



Quicklaw[®] for Microsoft[®] Office

Integrate your research process with the Microsoft[®] Office applications you use every day. Save time by leveraging innovative research tools directly within your documents and emails.

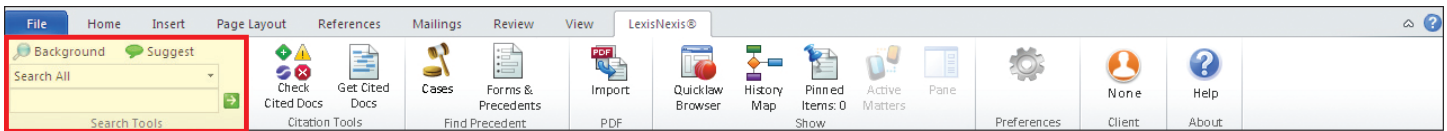
Now, you can experience seamless access to the LexisNexis[®] Quicklaw[®] service, the open web or internal documents from within Microsoft[®] Word and Outlook[®]. Instead of toggling between your research applications and Microsoft Office, Quicklaw[®] for Microsoft Office provides direct links to research relevant to your work product. The information you select will appear in a convenient, adjacent pane. Quicklaw for Microsoft Office removes the non-essential activities inherent in the legal research process and allows you to deliver better outcomes.

- Save time and work with increased efficiency.
- Increase your confidence in the outcome of your work.
- Gain cost efficiencies by achieving maximum value from your research investment.



Quicklaw[®] for Microsoft[®] Office

Customer Support • 1-800-387-0899



The specific set of Quicklaw® for Microsoft Office® buttons available to each user is dependent on the type of contract signed. Please contact LexisNexis Canada Customer Support for more details: 1-800-387-0899.

Quicklaw® for Microsoft® Office Using Search, Background & Suggest

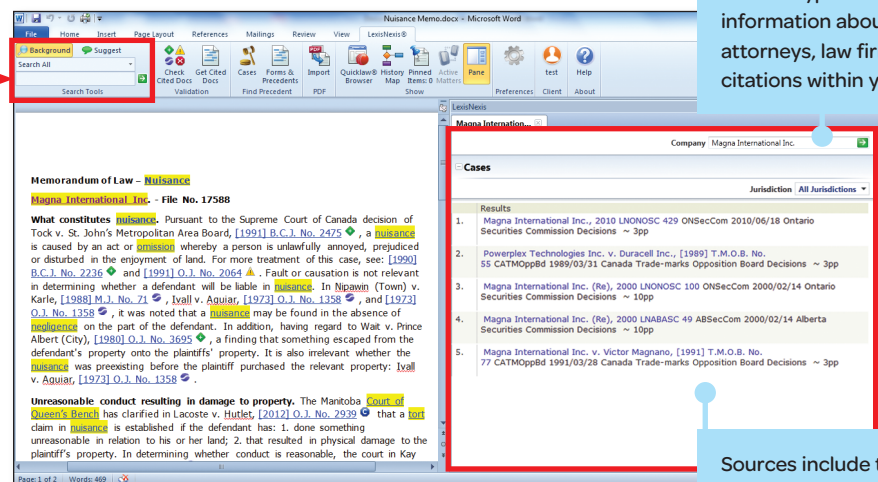
How does Quicklaw for Microsoft Office deliver relevant information to your document or email?

Quicklaw® for Microsoft® Office utilizes unique text recognition capabilities to evaluate your document or email content. It has the power to recognize legal entities, terms of art, and citations in your work and retrieve relevant information. You gain insights more quickly without the distraction of switching from one research source to another.

- Access relevant information without leaving the document or email on which you are working.
- Save time and work with greater efficiency.
- Stop toggling between Microsoft documents or emails and research information.

Background and Suggest

Conduct natural-language searches from an easy-to-use, single search box with a convenient pull-down menu that allows you to select where to search – Quicklaw®, the open web or your internal documents.

