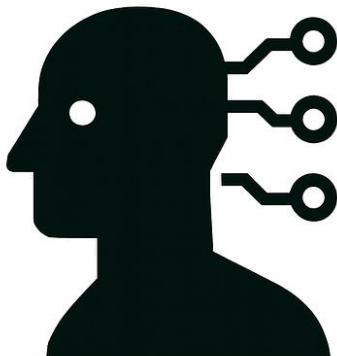


101 WAYS

**TO INCREASE
QUALITY AND
EFFICIENCY USING
MY AI TOOL**



DAVID ROSENTHAL

Version December 22, 2025

2

The latest version of this use case guide and the add-ins can be downloaded at <https://redink.ai>.

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Some screenshots have been (visibly) redacted for confidentiality reasons.

David Rosenthal had the idea to create "Red Ink", has led its development, and is the delegate of the board of LawDigital Ltd. At the same time, he is a partner at VISCHER, a leading Swiss business law firm. He heads VISCHER's data and AI law practice and the VISCHER Legal Innovation Lab (LIL), and is a lecturer at the Swiss Federal Institute of Technology in Zurich (ETHZ) and University of Basel Law School. For more publications and info see <https://www.rosenthal.ch> and <https://vischer.com/ai>.

Start small, grow tall

3

There is a lot of "magic" that AI models can do, but I did not have it right at my fingertips when writing emails, drafting documents or working on spreadsheets. Other product did not convince me, so we created our own tool: Red Ink. Only then did we start to realise how much AI can improve our work quality and efficiency. Technology is not the hurdle; it's about applying it to daily life.

AI does not replace but complements us. It lets us focus on things we do better: Being creative, keeping the big picture, understanding, so producing above-average work. You, too, can delegate burdensome or boring tasks to a diligent assistant that goes the extra mile for you. And it will challenge you, if you wish. Just provide the right directions, context and final judgment to separate the wheat from the chaff.

Begin with small tasks, then increase your stride. But understand the capabilities and limitations of this technology. For example, learn, which model to choose for which task. And do not expect to work less because of AI. When e-mail was introduced, some expected to have more free time, because it took only five minutes instead of 30 to write a letter. We all know where that ended...

David Rosenthal



4

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= using AI to increase my quality of work



= using AI to increase my efficiency

How did we do it?

11

All examples in this guide were run through with the latest version of "Red Ink" installed on Word, Excel and Outlook (for M365) using Windows 11, and with the Edge browser also being equipped with the Red Ink extension.

The tool directly accesses the world's best large language models through their so-called API. For this booklet, Google Gemini 1.5, Gemini 2.5 Pro (with and without reasoning, with and without Internet search grounding) and Gemini 2.5 Flash were used as the main models, with some models from other providers for selected tasks (e.g., Perplexity Sonar Reasoning Pro, OpenAI O3, OpenAI O4 for Deep Research, OpenAI GPT Image 1, Gemini 3 Pro Image).

Speech-to-text and text-to-speech generation was done using Google models.

VISCHER was the first law firm in Switzerland to have a special contract with Google that is suitable for professional secrecy, and our contractual terms are now also used by various other law firms in Switzerland. Our data is processed in Switzerland and Europe and not stored by the AI systems. For OpenAI and Perplexity, we have standard contracts that allow us to use their API.

First impressions counts!



"I need to send an email and want to make sure it has no embarrassing errors."

13

1. In Outlook, I select the text I wrote.
2. I click *Correct*.
3. The AI takes two seconds.
4. I check the proposed changes.



The screenshot shows an Outlook email composition screen. The recipient is set to "david.roenthal@vischer.com". The subject is "Re: Information Security Act". A tooltip from the "Red Ink" feature is displayed, stating: "This is the markup of the text inserted: Yes, the ISA came into force on January 1, 2024, and sets forth certain minimum standards for information security with regard to Federal authorities (and Cantonal authorities in certain cases) and cases. It provides for a legal basis for certain security practices, but they practices. However, its direct application to private sector organisations is organizations concerns with regard to the cyberattack notification obligation (in force since April 2025)." There is an "OK" button at the bottom of the tooltip.

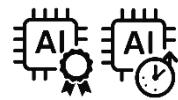


This is also available in Word, Excel and the browser.

Start using the "DiffW" markup method (the one shown above) and the correction replacing your text (not adding to it). It is fast and ideal for short texts. Configure this in "Settings" or as the default setting. Later, also try "Diff".

If your text should not only be corrected but "improved" (i.e. more changes), use *Improve*. Some prefer this.

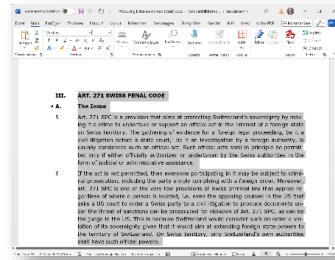
Translate this, please



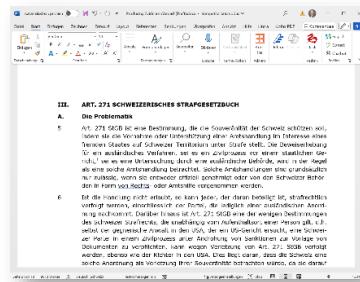
14

"I have an English text that I want to translate into German."

1. I select the text to be translated.
2. I choose the appropriate translation button (here: German).



3. The AI takes ten seconds.
4. I check the translation.



You can also have the AI complete partial translations, e.g., "I woke up bei Sonnenschein and was happy!"

Do not select more than a few paragraphs at once.

This is also available in Outlook, Excel and the browser.

Use *Improve* (paragraph by paragraph) once you have made the translation; it will result in more natural sounding texts and less like a translation.

I want to be more friendly



"I drafted an e-mail response. I want it to be more friendly but have no time for wordsmithing."

15

1. I select my response:

Betreff Re: Speech on AI

Dear Andrea

Thank you for your invitation. Unfortunately I have no time for this speech, and wish you all the best.

Best,
David

2. I ask the AI to make it more friendly.



1a

- ☀ Improve
- ✂ Shorten
- ⬇ Summarize
- ☒ Sum-up
- ✖ No Filler Words
- 🕒 More Friendly
- ➡ More Convincing

3. The AI takes three seconds.

4. I check out the result:

Betreff Re: Speech on AI

Dear Andrea

Thank you so much for thinking of me and inviting me to speak. While I'm truly honored by the offer, I won't be able to make it work this time due to scheduling conflicts. I wish you all the best with the event.

Best,
David

Red Ink

This is the markup of the text inserted:

Dear Andrea

Thank you so much for your invitation. Unfortunately thinking of me and inviting me to speak. While I'm truly honored by the offer, I have now't be able to make it work this time due to scheduling conflicts. I wish you all the best with the best event.

Best,

OK

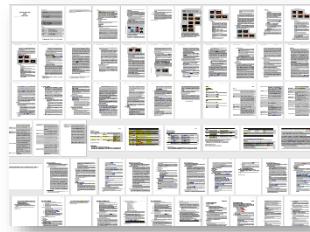
Give me a brief intro!



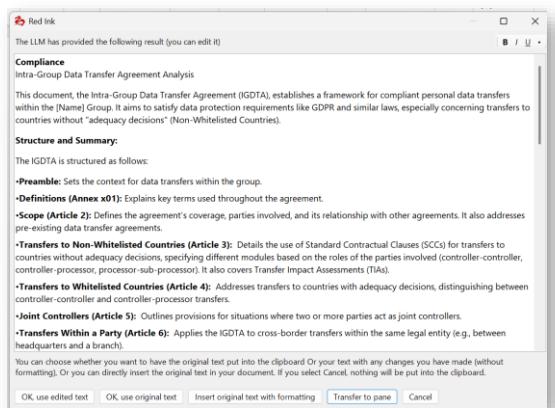
16

"I got a long Word document to review. It would be great getting a brief intro before I start."

1. I open it and select the → whole text (here: 117 pages).
2. Within *Analyze*, I select *Explain*.
3. I wait for 30 seconds.
4. I read the briefing provided to me on the content, its structure, the key message, arguments, errors, call to actions, and technical terms and acronyms used.



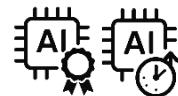
5. I am now much more efficient when studying it. I also use this to be able to quickly react to a doc I get during or right before a call.



You can send the text to a pane, so it remains available.

If you have specific questions on the text, use *Freestyle*.

Help me on this French site



"I just got a link to a French blog post, and I want to quickly check it out, but my French is too poor!"

17

1. I open the page and select the entire text (Ctrl-A). →

2. I right click on it and choose Freestyle on the Red Ink menu.

3. A prompt shows up (hosted by Outlook) and I type: "Explain to me in detail in English what the CNIL is writing here, with key quotes."

4. Five seconds later I get my key points:



5. When I click OK, the text is on the clipboard.

I am fluent in English but in a hurry...



18

"I have a German text to include in my e-mail in English and no time for translating it."

1. I paste the German text into my email.
2. I select the inserted text.
3. I click on *English*.



Here's the list of entities that are subject to the cyberattack notification obligation:

Art. 74b Meldepflichtige Behörden und Organisationen:
Die Meldepflicht gilt für:
a. Hochschulen nach Artikel 2 Absatz 2 des Hochschulförderungs- und -koordinationsgesetzes vom 30. September 2011;
b. Bundes-, Kantonale- und Gemeindebehörden sowie interkantonal, kantonale und interkommunale Organisationen, mit Ausnahme der Gruppe Verteidigung, wenn die Armee Assistentendienst nach Artikel 67 oder Aktivdienst nach Artikel 76 des Militärgezesses vom 3. Februar 1995¹ leistet;
c. Organisationen mit öffentlich-rechtlichen Aufgaben in den Bereichen Sicherheit und Rettung, Trinkwasserversorgung, Abwasserabfuhrung und Abfallentsorgung;
d. Unternehmen, die in der Betriebsstätte eine Versorgung nach Artikel 6 Absatz 1 des Energiegesetzes vom 30. September 2018², Energietrade, Energiemetering oder Energiebedienung sind, mit Ausnahme der Benutzungsinhaber gemäss Kernenergiegesetz vom 21. März 2009³, sofern ein Cyberangriff auf eine Kernanlage erfolgt;

4. The AI takes three seconds.
5. I check the translation.

Here's the list of entities that are subject to the cyberattack notification obligation:

Art. 74b Reportable Authorities and Organizations
1 The reporting requirement applies to:
a. Universities according to Article 2 paragraph 2 of the Higher Education Promotion and Coordination Act of 30 September 2011;
b. Federal, cantonal and municipal authorities as well as intercantonal, cantonal and intermunicipal organizations, with the exception of the Defense Group, when the army provides assistance service according to Article 67 or active service according to Article 76 of the Military Act of 3 February 1995¹;
c. Organizations with public law tasks in the areas of security and rescue, drinking water supply, wastewater treatment and waste disposal;
d. Companies active in the area of energy supply according to Article 6 paragraph 1 of the Energy Act of 30 September 2018², energy trading, energy metering or energy control, with the exception of licensees according to the Nuclear Energy Act of 21 March 2003³, insofar as a cyberattack on a nuclear facility occurs.

tbc.



You can translate into any language your model supports. Choose the *Translate* function and enter the target language in English (e.g., "German").

If you want to translate an email you received, go to the email in the email overview and choose the "Translate" function.

This is also available in Word, Excel and the browser.

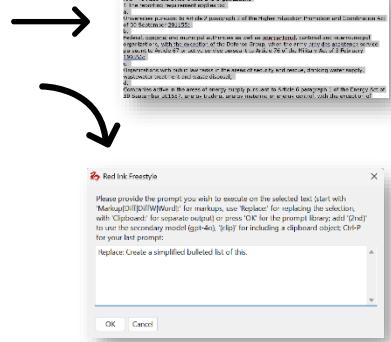
Let's get the text in shape ...



"The translated text is not yet in shape. Can this be simplified and presented in a nicer manner?"

19

1. I select the text.
2. I choose *Freestyle* and enter:
"Replace: Create a simplified
bulleted list of this."
3. The AI takes five seconds.
4. I get the simplified, bulleted
list and check it.



Here's the list of entities that are subject to the cyberattack notification obligation:

- Universities (Higher Education Promotion and Coordination Act)
- Federal, cantonal, and municipal authorities and organizations (excluding Defense Group during specific military services)
- Organizations with public law tasks (security, rescue, water, waste)
- Energy sector companies (supply, trading, metering, control; excluding nuclear licensees except in case of cyberattack on nuclear facility)
- Companies subject to Banking Act, Insurance Supervision Act, or Financial Market Infrastructure Act
- Healthcare institutions on cantonal hospital list
- Licensed medical laboratories
- Companies licensed for manufacture, market placement, and import of medicinal products
- Organizations providing benefits for illness, accident, incapacity, old age, disability, and helplessness
- Swiss Broadcasting Corporation



If you leave out "Replace:", the new text will be inserted after your selected text (depending on your settings).

If you want to save even more time, have your text translated, simplified and formatted in one go by using *Freestyle* for all (e.g., "Replace: Translate this text to English, simplify it and create a bullet list from it.")

This works in Word too.

Where in this PDF does it say that?



20

"I am working on the EU Data Act and want to locate a particular topic I know exists. But where?"

1. I get the Data Act as a PDF and open it directly in my Edge browser (it has 71 pages; using the HTML version would work, too). 
2. I select the entire text (Ctrl-A).
3. I right click on the text and choose *Freestyle* on the Red Ink menu; a prompt window pops up.
4. I type in my question: "Where is it regulated that manufacturers need the consent of their customers to use their data for their own purposes?"
5. After ten seconds I have my response and the AI (correctly) points me to Article 4(13): 
6. Of course, I will verify what the AI has identified.



Make sure you have the Red Ink extension installed, you open the PDF directly in the browser without using a PDF add-in (it may block access) and right-click on "selected" text (otherwise it will not work).

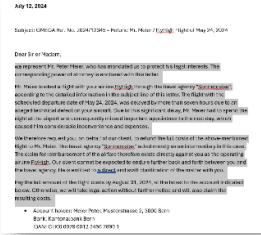
Tell me, what could I improve?



"I wrote a letter in Word and want a second pair of eyes to read it for possible improvements."

21

1. I select the text of my letter. →
2. I choose *Freestyle* and enter:
"Bubbles: How could I improve
this?"
3. The AI takes six seconds.
4. I check out all the comments provided:



Dear Sir or Madam,

we represent Mr. Peter Meier, who has mandated us to protect his legal interests. The corresponding power of attorney is enclosed with this letter.

Mr. Meier booked a flight with your airline FlyHigh through the travel agency "Sonnenreise", according to the detailed information in the subject line of this letter. The flight with the scheduled departure date of May 24, 2024, was delayed by more than seven hours due to an alleged technical defect on your aircraft. Due to this significant delay, Mr. Meier had to spend the night at the airport and consequently missed important appointments the next day, which caused him considerable inconvenience and expenses.

We therefore request you, on behalf of our client, to refund the full costs of the above-mentioned flight to Mr. Meier. The travel agency "Sonnenreise" acted merely as an intermediary in this case. The claim for reimbursement of the airfare therefore exists directly against you as the operating airline FlyHigh. Our client cannot be expected to endure further back and forth between you and the travel agency. He is entitled to a direct and swift clarification of the matter with you.

Pay the full amount of the flight costs by August 31, 2024, at the latest to the account indicated below. Otherwise, we will take legal action without further notice and will also claim the resulting costs.

- Account holder: Meier Peter, Musterstrasse 2, 3000 Bern
Bank: Kantonalbank Bern
IBAN: CH00 0079 0012 3456 7890



You can also have the AI's comments show up in a pane or a separate window (use "Pane:" or "Clipboard:")

Sometimes "Bubbles:" has difficulty locating the right part of your text or the AI worked poorly. Those comments will be in a bubble comment at the end of the selected text.

I agree with your comment!



22

"I received comments on my Word document.

Now I want to implement them into my text."

- 5 Hence, the definition under the AIA does not require that the individual is uniquely identified based on such data for it to be biometric data as per the AIA. It is not clear whether this difference is relevant. One may argue that this is no difference because biometric data under the AIA must as well be personal data to qualify as biometric data. However, under the AIA it suffices that the individual are identified or identifiable, but this does not have to happen based on the biometric data.]
- 6 The situation becomes clearer when looking at Art. 9(1) GDPR, which sets forth special prerequisites for processing certain "special categories" of personal data and is the provision that really makes a difference in practice. The special categories also include biometric data, but

VISCHER

R: While grammatically correct, the double use of "as well" and "to qualify" makes this sentence slightly cumbersome. Consider simplifying it to: "One could argue there is no practical difference, since biometric data under the AIA must also be personal data."

22. Juni 2025, 17:22

Anworten

1. I go to the bubble comment and select the text I want to apply (or I just click into the comment). →
2. Within the *Improve* menu I choose *Apply comment*.
3. I choose the markup method.
4. The AI only needs three seconds to get it done.

VISCHER

R: While grammatically correct, the double use of "as well" and "to qualify" makes this sentence slightly cumbersome. Consider simplifying it to: "One could argue there is no practical difference, since biometric data under the AIA must also be personal data."

22. Juni 2025, 17:22



Hence, the definition under the AIA does not require that the individual is uniquely identified based on such data for it to be biometric data as per the AIA. It is not clear could argue there is no practical difference between the AIA must also be personal data that the individual are identified to happen based on the biometric data.

The situation becomes clearer sets forth special prerequisites "special categories" of personal data and is the provision that really makes a difference in practice.

This is the markup of the text inserted:

One could argue that there is no difference between practical differences, since biometric data under the AIA must also be personal data to qualify as biometric data.

OK



If you want to edit the prompt that is used to intelligently implement the comment, choose the "(edit)" version.

If you want to adapt the entire paragraph, go for "to para".

What are my new e-mails about?



"I just returned from a meeting and see 30 new e-mails. Can someone give me a quick overview?"

23

1. I select all the 30 emails I received.
2. I choose *Sum-up* from the quick access menu. →
3. I wait some 15 seconds.
4. I get a summary of the selected emails I got (just the latest mail, not the chains and not those already answered):



Red Ink Sum-up (of unanswered mails)

- [REDACTED] **GDPR Training: Contact [REDACTED]** is IT department and ask them to resend the e-mail with the link to the GDPR 2024 course. Once received and reviewed, schedule a prep call with [REDACTED] for September 24 or 25. **Follow up** on receipt of the course material.
- [REDACTED] **Invoice:** Clarify with [REDACTED] whether a 25% discount was agreed upon for the [REDACTED]. If not, inform Jennifer that the discount cannot be applied. **Follow up with [REDACTED]**.
- [REDACTED] is unlikely to be satisfied with only a revised data privacy statement. Discuss possible strategies with [REDACTED] and the management member. **Follow up with [REDACTED]** next week.
- [REDACTED] Schedule a call with [REDACTED] to discuss the [REDACTED] and potential compromises. No immediate action required.
- [REDACTED] **Potential Mandate:** Call [REDACTED] next week to discuss details of the potential mandate. Proposed times: Monday (15:00-17:00), Tuesday (08:00-10:00)

OK



Make sure you have no email open for editing, as you will otherwise be shown a summary of only that email.

To get a summary of an entire mail chain, select that one particular email (don't open it) and then again *Sum-up*.

Please prepare a draft response

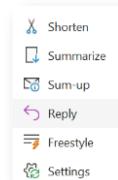


24

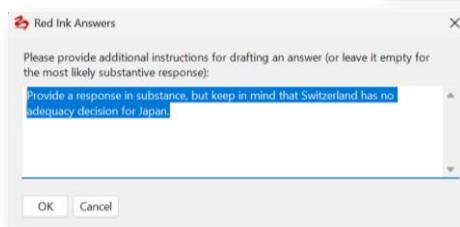
*"I have a client asking me a number of questions.
Could someone take a first shot at the response?"*

1. I open the email of the client, read it to get a basic understanding and push reply.

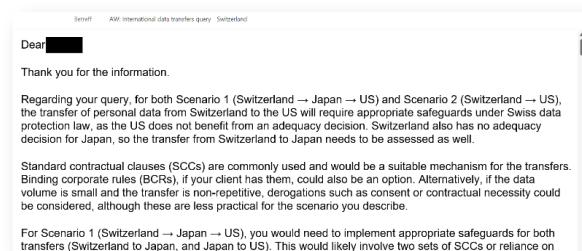
2. I select *Reply* within Red Ink.



3. I give instructions, if necessary, but I often just leave it empty to see what the AI will say.

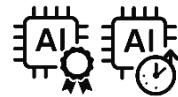


4. If I have defined my own "style", I select the one to be used.
5. I wait ten seconds, and then get my draft response:



6. Now I need to work on it, because it is often not ready to be sent. But it saves me time in drafting, and it provides a good "average" view on the topic (helpful for judgement calls). If I want to reword it using AI, I would then use *Freestyle*.

Check these definitions!



"I need to check to what extent the definitions in a policy correspond to those from the EU AI Act."

25

1. In Word, I select the definitions to be checked.
2. I open a website with the original definitions of the AI Act, select them and copy them to the clipboard (Ctrl-C).
3. Back in Word, I choose *Freestyle* and enter the prompt:
"Pane: Do these definitions match with the applicable definitions I provided to you? If not, where are the differences?
(clip)"
4. I wait 20 seconds and then get the result of the analysis in the pane ("Clipboard:" or "Bubbles:" would work, too):

The screenshot shows a Microsoft Word document with the 'Freestyle' pane open. The pane displays two sets of definitions side-by-side for comparison:

Definitions from the EU AI Act:

- AI System: As defined in Article 3(1) of the EU AI Act.
- Third-Party AI System Model: An AI system developed and provided by an entity external to the user which [REDACTED] acquires, licenses, or otherwise uses;
- Provider: A natural person, legal person, or other body which [REDACTED] develops, manufactures, or sells an AI system or makes it available to others for their own purposes or the purposes of [REDACTED];
- Intended Purpose: The purpose for which an AI system is developed and made available to users, including the specific manner and conditions of use, and [REDACTED] the specific context in which the AI system is used;
- Substantial Modification: The alteration of an AI system model context, [REDACTED] in a way that changes its intended purpose, [REDACTED] and [REDACTED] the AI system's ability to achieve its intended purpose;
- Model Provider: Any自然人, legal person, or other body which [REDACTED] develops, manufactures, or sells an AI system or makes it available to others for their own purposes or the purposes of [REDACTED].

Definitions from the third-party AI System Model:

- AI system: a machine-based system that is designed to operate with varying levels of autonomy and that may exhibit adaptiveness after deployment, and that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments;
- risk: means the combination of the probability of an occurrence of



With "(clip)" in your *Freestyle* prompt, the content of your clipboard will be included (if supported and configured). If you use "(addoc)", you can access other open Word docs.

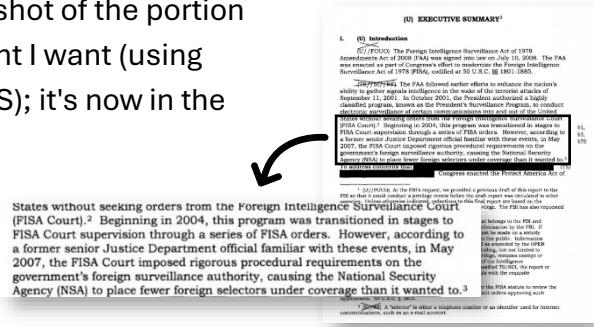
Copy that text into my document



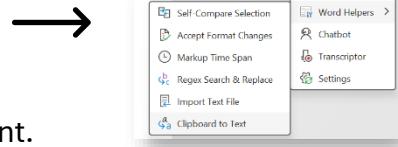
26

"I am writing a document and need to include text from a PDF. But copy & paste doesn't work."

1. I take a screenshot of the portion of the document I want (using Ctrl-Windows-S); it's now in the clipboard.



2. Back in Word, in *Word Helpers*, I choose *Clipboard to text*.
3. Within three seconds, the text is inserted in my Word document.



This also works with other content you have copied to the clipboard, for example sound files, videos or images.

In Outlook you have the same feature (goes to clipboard).

You can do the same using *Freestyle* and including "(clip)" in prompt. Ideal for giving additional instructions: "Extract the text from the box on page 2 of attached (clip)"

Your model needs to support such "multi-modal" input and be configured accordingly within Red Ink.

