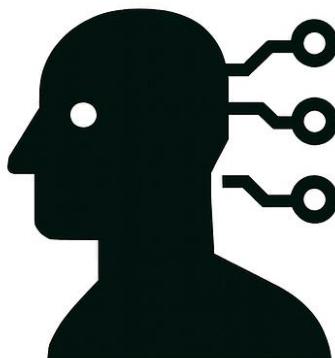


73 WAYS

TO INCREASE QUALITY AND EFFICIENCY USING MY AI TOOL



DAVID ROSENTHAL

Version August 25, 2025

The latest version of this booklet can be downloaded via
<https://vischerlnk.com/redink-uc> and <https://apps.vischer.com>.

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the open source software used are in the local installation
package, in the installers and at <https://vischer.com/redink>.

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

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Start small, grow tall

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 I created my own tool: Red Ink. Only then did I start to realise how much AI can improve my work quality and efficiency. Technology is not the hurdle; it's about applying it to daily life. I wrote this guide.

3

AI does not replace but complements me. It lets me focus on things I 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. 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 I do it?

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.

9

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).

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.

10

First impressions counts!



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

11

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 inbox with an email to 'peter.parker@nowhere.com' about the Information Security Act. A 'Red Ink' markup dialog box is open over the message body, containing the following text:

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 ~~practices~~. However, its direct application to private sector organisations is organizations concerns with regard to the cyberattack notification obligation (in force since April 2025).

OK

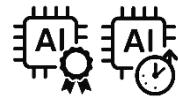


This is also available in Word, Excel and the browser.

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.

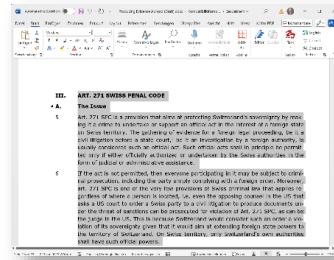
Translate this, please



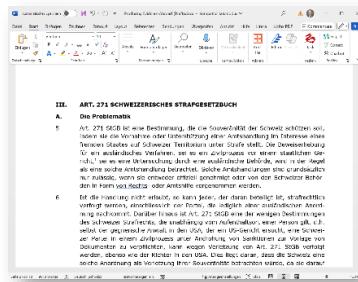
12

*"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.



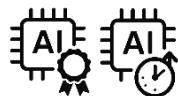
You can also have the AI complete partial translations, e.g., "I woke up bei Sonnenschein and was happy!"

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



13

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

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
- ⬅ Back

- ☀ Improve
- ✖ 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

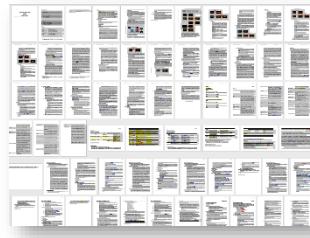
Give me a brief intro!



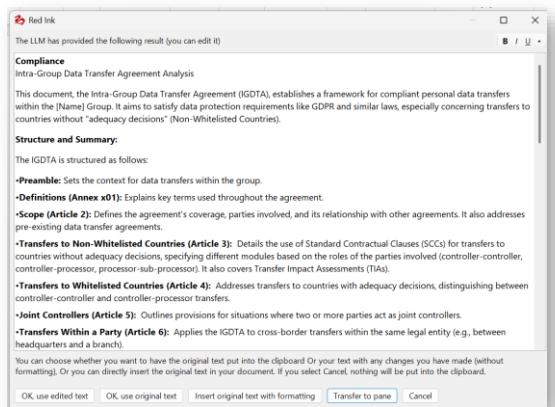
14

"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.



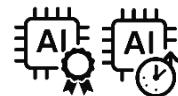
5. I am now much more efficient when studying it. I also use this to be able to quickly react to a doc I get during or right before a call.



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!"

15

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...



16

"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 Aktivdienst 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 einer Betriebsanlage eine Versorgung nach Artikel 6 Absatz 1 des Energiegesetzes vom 30. September 2015², Energietrade, Energiemetering oder Energiebedienung führt 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 2011¹⁵;
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 1995¹⁶;
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 2015¹⁷, energy trading, energy metering or energy control, with the exception of licensees according to the Nuclear Energy Act of 21 March 2003¹⁸, 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.

