



LexisNexis

Lexis® for Microsoft Office®

# AMPLIFY ACCURACY DIMINISH DRAFTING TIME

Lexis® for Microsoft Office® helps you dramatically reduce the time needed to draft, review, proofread and respond to legal documents. With the latest enhancements, you can draft and proofread documents even faster and with greater precision.



### Enhanced! Updated ribbon navigation

accommodates new features and creates greater consistency for users in multiple countries—from the United States to Canada to Australia and beyond as firms expand their Lexis for Microsoft Office use.

**New! Proofreading tools:** LexisNexis has teamed up with Microsystems to provide trusted **EagleEye** proofreading tools along with industry-leading legal content—all accessible from within Microsoft® Word. Use these tools to check terms and phrases, accuracy and completeness from within Word in a fraction of the time needed in the past for manual review.

**New! Lexis Advance® work folder integration:** Save items to Lexis Advance work folders from within Microsoft® Outlook® and Word for retrieval during drafting and collaboration with colleagues.

**Enhanced! Get Cited Docs enhancements:** Now you can access Get Cited Docs from within Outlook as well as Word. Plus, new filters enable you to view only cases or statutes—and sort the cite list alphabetically or in order of appearance. You can also print *Shepard's®* reports in a batch for all citations in your brief.

### Enhanced! Table of Authorities “passim” option:

When you want to indicate multiple instances of the same citation used throughout a brief rather than specifying each page number, you can select an option to automatically use the term “passim.”

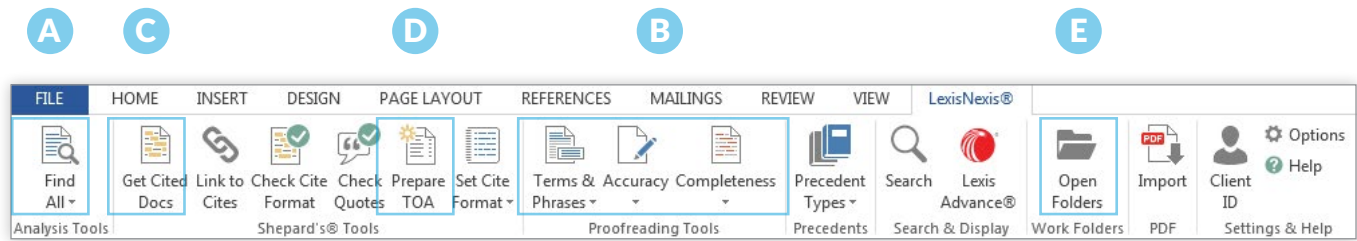
Take a close look! The latest enhancements bring all your drafting tools together.



[Lexis for Microsoft Office v5.2 upgrade—ready now for you to install](#)

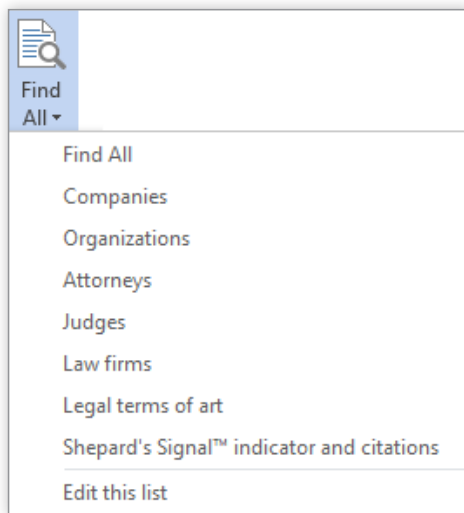
See details on the next page

# Take a look at the new enhancements

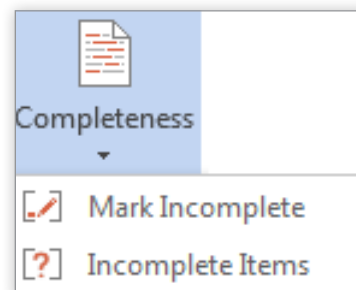
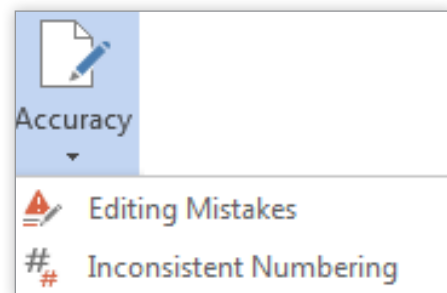
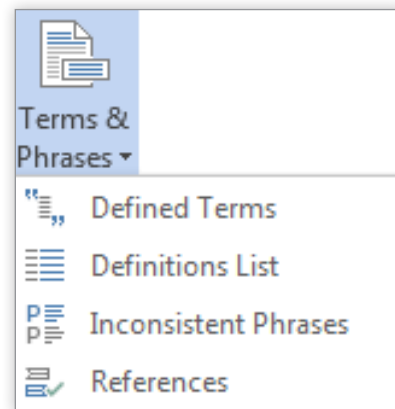


Based on customer feedback and usage patterns, we've updated the ribbon to give you:

**A** Streamlined search with the **Find All** button



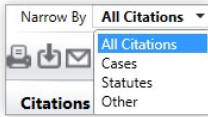
**B** New proofreading tools for use in Word



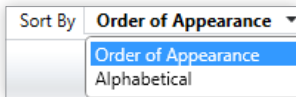
See more on the next page

**C** Enhancements to Get Cited Docs—available via Outlook or Word

- Choose to view only cases or only statutes



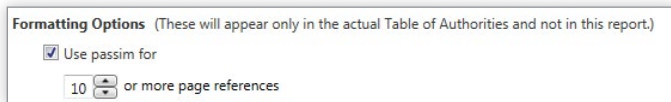
- Sort the Cite list alphabetically or in order of appearance



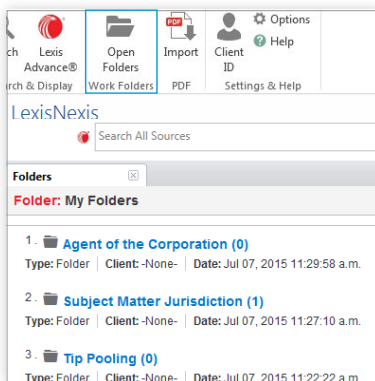
- Print *Shepard's* reports in a batch for all citations in your brief



**D** A new option in the Table of Authorities tool—just click a checkbox to automatically use the term “passim” to indicate multiple instances of the same citation used throughout a brief



**E** Integration with Lexis Advance work folders for reference and collaboration



Your insight keeps leading to success.\*  
Thanks for your ongoing feedback and support.



\*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 for two years in a row. The Reader Rankings are not a scientific survey or an editorial analysis. The program is administered by the sales and marketing teams at ALM®. 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.



For more information visit  
[lexisnexis.com/office](http://lexisnexis.com/office)  
or call 800-458-5173.