



LexisNexis®

Lexis® for Microsoft® Office

# DEFY DISTRACTION

WITH THE ONLY END-TO-END  
LEGAL DRAFTING SOLUTION  
THAT WORKS ANYWHERE, ON ANY DEVICE

Now you can avoid the distraction of toggling back and forth between different drafting tools and resources. Save time and keep your focus strong with Lexis® for Microsoft® Office. It's the only drafting solution on the market designed in partnership with Microsoft to seamlessly integrate with Outlook®, Microsoft® Word and Office 365®.



24/7 Customer Support:  
888.539.4770 or online at  
[LEXISNEXIS.COM/OFFICE](http://LEXISNEXIS.COM/OFFICE)



WORK ANYWHERE,  
ON ANY DEVICE



LEGAL  
DRAFTING TOOLS



PEER  
AWARD-WINNING



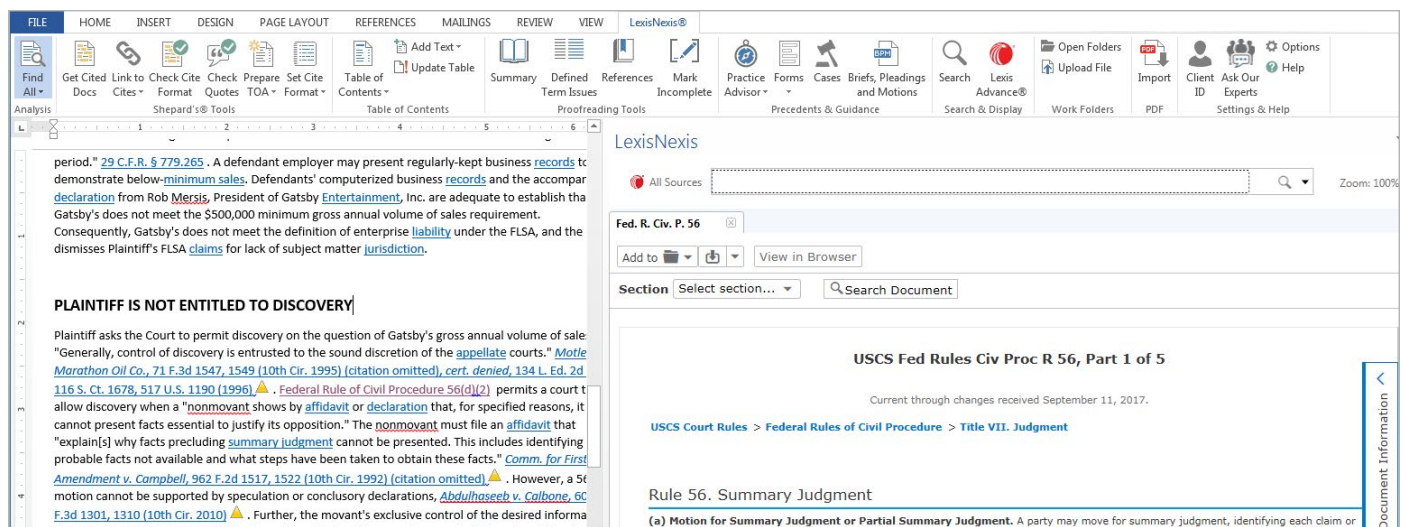
DESIGNED WITH  
MICROSOFT®

# Jumping between applications while drafting a document isn't just frustrating—it's inefficient.

Now, you can protect your train of thought—and your expenses—by automating time-consuming tasks with Lexis® for Microsoft® Office.

When you open a Microsoft Outlook email or a Word document containing legal, business or transaction-related information, a LexisNexis® tab displays.

Click that tab, and a diverse collection of legal drafting tools is at your fingertips. For your convenience, results appear in context in the right-hand pane, providing hyperlinks to research, validation, efficiency tools and more.

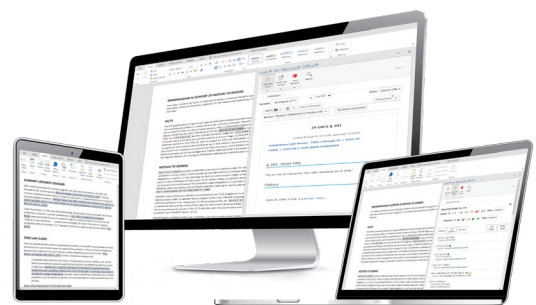


Because Lexis for Microsoft Office tools give you direct access to vast Lexis Advance® content, you can take advantage of robust search filtering and work folders—plus real-time signals and comprehensive analysis by experienced attorney-editors via the industry-leading Shepard's® Citations Service.

