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*As compared to Practical Law®. Comparison data valid based on information available as of December 2017.

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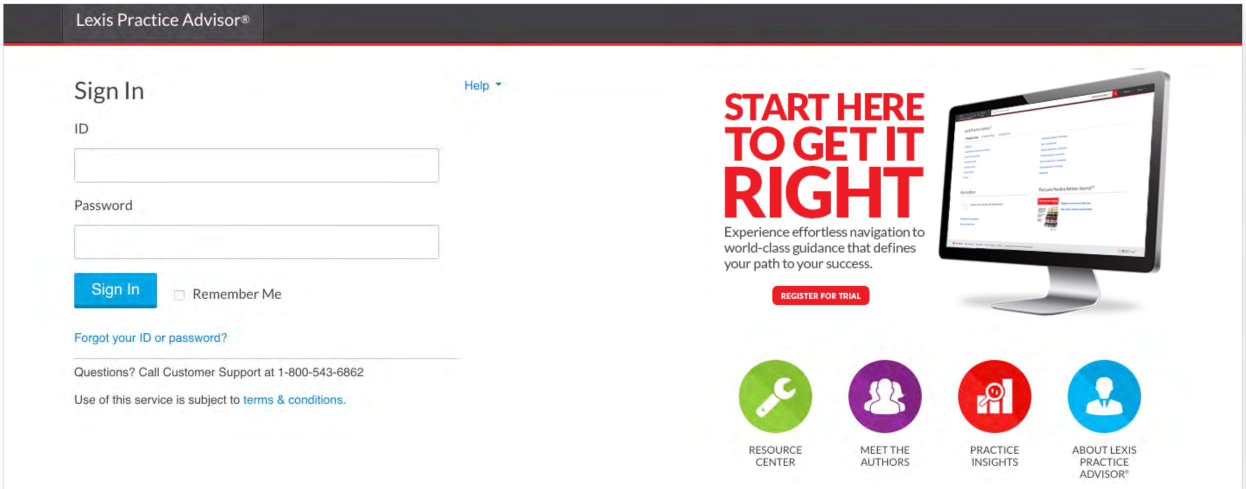
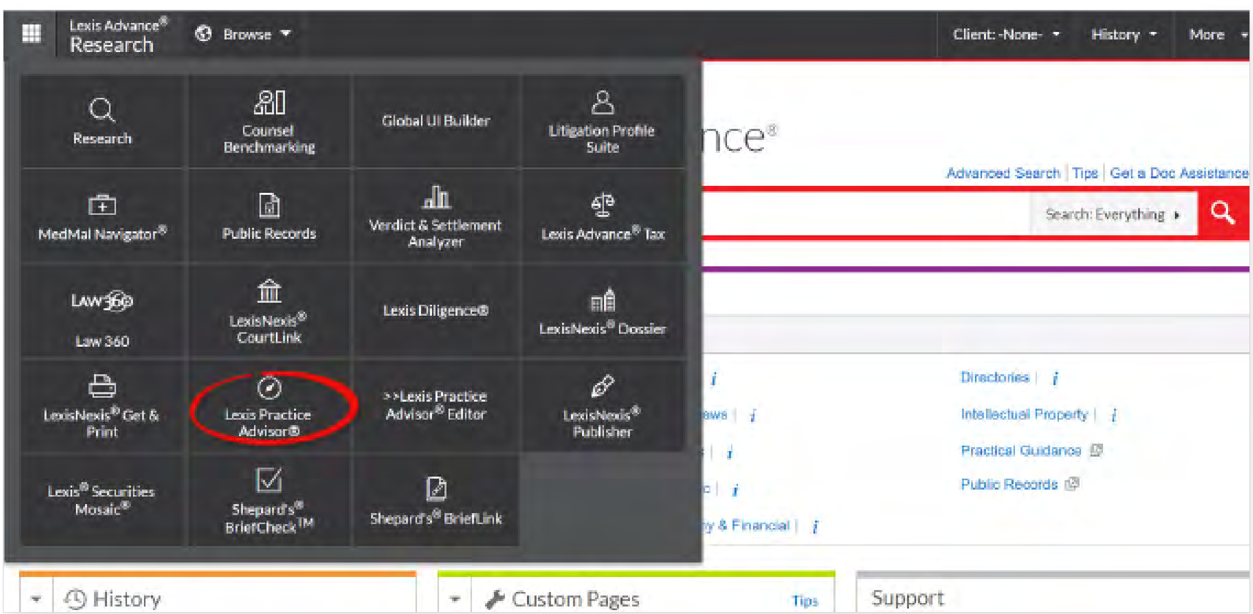
Direct Access and Sign In



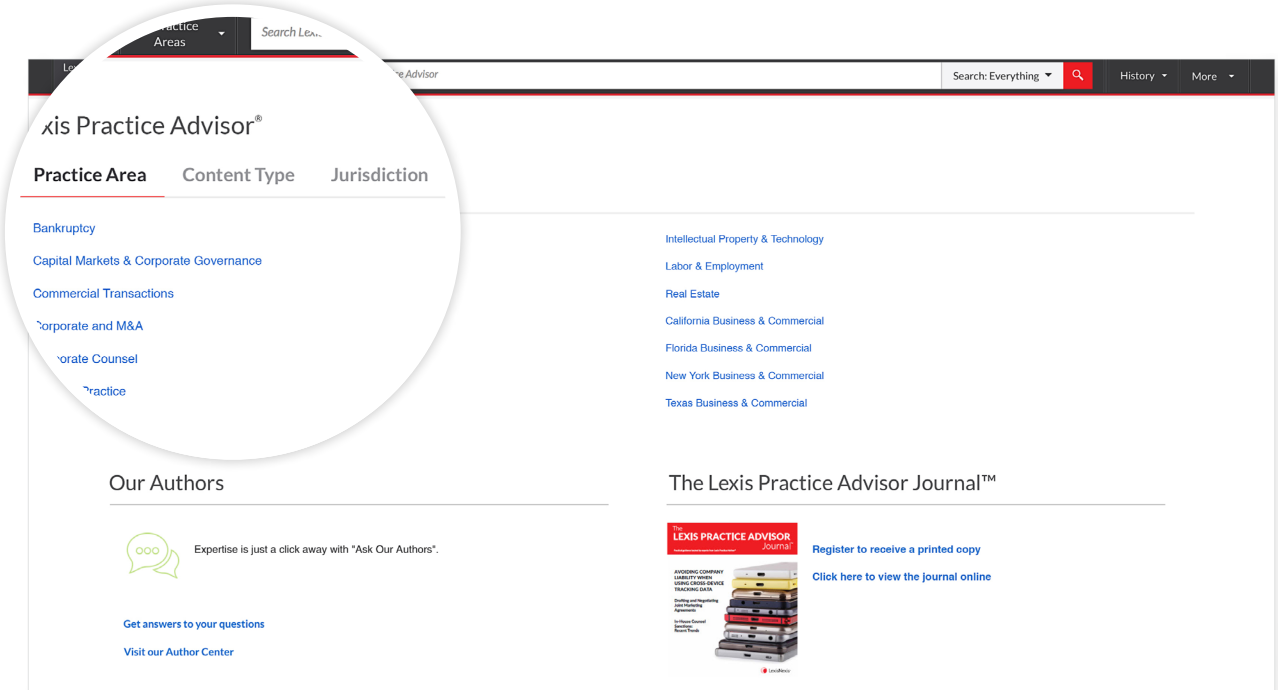
To use Lexis Practice Advisor®, go to lexispracticeadvisor.com and enter your user ID and Password. You also can sign in from the Lexis Practice Advisor Resource Center, which offers support, training, tips, guides, videos and more.