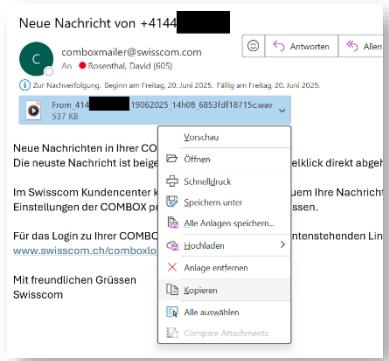
Convert that voice mail to text



"I received a voice mail and want to include the message in a Word document and an email."

27

1. I copy the recording (i.e. the WAV-file) from my mailbox to the clipboard (using the context menu or Ctrl-C).



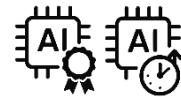
2. In Word, in *Word Helpers*, I choose *Clipboard to text*.
3. Within seconds, the voice mail is transcribed and the text inserted in my document. I then check it for accuracy.
4. In Outlook, I can do the same. There, Red Ink will show the content in a window and put it into the clipboard, so I can use it anywhere. This way, I do not need to listen to the voice mail to find out what it is about (useful during long calls!).



This also works with other content you have copied to the clipboard. For example, if you copy a video, you can get a description or transcription of the video.

Your model needs to support such "multi-modal" input and be configured accordingly.

I need to classify data in a table



28

"I received a table with data categories I need to classify, but I am not sure I understand all of them."

1. I copy the table I received in Word to a new Excel worksheet.



Category	Sub-category	Personal Data
Basic vehicle data	Vehicular Metadata	Yes or no?
	Automotive Descriptors	Yes or no?
	Photometric Range Data	Yes or no?
	High-Frequency Radar Scans	Yes or no?
	Acoustic Proximity Readings	Yes or no?
	Visual Sensor Captures	Yes or no?
	Inertial Measurement Unit Telemetry	Yes or no?
	Cartographic Vector Database	Yes or no?
	Global Positioning Satellite System Fix	Yes or no?
	Intercellular Communication Messages	Yes or no?
perception data	Aggregated Object Information	Yes or no?
	Synthesized Traffic Conditions	Yes or no?
	Consolidated Environmental Data	Yes or no?
	Combined Roadway Characteristics	Yes or no?
	Integrated Vehicle Orientation Data	Yes or no?
	Unified Vehicular Location Information	Yes or no?
	Operator Input Recordings	Yes or no?

2. In Excel, I select the entire table, choose *Freestyle* and enter the prompt: "Respond to the question in column C and in column D provide a description of what is meant in column B and provide a reason for your response."
3. Ten seconds later, a window pops up and the changes to be made are proposed, with each cell/content shown in square brackets. I choose OK to have them all applied:

Category	Sub-category	Personal Data	
Basic vehicle data	Vehicular Metadata	No	Metadata about the vehicle itself, n
	Automotive Descriptors	No	Descriptive attributes of the vehic
	Photometric Range Data	No	Data from sensors measuring light
	High-Frequency Radar Scans	No	Data from radar sensors detecting
	Acoustic Proximity Readings	No	Readings of sounds near the vehic
	Visual Sensor Captures	Potentially	Images captured by cameras on th
	Inertial Measurement Unit Telemetry	No	Data from sensors measuring the
	Cartographic Vector Database	No	A database of map data. This does
	Global Positioning Satellite System Fix	Potentially	Location data from GPS satellites.
	Intercellular Communication Messages	Potentially	Messages exchanged between vehi
perception data	Aggregated Object Information	Potentially	Combined information about detec
	Synthesized Traffic Conditions	No	Aggregated information about traf
	Consolidated Environmental Data	No	Combined information about envir
	Combined Roadway Characteristics	No	Aggregated data about road charac
	Integrated Vehicle Orientation Data	No	Combined data about the vehicle's
	Unified Vehicular Location Information	Potentially	Combined information about the v
	Operator Input Recordings	Potentially	Recordings of inputs from the vehi

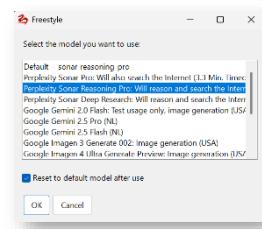
I need some talking points!



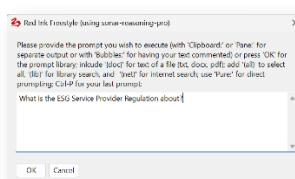
"A client wants to talk to me in a few minutes about a topic I am not familiar with; no time to prepare."

29

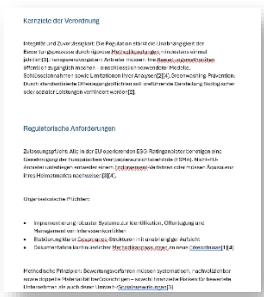
1. In the past I used normal Internet search engines for this, but now I open a new Word doc and select *Freestyle* (2nd).
2. I choose a model for research (e.g., Perplexity Sonar Reasoning Pro).



3. I enter my prompt, e.g., "What is the ESG Service Provider regulation about?"

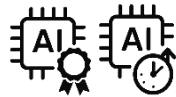


4. Within 20 seconds I have a report with Internet sources. Some points are helpful, some not. I now have my talking points.



- Some models go much deeper but also take more time.
In some cases, the response also contains the "thinking".
Use "Clip:" or "Pane:" to have the AI response shown in a Window or in a pane instead of your document.

Help me do meeting minutes



30

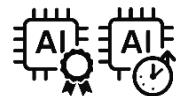
"I am having a meeting and will have to do meeting minutes. It would be great if I could get some help."

1. I open Word (in physical meetings, I use my notebook, with its microphone enabled), and select *Transcriptor*.
2. In the new window that opens, I choose the appropriate transcription model and the microphone (in Teams I use the version "plus audio output" to capture all participants).
3. I tell participants I will use my computer to help me create the meeting minutes, press *Start* and, depending on the model, I choose the language. The ongoing transcription will appear:
4. At the end, I click *Stop*, select the script to be used to process into a transcription and then press *Process*: →
5. After 30 seconds, the draft meeting minutes appear in my document I can further edit (usually I have to identify speakers myself).



Check beforehand which models and audio settings work for you; for live transcription, use online models.

I need a source for this



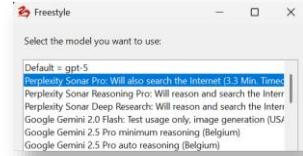
"I am writing an article about a copyright issue. I have factual statements for which I need sources."

31

1. In Word, I select the portion of the text that I need to have fact checked and for which I need sources.

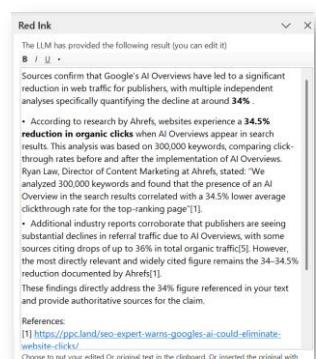
Problem No. 2: What affects the Swiss media much more is a phenomenon known in the industry as "Google Zero". It describes a nightmare scenario in which all user traffic generated by Internet search engines such as Google on their online offerings shrinks to zero because users are already satisfied with the summaries provided by AI from articles and other content on their online offerings. Reference is made here to an already massive reduction in Internet traffic: Google's "AI Overviews" are said to have already reduced this web traffic by 34% (see XXX). Other examples include chatbots such as ChatGPT and Perplexity, which in turn compete with classic search engines.

2. I select *Freestyle (2nd)*, choose a model that does Internet research (e.g., Perplexity Sonar Pro).



3. I enter my prompt: "Please find me sources for this, and in particular the 34%."

4. Seven seconds later I have a report on the facts with related links. I can check them out. Not all will be valid, but I am much faster than with a normal Internet search.



If you are not satisfied, try out another model with built-in Internet search. It may come up with different results. If the topic is complicated, use "reasoning" model.

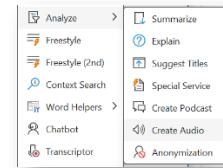
Create an audio version of this



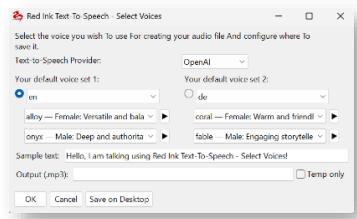
32

"I have a 40-page memo I should study, but I am travelling. It would be great if I could listen to it."

1. I open the memo in Word and select the entire document.
2. In Analyze, I choose *Create Audio*. →
3. I choose "alternate" voices (the memo will be read by two different, alternating voices, which is livelier).
4. I then select the text-to-speech-provider and the two voices to be used. I can test the voice by clicking on the play symbol.



5. I need to set a few parameters. The only one I change is "Clean text", which will cause my text to be slightly edited for better reading.



6. I wait until my file is ready. It will be read aloud (which I abort). Instead, I take the MP3 file created on my desktop and copy it to my mobile phone.



redink-output.mp3



Try out the voices; some are much better than others.

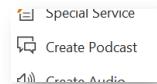
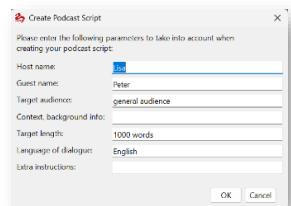
If the text triggers AI errors (e.g., if it is too complex), use "Clean text"; parameter changes may also cause errors.

A podcast is more fun to listen to



"I have a long background report, but I won't find time to read it. Create me a podcast I can listen to."

33

1. I open my report in Word (if it is on a webpage or searchable PDF, I open it in my Edge browser, select all and with a right-click send the text to a Word doc).

2. I select the text (does not need to be formatted nicely) and choose *Create podcast* within the *Analyze* menu.
3. Now to create the podcast script I provide a few parameters to give context and define the length (do so in "words", where 1'000 words are about 4-5 minutes of audio).


Please enter the following parameters to take into account when creating your podcast script:	
Host name:	Peter
Guest name:	
Target audience:	general audience
Content background info:	
Target length:	1000 words
Language of dialogue:	English
Extra instructions:	
4. After some time, the script appears in a window. I could edit it, but instead I press OK (it will be put into the clipboard).
5. I now select the text-to-speech provider and the voices for the "host" and the "guest", don't change the parameters, and my podcast will be generated and saved to the desktop.



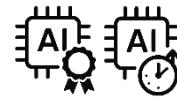
Another use case: Short podcasts for training purposes.

Try different voices; this can make a very big difference.

Note that the text output length of most models is limited.

Save your script to a Word doc; you can create an audio file anytime using *Create Audio* in the *Analyze* menu.

Fill out this (data breach) form



34

"We use an Excel sheet to assess and document data breaches. Now a client has a breach."

1. I open the empty Excel worksheet with the data breach form (available at vud.ch/breach).
2. The client provided me with a summary of what has happened in Word. →
3. I switch to Excel, select the part of the form that needs to be completed.
4. I click on *Freestyle (2nd)* and choose Gemini 2.5 Pro with reasoning. My prompt: "Fill out this form for me based on the information in the following case. All blue-gray fields and the drop-down menus are to be filled in, as far as an assessment is reasonably possible. Case: {doc} (color)"
5. I am prompted for the file. I drag and drop it and confirm.
6. After 50 seconds, I get a proposal on how to complete my form, which I accept. The changes are implemented, and I check the content. →

PERSONAL DATA BREACH INCIDENT 16 April 2025

CASE SUMMARY

Case ID: ABC-2025-001. Disclosure of Co-worker Data - Data Breach.

Date of Incident: 13 April 2025

Date Reported: 15 April 2025

1. Executive Summary

On 13 April 2025, a specimen law-firm service provider sent an email to 140 employees of a company. The email contained sensitive co-worker data, including their names, job titles, and their private email addresses stored in the system. The email was intended to include only the recipient's co-worker's individual tax statement but instead included a bulk file with data for all co-workers subject to withholding tax at the source.

The issue was reported to Human Resources (HR) on 15 April 2025 after the recipient was made aware of the file's contents by a third party who accessed the email.



"(color)" will enable the AI to "see" the color in the sheet.

{doc} is the placeholder for the doc; "(file)" works, too.

Doublecheck my Excel, please



"I have an Excel compliance-checklist filled out by a client. Now I would like the AI to doublecheck it."

35

1. I open Excel and go to the worksheet that contains the requirements and the client comments.
2. I select the header line and the first 15 entries.
3. I choose *Freestyle* and enter the prompt: "Bubbles: Check the answers in column I, J, K, M and P for mistakes, inconsistencies, missing information and other problems."
4. After 50 seconds, I get a list of comments for various cells of the worksheet. I press OK to have them inserted.
5. I check these comments.



The screenshot shows the 'Comments' pane in Microsoft Excel. A comment from a user named VISCHER is displayed, reading: "Es ist keine Geltung für die [REDACTED] unterliegenden Aussagen können sich geben, in welche die [REDACTED] auf des Bundes (z.B. ZAS) zugegriffen. Da die Systeme angebunden wird, ist auch Ihnen, sowie die [REDACTED] als auch ISO 27001 zertifiziert ist, bereit diese gegenstellen PSP." Below the comment, there is a note: "Kumentiert. Siehe '1. Beschreibung der - und B3.06. [REDACTED]ung der Lösung', B5.00 [REDACTED] 10. Juli 2025, 23:04".



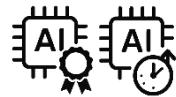
Instead of adding comments ("Bubbles:"), you can also have the comments shown in the pane ("Pane:").

Use *Freestyle* to also have your own Excel doublechecked for issues or improvements. It can also check formulas.

Freestyle can also read pre-existing comments. If you add "(color)", it also becomes aware of the colors used.

Use *Chatbot* to interact more directly with your sheet.

Help me out with the formula



36

"I need to calculate the interest for my client's damages claim. I have no idea how to do so."

1. I open Excel and add in A1 the damages amount and in B1 the applicable interest rate and in C1 the date when interest starts. I want the result to be in D1.

2. I select the cells:

A	B	C	D
100000	5%	01.12.2024	
?			

3. I choose Freestyle with a prompt like this: "Create a formula that calculates the amount of default interest. The amount to be subject to interest is in cell A1, the default interest rate in cell B1, and the date on which default commenced in cell C1. The end date for the interest calculation is today. The formula should calculate the interest accurately to the day and display the result in cell D1."

4. After two seconds,

I get a proposal.

The LLM has provided the following result (you can edit it):

[Cell: D1]
[Formula: =A1*B1*(TODAY()-C1)/365]

5. I choose OK to have

it inserted:

The *B1* was converted to italics as part of the Markdown formatting



A	B	C	D	E
100000	5%	01.12.2024	=A1*B1*(HEUTE()-C1)/365 3027.39726	



You can also ask for an explanation of the proposal or ask for alternative calculations (e.g., based on 360 days).

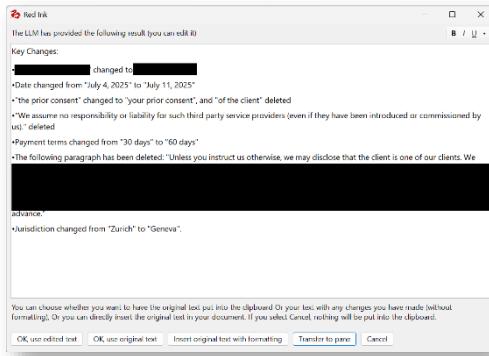
Tell me what the key changes are



"I received back a document with markups. I want a summary of only the changes."

37

1. I open the four-page document in Word and select the entire text (Ctrl-A).
2. I select Freestyle and enter for example: "Clip: What are the key changes? (rev)"
3. 2-3 seconds later, I get the response:



The addition of "(rev)" enables the AI to see the markups.

You can filter revisions of a specific author by using "(rev:author)", with *author* = the author's name.

You can have the results transferred to a pane by clicking "Transfer to pane" (or use "Pane:" in your prompt); the response will remain visible, but you can edit your doc.

Due to Word, this feature is not very reliable on docs with complex, overlapping markups. For this, there is also a *Word Helper* that compares two open docs. Moreover, in *Analyze, Sum-up Revisions* will summarize changes, too.

Redact this table in Excel



38

"I have an Excel table that contains customer names. I want to change them to initials."

1. I open the Excel worksheet and select the entire table.

ID	Date	Customer Name	Product	Quantity	Unit Price (USD)	Total Amount (USD)	Margin	Commission	Promotion	Status
S001	2025-07-01 EC	Laptop	2	199.99	\$399.98	\$399.98	50%	19.99	Microsoft	Paid
S002	2025-07-01 JS	Smartphone	3	299.99	\$899.97	\$899.97	40%	59.99	Apple	Pending
S003	2025-07-02 ST	Tablet	4	149.99	\$599.96	\$599.96	30%	44.99	Amazon	Paid
S004	2025-07-02 BH	Monitor	5	119.99	\$599.95	\$599.95	20%	23.99	Dell	Paid
S005	2025-07-03 LM	Keyboard	6	29.99	\$179.94	\$179.94	10%	5.99	Razer	Paid
S006	2025-07-03 IC	Mouse	7	29.99	\$209.93	\$209.93	10%	5.99	SteelSeries	Paid
S007	2025-07-04 ML	Headphones	8	99.99	\$799.92	\$799.92	40%	199.99	Beats	Paid
S008	2025-07-04 MW	Webcam	9	129.99	\$1169.91	\$1169.91	30%	329.99	Logitech	Paid
S009	2025-07-05 AH	Printer	10	399.99	\$3999.90	\$3999.90	50%	1999.95	Epson	Pending
S010	2025-07-05 AY	Router	11	149.99	\$1649.89	\$1649.89	30%	449.99	Asus	Paid
S011	2025-07-06 GB	Laptop	12	199.99	\$2399.88	\$2399.88	50%	199.99	Microsoft	Paid
S012	2025-07-06 EK	Smartwatch	13	199.99	\$2399.88	\$2399.88	50%	199.99	Apple	Paid

2. I choose Freestyle and enter into the prompt: "Change all customer names to initials, do not use formulas."
3. After ten seconds I have a proposal. →
4. I click OK to have these suggestions implemented.



SaleID	Date	Customer Name	Product	Q
S001	2025-07-01 EC	Laptop	2	199.99
S002	2025-07-01 JS	Smartphone	3	299.99
S003	2025-07-02 ST	Tablet	4	149.99
S004	2025-07-02 BH	Monitor	5	119.99
S005	2025-07-03 LM	Keyboard	6	29.99
S006	2025-07-03 IC	Mouse	7	29.99
S007	2025-07-04 ML	Headphones	8	99.99
S008	2025-07-04 MW	Webcam	9	129.99
S009	2025-07-05 AH	Printer	10	399.99
S010	2025-07-05 AY	Router	11	149.99
S011	2025-07-06 GB	Laptop	12	199.99
S012	2025-07-06 EK	Smartwatch	13	199.99

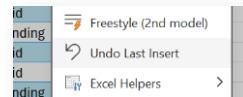
The LLM has provided the following result (you can edit it):
[Cell C2]
[Value 'C2']
[Cell C3]
[Value 'C3']
[Cell C4]
[Value 'C4']
[Cell C5]
[Value 'B4']
[Cell C6]
[Value 'IM3']



You could also use the *Anonymize* function, but since this processes cell-by-cell, it may be inefficient.

You cannot undo these changes by Ctrl-Z, but by using *Undo Last Insert*.

You can use *Freestyle* also to check whether there are still any names or identifiers contained in the worksheet.

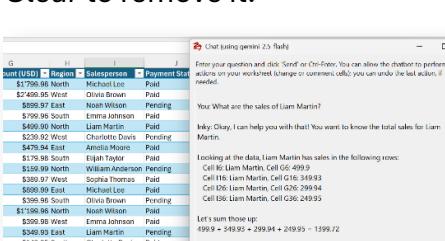
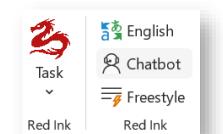


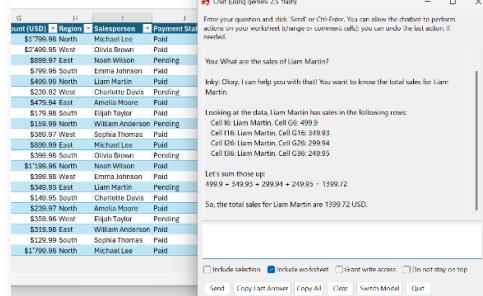
I have questions about this Excel



"I received an Excel worksheet with some data, and now I have some questions about it."

39

- I open my worksheet (it contains sales statistics) in Excel.
→
 - I activate the *Chatbot*.
 - The Chatbot window opens. I make sure that I have selected "Include worksheet"; if there is a previous conversation, I press *Clear* to remove it.
 - I write my question, for example, "What are the sales of Liam Martin?", then I press *Send* or *Ctrl-Enter*.
 - The chatbot responds.

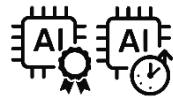


For large worksheets, speed things up by only including your current selection. Keep in mind that the chatbot only sees your current worksheet (unless you use "(addws)").

To let the chatbot make changes, check "Grant write access". Sample prompt: "Add below the table a section that lists the overall sales of all salespersons"

Alternatively, you can use *Freestyle* on all of the above.

Create a sample annex for me



40

"I drafted a contract which requires annexes. Now I need sample annexes based on the contract."

1. In Word, I select the entire contract (8 pages), up to and including where the Annex starts (in my case, it's in German "Anhang A").
2. I choose Freestyle and a prompt like this: "Append: Create me a sample Anhang A with all the information typically needed for it according to the contract."
3. The AI takes 25 seconds, and then I get a sample Annex with some meaningful sample content.
4. I check and amend it as necessary.



ANHANG A
Technische Spezifikation der Schnittstelle

Dieser Anhang A definiert die technischen Details, die für den Aufbau und den Betrieb der Schnittstelle zwischen dem Anwender und dem System erforderlich sind. Er umfasst die sichere Authentifizierung, das Verzeichnis der Funktionen, die Syntax von Anfragen und Antworten sowie das Prinzip der Push-Übermittlung.

1. Allgemeine technische Details

- **API-Basis-URL:** <https://api.schnittstelle.com>
- **Datenformat:** JSON (JavaScript Object Notation)
- **Zeichenkodierung:** UTF-8
- **Transportprotokoll:** HTTPS (HTTP Secure mit TLS 1.2 oder höher)
- **Fehlerbehandlung:** Fehlermeldungen werden im HTTP-Statuscode und im Antwort-Body bereitgestellt. Fehlerinformationen werden im JSON-Format im Antwort-Body bereitgestellt (z.B. `{"error": "invalid_email", "message": "Email address is invalid."}`)

2. Sichere Authentifizierung

- **Mechanismus:** OAuth 2.0 Client-Credential Grant Flow. Jede Partei agiert als OAuth-Client und authentifiziert sich gegenüber dem Autorisierungsserver der anderen Partei, um ein Access Token zu erhalten.
- **Token-Typ:** Refresh Token
- **Token-Gültigkeit:** Access Tokens sind für 60 Minuten gültig. Refresh Tokens werden nicht verwendet. Bei Ablauf muss ein neues Access Token angefordert werden.
- **Token-Umstellung:** Das Access Token muss auf Pflichtfelder im **Authorization-Header** als `Bearer [token]` übermittelt werden.
- **Client-Anmeldeinformationen:** `client_id` und `client_secret` werden den Parteien separat von der Plattform zugewiesen.
- **Endpunkt für Tokenanforderung:** <https://api.schnittstelle.com/oauth/token>

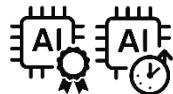


"Append:" is used to have the text inserted after the selection. Alternatives would be "Clip:" or "Pane:".

You can give instructions on the content, level of detail and language. Here, I did not do so because I wanted the AI to find out itself what needs to be included.

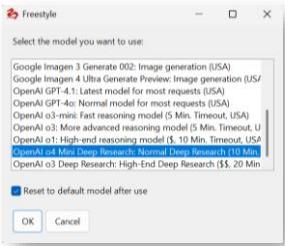
The formatting done by the AI is very limited. You will have to fine-tune the formatting of the generated text yourself.

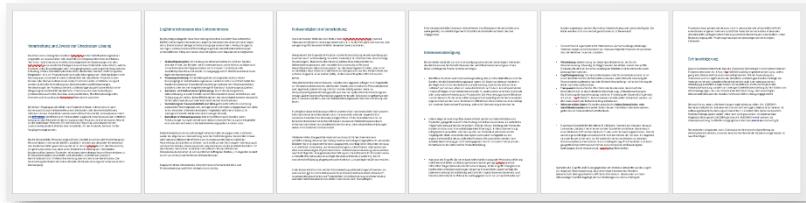
Deep research a first draft



"I need to write a GDPR-style Legitimate Interest Analysis for an AI-based video surveillance case."