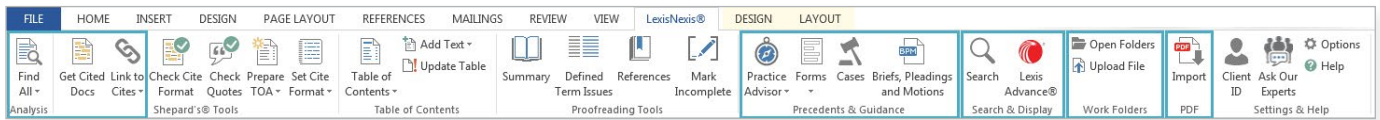
Plus, Lexis for Microsoft Office integrates with the comprehensive, practical resources of Lexis Practice Advisor®, giving you access to forms, overviews and practice notes to inform your work on deal documents.

This unparalleled combination of Microsoft and LexisNexis software helps you research, draft and review legal documents with efficiency, accuracy and confidence.

And now, integration with Office 365 helps you efficiently produce sound legal documents from anywhere using your PC, Mac®, tablet or smartphone—making Lexis for Microsoft Office the most accessible legal drafting solution available.




# Using Efficiency Tools



Increase productivity by automating key legal drafting tasks in Microsoft Word or Microsoft Word Online. Through unique text-recognition capabilities, these tools evaluate your email or document content to help you draft, review and respond to documents at record speed without sacrificing accuracy.

- **Find All:** locate legal entities, terms of art, citations and more to gain insight more quickly.
- **Get Cited Docs:** identify legal citations for quick validation in context.
- **Link to Cites:** permanently link Lexis Advance content to your documents.
- **Precedents:** leverage relevant cases, briefs, motions, pleadings, contracts and model forms to start working faster.
- **Guidance:** find practical guidance from experienced practitioners.
- **Search & Display:** conduct research without leaving your document.
- **Work Folders:** access Lexis Advance folders for simplified sharing and collaboration.
- **Import PDFs:** convert PDFs to Microsoft Word documents in seconds.

Plus, with the **LexisNexis® Update Manager**, you can receive proactive on-screen notification  when a Lexis for Microsoft Office upgrade is available.

**Find All:** Find legal terms of art, citations and more in your document in seconds. Accessing relevant information in context has never been easier.

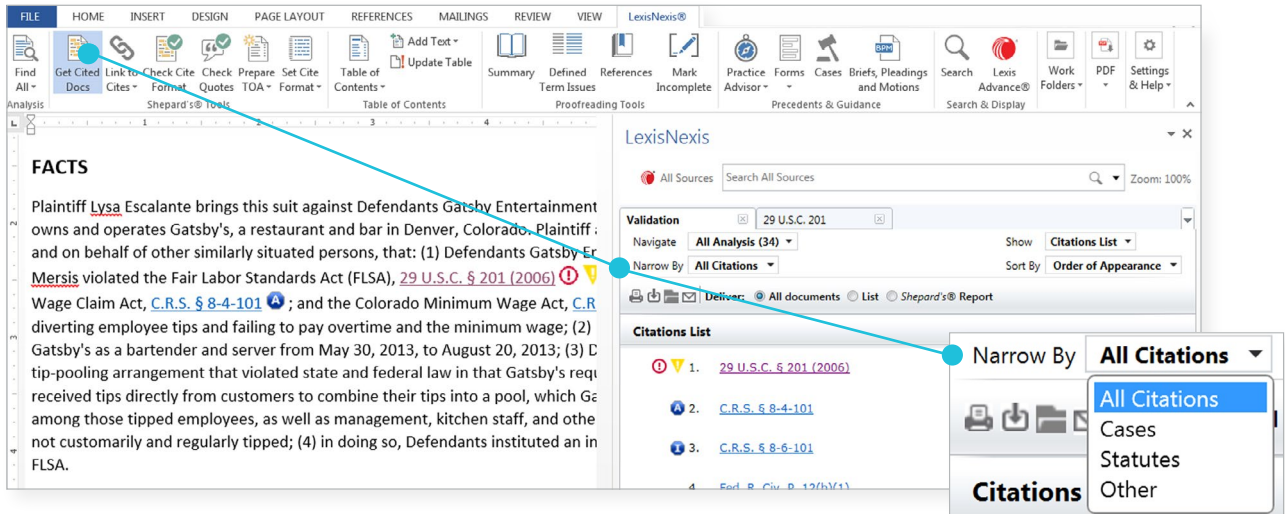
1. Choose one or all items from the pull-down menu—for example, **Legal terms of art**.
2. The items you selected are highlighted in your Outlook email or Word document.
3. Click a highlighted item to display valuable background information in the right-hand pane.