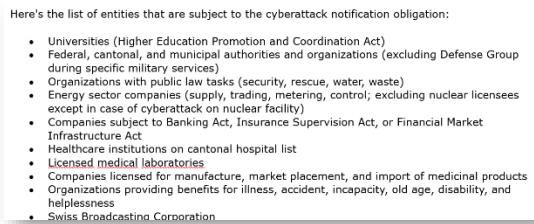
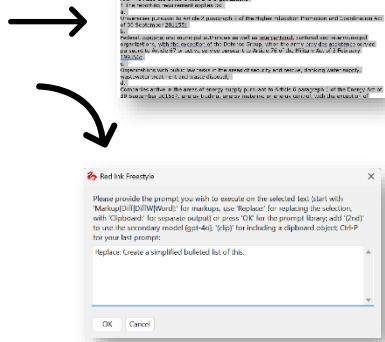
Let's get the text in shape ...



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

17

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.



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?



18

"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).

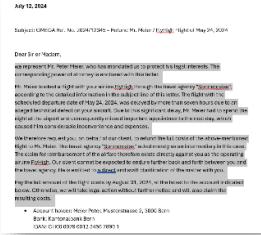
Tell me, what could I improve?



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

19

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:



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. Those comments will be in a bubble comment at the end of the selected text.

I agree with your comment!



20

"I received comments on my Word document.

Now I want to implement them into my text."

- 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?"

21

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) or

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



22

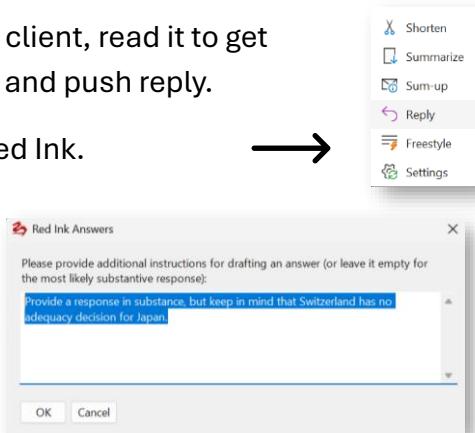
*"I have a client asking me a number of questions.
Could someone take a first shot at the response?"*

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

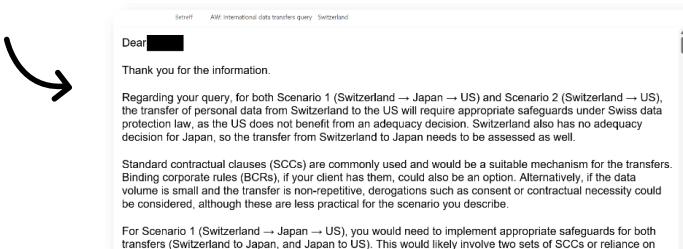
2. I select *Reply* within Red Ink.



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

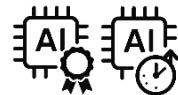


4. If I have defined my own "style", I select the one to be used.
5. I wait ten seconds, and then get my draft response:



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."

23

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 a comparison between two definitions of 'AI system'. The left side shows the definition from the EU AI Act, and the right side shows a definition copied from a clipboard. The comparison highlights differences in bolded text.

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 that develops or deploys an AI system or makes it available to others for their development or deployment, including a controller or processor of personal data used in the AI system, or a third party AI system provider;
- Substantial Modification: Any change made to an AI system which [REDACTED] changes its purpose or intended use, or which [REDACTED] changes the way it processes personal data;
- Model Provider: Any organization that [REDACTED] provides models to third parties for the development of AI systems;
- Model Library: Any collection of pre-trained machine learning models, including their source code, which [REDACTED] is made available to third parties for the development of AI systems;

Clipboard Definition:

An AI system is 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).

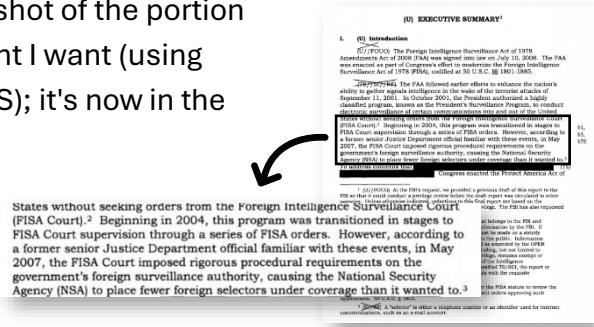
Copy that text into my document



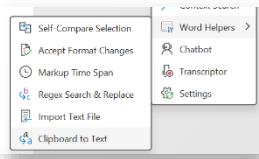
24

"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.

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."

