



“Format, restyle and repair with ease”

Legal teams expend considerable time ensuring the documents they produce are correctly formatted and styled, time that would be better utilised on higher value tasks. Legal documents are often long and complex, which makes checking and manually correcting styling & numbering problems a lengthy process. Ensuring all the document content conforms correctly to the firms’ style guidelines or ‘house style’ requires a level of Microsoft Word expertise that many knowledge workers do not possess.

Novaplex Transform has been designed to automatically correct styling & numbering problems in legal documents so the work can be completed in a fraction of the time and without advanced Word skills.

A Common Scenario

It’s 11pm and you are desperate to send an agreement to a client, but after several rounds of drafting the document has some problems. The list numbering sequence is broken, text in some sections isn’t aligned correctly and you suspect some of the cross references are now pointing to the wrong locations. You’ve tried resolving these issues without success and your stress level is rising. It’s late, you’re tired, and there is no one available to help. If only there was a magic-button you could press to resolve these problems and get your document out the door. Well, now there is.

Resolve Document Problems Unaided

Transform is a breakthrough product that resolves problems with document formatting, numbering, cross references, defined terms and much more. Better still, it enables you to resolve these problems without becoming a Microsoft Word expert or losing time by sending the document to someone else to resolve.

Focus on Higher Value Tasks

Novaplex Transform is an advanced document restyling and repair application that detects and resolves document issues, resulting in high-quality documents in less time. Transform helps you focus on the content of your document and takes care of the formatting, styling and numbering, helping you meet deadlines and save time. It also enables your firm to improve the consistency of the documents it produces, ensuring they are professionally presented and reflect the quality of your brand. Transform helps firms focus on what matters, giving fee-earning staff and document production teams their time back so it can be better utilised on high value tasks.

Configured for your House Style

The Transform software is configured by Novaplex to utilise the style and branding rules stipulated by your firm. These rules are captured in profiles and can be applied to documents needing restyling or repair.

Profiles can be created for different style sets and document types and will apply different treatment when selected and applied. An agreement profile for example, will typically ignore cover pages and the table-of-contents, and restyle the remainder of the document, whereas a Letter profile will ignore address details and start restyling content from the salutation onwards. These profile rules are configurable and can be adjusted to best suite firm requirements.

- ✓ Easily resolve formatting and numbering issues
- ✓ Transform documents into your house style
- ✓ Negate the need for time consuming manual editing
- ✓ Perform complex tasks without expert level MS Word skills
- ✓ Quickly add or repair cross-references
- ✓ Check defined terms and ensure they are consistently displayed
- ✓ Improve document production efficiency

Transform Ribbon

Transform is accessed from a dedicated ribbon in Microsoft Word where users can select to transform an entire document or just a subset of the document currently selected. Based on pre-configured profiles, the software will analyse the document and check for styling inconsistencies and issues with formatting, numbering and fonts.

Once Transform has assessed what needs correcting, it quickly fixes the identified issues and within moments the document is ready and consistent with your house style and branding guidelines.

Cross Reference Checking

Checking you have included cross references in all the appropriate locations and that they all point to the correct destinations can be a time-consuming process. The cross references checker in Transform makes short work of this task. It reviews your document and lists the active cross reference, those that are broken, and possible cross references you may have neglected to include.

This information is presented in a user-friendly list along with quick methods to create and correct cross references where appropriate.

Definition Terms Checking

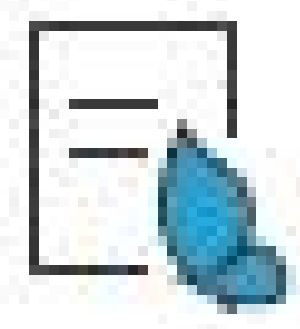
Transform includes a time saving tool that checks defined terms within agreement documents. It analyses the list of definitions and informs the user if each defined term is actually used within the documents, or if it only appears in the definitions list.

The software also checks if each defined term is represented consistently throughout the document, highlighting issues such as differing capitalisation to the user.

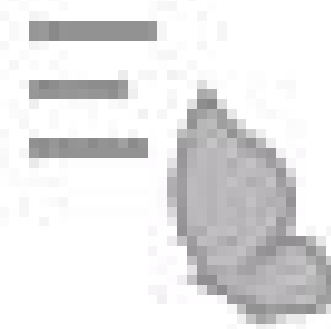
Implementation Process

Becoming a Transform client will involve Novaplex engaging with your firm to review your style and formatting rules. We will also collect sets of control and output documents that will be used to create your Transform profiles.

Once created, you can test your profiles to ensure they are delivering inline with your expectations and we will make any required amendments based on your feedback.



Transform



Transform Selection

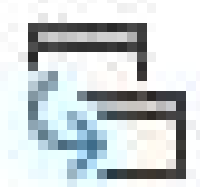


Update Styles



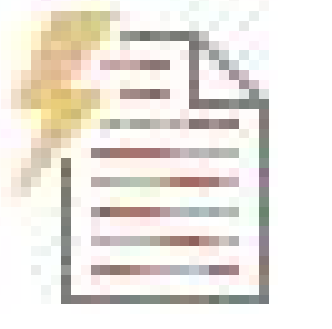
Styles

Calibri (Body)11

 Switch View



References



Definition Terms



About

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Styles

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Before

The example below shows clause content within a legal agreement that is inconsistently numbered and styled. The numbering is not correct for the firms' house style, and the sequence starts 2.1 a, b, c, d, but then goes on with d, c, d in an area where it appears content has been pasted in from another document.