The screenshot illustrates the workflow of the 'Find All' tool. On the left, the 'Find All' dropdown menu is open, showing a list of categories such as 'Legal terms of art'. A blue circle highlights the 'Legal terms of art' option. In the center, a document snippet shows text with yellow highlights: 'MOTION-TO-DISMISS', 'Fair Labor Standards Act (FLSA)', and 'C.R.S. § 8-4-101'. A blue circle highlights the highlighted text. On the right, the LexisNexis search results pane is shown, displaying results for 'Fair Labor Standards Act (20)'. A blue circle highlights the first result: '1. The Law Dictionary Fair Labor Standards Act of 1938'. The results pane also shows other dictionary entries and their terms and jurisdictions.

**Get Cited Docs:** Validate cited sources by accessing *Shepard's* Citations Service from within the context of your document.

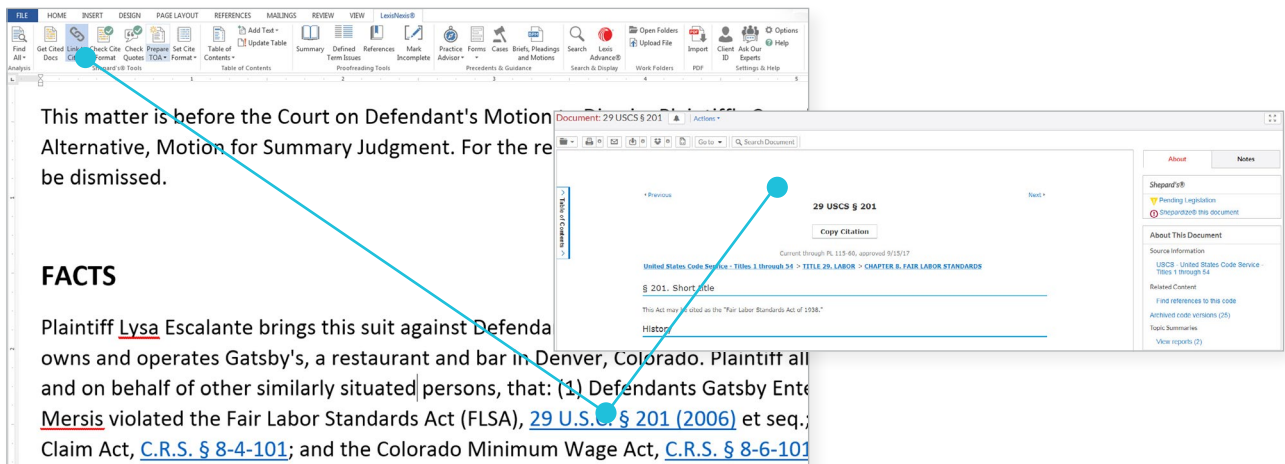
Get Cited Docs creates hyperlinks to legal citations found in your document. See *Shepard's* Signal™ indicators in your document and cited documents to ensure citations are accurate and up to date, and easily find additional on-point authority.

1. Just click linked citations in your document to access *Shepard's* information from Lexis Advance content.
2. Cited cases appear in the right-hand pane next to your document draft, allowing you to remain in the context of your work—saving time and eliminating unnecessary printing.



