



PROLAW INTEGRATION WITH MICROSOFT AND ADOBE DESKTOP PROGRAMS

WITH PROLAW INTEGRATION OF MICROSOFT AND ADOBE, YOU CAN:

- **Automatically synchronize** emails, attachments and tasks directly from Outlook
- **Keep your Outlook calendar in sync** with the ProLaw Case Docket calendar
- **Save documents** to associated matters and contacts in ProLaw without leaving Outlook, Word, Excel or Adobe

WHY CHOOSE PROLAW INTEGRATION OF MICROSOFT AND ADOBE DESKTOP PROGRAMS?

ProLaw Pro Filing™ enables you to take control of the email and documents coming from multiple sources. You can use this unique feature to capture any item generated in Microsoft® Word, Outlook®, Excel®, Adobe® Acrobat® or Reader® and conveniently attach them to the relevant matter – automatically.

- Pro Filing automatically synchronizes documents, spreadsheets, PDFs, appointments, emails, tasks and contacts into ProLaw**
- Jump quickly to relevant matters or contacts in ProLaw from within PDF or spreadsheet files with one click
- Reduce the time and complexity of maintaining thorough and complete files on matters you are handling
- Gain productivity and flexibility because no one in your firm has to interrupt their workflow or leave the application they are working in

A PARTNERSHIP FOR SUCCESS

ProLaw has the industry's most experienced legal technology professionals to get you up and running quickly. We'll help your office make the transition to ProLaw and partner with you to ensure your business continues to run efficiently – all day, every day.

Front Office. Back Office. One Office.™

* Some bidirectional synchronization features require Microsoft Exchange.



THOMSON REUTERS™

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KEY FEATURES OF INTEGRATION WITH MICROSOFT AND ADOBE:

- **Email management** to file emails and attachments with relevant matters or clients
- **Calendar management** for appointments, court events, and tasks
- **Document management** to access electronic documents and scanned images on demand
- **Accurate, convenient time tracking** as you work on documents and emails

WORK SEAMLESSLY WITH OUTLOOK

- Save emails easily – with subject lines, sender/recipient names, and attachments – to the corresponding matters or contacts without leaving Outlook
- Drag and drop email directly to ProLaw matter folder shown in Outlook
- View real-time ProLaw matter information from within Outlook
- Save received and sent emails to ProLaw with one click
- Save contacts and tasks from Outlook to ProLaw with a single click or vice versa; they are automatically synchronized in both

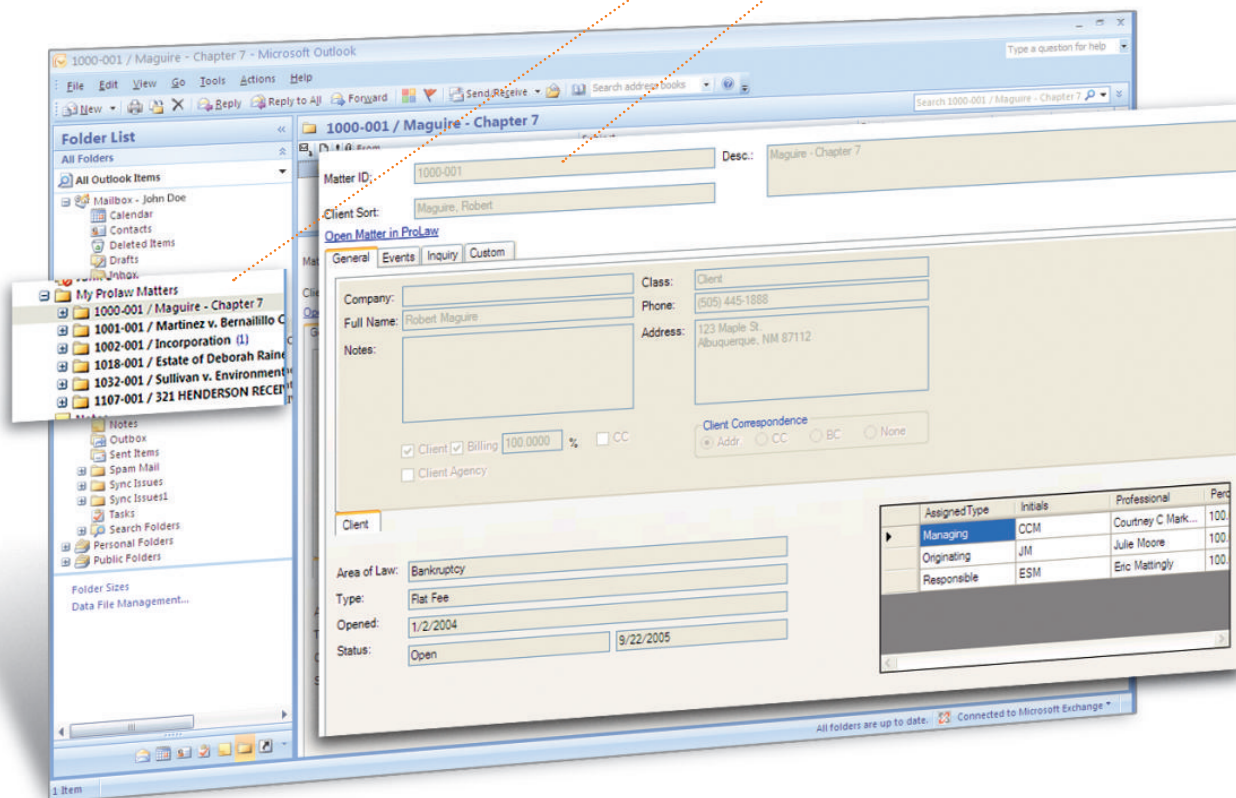
COORDINATE OUTLOOK WITH YOUR PROLAW CASE DOCKET CALENDAR

Your Outlook calendar syncs to the ProLaw matter timeline to keep track of all appointments, documents, court events and other items. And appointments entered in Outlook are easily Pro Filed by ProLaw and tracked on the ProLaw calendar.