Multiple fonts and font sizes can be seen and the indent from the left margin in inconsistent, which is also indicative of content being imported.

After

The example below shows the same document after Transform has been used to correct the style and numbering problems. The firms correct numbering style has been applied and the sequence now proceeds correctly from 2.1.1 to 2.1.7.

The indent and font issues have also been corrected by applying the correct style. All of this was accomplished by pressing the Transform button and without the need for complex manual restyling or sending the document to someone else to fix.

2.1 → Finance Parties' rights and obligations¶ (a) → The obligations of each Finance Party under the Finance Documents are several. Failure by a Finance Party to perform its obligations under the Finance Documents does not affect the obligations of any other Party under the Finance Documents.¶ (b) → A Finance Party may separately sue for any Unpaid Sum due to it without the consent of any other Finance Party or joining any other Finance Party to the relevant proceedings.¶ (c) → Except as provided in paragraph (d) above, no Finance Party may commence proceedings against any Obligor in connection with a Finance [●] Document without [●] the prior consent of the Majority Lenders.¶ (d) → You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.¶ ¶ (d) → To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.¶ ¶ (e) → To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.¶ ¶ (d) → No Finance Party is responsible for the obligations of any other Finance Party under the Finance Documents.¶	2.1 → Finance Parties' rights and obligations¶ 2.1.1 → The obligations of each Finance Party under the Finance Documents are several. Failure by a Finance Party to perform its obligations under the Finance Documents does not affect the obligations of any other Party under the Finance Documents.¶ 2.1.2 → A Finance Party may separately sue for any Unpaid Sum due to it without the consent of any other Finance Party or joining any other Finance Party to the relevant proceedings.¶ 2.1.3 → Except as provided in paragraph (d) above, no Finance Party may commence proceedings against any Obligor in connection with a Finance [□] Document without [□] the prior consent of the Majority Lenders.¶ 2.1.4 → You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.¶ 2.1.5 → To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.¶ 2.1.6 → To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.¶ 2.1.7 → No Finance Party is responsible for the obligations of any other Finance Party under the Finance Documents.¶ 2.2 → Purpose¶ The Borrower shall apply all amounts borrowed by it under the [□] Facility only for the purpose [stated in the preamble (Background) to this Agreement] [of financing up to [□] per cent. of the Contract Price of the Ship].¶
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Definition Terms

Defined Unused

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Refresh

Terms Group 1

✓ Accounts (2) means the Earnings Account and the Retention Account.

⚠ Agreement Date (1) means the date that the contract is signed.

⚠ Approved Manager (1) means the Approved Commercial Manager and the Approved Technical Manager.

✓ Available Commitment (2) means a Lender's Commitment minus:

✓ Commitment (8) means:

⚠ Confidential Information (1) means all information relating to any Obligor, the Group, the Finance Documents or the Facility of which a Finance Party becomes aware in its capacity...

🔧 Delegate (3) means any delegate, agent, attorney, co-trustee or other person appointed by the Security Agent.

⚠ Disruption Event (1) means either or both of:

⚠ assets (1) includes present and future properties, revenues and rights of every description.

🔧 document (24) includes a deed and also a letter, fax or telex.

⚠ law (1) includes any order or decree, any form of delegated legislation, any treaty or international convention and any regulation or resolution of the Council of the European Union...

Definition Terms

The Transform definition terms checker analyses the list of definitions and shows if they are used within the document, or if they only appear in the definitions list.

The software also checks if each defined term is presented consistently throughout the document, highlighting issues such as differing capitalisation.

Cross-references

Transform provides a quick and easy way to check you have included cross references in all the correct locations.

The cross references checker reviews your document and lists the active cross references, those that are broken, and possible cross references you may have neglected to include. Tools enable cross references to be easily repaired or inserted where necessary.

Cross-references

Active Broken Possible

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Link	Reference
1. precedent referred to in 3.1 (Initial conditions precedent) has be...	Initial conditions precedent
1. referred to in 3.1 (Initial conditions precedent) has been satisfied, the...	Initial conditions precedent
1. referred to in paragraph 3.4.2 of 3.4 (Lenders' participation).	The amount of each Lender's participation in each
H1 referred to in paragraph 3.4.2 of 3.4 (Lenders' participation).	Lenders' participation
H1 paragraph 3.4.2 of 3.4 (Lenders' participation).	Lenders' participation
1. the provisions of Clause 5.1 above, either ABC or XYZ (the	This Agreement shall commence o...

System Requirements

Operating Systems

Microsoft Windows 10 or 11 (32-bit or 64-bit)
Citrix compatible

Software Prerequisites

.NET Framework v4.8
Microsoft Office Desktop Applications 2016, 2019, 2021 (32-bit or 64-bit) or Microsoft 365

Integrations

- iManage
- iManage Cloud
- Netdocuments
- Microsoft 365