25

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



A screenshot of an email inbox from 'comboxmailer@swisscom.com'. A context menu is open over a file named '19062025_1408_6853fdff18715c.wav'. The menu options include 'Vorschau', 'Offnen', 'Schnelldruck', 'Speichern unter', 'Alle Anlagen speichern...', 'Hochladen', 'Anlage entfernen', 'Kopieren', and 'Alle auswählen'. The 'Kopieren' option is highlighted with a blue box. The email subject is 'Neue Nachricht von +4144 [REDACTED]'. The body of the email contains Swisscom customer center information and a greeting.

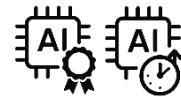
2. In Word, in *Word Helpers*, I choose *Clipboard to text*.
3. Within seconds, the voice mail is transcribed and the text inserted in my document. I then check it for accuracy.
4. In Outlook, I can do the same. There, Red Ink will show the content in a window and put it into the clipboard, so I can 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



26

"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 |
| | | | |
| | | | |
| | | | |

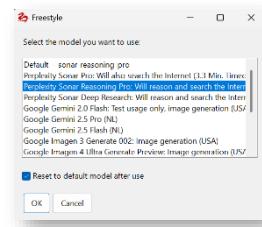
I need some talking points!



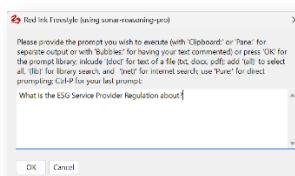
"A client wants to talk to me in a few minutes about a topic I am not familiar with; no time to prepare."

27

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?"

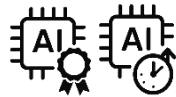


4. Within 20 seconds I have a report with Internet sources. Some points are helpful, some not. I now have my talking points.



- 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



28

"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

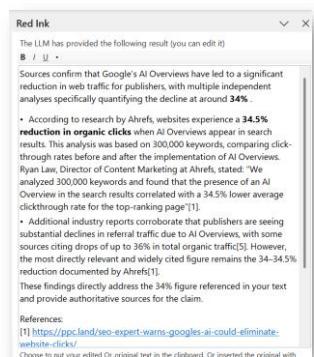
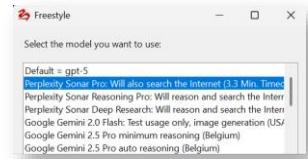


"I am writing an article about a copyright issue. I have factual statements for which I need sources."

29

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.

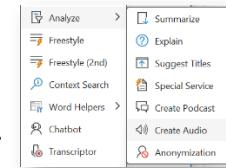
Create an audio version of this



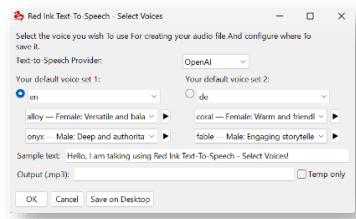
30

"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.

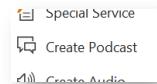
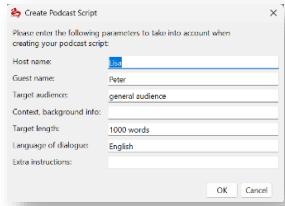
If the text triggers AI errors (e.g., if it is too complex), use "Clean text"; parameter changes may also cause errors.

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."

31

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).

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.



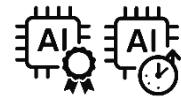
Another use case: Short podcasts as training sessions.

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



32

"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
Email from Accountant, Disclosure of Co-worker Data - Data Breach
Date of Incident: 13 April 2025
Date Reported: 16 April 2025

1. Executive Summary

On 13 April 2025, a specimen LinkedIn user submitted an email to the data controller, asking for the names and addresses of all co-workers stored in their system. The email was intended to include only the requested 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."

33

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.



statisch keine Geltung für die [REDACTED] unikulturelle Ausnahmen können sich geben, in welche die [REDACTED] auf des Bundes (z.B. ZAS) zugeift. Da die Systeme angebunden wird, ist auch Ihnen bewusst, dass [REDACTED] als auch ISO 27001 zertifiziert ist, bereit diese r gegenseitigen PSP.

Kumentiert. Siehe "1. Beschreibung der - und B3.06.

ung der Lösung", B5.00

[REDACTED]

VISCHER K26 ⌂ ...

R: The assertion that an ISO 27001 certification exempts from a mutual Personensicherheitsprüfung (PSP) is questionable and should be verified by a legal expert, as such certifications typically do not override specific legal or contractual security requirements.