Or Access Lexis Practice Advisor® from Lexis Advance®



If you subscribe to both Lexis Advance® and Lexis Practice Advisor services, access is now available from the Lexis Advance service. Just click on **Lexis Practice Advisor®** in the **Lexis Advance® Research** pull-down menu available in the black bar at top left.

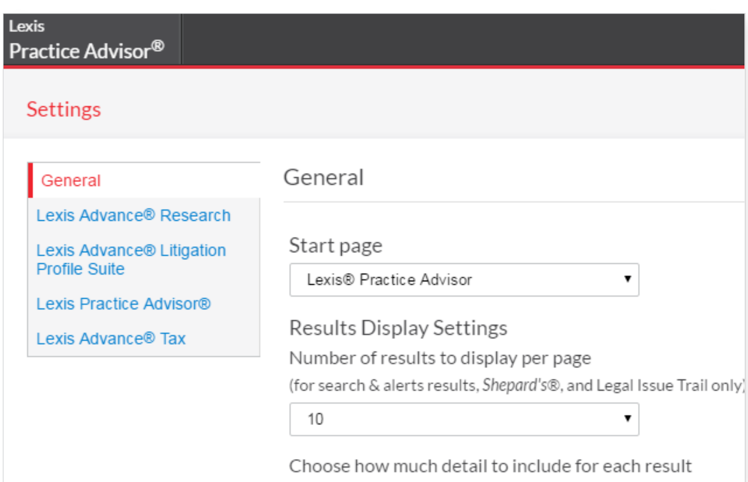
Lexis Practice Advisor Home Page on Lexis Advance



When you access Lexis Practice Advisor from Lexis Advance, you will see a home page similar to this. You control how you find information by choosing from three navigation options to begin your search for information.

- Practice Area
- Content Type
- Jurisdiction

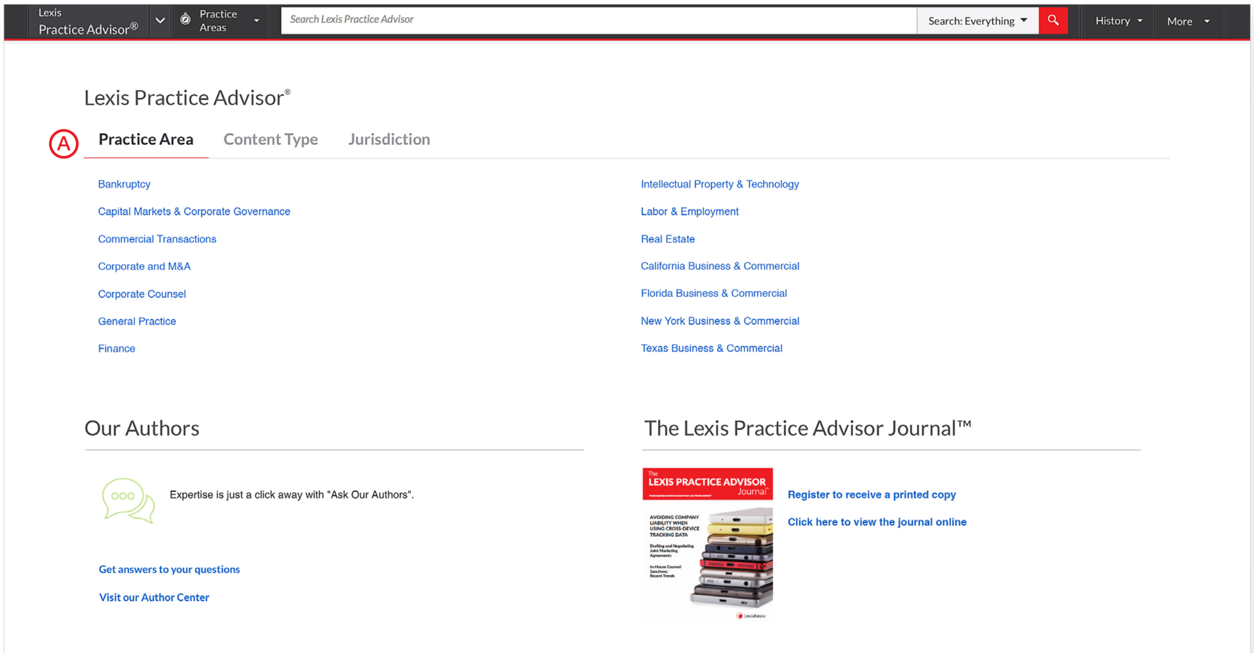
Settings



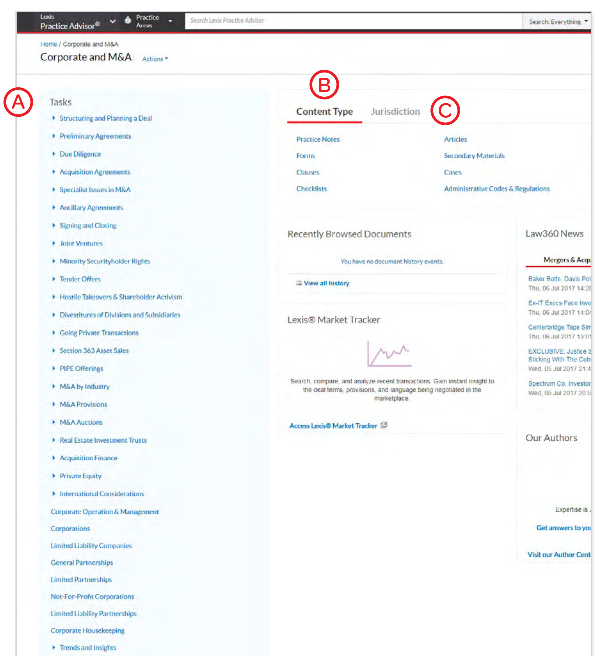
You also have the option to set up preferences under **Settings** under the **More** pull-down menu at top right.

You can set Lexis Practice Advisor as your Start page, choose how your documents display and more.

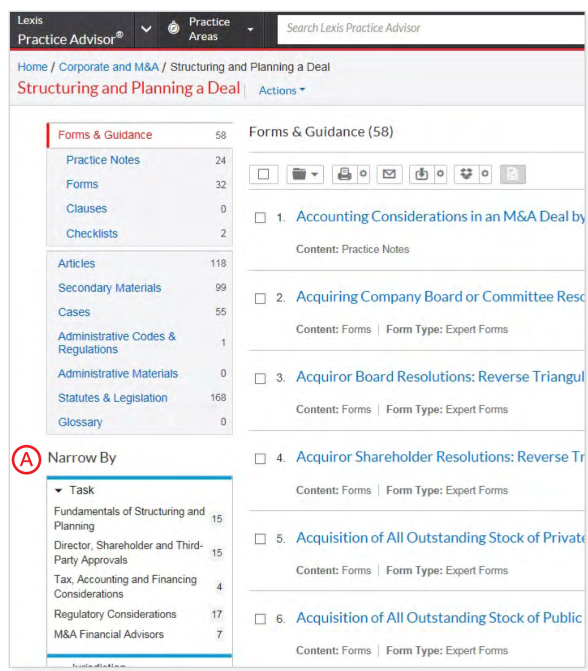
Navigate by Practice Area



Now Lexis Practice Advisor opens new doors to give you more control over how you navigate practice area information. Choose Ⓐ **Practice Area** to select the practice area you wish to explore.

