

# Microsystems Solutions for the Lawyer, Paralegal & Secretary

As THE document experts, Microsystems is in a unique position to empower Microsoft Word users to follow and comply with document quality and creation best practices.

With DocXtools, law firms improve document quality and streamline document production workflows firm-wide. DocXtools helps Word experts troubleshoot document problems, ensure document quality, assess Word skills and more. DocXtools can help improve the document production efficiencies of non-expert Word users, reduce the costs associated with third-party applications, and lighten the demands on the firm's Help Desk and Word Processing staff.

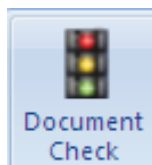
Document quality is the responsibility of each person in the firm, including non-expert Word users. Ensure the best client service is delivered by providing tools to your lawyers, secretaries and paralegals that are easy to learn and use. Specifically, deploying DocXtools to your firm's lawyers, paralegals and secretaries can:

- Decrease 11<sup>th</sup>-hour document emergencies & prevent downstream document problems.
- Reduce the risk of missing client or filing deadlines.
- Empowers them to identify document issues earlier, resulting in less pressure on Word Processing.
- Contribute to an overall improvement in document quality and client service.

## DocXtools Helps Lawyers, Paralegals and Secretaries Ensure Document Quality

### Gauge the quality of a document – Document Check

The DocXtools Document Check empowers the non-expert Word user to proactively check the quality of a document in a single click.



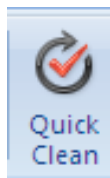
The DocXtools Document Check displays "traffic signal" readings (Red, Yellow, Green) that provide a quick and predictable document health analysis and an early warning system that identifies document problems and instability. The readings indicate, via the Tooltip of the Ribbon or Toolbar, whether the document is safe to work with, collaborate on or if it requires corrective clean-up.



- Proceed with the document/document is in good health (Green)
- Proceed with caution (Yellow)
- Escalate or repurpose the document (Red)

This option can be deployed as is or it can be configured through the KUser.config.

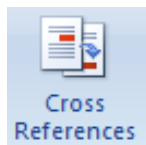
### Fix document quality issues of legacy and external documents – Quick Clean



A compliment to the Document Check, the DocXtools Quick Clean button corrects over 16 common document issues, without impacting the document's formatting or pagination. It empowers a non-Word expert to stabilize a document and continue working on it, without having to send it to the Word Processing group. This helps lighten the demand of the firm's Help Desk and Word Processing staff to clean and repair documents.

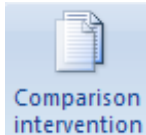
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## Build new or rebuild broken cross references – Cross References



DocXtools Cross References vastly reduces the time required to build and maintain cross-references in documents. It is easy for anyone to use.

## Compare two documents successfully – Comparison Intervention



DocXtools Comparison Intervention minimizes the distraction of formatting, numbering discrepancies or failed comparisons; it prepares and then successfully launches the firm's comparison utility to compare the two documents. Using DocXtools Comparison Intervention together with native Word's Comparison feature can help reduce the need for a third-party comparison application, eliminating related maintenance and support expenses. DocXtools

Comparison Intervention also works with Workshare Professional, DeltaView and Litéra Corp.'s Change-Pro.

## Availability

These document clean-up, repair and formatting tools are already available to you in the DocXtools v6 download (Solutions Delivery System – SDS), which works within Word 2007 and 2003 Professional. Additionally, with the Ribbon and Toolbar Designer in DocXtools v6, you are able to configure the interface for any user. Consult page 43 of the [Customizing DocXtools v6 Guide](#) for more details.

## Learn more

Contact us to learn more about how DocXtools, when deployed to the firm's lawyers, paralegals and secretaries, can improve overall client service and enhance efficiencies. Call 630.598.1100 or e-mail [ClientRelations@microsystems.com](mailto:ClientRelations@microsystems.com) to learn more.

## About Microsystems

Founded in 1995, Microsystems is a global leader in document lifecycle software and services designed to improve the total document creation and quality control processes of document-intensive businesses. The company helps more than 650 client firms and companies increase document production efficiencies and reduce costs and risk. For more information call 630.598.1100 or visit [www.microsystems.com](http://www.microsystems.com).