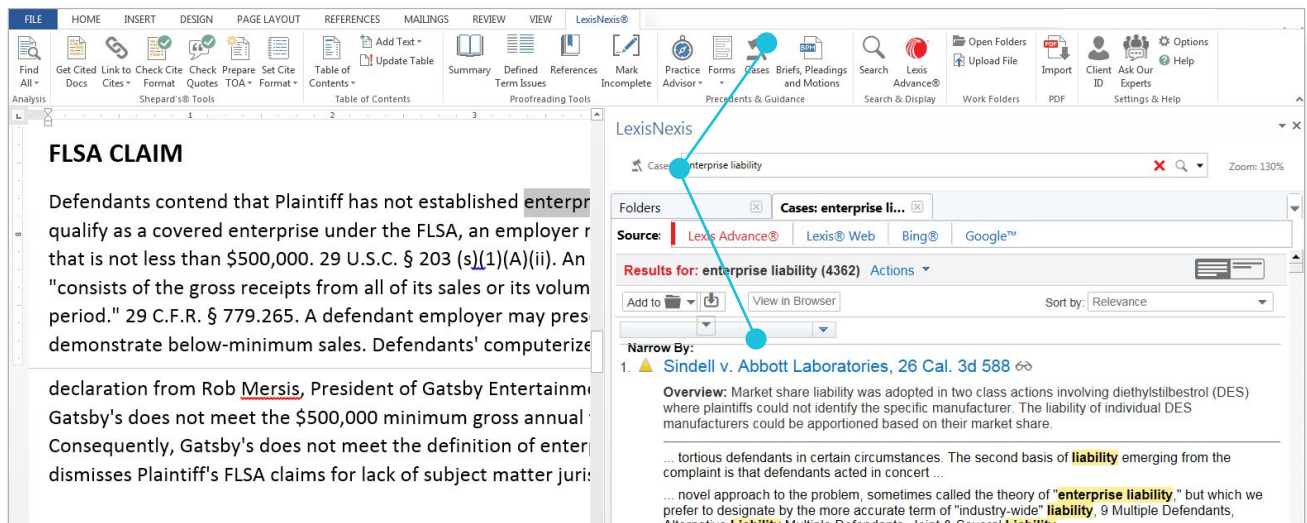
**Link to Cites:** Enhance your reputation for providing clear, sound, user-friendly documents.

1. This feature creates permanent hyperlinks that your staff in training, co-counsel and the courts can use to open document citations in Lexis Advance. You can also add *Shepard's* Signal indicators next to the hyperlinks for quick validation of the cited materials.
2. When the recipient clicks a link in your document, Lexis Advance will open in the default web browser. Each case citation opens to the pinpoint page if available. The recipient must have a Lexis Advance ID and password to access the cited full-text documents.



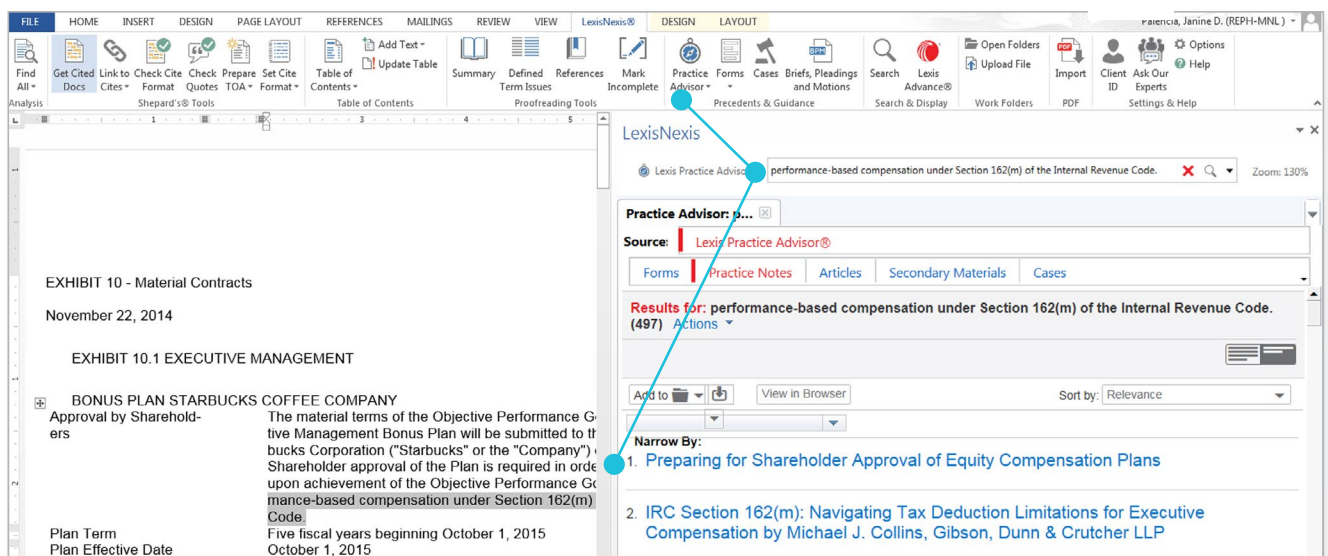
**Precedents:** Quickly find legal precedent or sample documents either as a starting point or to compare with your work product.