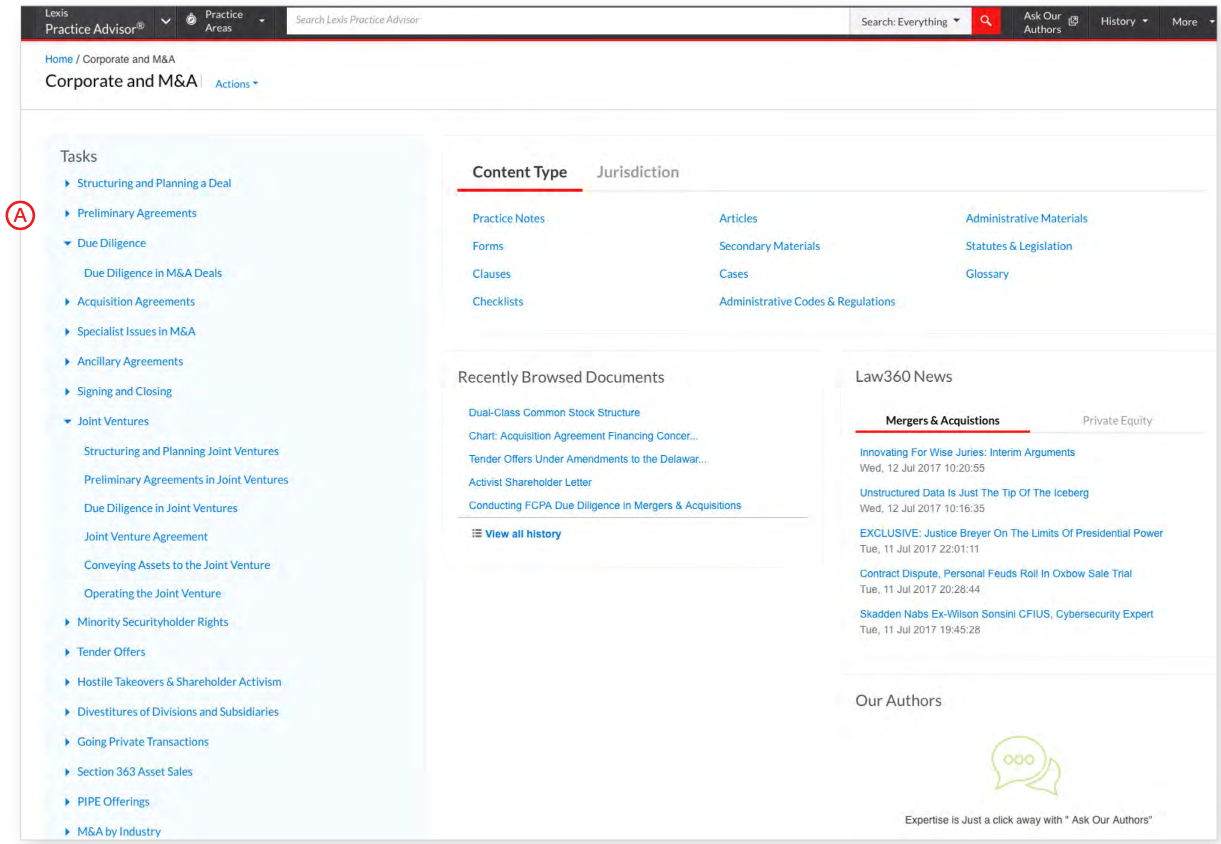


After selecting your practice area (in this case, Corporate and M&A), you have more options to narrow your search for information by Ⓐ **Tasks,** Ⓑ **Content Type or** Ⓒ **Jurisdiction**.



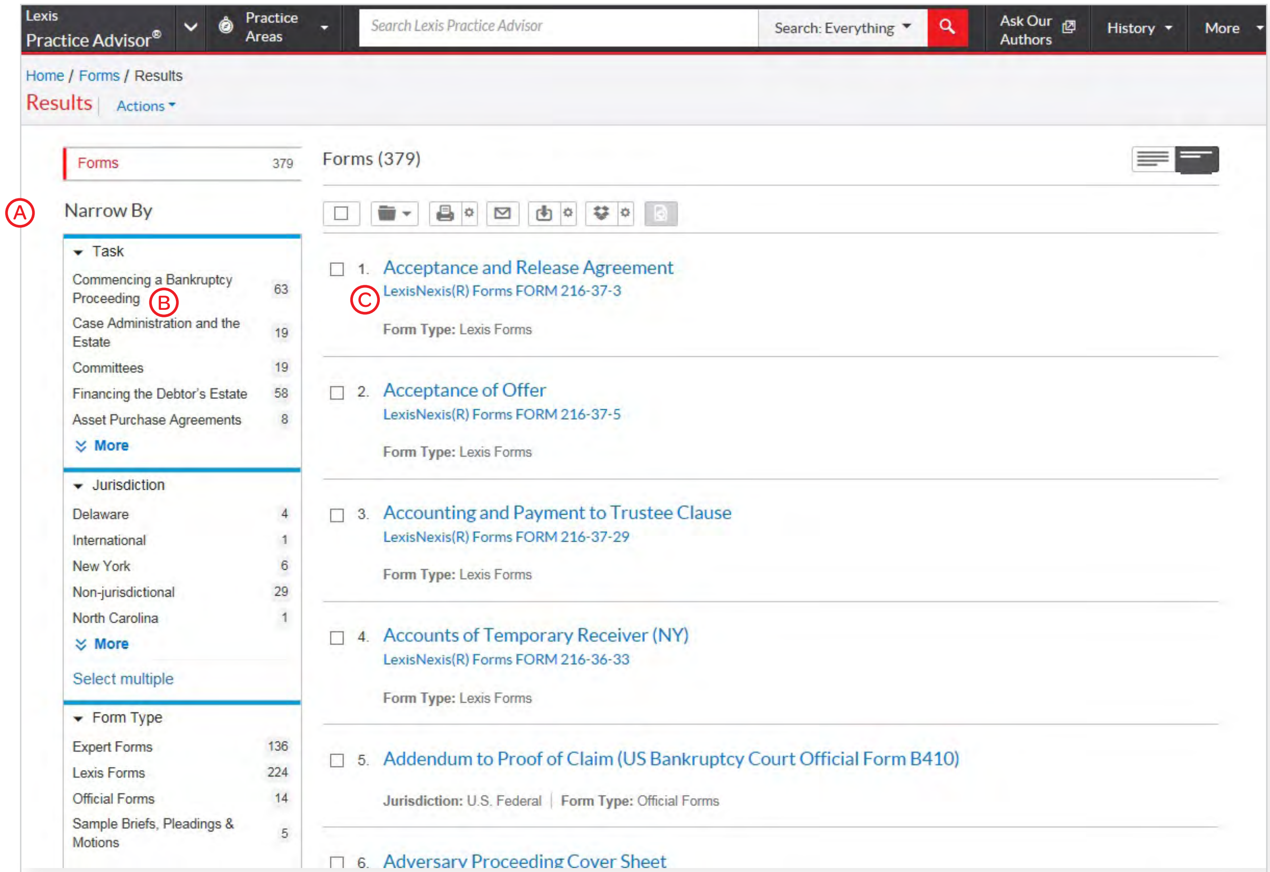
Next, the browse content results screen offers browseable post-search filters under Ⓐ **Narrow By**. You see updated results as you select filters.

