

LEXZUR for Word

Objectives

- [Setup the integration with LEXZUR](#)
- Use the Add-on:
 - [Add Clauses](#)
 - [Add Variables](#)
 - [Add Contracts](#)
 - [Upload Documents](#)

Steps

LEXZUR word add-on allows you to easily create and manage document templates to improve efficiency and increase productivity. This Add-on is used to create and automate contract templates and streamline your document workflow.



This Add-On can be installed from the app source store from Microsoft Word per user and also can be installed per Organization in Microsoft Word Web or Desktop application.



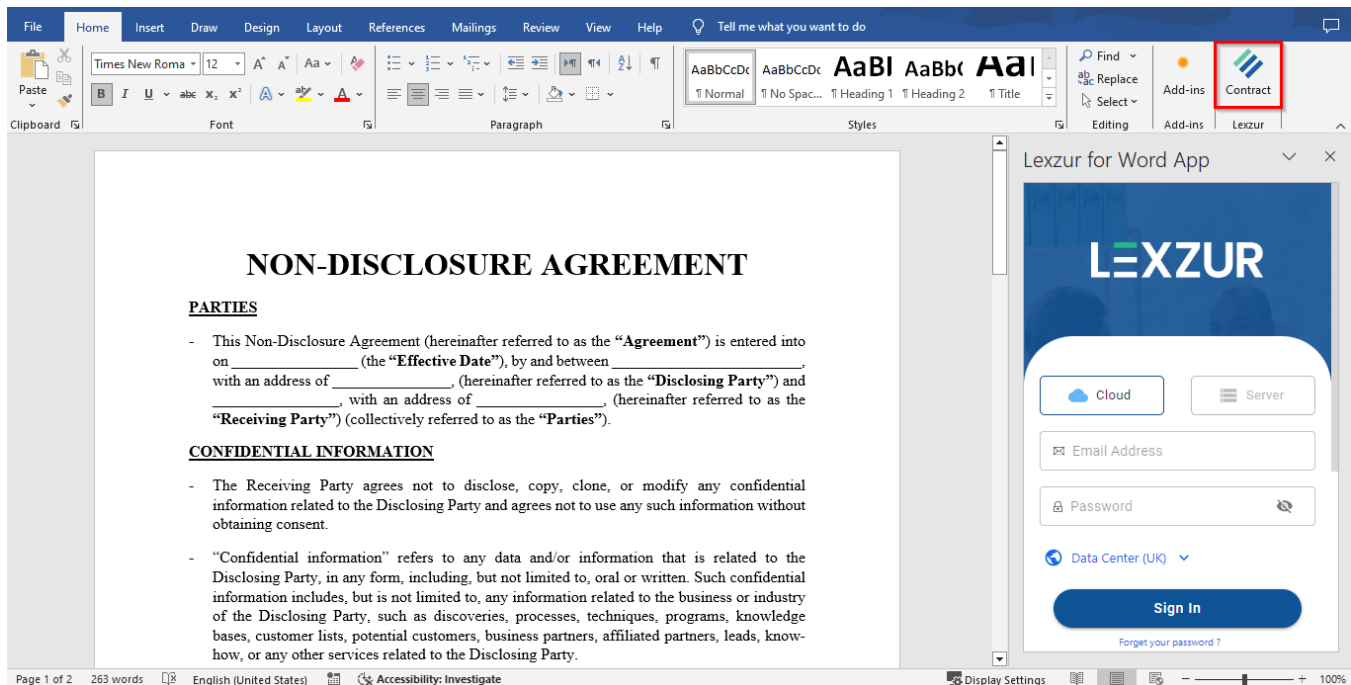
Learn more about how to install the add-on [here](#).

Getting Started:

After you have added the add-on, you have to Log in to connect Word to your LEXZUR account.

You will be asked to enter the credentials of your LEXZUR account for the integration to happen.

After the integration is made, you will be able to Insert or Add/Insert Clauses, Add Variables, Add Contracts, and Upload Documents to the system.



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Add Clauses:

The add-on allows you to either insert predefined clauses into your contract document or add a new clause to the system directly through the Word app.

Click on **Insert Clause**, to add predefined clauses. You can choose from the clauses that you've already added to the system.

