**LITERA**

# Litera Drafting Solutions

Litera's drafting tools represent a group of solutions designed to improve the way legal professionals create, proofread, collaborate on, and publish documents. Our solutions improve the efficiency of creating a first and final draft by 85%, empowering legal professionals to manage the risk of errors and automate drafting tasks so they can focus on delivering true legal work and honing their craft.

### LITERA Create

Litera Create is a document assembly and content library platform for Microsoft Word, designed to empower legal professionals to create quick and accurate first drafts.

- **Litera Create – Templates** cuts down on the time needed to find the right template or reusable document by enabling template creation & sharing, application of firm styles, management of Doc IDs, etc.

- **Litera Create – Content** makes it easy to find the most accurate and updated language, by enabling storage & sharing of clauses, anonymizing sensitive data, and finding the best language through the Recommendations Service.

### LITERA DocXtools

Cut review times in half with DocXtools, an advanced document repair and restyle tool for Microsoft Word that helps legal professionals deliver well-structured and consistent documents in less time.

- Automatically detect and fix document formatting, styling, and numbering issues in one click.

- Join 75% of AmLaw 200 and >50 international law firms that use DocXtools.

### LITERA Draft

Litera Draft is a suite of end-to-end legal document drafting tools available as desktop application in one Microsoft Word ribbon or as Microsoft 365 applications via the Litera Add-In interface (coming soon!).

- Mitigate the risk of mistakes and reputational damage.

- Allow legal professionals to focus on their craft.

- Draft 85% faster by easily creating, proofreading, comparing, cleaning, and publishing documents in one unified experience

### LITERA Compare

Litera Compare is a document comparison solution for desktop and mobile that helps legal professionals enhance collaboration and mitigate the risk of missing crucial changes in documents.

- Instantly detect changes across any two documents - Office documents, images, etc.

- Review and accept/reject changes in an easy-to-read redline.

- Compare on Desktop apps or Microsoft 365. Integrate with iManage, SharePoint, NetDocuments, Google Suite, etc.

### LITERA Metadact

Metadact is a metadata cleaning solution that enhances Data Loss Protection, document security, and collaboration.

- Scrub metadata, track changes, comments, etc., from documents across any device.

- Confidently share the cleanest, most professional version of a document without the risk of sharing sensitive information.

## LITERA Check

Litera Check is a document proofreading and repair suite for Microsoft Word that provides powerful document analysis and identification of issues, mitigating the risk of mistakes in documents.

- Automatically identify and fix issues related to spelling, grammar, numbering, cross-references, defined terms, etc.
- Improve productivity and save time so legal professionals can focus on valuable legal work.

### Contract Companion

Contract Companion (part of Litera Check) is our powerful proofreading tool that ensures your documents are free of errors.

- Automatically identify and fix issues related to spelling, grammar, defined terms, etc.
- Mitigate the risk of mistakes and save time so you can focus on true legal work.

### DocXtools Companion

DocXtools Companion (part of Litera Check) is a repair toolkit that empowers legal professionals to resolve the most common document issues with one click, taking cleanup tasks from hours to minutes.

- Automatically detect and fix issues related to numbering, cross references, document conversion, etc.
- Easily insert, correct, and repair Tables of Content.

### Litigation Companion

Litigation Companion (part of Litera Check) is a document review and Table of Authorities (TOA) creation solution that drastically reduces the time and effort it takes to deliver a document.

- Automatically flag hard-to-see content and citation errors.
- Build TOAs in minutes—not hours—powered by the Best Authority engine, trusted by the world's largest law firms.

## LITERA Review

Litera Review is a document comparison and review solution designed to ensure effective collaboration and time-savings when reviewing multiple versions of the same document.

- Consolidate changes of multiple collaborators into one on-screen report.
- Accept/reject changes, filter and sort suggestions - increasing document accuracy and quality.
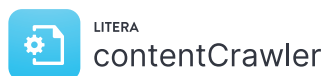
## LITERA SecureShare

Litera SecureShare is a secure file sharing solution that allows legal professionals to engage in effortless and secure collaboration.

- Share files of any size and send encrypted emails across devices and browsers.
- Mitigate the risk of sharing sensitive information or storing data in third-party cloud servers with secure file sharing and customized password policies.

## LITERA pdfDocs

pdfDocs is a PDF management application that allows legal professionals to boost productivity and improve PDF workflows.

- Create, edit, collate, and bind PDF documents.
- Apply permanent redaction to PDF documents, ensuring security and mitigating the risk of sharing sensitive information.

## LITERA contentCrawler

Improve productivity and compliance with contentCrawler's advanced Optical Character Recognition (OCR) and compression capabilities.

contentCrawler is an OCR and document compression solution that identifies non-searchable documents in a repository and converts them into text-searchable PDFs of manageable sizes – all while running 24/7 without any intervention.

For a closer look, visit **www.litera.com** or **request a demo**.