Navigate by the Tasks Menu



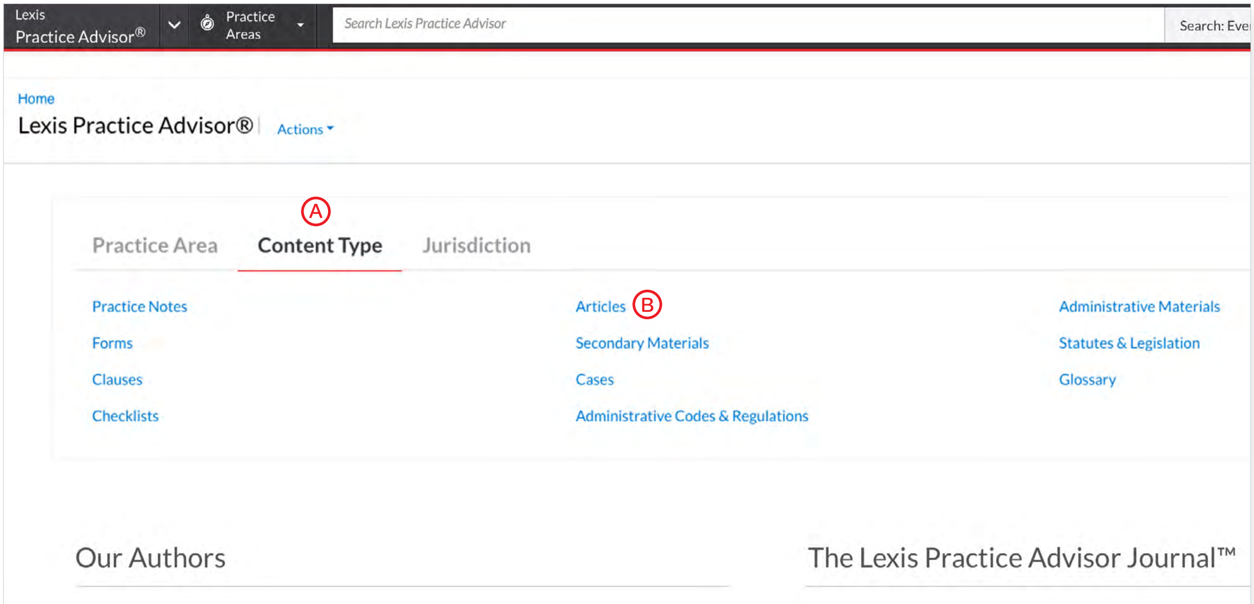
A navigation option available for each practice area is the A **Tasks** menu. It appears on the left side of your screen after you select your practice area. Select a task to see subtasks below.

Focus Results with Post-Search Filters

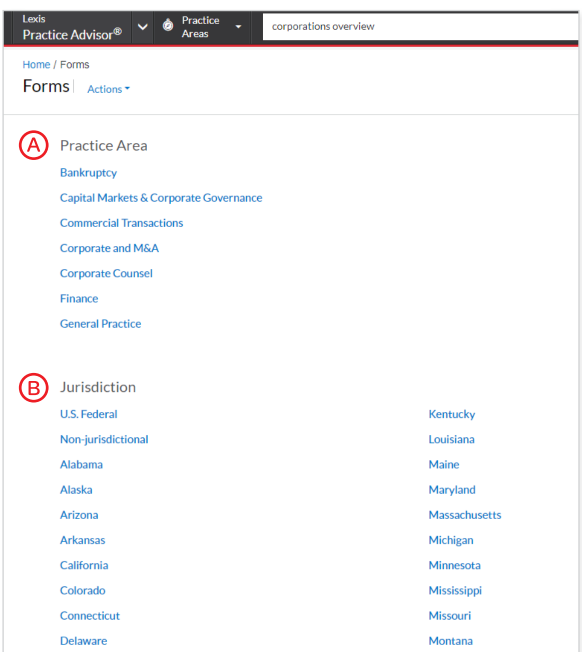


You can continue to focus your navigation after you receive results. Look for Ⓐ **Narrow By** to the left of your results for a selection of Ⓑ **post-search filters**. As you select post-search filters, updates to your Ⓒ **Results** will immediately appear.

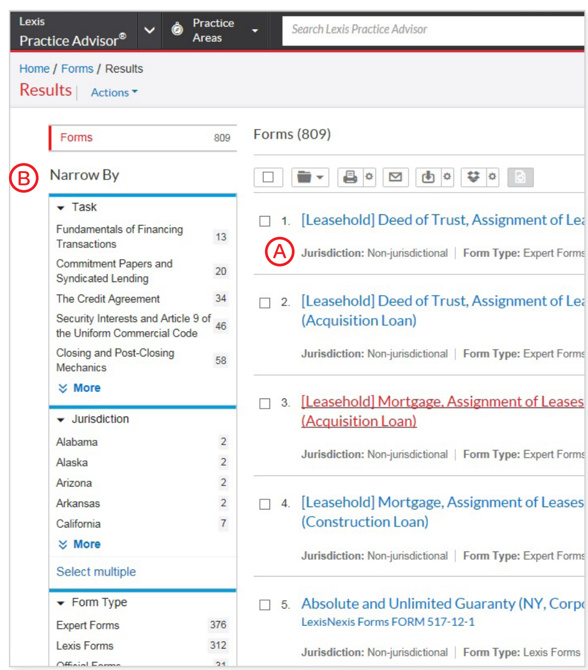
Navigate by Content Type



At the Lexis Practice Advisor home page, you can start to navigate for information by Ⓐ **Content Type**. The list of content you may select now includes Ⓑ **Articles**.

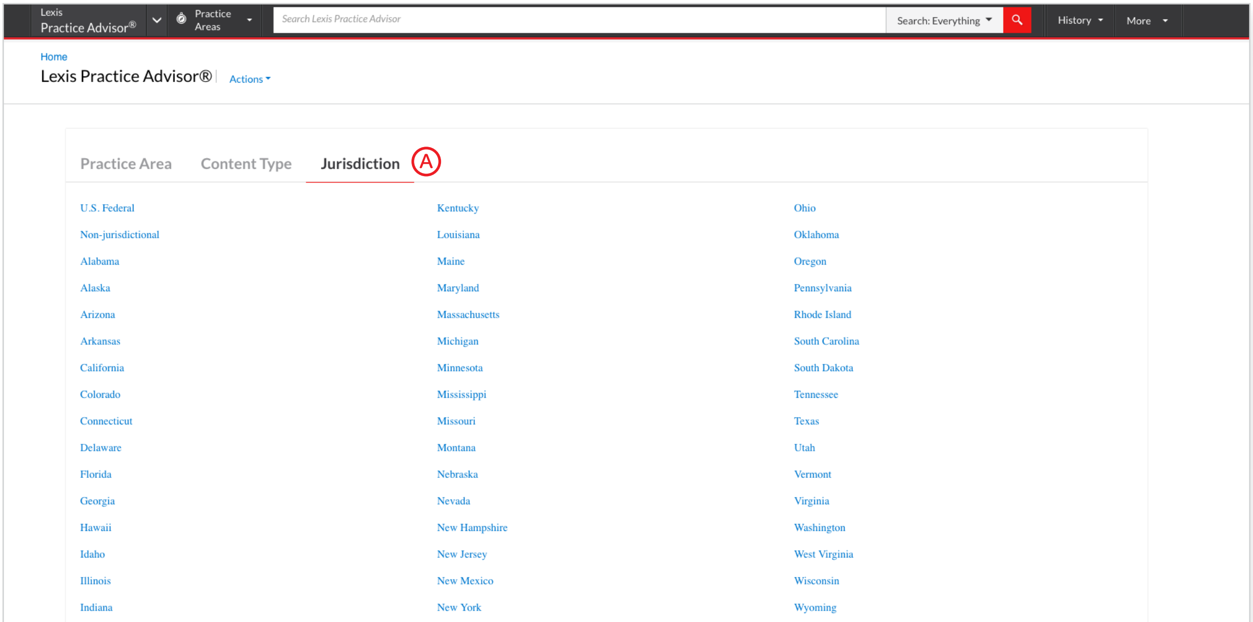


After selecting the Content Type you wish to navigate, a screen will appear that offers you the options to also filter by Ⓐ **Practice Area** and Ⓑ **Jurisdiction**.

