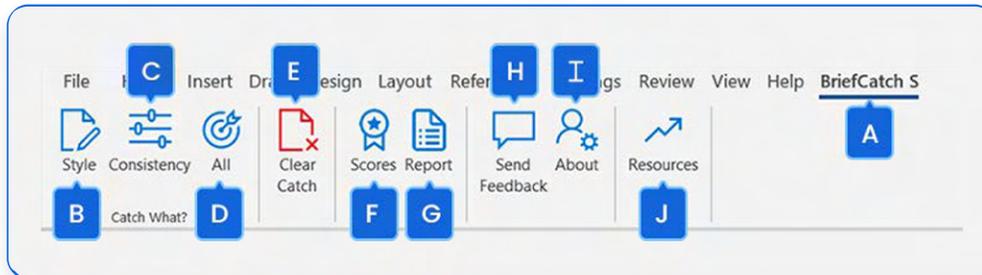


### Microsoft Word add-in



**A** With an open document, select the **BriefCatch S** tab from the Word menu.

Choose one of the three “**Catch**” modes (BriefCatch can be used on either a portion of or the entire document):

#### **B** Style

This feature taps into thousands of editing possibilities designed to make the document crisper, tighter, and more precise. The edits are all automatic—you just “Accept” or “Ignore” each one—with no rewriting needed.

#### **C** Consistency

This feature focuses less on style and more on pure accuracy. With one click, you can spot and fix inconsistent language, formatting, and punctuation along with commonly confused words and citation errors.

#### **D** All

This feature explores nearly every aspect of a draft. On top of all the automatic style and consistency checks, you’ll be prompted to recast passive constructions, streamline quotations, cut dates, shorten sentences, and vary your transitions.

#### **E** Clear Catch

Clear all catch highlights from the document.

#### **F** Scores

Generate scores for the document, or selected portion.

#### **G** Report

Generate a detailed report of the document’s style strengths, weaknesses, and wording patterns.

#### **H** Send Feedback

Submit online feedback about your BriefCatch experience.

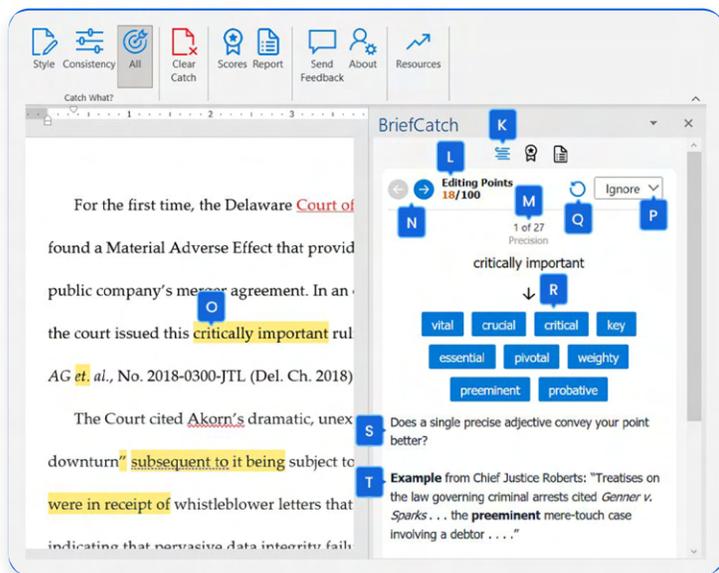
#### **I** About

View or add a BriefCatch license.

#### **J** Resources

Online link to relevant articles and longer explanations.

### Microsoft Word add-in



#### **K Edits Tab**

Select this to display your options for each highlighted catch.

#### **L Editing Points**

A gamification feature rewards you for working through the flagged catches.

#### **M Edit**

An editing compass shows how each flagged edit fits in.

#### **N Navigation Arrows**

Arrows allow you to navigate the flagged catches. You can also scroll throughout the document and address the highlighted text in any order.

#### **O Highlighted Text**

Flagged items invite review.

#### **P Ignore**

For each flagged item, you can Ignore this suggestion or Ignore this rule to remove similar flags in the document.

#### **Q Undo**

Undo the previous change.

#### **R Alternatives**

Unlike many tools, BriefCatch often offers several editing alternatives. Click on the one that best fits your style or the context.

