

## TRADITIONAL DRAFTING CHECKLIST:

- Is my definitions list complete?
- Is my writing crisp and easy to understand?
- Have I used all defined terms correctly?
- Are all the clause cross-references correct?
- Are any references to external documents or attachments correct?
- Have I used consistent wording throughout?
- Have I cited the most up-to-date and relevant cases?
- Have my colleagues completed their parts?
- Are all my clauses numbered correctly?
- Have I completed any gaps I meant to come back to?
- Have I updated all information I needed to check?
- Is all my punctuation complete and clear?

## MY DRAFTING CHECKLIST:

- Click 'Lexis Draft Pro'

LexisNexis®



SmartOffice®  
DRAFTING

GIVING YOU BACK MORE TIME  
TO DO WHAT MATTERS MOST

# Lexis® Draft Pro

DOES IT ALL FOR YOU

There's no substitute  
for a lawyer with a strong reputation.

Lexis Draft Pro gives you peace of mind that your documents are accurate, complete and consistent—every time.

Working with Microsoft® and world leaders in proofreading software, LexisNexis® has consolidated a range of functions into one easy to use solution. Lexis Draft Pro gives you access to a wide range of valuable proofreading and analytical tools, designed specifically for the legal market.



Analyse

Definitions  
ListDefined  
TermsInconsistent  
Phrases

References

Editing  
MistakesInconsistent  
NumberingMark  
IncompleteIncomplete  
Items

Rake

Get Cited  
DocsImport  
PDFPinned  
Items: 0

Precedents

Search All

Research  
Browser

Pane



Preferences



Help

## FEATURES AND BENEFITS

### Legal Proofreading

- Automatically scan your document for errors.
- Use analytics to review your document and highlight areas for attention.
- Identify unwanted residual information left in a repurposed document.
- Catch details missed over the course of a long negotiation.
- Eliminate ambiguity from your documents and give yourself greater peace of mind.

Defined  
Terms

#### Defined Terms

Scan your document to highlight potential risks like terms defined but not used.

Inconsistent  
Phrases

#### Inconsistent Phrases

Quickly identify wording in your document that is similar, but not identical, to ensure consistency.

### Editorial Review

Eliminate formatting mistakes or punctuation errors that can cause embarrassment or make a document feel clumsy or disjointed. With these features you can also easily correct errors that arise when there is more than one contributor to a document.

Editing  
Mistakes

#### Editing Mistakes

Eliminate embarrassing editing mistakes and boost your document's quality with just a few clicks.

Inconsistent  
Numbering

#### Inconsistent Numbering

Keep numerals straight and catch inconsistent numbering to ensure document uniformity.

### Language Review

Improve the clarity and readability of your document. In seconds the 'Rake' function reviews and presents recommendations to keep your writing polished and concise.



Rake

#### Language Review

Review your document for clear and concise writing.

### Analytical and Legal Research

Review citations and easily access LexisNexis® deeper research without leaving your document, or interrupting your concentration. Lexis Draft Pro also integrates seamlessly with a New Zealand Forms & Precedents subscription.

- Use citation signals to quickly check currency of case and legislative references, and access related findings and commentary.
- Automatically identify company names from the New Zealand Companies Office and link through to company information.
- Drag and drop paragraphs or terms from the research results pane across to the document to make integrated research easier.



Analyse

#### Analyse

Analyse documents for accuracy of case and legislation citations and use of legal terms and phrases, harnessing vast resources in the LexisNexis research database.

Research  
Browser

#### Research Browser

Quickly access your LexisNexis research browser to search across your wider LexisNexis solutions.

Get Cited  
Docs

#### Get Cited Docs

Extract a list of cases cited in a document and generate a convenient list.



Precedents

#### Precedents

Access LexisNexis precedents without leaving Microsoft® Word.

### Collaboration and Information Exchange

Easily collaborate and share information with colleagues and support staff. The 'Incomplete Items' function makes the process of finalising documents fast and ensures you don't miss anything. 'Mark Incomplete' allows for effective collaboration with colleagues so they can focus on areas you want them to review.

Mark  
Incomplete

#### Mark Incomplete

When working with colleagues, mark items that are incomplete to ensure nothing is missed.

Incomplete  
Items

#### Incomplete Items

Review a list of items that you, a colleague or a member of support staff have flagged as incomplete – ensuring that no essential information is left out

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## How will Lexis Draft Pro save your firm time and money?

Explore our tools and resources:



### Return on Investment (ROI) Calculator

[www.lexisnexis.co.nz/draftcalculator](http://www.lexisnexis.co.nz/draftcalculator)

Calculate how much Lexis Draft Pro could save your organisation.



### Knowledge Centre

[www.lexisnexis.co.nz/draftingknowledge](http://www.lexisnexis.co.nz/draftingknowledge)

For a range of insights and whitepapers related to drafting



### Drafting Quiz

[www.lexisnexis.co.nz/draftquiz](http://www.lexisnexis.co.nz/draftquiz)

Are you a Drafting Master, or a Drafting Disaster? Take our confidential quiz and test your skills.



### Drafting Microsite

[www.lexisnexis.co.nz/drafting](http://www.lexisnexis.co.nz/drafting)

Explore our full drafting solutions portfolio.

To learn more or arrange for a demonstration,  
contact our team today on **0800 800 986**  
or visit [www.lexisnexis.co.nz/drafting/contact-us.html](http://www.lexisnexis.co.nz/drafting/contact-us.html)