

Lexis® for Microsoft® Office



# Lexis for Microsoft Office

## Quick Reference Guide



Designed with Microsoft



Integrate your drafting and research



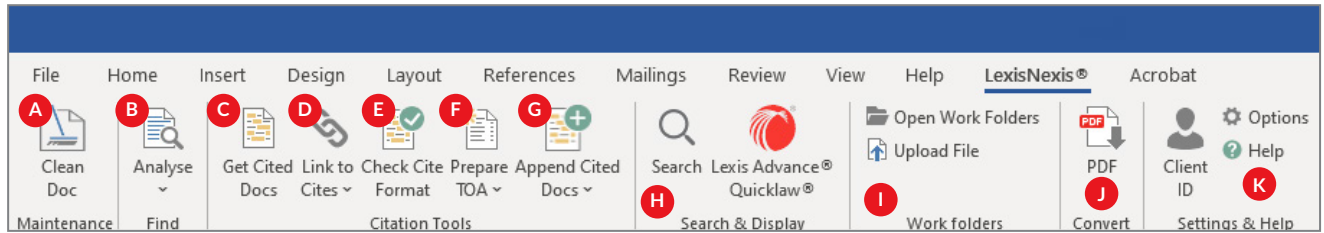
Validate your work faster



PDF converter

# Microsoft Word

Ribbon view you will see in Microsoft Word.



## A CLEAN DOC

**Remove Citation Metadata:** Removes citation metadata to avoid unexpected Lexis for Microsoft Office behavior caused by underlying field codes, etc.

**Remove Hyperlinks:** Instantly removes all hyperlinks in the documents.

## B ANALYSIS

**Analyse:** Locate and highlight companies, lawyers, organizations, judges, law firms, legal terms of art, and/or QuickCITE® signal indicators and citations.

## CITATION TOOLS

**C Get Cited Docs:** Identifies citations within your documents so you can quickly validate legal authority within context.

**D Link to Cites:** Easily creates permanent hyperlinks to citations, enabling others to view full-text documents online with their Lexis Advance Quicklaw ID.

**E Check Cite Format:** Pulls your citations into the right-hand pane for review. Scan the results with suggested corrections created by Lexis for Microsoft Office.

**F Prepare TOA:** Creates and updates a Table of Authorities with bookmarked page numbers.

**G Append Cited Docs:** Appends full text documents for your citations at the end of your

legal document in order of appearance. Jump links will be added to the citations in the brief, allowing you to back and forth between the body of the brief and the appendix.

## H SEARCH & DISPLAY

**Search:** Conduct research without leaving your Outlook message. Search all available resources or select a single resource. Choose from Lexis Advance Quicklaw, My Computer, web or your Lexis Advance Quicklaw Work Folders.

**Lexis Advance Quicklaw:** Opens Lexis Advance Quicklaw in your default web browser.

## I WORK FOLDERS

**Open Folders:** Opens your personal Lexis Advance Quicklaw Work Folders.

**Upload File:** Uploads documents or files from other locations on your computer or your firm's network.

## J PDF CONVERTER

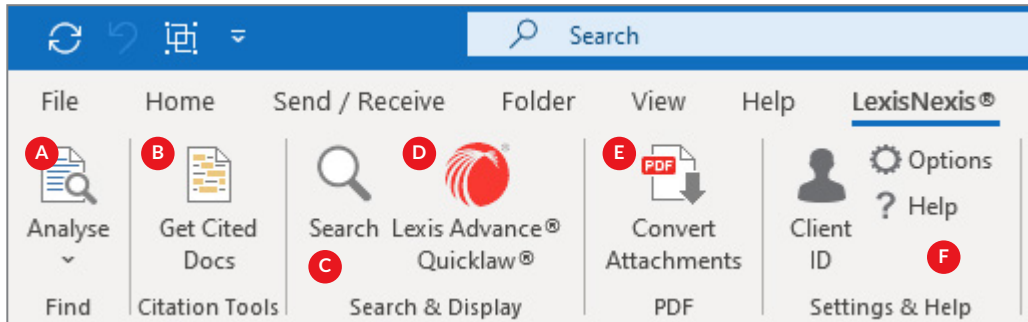
**Import:** Converts a PDF file into a Microsoft Word document, allowing you to utilize all Lexis for Microsoft Office features.

## K SETTINGS & HELP

**Settings & Help:** Specify a client sign in, sign out, set the jurisdiction, change ribbon settings, access support or provide feedback.

# Microsoft Outlook

Ribbon view you will see within Microsoft Outlook.



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## E PDF CONVERTER

**Convert Attachments:** Converts a PDF file into a Microsoft Word document, allowing you to utilize all Lexis for Microsoft Office features.

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Get started with Lexis for Microsoft Office today: [LexisNexis.ca/LMO](https://LexisNexis.ca/LMO) | 1-800-255-5174

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