- Materials such as cases, briefs and forms display in the right-hand pane so you can simply drag and drop content directly into your document in the left-hand pane.
- For agreements and deal documents, available Lexis Advance content includes SEC filings and the Matthew Bender® model forms collection.



**Guidance\*:** Access resources for a wide range of transactional practice areas ranging from Banking & Finance to IP to Labor & Employment.

- Search or browse **Lexis Practice Advisor** resources to get comprehensive practical guidance backed by practitioners with overviews, practice notes, case law, statutes and much more.
- Search **Lexis Practice Advisor Forms** that provide a strong starting point for drafting the legal or business documents you need—edited by leading practitioners to give you greater insight.



\*Separate subscription to Lexis Practice Advisor required.

**Search & Display:** There's no need to toggle between your document and research—have it all at your fingertips.

Without leaving your Word or Outlook document, you can search all available resources or select from Lexis Advance, Lexis Practice Advisor, My Computer, web or your Lexis Advance work folders. With a single click you can open Lexis Advance in a new web browser while remaining within the context of your drafting and review process.

**FACTS**

Plaintiff Lysa Escalante brings this suit against Defendants Gatsby Entertainment and Rob Mersis, who owns and operates Gatsby's, a restaurant and bar in Denver, Colorado. Plaintiff alleges, as an individual and on behalf of other similarly situated persons, that: (1) Defendants Gatsby Entertainment and Rob Mersis violated the Fair Labor Standards Act (FLSA), 29 U.S.C. § 201 (2006) et seq.; the Colorado Wage Claim Act, C.R.S. § 8-4-101; and the Colorado Minimum Wage Act, C.R.S. § 8-6-101; by diverting employee tips and failing to pay overtime and the minimum wage; (2) Plaintiff worked at Gatsby's as a bartender and server from May 30, 2013, to August 20, 2013; (3) Defendants instituted a **tip-pooling** arrangement that violated state and federal law in that Gatsby's required all employees who received tips directly from customers to combine their tips into a pool, which Gatsby's distributed among those tipped employees, as well as management, kitchen staff, and other employees who are not customarily and regularly tipped; (4) in doing so, Defendants instituted an invalid tip pool under the FLSA.

The screenshot shows a search for 'tip-pooling' with 295 results. The top results are:
 

- Tips as Wages for Purposes of Federal Fair Labor Standards Act
- Tips as Wages for Purposes of State Wage Laws
- 5 UNLV Gaming L.J. 81

**Open Folders & Upload File:** Easily save items to Lexis Advance work folders.

- Save items to work folders from within Outlook and Word for retrieval during drafting and collaboration with colleagues.
- Or upload documents or files from other locations on your computer or your firm's network.

The screenshot shows the Outlook ribbon with the 'Upload File' button highlighted. A 'Folders' pane is open, showing a folder named 'Escalante case (2)' under 'My Folders'. The folder's last modified date is Sep 22, 2017 at 07:28:59 a.m. PDT.

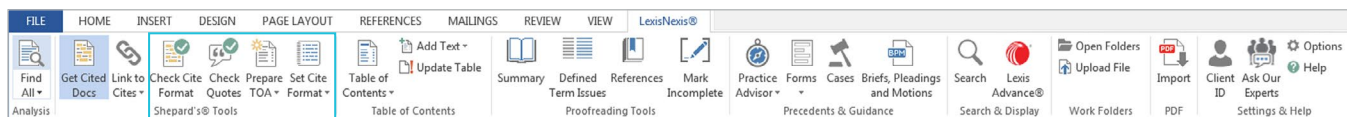
**Import PDF:** Quickly convert PDFs to Microsoft Word.

