WordLX™

OPTIMIZING LEGAL DOCUMENT CREATION

Time-saving tools that enhance the quality of your documents.

infoware

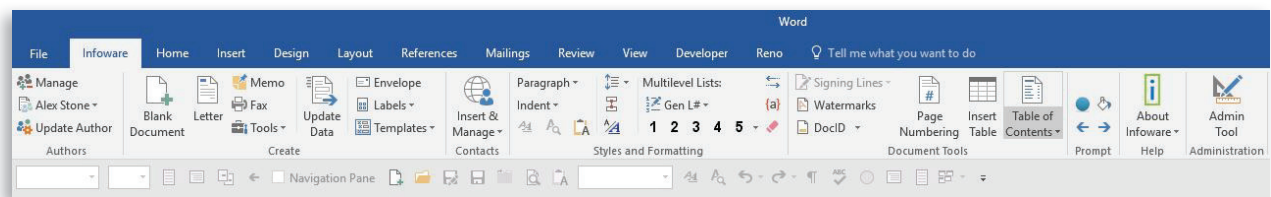# Word LX™ – Time-Saving Document Tools Address Today's Toughest Industry Challenges

Today, the practice of law is more challenging than ever. Clients are looking for alternate fee structures and demanding greater value at a lower cost. Firms are employing fewer staff in an effort to reduce overhead and maintain profitability. As technology advances, there is increasing competition from large global firms, as well as new entrants that include virtual firms and online legal service portals. The law itself is growing in complexity, which presents both opportunities and new demands for law firms.

While many forces are at work to change the legal industry, the need for law firms to produce high quality, professional looking documents remains intact. As most legal professionals will agree, the opportunities to improve document creation efficiencies exist, and they are substantial. Word LX™ offers up a unique set of tools and features that law firms can leverage to drive significant improvements in productivity and document quality.

Simplifying Document Creation for the Legal Profession

Law firms want their documents to be professional, consistent, accurate, and properly formatted. On top of this, their documents need to be produced faster than ever before to meet the demands of clients. While Microsoft® Word is a powerful tool and is the de facto standard word processing application in today's law firms, it wasn't designed specifically for legal document creation. For firms wanting to maintain an edge in the face of an increasingly difficult market, relying on Microsoft® Word alone for document generation can present difficulties.

Word LX™ helps law firms address document creation challenges by transforming Microsoft® Word into a simple and more efficient application for creating and formatting legal documents. Simply stated, Word LX™ is a template management and document creation platform that is installed as an "add-in" for Microsoft® Word. The solution provides users with an additional tab (or "ribbon") within Word that gives access to firm-branded templates and provides powerful formatting and editing tools designed specifically for legal documents.
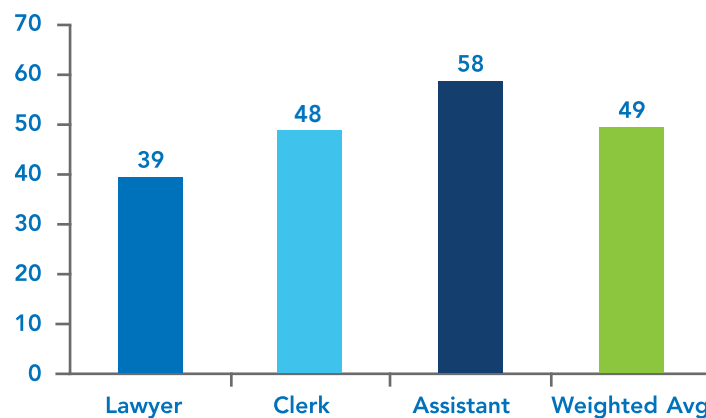

Word LX™ Ribbon

Delivering Dramatic Time Savings for Users

In 2016, a customer survey of Word LX™ users that included lawyers, law clerks, and legal assistants revealed that when it comes to creating, formatting and editing documents, the application saves users an average of 49 minutes per day. The chart below provides a breakdown of the results and includes the weighted average comparison by various job functions.

On an annual basis this equates to time savings of 184 hours or 25 working days (assuming a 7.5 hour work day) per user, which can make transactional work more profitable and allows more time for other billable work or client development initiatives.