From the Insert Clause section, search for the name of the clause, and click on it.

File Home Insert Layout References Review View Help

Comments Catch up Editing Share

Times New Ro... 11 A⁺ A⁻ B I U ...

General Employment

THIS AGREEMENT (the "Agreement") is entered into on this ____ day of ____ by and between ____ located at ____ (the "Disclosing Party"), and ____ with an address at ____ (the "Receiving Party").

The Receiving Party hereto desires to participate in discussions regarding ____ (the "Transaction"). During these discussions, Disclosing Party may share certain proprietary information with the Receiving Party. Therefore, in consideration of the mutual promises and covenants contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **Definition of Confidential Information.**

(a) For purposes of this Agreement, "Confidential Information" means any data or information that is proprietary to the Disclosing Party and not generally known to the public, whether in tangible or intangible form, **in whatever medium provided, whether unmodified or modified by Receiving Party or its Representatives (as defined herein)**, whenever and however disclosed, including, but not limited to: (i) any marketing strategies, plans, financial information, or projections, operations, sales estimates, business plans and performance results relating to the past, present or future business activities of such party, its affiliates, subsidiaries and affiliated companies; (ii) plans for products or services, and customer or supplier lists; (iii) any scientific or technical information, invention, design, process, procedure, formula, improvement, technology or method; (iv) any concepts, reports, data, know-how, works-in-progress, designs, development tools, specifications, computer software, source code.

Contract Type *

☒ All

Name *

General Employment

Content

B I ...

"Agreement") is entered into on this ____ day of ____ by and between ____ located at ____ (the "Disclosing Party"), and ____ with an address at ____ (the "Receiving Party").

div > div > div > p > span

SUBMIT

The content of this clause will be added to your document, thus reducing the effort and time in adding repeated and common contract clauses.

Additionally, you can add your document as a new clause directly from the word add-on.

Choose **Add Clause**, the whole document text will be added as the new clause's content, of course, you can manage this by adding or deleting sentences.

You just need to specify if the new clause is for all contract types or choose one type and give it a name.

File Home Insert Layout References Review View Help

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General Employment

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Contract Type *

☒ All

Name *

General Employment

Content

between ____ located at ____ (the "Disclosing Party"), and ____ with an address at ____ (the "Receiving Party").

div > div > div > p > span

Ref

Label

Language

Privacy

تأه الجواله

SET AS PUBLIC

Can be edited by

أروى العائدين

SUBMIT

You can also set this clause as private and allow some users to edit it.

×

between _____,
located at _____ (
the "Disclosing Party") and
div > div > div > p > span

Ref

Label

Language












Privacy
تالة الجوالدة

SET AS PUBLIC

Can be edited by
اروى العابدين

SUBMIT

Once done press Submit. You can now view your new clause within the Clause library in LEXZUR.

List Clauses / Add	
NDA Clause- Obligations of Receiving Party	 
Employment- Confidentiality	 
Clause	 
Confidentiality-sales agreement	 
General Employment	  

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Add Variables:

To add a new variable inside your document, click on **Variables** from the Add-on menu.



Variables might be added to create Templates from the Word add-on. These are the fields that will be filled in by the user later on when filling out the questionnaire. [Learn how to create Contra Templates in this guide.](#)

Place the cursor in your document where you want the variable to be inserted, then from the Word Addon page, give this variable a name, type, and press **Insert Variable**.

The variable is added to your document with special characters to be readable by the system.

The screenshot shows a Microsoft Word document titled "General Employment AGREEMENT". The text in the document is as follows:

THIS AGREEMENT (the "Agreement") is entered into on this ____ day of _____, by and between _____, located at _____, and _____ with an address at _____ (the "Receiving Party").