Use the PDF Converter for in-firm PDFs as well as those from your counterparts or opposing counsel. With this tool, you can begin your research, analysis and drafting with record speed and efficiency.

- Lexis for Microsoft Office automatically recognizes PDF attachments in Outlook emails and enables the PDF Converter tool.
- Just click the **Convert Attachments** button, and your PDF is quickly converted to Word.

The screenshot shows an Outlook email from 'Starbucks Executive Compensation October 2014.pdf (19 KB)'. A 'Convert Attachments' dialog box is open, showing progress bars for converting the PDF to Word. The progress is at 83% for both the document and the pages. The background shows the content of the PDF, which is a Starbucks Corp. Bonus Plan document.

# Using Document Tools



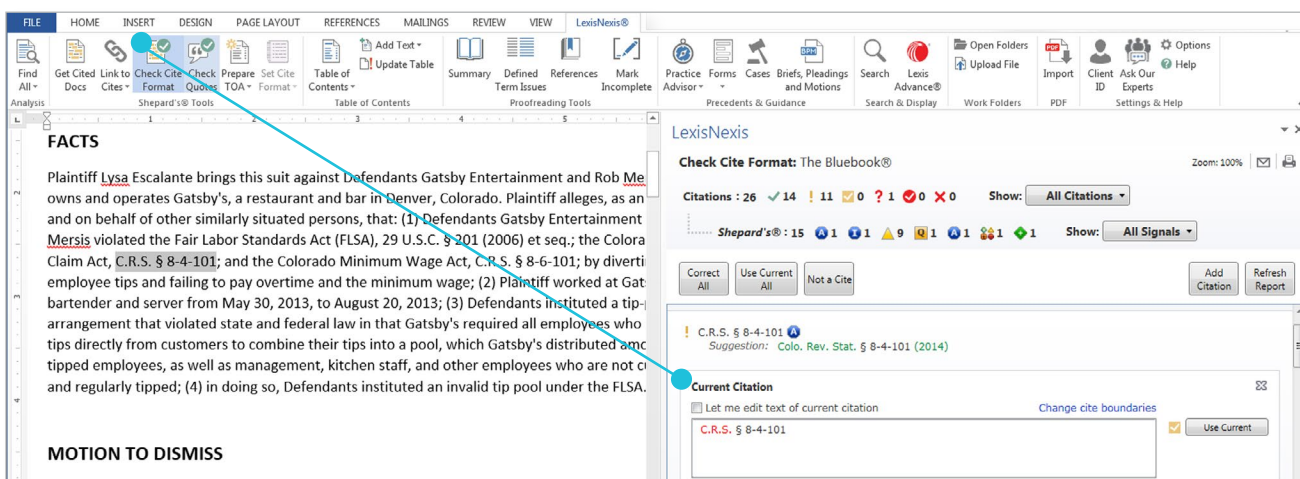
Use Document Tools to validate your work faster than ever before using **Shepard's Citations Service** from within the context of your document in Microsoft Word or Microsoft Word Online. *Shepard's* Signal indicators appear with citations within your document, and cited cases appear side by side with your document, saving time and eliminating source printing. Exclusively available from LexisNexis, **Shepard's** offers the full spectrum of analysis and the potential to identify splits of authority.

- **Set and Check Cite Format:** efficiently match the format requirements you specify and save time as you ensure style compliance.
- **Check Quotes:** quickly validate against source documents.
- **Prepare Table of Authorities:** organize your authorities with fast, flexible options.

Dramatically reduce your time spent reviewing style compliance, and 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.

Use **Set Cite Format** to set style preferences to selected citation style manuals, including The Bluebook®, California, Florida, New York, Texas, Washington and Illinois. Also, automatically receive updates to existing style manual content and new style manuals as they become available.

