 924(a)(1)(A). (CR 1; ER 100.) ILARGUMENTS	Correct All Use Current All Not a Cite	Add Refresh Citation Report
the Gl to Sup Failur Consti	Defendant Waived His Right to Challenge the Use of PS Tracking Device When He Failed to File a Motion ppress at the District Court. Even If the Defendant's to Raise the Issue at the District Court Does Not itute Waiver, the District Court Did Not Plainly Err sting Precedent Did Not Require a Warrant.	 ✓ 18 U.S.C. § 3231 (2012) 18 U.S.C. § 924(a)(1)(A), (CR 1; ER 100.) <i>Parent</i>: 18 U.S.C. § 3231 (2012) Suppestion: 18 U.S.C. § 924(a)(1)(A) 	
	Change Cite Boundaries	Current Citation	-
1. <u>Standa</u> Motions to s	In the text box below, highlight the citation to identify its starting and ending point, and then click Submit.	18 U.S.C. § 924(a)(1)(A), (CR 1; ER 100,)	Use Current
Crim. P. 12(b)(3)(C unless good cause	with the Acquisition of a Firearm in violation of 18 U.S.C. 5 924(a)(1)(A). (CR 1; ER Expand Text	Suggestions 18 U.S.C. § 924(a)(1)(A)	✓ Use Suggestion
found, the standard	Submit. Cancel	Get suggested document Search Lexis Advance® Change parent	× Not a Citation

Check Cite Format Step 5. How to change a parent citation

If you see that an Id. (or other short-form) citation is associated with the incorrect parent (full) citation, you can click on the **Change parent** link in the dialog box.

File Home Inse	ert Design Layout References Mailings Review	View LexisNexis®	Q Tell me what you want to do	,♀, Share 💭
Find All • Analysis	Check Cite Check Prepare Set Cite Format Queber TOA + Format - Shepard's % Tools	Mark Practice Incomplete Advisor •	* and Motions Advance® ID Exp	Options Our Our perts ings & Help
			LexisNexis	* X
	012), altering circuit law. In Jones, the governme istrict of Columbia in order to place a GPS track		Check Cite Format: The Bluebook® Citations : 29 √ 15 ½ 14 🖉 0 ? 0 📀 0 × 0 Show: All Citat Shepard's® : 22 ▲ 15 👰 6 😫 1 Show: All Sig	Zoom: 100% 🔽 🚇
Antoine Jones' c	Change Parent Citation: Id. at 1126-27.	×	Correct All Use Current All Not a Cite	Add Refresh Citation Report
day, in Marylan	Current Parent: Id. at 949		Id. at 1126-27	
use the GPS to tr	New Parent:	/	Current Citation Some of the functions have been disabled to prevent editing a child cite before the parent cite has been corrected.	23
government then	United States v. Jones, 132 S.Ct. 945 (2012)	Check Parent	Let me edit text of current citation Change cite boundarles	
Supreme Court	No parent 18 U.S.C. § 3231 (2012) Fed. R. Crim. P. 12(b)(3)(C)	Cancel	Id. at 1126-27	Use Current
subsequent use o	United States v. Olano, 507 U.S. 725, 730-36 (1993) United States v. Pelisamen, 641 F.3d 399, 404 (9th Cir. 2011)	constitutes a		
search within the	USSG § 2G1.3(b)(2)(B) United States v. Wright, 215 F.3d 1020, 1026-27 (9th Cir. 2000) (failure		-	Use Suggestion
However, a	United States v. McIver, 186 F.3d 1119, 1126-27 (9th Cir. 1999) United States v. Hufford, 539 F.2d 32, 34 (9th Cir. 1976)	roughout the	No suggestions	
trial, circuit prece	united states v. Junes, The side side (cone)	ne monitoring	Get suggested document Search Lexis Advance® Change parent	Not a Citation
of the movements	Davis v. United States, 131 S.Ct. 2419, 2423-24 (2011) United States v. Pineda-Moreno, 688 F.3d 1087 (9th Cir. 2012) See United States v. Norwood, 603 F.3d 1063, 1068 (9th Cir. 2010) (ad	dment. Id. at	Fors single & a Report	K Not a Citation
1126-27. As a re	Delaware v. Van Arsdall, 475 U.S. 673, 684 (1986)	was not plain	Davis v. United States, 131 S.Ct. 2419, 2423-24 (2011) Suggestion: Davis v. United States, 131 S. Ct. 2419, 2423-24 (2011)	

You can then choose the correct parent citation from the pull-down menu. Highlight the correct parent citation and click **Check Parent** to validate the change. To accept the change, click **Submit**.

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Find Carter Link to Check Cite Check Prepare Set Cite Advisor Production ToA+ Format Covers ToA+ Format Cove	Second
	LexisNexis • ×
132 S.Ct. 945 (2012), altering circuit law. In Jones, the government obtained a warrant in the District of Columbia in order to place a GPS tracking device on Antoine Jones' c Chatton: 10 days of its iss Molver, 186 F3d at 1126-27 Current Parent	Check Cite Format: The Bluebook® Zoom 100% 💟 🔐 Citations : 29 🖌 15 1 14 💟 0 ? 0 © 0 X 0 Show: All Citations 🗸 Shepard's © : 22 ▲ 15 @ 6 錄 1 Show: All Signals \checkmark Correct All Use Current All Of the Correct All Use Current Not a Cite 1 Id. at 1126-26 1 I
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government then United States v. Mclver, 186 F.3d 1119, 1126-27 (9th Cir. 1999) Check Parent	Let me edit text of current citation Change cite boundaries
Supreme Court Submit Cancel subsequent use of the device to monitor the vehicle's movements constitutes a	Id. at 1126-27
search within the meaning of the Fourth Amendment. <i>Id.</i> at 949. However, at the time of the investigation in this case and throughout the	No suggestions
trial, circuit precedent held that the placement of a GPS device and the monitoring of the movements of a vehicle were not subject to the Fourth Amendment. <i>Id.</i> at	Get suggested document Search Lexis Advance® Change parent Get Shepard's® Report X Not a Citation

Parenting for United States Code (U.S.C.) citations works slightly differently than parenting for case citations in Lexis *for* Microsoft Office. Lexis *for* Microsoft Office will associate child citations as a subsequent citation under the same title even if the sections do not match.