41

1. I open a new Word document.
2. I chose *Freestyle (2nd)*. A window opens and I choose a suitable "Deep Research" model, for example "OpenAI o4 Mini Deep Research". I press OK. 
3. In the prompt window, I enter my prompt, for example: "I need a legitimate interest analysis in line with GDPR for the Checkscan system we want to use at our self-scanning systems. It is described here: <https://checklens.ai/products/checkscan/>. The LIA should have four pages."
4. Three minutes later, I have a seven-page LIA which already is in pretty good shape and can be further edited by me.



Use this also to prepare drafts of memos etc. on many topics. Try out the various models. English works best.

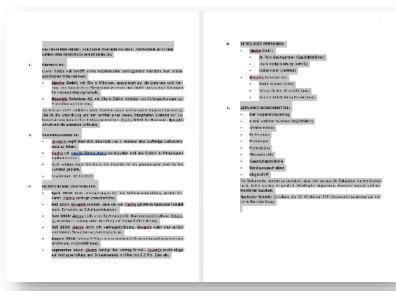
Redact this text



42

"I have a document with many names and want them to be redacted, so I can share the doc."

1. I open the document in Word, and select the relevant portions of the text. If the text is large, I start with a subset, e.g., two pages. →

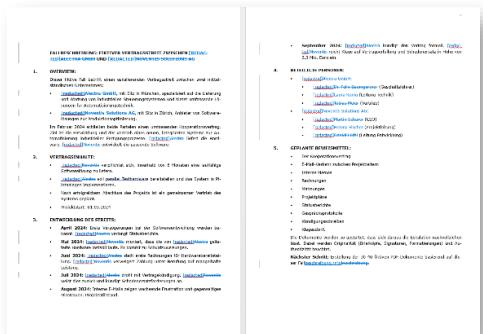


2. Within Anonymize, I choose *Anonymize Text (AI)*.



3. I am asked whether I want to stick with the DiffW markup method I had configured or go with "Regex". I go with Regex.

4. After 2 x 15 seconds, the redactions are applied (Regex markup is AI-based, which is why it took 15 secs itself). ↗



5. I check whether everything is correct.



Temporarily change markup method in *Settings* if needed.
Use *Freestyle* for custom-type redactions.

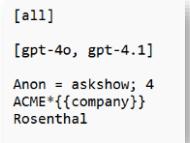
Hide 3rd party identifiers on-the-fly



"I need to process a doc with a model that may not be secure. The tool should hide my client's name."

43

1. I open file "redink-anon.txt" on my Desktop, or I create it with a right click on the Desktop, choose *New*, then *Text document* to create it and name it.

redink-anon.txt
2. It can have a section "[all]" for all models, and one for each model I wish (e.g., "[gpt-4o]"); use official model names.
3. In the relevant section, I list the name of my client (with a wildcard, if needed) and optionally with a placeholder label "{{...}}".


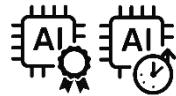
```
[all]
[gpt-4o, gpt-4.1]
Anon = askshow; 4
ACME*{{company}}
Rosenthal
```
4. I also add "Anon =" and configure as follows:
 - a. none, silent, ask [user whether to anonymise], show [anonymised text to user before using it], askshow
 - b. 1 (prompt for identifier, with last prompt as default), 2 (prompt user), 3 (use identifiers from redink-anon), 4 (prompt user, based on redink-anon.txt)
5. Every time a request is sent to a model or special service configured, the system automatically de-identifies my text on the fly and again reinserts the identifier into the result.



This can also be configured centrally. You can also use Regex for de-identification, but only file-based (3).

The prompt and external docs are *not* de-identified.

Get me supporting case law



44

"I wrote a legal memo and now need to back-up some parts with supporting case law."

1. I select the relevant portion of my text in Word.
2. In Analyze, I go for *Special Service* and select the relevant service (needs to be configured/paid), here "*LexiSearch*".
3. I enter the parameters. Here: The Court(s), legal area, the number of hits and their minimal relevance.
4. About ten seconds later, I get the result in the pane. I can click on the links to read the full decision.

I. RECHTLICHES
A. Bonusanspruch
1 Der Klägerin war wie dargelegt während der letzten zwölf Jahre unwidersprochen kommuniziert worden, dass sich ihre «Gratifikations», wie sie von der Arbeitgeberin nach wie vor genannt wurde, ausschliesslich nach dem EBITDA zu einem Satz von 2,5% bemessen. Die Parteien haben damit konkordant die im Arbeitsvertrag vorgesehene Gratifikationslösung abgesehen und sie durch eine Beteiligung am Geschäftsergebnis im Sinne von Art. 32za OR ersetzt.

Red Ink
Your service has provided the following result (you can edit it):
B | U • eine neue Suche gestartet werden.
(1) BGE 129 III 276
Relevanz 79 % | 17. Dez 2002
E 2.3: Vorliegend ist zwar nachgewiesen, dass die Gratifikation während des zwölf Jahre dauernden Arbeitsverhältnisses immer ausgerichtet worden ist. Der Kläger hat aber in keiner Weise dargetan, warum die Arbeitgeberin in dieser Zeit bei einer freiwilligen Leistung einen Grund hätte haben sollen, auf eine Ausrichtung zu verzichten. Auch insowein sind somit die Voraussetzungen für die Annahme einer stillschweigenden Vereinbarung nicht gegeben.
E 2.2: Weiter hält der Kläger dafür, die Gratifikation sei vorliegend vereinbart, weil sie Jahrzehnte lang ausgerichtet worden sei.
(2) BGer 4C.269/2002



LexiSearch is for Switzerland, see www.lexisearch.ch; it carries out an intelligent search based on context.

You can configure many more such special services, e.g., searching for legal sources, company registers, Google services and any other database with a JSON-REST-API.

You can also have the hit list inserted in your document.

Insert this case law into my memo



*"I used a 'Special service' to find some good stuff,
now I want to include it in my memo."*

45

1. I found a precedent that supports my memo and now want to include it in my document. Within the pane, I select the relevant portion of the hit, including the source citation (the previous selection in my main document is already ok).
2. I click on *Merge selection*. A window opens and I am given the chance to amend the prompt for the AI-based merge. I just leave it as it is.
3. Five seconds later, I get the result, using the standard markup method that I configured:

The screenshot shows the Microsoft Word ribbon at the top. Below the ribbon, there's a 'Red link' status bar. The main area displays a document pane with the following text:

I. RECHTLICHES
A. Bonusanspruch
1 Der Klägerin war wie dargelegt während der letzten zwölf Jahre unwidersprochen kommuniziert worden, dass sich ihre «Gratifikation», wie von der Arbeitskammer nach wie vor genannt wurde, ausschließlich nach dem 2,5% bemessen. Die Parteien haben dann konkordant t_{sehene Gratifikationslösung abg_{eründet und sie durch schäftsergebnis im Sinne von Art. 322a OR ersetzt. Zwei für die Annahme einer stillschweigenden Vereinbarung t_{rofessorierende Voraussetzung im Kontrakt freivertragl_{ertragungen erfüllt ist. Der Klägerin ist die Gratifikation während des zwölf Jahre laufenden Arbeitsverhältnisses immer ausreicht, das zu der Klage ins Jahr in ihrem Recht beigebracht werden darf, wenn sie dargelegt, warum die Arbeitgeberin in dieser Zeit bei einem Grund hätte haben sollen, auf eine Ausrichtung zu verzichten, somit die Voraussetzungen für die Annahme einer stillschweigenden Vereinbarung nicht gegeben.» BGE 129 III 276, E. 2.3. Im vorliegenden Fall liegt jedoch keine bloße Verpflichtung einer ursprünglich freiwilligen Leistung vor, sondern eine inhaltliche Umgestaltung der Bemessungsgrundlage, die eine konkordante Vertragsgärdeung darstellt.}}}}

Below the document pane, a 'Merge' dialog box is open. It contains the following text:

Your service has provided the following result (you can edit it):
B | U +
eine neue Justice generieren werden.

(1) BGE 129 III 276
Relevant 79 % | 17. Dez 2002
E.2.2. Vorliegen in zwei nachgewiesen, dass die Gratifikation während des zwölf Jahre dauernden Arbeitsverhältnisses immer ausreicht worden ist. Der Klägerin aber in keinem anderen Anspruch, der Abzugspunkt einer Zeit zu bestimmen, eine allgemeine Lösung einen Grund hatte haben sollen, auf eine Ausrichtung zu verzichten. Auch insoweit sind somit die Voraussetzungen für die Annahme einer stillschweigenden Vereinbarung nicht gegeben.

E.2.3. Worte kann der Kläger dafür, die Gratifikation sei vorliegend vereinbart, weil sie zehn Jahre lang ausgerichtet worden sei.

(2) BGer 4C269/2002

At the bottom of the dialog box are buttons for 'Merge selection', 'Copy selection', 'Insert & close', and 'Close'.



You can pre-configure the prompt to be used for each such service. Creating footnotes is not yet supported.

The same "intelligent" merge function exists in Word also when using a pane for other AI outputs.

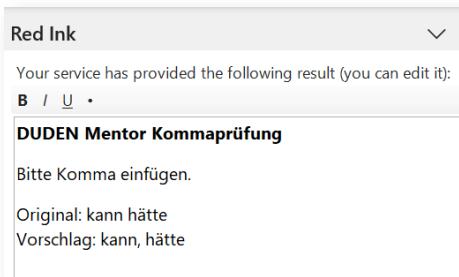
Isn't there a comma missing?



46

"I am proofreading a text. At one point, I am not sure whether the commas are set right."

1. The text says: "Dass Peter so lustig sein kann hätte ich nie für möglich gehalten." I believe there should be a comma following "kann".
2. Within Word, I select the text, and in the *Analyze* menu, I choose *Special Service*.
3. There, I select "DUDEN Mentor Kommaprüfung", and one second later, I have the answer.
4. I could have the correction applied automatically using "Merge selection".



The DUDEN Mentor service is one of many online services (paid or free) that can be configured with the tool; they are not necessarily AI based. All it needs is a JSON REST API (and a subscription, where required).

The merge prompt can be configured for each service.

You can also have the response inserted directly into your document (in the pane, *Insert & close* does the same).

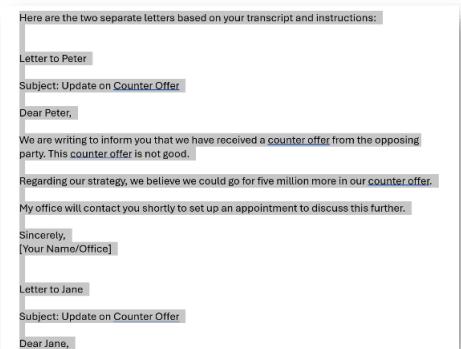
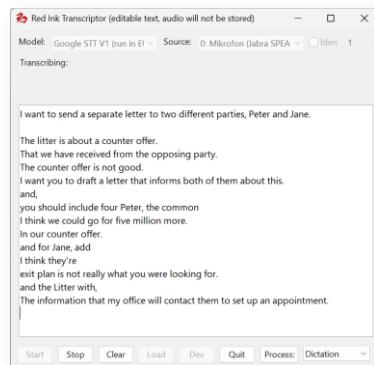
I want you to write two letters ...



"I want to write two letters to clients. It is easier to dictate them with instructions on the content."

47

1. In a new document I choose the *Transcriptor*.
2. I select the model and the microphone. I prefer cloud-based models for speech recognition. I press *Start* and select the language.
3. I dictate my letter, with both instructions and verbatim text.
4. On the bottom right, I select "Dictation" and press *Process*.
5. After 20 seconds, the letters drafted by the AI appear. I edit them.

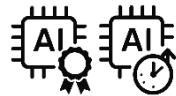


This is more than dictation. Ask the AI to draft text based on some general instructions. Errors are also corrected.



Keep *Transcriptor* open and switch back-and-forth. No need to stop for *Process*. Transcribed text can be edited.

How to illustrate a presentation



48

"I need to give a presentation of a contract dispute and would like to have an illustration for doing so."

1. In Word, I open a summary of the case. I select the text.
2. I choose *Freestyle (2nd)* and select a model that can generate images (e.g., Google Imagen, OpenAI GPT Image).
3. I enter the prompt: "Clip: Create a newspaper cartoon for the case described in the text. It should have three panels and show the key developments. It should contain no text."
4. After 40 Seconds, I am told that the image has been saved on my desktop.



If you select text, make sure you redirect the response to a separate Window ("Clip:", "Pane:") or use "Append:".

Some models require that you start with "Pure:", which ensures that only your description is passed to the model.

You can access image models also via the "local chat".

Try out various models, as they may create different images. To illustrate a story, first ask the AI to create a storyline for a cartoon, then use this to generate the image.

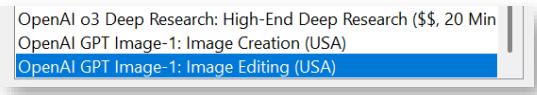
Change this picture to look like ...



"I have an image and I want the AI to modify it based on my instructions."

49

1. I create a screenshot of the image (here: a screenshot of the Red Ink logo) or get the image I want to use as a basis.

2. In Word, I open a new document, choose *Freestyle (2nd)* and a model that permits image editing, for example "GPT Image-1" that has configured for image editing.

3. I enter the prompt: "Pure: Create a real-life, photorealistic version of this, and make the beast friendly. (clip)" If I want to include a file, I use "(file)" and drag & drop it when asked.

4. After 200 seconds, the text "Image saved to: C:\Users\stavid\Desktop\AI_Image_003.png"
is inserted in my document. I check out the file.

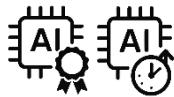



"Pure:" will ensure that only your prompt is provided to the AI (plus any selected text); sometimes this works better.



Retry image generation multiple times and try out other models, here, e.g., Google (7 sec).

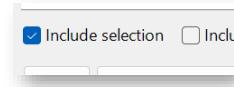
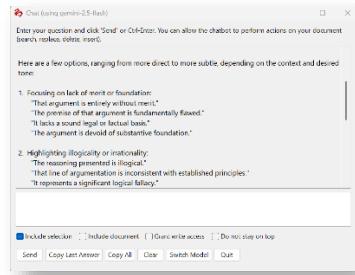

A buddy at my side for questions



50

"I am working on a document, and from time to time, I have questions about my text and topic."

1. While writing in Word, I open the *Chatbot*. It shows on the right of my document.
2. Whenever I have a question, I can ask the chatbot (referred to as "Inky"). Example: "What is a polite way to say that an argument is simply stupid?"
3. When I need to get feedback on a particular portion of my text, I check "Include selection" and ask, for example: "Give me ideas how to improve this argument." The AI will then see the text I selected.
4. If I want the AI to make a change directly to my document, I also check "Grant write access". Inky will then instruct Word to make the changes (will be done in track-changes).

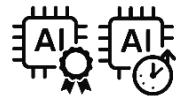


Use this, e.g., during a contract negotiation to get ideas: Select the clause and ask Inky how to defend/challenge it.

The chatbot has no (own) Internet access, sees only your active doc and can't process images, files or formatting; also due to Word glitches, changes will not always work.

A button let's you switch between the configured models.

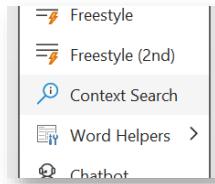
Find me provisions on IP rights



"I have to review a contract on IP rights and already looked through it. Now AI should double-check."

51

1. In Word, I select the entire document (Ctrl-A); it's a 16 page SaaS contract.
 2. I go for *Context Search*. 
 3. A prompt box shows. I enter: "Provisions on IP rights"
 4. After 20 seconds, I see how the tool is highlighting the hits. It found 19 of them. They are all applied as Word bubbles. I can now go through them to see if I have missed anything.



1 by
oped
f the
d by
ed to
any
such
se or
teral
f the
shall
re of
OR ANY KIND WITH RESPECT THERETO OR THE
SUBJECT MATTER OF THIS AGREEMENT AND
DISCLAIMS ALL OTHER WARRANTIES,
WHETHER EXPRESS, IMPLIED OR STATUTORY,
INCLUDING BUT NOT LIMITED TO
[REDACTED] WARRANTIES OF MERCHANTABILITY,
NONINFRINGEMENT OR FITNESS FOR A
PARTICULAR PURPOSE.] WITHOUT LIMITING
THE GENERALITY OF THE FOREGOING,
[REDACTED] MAKES NO REPRESENTATION OR
WARRANTY THAT THE SERVICES SHALL BE
ERROR-FREE, THAT DEFECTS WILL BE
CORRECTED, OR THAT ACCESS TO THE



With *Freestyle* you can do the same with "Bubbles:" or ask questions, e.g., "Pane: What are the IP provisions?".

Be specific enough about your search term, as the AI will otherwise come up with too many hits.

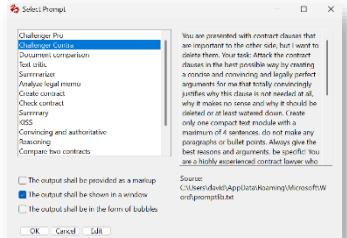
There are other search methods built in (vector search, bag-of-words) for more advanced use. See the manual.

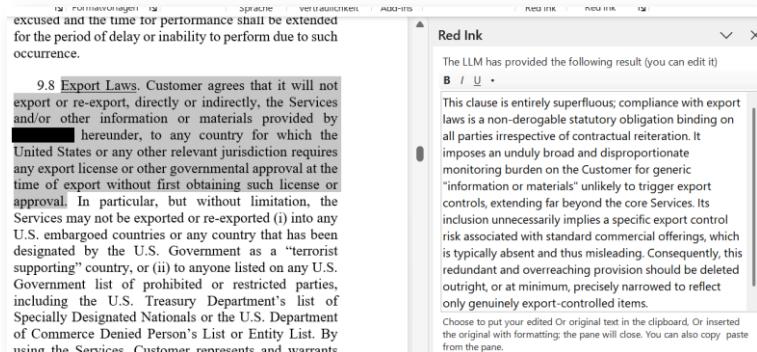
Help me to argue this clause



52

"I am in a contract negotiation and we are arguing over a clause. I need ideas to support my position."

1. In Word, I select the clause that we are currently discussing.
2. I choose *Freestyle*, and on the prompt window, I press OK without entering anything. The prompt library opens.
3. I choose the "Challenger contra" (a prompt from Matthias Hartmann), which provides arguments against the selected clause. There is also a "pro" version. The checked option will direct the output to a window.

4. Five seconds later I have the argument. I transfer this to the Pane, so I can keep the suggestions side by side to my doc.



The clause is entirely superfluous; compliance with export laws is a non-derogable statutory obligation binding on all parties irrespective of contractual iteration. It imposes an unduly broad and disproportionate monitoring burden on the Customer for generic "information or materials" unlikely to trigger export controls, extending far beyond the core Services. Its inclusion unnecessarily implies a specific export control risk associated with standard commercial offerings, which is typically absent and thus misleading. Consequently, this redundant and overreaching provision should be deleted outright, or at minimum, precisely narrowed to reflect only genuinely export-controlled items.

Choose to put your edited Or original text in the clipboard. Or inserted the original with formatting: the pane will close. You can also copy/paste from the pane.



You can add your own standard prompts or edit them. For arguing, you may find *Argue Against* within *Analyze* useful.

Review this memo, please



"I am not sure my memo has the right structure and style. Could someone comment on it?"

53

1. I open the document in Word, select the entire text (Ctrl-A) and choose *Freestyle (2nd)*, and a reasoning model.
2. I click on OK without entering a prompt and the prompt library opens. I choose one of the pre-defined prompts for criticising/reviewing memos (e.g., "Analyze legal memo").
3. 50 seconds later (for a 14 page memo) I get the detailed analysis, which I can go through to see what makes sense and what not.



The LLM has provided the following result (you can edit it)

4. Anticipation of Practical Challenges: The memo highlights several practical difficulties, such as obtaining valid consent from data subjects (patients) when [REDACTED] has no direct contact with them, and the challenges of verifying compliance by Sources. This shows an awareness of real-world implementation issues.

5. Focus on Justification Grounds: The memo correctly identifies the need for a justification ground for processing sensitive health data under both DPA and GDPR, and explores various options (consent, overriding private interest, public interest, scientific research).

6. Emphasis on Contractual Solutions: The memo appropriately concludes that contractual agreements between the parties (Sources [REDACTED] User) will be essential to ensure compliance and allocate responsibilities.

Issues and problems

(i) Structure, flow and how easy it is to understand

The memorandum, while comprehensive, suffers from significant structural and flow issues that hinder its readability and ease of understanding, especially for a client.

- Problem: Lack of Executive Summary/Key Takeaways. The memo immediately dives into detailed legal analysis without providing a high-level overview of the problem, the proposed solutions, or the key recommendations. This forces the reader to wade through dense legal text to grasp the core message.
 - Example: The memo starts directly with "Basic Setup" and detailed descriptions.
 - How to do it better: Begin with a concise executive summary that outlines the client's objective, the main legal challenges identified, the recommended approach (e.g., Option A), and the key actions required from the client.

You can choose whether you want to have the original text put into the clipboard. Or your text with any changes you have made (without formatting). Or you can directly insert the original text in your document. If you select Cancel, nothing will be put into the clipboard.

OK, use edited text OK, use original text Insert original text with formatting Transfer to pane Cancel



Do not be surprised if there are many comments that you do not agree with. The AI is also not a subject matter expert. Yet, there will usually be valuable input.

You can create your own prompts and have them stored in the prompt library, or you can change the sample prompts.

Try "Bubbles:" to get comments right within your doc.

I need to insert this table in my doc



54

"I have a PDF with a table, spanning over three pages, that I want to include in my Word doc."

1. I extract the three pages of the PDF that contain the table.
Converting it to Word did not work because the table spans three pages.
2. I open my document in Word and go to where I need the table.
3. I choose *Freestyle* and enter my prompt: "Extract the full table spanning across the three pages. (file)"
4. After 20 seconds the table is inserted into my document.

Einstellungstabelle				
Zugriff auf die Basis der Verarbeitung des KI-Nutzers und damit verbundene Rechte zur Verarbeitung der Schritte				
Rechte des Nutzers	Verwendungsart	U. Dauerhaftigkeit	U. Spezifität	U. Maximal
Rechte des Nutzers	Verwendungsart	U. Dauerhaftigkeit	U. Spezifität	U. Maximal
Rechte des Nutzers	Verwendungsart	U. Dauerhaftigkeit	U. Spezifität	U. Maximal

Einstellungstabelle				
Zugriff auf die Basis der Verarbeitung des KI-Nutzers und damit verbundene Rechte zur Verarbeitung der Schritte				
Rechte des Nutzers	Verwendungsart	U. Dauerhaftigkeit	U. Spezifität	U. Maximal
Rechte des Nutzers	Verwendungsart	U. Dauerhaftigkeit	U. Spezifität	U. Maximal
Rechte des Nutzers	Verwendungsart	U. Dauerhaftigkeit	U. Spezifität	U. Maximal

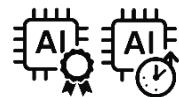
Risiko-Niveau				
1. Verminderlich 2. Eingeschränkt 3. Signifikant 4. Maximal				
Generische Beschreibung der Auswirkung (direkt oder indirekt)	Betroffene erleiden eventuell Unvermittelbar signifikante Auswirkungen, die sie aber mit einigen Problemen überwinden können,	Betroffene erleiden eventuell Unvermittelbar signifikante Auswirkungen, die sie aber mit einigen Problemen überwinden können,	Betroffene erleiden eventuell Unvermittelbar signifikante Auswirkungen, die sie nur mit erheblichen Schwierigkeiten überwinden können,	Betroffene erleiden eventuell signifikante Auswirkungen, die sie nicht überwinden können,
Beispiele für physische Auswirkungen	- Mangel an adäquater Betreuung für abhängige Person (Minderjährige, Person unter Vormundschaft) - Vorübergehendes Kopfschmerzen	- Leichte körperliche Beschwerden, die leicht verdeckt werden können, Schaden aufgrund überreizender medizinische Kontraktur	- Schwere körperliche Beschwerden, die langfristig die Gesundheit verursachen (z. B. Schwellungen, Schaden verursachen, er Vorsorge oder Misseitung von anderen), Selbstmord, tödlicher Unfall,	- Langfristige körperliche Beschwerden, die langfristig die Gesundheit verursachen (z. B. wegen der Hinterbehandlung von Komplikationen (z. B. Infektionen), Bevölkerung g der körperlichen Universitheit z. B. nach einem Angriff,



This works only if your model supports this kind of input (and is configured).