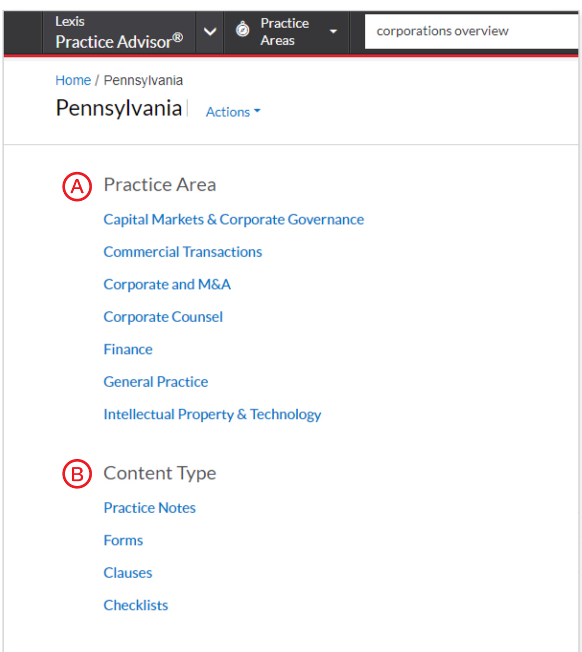


As you browse Ⓐ **Results**, you can continue to select post-search filters under Ⓑ **Narrow By** on the left side of your screen. Updated results continuously appear as you select filters.

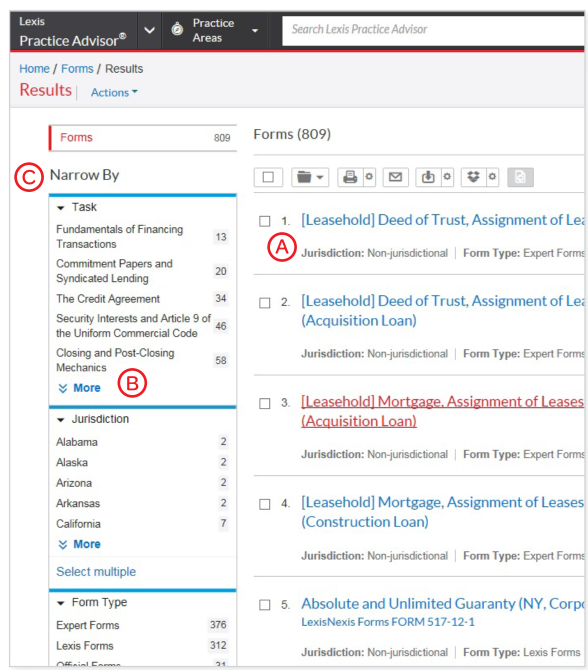
Navigate by Jurisdiction



Lexis Practice Advisor now offers the option to navigate by Ⓐ **Jurisdiction** from the beginning of your search for information. Select the Jurisdiction tab to see the list of Jurisdictions from which you can choose.

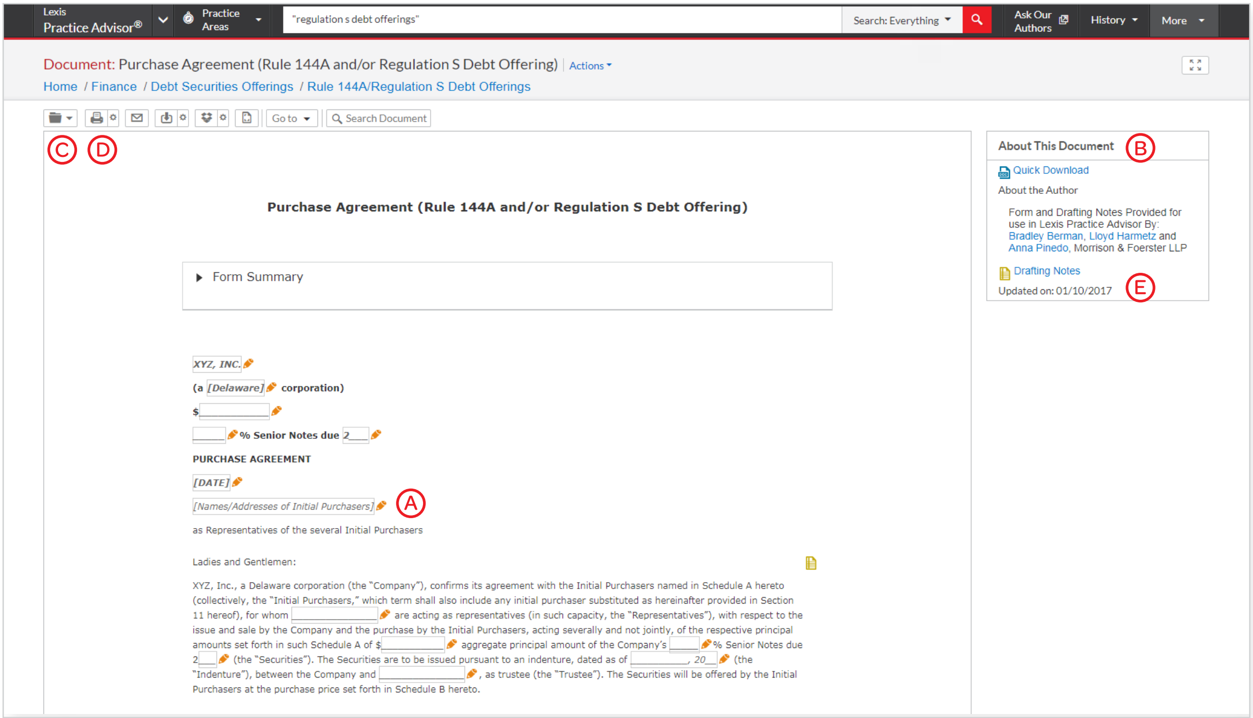


After selecting the Jurisdiction you wish to search, you will see a screen that offers you the option to narrow your navigation further by selecting Ⓐ **Practice Area** and/ or Ⓑ **Content Type**.



As you browse Ⓐ **Results**, you can select additional Ⓑ **post-search filters** under Ⓒ **Narrow By**. As you select post-search filters, your results will immediately update.

Using Forms



Work efficiently with editable forms that can be drafted online or downloaded and edited within programs you use every day. You can email, print or share with colleagues when you want to collaborate on a draft.

Ⓐ It's easy to draft online. The **pencil icon** highlights editable fields. Select a field, **add words** to the field provided and select **Apply**.

Ⓑ Under **About This Document**, you can click **Quick Download** to have the form delivered to you; learn the credentials of the attorney author(s) of the form under **About the Author**; view all **Drafting Notes** as one document; and see other locations for this form under **Other Document Locations**.

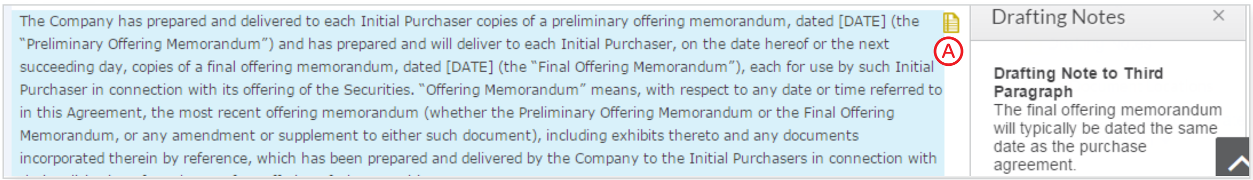
Ⓒ **Save forms to a folder.** Open from the folder, draft and share with colleagues.

Ⓓ **Print, download, email or send documents to Dropbox®.**

Ⓔ **Be confident the form is current.**

Using Forms Continued—Drafting Notes

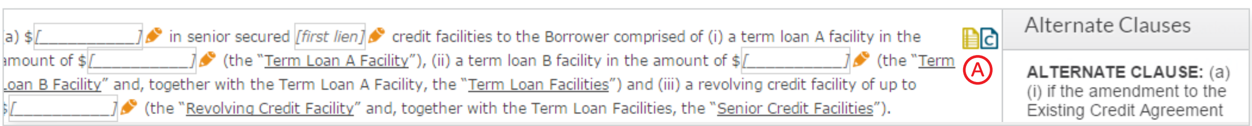
Get vital insights as you draft. Each drafting note provides you with practical guidance based on the attorney author's experience.



