

CREATE **Advanced** 45 MIN · UPDATED 2026-09-30

Redline a contract against your legal playbook.

Have Word's Legal Agent review a contract clause-by-clause against firm standards and draft tracked-change edits with rationale.

MICROSOFT 365

Word

WORKS WITH

Copilot

Business Outcome

A first-pass redline in minutes that a lawyer reviews and refines, instead of starting the clause-by-clause review from scratch.

Workflow Steps

Step 1: Load the contract and the playbook

Word

Open the contract in Word and make sure the Legal Agent also has the current playbook document available as a reference source — without the playbook attached, it has nothing concrete to measure deviations against and will fall back to generic contract-review instincts instead of your firm's actual standards.

Step 2: Ask for a clause-by-clause redline

Copilot Legal Agent in Word

Be explicit that you want tracked changes with rationale, not a summary of concerns – the point is a redline you can act on directly.

PROMPT

Review this contract clause by clause against our legal playbook. Propose tracked-change edits for any clause that deviates from our standard positions, with a one-sentence rationale comment on each edit explaining which playbook standard it addresses.

Step 3: A lawyer reviews every proposed edit

Word

Nothing here is final until a qualified reviewer accepts, rejects, or modifies each tracked change – this is a first pass, not a signature-ready document.

Step 4: Track which clauses get pushback most often

Word

If the same clause type keeps needing negotiation, that's useful signal for updating the playbook itself, not just this contract.

✓ Check the work

- Confirm every proposed edit's rationale actually cites a real playbook standard, not a plausible-sounding one.
- Have a qualified reviewer accept or reject every tracked change before the document goes anywhere.
- Check that no clause outside the playbook's scope was touched without a clear reason.

Expected Outcome

A tracked-changes redline of the contract with a rationale comment attached to every proposed edit.



Want help rolling this out across your team? **Go to Liminals.Tech** ■