File Home Insert Design Layout References Mailings Review View LexisNexis®	♀ Tell me what you want to do ♀. Share ♀
Find Get Gited Link to Check Cite Check Prepare Set Cite Summary Defined References Mark Docs Cite - Tormat Quotes TOA+ Formati- Tormations Incomplete Advisor- Incomplete Tormation Tools	Forms Market Cares Briefs Pleadings Forms Market & Guidance Trecedent & Guidance Trecedent & Guidance Forms Market & Guidance Trecedent & Guidance Trecedent & Guidance Search & Diplay Work Polifers FOLD Forms Folders FOLD Form Folders FOLD Form Folders Folders FOLD Form Folders FOLD Form Folders FOLD Folders
LSTATEMENT OF JURISDICTION	LexisNexis + ×
District Court Jurisdiction The district court had subject matter jurisdiction pursuant to 18 U.S.C. § 3231 (2012) based on an indictment charging the defendant-appellant with two counts of False Statement in Connection with the Acquisition of a Firearm. 18 U.S.C. § 924(a)(1)(A).	Check Cite Format: The Bluebook® Zoom: 100% ☑ ☑ Citations : 29 √ 14 15 ☑ 0 ? 0 ② 0 X 0 Show: All Citations *
II.ARGUMENTS	
A. The Defendant Waived His Right to Challenge the Use of the GPS Tracking Device When He Failed to File a Motion to Suppress at the District Court. Even If the Defendant's Failure to Raise the Issue at the District Court Does Not	18 U.S.C. § 924(a)(1)(A) Parent: 18 U.S.C. § 3231 (2012) Suggestion: 1d. § 924(a)(1)(A) ✓ Fed. R. Crim. P. 12(b)(3)(C)
Constitute Waiver, the District Court Did Not Plainly Err as Existing Precedent Did Not Require a Warrant.	✓ United States v. Olano, 507 U.S. 725, 730-36 (1993) 🔔

Lexis *for* Microsoft Office does this because it strictly follows The Bluebook rules for citations and The Bluebook rule 4.1 permits the use of "Id. § X" for U.S.C. citations that have the same title:

4.1 "Id." (p. 78)
" <i>id.</i> " may be used in citation sentences and clauses for any kind of authority except internal cross-references (as described in rule 3.5). In court documents and legal memoranda, use " <i>id.</i> " when citing the immediately preceding authority, <i>but only when the immediately preceding citation contains only one authority</i> . In law review footnotes, use " <i>id.</i> " when citing the immediately preceding authority within the same footnote or within the immediately preceding footnote <i>contains only one authority</i> . Note that the period at the end of " <i>id.</i> " is always italicized.
Indicate where a subsequent citation varies from the former, such as the specific page number being cited. If the first citation refers only to a shorter work contained within an authority, do not use "id." for a subsequent citation to the entire authority. Instead, use the "supra" form (see rule 4.2(a)).
The following examples illustrate the use of "id." to refer to a variety of commonly cited materials:
1 Chalfin v. Specter, 233 A.2d 562, 562 (Pa. 1967). 2 /d. at 563.
³ 42 U.S.C. § 1983 (1994). 4 See id. § 1981.

Therefore, Lexis *for* Microsoft Office performs parenting as noted above so the tool can properly suggest Id. formatting for citations with the same title but different sections.

How will these citations appear in the TOA? When performing the **Check Cite Format** function, a citation might be noted as a child for a citation with the same title but a different section; however, there will be separate entries for each distinct section in the TOA preview and in the TOA itself. There is no need to perform **Change Parent** in this situation.

Statutes	
18 U.S.C. § 924(a)(1)(A) (2012)	1
18 U.S.C. § 3231 (2012)	1

Check Cite Format Step 6. How to batch correct citations with Correct All

The Correct All command will batch correct all cites that have only one suggested correction. Lexis *for* Microsoft Office will not batch correct cites that are already correct (denoted by a green checkmark), are unrecognized (red question mark) or are marked with a yellow checkmark because a suggested correction was not accepted.

Once you click **Correct All** at the top of the right-hand pane, a pop-up box will appear listing all the citations to be corrected with their suggestions for correction. To correct all the listed cites, click **Correct All** at the bottom of the pop-up box.