- Share the same items with everyone in your firm regardless of which calendar they use
- Customize events based on the unique workflow processes in your firm; you can have deadlines sent as Outlook tasks and appearances sent as appointments
- Track critical trial dates by color coding them and send reminder emails so key dates and appearances are never missed

Save important emails and attachments to the Matter folder in Outlook

View ProLaw matter information directly from Outlook



STREAMLINE DOCUMENT MANAGEMENT USING MICROSOFT WORD INTEGRATION

It's just as easy to save and organize your files when working in Word as it is in Excel or Adobe. One click and Pro Filing links your Word document to the relevant matter in ProLaw.

- Convert any Word document to a PDF – no additional software is needed
- Email secure PDF documents that cannot be edited
- Track emailed documents as part of a case file history

INCREASE YOUR PROFITABILITY WITH SEAMLESS, PRECISE TIME TRACKING

Looking to improve tracking of your billable time? ProLaw's automated integration with Microsoft and Adobe streamlines the capture of daily activity.

- Capture billable time automatically from key applications like Outlook, Word, Excel, Adobe Acrobat and Reader
- Create a time entry quickly and easily in a document or email without leaving Word or Outlook
- See your billable hours increase with a streamlined capture of daily activity

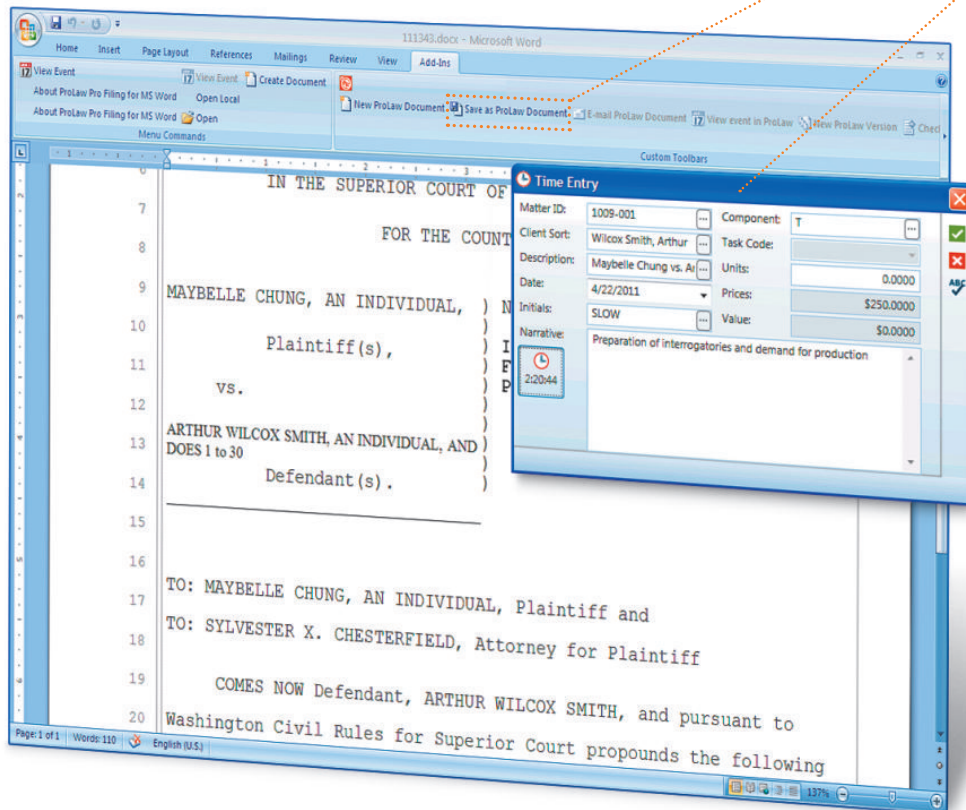
A TRUSTED PARTNER WITH WORLD-CLASS SERVICES

ProLaw Professional Services is composed of regional, cross-functional teams to serve you. Team members include industry experts with extensive case-management experience and financial analysts with detailed accounting knowledge. With a reputation for outstanding service that is based on years of experience working with legal organizations, ProLaw Professional Services has developed a proven methodology for implementation success. And throughout the entire service life cycle, team members impart valuable knowledge about the most effective ways to use ProLaw.

For more information about ProLaw or to schedule a demo, please call **(800) 977-6529** or visit **prolaw.com**.

From Word, open or create a document and save it in ProLaw in the pertinent matter

ProLaw automatically captures time while you work in Word and other common desktop applications – including ProLaw



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