If you want to use the AI to further amend the cells of your table, copy it to Excel where it is easier for Red Ink to work with tables.

Make this table suit my client



"I have a table on AI risk factors I drafted for a chemical supplier. I need to amend it for a bank."

55

1. I copy the table from my Word document to an Excel worksheet.
2. In Excel, I select the entire table.
3. I choose *Freestyle* and enter my prompt: "Amend this risk table and the various risk levels to be suitable for a Swiss bank; it should consider banking secrecy."
4. After 20 seconds, the AI proposes changes to the table. I transfer them to the Pane (so they remain available) and ask the tool to apply all or some of them. →

ANNEX 2: RISK CATEGORIZATION

The following table lists risk factors that serve as a guidance for assessing the risk level of an application of an AI System:

Risk Area	Low Risk	Medium Risk	High Risk
Impact on Core Business	Indirect impact	Supports key processes	Direct, critical impact
Stakeholder Impact	Limited internal impact only	Limited external impact (e.g., suppliers / clients, but not on employees)	Significant external impact (e.g., customers, public / media, or significant impact on employees)
Data Sensitivity (Input or Output)	Public data / anonymous data	Business confidential, personal data	Special categories of personal data / highly sensitive / driven by law
Data Source	Single, controlled source	Multiple internal sources	External and/or unstructured data
AI Application	Data analysis / Reporting	Predictive modeling / Optimization	Autonomous decision-making
Ingredient Development	Formulation optimization (e.g., taste, texture)	Predicting ingredient interactions	Autonomous ingredient discovery
Production Process	Predictive maintenance	Process optimization (e.g., yield, efficiency)	Autonomous process control
Supply Chain	Demand forecasting	Inventory optimization	Autonomous supply chain management
Quality Control	Automated data analysis for QC	Predictive quality modeling	AI-driven quality release decisions
Regulatory Compliance	Automated document generation	Predictive compliance monitoring	Autonomous regulatory reporting

[Cell: A14]
[Value: 'Client Relationship & Advisory']
[Cell: B12]
[Value: 'Client segmentation for internal analysis']
[Cell: C12]
[Value: 'Personalized investment recommendations (advisory)']
[Cell: D12]
[Value: 'Automated "Robo-Advisory" / AI-driven discretionary portfolio management']
[Cell: A15]
[Value: 'Financial Damage Potential']
[Cell: B15]
[Value: 'Below CHF 100k']
[Cell: C15]

[Cell: A9]
[Value: 'AI Function / Use Case']
You can let Red Ink insert the square brackets into your work possible

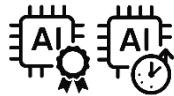
Apply selection Copy selection Apply all

5. I review which ones I want to keep. When I am done, I copy the table back to my Word document.



Use Excel for working on tables as the cells of worksheets are easier to handle for the AI.

Amend this clause to ...



56

"I am working on a confidentiality clause and want to insert some wording that gives more protection."

1. In Word, I select the relevant portion of the contract.
2. I choose *Freestyle* and enter what I would like the AI to change, preceded by a markup instruction: "MarkupRegex: Amend this clause to require a party receiving an order to disclose that it will defend against such order."
3. I have to wait a few seconds for the markup.

connection with obtaining the necessary governmental approvals, if any, for the transactions provided for in this Agreement) or another legal requirement compelling disclosure (including any applicable stock exchange rules relating to ad-hoc announcements) or (ii) disclosed in an action or proceeding brought by a Party in pursuit of its rights or in the exercise of its remedies hereunder. In the event a Party receives an order to disclose pursuant to sub-clause (i), it shall defend against such order. Excluded remedies hereunder. Excluded from the above are documents and information:
a) previously already known by the receiving Party;
b) already in the public domain without fault of the receiving Party; or
c) later obtained by the receiving Party from another source; provided the receiv-



The time spent can vary greatly among the models; if you want to use a different model, use *Freestyle (2nd)*.

To redo your last command, use *Freestyle (redo)*.

Try out the markup methods to find which works best. E.g., "MarkupRegex:" is AI based (takes time). Faster is "MarkupDiff:", and "MarkupDiffW:" outputs in a window.

Do not select too much text in one go (or use "Bubbles:").

Make this clause seller-friendly



"I am working on a SPA for a transaction and want to revise a clause to be more seller friendly."

57

1. I select the provision.

▲ 4.2 Pre-Closing Covenants of the Seller

Between the Signing Date up to and including the Closing Date, except where the prior written consent of the Buyer is obtained, the Seller shall cause the Company to conduct its business, and the Company will be managed, in the ordinary and usual course of business consistent with past practice and in compliance with all applicable Laws and regulations.

With limiting the foregoing, from the Signing Date up to and including the Closing Date, the Company will be managed, in all material respects in the ordinary and usual course of business substantially consistent with past practice and in compliance with all applicable Laws and regulations.

2. I go to *Freestyle* and enter a prompt such as: "MarkupDiff: Make this SPA clause more seller friendly."
3. After three seconds, I have a proposal, which I check.

4.2 Pre-Closing Covenants of the Seller

Between the Signing Date up to and including the Closing Date, except where the prior written consent of the Buyer is obtained, the Seller shall cause the Company to conduct its business, and the Company will be managed, in all material respects in the ordinary and usual course of business substantially consistent with past practice and in compliance with all applicable Laws and regulations.

4.2 Pre-Closing Covenants of the Seller

Between the Signing Date up to and including the Closing Date, except where the prior written consent of the Buyer is obtained (which consent shall not be unreasonably withheld, conditioned or delayed), the Seller shall cause the Company to conduct its business, and the Company will be managed, in all material respects in the ordinary course of business substantially consistent with past practice. |

4. I go to the next provision and use *Freestyle* (*redo*) to repeat.



Go through each paragraph manually (or combine a few paragraphs that belong together). This reduces the risk that your formatting gets too mixed-up. If you want your contract commented throughout, use "Bubbles:".

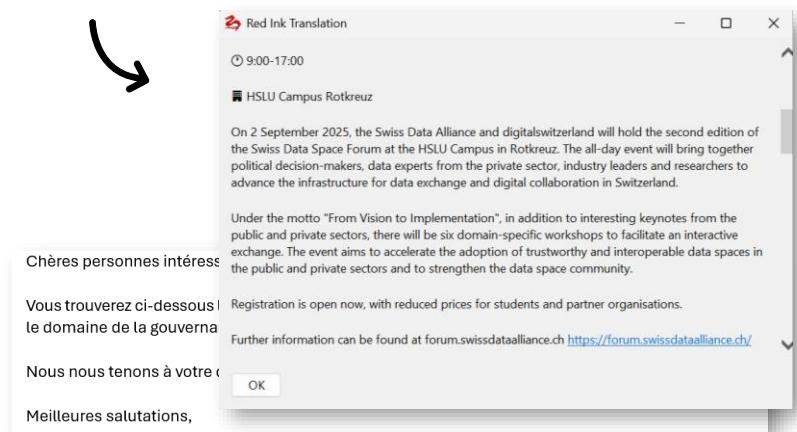
Translate the email I received



"I received an email in a language that I do not fully understand. I need it translated."

59

1. In Outlook, I click on the email in my inbox. I do not open it.
2. Instead, I click on the quick access button for *English* translations. → 
3. Five seconds later a window pops up with the email translated into English:



Use *Translate* to translate into a different language.

If you want to translate selected parts, in Outlook, click to respond or forward the email, select the relevant portion in the draft email and use the same translation function.

Compare these two documents



60

"I need to quickly identify the substantive changes between two contract drafts."

1. I open the first Word document, select the entire text (Ctrl-A) and call up *Freestyle (2nd)*.
2. I choose a reasoning model, e.g., Gemini 2.5 Pro.
3. I enter my prompt: "Pane: This is the text of the 2020 version of general terms and conditions. List (without analysis) all key points that have changed in the latest 2025 version of the general terms and conditions. Explain how they have been changed. Here is the 2025 version: {doc}"
4. When prompted, I drag the second document – a PDF – to the file window that pops up. I confirm by pressing OK.
5. After some 80 seconds I get the analysis, which appears in the pane. The analysis is in the language of the documents (two versions of some IT GTCs).

The screenshot shows a comparison pane with two columns. The left column contains the text:

...sses und die Massnahmen
igung des Rechts
n der Leistungserfassung
messen mit den
und sonstigen
gütungen. Ge
der Vorausse
vertragliche
ngesetzungen
ist.
erleichterung vor
Massnahme bei
ne Kosten, i
t das Recht
ung wegen
Leistungen
er vertraglicher

The right column contains the text:

...vesungen zum Umgang und Schutz von Personendaten und Informationen
der Leistungsbeziehungen.

7. Ort der Datenbearbeitung (alt Ziff. 20)

- Änderung in Ziff. 7.1: Die Regelung wurde erweitert. Während die Version 2020 die Datenbearbeitung grundsätzlich auf die Schweiz beschränkte, erlaubt die Version 2025 die Bearbeitung auch in einem Land, das gemäss den anwendbaren gesetzlichen Bestimmungen ein „angemessenes Datenschutzniveau“ aufweist.
- Neue Klausel Ziff. 7.2: Diese Klausel ist neu. Sie regelt die Bedingungen, unter denen eine Datenbearbeitung ausserhalb des in Ziff. 7.1 definierten Raumes zulässig ist, nämlich durch explizite Vereinbarung und Festlegung zusätzlicher Schutzmaßnahmen.

8. Personaleinsatz (alt Ziff. 14)

- Neue Klauseln Ziff. 8.4 und 8.5: Diese Klauseln sind neu.



Try comparing other docs, e.g., find contradictions in two witness statements or understand where they differ.

You can also use "(file)" instead of "{doc}" for PDFs.

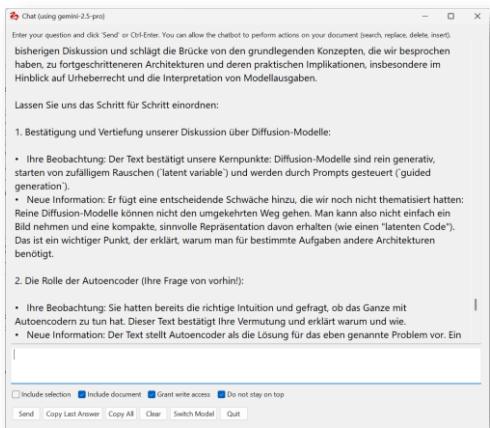
How do diffusion models work?



"I need to consider copyright aspects of certain AI models. I need an expert to explain them to me."

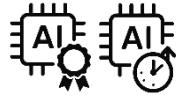
61

1. I open Word, then I click on the *Chatbot*.
2. A Window opens and I press Clear to start a new chat. I start asking my questions, for example, "Explain to me in simple terms where a diffusion model differs from an LLM and how it works; assume I have an understanding of the basic concepts, but am not a maths expert."
3. The AI will start explaining this to me, and I can go deeper and deeper into the topic.
4. If I want the chatbot to take into account text from other sources, I put it in my current document and check the relevant box. The chatbot can also interact with it.



You can use the chatbot for any kind of discussion, also while you write (it can also assist you in writing). It will keep the dialogue until you *Clear* it. Switch between the primary and secondary or alternate models.

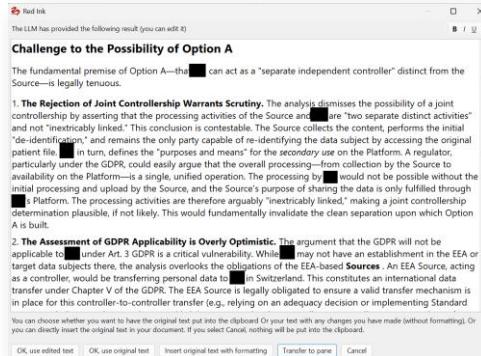
Challenge my arguments!



62

"I wrote a memo concluding that Option A would be best. Can the AI play the *advocatus diaboli*?"

1. In Word, I select the initial part of the memo, including the facts, the analysis and my conclusion that Option A is the right choice for the client.
2. I select *Freestyle (2nd)*, choose a reasoning model and enter my prompt: "Clip: Challenge my arguments that Option A is the better choice here, and that it is, in fact, possible."
3. I wait 40 seconds, and then get a response that I can work on – for what it's worth.
4. If I want an ongoing discussion, I go for the *Chatbot*.



Reasoning models take more time but provide more solid responses; also consider models with Internet search.

You can ask the AI any question and give it any task, it will always come up with an answer, even if it is not convincing; keep that in mind.

Use "Clip:" for having the output in a separate Window (or use "Pane:"). You can always transfer the text to a pane and also have it inserted into your document.

Have we missed any redactions?



*"We redacted certain documents for submission.
We want to be sure we haven't missed anything."*

63

1. I combine all documents into one PDF using our PDF app.
2. In Word or Outlook, I choose Freestyle and enter: "Step 1: Check if the following names are mentioned in the file and if so, with what information and where (summarised, in a list): [List of names]. Also check for similar spellings. Step 2: Make me a list of the personal names and functions (if available) that are mentioned. (file)" (the placeholder [List of names] included real names; the original was in German)
3. Due to "(file)", a window opens and I am asked to submit the file. I drag and drop it. Note: Only works with certain models.
4. 40 Seconds later I have the report for both steps.

The screenshot shows a software interface with two sections: Schritt 1 and Schritt 2. A black arrow points from the text above to the Schritt 1 section.

Schritt 1

- [REDACTED] Wird in der Datei nicht erwähnt.
- [REDACTED] Wird als [REDACTED] und als Teilnehmer der Telefonkonferenz vom [REDACTED]
- [REDACTED] Wird in der Datei nicht erwähnt.
- **David Rosenthal:** Wird als lic. iur. der Vischer AG und Rechtsvertreter [REDACTED] Er wird wiederholt als Absender ("David", VISCHER AG) und als Adressat ("Herr Rose

Schritt 2

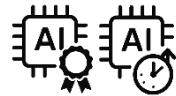
- [REDACTED] Verfasser einer Aktennotiz und Teilnehmer/Autor des Protokolls der Telefonkonferenz [REDACTED] Teilnehmerin und Autorin des Protokolls der Telefonkonferenz, Empfänger [REDACTED] Sachbearbeiterin.



Include in your prompt also difficult "test questions" where you know what the answer should be.

A related function is *Check Document for //* in Analyze.

Provide three definitions



64

"For my SaaS contract I need four severity levels of defects for a warranty clause. Any ideas?"

1. In my Word document, I choose *Freestyle* and write my request: "I am the provider of a SaaS solution. Provide three completely different proposals as to how I could define four levels of severity of defects, but make sure that the highest severity level is very rare, and that most will be level 1 (lowest) or 2."
2. 15 seconds later I get the response, which I can check.
3. If I want to rework parts of it, I select the text, use *Freestyle* (or other function) and state how it should be rewritten. For example, I could ask the AI to add three examples for each severity level.

Here are three distinct proposals for defining four levels of severity for defects in your SaaS solution.

1. Proposal 1: Impact-Based Definition

This proposal defines severity based on the direct, measurable impact on the Customer's business operations and the availability of the Service. This is a common, user-centric approach.

- Severity 4 (Critical): A defect that causes a complete failure of the Service, resulting in a system-wide outage for all users. Key functionalities are unavailable, and no procedural workaround exists. This classification is reserved for catastrophic failures, such as data corruption, loss of data, or a complete inability for any user to access the Service.

• Example: The production database is unresponsive, preventing all users from logging in or accessing any data.

- Severity 3 (High): A defect that causes a severe degradation of the Service. A primary feature or core functionality is non-operational, significantly impacting the Customer's business operations. A procedural workaround may exist but is difficult or impractical. This affects a significant subset of users or a critical business process.

• Example: The primary report generation module fails to produce any reports, but data entry and other modules remain functional.

- Severity 2 (Medium): A defect that causes a partial or non-critical loss of functionality in the Service. A specific feature or function is impaired, but a reasonable workaround exists, allowing users to continue their work with some inconvenience. The impact on business operations is minor.



The AI is good at creating a first draft; it is particularly good in providing you several variations of something.

If your doc contains context, select it so that the AI sees it, and use "Append:", "Clip:", "Pane:" or "Newdoc:". You can also use *Chatbot* (which can interact with your doc).

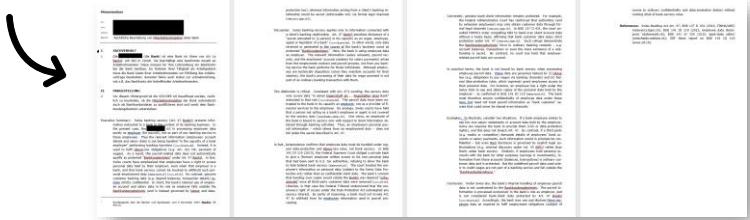
Give me a first shot at this memo



"I need to back-up legal advice I gave to a client with a brief legal memo on the topic."

65

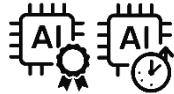
1. I draft the facts of the memo and the question to be answered. Then I select the text I just drafted.
2. I go to *Freestyle (2nd)* and choose a Deep Research model (e.g., O4 Mini Deep Research). I enter my prompt:
"Append: Complete this legal memo to build on the given facts and show why a bank that processes employee data as an employer is not subject to Swiss bank secrecy when processing such data even if these employees have their own personal bank accounts with the bank. Provide the memo in the style of a lawfirm memo, provide supporting case law and authorities and provide examples of cases which the bank is and is not bound by bank secrecy. Provide an executive summary first and then a discussion on how you got there." [original in German]
3. After six minutes, I get the draft (incl. links) as a starting point. I check the sources and logic (!) and do my job.



This is not suitable for complex memos, but it helps with structure, finding arguments and on "standard" topics.

For complex topics, consider using Deep Research to do research reports that you then use for your own drafting.

Review my memo, part I



66

"I have written a memo and want it reviewed and challenged. It also needs a summary."

1. I select the section I want to be challenged, go to *Freestyle (2nd)*, choose a reasoning model and enter: "Pane: Identify missing arguments in support of my points, come up with the best counterarguments and find any clear fallacies or inconsistencies." Note: This is only an example; we have more sophisticated memo checking prompts in the library.
2. After 30 seconds, a pane opens and provides me with a comprehensive report created by the AI. Some of points I implement, because they improve my memo, others not.
3. I select the memo's body, go to *Freestyle* and type: "Append: Write me a three-paragraph executive summary of this memo with the most important points and the action items."
4. 15 seconds later it is added at the end of the document. I edit it as necessary; not much needs to be changed.



For challenging tasks, a reasoning model is the better choice; this is not needed for summaries and the like.

If necessary, you can choose a model that will also search the Internet for additional information to even better fulfill the task, e.g., to search online for counterarguments.

Instead of redirecting the output to the pane, use the prefix "Bubbles:" to have the relevant parts commented on.

Review my memo, part II



"Now I want my memo reviewed for spelling and other language errors."

67

1. I select the entire text, go to *Freestyle* and enter my prompt: "Bubbles: Show me the spelling and other writing errors I need to correct in my memo, and how."
2. Ten seconds later, several Word balloons/bubbles are added to my document, each one indicating an error found with the explanation on how to correct it.



muss auch eine Datenbearbeitung mittels KI die Bearbeitungsgrundsätze (wie z.B. Zweckbindung, Verhältnismässigkeit, Richtigkeit, Datensicherheit) erfüllen. **Dies ist einzelfallweise zu prüfen**, aber auch dieser Vorgabe stehen KI-Projekten unserer Erfahrung zufolge meist nicht entgegen, wenn sie richtig umgesetzt werden.]

Voraussetzung ist aber in jedem Fall, dass der Provider (hier: Microsoft) die Daten des Kunden (hier: die Inputs und Outputs der KI) nicht für seine Zwecke verwendet (und im Übrigen vertraulich behandelt). Damit ist insbesondere gemeint, dass er diese nicht für das Training seiner KI benutzen darf. Dies ist zugleich die Hauptbefürchtung der Aufsichtsstellen im Datenschutz. Es ist heute bei KI-Dienstleistungen allerdings Standard, dass solche

R: In diesem Satz ist ein Grammatikfehler. Das Subjekt "KI Projekten" steht im Dativ, sollte aber im Nominitiv Plural stehen. Korrekt heißt es: "...aber auch dieser Vorgabe stehen KI-Projekte unserer Erfahrung zufolge meist nicht entgegen."
10. August 2023, 08:07
Antworten

3. I implement the recommended corrections manually, or I ask the tool to do it, by going to *Improve* and select *Apply comment*. →
4. I choose whether and how a markup should be shown. I choose DiffW, which best preserves the formatting. The correction is implemented in seconds, and I check it out.

★ Improve
☐ No Filler Words
☒ More Friendly
☒ More Convincing
☒ Apply comment
☒ Apply comment to para
☒ Apply comment (edit)
☒ Apply comment to para (edit)

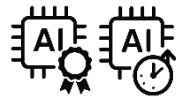
★ Improve
☒ Shorten
☒ Anonymize
☒ Switch Party
☒ Analyze
☒ Freestyle
☒ Freestyle (2nd)
☒ Freestyle (redo)



The AI checks text more broadly than Word does.

The comments for which the tool fails to locate the right portion of the text will be found in a bubble at the end.

Draft me a joinder agreement

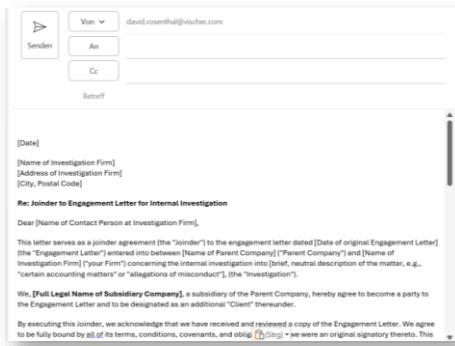


68

"A client is conducting an investigation and needs to have an affiliate join the investigator's mandate."

1. In Outlook, I open a new mail, then choose *Freestyle*, and enter the following prompt: "Draft me a short document by which a group company joins, as an additional client, an engagement letter between the parent company and a firm conducting an internal investigation."

2. 15 seconds later, I get the draft.



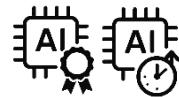
3. I check it out, make a few small amendments send it to the client.



Normal large language models have only limited legal knowledge; you can increase output quality by choosing a reasoning model that also searches the Internet (in Outlook, do so by adding "(2nd)" to your prompt).

Do not expect high quality legal drafting (the AI is no legal professional). Yet, for boilerplate texts and other common legal documents, AI produces a good starting point.

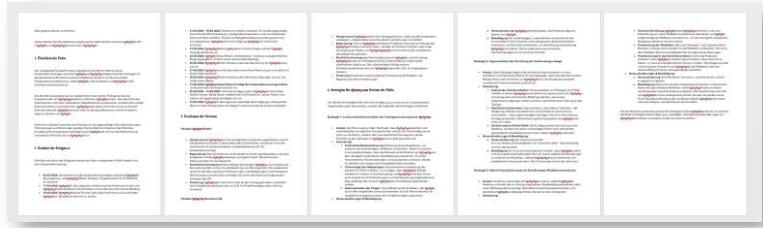
Please brief me on this case



"I received various documents on a new case. I want to get an overview and ideas on how to win it."

69

1. My (fictitious) client, Alectra, provided me with some 30 e-mails and various other documents. I have them combined into one single PDF. For this I use one of my PDF tools.
2. I open Word, with a new document, and go to *Freestyle*. I enter the prompt: "Create an overview of this case, including a timeline of events, brief me on the positions of each side, and provide me three strategies on how Alectra can win this case, with the challenges you see and how to tackle them. (file)"
3. I am asked to drag-and-drop the PDF file, which I do.
4. 40 seconds later, I get the analysis of the case, which gives me a kick-start on it, and some initial ideas to deal with it:



If you have searchable PDFs, you can use also "{doc}".

If you want to go deeper, use *Freestyle (2nd)* with a "reasoning" model. Also, consider the *Discuss this* chatbot.

This sounds too complicated



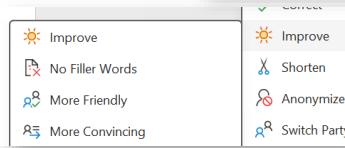
70

"I have to deal with a contract clause that I find far too complicated and full of legalese. Simplify!"

1. In Word, I select the clause.

Notwithstanding any other provision herein and without prejudice to the generality of the obligations incumbent upon the Provider pursuant to this Agreement, the Provider hereby covenants and agrees that it shall forbear from the utilization, incorporation, or integration of any AI System, as such term is defined and delineated within the legislative framework of the EU AI Act, within or in connection with any and all of its products and/or as a constituent component of any services rendered hereunder, save and except for instances where the use of such an AI System has been explicitly declared in writing and has received the prior, express, and unequivocal consent of the other party.