File Home Insert Design Layout References Mailings Review View LexisNexis®	🛿 Tell me what you want to do 🛛 🖓 Share 🖵
Find Get Cited Link to Check Cite Check Prepare Set Cite All- Decs Cites - Fermit Codes TOAs - Format- naytis	
LSTATEMENT OF JURISDICTION	LexisNexis - ×
District Court Jurisdiction The district court had subject matter jurisdiction pursuant to 18 U.S.C. § 3231 (2012) based on an indictment charging the defendant-appellant with two	Check Cite Format: The Bluebook Zoom: 100% ☑ ☑ Citations : 29 √ 14 ↓ 15 ◯ 0 ? 0 ♥ 0 X 0 Show: All Citations ~ ✓ Shepard's 22 ▲ 15 ◙ 6 錠 1 Show: All Signals ~
counts of False Statement in Connection with the Acquisition of a Firearm. 18	Correct All Use Current Not a Cite Add Citation Report
U.S.C C Correct All Clattors X The following cites will be corrected as shown. Once you click Correct All, these changes cannot be undone. If you want to correct these clations individually, click Cancel and then click on each individual clation.	✓ 18 U.S.C. § 3231 (2012) 18 U.S.C. § 924(a)(1)(A)
18 U.S.C. § 924(a)(1)(A) Parent: 18 U.S.C. § 3231 (2012) Suggestion: 1d. § 924(a)(1)(A)	Parent: 18 U.S.C. § 3231 (2012) Suggestion: Id. § 924(a)(1)(A)
United States v. Pelisamen, 641 F.3d 399, 404 (9th Cir. 2011) Suggestion: United States v. Kalpat Pelisamen, 641 F.3d 399, 404 (9th Cir.	✓ Fed. R. Crim. P. 12(b)(3)(C)
2011) United States v. Wright, 215 F.3d 1020, 1026-27 (9th Cir. 2000)	🖋 United States v. Olano, 507 U.S. 725, 730-36 (1993) 🛕
Parent: United States v. Wright, 215 F.3d 1020, 1026-27 (btt. gr. 2000) (failure	United States v. Pelisamen, 641 F.3d 399, 404 (9th Cir. 2011) Suggestion: United States v. Kaipat Pelisamen, 641 F.3d 399, 404 (9th Cir. 2011)
Crim P $12(h)(3)(C)$. If a suppression motion is not filed before trial, it is waived	✓ USSG § 2G1.3(b)(2)(B)

Note: After Correct All is performed, all cites that previously had yellow exclamation marks should have green checkmarks.

	Home	e Insert D	isign Layout	References	Mailings	Review Vie	w Le	nisNexis#										<i>₽</i> , st	nare Ç	
Find All + Analysis	Get Cited Docs	Link to Check Cit Cites • Check Cit Format	Quotes TOA .		Term Issues		Mark	Practice Advisor *	Forms I		Briefs, Pleadings and Motions inte		exis ance®	Open Folders Upload File Nork Folders	Import PDF	Client As ID Ex		Options Help		~
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924	(a)(1)(4	A).							1	18 U.S.C	C. § 3231 (201	2)								2
	A.	the GPS T	dant Waived racking Devis s at the Dist	ice When H	to Challer e Failed to	File a Mo	tion			Parent	4(a)(1)(A) t: 18 U.S.C. §									
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	Т.	Standard of	Review.						1	Inited S	itates v. Kaipat	Pelisamen, 6	41 F.3d 39	9, 404 (9th C	ir. 2011)	4				

Note regarding case names: Occasionally, you may see suggestions for case names that seem inconsistent with The Bluebook rules. This may happen because citations are checked for accuracy against Lexis Advance, and older cases were provided directly from the court. You can always click **Get suggested document** to pull up the full-text document to check what's online.

Check Cite Format with Shepard's Signal[™] Indicators

You have the option of having *Shepard's* Signal[™] indicators included in your Check Cite Format report. This option is a default setting, so if you do not wish to use this additional capability, uncheck the **Include** *Shepard's* **Signal[™] indicators in the Check Cite Format report** choice.

🔴 LexisNexis® Options		-		×
Sign-in Settings Analysis Touls Search Practice Advisor Forms Jurisdiction Get Cited Docs Link Io Cites Citation Format Table of Authorities Check Quotes Table of Contents Notifications	Ctation Format Specify how citations are formatted in your documents. Format The Bluebook Cournents that were saved in another citation format will override this setting. Case names in citations should be: Underfined Dodd Dodd Dodd Do not format citations in short form citations On onl format citations in quotations Note: If selected, outdations in document headings Note: If selected, citations in document headings will not be added to the Table of Authorities			
	ОК		Cancel	I

This option allows you to check each individual citation's *Shepard's*[®] report from the Check Cite Format dialog box via the **Get Shepard's**[®] **Report** link.



How to Check Quotes



You can Check Quotes without performing Check Cite Format first, although we do recommend performing Check Cite Format first for optimal results.

Check Quotes Step 1. Select Check Quotes

Check Quotes Step 2. In the right-hand pane, you can review the quotes in context

When you open the dialog box to check a quote, you will be given the following options:

- Keep the quote as is (by choosing **Use Current**)
- Choose Use Source Text to use the original language from the opinion
- Have any changes to the original quote marked in conformity with The Bluebook rules (by choosing **Mark my changes** to the source text)
- Edit your quote as it appears in the document (by choosing Let me edit my text)
- Mark text as Not a Quotation if the text is not a quotation that requires review



Check Quotes will indicate if the pinpoint page associated with the quote is incorrect; however, if the Check Cite Format tool is not used first, the pinpoint page will not be changed in the document via Lexis for Microsoft Office—and you can simply view the suggestion. You can, of course, make a manual edit in the original document in the left-hand pane instead.