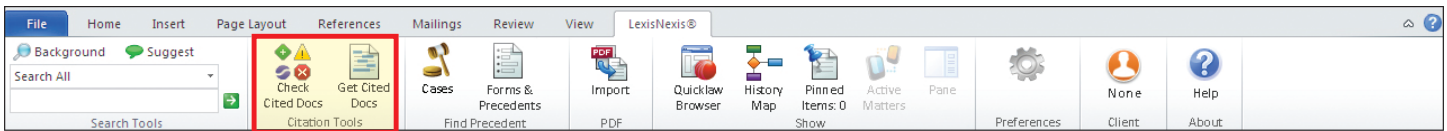


Access hyperlinks to pertinent background information about companies, judges, attorneys, law firms, legal terms of art and citations within your document or email.

Sources include the LexisNexis® corporate affiliations database; Quicklaw cases, statutes and analytical materials; LexisNexis News content; Lexis Web; and the Bing® and Google™ services.



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Quicklaw® for Microsoft® Office Using Check Cited Docs and Get Cited Docs

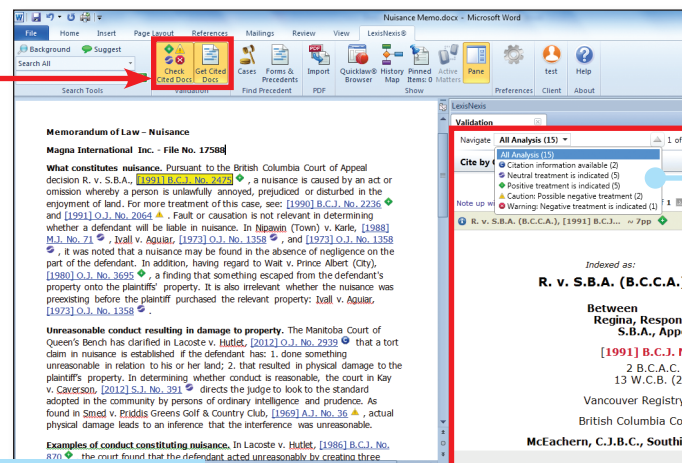
Validate your work utilizing the Check Cited Docs feature from within the context of your document through Quicklaw® for Microsoft® Office. Cited cases appear side-by-side with your document, allowing you to remain in the context of your work – saving time and eliminating source printing.

- Validate cases with greater efficiency.
- Gain strategic insights with greater ease.
- Achieve better case outcomes.

Check Cited Docs and Get Cited Docs

Highlights legal citations found in your document. Validate cited sources by clicking on highlighted citations.

When copying text from Quicklaw cases, automatically insert accurate and complete precedential authority citations to support arguments. Options include the ability to insert copied text as a quote or plain text.

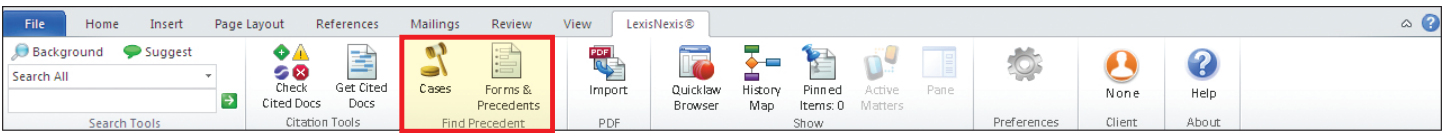


Create a “virtual stack” of citations by getting citations mentioned in your document, allowing you to save time by directly comparing your work side-by-side with the cited sources. Information includes the exact page within each cite.

Ensure citations are accurate and up-to-date while finding additional on-point authority.



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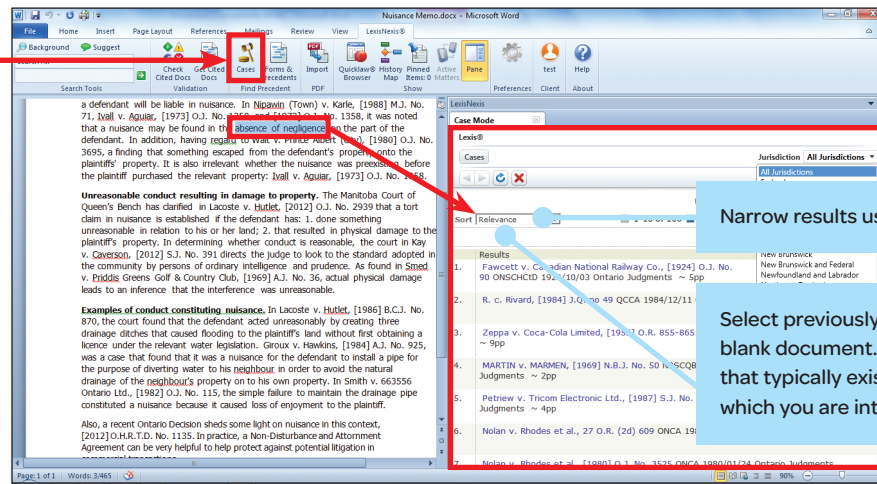
Quicklaw® for Microsoft® Office Using Cases; Forms and Precedents