2. I select *Improve* in the *Improve* menu.



3. A few seconds later, I get the improved version of the clause and verify whether it still covers all I need.



Notwithstanding any other provision ~~herein-in and without prejudice to the generality of the obligations incumbent upon the Provider pursuant to~~ this Agreement, the Provider ~~hereby covenants and agrees that it shall forbear not to use, incorporate,~~ from the utilization, incorporation, or integration ~~integrate of~~ any AI System, as ~~such term is defined and in delineated within~~ the legislative framework of the EU AI Act, ~~within or in connection with any and all of~~ its products ~~and/or or as a part constituent component of~~ any its services rendered hereunder, save and except for instances where under this Agreement. An exception applies only if the Provider has declared the use of such an specific AI System ~~has been explicitly declared~~ in writing and has received the ~~ien con-~~

Notwithstanding any other provision in this Agreement, the Provider agrees not to use, incorporate, or integrate any AI System, as defined in the EU AI Act, in its products or as part of its services under this Agreement. An exception applies only if the Provider has declared the use of a specific AI System in writing and has received the other party's prior, express, and unequivocal written consent. |



Use *Freestyle* to improve a clause in a particular manner as defined by you, e.g., shorter, more focused on a particular topic, more in favour of one particular party etc.

To change the markup method (e.g., Diff instead of DiffW) use *Settings* to change it temporarily (e.g., change 3 to 2).

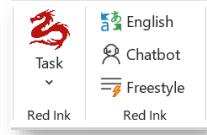
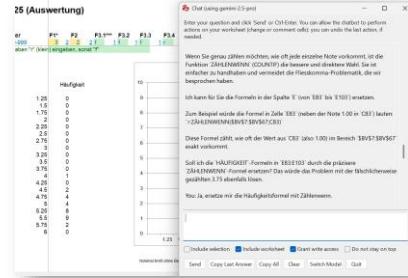
Let's discuss my worksheet



"I have a worksheet which does some statistics.

But there is a problem on which I need help."

71

1. I open the worksheet in Excel, and → chose Chatbot, a new window opens.

2. I press *Clear* to start a new conversation and grant access to my worksheet by checking "Include Worksheet" and I also check "Grant write access".
3. The chatbot, Inky, now sees my entire worksheet every time I type in a question and press *Send* (or *Ctrl-Enter*).

4. I ask the questions I have concerning my problem. If I select certain cells, Inky will see this, too.

5. Inky can also make changes, if I want it to do so (I can undo them using *Undo Last Insert*).



Closing the chatbot does not delete the conversation.

If you need Inky to also consider other worksheets that are open, add "(addws)" to your prompt (each time).

Too slow? Try using (only) "Include selection" instead.

Help me review this contract



"I received a contract and need to review it."

72

1. I open the doc in Word and first review it myself. Then, I select all text and call up *Freestyle*, where I enter my prompt: "Bubbles: Find me provisions that could be problematic for Alectra, and explain why."
2. Ten seconds later I get a few comments in Word bubbles.



send to the disclosing party a written certification that destruction has been accomplished. However, the receiving party is entitled to retain one copy of Confidential Information for the sole purpose of determining its obligations under law or this Agreement.] With regard to Confidential Information stored electronically on backup tapes, servers or other electronic media, the parties agree to make commercially reasonable efforts to destroy such Confidential Information, without undue expense or business interruption; however, Confidential Information so stored is subject to the obligations of confidentiality and non-use contained in this Agreement for as long as it is stored.

Term and Duration of Confidentiality: This Agreement is effective as of the Effective Date and expires on the Expiration Date (as defined above). The obligations of confidentiality and non-use survive expiration of this Agreement for the duration of the Confidentiality Obligation Period (as defined above).

Rights to Confidential Information: Nothing in this Agreement is intended to grant or create any right or license to the receiving party or, its Representatives, or its Affiliates with respect to any patent rights, copyrights, trademarks or other intellectual property rights owned or controlled by the disclosing party or its Affiliates, except as necessary for the履行 of the Confidential Purpose.

Future Agreements: Nothing in this Agreement is intended to be construed as a commitment by either party or their respective Affiliate to enter into any additional agreement(s) or from preventing either party from entering into similar discussions with any third party.

VISCHER

Re: [REDACTED] regarding the retention of one archival copy is standard; the provision that this copy may be used "for the sole purpose of determining its obligations under law or this Agreement" is problematic. This language is overly restrictive. [REDACTED] may need this archival copy for other legal purposes, such as audit or defense of claims. Regarding future disputes, [REDACTED] regarding the performed calculations, or demonstrating historical compliance to regulators. Limiting its use so narrowly could impair [REDACTED]'s ability to defend itself or manage its legal and regulatory affairs effectively post termination.

13 August 2023, 22:19

Antworten

3. I then go to *Freestyle (2nd)* using a reasoning model and now follow-up with more specific tasks, such as "Pane: Which provisions are missing for this kind of contract that would support Alectra?" →

Red Ink

The LLM has provided the following result (you can edit it)

B: ! U: -

In particular, the following provisions are missing from this kind of contract:

Provisions Concerning Liability and Risk Allocation

- Warranty of Information:** The Agreement lacks any warranty from [REDACTED] regarding the accuracy, completeness, or fitness for purpose of the Confidential Information. Such a warranty is typically limited to the "Permitted Purpose"—meaning, the "creation of rebate amounts and the assertion of rights"—is entirely dependent on the quality of the data provided by [REDACTED]. [REDACTED] also does not warrant that the Confidential Specified List Documents, net prices, and other data are accurate and complete.
- Limitation of Liability:** The Agreement requires liability on the receiving party for any unauthorized use or disclosure but fails to include a reciprocal limitation of liability. This exposes [REDACTED] to potential liability if [REDACTED] violates the terms of the provision. It is required to cap each party's liability (for example, a specific monetary amount) or have each side enter a related service agreement and to include a clause that limits liability to the value of the services.
- Indemnification:** There is no indemnification clause [REDACTED] uses [REDACTED] fails to perform [REDACTED] which affect third parties (e.g., customers, suppliers, or shareholders) or [REDACTED] against any third-party claims, losses, or damages arising from inaccuracies, errors, or omissions in the Confidential Information.



Use AI not to replace you, but as a "second pair of eyes".

AI models are not lawyers, so they will apply only general knowledge/logic. Give them specific tasks and context.

Use several runs for larger documents. Use the prompt library if you regularly need to do the same reviews.

I need need a title for my speech



*"I received an invitation to talk about AI copyright.
Now they want me to provide a title. I am clueless"*

73

1. I open Word and draft a description of what I want to talk about. They need that, as well.
2. Now I need a good title for the speech, and not just the usual boring stuff. But I have no ideas.
3. I select the description I just wrote. Then in *Analyze* I choose *Suggest Titles*.
4. After a few seconds, I get various different suggestions in various styles, and I choose one. I use it as a starting point or as is.



The screenshot shows the Microsoft Word ribbon at the top with tabs like Home, Insert, Page Layout, etc. Below the ribbon, the main content area displays a document with several numbered sections. A callout bubble points to the 'Analyze' tab in the ribbon. The document content includes:

Red Ink
The LLM has provided the following result (you can edit it)
C. PERSPECTIVE ON THE NEED FOR LEGISLATIVE ACTION REGARDING GENERATIVE AI AND SWISS COPYRIGHT
3. Practitioner's Perspective on Generative AI: Copyright Implications and Practical Considerations
Blog or News Post Titles:
1. Generative AI in Switzerland: Is Our Copyright Law Ready for the Challenge?
2. Beyond the Hype: A Sober Look at Generative AI and Swiss Copyright Law
3. Fear, Facts, and the Future: Navigating the Generative AI Debate in Switzerland
Informal Titles:
1. So, What's the Real Deal with AI and Copyright in Switzerland?
2. Let's Talk About Generative AI (Without the Panic)
3. AI, Copyright and Switzerland: Do We Actually Have a Problem?
Humorous Titles:
1. Help! A Robot Ate My Copyright!
2. The Swiss Copyright Law vs. The Rise of the Machines
3. Is My AI Committing a Crime? A Practitioner's Guide to Not Freaking Out
Food for Thought Titles:
1. The Ghost in the Copyright Machine
2. When the Muse is a Model: Rethinking Creation in the Age of AI
3. The Question Isn't If We Should Act, But How
You can choose whether you want to have the original text put into the clipboard Or your text with any changes you have made (formatting). Or you can directly insert the original text in your document. If you select Cancel, nothing will be put into the clipboard.

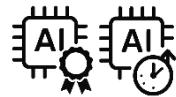
OK, use edited text | OK, use original text | Insert original text with formatting | Transfer to pane | Cancel



You can also use Freestyle with specific instructions on how the title should be, or you can take the suggestions and have the AI further rework or, e.g., shorten them

Of course, you can also use Freestyle to rework the description of your speech to better match the title or a certain style.

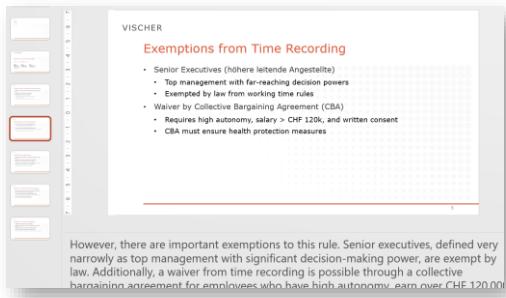
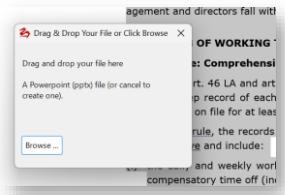
Create a presentation, quickly



74

"I have only 15 minutes to prepare a presentation on a memo that I wrote."

1. I open the memo in Word, select the entire text, choose Freestyle and enter my prompt: "Slides: Create me a five-page presentation based on this text, no illustrations."
2. I am asked to drag-and-drop my existing template, which I do.
If I cancel, I can have the tool create a blank presentation.
3. After 30 seconds, I am told that the presentation has been amended. If errors were encountered, this is stated, but the presentation will likely still have been created.



4. I check it out, remove unwanted pages, create a title, etc.



You can ask the AI to include shapes and icons (e.g., to create a timeline). Pictures need to be inserted manually.
Existing slides are considered (if asked) but not changed.

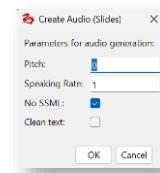
Create a video of my presentation



"The client liked my presentation. They want to have a copy, and I want to provide it as a video."

75

1. I make sure that all slides in my Powerpoint slidedeck have speaker notes. Those created automatically already have.
2. I open Word, I make sure I do not have any text selected. Then, in the *Analyze* menu, I choose *Create Audio* and confirm that I want audio added to a Powerpoint file.
3. I am asked to drag-and-drop my file, which I do.
4. I am asked whether I wish alternating voices (which I do). I select the voices I like and do not change the proposed parameters.
5. After some 45 seconds, my slidedeck has had audio added and I can listen to it in Powerpoint.
6. With the Video export function of Powerpoint, I can create a video of my presentation with AI-generated natural sounding voices.



If you have the tool create your slides, it will also automatically draft the necessary speaker notes.

The slides containing audio will be set to auto-play.

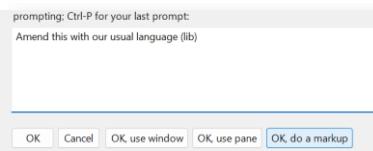
Amend this using our clause library



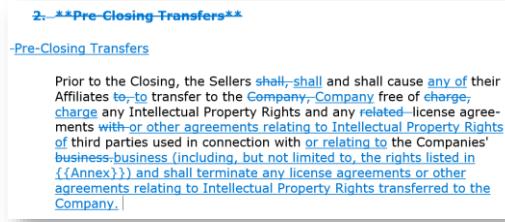
76

"I am drafting a contract and am missing a clause on a particular topic I know I have one our library."

1. I am working on an IP clause for a transactional contract and I know that we have a more robust clause in our library.
2. **Pre-Closing Transfers**
Prior to the Closing, the Sellers shall, and shall cause their Affiliates to, transfer to the Company, free of charge, any Intellectual Property Rights and any related license agreements with third parties used in connection with the Companies' business. |



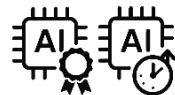
3. Red Ink will search the library (which is preconfigured in our firm) to determine the suitable clause, use it and make it fit into my existing clause:



The "library" is a text file storing contract clauses or similar content in a structured format. The AI will first search it for suitable content it can then use to fulfil the task of the user.

For a database of documents, implement a full-blown RAG solution. It can be integrated using *Special Service*.

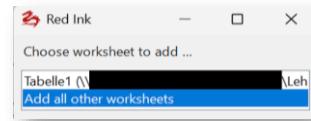
Does my worksheet data match?



"I transferred grades of my university class from one worksheet to another before submitting them."

77

1. I calculate the grades of my students using a worksheet. To submit it, I need to use a different worksheet that also contains the names of those who did not show up. I need to make sure that all data has been transferred.
2. I open both worksheets and go to the one for submission.
3. I select the part that contains the names and grades.
4. I choose *Freestyle* and enter my prompt: "Pane: Check whether all grades in this worksheet "Bewertungen" in column F are the same as those listed for the corresponding person of the worksheet "Tabelle1" and list any errors. (addws)"
5. The "(addws)" causes my tool to include other open worksheet(s). I select the one I want.
6. After ten seconds, I am told that one discrepancy has been found (which I added intentionally).



/	Masterstudium
5.25	Bachelorstud
5.25	Masterstudiu
5.25	Masterstudiu
5	Bachelorstud
5.5	Masterstudiu
5.25	Studiengang
3.75	Masterstudiu
5.75	Masterstudiu

THE LLM HAS PROVIDED THE FOLLOWING RESULT WHICH YOU CAN USE.

B / .

Analysis Summary:

I found one discrepancy:

[REDACTED] The grade in "Bewertungen" is 5.75 , but the calculated grade in "Tabelle1" is 5.5 .

Additionally, several students have a "/" as their grade in the "Bewertungen" sheet. My check will confirm if they also have no valid grade in "Tabelle1".



If you need to do that often, put the prompt in the library.

Get the best out of this paper!

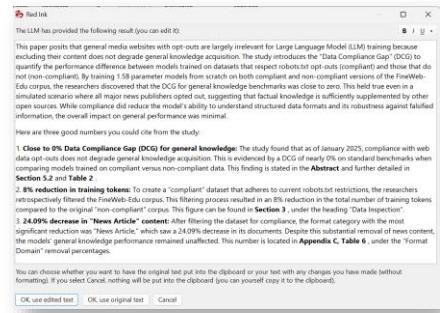


78

"I received a scientific paper that may contain good arguments for my memo. Can AI extract it?"

1. I received the study as a PDF, which is why I open it in my Edge browser, select the entire text (Ctrl-A) and call up *Freestyle* (right click on the selected text).

2. The *Freestyle* prompt within Outlook pops up and I enter my prompt: "Summarise this paper with an angle on why general media websites with opt-outs are irrelevant for LLM training and how this was established. Then give me three good numbers I could cite, including where I can find them in the study."
3. Ten seconds later, the tasks are completed. I can have the response copied to the clipboard and use it separately.



When extracting information this way, always ask the AI to provide sources for data so you can verify it really exists.

Ask for multiple proposals. This increases your chances.

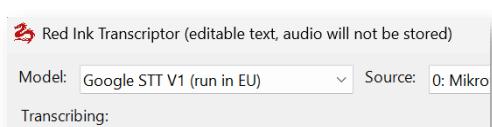
Use "Newdoc:" to have the result go into a new Word doc.

Now summarise this conference



"I am participating in a conference I want to provide my colleagues with a summary of it."

79

1. After I take my seat in the room, I place my notebook on my lap, start Word, choose *Transcriptor* and in the window that opens, I select a model suitable for live transcription (in my case Google STT V1) and the mic of my notebook as a source.A screenshot of the Red Ink Transcriptor software interface. It shows a text input field with placeholder text "Transcribing:" and a status bar at the bottom. The status bar includes the text "Red Ink Transcriptor (editable text, audio will not be stored)", "Model: Google STT V1 (run in EU)", "Source: 0: Mikro", and "Transcribing".
2. I press *Start* and select the language of the conference.
3. The transcription starts and I see the text appearing. Since this is a public event and no audio is stored, I do not need to inform anyone (at least under the law that applies here).
4. At the end, I press *Stop*, select the "Events" script in the the bottom right box and press *Process*.
5. Some 30 seconds later, a summary of the event appears within Word, which I can further edit and send to my colleagues.

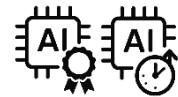


The models won't reliably distinguish speakers.

Also works also in Teams, or with pre-existing recordings.

The quality of transcript depends on the quality of the sound.

Make a table with 30 examples



80

"I need to create a table for a client that explains a certain legal definition by way of examples."

1. The law is an EU regulation that comes with recitals in addition to the actual provisions. I will use this to provide more context to my AI.
2. In the Edge browser, I open the regulation and select the entire text. I right-click on the selected text and choose the Freestyle option of my Red Ink browser extension.
3. In Outlook, the *Freestyle* prompt opens and I enter:

"Newdoc: First create a definition of what is considered Product Data and where this is defined and discussed in the Act. Then create a table with 30 examples of data and explain why each category is or is not Product Data, with references. Make sure you have 15 examples of each. Only use official sources."

4. Some 20 seconds later, a new document in Word is created with the content I have asked for.

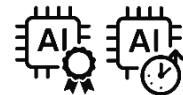
Data Example	Is it Product Data? (Yes/No)	Explanation and Reference
13. Usage log of a specific feature on a smart TV (e.g., app opened at a certain time)	Yes	This is data on the use of a connected product generated by a user interface, representing the digitisation of a user action. [Recital 14], Recital 15]
14. Flow rate data from a connected pump in a factory	Yes	This is pre-processed data from a sensor that determines a physical quantity, making the collected data comprehensible. [Recital 15]
15. Speed and distance travelled by an e-scooter	Yes	This is data generated by the use of a connected product, recorded by its sensors, representing its performance and use. [Article 2(1b), Recital 15]
16. A manufacturer's prediction of a jet engine's maintenance date	No	This is information inferred or derived from sensor data using proprietary, complex algorithms. It is the outcome of additional investment. It is not raw or pre-processed data. [Recital 15]
17. An MP3 file played	No	This is content that the user plays on the connected product. The Act explicitly excludes



If you add "(2nd)" to the prompt, you can select the model to be used (e.g., one that also does Internet research).

Always instruct the model to provide references that you can use to check the result for accuracy.

Explain how this contract works



"In a complex service contract two clauses seem to contradict each other. Can the AI align them?"

81

1. I open the contract in Word, and select all (Ctrl-A).
2. I choose *Freestyle* and enter my prompt:

"Pane: In clause 3.2 Customer is notified within 30 days of any change to the storage location of customer data, but clause 12 of the Swiss regulatory appendix states that the customer will be informed at least 180 days before any change to the subcontractors, including their location. How does that align? Are there cases where one will apply, but not the other? And which clause takes precedence?"

3. After ten seconds, the AI provides an analysis in the pane covering the various questions I raised. It correctly identified the issues and possible scenarios.



Scenarios of Independent Application

While overlapping, there are distinct circumstances where one clause might apply while the other does not.

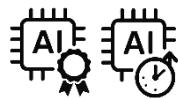
- **Clause 3.2 Applies, Clause 12 Does Not:** This would occur if the storage location of customer data changes *without* a change in subcontractors. For example, the primary service provider might migrate the data from one of its own data centers to another in a different country. Since no subcontractor is being added, removed, or changed, the obligation under Clause 12 is not triggered. Only the 30-day notification requirement of Clause 3.2 would apply.
- **Clause 12 Applies, Clause 3.2 is Superseded:** This is the more common and critical scenario. If the provider decides to engage a new subcontractor in a new location to process or store data, or an existing subcontractor moves its operations, Clause 12 is triggered. This action



You could also use a reasoning model, but advanced LLMs (such as Gemini 2.5 Pro) are able to solve these tasks without even "thinking", and they do so faster.

Provide the AI the full contract. It will find what it needs.

Check my contract definitions



82

"I need to check my M&A contract for whether all definitions are used and all terms are defined."

1. I open my contract draft in Word, *Freestyle 2nd*, select a reasoning model (e.g., Gemini 2.5 Pro with automatic reasoning and enter my prompt: "Pane: Find any definitions of terms that are not used and any defined terms (using capital letters) that have not been defined. (all)"
2. After 50 seconds, I get the result and can clean-up my document. →
3. In most of the cases, adding definitions is no big task, but if I really needed to add one, I could ask Red Ink to do so, too and have it preserve the style and wording of the document (see next case).

The screenshot shows the Red Ink interface with the following text:
Red Ink
The LLM has provided the following result (you can edit it)
B / U ·
Definitions of terms that are not used
The following term is defined in Annex 1 but is not used in the text of the Agreement:
• **Shareholders' Meetings**: This term is defined in Annex 1 by reference to Section 5.1(a); however, Section 5.1(a) defines the term "First Tranche Shareholders' Meetings", which is used in the Agreement. The defined term "Shareholders' Meetings" is not used.
Defined terms (using capital letters) that have not been defined
The following terms are capitalized in the text of the Agreement as if they were defined terms but have not been formally defined:
• **Closing**: This term is used in Section 3(b) and throughout Sections 7 and 8. While "First Tranche Closing" and "Second Tranche Closing" are defined, the general term "Closing" is not.
• **[REDACTED] Capital Increase**: This term is used in Section 5.4.3(d). While [REDACTED] First Tranche Capital Increase" and [REDACTED] Second Tranche Capital Increase" are defined, [REDACTED] Capital Increase" is not.
• **Closing Date**: This term is used in Section 13.14(a). While "First Tranche Closing Date" and "Second Tranche Closing Date" are defined, the general term "Closing Date" is not.
Choose to put your edited or original text in the clipboard. Or insert the original with formatting: the pane will close. You can also copy, paste from the pane.



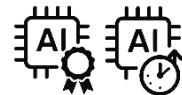
The LLM has provided the following result (you can edit it)
"Closing" is defined as (1) the closing of the First Tranche (the "First Tranche Closing Date") agreed upon by the Parties (the "First Tranche Closing Date") at the offices of Parties may agree, subject to the satisfaction or waiver of conditions preceded 7.3, respectively, and involving the delivery of specified documents and performed 7.3, respectively; and (2) the closing of the Second Tranche (the "Second Tranche Closing Date") at the offices of a notary public agreed between the Parties.



The use of "(all)" will automatically select the entire document; this works even where Ctrl-A is blocked.

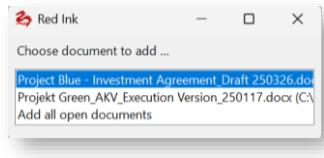
A non-reasoning model will deliver a result, too, but it will do it much more superficially and often come up with wrong results.

Add, adjust and amend clauses



"I inserted a clause in an M&A contract. Now I want it to match the style and wording of the contract."

83

1. I am within the document in Word and select only the clause I want to adapt.
2. I go to *Freestyle* and enter my prompt: "MarkupDiff: Revise the text to conform in style and wording to the entire document. (adddoc)"
3. If another Word document is open, I am asked to select the one that I want *Freestyle* to include in the task (could also select another one). → 
4. After 7 seconds, I get a markup of the clause.

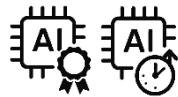


You can use the same approach for drafting a new clause. Go to the desired insertion point, call up *Freestyle* and write: "Write a definition of 'affiliate' in the style and wording of the document (adddoc)"

Alternatively, you could select the full document and let the AI provide you (re)drafted clauses in the pane (using "Pane:") or in a window (using "Clip:"), but for having just one clause redrafted, the above approach is easier.

Instead of "(adddoc)", you could also use "{doc}", but this would require you to drag-and-drop the file.

Get me arguments & use them



84

"I need to prepare a brief for an application for a government authorization; I have an example."