1	Uggested Pinpoint Page	Check Quotes Zoom: 100% 🗹
Februar	Since this citation has not been corrected using Check Cite Format, you can only view suggestions. You cannot change the pinpoint page using these options.	Quotations: 4 ⊗ 2 ▲ 2 □ 0 ▲ 0 🗹 0
the use	Current Citation: Kaipat Pelisamen, 641 F.3d at 405 (quoting Johnson v. United States, 520 U.S. 461, 466-67 (1997))	
motion deemed	Suggested Citations: Kaipat Pelisamen, 641 F.3d at 404 (quoting Johnson v. United States, 520 U.S. 461, 466-67 (1997))	"(1) error; (2) that is plain; (3) that affects substantial rights; and (4) where the error" Kaipat Pelisamen, 641 F.3d at 405 (quoting Johnson v. United States, 520 U.S. 461, 466-67. Source Text: "been (1) error; (2) that is plain; (3) that affects substantial rights; and (4).
	OK w is whether there has been "'(1) error, (2) that is plain, (3) that affects fall rights; and (4) where the error seriously affects the fairness, integrity, or	461, 466-67 (1997)) ▲ The proposint page in your citation is incorrect. View suggested proposint page Current Quotation ■ Show you at Name my chances to the source test. ■ Let me edd my test.
	has rights; and (4) where the error seriously affects the fairness, integrity, or	'(1) error: (2) that is plain: (3) that affects substantial rights: *
public r	rputation of judicial proceedings. ¹¹¹ <u>Pelisamen</u> , 641 F.3d at 405 (quoting 1 v. United States, 520 U.S. 461, 466-67 (1997)); see also United States v.	and (4) where the error seriously affects the fairness, integrity, or public reputation of judicial proceedings."
public r Johnson Olano, S		and (4) where the error seriously affects the fairness, integrity, or public reputation of judicial proceedings.

How to Create a TOA

TOA Step 1. Click Set Cite Format (next to Prepare TOA)



Note: You have the option to create a TOA without first performing a Check Cite Format, although we recommend doing so, as outlined on page 5.

- a. In Set Cite Format, select a style manual preference (The Bluebook[®], California, New York, Florida, Texas, Illinois or Washington).
- b. In Set Cite Format, select Remove Citation Metadata for best results.

Tip: If you have never used the Lexis *for* Microsoft Office feature on your document before, or if it was converted from .pdf or WordPerfect, you should use Remove Citation Metadata at the outset to avoid unexpected Lexis *for* Microsoft Office behavior caused by underlying field codes, etc.

Tip: After you run Lexis *for* Microsoft Office on your document, you may click **Remove Citation Metadata** *just prior to submission to court*. (Note: Lexis *for* Microsoft Office uses its own metadata to create TOAs, so you can't update a TOA after clicking Remove Citation Metadata.)

c. Under Options, leave the choice, **Do Not AutoCorrect** selected as a default if you want the citations in your document included in your TOA with no standardization performed by Lexis *for* Microsoft Office.

Sign-in Settings	Table of Authorities	
Analysis Tools	Specify how Tables of Authorities are formatted in your documents. Have the system automatically correct my citations when inserting them into the Table of Authorities:	
Practice Advisor	Do Not AutoCorrect	
Forms	Table of Authorities Layout	
Jurisdiction	 No category headings Jurisdiction-specific headings 	
Get Cited Docs	Federal courts State courts	
Link To Cites	Case and statute headings	1
Citation Format	Separate federal and state citations Include a Rules heading	
Table of Authorities	Sorting Options	
Table of Contents	Sort the entries in the Table of Authorities by: Alphabetic `` Ignore 'In re' and 'Ex parte' when sorting case citations	
	Content Options	

TOA Step 2. Click Prepare TOA in the Lexis for Microsoft Office ribbon



TOA Step 3. The right-hand preview pane will display all citations found in the document

Manage	Add Refresh Add	Insert TOA
Citations	Citation Report Heading	insert Tors
	Federal Cases	
	United States v. Olano, 507 U.S. 725 (1993)	1 3
	United States v. Kaipat Pelisamen, 641 F.3d 399 (9th Cir. 2011)	1 3
	United States v. Wright, 215 F.3d 1020 (9th Cir. 2000)	2
	Johnson v. United States, 520 U.S. 461 (1997)	3
	United States v. McIver, 186 F.3d 1119 (9th Cir. 1999)	3
	United States v. Hufford, 539 F.2d 32 (9th Cir. 1976)	3
	United States v. Miroyan, 577 F.2d 489 (9th Cir. 1978)	3
	United States v. Jones, 132 S. Ct. 945 (2012)	3-4 4
	Davis v. United States, 131 S. Ct. 2419 (2011)	4
	United States v. Pineda-Moreno, 688 F.3d 1087 (9th Cir. 2012)	5
	United States v. Norwood, 603 F.3d 1063 (9th Cir. 2010)	5
	Del. v. Van Arsdall, 475 U.S. 673 (1986)	5
	Federal Statutes	
	18 U.S.C. § 3231 (2012)	1
	18 U.S.C. § 924(a)(1)(A) (2012)	1
	Other	
	Fed. R. Crim. P. 12(b)(3)(C)	1 2
	USSG § 2G1.3(b)(2)(B)	2
	USSG § 2G1.3(b)(1)	2

The format of the citations is whatever was set in your Options—i.e., The Bluebook, California, New York, Florida, Texas, Illinois or Washington. To make any adjustments to the layout of the TOA itself, just click on **(Customize format)** at the top left of the citations preview pane. (These changes will only apply to the particular document you are working on.)



Please be aware that certain formatting options will only appear in the TOA upon insertion into the document, not in the preview shown in the TOA preview pane. This includes the use of "passim" for multiple references to the same citation.