The Receiving Party hereto desires to participate in discussions regarding _____ (the "Transaction"). During these discussions, Disclosing Party may share certain proprietary information with the Receiving Party. Therefore, in consideration of the mutual promises and covenants contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **Definition of Confidential Information.**

(a) For purposes of this Agreement, "Confidential Information" means any data or information that is proprietary to the Disclosing Party and not generally known to the public, whether in tangible or intangible form, **in whatever medium provided, whether unmodified or modified by Receiving Party or its Representatives (as defined herein)**, whenever and however disclosed, including, but not limited to: (i) any marketing strategies, plans, financial information, or projections, operations, sales estimates, business plans and performance results relating to the past, present or future business activities of such party, its affiliates, subsidiaries and affiliated companies; (ii) plans for products or services, and customer or supplier lists; (iii) any scientific or technical information, invention, design, process, procedure, formula, improvement, technology or method; (iv) any concepts, reports, data, know-

The Lexzur for Word App interface is visible on the right side of the screen. It has a blue header with a menu icon, a back arrow, the text "Variables", a settings gear icon, and a user profile icon. Below the header, there are two tabs: "App Variable" and "Replace". Under the "App Variable" tab, there are two sections: "New Variable" and "Existing Variable". The "New Variable" section has a "Name *" field with the text "First Party", an "Enter variable name" label, a "Type" dropdown menu with "Text" selected, and an "INSERT VARIABLE" button. The "Existing Variable" tab is currently empty.

You can customize these characters from the App Variable option, specify the start and end characters and update your changes.

All the variables could be then listed in the Existing Variable tab so that you can choose to add them again within the document.