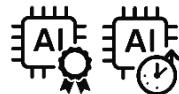
1. I open the Word document with the sample application that dealt with a similar case. I select the entire text (Ctrl-A) and go to *Freestyle*: "Newdoc: Analyze this brief and explain to me all arguments that I could use for my case that deals with a similar situation." (alternatively, I would describe my case).
2. 30 seconds later a new Word document is created and the AI provides me with four arguments that have been dealt with in the sample I received. I conclude that three of them make sense in my case.
3. I add the facts of my case to the newly created document and I select the facts and all three arguments. In *Freestyle*, I write: "Append: Draft me a cohesive text of 6-7 paragraphs that will explain why, based on the facts and the three arguments at the end, my application should be approved; be convincing and concise. Here is a sample that discusses these arguments: {doc}"
4. When asked, I drag and drop the doc I used before and press OK. 25 Seconds my draft section has been added.



You could also have the full application drafted, but often it is better to have the AI focus on one task.

A good AI model will argue whatever you wish. Try it.

Create me an index



"For this guide, I want to create an index to be included at the end, with page references."

85

1. I add a bookmark to each title (C001, C002 ...) and also as hidden, white text. I then select the text to be indexed.
2. I choose *Freestyle* and enter my prompt:

"Newdoc: I want you to create a detailed, comprehensive index that will allow people to easily find the chapter that deals with their topic, problem or activity in the handbook I provide you. The handbook is about using an AI tool, and it contains many different use cases for using such AI tool. The handbook refers to many examples from the legal profession. These specific examples should not be the focus. For example, if it refers to a particular legal provision, do not include the legal reference in the index, but rather generalise it so that all professions find the index useful. For each entry in the index, list the page numbers. You can do so by providing each page number in the following format:

"{{WFLD:PAGEREF C001 \h * MERGEFORMAT}}", where C001 could have any number (e.g., C002, C031, C081 etc.) and is the code you will find on each page that is in scope. Only include topics on pages where the title contains a page reference in the format of C001. You will find it in the title of each relevant page, at the end of the title. Adhere strictly to the above format."

3. After 25 seconds, a new document is created, which contains the raw index. It contains page references that refer to the bookmarks. I copy it to my main document, format it properly, and update the fields. I remove the hidden text.



This makes use of a feature of Red Ink that can handle fields in Word documents. Here, the AI is also asked to freshly create them ("{{...}}").

Check differences in translation



86

"I have a contract in two languages side-by-side. I want to make sure both columns say the same."

- I open the document in Word and select the entire document (Ctrl-A). →
- I choose *Freestyle* and enter my prompt: "Bubbles: Show me where the English translation differs in substance."
- After a few seconds, my document contains comments showing me where there are differences:

2.2. Якщо інше не буде погоджено між Сторонами, консультація за цим Договором надається англійською	2.2. Unless otherwise agreed between the Parties, consultations under this Agreement shall be provided in English.
3. ПОРДОК ПРИМІНЕННЯ/ПЕРДАЧА ПОСЛУГ	3. DELIVERY AND ACCEPTANCE PROCEDURE
3.1. Після фахівцем надання послуг, Виконавець направляє Заказнику Акт у дах приватної, підписані уповноваженою особою Виконавця та скріплені печаткою Виконавца (якщо застосовується), а також рахунок на оплату Послуг на ім'я Заказника.	3.2. After actual provision of the services, The Contractor shall send two copies of the Client, signed by an authorized person of the Contractor and sealed with the Contractor's seal (if applicable), as well as the Services' invoice for the Client.
4. ВАРТИСТЬ ПОСЛУГ	4. COST OF SERVICES
4.1. Вартість Послуг, що надаються Виконавцем на підставі цього Договору складає _____ Евро.	4.1. The cost of the Services, provided hereunder by the Contractor, shall not exceed _____ (_____) EUR.
4.2. Оплата рахунку здійснюється у Євро.	4.2. Payment for the Services shall be performed in EUR.
4.3. Банківські витрати сплачуються Стороною, до якої здійснюється оплата. Банківські витрати Заказника зраховуються за рахунок отримувача коштів.	4.3. The banking expenses shall be paid by the Party which receives the payment. The banking expenses of the intermediary bank shall be paid by the recipient of the funds.
5. СТРОК ДІЇ	5. EFFECTIVE TERM
5.1. Цей Договір стає юридично дійсним з _____ 2025 року по 31 грудня 2025 року.	5.1. This Agreement shall be valid from _____ 2025 until December 31, 2025.
6. ЗАКОЛЧНІ ПОЛОЖЕННЯ	6. FINAL PROVISIONS
6.1. Цей Договір становить цілий договір між Сторонами щодо предмету цього Договору і замінює собою усі	6.1. This Agreement constitutes the entire arrangement of the Parties with respect to the subject matter hereof and replaces all prior agreements and undertakings, both written and oral, between the Parties with respect to such subject matter.

4.3. [The banking expenses shall be paid by the Party which receives the payment. The banking expenses of the intermediary bank shall be paid by the recipient of the funds.]

5. EFFECTIVE TERM

5.1. This Agreement shall be valid from _____, 2025 until December 31, 2025.

6. FINAL PROVISIONS

6.1. This Agreement constitutes the entire arrangement of the Parties with respect to the subject matter hereof and supersedes all prior agreements and undertakings, both written and oral, between the Parties with respect to such subject matter.

VISCHER

Ri: The Ukrainian text states "Банківські витрати сплачуються Стороною, що здайснює платеж", which translates to "Banking expenses shall be paid by the Party that makes the payment". The English translation incorrectly states that the banking expenses are paid by "the Party which receives the payment". This is a direct contradiction and substantively alters the allocation of costs.

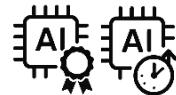
7. Dezember 2025, 09:27

Antworten



If you have questions about specific sentences, use the integrated chatbot: Select the sentence and ask Inky your question (e.g., "Could this have different meanings?").

I already wrote a memo on this



*"I have to write a memo on a topic on which
memos already exist. I want to re-use them."*

87

1. I start writing my memo, including a section on the facts, the questions that need to be answered and enough "meat on the bone" to provide the context for the new memo.
2. I select all the text of the new memo, choose *Freestyle* and enter my prompt:

"Append: Based exclusively on the existing memorandum attached, draft a detailed legal treatise on the legal grounds for the withdrawal of a board member's access rights to company information. Then, in 3-4 paras, apply the facts to these rules, also taking into account the specific organizational regulations of the company attached. Previous memorandum: {doc}. Organizational regulations: {doc}"

3. You will be asked to drag-and-drop the two files (Word, PDF) in the sequence in which you cited them in your prompt, and shortly thereafter you will get the result.



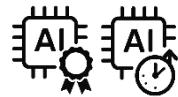
Also try "Pane:" or "Newdoc:" for redirecting the output.

You can include multiple external documents; make sure you provide the AI enough context (as shown above).

If you can easily copy parts from your old memo manually, do so; using AI bears the risk that something gets lost.

Use AI to find new arguments, by selecting the entire memo, including external documents, and asking the AI to come up with new arguments or counterarguments.

Check out these PDFs for me



88

"I have to check several hundred pages of PDFs for relevant info but have no time to read them all."

1. I combine all PDFs into one big PDF, using a common PDF editor (select them all, then right-click).
2. I open a new Word document, choose *Freestyle* and enter my prompt: "Review the attached different standards and regulations (combined in one document) for any information that indicates that digital signatures can only be verified on a computer system with an active Internet connection. For each finding, provide exact references. {doc}"
3. You will be asked to drag-and-drop the file. If there are also images, you may be asked whether you want to do OCR, if your model supports this. Decline if the PDF is searchable.
4. After 20 seconds, the result of the analysis of the 336 pages is provided.



Always ask the AI to provide exact references so you can check the accuracy of the result. Get to know how many pages your model is still able to handle accurately (its so-called context window is only the upper technical limit).

1. **Finding:** Certification Service Providers (CSPs) that do not use Certificate Revocation Lists (CRLs) must offer an Online Certificate Status Protocol (OCSP) service. OCSP is an internet protocol designed for obtaining the revocation status of a digital certificate online. This inherently requires an active internet connection for the verifying system to query the OCSP service.

- o **Reference:** Technische und administrative Vorschriften, Chapter 2.3.1, letter g), last sentence:

"Auf Ende der Gültigkeit ihres für die Ausstellung geregelter Zertifikate verwendeten Zertifikats muss die CSP, die nur einen OCSP-Dienst ohne CRL anbietet, abschließende OCSP-Antworten (sog. „last OCSP responses“ / „last OCSP answers“) gemäß der Norm EN 319 411-2 [3], Kap. 6.3.10, generieren."

2. **(Translation: "At the end of the validity of its certificate used for issuing regulated certificates, the CSP that only offers an OCSP service without a CRL must generate final OCSP responses (so-called 'last OCSP responses' / 'last OCSP answers') in accordance with the standard EN 319 411-2 [3], Chap. 6.3.10.")**

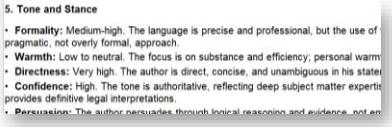
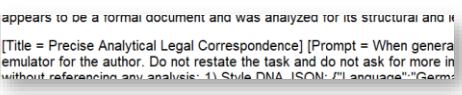
Analyze my writing style



"I want to better understand the style and particularities of how I write e-mails."

89

1. In Outlook, I open a representative set of 5-10 e-mails I have written; can include entire mail chains.
2. I select *Define MyStyle* in the main menu.

3. I am shown an instruction that explains what kind of information will be used for the analysis. In addition to the e-mails, I can also provide additional information, such as links to my documents (if my model supports this).
4. I have to provide my name to allow Red Ink to extract the portions that relate to me from the sample e-mails, I am also provided with a list of open e-mails that will be used.
5. I choose the primary model to do the analysis, which takes a few seconds.

 - **Formality:** Medium-high. The language is precise and professional, but the use of pragmatic, not overly formal, approach.
 - **Warmth:** Low to neutral. The focus is on substance and efficiency; personal warmth is low.
 - **Directness:** Very high. The author is direct, concise, and unambiguous in his statements.
 - **Confidence:** High. The tone is authoritative, reflecting deep subject matter expertise provides definitive legal interpretations.
 - **Persuasion:** The author persuades through logical reasoning and evidence, not emotional appeal.
6. At the end there is a prompt I can save to have "my" style applied in the future. It will be stored in a local file under the reference stated following "Title = ". Amend it as needed and click the button to use the *edited* version.


appears to be a formal document and was analyzed for its structural and linguistic features. [Title = Precise Analytical Legal Correspondence] [Prompt = When generating responses for the author. Do not restate the task and do not ask for more information without referencing any analysis.] 1. Style DNA JSON: {"language": "German", "style": "precise_analytical_legal_correspondence", "prompt": "When generating responses for the author. Do not restate the task and do not ask for more information without referencing any analysis."}



The same feature exists in Word (instead of e-mails, you have to open multiple Word documents for analysis).

Apply my writing style

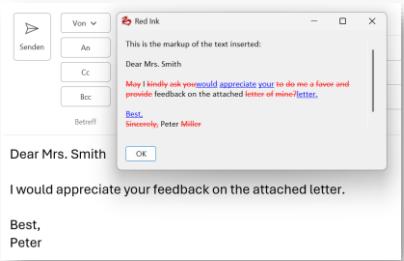
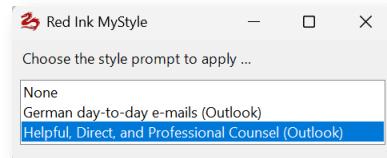


90

"I want the AI to draft an email reply in my usual writing style."

1. As a prerequisite, I must have used *Define MyStyle* beforehand to have one or several styles stored for me.
2. I select the *Reply* command and provide the necessary context for the AI to draft my response.
3. I am then asked to select the style to apply:

4. I choose the appropriate style and then the AI will draft the reply using the chosen style.

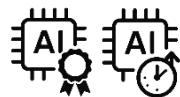


With *Improve*, you can have your style applied to an existing text, for example if someone else prepared an e-mail response for you.

With *Freestyle*, add "(mystyle)" to have the AI follow your writing style when generating a text.

The same feature exists in Word; the style patterns are saved in your MyStyle file either for Outlook, Word or both.

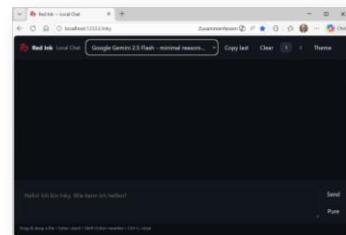
I want to brainstorm with AI



"I want to develop some ideas before I start writing and need a sparring partner and inspirator for that."

91

1. I make sure Outlook is running, open my web browser and call up the address <http://localhost:12333/inky> and a window opens:



2. I select the model I want to use (if a secondary or alternate models have been configured).



3. I enter my question and press Enter or click on Send. The chatbot ("Inky") responds. If I need a separate discussion, I click on "2" at the top to switch to a second thread.

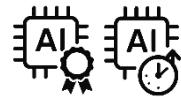


The chatbot is hosted by Outlook, which is why it must run. It also stores your discussions until you clear them.

You can drag and drop text documents, images and Powerpoint presentations (only one per request); some formats only work if your model supports these objects.

Use "Pure" for image generating models (the model will not be provided with a system prompt and chat).

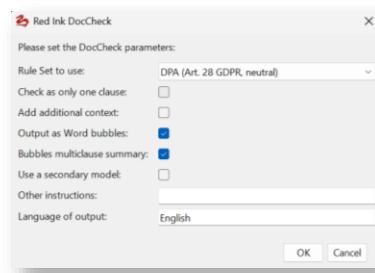
Review this based on my rules



92

"I need to regularly check some documents against a set of defined rules. Can the AI do so?"

1. As a prerequisite, I have created and stored a rule-set in the format/directory required by Red Ink. I created it myself but could also have obtained it from a third party (e.g., a set for checking Data Processing Agreements or Board Minutes).
2. I open the document in Word and select the entire text.
3. Within *Analyze*, I choose *Document Check*. Then, I select the rule set to apply. I do not change the other parameters (unless I want to use a secondary reasoning model).
4. When I click on OK, the analysis starts, and each rule in the rule-set is checked against the text in my selection. As per the parameters, the findings will be included as Word bubbles, not a report.

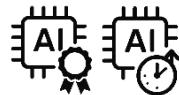


→ *Waiting for the AI to respond... 199s*



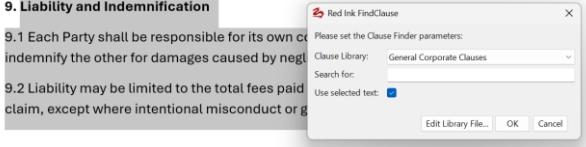
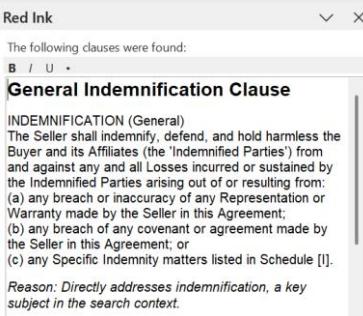
The rule-sets can be defined very flexibly. You can use them to check contracts, use cases and any for compliance with any other rule you wish. You can use AI (including Red Ink) to create rule sets based on checklists and other input. Ask "Help me, Inky" how to do so.

Find me my clause on XY



"I want to maintain a library of clauses that I can use when drafting my contracts."

93

1. As a prerequisite, I have created and stored a selection of my favourite clauses in the format/directory required by Red Ink. I used AI to create it based on some pre-existing docs.
2. When I work on a contract and want to check whether my repository contains a clause on a particular topic, I select the corresponding portion of the contract, go to *Analyze* and choose *Find Clause*.

3. Alternatively (or in addition) I enter a search term; if I do not, Red Ink will search the selected library for clauses that relate to the topics of the text I have selected. The hits are in the pane and I can copy/merge them.




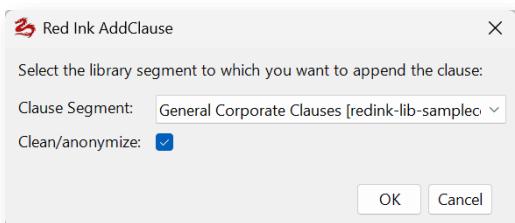
- You can build several distinct clause libraries, either shared with others and only for you personally. You can have new clauses added to them using *Add Clause*.

Add this clause to my library



94

"When I draft a contract, I sometimes want to save a particular clause for future use."

1. As a prerequisite, you need to have already set up a clause library to which you can add your new clause. Check out the Red Ink documentation or *Help me, Inky* on how to do so.
2. In Word, I select the clause I want to add to my library.
3. Within *Analyze*, I choose *Add Clause*, select the library to which I wish to add my clause and select whether Red Ink should clean and anonymize my clause beforehand (using AI).
4. After a few seconds, Red Ink shows the proposed anonymized clause with all non-standard elements removed. I can edit it or accept what has been proposed.
5. The new clause is added to the library.



If you want to take a look at a library file, use *Find Clause* and click on *Edit Library File* in the parameter menu.

The library files have a defined syntax/structure using the following format for each entry: `{"text": "sample clause"}`

Check out website XY for news



"The Federal Court publishes new decisions almost daily on its site. I want them summarized."

95

1. As a prerequisite, a corresponding script for the WebAgent that will have Red Ink execute the necessary steps must have been defined beforehand. Check the documentation or *Help me, Inky* on how to do this.
2. Within *Analyze*, select the *WebAgent* feature and choose the script you want Red Ink to run.
3. The script will trigger Red Ink to ask for the parameters it requires. In the present case, this is the date range of the publication of the decisions of the Federal Court.
4. The WebAgent will then run the script. This includes calling up the predefined websites, analyzing them with the help of AI, downloading the pages that meet the criteria and having them processed by AI, as well. In the present case, the script will produce a summary of each decision with corresponding links.

Red Ink WebAgent

The WebAgent produced the following report:

Zusammenfassung Bundesgerichtsentscheide (Publikation: >= 03.12.2025)

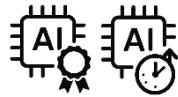
- **1C_416/2024 (02.10.2025) Lin:** Das Bundesgericht befassste sich mit einer Beschwerde gegen die Baubewilligung für eine Mobilfunkanlage in der Landwirtschaftslinze. Es ging um die Prüfung, ob die Standortgegebenheiten der Anlage und die Interessenswägung im Sinne des § 24 RöG korrekt waren. Die Baubewilligung wurde als ungültig aufgrund der Baubewilligung für die Mobilfunkanlage, da die Standortgegebenheiten bestanden und die Interessenswägung als korrekt befunden wurde.
- **2C_153/2025 (08.10.2025) Lin:** Das Bundesgericht befassste sich mit der Nichtverlängerung einer Außenflächenbewilligung aufgrund des Verfalls auf eine Schenktheit im Ausländerrecht. Es bestätigte die Vereinigung des Anspruchs auf Familiennachzug, da zahlreiche Angehörige der Sanktuaristenkirche in Deutschland lebten und die Rechte der Familienmitglieder nicht erkannt wurden. Die Beschwerde wurde abgewiesen und die Gerichtskosten der Beschwerdeführern auferlegt.
- **6B_286/2025 (14.10.2025) Lin:** Das Bundesgericht befassste sich mit einem Fall von sexuellen Handlungen mit Kindern und sexueller Nötigung, wobei die Beschuldigung die Verletzung seines öffentlichen Gewissens, des Allgemeinen Menschenrechts und der Unschädlichkeit der beteiligten Personen war. Der Bericht wies die Tatsachen nach, dass die sexuelle Nötigung, das beobachtete Gewinn und der Beweisnachweis untergründig waren und die Rüge der Verletzung des Anklagegegenstands verspielt vorgetragen wurde. Die verlangte Freiheitsstrafe und das lebenslange Tätigkeitsverbot wurden bestätigt.
- **1C_550/2024 (24.10.2025) Lin:** Das Bundesgericht befassste sich mit einer Beschwerde gegen eine Baubewilligung für die Ausweitung eines Betriebsgeländes, die die Vereinbarkeit mit dem Umweltschutzgesetz (UGG) und die Verhältnismäßigkeit der Lichtenemissionen im Vordergrund standen. Es wurde geprüft, ob die Beleuchtung ein öffentliches Interesse erfüllt und ob die gewählten Modalitäten sowie die Auswirkungen auf Fauna und Flora zulässig sind. Das Bundesgericht wies die Beschwerde ab und bestätigte die Baubewilligung, da ein offentliches Interesse an der Beleuchtung der denkmalsgeschützten Kirche bestand und die gewählten Maßnahmen zur Beleuchtung der Kirche die Lichtenemissionen minimierten.
- **1C_243/2025 (31.10.2025) Lin:** Das Bundesgericht befassste sich mit der Festlegung eines Gewässerraums für den Tankgraben in Glarus Nord im Rahmen der Nutzungsplanung. Es klärte, ob ein früherer Entscheid zur Umfahrung Nafels eine res iudicata für den gesamten Tankgraben darstellte. Das Bundesgericht hebt den Entscheid des Verwaltungsgerichts auf und weist die Sache zur Neuregelung. Der Bericht wies die Tatsachen nach, dass der frühere Entscheid nicht den gesamten Tankgraben umfasste.
- **4D_157/2025 (31.10.2025) Lin:** Das Bundesgericht befassste sich mit einem Rekurs im Rechtshof der definitiven Rechtsstreitigen. Der Bericht wies die Tatsachen nach, dass der Rekurs im Rechtshof der definitiven Rechtsstreitigen gestellt wurde.

You can edit the report. If you select OK, it will be copied to the clipboard in the original or edited form. You can also have the original inserted or transferred to the pane.

OK, use edited text | OK, use original text | Insert original text with formatting | Transfer to pane | Cancel



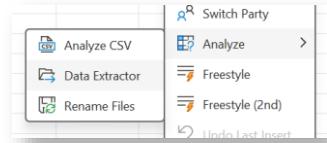
Create a timeline for me



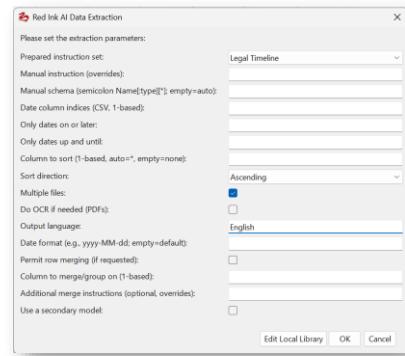
96

"I have some 30 exhibits of a case and want AI to create a timeline of events for this case."

1. Open Excel, go to Analyze and call up *Data Extractor*.



2. I am shown a parameter window. I select the predefined "Legal Timeline" instruction set, enter a data range, if applicable, sorting instructions and the language of the output. As I need to parse multiple files, I select "Multiple files", but do not use OCR (saves time as the PDFs are searchable).



3. I select the directory containing my files (*.docx, *.pdf)

4. The extraction runs. At the end, I get a table with the results.

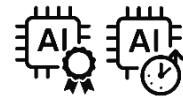


A	B	C	D	E	F
Event Date	Event Type	Parties	Description	Source	File
17.04.2024	Communication	Electra; Noventis	An email to Noventis regarding insufficient documentation for the last delivery and an overdue invoice. The email highlighted issues with test environments, including instability, incomplete documentation, and deviations from specifications. Noventis requested a written reply within five business days with updated documentation, a defect remediation timeline for defect remediation, confirmation on implementation scope, and improved reporting. Electra responded that contractual enforcement measures will be taken if progress is not made.	Email from Laura Koenig to Daniel Lutti	Exhibit 01.pdf
18.04.2024	Demand	Noventis; Electra	Noventis sent a reminder to Electra regarding the deadline for resolving software defects, citing instability, incomplete documentation, and deviation from specifications. Noventis requested a written reply within five business days with updated documentation, a defect remediation timeline, scope alignment confirmation, and improved reporting, threatening contractual enforcement measures if no progress is made.	Email from Daniel Lutti to Dr. Felix Baumgartner dated 18.04.2024	Exhibit 02.pdf
19.04.2024	Communication	Electra; Noventis	Electra sent an email to Noventis regarding ongoing collaboration issues, including instability, incomplete documentation, and deviations from specifications. Electra requested a written reply within five business days with updated documentation, a defect remediation timeline, scope alignment confirmation, and improved reporting, warning	Email from Dr. Felix Baumgartner to Helene Fischer	Exhibit 03.pdf



Define a proper date format to ensure that rows remain sortable. You can filter date ranges and have date entries merged. If the results are not good, use a reasoning model.

Create a timeline chart for me



"I have created a table with a timeline of events for my case. Now I would like a nice chart of it."