#### **S Explanation**

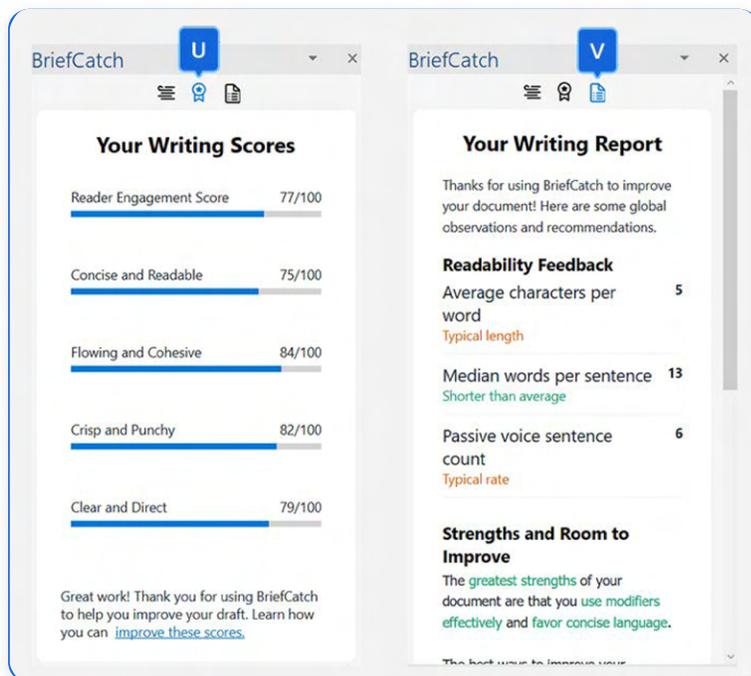
BriefCatch explains the basis for any flagged text.

#### **T Examples**

Real world examples from judges, attorneys, and legal professionals.

#### **U Scores Tab**

Click here to generate scores for the document, or selected portion.



#### **V Report Tab**

Click here to generate a detailed report of the document's style strengths, weaknesses, and wording patterns.

### BriefCatch Benefits

#### Active Voice

Check for active voice, with tailored exclusions.

#### Catch Modes

Save even more time by choosing from three editing modes to suit your needs.

#### Citation

Check for abbreviation, spacing, and punctuation.

#### Clarity

Spot and fix miscues, focus on concrete subjects, and quantify when possible.

#### Conciseness

Thousands of suggestions to shorten your drafts.

#### Consistency

Document-format consistency check.

#### Examples

Shows how suggestions are applied from various legal professionals.

#### Explanations

Learn as you edit. We explain why your text was flagged for each suggestion.

#### Footnotes

Choose to include or omit suggestions within footnotes.

#### Fresh-Language Check

Get automatic suggestions for vivid verbs and for avoiding clichés and jargon.

#### Gamification

Gamify your editing by winning points as you progress through your draft.

#### Ignore Suggestions

Users can ignore any suggestion or ignore all suggestions for any rule in the document.

#### Improved User Interface

The newly redesigned UI lets you create better legal documents faster while sharing the secrets of great writing.

#### Patented Technology

Powered by a patented natural language processing engine to apply over 10,000 complex rules.

#### Punchiness

Improve your transitions and avoid cumbersome language.

#### Punctuation

Checks for proper placement, spacing, and consistency.

#### Quotation Marks

Quotation mark and bracket pairing check.

#### Quotations & URLs

Omit suggested changes to quotations, block quotes, and URLs.

#### Report

Comprehensive report that identifies style strengths, weaknesses, and habits.

#### Select Text

Perform partial-document checks on the text you select.

#### Scores

Scores driven by AI that allow you to compare your style against that of top brief-writers and judges.

#### Secure Editing Environment

BriefCatch never collects, logs, or retains any of your document text.

#### Sentence Structure

Sentence length, structure, and persuasiveness check.

#### Spot Errors

Find commonly confused, misspelled, and mis-typed words.

#### Subject-Verb

Subject-verb agreement check.

#### Usage Check

Including split infinitives, proper articles, double-negatives, gendered language, and plural-singular forms.

#### Word-Choice

Context-appropriate word-choice check.