LexisNexis® Options		×
Sign-in Settings	Table of Authorities	
Analysis Tools	Specify how Tables of Authorities are formatted in your documents.	
Search	Content Options	1
Practice Advisor	✓ List citations mentioned in citing or quoting parentheticals separately	
Forms	Merge federal statutory, regulatory, rule citations and state statutory citations into one Table of Authorities entry when the citations reference the same section or rule number but different subsections	
Jurisdiction	 In the citations reference the same section or rule number but different subsections Exclude citations in document headings 	
Get Cited Docs	Note: If selected, citations in document headings will not be added to the Check Cite Format report	
Link To Cites	Include Record (R-) cites in the Table of Authorities for veterans' appeals cases	
Citation Format	Formatting Options	
Table of Authorities	Include paragraph numbers rather than page numbers with citation entries.	
Check Quotes	Note: the paragraph numbers will only appear properly in the Table of Authorities if you have used the automatic numbered lists feature in Word.	
Table of Contents	Exclude a page break when inserting the Table of Authorities	
Notifications	Set the Page Number Format to "Continue from previous section"	
	✓ Use passim for	
	5 • or more page references	
	Place party names on separate lines	,
	OK Cancel	

Note: Citations in parentheses—e.g., United States v. Johnson, 988 F.2d 941, 945 (9th Cir. 1993) (citing United States v. Frady, 456 U.S. 152, 168 (1982))—will be included as separate entries in your TOA if List citations mentioned in citing or quoting parentheticals separately is checked in the Content Options section of the LexisNexis® Options dialog box (shown above). This can be made part of your default layout if desired. Choose the option under Content Options to Merge federal statutory, regulatory, rule citations and state statutory citations into one Table of Authorities entry when the citations reference the same section or rule number but different subsections if your organization's preference is to list those types of citations only by section in the TOA. If you prefer not to have citations in document headings.

TOA Step 4. How to add/edit/move/delete TOA section headings and entries (optional)

In the citations preview pane, you can add customized section headings to your TOA, edit existing headings, move citation entries from one heading to another or delete entries so they do not appear in the TOA, if so desired.

For example, you can add a section heading called "Federal Rules" to your TOA by clicking **Add Heading** at the top of the TOA preview pane.

Table	of Authoriti	S (Customize format)	Zoom: 100% 🛛 🖉 🖶
Manage Citations	Add Citation	Refresh Report Add Heading	Insert TOA
	w heading to Ta al Rules	le of Authorities	Add 🔫
	United Sta	es v. Wright, 215 F.3d 1020 (9th Cir. 20	2000)
	Johnson v.	United States, 520 U.S. 461 (1997)	3

In addition, you can edit existing TOA section headings. For example, you can rename the heading titled "Other" to "U.S. Sentencing Guidelines."

Federal Statutes		
18 U.S.C. § 3231 (2012)		1
18 U.S.C. § 924(a)(1)(A) (2012)		1
U.S. Sentencing Guidelines	1	+ +
Fed. R. Crim. P. 12(b)(3)(C)	1	2
USSG § 2G1.3(b)(2)(B)		2
USSG § 2G1.3(b)(1)		2
Fodoral Buloc		

Manage Citations	Add Refresh Citation Report	Add Heading		b	nsert TOA
	e Citations	delines			
_	Other				
	Fed. R. Crim. P. 12(b)	(3)(C)		1 2	
✓	USSG § 2G1.3(b)(2)(B)		2	
•	USSG § 2G1.3(b)(1)			2	
	Move Citations	×			
	Please select the catego	ry to which you would like to move		1 3	
	the chosen citations.		ir. 2011)	1 3	
	U.S. Sentencing Gu	uidelines		2	
	O Other			3	
	O other			3	
	-	V		3	
		Move Citations Cancel		3	
	United States v. Jone	s, 132 S. Ct. 945 (2012)		3-4 4	

Using the up/down arrows, you can move citation entries within a section heading. If you want to move one or more citation entries to a different section heading, you need to click on the checkbox in front of the specific entry and then click **Manage Citations** at the top left of the TOA preview pane. Next click **Move Citations** on the pull down. Then choose which category you would like to move the entries to. Please note, you can only move multiple citation entries from one category to another; if the citation entries are in different categories, you will have to repeat this step.



If you need to delete multiple TOA entries, you first need to click on the checkbox in front of the specific entries and then click **Manage Citations**. Next click **Delete Citations** on the pull down. As with Move Citations, please note that you can only delete multiple citation entries from one category at a time; if the citation entries are in different categories, you will have to repeat this step.

Table o	f Authorities (Customize format)	Zoom: 100% 🛛 🔒
Manage Citations	Add Refresh Add Citation Report Heading	Insert TOA
×	/ Other	1
1	U.S. Sentencing Guidelines	
	USSG § 2G1.3(b)(2)(B)	2
	USSG § 2G1.3(b)(1)	2
	Federal Cases	
	United States v. Olano, 507 U.S. 725 (1993)	1 3

You can also delete TOA headings, but only if the heading has no citation entries under it.

Screenshot of the TOA preview pane-ready to click the Insert TOA button (see Step 5).

Table o	of Authorities (Customize format)	Zoom: 100%	
Manage Citations	Add Citation Refresh Report Add Heading		Insert TOA
	United States v. Kaipat Pelisamen, 641 F.3d 399 (9th Cir. 2011)	1 3	^
	United States v. Wright, 215 F.3d 1020 (9th Cir. 2000)	2	
	Johnson v. United States, 520 U.S. 461 (1997)	3	
	United States v. McIver, 186 F.3d 1119 (9th Cir. 1999)	3	
	United States v. Hufford, 539 F.2d 32 (9th Cir. 1976)	3	
	United States v. Miroyan, 577 F.2d 489 (9th Cir. 1978)	3	
	United States v. Jones, 132 S. Ct. 945 (2012)	3-4 4	
	Davis v. United States, 131 S. Ct. 2419 (2011)	4	
	United States v. Pineda-Moreno, 688 F.3d 1087 (9th Cir. 2012)	5	
	United States v. Norwood, 603 F.3d 1063 (9th Cir. 2010)	5	
	Del. v. Van Arsdall, 475 U.S. 673 (1986)	5	
	Federal Rules		
	Fed. R. Crim. P. 12(b)(3)(C)	1 2	
	Federal Statutes		
	18 U.S.C. § 3231 (2012)	1	
	18 U.S.C. § 924(a)(1)(A) (2012)	1	
	U.S. Sentencing Guidelines		
	USSG § 2G1.3(b)(2)(B)	2	

TOA Step 5. When ready, click Insert TOA in the right-hand preview pane

Important: Before clicking Insert TOA, be sure to place your cursor **exactly** where you want the TOA to be inserted in your document (e.g., immediately after the document cover page).