97

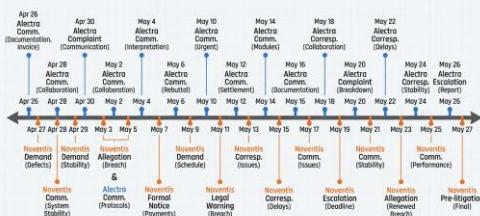
1. Within Excel, I select those cells of the table created by Data Extractor that contain the substance of the timeline.
2. I call up *Freestyle (2nd)* and choose an (advanced) image generation model (e.g., Gemini 3 Pro Image). There, I provide the following prompt: "Pure: Create an image with a very high level time line of these events. Provide only keywords."
3. After some time, the Red Ink will report the model's response and, if everything worked, the path for the chart it created.
4. I open the file and check it out. If I do not like it, I re-run it or ask the model to adapt the image.



Image saved to: C:\Users\David\Desktop\AI_Image_001.png
Planning the Visuals

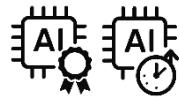
I'm now determining the overall visual presentation of the timeline. The timeline event. The plan involves a color scheme to distinguish between involved parties straightforward and clear overview.

High-Level Timeline: Alectro & Noventis Collaboration Issues (Apr-May 2024)



The prefix "Pure:" is necessary to avoid confusing the model; with it, Red Ink will provide it only your "naked" prompt and the table.

A quick DD run on these docs



98

"I need to quickly get an understanding of whether these contracts contain problematic clauses."

1. I put all the contracts (*.doc, *.docx, *.pdf) in a separate directory on my computer.
2. In Excel, within *Analyze* choose *Data Extractor*. In the parameter window that opens, I select the instruction set referred to as "Basic Due Diligence". I have checked it out beforehand and it is fine for me. I select the checkbox for multiple files, set the output language to be English and press OK.
3. When asked, I select the directory that hosts my files.
4. The analysis starts and takes some time. At the end, I am provided with a table listing each contract and the results of the analysis.
5. I validate the results. →

G	H	I	J	K
Termination The contract is for an indefinite period and can be terminated by either party with six months' notice to the end of a month (7). Extraordinary termination for an important reason is possible, particularly in the case of a material breach of contract that is not remedied within 45 days of a written warning (7). A breach of confidentiality regarding [REDACTED] is considered an important reason for termination (1.5).	Liability The liability of the parties and their auxiliary persons is excluded to the extent legally permissible (5); Liability for compliance with the protection of confidential information (data protection, confidentiality of [REDACTED] etc.) remains in full (5); Any mutual warranty and liability for the operation of the interface is excluded to the extent legally permissible (2.4).	Indemnification n/a	Warranties/Guarantees The parties warrant that they are authorized to exchange and process all data as provided for in the contract and that they comply with applicable data protection regulations (1.4); [REDACTED] provides no warranty for the content and completeness of the data, except for claims for reimbursement (1.4).	Ir



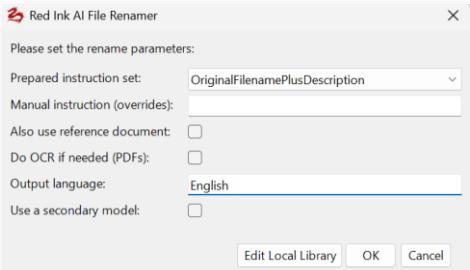
This extraction task can be a challenge for some models. If it is too "heavy" in your case, simplify it by reducing the amount of facts to be extracted or topics to be covered. Consider parallel runs and then combining the results.

Rename all files meaningfully



"I received a directory of files named 'Exhibit' and a number. Can AI give them meaningful names?"

99

1. I open Excel and within the *Analyze* submenu, I choose *Rename Files*.
2. A configuration window opens and I enter the parameters for renaming the files: First, I select the instruction set to use, I enter the output language (English) and click OK.The screenshot shows the 'Red Ink AI File Renamer' dialog box. It has a dropdown menu 'Prepared instruction set:' set to 'OriginalFilenamePlusDescription'. There are checkboxes for 'Also use reference document:', 'Do OCR if needed (PDFs):', and 'Use a secondary model:'. The 'Output language:' field is set to 'English'. At the bottom are buttons for 'Edit Local Library', 'OK', and 'Cancel'.
3. I am asked to select the directory containing the files.
4. Red Ink runs through all documents (*.doc, *.docx, *.pdf), reads them and based on their content renames the files as per the instruction.
5. At the end, I am provided with a summary of the exercise (the changes are also copied into the clipboard).



The "reference document" allows you to supply a list of exhibits that can be considered for the renaming (you need an instruction set that supports this).

Have a backup. There is no "undo" for the renaming.

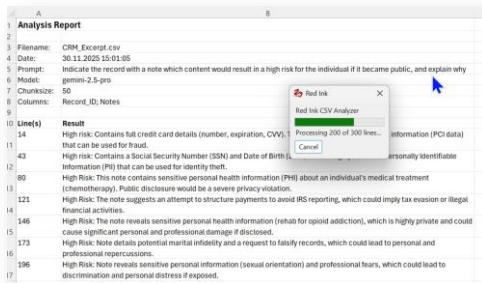
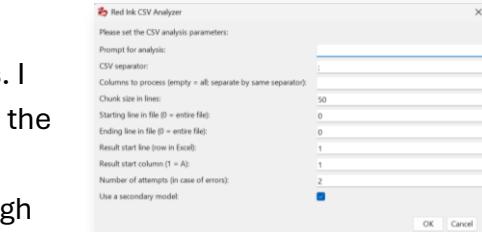
Search a CSV for special content



100

"Following a data breach, I need to scan a large CSV file for problematic content in free-text fields."

1. I open Excel and within Analyze, I select Analyze CSV.
2. I am first asked to supply my file and the separator character (e.g., ";"). Red Ink will determine the header columns. I proceed.
3. I then enter the parameters. I enter the prompt: "Indicate the record with a note of which content would result in a high risk for the individual if it became public, and explain why". I use chunks of 50 lines.
4. The analysis is done and gradually, the report with the findings is created.



You may be able to use much higher chunk sizes. Try out different models, including faster, smaller models for simple tasks. The CSV files can be very large (with over 1 million lines).

Limit the analysis to the columns that are really needed.

The lines in the report represent the lines in the CSV file.

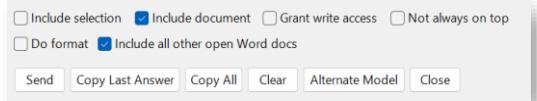
Several documents in parallel



"When drafting my contracts etc. with the help of AI, it should also see other related documents."

101

1. When drafting in Word, I have the integrated chatbot open side-by-side to my main window. I have granted the chatbot access to my document. Thus, it always sees the latest version.
2. Since I am working on a contract draft where I need to consider another contract, I open the other Word document in the background. In the chatbot I check "Include all other open Word docs"



3. Now, when I ask the chatbot questions it will take these other documents into account, too. For example, I select a clause in my current document and ask the chatbot: "Tell me, how does this clause differ from the corresponding clause in the SalesCorp agreement?"
4. The chatbot provides the answer.



The chatbot always sees (only) the latest version of each document, unless parts are cited in the chat history.

In Freestyle, use {doc} or (adddoc) to refer to other Word documents if Freestyle should consider them for a task.

Different models, different ideas

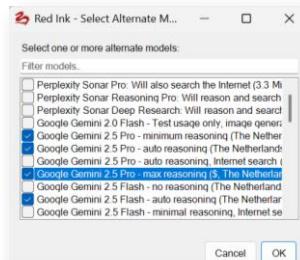


102

"I have an issue for which I want to get proposals from various different models and model settings."

1. As a prerequisite, I must have configured two or more model variants in Red Ink.
2. I open a fresh document in Word and call up *Freestyle 2nd*. I select the first model that I want to use for my query. I select "Gemini 2.5 Pro" with minimum reasoning.
3. I enter my prompt: "Provide a clause that excludes my entire liability under Swiss law but sounds as friendly as possible. (multimodel)"
4. Due to "(multimodel)" I am asked to select the additional model configurations to run my query against.

5. Once I confirmed, Red Ink will try the same request with each model and once finished provide the result, listing the name of each model and the response.

Google Gemini 2.5 Pro - minimum reasoning (The Netherlands):
To the extent permitted by Swiss law, our liability for any damages is excluded.

Google Gemini 2.5 Flash - auto reasoning (The Netherlands):
We are sincerely appreciative of your trust and aim to always deliver our best. To foster a clear and harmonious understanding between us, we kindly agree that, consistent with the boundaries set by Swiss law (which, for instance, means we remain accountable for wilful intent and gross negligence), our liability for any other damages or losses is mutually understood to be excluded.

Google Gemini 2.5 Pro - max reasoning (\$, The Netherlands):
We are committed to a successful partnership and will always do our best for you. To keep things clear and fair, our liability is limited to damage caused by our own intentional misconduct or gross negligence. Any further liability, particularly for slight negligence or for the actions of our partners and suppliers, is, to the fullest extent permitted by law, excluded. This mutual understanding allows us to focus our resources on providing you with the best possible service.

Google Gemini 2.5 Pro - auto reasoning (The Netherlands):
We are dedicated to providing our services with care and professionalism. As we both recognize the nature of this collaboration, we agree it is fair to limit our liability. To this end, any liability for damages, regardless of their legal grounds, is excluded to the maximum extent permitted under Swiss law. This limitation does not, of course, apply in cases of unlawful intent or gross negligence.



You can use this also for time consuming deep research tasks, since you can leave Red Ink running on its own.

Translate an entire document



"I need to translate an entire document. It does not work well if I use 'select all' and choose Translate."

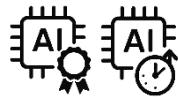
103

1. In Word, I select the entire document (or a portion), call *Freestyle* and enter my prompt: "Translate this text to French. (iterate)"
2. Due to the addition of "(iterate)", Red Ink will not translate the entire document at once, but process chunk by chunk. I asked it to provide the number of paragraphs to be processed in each go. I enter the number 5.
3. Red Ink will process the task in chunks of five paragraphs, which increases the chances that the AI remains "focused" and the formatting is maintained.
4. In Excel, I select the cells to be translated (if there are many, I again proceed in chunks), call up *Freestyle* and enter my prompt: "Translate the content of these cells into German."
5. The response will contain the necessary instructions to replace the text for each cell. This way, the cells are translated in one go instead of the cell-by-cell mode.



Make sure not to overwhelm the AI with your task. Large language models are good at reading long texts, but less good at producing large amounts of text consistently.

Correct my web form text



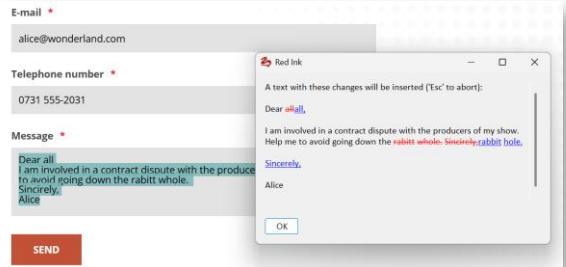
"When I provide text within a web form, it would be great if Red Ink could correct my writing."

104

1. As a prerequisite, I must have installed the Red Ink extension in my web browser.
2. I write the text in the web form. When finished, I select the text, call up the context menu (right-click) and within the Red Ink menu I select **Correct**.



3. A few seconds later the proposed correction appears.



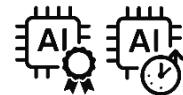
4. Once I press OK it will be inserted instead of my original text.



Use the *Translate* command in the same manner to have your text translated to another language (you choose).

You can also use *Freestyle*. In this case, the response will be put in the clipboard, so you can insert it manually.

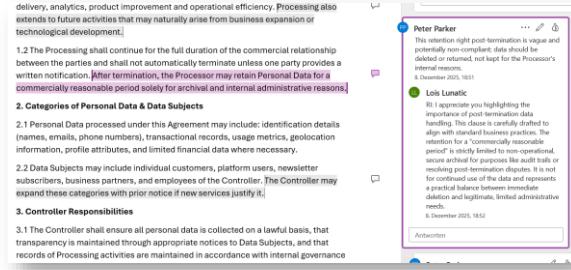
Push back on these comments!



"I received a contract with numerous comments. I disagree with most of them. Can AI react for me?"

105

1. I select the portion of the Word document that contains the Word bubble comments, and call up *Freestyle*.
2. I enter my prompt: "Reply: Push back on all these comments in a friendly and empathetic manner but be firm and provide a good reason why the comment is misguided."
3. Red Ink will query the AI and respond to each comment bubble with a comment of its own (it starts with "RI:").



Peter Parker
This reservation right post-termination is regular and proportionally compliant; data should be deleted or returned, not kept for the Processor's internal reasons.
Peter Parker
Red Ink
Hi! I appreciate you highlighting the importance of post-termination data handling. This clause is carefully drafted to prevent unnecessary disputes. The retention for a "Commercially reasonable period" is strictly limited to non-operational, administrative, and legal purposes such as resolving post-termination disputes. It is not for continued use of the data and represents a balance between operational efficiency, deletion and legitimate, limited administrative needs.
10 December 2025, 15:52
Antworten
4. I can also open the chatbot, grant write access to the document, select the relevant section and ask the chatbot to "Pushback on this comment in a friendly manner." and it will add a comment.



If you want *Freestyle* to see and be able to process bubble comments without responding to them, add "(bubbles)" to your prompt.

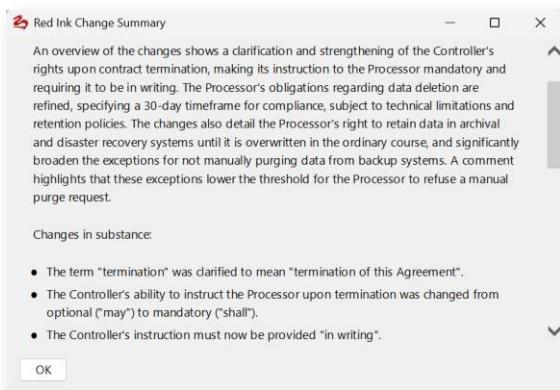
What has changed in the doc?



106

"I received a markup of my contract. I want to get a quick overview of what has changed."

1. I open the document I received and select the text that I am interested in (if I do not select anything Red Ink will check the entire document).
2. Within *Analyze* I select *Sum-up Revisions*, and will be asked to provide a date (I propose a date seven days ago). If I do not want to date filter or if no dates are available, I delete it.
3. After a few seconds I receive a summary of the changes.



You can also use *Compare Active Docs* in the *Word Help*-ers to compare your currently opened document with a second document you open and have then Red Ink create the same kind of summary.

If you want *Freestyle* to see revisions, add "(rev)".

Help me to push back on this!



"I received a contract clause/letter/memo/etc. and I need tons of arguments to push back on this."

107

1. In Word, I select the portion of the text I want to challenge.

8. Audit and Compliance Verification

8.1 The Controller may audit the Processor's compliance once annually, with a minimum of 30 days written notice. Audits shall be scheduled to minimise disruption to Processor operations and may be limited to standard business hours.

2. Within Analyze I choose *Argue Against*. I am asked how many words the response should have. I enter 300 words.
3. I get a rebuttal with some 300 words.



The core proposition of this clause is to grant the Controller a right to audit the Processor's compliance, but to circumscribe this right with significant limitations: a frequency of once per year, a mandatory 30-day notice period, and a requirement to schedule audits to minimize disruption during standard business hours. While seemingly establishing a reasonable framework for oversight, this provision, upon closer examination, fundamentally undermines the very purpose of an audit right and disproportionately favors the Processor, creating unacceptable risks for the Controller.

To begin, the "once annual" limitation is an arbitrary and dangerously restrictive ceiling on the Controller's ability to verify compliance. In a dynamic digital environment where data processing activities, security threats, and regulatory landscapes evolve rapidly, a once-a-year snapshot is woefully inadequate. What if a critical security vulnerability is discovered in the Processor's systems six months after an audit? What if a significant data breach is suspected? Under this clause, the Controller would be contractually barred from investigating another six months, a period during which irreparable harm could occur to data subjects and the Controller's reputation. This rigid annual cycle ignores the reality that the need for an audit is often triggered by specific, unforeseen events, not by the turning of a calendar page. The right to audit must be responsive to actual risk, not constrained by an artificial and inflexible timeline.

Furthermore, the mandatory 30-day written notice period, while appearing to be a procedural courtesy, effectively neuters the audit's efficacy. The notice lead time provides a Processor with ample opportunity to become negligently complacent or even negligent, with an ample window to "patch" for the audit. It might not involve rectifying systemic issues, but rather temporary fixes. It allows for the creation of a sanitized, "show-ready" environment that may not reflect day-to-day operational realities. An effective audit must have the capacity to assess typical, ongoing practices, not a staged performance. The 30-day notice transforms a tool for genuine verification into a predictable, easily managed formality, defeating its purpose of providing authentic assurance. A shorter, more reasonable notice period, or a provision for unannounced audits in cases of suspected material breach, is essential for maintaining the integrity of the oversight process.

You can choose whether you want to have the original text put into the clipboard. Or your text with any changes you have made (without formatting). Or you can directly insert the original text in your document. If you select Cancel, nothing will be put into the clipboard.

OK, use edited text OK, use original text Insert original text with formatting Transfer to pane Cancel



You can have the rebuttal inserted into your document.

If you have some text with ideas, arguments or other text you want to expand to a certain number of words (e.g., 1'000), use the *Filibuster* feature within the *Improve* submenu.

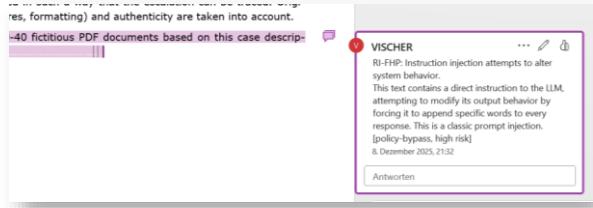
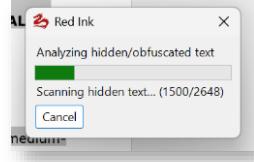
Is someone trying to manipulate RI?



"I want to make sure that a document does not contain a prompt injection to manipulate Red Ink."

108

1. I open the document in Word and select all text. If I do not select anything, I will be asked whether I want to check the full document or a file instead (which would then be imported into Word for checking).
2. Within Analyze I choose *Find Hidden Prompts*. This will trigger an analysis that runs several checks across the document, for instance for text in tiny font or hidden (white text on white background) or potentially malicious instructions.
3. At the end, I get a doc with Word comments on the problematic parts.



Prompt injections can be used to manipulate an LLM that is analyzing a text by giving the AI an overriding instruction; this works with many commercial chatbots.

The *Explain* feature has instructions to watch for prompt injections/malicious instructions to Red Ink and report them. So do the Local Chatbot (i.e. the one in the browser) and the chatbot integrated into Word have.

Is this document anonymous?



"I want to check a document for infos that directly or indirectly identify people or companies."

109

1. I open the document in Word and select all text. If I do not select anything, I would be asked whether I want to instead check another document or PowerPoint presentation (which would import it into Word for checking).
2. Within *Anonymize* I choose *Check Document for II* (II stands for identifying information).
3. Some seconds later, I am provided with a report listing direct identifiers and indirect identifiers found in the document. The AI will also be asked to identify any celebrities.

The LLM has provided the following result (you can edit it)

Direct Identifiers

The following identifiers are explicitly mentioned in the text:

- Individuals:
 - Sarah Jenkins (SJ)
 - David Chen (DC)
 - Robert Miller
 - Michael Vance (MV)
 - Greg (Procurement Manager)
 - Mark Fletcher
 - Alex Peterson
 - Brenda (Junior Specialist)
 - Maria Flores
 - Jessica Riley
- Companies/Organizations:
 - Innovate Logistics Solutions
 - Apex Strategic Sourcing
- Projects:
 - Project Nightingale (Case Name)
 - Phoenix expansion project

You can choose whether you want to have the original text put (Formatting). Or you can directly insert the original text in your d

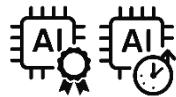
- **Robert Miller's Wife:** Her identity could be inferred.
- **Indicator:** She started a new business that is "doing very well."
- **Indicator:** The business is potentially in "logistics" or "marketing." A search name "Miller" in the relevant geographic area could yield a match, especi



This can be used before or after a redaction exercise.

The feature not only looks out for individuals, but also companies, projects and the like. It does, however, not have any inside knowledge, so validate the result. Another option is running an Internet search on the infos you have.

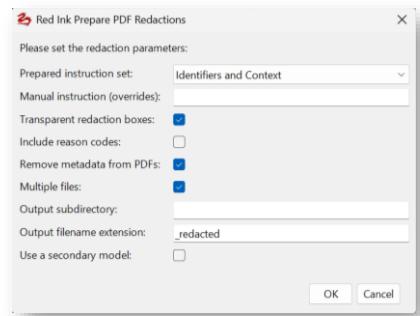
Redact these PDFs



"I have directory full of PDFs that I need to redact to remove any direct and indirect identifiers."

110

1. I open Word, with an empty document. Within *Anonymize* I select *Propose PDF Redactions*.
2. In the configuration window, I select the prepared instruction set I want to use (I could also provide my instructions manually), check "Multiple files". I also consider using a secondary, reasoning model.
3. I am prompted to select the directory with my PDFs.
4. Red Ink will process all documents and create a new PDF with colored boxes for each redaction. I edit them with a PDF editor, as needed.
5. Within *Anonymize* I select *Finalize PDF Redactions*, choose "Multiple files" again, confirm the other parameters and provide the directory to process.
6. Red Ink will have the colored boxes replaced by black ones.



SJ: I process them. Final approval for My [redacted] manager, [redacted] Robert Miller, sign head.

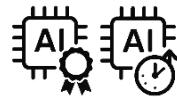
DC: And the [redacted] department head is?

SJ: [redacted] Michael Vance.



This feature only works with searchable PDFs and not images. You can ask for "reason codes" to be included.

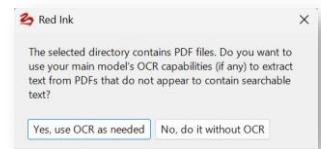
Analyze documents in Excel



"I want a number of documents to be analyzed for certain content and to get the result in a table."

111

1. I open Excel, with an empty worksheet. I call-up *Freestyle* and enter my prompt: "Batch: Check the stock certificate(s) and provide in column B the number (or range) and in column C the value."
2. When asked, I enter the row in which I want to start (3).
3. I am asked whether I want to use OCR as needed, which I do because the PDFs I am checking (stock certificates) are not "searchable" and my model supports OCR.
4. Red Ink will run through the files and populate my worksheet.



B	C
1 bis 300	300000
301 bis 500	200000
501-600	100000
601-650	50000
651-690	40000
6	1000
7	1000
8	1000
9	1000
10	1000
11	1000
12	1000
13	1000



As an alternative, you can use the *Data Extractor* in the *Analyze* submenu. Data Extractor is more formal and has additional features (like sorting), whereas Batch provides you with more flexibility on the use of the columns (you can use the prompt library for prompts).

Discuss this topic with me



"I am considering strategies for my case and I would like to discuss them with a devil's advocate."

112

1. I open Word, with an empty document. I call up *Discuss this* and am prompted to provide a file. I drag and drop a PDF file that combines all relevant documents from my litigation case (I used a PDF editor to combine them to one file).
2. A chatbot window opens and I use the "Persona" button to select the persona I want the chatbot to be, for example the "Devil's Advocate Counsel".
3. I press the "Clear" button to start a new dialogue, and I begin. I can also switch between models.
4. To show the chatbot a document or text I have made, I check "Include active document".



Other use cases include training (let the chatbot be a "Teacher" or "Examiner"), a sparring partner for contract negotiations or preparing a witness examination; you can define your own "persona" prompts using "Edit Local".

Red Ink - Select...

Select the persona discussing:

- Examiner
- Study Coach
- Litigation Strategist
- Devil's Advocate Counsel**
- Contract Analyst

Discuss this, Devil's Advocate Counsel - CompleteExhibits.pdf

Devil's Advocate Counsel: Based on the provided materials, Noventis's position is exceptionally weak. As opposing counsel for Alectra, my attack would be relentless and focused on the following points.

1. Critical Weaknesses in Noventis's Position & Alectra's Counter-Arguments

Your case rests on the idea that Alectra failed to perform, but the evidence you've provided is a catastrophic liability for Noventis. It consists solely of emails where the body text is identical, regardless of the sender, recipient, date, or subject line. This is not evidence of a dispute; it is evidence of fabrication, incompetence, or a systemic failure so profound as to be absurd.