Ⓐ Click the yellow "Drafting Notes" icons embedded in the form to find a drafting note relevant to the highlighted copy.

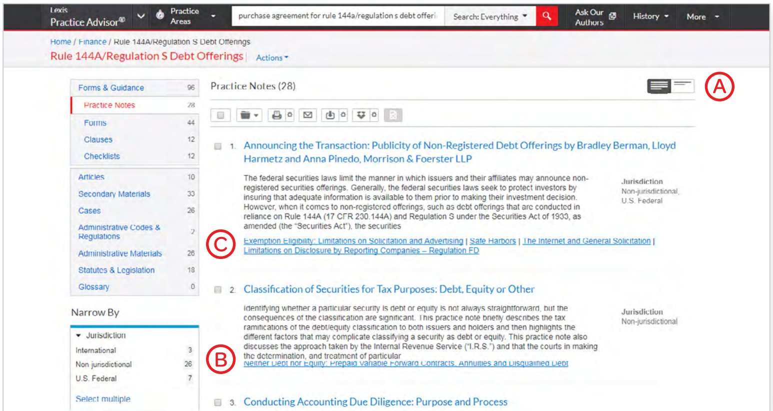
Alternate Clauses

Access Alternate Clauses right where you need them—embedded in the text of the form. They're also accessible under About This Document.



Ⓐ Click the blue C in the original clause to open up the Alternate Clauses box, review text and select.

Practice Notes

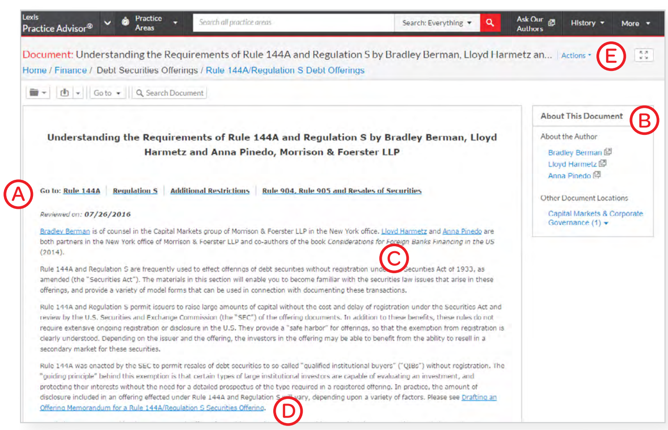


Find practical guidance written by practicing attorney authors in Practice Notes.

Ⓐ Choose to view results with only titles of documents displayed or with the title and a description of content to help you identify the documents and provisions you need.

Ⓑ Link to specific topics within a document from **subtopic links** below the document description.

Ⓒ Quickly move to other relevant Practice Notes listed under **Jump to**.



Check out these helpful features in your open Practice Note.

Ⓐ Click these links to go directly to these topics within the Practice Note.

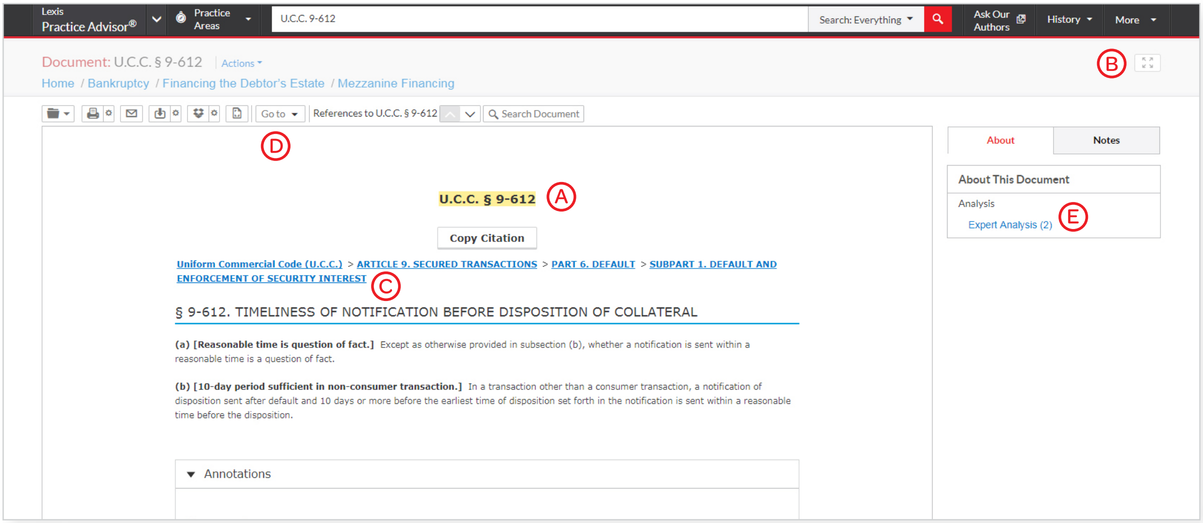
Ⓑ In **About This Document**, find links to related content.

Ⓒ **Find credentials of the practice note's attorney authors** to be confident in the practice note's guidance. Use these links to review their credentials or go to About This Document and select their names.

Ⓓ **Link directly to highlighted authority.**

Ⓔ To return to your practice notes documents, select **History** then **Documents**. No tabs to manage!

Statutes & Legislation



Ⓐ View statutes and legislation that have been handpicked by experienced authors as the most relevant, up-to-date content.

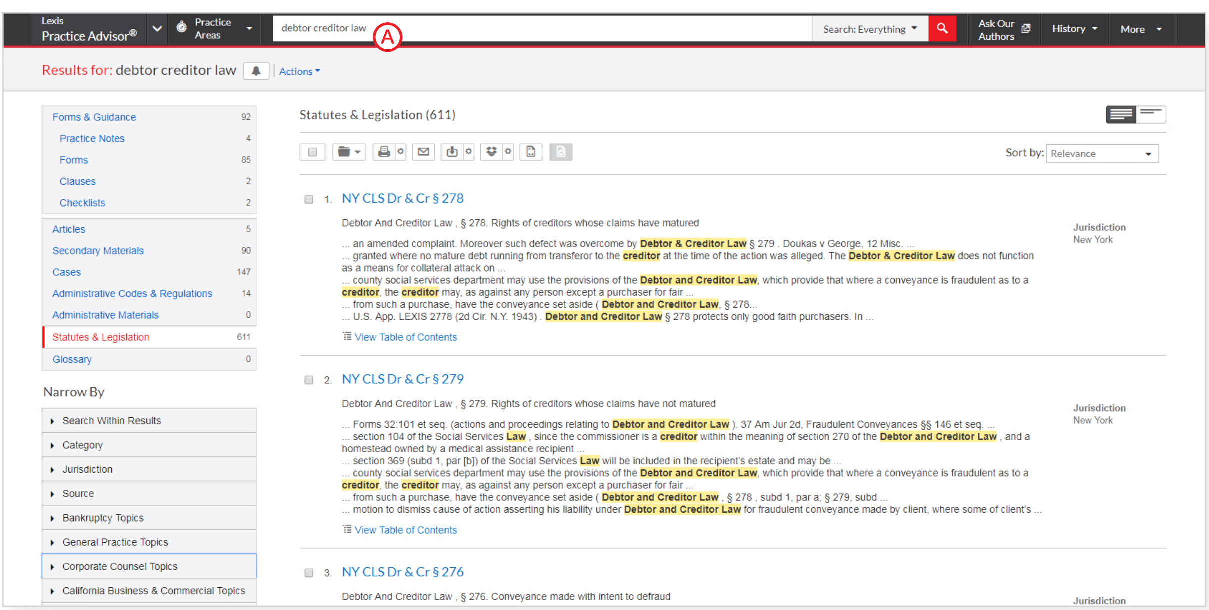
Ⓑ Click the icon to view the document in **reading mode** which expands to full view with no footer or header.