Table of	f Authoriti	ies (Custor	nize format)	Zoom: 100% 🛛 🗎
Manage	Add	Refresh	Add	
Citations	Citation	Report	Heading	

The right-hand preview pane will close, and the TOA will be inserted where you placed your cursor.

Below is an example of a Table of Authorities with the overall heading centered and the individual category headings left justified with a Page(s) heading included.

Table of Authorities	
Federal Cases	Page(s
United States v. Olano, 507 U.S725, (1993)	
United States v. Kaipat Pelisamen, 641 F.3d 39 (9th Cir. 2011)	
United States v. Wright, 215 F.31020, (9th Cir. 2000)	
Johnson v. United States, 520 U.S. 461, 466-67 (1997)	
United States v. McIver, 186 F.31119, (9th Cir. 1999)	
United States v. Hufford, 539 F 2d 32 (9th Cir. 1976)	
United States v. Miroyan, 577 F.2d 48 (9th Cir. 1978)	
United States v. Jones, 132 S. Ct. 945 (2012)	
Davis v. United States, 131 S. Ct2419, (2011)	
United States v. Pineda-Moreno, 688 F 3d 1087 (9th Cir. 2012)	
United States v. Norwood, 603 F.3d 1063, 1068 (9th Cir. 2010)	
Del. v. Van Arsdall, 475 U.S. 67 (1986)	
Federal Rules	
Eed, R. Crim. P. 12(b)(3)(C)	
Federal Statutes	
18 U.S.C. § 3231 (2012)	
18 U.S.C. § 924(a)(1)(A) (2012)	
U.S. Sentencing Guidelines	
USSG § 2G1.3(b)(2)(B)	

TOA Step 6. Update TOA

Once your TOA is inserted, you can update it by clicking **Update TOA** (in the Lexis *for* Microsoft Office ribbon) and then clicking **Update TOA** (in the right-hand preview pane).



	AH (14-11-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1
tations : 27 🗸 12 ! 14 💟 0 ? 1 📀 0 🗙 0 Show:	All Citations *
Shepard's®: 12 🛕 10 🔕 1 💠 1 Show:	All Signals •
Correct All Use Current All Not a Cite Add (Citation Refresh Repo
Correct All Ose Current All Not a Cite Add C	Reliesh Repo
See Comm. for First Amendment v. Campbell, 962 F.2d at 1522 Parent: Comm. for First Amendment v. Campbell, 962 F.2d 1517 (citation omitted) Suggestion: See Comm. for First Amendment, 962 F.2d at 1522	7, 1522 (10th Cir. 1992)
of the evidence, or the decision uses reasoning that works an injust party." Stevens, 418 S.W.3d at S53-54 (citing Wright ex rel. Wrigh 166, 176 (Tenn. 2011) (quoting Konvalinka v. Chattanooga-Hamilt S.W.3d 346, 358 (Tenn. 2008)). As stated before, the Authorization contains the same major deficiencies of the authorizations in Steve Furthermore, the trial court in this case acknowledged the parallels	t v. Wright, 337 S.W.3d on Cnty. Hosp. Auth., 249 n submitted by Plaintiffs ns and Roberts.
Stevens and came to the same conclusion as the Supreme Court of failed to substantially comply with Tenn. Code Ann. § 29-26-121(a) failed to show extraordinary cause for their failure to substantially light of the facts and holdings in both Stevens and Roberts, it is cle the present case did not abuse its discretion in finding that Plaintiff extraordinary cause for their failure to substantially comply with Te 29-26-121(a)(2)(E)	Tennessee; Plaintiffs ((2)(E) and Plaintiffs comply. Therefore, in ar that the trial court in s failed to show nn. Code Ann. §
Stevens and came to the same conclusion as the Supreme Court of failed to substantially comply with Tenn. Code Ann. § 29-26-121(a) failed to show extraordinary cause for their failure to substantially (light of the facts and holdings in both Stevens and Roberts, it is cle the present case did not abuse its discretion in finding that Plaintiff extraordinary cause for their failure to substantially comply with Te 29-26-121(a)(2)(E)	Tennessee; Plaintiffs ((2)(E) and Plaintiffs comply. Therefore, in ar that the trial court in s failed to show nn. Code Ann. §
Stevens and came to the same conclusion as the Supreme Court of failed to substantially comply with Tenn. Code Ann. § 29-26-121(a) failed to show extraordinary cause for their failure to substantially light of the facts and holdings in both Stevens and Roberts, it is de the present case did not abuse its discretion in finding that Plaintiff extraordinary cause for their failure to substantially comply with Te 29-26-121(a)(2)(E) Current Citation Let me edit text of current citation Stevens, 418 S.W.3d at 553 (citing Myers y, AMISUB (SFH),	Tennessee; Plaintiffs ((2)(E) and Plaintiffs comply. Therefore, in ar that the trial court in s failed to show nn. Code Ann. §
Stevens and came to the same conclusion as the Supreme Court of failed to substantially comply with Tenn. Code Ann. § 29-26-121(a) failed to show extraordinary cause for their failure to substantially vilight of the facts and holdings in both Stevens and Roberts, it is de the present case did not abuse its discretion in finding that Plaintiff extraordinary cause for their failure to substantially comply with Te 29-26-121(a)(2)(E)	Tennessee; Plaintiffs (2)(E) and Plaintiffs comply. Therefore, in ar that the trial court in s failed to show nn. Code Ann. § S es Use Current
Stevens and came to the same conclusion as the Supreme Court of failed to substantially comply with Tern. Code Ann. § 29-26-121(a) failed to show extraordinary cause for their failure to substantially clight of the facts and holdings in both Stevens and Roberts, it is de the present case did not abuse its discretion in finding that Plaintiff extraordinary cause for their failure to substantially comply with Te 29-26-121(a)(2)(E)	Tennessee; Plaintiffs (22)(E) and Plaintiffs comply. Therefore, in ar that the trial court in s failed to show nn. Code Ann. §