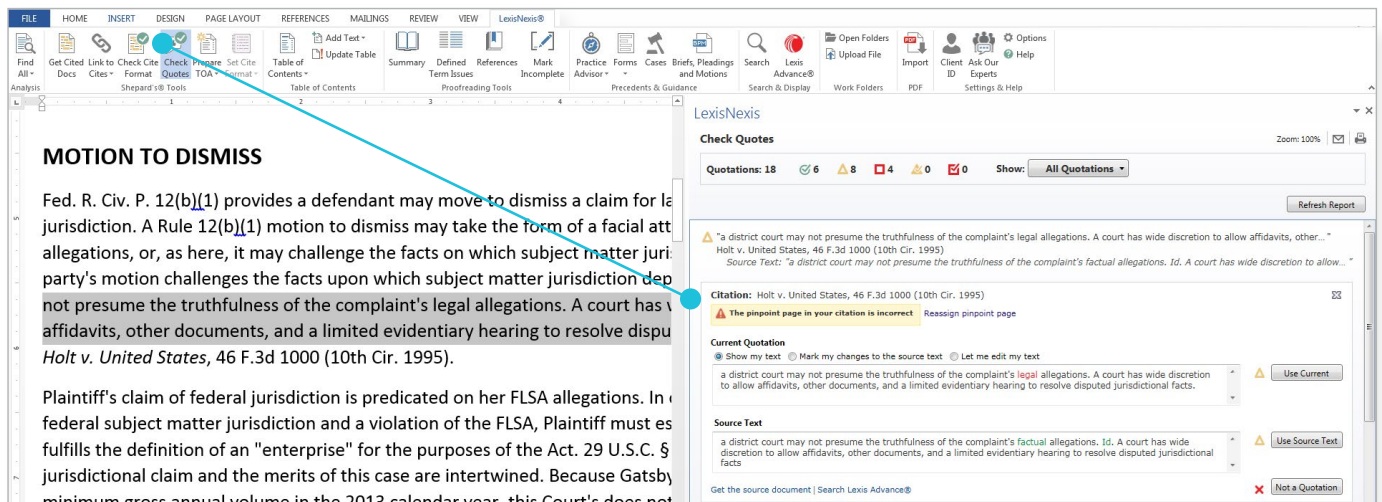
Use **Check Cite Format** and get clear status icons to help you see at a glance which citations are already correct, may need correcting or are not recognized.



As you proceed, short citations (including id. citations) are corrected at the same time as their parent citations. You can clearly view what the tool sees as the parent citation and easily change the parent of the short or id. citation, if needed.

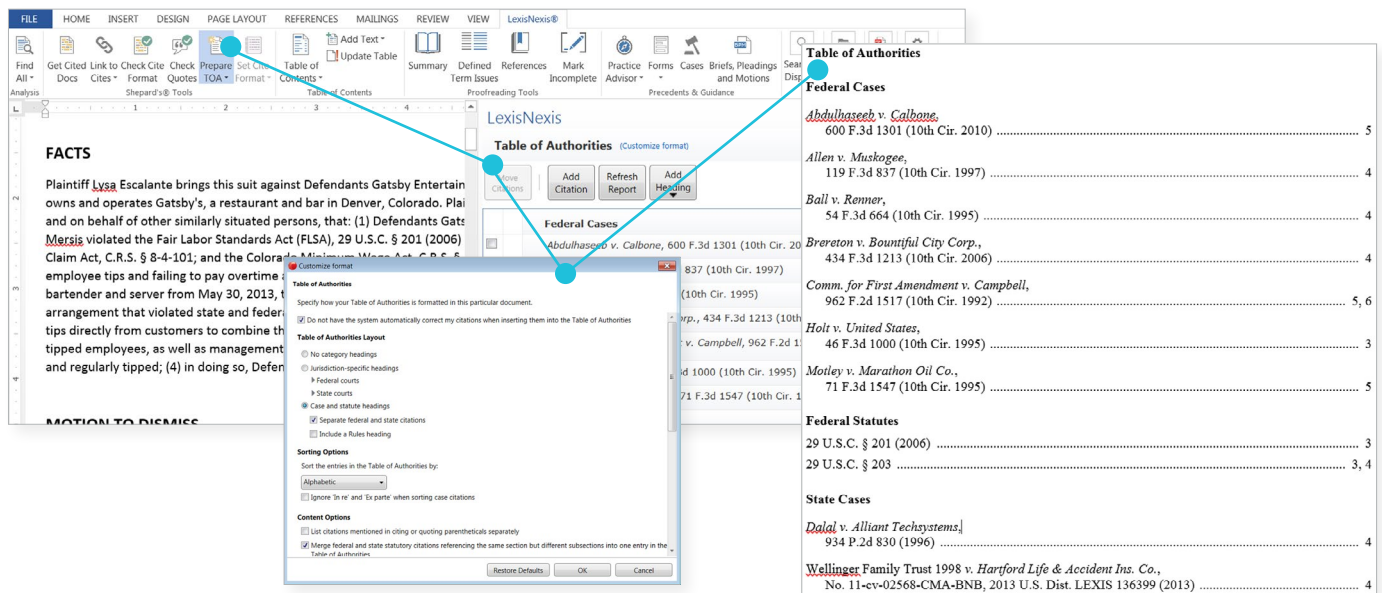
## Check Quotes: Quickly validate against source documents.