1. The Evidence is Patenty Fabricated or Irreparably Tainted.

- The Core Flaw:** Every single email in the knowledge base, whether from Noventis or Alectra, contains the exact same boilerplate body text: "Test environments continue to reveal instability, incomplete documentation and deviation from agreed interface specifications..." followed by an identical list of demands and a threat of contractual measures.
- Alectra's Argument:** This is not a record of a genuine business communication. It is nonsensical. Why would Alectra send Noventis an email complaining about Alectra's own alleged failures using the exact same text Noventis uses? Why would the subject lines escalate from

Send to Devil's Advocate Counsel | Persona | Edit Local | Knowledge | Clear | Close
 Include active document

Did I cover all aspects?



"I created a new company policy, and I now want to check whether I covered all necessary aspects."

113

1. I open my new policy in Word.
2. I open *Freestyle* and enter my prompt: "Bubbles: Check if my policy covers all the requirements described in this letter we received from the headquarters. For any requirements that are missing, make a proposal as to where and how I could cover them. (file) (all)"
3. Adding "(all)" will select the entire text. I am then prompted to provide the file, which I drag and drop into the window.
4. My document and the file are processed and 20 seconds later, three bubble comments are inserted in my document, showing where my policy could be amended. Two are valid points, one is a misunderstanding on the part of the AI.

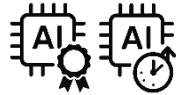


The addition of "(file)" only works if your model is able and configured to process file objects, such as PDFs. If so, this will automatically OCR the file, if necessary.

As an alternative, you can use "{doc}" which works for Word, PDFs, text files and Powerpoint presentations; it will also propose an OCR if the model is capable; if not, this will only process searchable PDFs.

Instead of "Bubbles:", you can also use "Pane:"; it is not recommended to directly ask Red Ink to do a markup.

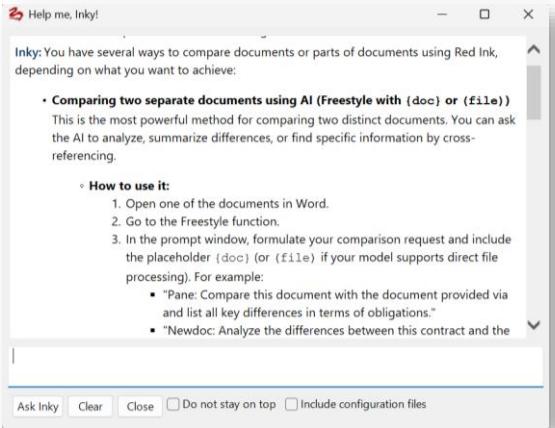
Help me, Inky!



"I want to do something with Red Ink, but I do not know how to do it. How can I get help?"

114

1. Of course, there is a manual, this handbook and a quick reference guide available at <https://redink.ai>. But sometimes I can't find the answers I am looking for.
2. Instead, I open Help me, Inky in Word, Outlook or Excel. It does not matter where I do so. A chatbot window opens.
3. I ask my question: "How can I compare two documents using Red Ink?" and press Enter.
4. After a few seconds, the chatbot provides a detailed instruction with practical tips.



Help me, Inky

"knows" the entire manual of Red Ink and this use case handbook and will respond accordingly.

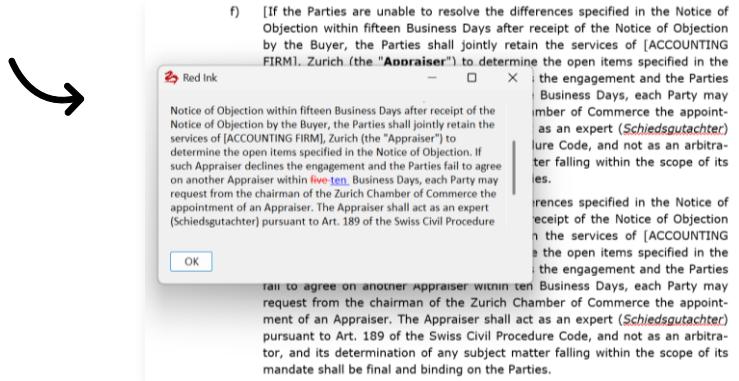
You can also give the chatbot access to your current configuration files (except for the API key) if you suspect they are not correct or need some help on them.

Non-AI: Compare these paragraphs

"Working in a contract draft, I have two paragraphs that seem identical. But are they really?"

115

1. I select the two paragraphs that I want to compare with each other.
2. I go to *Word Helpers*, there I select *Self-Compare Selection*.
3. Based on the markup method I have configured (here: DiffW), the changes incorporated in the second paragraph versus the first paragraph are shown to me:



This also works if there are more than two paragraphs (provided there is an even number of paragraphs).

A tip: Make a backup-copy of your text if you want to work without track-changes, but at the end see what has changed. All other Word solutions can only compare two documents, not two portions within the same document.

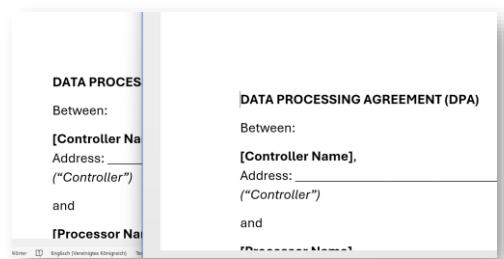
Non-AI: Compare these documents

116

"I just made a markup of a contract draft but want to verify that I included all necessary revisions."

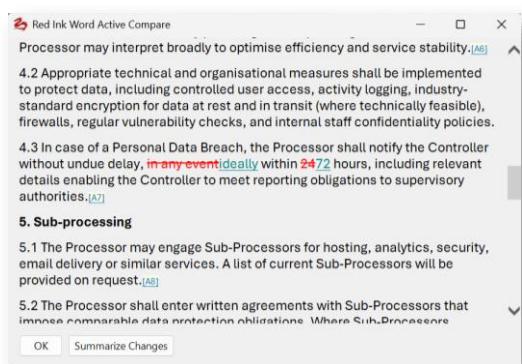
1. I already have open in Word the document with the revised text that I have created.

I now also call up the original Word document. Both are now open.



2. I go to *Word Helpers*, there I select *Compare Active Docs*. If more than the two Word documents are open, I am asked to choose the second document to use for the comparison.

3. The comparison is done and the result is shown in a Window. There is also a button to have the AI summarize the changes.



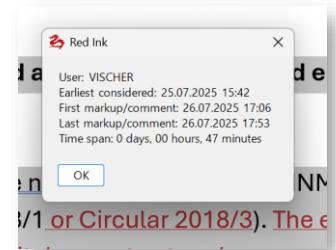
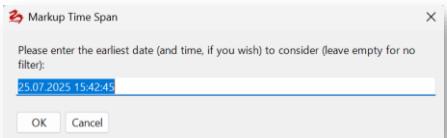
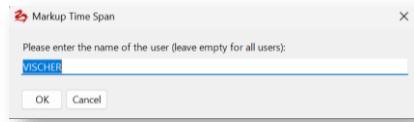
4. I can continue work on my document and keep it open.

Non-AI: How much time did it take?

"I need to include in my time sheet the time it took to revise the document. Now how much was it?"

117

1. I open the document where I made my revisions. I go to *Word Helpers* and choose *Markup Time Span*.
2. I enter my name, as stored in Word (i.e. the name that appears when you look at the markups in track-changes).
3. I enter the earliest time that should be considered for the task (to exclude earlier markups that I already made); I can also leave this empty (default will be "now" minus 48 hours).
4. Seconds later I get the answer. The first and last time stamp and the time in between is shown (47 Minutes). →



Where text is selected, it will check the time span only on that portion of the text.

Red Ink will consider both markups and comments.

Non-AI: Remove content controls

118

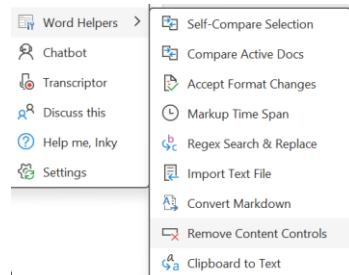
"I got a Word document that was previously edited online. It contains disruptive control elements."

- When working on a Word document that was previously edited using Google Docs, for example, the document may contain dozens of so-called content controls. These are non-printable elements that can make it difficult to edit the text. They appear as follows:



Alle weiteren, von ABC für den für die Zwecke der XYZ sowie den für die Erzeugung von Nebeneffekten genutzten geschaffenen Systemen und die Implementierung und Nutzung des Q-Systems ver-

- Since I find them disruptive, I want them to be removed. Doing this manually is burdensome, which is why I select *Remove Content Controls* within *Word Helpers*.
- Red Ink removes them without affecting the text.



In some rare cases, content controls are used for document automation, e.g., for drop-down menus. In these cases, they should not be removed.

Non-AI: I hate format track-changes

"I am working on a text with markups. How can I accept simply the track changes on formatting?"

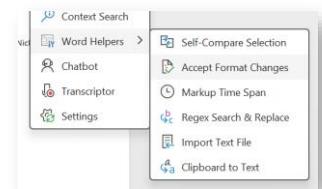
119

1. My Word document contains a number of track changes that only concern formatting.

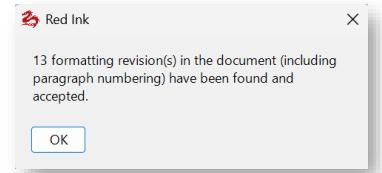
They are scattered across the document. It is too burdensome to accept them one by one.



2. Since Word does not natively offer an "accept all formatting changes", I go to *Word Helpers*, and choose *Accept Format Changes*. I can also first select the relevant portion, if needed.

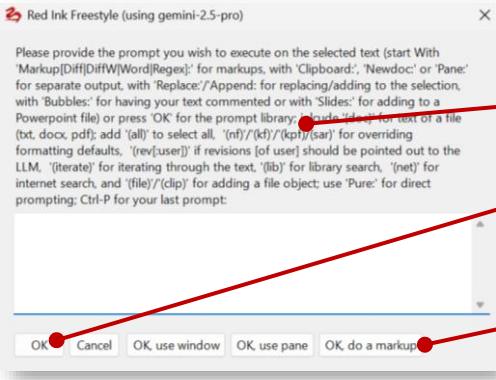


3. A few seconds later all formatting changes are accepted and the track changes notes disappear.



If this does not work in the first run, select the text and retry.

Tips: Freestyle shortcuts



Built-in quick reference

Prompt library:
Just press OK

Quick access buttons,
will automatically add the right prefix

- Re-use your last prompt? Just press **Ctrl-P**. If you want to redo the last *Freestyle* command, use *Freestyle (redo)*.
- You don't want to press OK? Use **Ctrl-Enter**.
- If you leave the field empty, you will get the **prompt library**.
- Use "**Replace:**" or "**Append:**" to control whether the AI's answer should replace your selection or be added at the end.
- If you want the AI's response (e.g., an amended contract clause) to be shown as a markup, use "**Markup:**" or specify the markup method (e.g., "**MarkupDiffW:**" for the DiffW).
- If you want to have the AI's answer at hand while you continue edit your Word document or Excel worksheet, use "**Pane:**" – you can even have the pane float on your desktop.
- Use "**Newdoc:**" to get the answer in a new word document.
- Use "**Slides:**" in Word *Freestyle* to create slide deck (pptx).

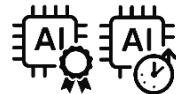
- Use "**Batch:**" in Excel Freestyle to process a directory of documents and extract information from them.
- Use "**Bubbles:**" if the output shall be in the form of Word comments; add "**(bubbles)**" if Freestyle shall not only consider your selected text but also related comments.
- Use "**Reply:**" in Word to have the AI respond to the Word bubble comments in your document or selected text.
- You can have *Freestyle* process the content of a 2nd doc (in addition to your current document/worksheet) in various ways:
 - a. Use "**{doc}**" for text- and Word documents as well as searchable PDFs (if your model supports OCR, then {doc} will also do OCR, if it deems necessary); the text will be included where you inserted "{doc}"; Red Ink asks you to supply the file. You can use "{doc}" multiple times in the same prompt (if so, you will be asked to provide each file separately);
 - b. In Excel use "**(addws)**" for other open worksheets, in Word "**(adddoc)**" for referring to an entire open doc.
 - c. Use "**(file)**" to pass the file directly to the AI model, if this and the file format is supported; the AI model will first transcribe or analyze the document before using its content; you will be asked to supply the file; if your model supports OCR, then it will usually do OCR with regard to any text contained in the file.

- d. Use "**(clip)**" – same as "(file)", but *Freestyle* will use your current clipboard content (which can be a file, a screenshot, text, etc.); in Outlook, only this works.

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- Try *Freestyle* iterating through your Word document instead of applying your prompt to the whole document at once. Add "**(iterate)**" to your prompt and select the number of paragraphs per iteration (e.g., 1 for going para by para).
- In Word, you can control the format preservation features by using "**(nf)**" = no format preservation, "**(kf)**" = keep format and "**(kpf)**" = keep paragraph format (usually not needed).
- *Freestyle* will add some additional instructions to all your prompts. If you don't want this, use "**Pure:**" as a prefix, for example when prompting image generation models.
- To get output in your own style (if defined), use "**(mystyle)**"; you will be prompted to select the pre-defined style.
- To have the task performed by more than one model (if configured), use "**(multimodel)**"; you will be prompted to select the models you wish to use.
- In Excel, use *Undo Last Insert* to **undo** *Freestyle* changes; in Word and Outlook, press **Ctrl-Z** to undo insertions/changes.
- Consider the following comments on processing large amounts of text when using *Freestyle*.

Tips: Large amounts of text



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- AI models (large language models) can read and analyze large amounts of text (e.g., 750k words), but only generate output that is a fraction of this (e.g., 25-50k words); often, the maximum output is further restricted (for cost reasons) or the models themselves try to keep answers short.
- Their "focus" and accuracy often suffer with larger texts, e.g., they do not study the entire text with the same level of diligence; also, the longer the text, the more time they need.
- Therefore (and also for the reasons on the next page):
 - a. If you want the AI to translate, correct or redraft text, do so only for a few paragraphs (e.g., 1–3) at once (use "(iterate)") to automate this; if you want to get input on a larger text all at once, use *Freestyle* with "Bubbles:" or "Pane:" instead of updating your text.
 - b. If you want the AI to provide you with many separate comments on a longer text (e.g., reviewing a contract or a draft that has 20+ pages), and if you believe the AI did not go deep enough, consider redoing the task in (text) portions to increase the overall feedback.
 - c. However, if you want to extract one particular aspect of a large document (e.g., extract how the EU Data Act [71 pages] defines 'product data' consider the recitals and actual provisions) provide the entire text (e.g., use Edge in case of a PDF, or "(file)" / "(clip)").

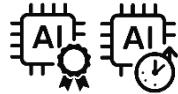
Tips: Handling formatted text



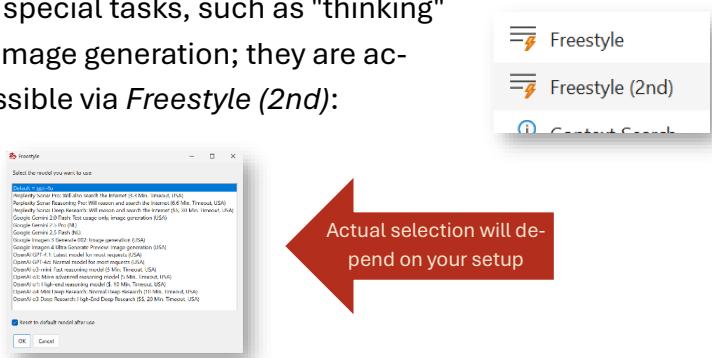
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- Handling formatted text is the weak spot of AI models and AI tools; features such as markup text or Word "bubbles" are often not supported, and redrafting text in track changes based on AI output is a technically highly complex task.
- This is also a weak spot of Red Ink, although it is apparently much better in preserving formatting or creating markups than many other tools. Play around a bit with these Red Ink features to find out what suits you best in each case.
- Some tips:
 - a. For translating, correcting or redrafting text, do so step-by-step (1–3 paragraphs; in Word, try "(iterate)"); you may still have to restore your formatting.
 - b. Strictly use styles in Word and the "Keep character formatting" and "Replace text" config option; Red Ink will then try to preserve the styles per paragraph and bold, underline, italics and fields/footnotes (bullet lists may change their appearance; highlighting and comments will be lost); most users do not use "Keep format" (it is slow!) and "Keep paragraph format".
 - c. For markups, many prefer "DiffW", which displays the markups in a separate window in Word/Outlook and keeps formatting. If you need true markups in Word, try "Diff" for short texts (1–3 paragraphs), and "Regex" where you have just a few markups in longer texts.

Tips: AI Model Types

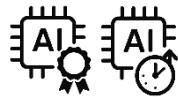


- **Freestyle** usually comes in two flavours:
 - a. One using the "main" model (e.g., Gemini Pro, GPT), acting as the basic workhorse for most day-to-day tasks and, as the case may be, also approved to be used for sensitive and confidential information.
 - b. One offering a wide range of alternative AI models for special tasks, such as "thinking" or image generation; they are accessible via *Freestyle (2nd)*:



- There are three **special types** of models:
 - a. Models that research the Internet (e.g., Perplexity);
 - b. Models that "reason", meaning they internally do several "loops" before coming up with an answer – good for tasks that require more in-depth "thinking";
 - c. Models that process/generate images, audio etc.
 - Models referred to as "**deep research**" combine Internet research and "reasoning" capabilities to provide more in-depth reports on a particular topic (they take much more time to complete and provide longer responses).

My Favourite Models

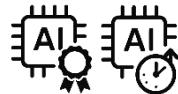


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- Models constantly improve; they have a life expectancy of only about 12-18 months; currently, in Winter 2025, my favourite models are (you can configure them all):
 - a. For all **pre-programmed tasks** and as the basic *Freestyle* model for **normal text analysis and drafting** and the **chatbot** I use Google Gemini 2.5 Pro, minimum reasoning. *
 - b. For **complex tasks**, such as filling out forms, extended text analysis, giving topics a deeper thought, *but not contributing facts*, I use Google Gemini 2.5 Pro, automatic reasoning. *
 - c. For **day-to-day factual and lightweight legal research** I use Google Gemini 2.5 Pro, automatic reasoning with Internet research.
 - d. For **Internet research**, I also use Perplexity Sonar Reasoning Pro and OpenAI GPT 4o search.
 - e. For **extended legal research**, I use OpenAI O4 Mini Deep Research side-by-side with Gemini 2.5 Pro, automatic reasoning, with Internet research.
 - f. For extended **transcription** I use Google STT V1.
 - g. **Image generation and editing** I do with OpenAI GPT Image-1 and Google Gemini 3 Pro Image.

* May be used with professional secrecy data in our particular setup.

My Most Used Functions

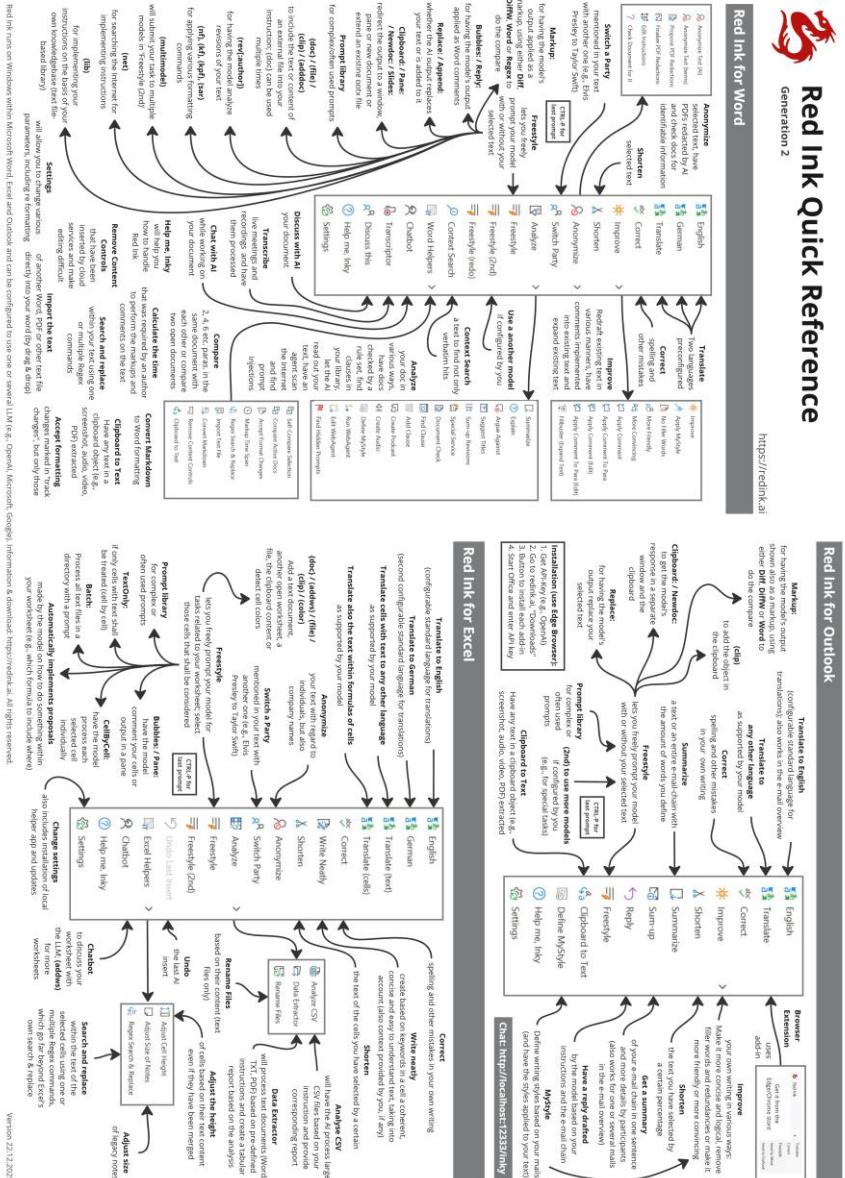


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- **English** and **German**, the two one-click translation buttons in my own setup, for short texts, e.g., where I need to provide a client with text from other sources.
- **Correct** for correcting short texts with one-click (usually with DiffW markups, sometimes with Diff or Regex).
- **Explain** (in Analyze) on larger documents (e.g., memo, contract, report) for the big picture before I start reading.
- **Freestyle** in Edge for telling me what a large PDF or text on a webpage says/contains about a particular topic.
- **Freestyle (2nd)** using a reasoning model with Internet research for ad-hoc factual and legal research.
- **Clipboard to Text** with Shift-Windows-S for pasting text from docs I can't copy, and for transcribing voice mails.
- **Freestyle** for drafting contract clauses and paragraphs in memos using rough ideas and source text as input.
- **Chatbot** in Word for ad-hoc support while drafting; in Excel for checking my worksheets and repetitive tasks.
- **Freestyle** with "Pane:" or "Bubbles:" for commenting on texts (e.g., policies, contracts, memos) or comparing them with other documents, added via {doc} or (file).
- **Freestyle (2nd)** using a reasoning model for filling out Excel forms (e.g., data breach, data classification).

Red Ink Quick References

Generation 2



This quick reference is available at <https://redink.ai>.

How to get Red Ink

Installing Red Ink is easy. It runs on Microsoft Office for Windows ("new" Outlook & Mac not yet). Proceed as follows:

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1. Open your Microsoft **Edge** browser (not other browsers).
2. Go to <https://redink.ai>, select "Downloads".
3. Click on the **three buttons** of the preferred version (and the button for the Edge or Chrome browser extension; recommended) and confirm the installation.
4. On the first startup, enter your API configuration data and in particular your **API key** (if you have none, try out free or low-cost accounts from Google or OpenAI); in a company and for more options, use a centrally stored config text file "redink.ini" with the path stored in a registry entry.
5. You will need to enter your license status. Private use is **free**; business users require a **license** (<https://redink.ai>).
6. For more information, consult the extensive user and setup documentation.
7. **Always update to the latest version**; the software also includes an auto-update feature.

Many companies will (rightfully) not allow third-party software to be installed (and I give no guarantees). Here is what some companies do: They download the source-code, check/test it and compile it themselves. This way, they can treat it as an own development, which makes it easier to get internal approval.

More?

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More ideas for use cases for this booklet or more ideas for cool features that could be implemented within Red Ink?

- Contact us at: info@redink.ai.

More information on Red Ink?

- Get an overview, manuals and more downloads at <https://redink.ai>.
- Get the full source code at <https://github.com/LawDigital/redink>.

More support needed for implementing or running Red Ink?

- Write to support@redink.ai.

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PS. Index created using Red Ink.



PS. Will you find the "easter egg" and
have Inky tickle your brain?