Unbalanced Parentheses

When a document contains unbalanced parentheses, the portion of text (which will generally contain citations) will be pulled into Check Cite Format with a red question mark and no suggestions. (See example to the left.) If you encounter this situation, you should review the paragraph for unbalanced parentheses (generally, this involves a missing double-end parenthesis in a citing/quoting parenthetical—after (Tenn. 2012) in the example on the left). Make the edits to add the missing parenthesis in the document itself and then run **Refresh Report**.

Report Delivery

1. Click on the button in the Lexis *for* Microsoft Office ribbon for the function you wish to perform (i.e., Check Cite Format, Check Quotes or Prepare TOA).

2. Once the results populate in the right-hand pane, you will see icons for email and print at the top right. Simply click on your choice to create a report. The report will note the name of the document you are working on.

Table o	of Authorit	ies (Custor	nize format)	Zoom: 1	00%	
Manage Citations	Add Citation	Refresh Report	Add Heading	-	Inser	rt TOA
	United Sta	tes v. Kaip	at Pelisamen, 641 F.3d 399 ((9th Cir. 2011)	1 3	^
	United Sta	tes v. Wrig	ht, 215 F.3d 1020 (9th Cir. 2	2000)	2	

Lexis [®] for Microsoft [®] Office	
Federal Cases	
United States v. Olano, 507 U.S. 725 (1993)	1, 3
United States v. Kaipat Pelisamen, 641 F.3d 399 (9th Cir. 2011)	1, 3
United States v. Wright, 215 F.3d 1020 (9th Cir. 2000)	2
Johnson v. United States, 520 U.S. 461 (1997)	3
United States v. McIver, 186 F.3d 1119 (9th Cir. 1999)	3
United States v. Hufford, 539 F.2d 32 (9th Cir. 1976)	3
United States v. Miroyan, 577 F.2d 489 (9th Cir. 1978)	3
United States v. Jones, 132 S. Ct. 945 (2012)	3-4, 4

In Check Cite Format, you can create an email or print a report of all results or you can use the Show feature and create a report of only select results. For example, if you want a report showing only citations that have suggestions for correction, you can select the yellow exclamation mark from the Show pull-down menu before you create a report. This is also true for reports created from Check Quotes.

Link to Cites

If you need to submit your document to court with hyperlinks to its citations, you can easily do so with the Link to Cites feature.



Click **Link to Cites** and permanent hyperlinks will be created for all the citations in your document. These hyperlinks will be saved with your document and can be opened by anyone with a Lexis Advance subscription. You should perform Link to Cites as a **last step** before submitting a document because utilizing other Lexis *for* Microsoft Office features will remove the hyperlinks. Also, it is recommended that **Check Cite Format** be performed **before** using Link to Cites.

If you choose **Include link and Shepard's Signal™ indicator** from the Link to Cites button pulldown menu, you can create permanent hyperlinks for all the citations in your document along with Shepard's Signal indicators and save both with your document.

If you wish to have separate hyperlinks created for citations which appear in parentheticals, be sure that the option in Link to Cites to **Create additional separate hyperlinks for citations in parentheticals (introductory signals, explanatory parenthetical text not included)** is chosen.

If you wish to have no hyperlink created for citations that do not resolve to a full text document on Lexis Advance (i.e., the citation (42 U.S.C. § 1983, for example) resolves to multiple parts), be sure that the preference in Link to Cites options to **Do not create hyperlinks for citations without full document match** is chosen.

In some jurisdictions, permanent hyperlinks are required for entries in the TOA as well. You can choose the preference under the Link to Cites options to **Create hyperlinks for Table of Authorities entries** as a default setting.

Appendix—How to Turn off "Hidden Text" in Word 2016

Word Options		?	×
General	Change how document content is displayed on the screen and when printed.		
Display	RQ		
Proofing	Page display options		
Save Language Ease of Access	 ✓ Show white space between pages in Print Layout view^① ✓ Show highlighter marks^① ✓ Show document tooltips on hover 		
Advanced	Always show these formatting marks on the screen		
Customize Ribbon Quick Access Toolbar Add-ins Trust Center	□ Jab characters → □ Spaces • □ Paragraph marks ¶ □ Hidden text abc □ Optional hyphems ¬ ☑ Object anghors ↓ □ Show all formatting marks ■		
	Printing options		
	Print drawings created in Word ① Print background colors and images		

To avoid pagination issues, turn off Hidden text (if set to display) before creating a TOA. Here's how: Click **File** (top left of the Word ribbon); click **Options**; click **Display**; then uncheck the **Hidden text** option (highlighted at left) and click **OK**.