Quickly verify the accuracy and relevance of all quotes against the context of original source documents. For each quotation, you can click a radio button to show your text (in your draft document), mark changes to the source text or edit your text.



## Prepare Table of Authorities: Create or update your TOA in seconds.

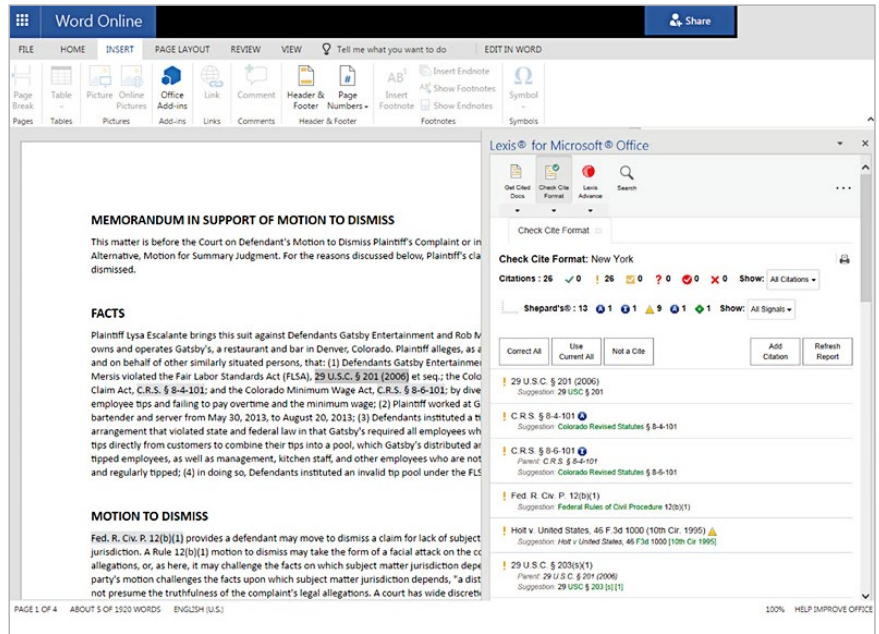
- Step through each listed authority along with the pages where each appears. You can delete just one or multiple instances of the authority from the table, if desired. If you delete anything in your TOA, it remains in your document.
- You can add or edit headings, move citations and add or delete TOA citations. From the document on the left, you can add citations to the TOA on the right (e.g., law review citations).
- Specify layout, sorting, content and format preferences. For example, you can center your TOA, move entries within a category and customize your Table based on your firm's style.





# Drafting and Review on the Go

Draft legal documents from anywhere using Lexis for Microsoft Office + Office 365 and Word Online.



New York Law Journal  
Reader Rankings



## Go with a clear winner†

Industry organizations and publication readers have recognized Lexis for Microsoft Office as the best.

†For five straight years, readers of *The National Law Journal*® voted Lexis for Microsoft Office the Best Table of Authority Software Provider. Lexis for Microsoft Office was also voted as the Best Table of Authorities Software Provider by the readers of *Texas Lawyer*® for 2017 and the *Corporate Counsel*® for 2017 and 2018. For three consecutive years, *New York Law Journal*® readers voted Lexis for Microsoft Office as Best Table of Authority Software Provider. Lexis for Microsoft Office won a 2016 SIIA CODiE™ Award for the category Best Solution for Integrating Content into Workflow.

## 24/7 Customer Support:

888.539.4770 or online at [LEXISNEXIS.COM/OFFICE](https://www.lexisnexis.com/office)

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