Word LX™ – Minutes Saved Per User / Day

Lawyer	Clerk	Assistant	Weighted Avg
39	48	58	49

Source: 2016 Word LX™ Customer Survey

Designed Specifically For Legal

The underlying philosophy embedded in the design of Word LX™ is that "mouse clicks matter." By providing virtually all of the tools users need for document creation on one ribbon, Word LX™ reduces the number of mouse clicks required to perform common tasks and eliminates the need to search through native Word's multiple tabs to find the features users are looking for.

Because legal professionals spend significant portions of their day working in Microsoft Word performing what are often highly repetitive tasks, Word LX™ simplifies their work. This alone translates into significant time savings. However, Word LX™ goes further by optimizing Word's features making them simpler to use, customizes them for the legal document creation, and includes other tools designed specifically for legal professionals.

> "99.9 % of what you need to produce a legal document is on the Word LX™ ribbon. All the formatting options, signing lines, line spacing, draft stamp, etc, plus many more must-have buttons for producing legal documents in a consistent time efficient manner."
>
> **Deborah Hayes** – Lerners LLP

Improved Consistency and Document Quality

Most firms understand the need for establishing firm standards for document formatting and the benefits they derive in terms of consistency and professionalism. Unfortunately, most firms have challenges implementing and enforcing their use.

Through its template management feature, customizable styles and numbering tools, Word LX™ allows firms to define and implement their brand standards across all of their firm documents and reinforces their use by making them easily accessible to lawyers and staff.
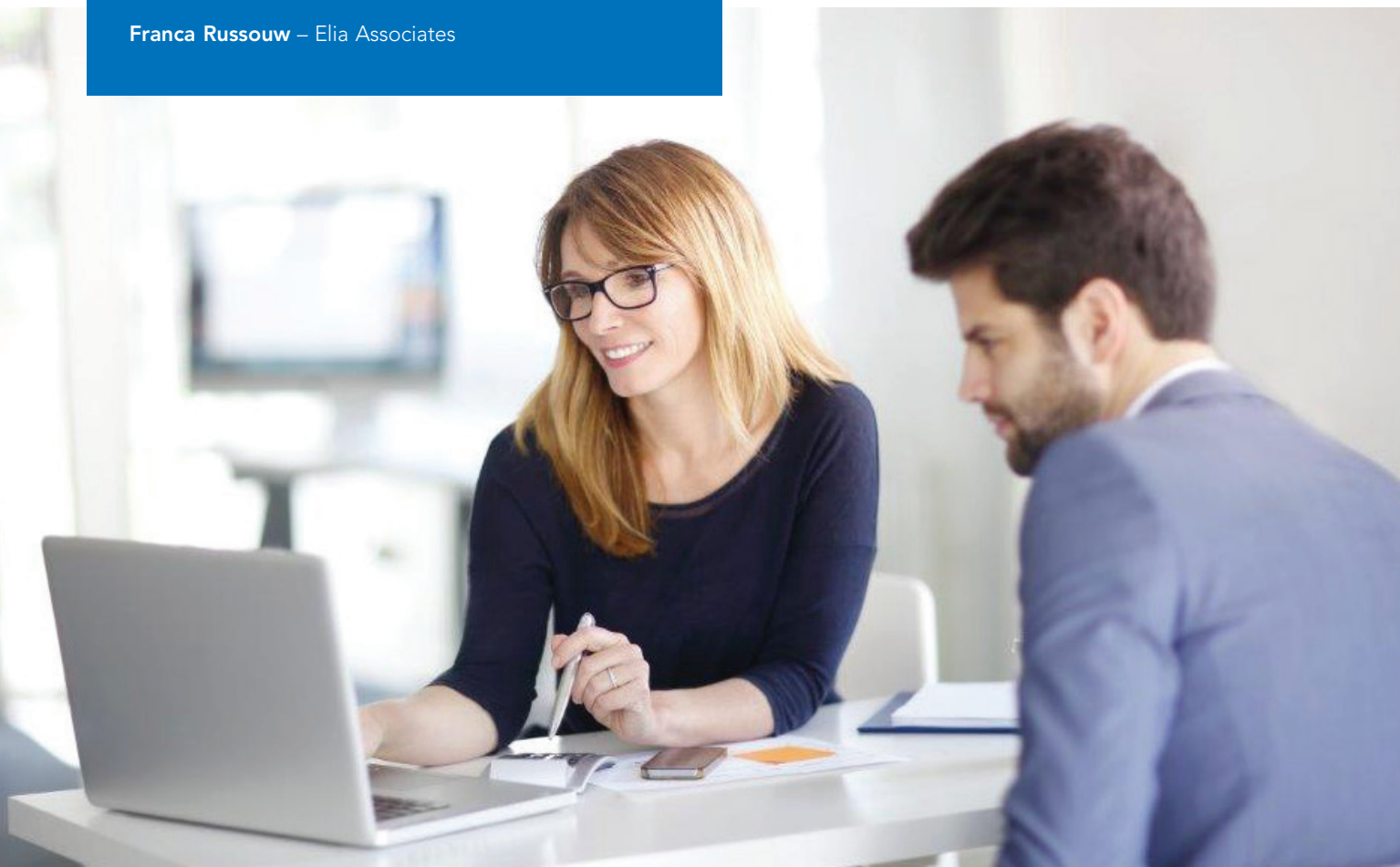
Firm-branded templates are easily accessed from the ribbon making documents easy to find and eliminates challenges with version control. The use of templates also promotes the creation of new clean documents, reducing the risks associated with re-using files that may contain confidential client information.