General troubleshooting

If the Lexis *for* Microsoft Office (LexisNexis[®] tab) add-in is disabled (you do not see the tab on your Word ribbon), do the following:

Click on **File** and choose **Options**.

File	Insert
E	
Info	
New	
Open	
Save	
Save As	
Print	
Share	
Export	
Close	
Account	
Feedback	
Options	

From the **Word Options** menu choose **Add-ins**.

General	View and manage Microsoft Office Add-ins.			
Display	EX			
Proofing	Add-ins			
Save	Name A	Location	Туре	
t	Active Application Add-ins		1.71-	
Typography	Address (Korean Address Recognizer)	C:\rt Tag\KSTRECOG.DLL	Action	
anguage	Date (Korean Dates Recognizer)	C:\rt Tag\KSTRECOG.DLL	Action	
	Date (XML)	C:\\Smart Tag\MOFL.DLL	Action	
Advanced	Instant Messaging Contacts (English)	C:\Tag\IMCONTACT.DLL	Action	
ustomize Ribbon	Lexis® for Microsoft Word®	file:///Word.vsto/vstolocal	COM Add-in	
Customize Ribbon	Measurement Converter (Measurement Converter)	C:\rt Tag\METCONV.DLL	Action	
Quick Access Toolbar	Microsoft Word	C:\Office16\CALLIGRA.DLL	COM Add-in	
	Microsoft Word	C:\ot\Office16\GENKO.DLL	COM Add-in	
Add-ins	Person Name (Korean Person names Recognizer)	C:\rt Tag\KSTRECOG.DLL	Action	
Trust Center	Telephone Number (Korean Telephone number Recognizer)		Action	
	Telephone Number (XML)	C:\\Smart Tag\MOFL.DLL	Action	
	Time (Korean Times Recognize)	C:\rt Tag\KSTRECOG.DLL	Action	
	Inactive Application Add-ins			
	ActionsPane Schema for Add-Ins	c:\\VSTO\ActionsPane3.xsd	XML Schema	
	Microsoft Actions Pane 3		XML Expansion Pack	
	Microsoft Word	C:\ADDINS\CENVELOP.DLL		
	A. N.	C) 1000 10 0000 100 10	COMMUN	
3	Add-in: Address (Korean Address Recognizer)			
	Publisher: Microsoft Corporation			
	Compatibility: No compatibility information available			
	Location: C:\Program Files (x86)\Common Files\Mic	rosoft Shared\Smart Tag\KSTRE	COG.DLL	
	Description: Korean Address Recognizer			
	Manage: COM Add-ins 🔻 Go			

Go to the bottom of the Add-ins dialog box and click the down arrow next to Manage.

General	View and manage Microsoft Office Add-ins.		
Display			
Proofing	Add-ins		
ave	Name +	Location	Туре
ypography	Active Application Add-ins		
ypograpny	Address (Korean Address Recognizer)	C:\rt Tag\KSTRECOG.DLL	Action
anguage	Date (Korean Dates Recognizer)	C:\rt Tag\KSTRECOG.DLL	Action
	Date (XML)	C:\\Smart Tag\MOFL.DLL	Action
dvanced	Instant Messaging Contacts (English)	C:\Tag\IMCONTACT.DLL	Action
ustomize Ribbon	Lexis [®] for Microsoft Word [®]	file:///Word.vsto/vstolocal	COM Add-in
asconnec habbon	Measurement Converter (Measurement Converter)	C:\rt Tag\METCONV.DLL	Action
uick Access Toolbar	Microsoft Word	C:\Office16\CALLIGRA.DLL	COM Add-in
dd-ins	Microsoft Word	C:\ot\Office16\GENKO.DLL	COM Add-in
dd-ins	Person Name (Korean Person names Recognizer)	C:\rt Tag\KSTRECOG.DLL	Action
rust Center	Telephone Number (Korean Telephone number Recognizer)	C:\rt Tag\KSTRECOG.DLL	Action
	Telephone Number (XML)	C:\\Smart Tag\MOFL.DLL	Action
	Time (Korean Times Recognize)	C:\rt Tag\KSTRECOG.DLL	Action
	Inactive Application Add-ins		
	ActionsPane Schema for Add-Ins	c:\\VSTO\ActionsPane3.xsd	XML Schema
	Microsoft Actions Pane 3		XML Expansion Pack
	Microsoft Word	C:\ADDINS\CENVELOP.DLL	
	Add-in: Address (Korean Address Recognizer)	CI LOC TOLONDO MID III	contra-
	Publisher: Microsoft Corporation		
	Click the arrow next to Manage and choose Disabled Items and press Go	rosoft Shared\Smart Tag\KSTRE	COG.DLL
	M <u>a</u> nage: Disabled Items 💌 <u>G</u> o		

On the Disabled Items screen, click on Lexis *for* Microsoft Office and press enable. When you return to the Add-ins screen, go to the Manage area.

Choose Manage COM Add-ins, then press Go.

On the COM Add-ins page, click the box next to Lexis® for Microsoft® Office and click OK.

COM Add-ins			? ×
Add ins availab			🔶 ОК
Lexis I for M	licrosoft Word®	<u>^</u>	Cancel
			<u>A</u> dd
		+	Remove
Location: Load Behavior:	file:///C:\Program Files (x86)\LexisNexis\LMOLA\\Lexis.Lmo.Word Load at Startup	.vsto vstolocal	

It will take a few seconds, then the LexisNexis (Lexis *for* Microsoft Office) Add-in should appear on your Microsoft Word ribbon.

LexisNexis.com/lexis-for-microsoft-office 888.539.4770

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