Quicklaw® for Microsoft® Office provides content and functionality to identify precedent and enhance the work of both litigators and transactional attorneys.

- Text recognition of your Microsoft® Word document's content provides links to relevant cases, forms and precedents.
- Minimize duplication of effort by taking advantage of existing exemplar documents of interest to you.
- During transactional drafting, attorneys can work with greater confidence and efficiency by accessing contracts and forms without leaving the documents they are creating.

Cases

Find cases while drafting documents to quickly identify legal precedent or sample documents either as a starting point or to compare with your document.



Narrow results using the jurisdiction filters.

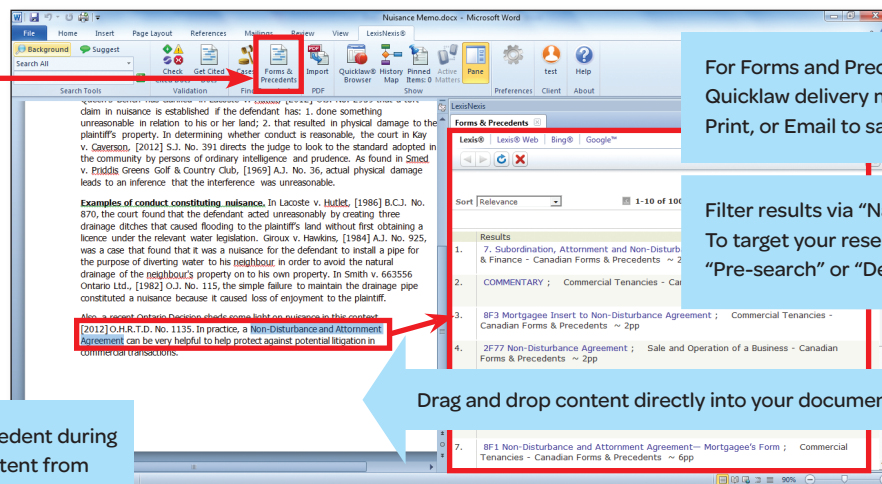
Select previously written text OR open a blank document. Then, type in key terms that typically exist in the kind of document in which you are interested.

Forms and Precedents

Find legal precedent and alternative language for a specific contract or clause.

Leverage sample forms relevant to your work.

Enhance the identification of precedent during transactional drafting through content from Quicklaw®.



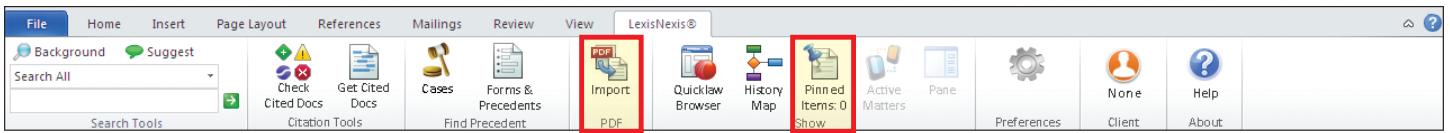
For Forms and Precedents, use the Quicklaw delivery methods of Download, Print, or Email to save a fillable form.

Filter results via "Narrow By" filters. To target your research, select either "Pre-search" or "Default" filters.

Drag and drop content directly into your document.