Templates included with Word LX™ also provide the ability for users to instantly adjust attributes of templates to support multiple locations, languages and authors, enabling additional time savings and improved document accuracy.

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"Firm branded templates can be easily created and accessed and documents are now being numbered and styled consistently by users across our firm. The tools that Word LX™ provides are huge time savers and they make our work lives easier – we love it."

Franca Russouw – Elia Associates

Specialized Tools to Speed Document Creation

Legal documents are complex and dealing with common formatting issues can be time consuming and frustrating. Word LX™ provides a vast array of tools to simplify formatting, many of which can be quickly accessed from the ribbon in one click of the mouse. Users can insert letterhead, tables, signing lines, watermarks, and document IDs into documents with greater ease and efficiency. Other tools make adding, re-ordering and deleting appendices, and inserting exhibit stamps and schedules simple and fast.

Word LX™ also includes enhanced formatting tools that offer pre-defined or customized schemes for paragraph numbering and styles. These are easy to use and support improved consistency across a firm's documents. Integration tools exist to quickly insert contact information for clients or opposing counsel, allowing staff and lawyers to prepare documents and correspondence more quickly and accurately.

While Microsoft® Word provides a wide range of styles and numbering options, the ones provided are not specific to legal. The styles and numbering options provided in Word LX™, however, are based on formats specific to legal documents. Non-legal specific options are removed for a more streamlined interface, and law firms can customize their styles and numbering formats based on how they want their documents to look, as well as set up different options for different practice areas. The styles and formatting tools are also simplified to promote their use, which supports best practices in document creation as well as additional time savings for end users.

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> "Word LX™ makes using Microsoft Word so much better. We're able to produce documents that both look professional and are easy to manage and edit. I cannot imagine working in Word without a product like this to smooth the way; its functionality simply can't be beaten."
>
> **Phillip Rouse** – Olthuis Kleer Townshend LLP

Conclusion

Whether a firm is looking to increase productivity, enhance consistency, improve the quality of its documents, or simply wants provide its attorneys and staff with tools to make their jobs easier, Word LX™ can deliver measurable results. Word LX™ is a flexible solution used by sole practitioners, medium-sized firms and large global organizations, and has been proven in the marketplace for over 15 years. It provides the tools and features law firms need to simplify document creation and address the challenges of a demanding industry.

About Infoware

Infoware designs document automation solutions that optimize and customize Microsoft® Word, enabling legal professionals to achieve dramatic improvements in document quality, consistency and productivity. Our software suite provides applications for document creation, template management, document assembly and document repair, and includes a wide range of time-saving tools that make common tasks associated with numbering, formatting, and editing simpler and more efficient. For over 30 years we've been successful in helping law firms of all sizes enhance their productivity and profitability. Our products are trusted by over 20,000 users in 26 different countries.

Contact Us Today

For more information or to schedule a free demonstration of any of our products, please visit us at **www.infowaregroup.com**.

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