Lexzur for Word App

Variables

Settings

User

App Variable

Replace

New Variable

Existing Variable

Existing Variables

First Party

First Party

Disclosing Party

Lexzur for Word App

Variables

Settings

User

App Variable

Start

End

UPDATE

Replace

New Variable

Existing Variable

Existing Variables

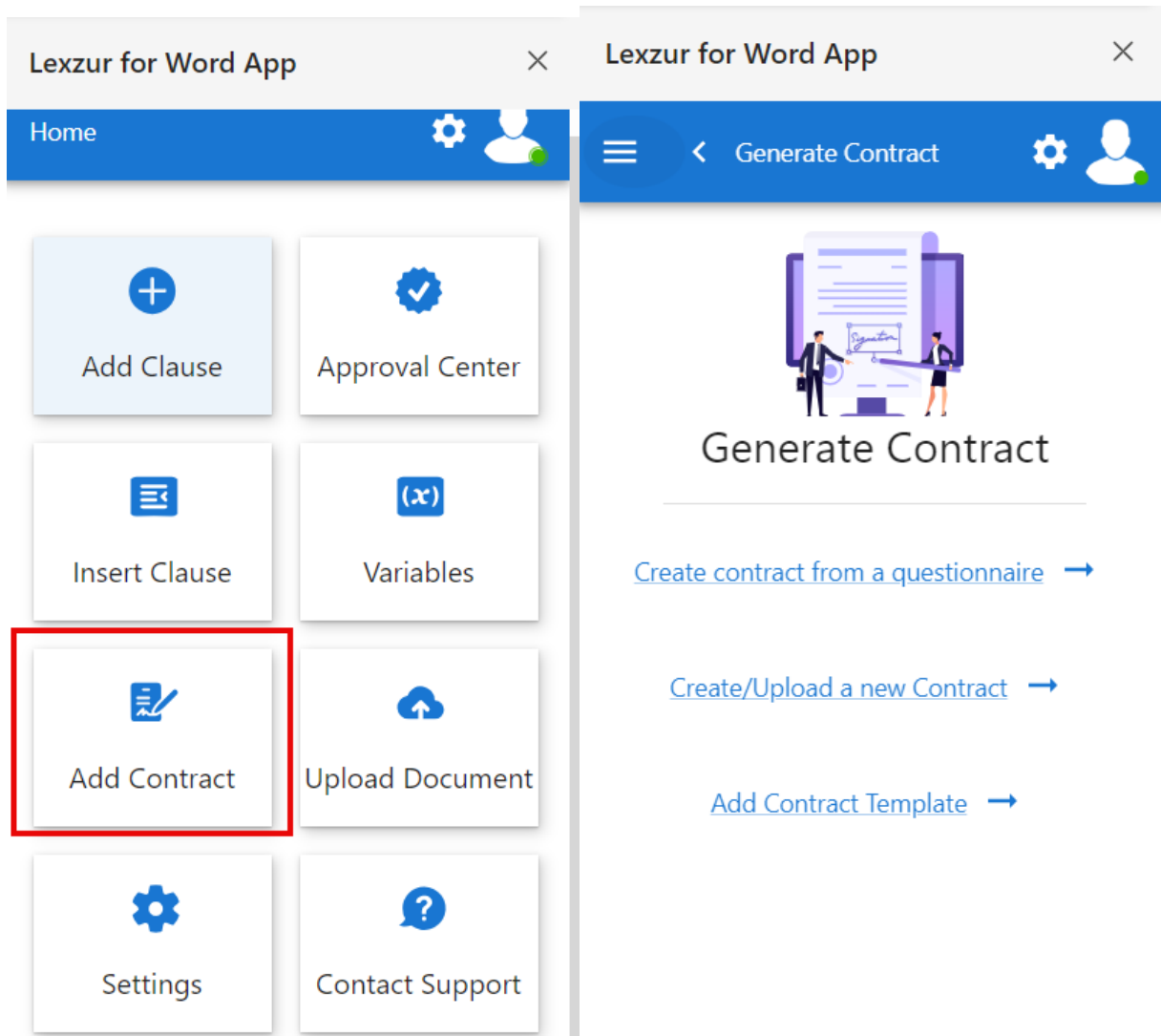
First Party

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Add Contracts:

Furthermore, you can generate a new contract and create a contract template:



To Create a new contract, you can either generate a contract from a template or upload contracts.



- The “**Create contract from a questionnaire**” option is just the same as adding a contract using a predefined template from the system.

Lexzur for Word App

< Generate Contract



Type *
Commercial Lease Agreement

Sub type
None

Choose template *
None

Document name
Commercial Lease of ABC.docx

NEXT

So, choose the document type, and based on this type, select the template that you will use, name this document, and press on Next.

The following page is the questionnaire that you should fill out.

- For the **“Create/Upload a new contract”** option, you will be asked to fill in some mandatory and optional fields: such as the contract type, name, requester, Date, priority, and many others.

NON-DISCLOSURE AGREEMENT (NDA)

This Nondisclosure Agreement or ("Agreement") has been entered into on the date of 2023-03-02 and is by and between:

Party Disclosing Information: Branding Company with a mailing address of of ("Disclosing Party").

Party Receiving Information: Lauren Travis with a mailing address of of ("Receiving Party").

For the purpose of preventing the unauthorized disclosure of Confidential Information as defined below. The parties agree to enter into a confidential relationship concerning the disclosure of certain proprietary and confidential information ("Confidential Information").

1. Definition of Confidential Information. For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have commercial value or other utility in the business in which Disclosing Party is engaged. If Confidential Information is in written form, the Disclosing Party shall label or stamp the materials with the word "Confidential" or some similar warning. If Confidential Information is transmitted orally, the Disclosing Party shall promptly provide writing indicating that such oral communication constituted Confidential Information.

2. Exclusions from Confidential Information. Receiving Party's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party; (b) discovered or created by the Receiving Party before disclosure by Disclosing Party; (c) learned by the Receiving Party through legitimate means other than from the Disclosing Party or Disclosing Party's representatives; or (d) is disclosed by Receiving Party with Disclosing Party's prior written approval.



In case you have variables added to your document, you will be asked to fill in these variable fields while uploading the contract.

Once done, a new contract will be created and added to the list of contracts in the system. The Word document will be saved in the related Attachments tab of the contract.

- As for the " **Add Contract Template**", read this [guide](#) to know more.

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Upload Documents:

Moreover, the Word add-on enables you to upload this document directly to LEXZUR, you can either upload it to the **IDocs Module**, or other modules.

Lexzur for Word App

Upload Document

Document name

NDA-Lauren Travis

.docx

Keywords

Upload To Docs

Upload To Other

Select Directory

Contract Templates

27

Document Generator

1

Documents

2

Hearing Templates

4

Supporting Documents

4

Templates

2

2024-01-05_12-05-34.jpg

UPLOAD

Lexzur for Word App

Document name

NDA-Lauren Travis

.docx

Keywords

Upload To Docs

Upload To Other

Select Module

Contract

Matter

Intellectual Property

Client

Search for Matter

UPLOAD

Therefore, name the document, and select the destination folder or the name of the Matter/Contract/IP/Client.

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For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!