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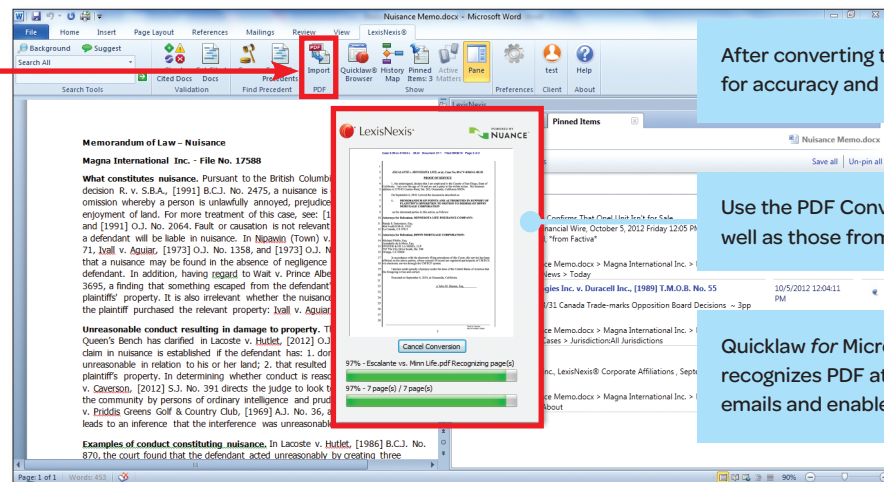
Quicklaw® for Microsoft® Office Using the PDF Converter and Pinning

The innovative PDF Converter and Pinning tools enhance your ability to work with existing PDF documents and enable you to more easily save important research relevant to your work product.

- With PDF Converter, you can turn PDFs into Microsoft® Word documents so that you can tap into the full functionality of Quicklaw® for Microsoft® Office and begin your research and analysis.
- Pinning allows you to quickly save documents, links and notes for future reference or to send to others—for example, you can pin cases that support your position as you create an argument.

PDF Converter

Convert non-editable PDF files into Word documents, enabling you to utilize Quicklaw for Microsoft Office functionality to analyze content and identify research holes in opposing counsel's PDF documents.



After converting to Word, analyze documents for accuracy and completeness.

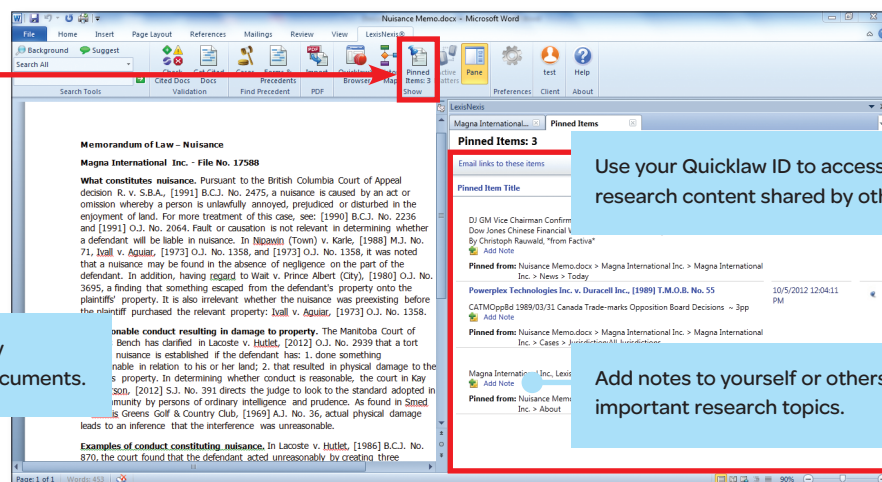
Use the PDF Converter for in-firm PDFs as well as those from opposing counsel.

Quicklaw for Microsoft Office automatically recognizes PDF attachments in Outlook® emails and enables the PDF Converter tool.

Pinning

Annotate emails and Word documents with supporting research links to save or forward to others.

Respond quickly to research requests by embedding links to pinned Quicklaw® documents.

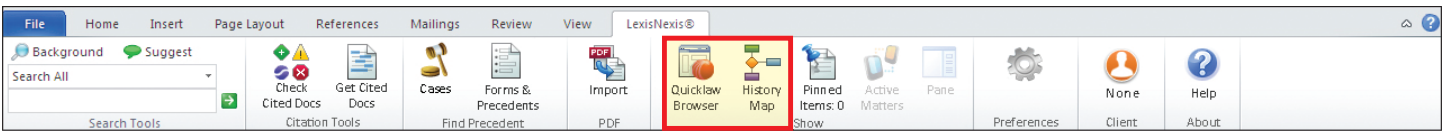


Use your Quicklaw ID to access pinned research content shared by others.