Ⓒ Move to other sections of the code. Just select a link.

Ⓓ Choose a part of the document you wish to view under **Go to**.

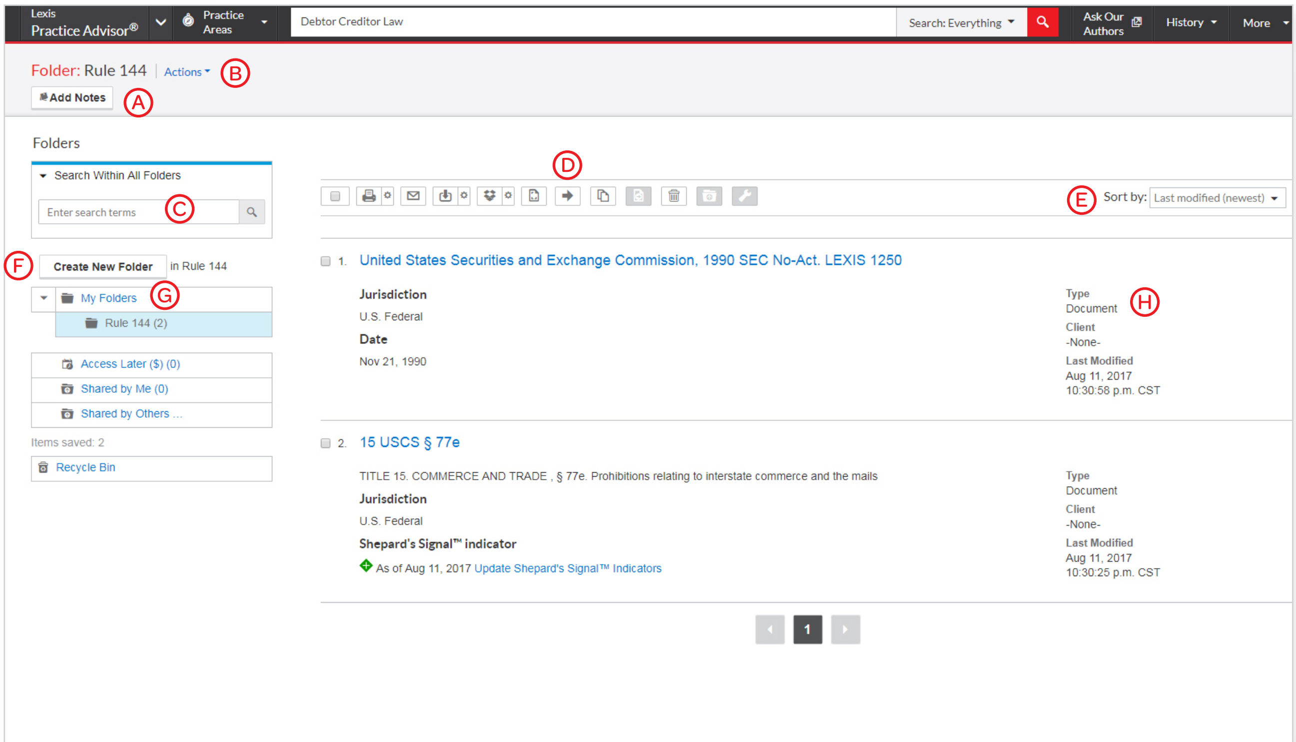
Ⓔ Explore related information under **About This Document** such as **Expert Analysis**.

Search by Statute or Citation Name



Ⓐ You may search a statute or citation by its popular name in the search bar and you will receive a results list to review.

Folders: Save Forms, Documents, Text, Searches and More



Gain access to your Folders by selecting Folders from the More pull-down menu at the top of most Lexis Practice Advisor screens. Copy and save selected document text, search results lists, documents and information even from other LexisNexis® products. Subscription documents stay in Folders until you remove them.

Ⓐ **Add Notes**. Click and add up to 1,000 characters.

Ⓑ Click **Actions** to **Rename, Download, Move, Copy, Share** or **Delete** the Folder. You may also choose to update *Shepard's* Signal™ indicators.

Ⓒ **Find vital facts across all Folders** and notes. Just enter your search words, (e.g., exemptions).

Ⓓ Choose buttons at the top to **Select, Download, Move, Copy** or **Remove** folders.

Ⓔ Organize folders under **Sort by** according to Last modified, Clients, Types or Titles.

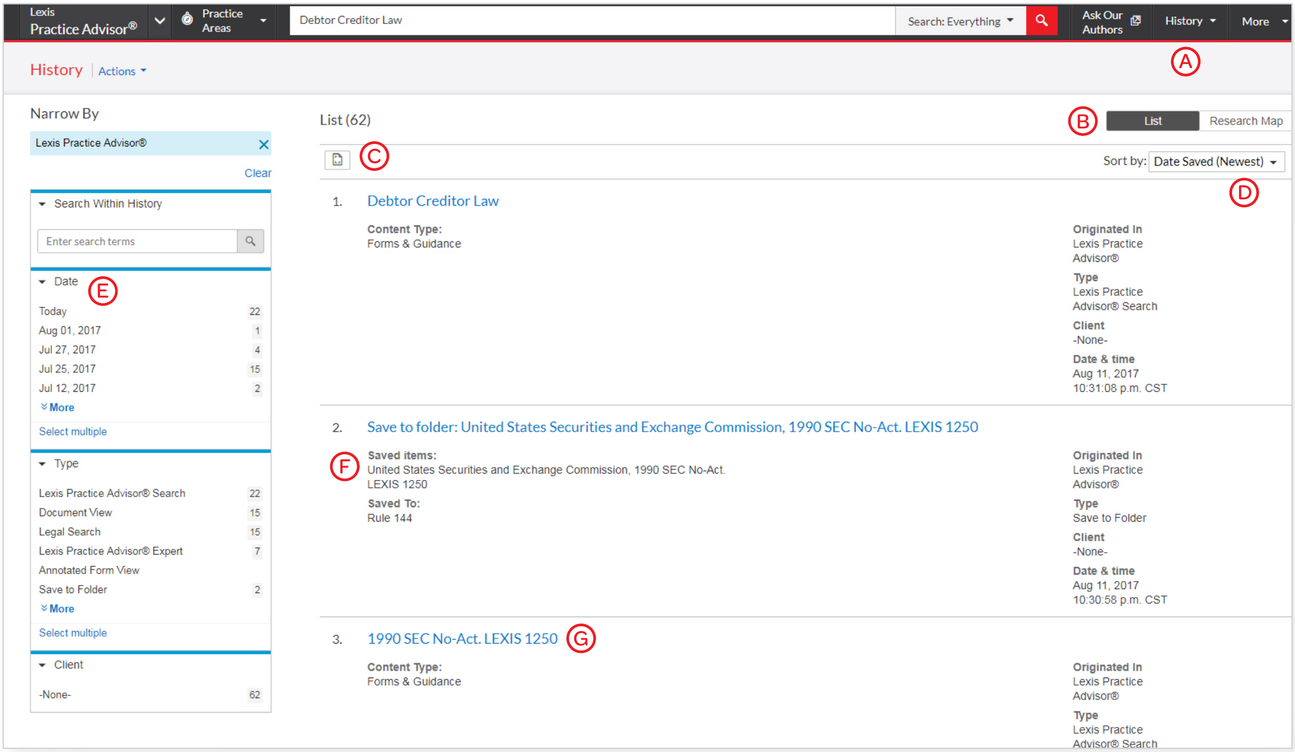
Ⓕ **Create New Folder** allows you to create a new folder within My Folders or create a subfolder within a Folder.