10. Juli 2025, 23:04



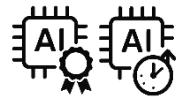
Instead of adding comments ("Bubbles:"), you can also have the comments shown in the pane ("Pane:").

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



34

"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).

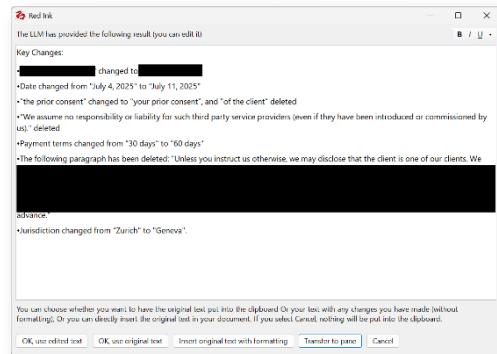
Tell me what the key changes are



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

35

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.

Note: Due to Word, this feature is not very reliable on docs with complex, overlapping markups.

Redact this table in Excel



36

"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 | Commission % | Promotion | Status |
|------|---------------|---------------|---------|----------|------------------|--------------------|--------|------------|--------------|-----------|---------|
| S001 | 2025-07-01 EC | Laptop | 2 | 899.99 | \$1,799.98 | North | 10% | 100 | 10% | Microsoft | Paid |
| S002 | 2025-07-01 JS | Smartphone | 3 | 329.99 | \$989.97 | West | 10% | 100 | 10% | National | Pending |
| S003 | 2025-07-02 ST | Tablet | 2 | 229.99 | \$459.98 | South | 10% | 100 | 10% | Local | Paid |
| S004 | 2025-07-02 BH | Monitor | 4 | 114.99 | \$459.96 | East | 10% | 100 | 10% | Global | Paid |
| S005 | 2025-07-03 LM | Keyboard | 5 | 34.99 | \$174.95 | North | 10% | 100 | 10% | Corporate | Paid |
| S006 | 2025-07-03 IC | Mouse | 6 | 26.99 | \$161.94 | South | 10% | 100 | 10% | Corporate | Paid |
| S007 | 2025-07-04 ML | Headphones | 4 | 89.99 | \$359.96 | East | 10% | 100 | 10% | Corporate | Paid |
| S008 | 2025-07-04 MW | Webcam | 2 | 129.99 | \$259.98 | South | 10% | 100 | 10% | Corporate | Paid |
| S009 | 2025-07-05 AH | Printer | 1 | 114.99 | \$114.99 | North | 10% | 100 | 10% | Corporate | Pending |
| S010 | 2025-07-05 AY | Router | 3 | 159.99 | \$479.97 | South | 10% | 100 | 10% | Corporate | Paid |
| S011 | 2025-07-06 GB | Laptop | 2 | 899.99 | \$1,799.98 | North | 10% | 100 | 10% | Global | Paid |
| S012 | 2025-07-06 EK | Smartwatch | 2 | 399.99 | \$799.98 | South | 10% | 100 | 10% | Corporate | 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 | 899.99 |
| S002 | 2025-07-01 JS | Smartphone | 3 | 329.99 |
| S003 | 2025-07-02 ST | Tablet | 2 | 229.99 |
| S004 | 2025-07-02 BH | Monitor | 4 | 114.99 |
| S005 | 2025-07-03 LM | Keyboard | 5 | 34.99 |
| S006 | 2025-07-03 IC | Mouse | 6 | 26.99 |
| S007 | 2025-07-04 ML | Headphones | 4 | 89.99 |
| S008 | 2025-07-04 MW | Webcam | 2 | 129.99 |
| S009 | 2025-07-05 AH | Printer | 1 | 114.99 |
| S010 | 2025-07-05 AY | Router | 3 | 159.99 |
| S011 | 2025-07-06 GB | Laptop | 2 | 899.99 |
| S012 | 2025-07-06 EK | Smartwatch | 2 | 399.99 |

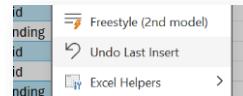
The LLM has provided the following result (you can edit it):
[Cell C2]
[Value: 'EC']
[Cell C3]
[Value: 'JS']
[Cell C4]
[Value: 'ST']
[Cell C5]
[Value: 'BH']
[Cell C6]
[Value: 'LM']



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."

