

Getting Started with Law.co: A Step by Step Guide for Legal Professionals

- 1. Sign-Up on Law.co**
Visit the Law.co website and create an account.
- 2. Download the Law.co Extension**
Open the Microsoft Word Add-ins Store. Search for the Law.co extension and download it.
- 3. Sign-In to Law.co Extension**
After installation, open the Law.co extension in Word and sign in using the same account you created on the Law.co website.
- 4. Explore Features**
In Microsoft Word, locate the Law.co features panel on the right side. Here, you can access various tools to enhance your legal drafting.
- 5. Highlight Text**
Type your document content as usual. Highlight the text you want to apply a Law.co feature to.
- 6. Select a Feature**
Choose the desired feature from the Law.co panel. Some features may display suggested text or options based on your selection.
- 7. Interactive Suggestions**
For features requiring specific text suggestions, position your cursor where you'd like the text to appear. Click to insert the suggestion Law.co provides.

Important Tips:

- Ensure you are using the same Law.co account both on the website and within the extension for seamless access to features.
- Follow Microsoft Marketplace terms and conditions, including adherence to security guidelines, and ensure that your Law.co extension and user data remain protected.

This guide helps users easily navigate the basic steps and use Law.co's Word extension effectively.