Add notes to yourself or others to highlight important research topics.



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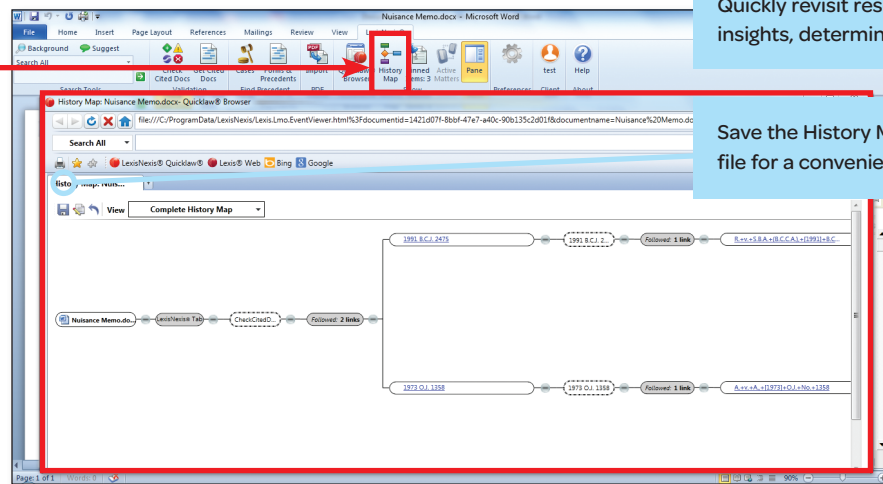
Quicklaw® for Microsoft® Office Using the History Map and Quicklaw Browser

Quicklaw® for Microsoft® Office improves your research capabilities with a graphical representation of your research trail and easy linking to the Quicklaw® service.

- History Map provides an easy-to-follow graphic depiction of your steps taken and documents accessed during the research process that can be used for your own reference or shared with others.
- Quicklaw Browser provides one-click access to Quicklaw to create a seamless bridge between Quicklaw for Microsoft Office and your research to enable deeper research capabilities within your document. Also, control the size of the Quicklaw Browser and where it appears.

History Map

Improve documentation and retain your research task history in an interactive document. Share it with others to improve communication or refer to it in the future to increase productivity on long-term projects.



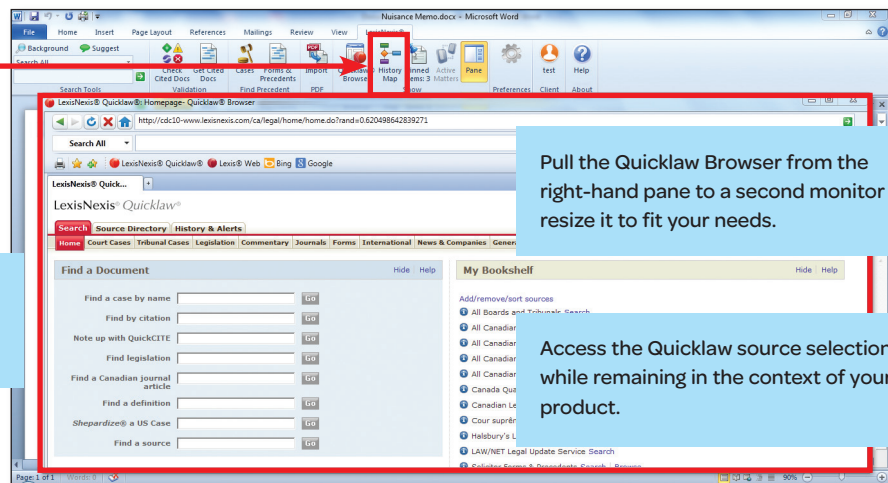
Quickly revisit research to gain deeper insights, determine trends or avoid dead ends.

Save the History Map independently as a .png file for a convenient record of your research.

Quicklaw Browser

Gain immediate access to deeper research via your Quicklaw subscription without additional sign-ons.

Use the Quicklaw Browser consistently over time to better leverage your browser history and track your research activities.



Pull the Quicklaw Browser from the right-hand pane to a second monitor or resize it to fit your needs.

Access the Quicklaw source selection screen while remaining in the context of your work product.



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