Ⓖ **Move among your Folders** here. Each Folder shows how many documents it contains.

Ⓗ **Click a document listing** and look under **About This Document** to find information that may include the document **Type, Date Saved, Last Updated, *Shepard's*® Citations Service** information and more.

Ⓘ **Get notified of updates.** Documents you store in Folders are flagged when updates are available so you can retrieve them. (Not shown.) Also view shared documents.

History: View Documents, Searches and More



View search history for the past 90 days. View documents retrieved, prior searches and even tasks from Lexis Advance. **You can view your search history in a List view, or as a graphical Research Map.** Get interrupted during research? Pick up where you left off quickly by going to your History. Use **Search Within History** to save useful searches to your Folders.

Ⓐ **Return to a search fast.** Select from the five most recent searches or documents. Click **History** in the black header. Link to your complete History list by selecting **View all history**.

Ⓑ The **List** view is the default.

Ⓒ **Print your history.** Get a printer-friendly list of searches. Then click the Print button.

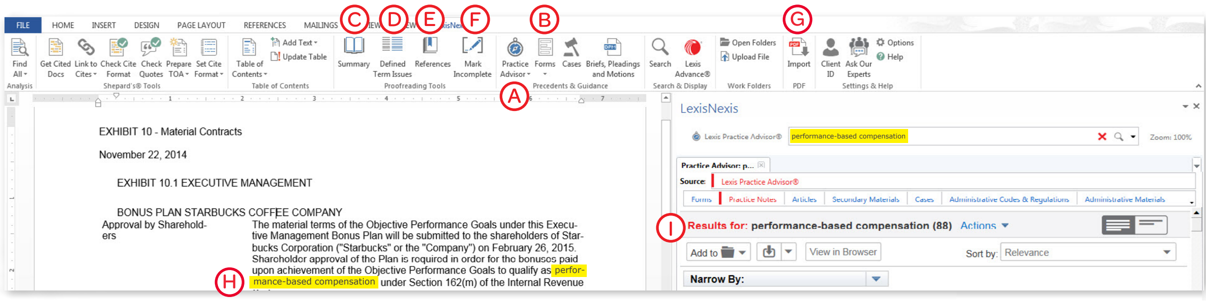
Ⓓ **Sort your history by date** (oldest or newest first), **type** or search **title** (alphabetical or reverse-alphabetical order).

Ⓔ **Filter history to display** by date, date range or tasks type, such as alerts created, forms viewed, emails sent, searches, etc. Only dates where research occurred are included. Just click a date, type, etc.; the filter **displays in blue under Narrow by**. To remove the filter, just click the X in the blue box.

Ⓕ **See search details up front.** Each listing provides a wealth of detailed information—content categories, document types, task type and date performed, and more.

Ⓖ **Return to a document or task.** Click the document or task title.

Lexis® *for* Microsoft® Office Toolbar with Lexis Practice Advisor



The steps you take in your work flow seamlessly together when you use the Lexis® *for* Microsoft® Office toolbar integrated with Lexis Practice Advisor. You gain access to on-point practical guidance where you need it most—from the Microsoft® Word document or Outlook® email you're working on.

A wide range of drafting, review and research tools are available from one toolbar that enhances your ability to work with efficiency and confidence.

A. To find on-point guidance and resources from Lexis Practice Advisor, highlight a term of interest in your Word document (or email) and click the **Practice Advisor** icon.

B. To access relevant annotated forms, highlight a term of interest and click the **Forms** icon.

C. To 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, click the **Summary** icon.

D. To quickly validate legal terms and phrases in your document—focus on defined terms, your definition list, inconsistent phrases or references—click the **Defined Term Issues** icon.

E. To locate referenced documents within your work product to ensure they are properly linked to the cross reference, click the **References** icon.

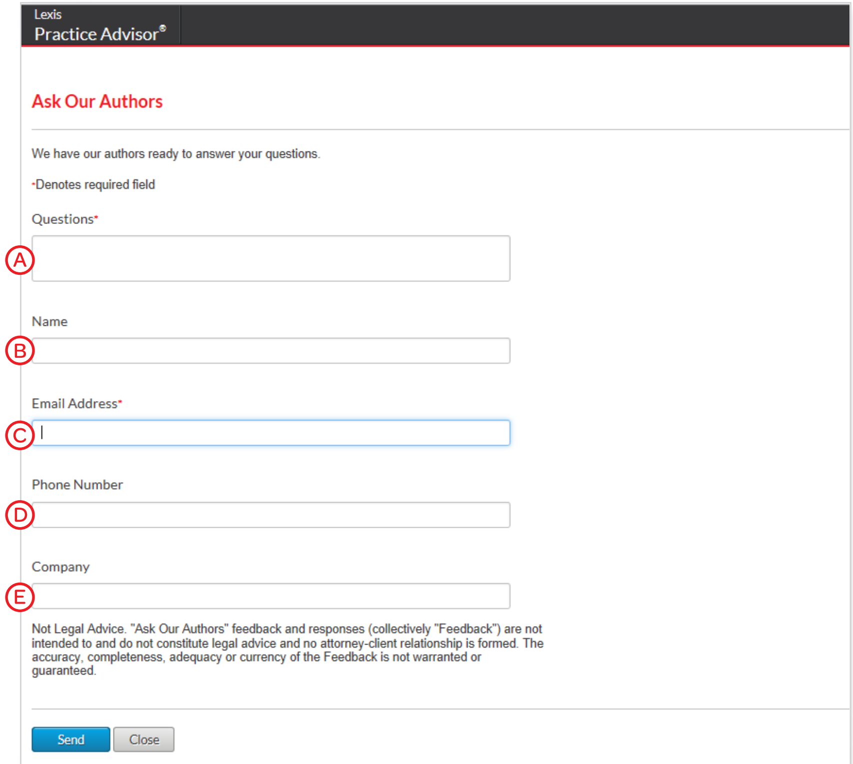
F. To mark areas in your document as "incomplete" as a reminder to review them, click the **Mark Incomplete** icon.

G. To convert PDFs to Word documents in seconds, click the **Import** icon.

H. To choose the phrase in your document you wish to search, then click the **Practice Advisor icon** in the toolbar.

I. Review results for "practice-based compensation" in the right pane.

Ask Our Authors



The prominent Ask Our Authors page enables users to reach out directly to our team of experienced professionals.

Ⓐ **Questions** field—Enter your question and our authors will respond back with an answer.

Ⓑ **Name** field—Enter your full name.

Ⓒ **Email Address**—Enter the email address where our authors can reach you.

Ⓓ **Phone Number**—Enter the phone number where our authors can contact you.

Ⓔ **Company**—Enter the name of your organization.

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- Articles written by attorney authors who have real-world experience in legal matters
- Links in the PDF version that take you to relevant sections within Lexis Practice Advisor
- Practice pointers offering drafting advice and forms related to current matters

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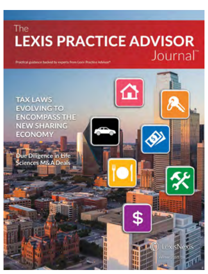

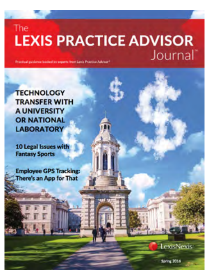

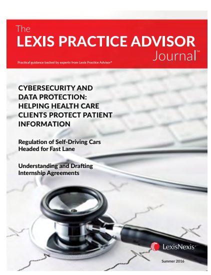

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