



LITERA MICROSYSTEMS

DOCUMENT REVIEW SOFTWARE  
- DOCUMENT LIFECYCLE  
PRODUCTIVITY TOOLS

TECH-CELERATE  
FOR LAW



VERLATA

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## Create. Check. Collaborate.

The tools from Litera Microsystems help law firms to leverage on technology throughout the drafting lifecycle to allow their lawyers to focus on what matters. Products support the three main stages of the document drafting lifecycle.



## CONTRACT ◆ COMPANION

- **ANALYZE:**  
Review your entire document with one click and view proofreading issues in a consolidated dashboard.
- **CHECK DEFINED TERMS, CROSS-REFERENCES & CITATIONS:**  
Quickly review defined terms, references, and citations to ensure validity, accuracy, consistency, and clarity.
- **FIX MISTAKES:**  
Locate and remedy mistakes such as unpaired quotation marks, spacing variations, inconsistent numbering, phrases, and case-specific information.

## DOCXTOOLS COMPANION

- **NUMBERING:**  
Copying/pasting and multiple authors and formats are a few ways numbering can become a challenge— Fix it with a single click.
- **CROSS-REFERENCES:**  
Microsoft Word cross-reference functionality can be difficult to use— duplicated instances of the Word section and broken cross- references are just a few errors you can correct instantly.
- **TABLE OF CONTENTS & CLEANUP:**  
Quickly generate and insert a ToC. Use the Cleanup functionality to x all the common issues that occur when a document has been converted from PDF.

## CLAUSE ◆ COMPANION

- **CLAUSE MANAGEMENT:**  
Easily store, retrieve, and insert correctly formatted clauses. Ensure the best content is available to be easily used again in future.
- **FIRM STANDARDS:**  
Microsoft Word cross-reference functionality can be difficult to use— duplicated instances of the Word section and broken cross- references are just a few errors you can correct instantly.
- **SHARED CONTENT:**  
Share selected clauses between users or across departments. Facilitate better internal collaboration from within Microsoft Word.

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Verlata is a Sales Referral partner of Litera Microsystems. We work closely with the Litera Microsystems team in building new relationships, driving user awareness and adoption throughout the Asia Pacific Region.



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