37

1. I open my worksheet (it contains sales statistics) in Excel.
2. I activate the Chatbot.
3. 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.
4. I write my question, for example, "What are the sales of Liam Martin?", then I press *Send* or *Ctrl-Enter*.
5. The chatbot responds.



The screenshot shows a Microsoft Excel spreadsheet with a table of sales data. The table has columns for Sales, Region, Employee, and Payment Status. The data includes entries for Liam Martin, Michael Lee, Olivia Brown, and others. Below the table, a Chatbot window is open. The user's message is: "What are the sales of Liam Martin?". The bot's response is: "Liam, I can help you with that! You want to know the total sales for Liam Martin. Looking at the data, Liam Martin has sales in the following rows: Cell G6: Liam Martin, Cell G5: 499.9 Cell H6: Liam Martin, Cell G16: 299.9 Cell D6: Liam Martin, Cell G26: 299.94 Cell I6: Liam Martin, Cell G36: 299.95 Let's sum those up: 499.9 + 349.95 + 299.94 + 299.95 = 1399.72 So, the total sales for Liam Martin are 1399.72 USD." At the bottom of the Chatbot window, there are several checkboxes: "Include selection", "Include worksheet", "Grant write access", "Do not stay on top", "Send", "Copy / Insert Answer", "Copy All", "Clear", "Switch Model", and "Quit".

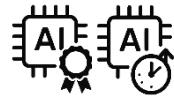


For large worksheets, speed things up by only including your current selection. Keep in mind that the chatbot only sees your current worksheet (unless you use "(addws)").

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



38

"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/api/v1>
- **Datenformat:** JSON (JavaScript Object Notation)
- **Zeichenkodierung:** UTF-8
- **Transportprotokoll:** HTTPS (HTTP Secure mit TLS 1.2 oder höher)
- **Fehlerbehandlung:** Fehlermeldungen im HTTP-Statuscode werden verwendet. Detaillierte Fehlerinformationen werden im JSON-Format im Antwort-Body bereitgestellt (z.B. `{"error": "invalid_email", "message": "Please enter a valid email address."}`)

2. Sicherer 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-Ablaufzeit:** 60 Minuten
- **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 **API-Call** im **Authorization-Header** übertragen werden.
- **Client-Anmeldeinformationen:** Client-ID und Client-Secret werden den Parteien separat übergeben und müssen verschlüsselt übertragen werden.
- **Endpunkt für Tokenanforderung:** <https://api.schnittstelle.com/oauth/token>

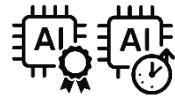


"Append:" is used to have the text inserted after the selection. Alternatives would be "Clip:" or "Pane:".

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.

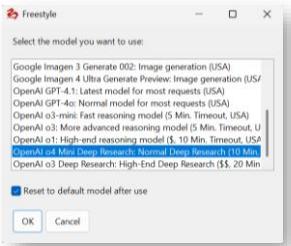
The formatting done by the AI is very limited. You will have to fine-tune the formatting of the generated text yourself.

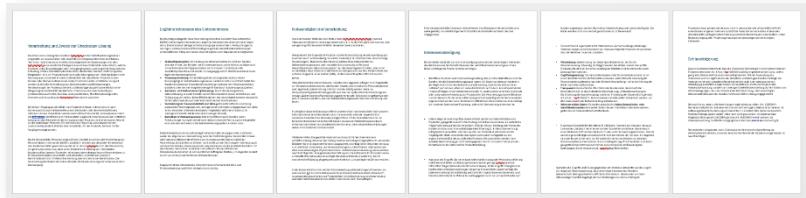
Deep research a first draft



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

39

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



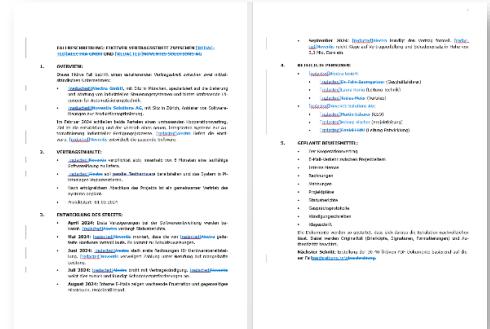
"I have a document with many names and want them to be redacted, so I can share the doc."

40

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. I choose *Anonymize*.



- I am asked whether I want to stick with the DiffW markup method I had configured or go with "Regex". I go with Regex.
 - After 2 x 15 seconds, the redactions are applied (Regex markup is AI-based, which is why it took 15 secs itself). 
 - I check whether everything is correct.



Temporarily change your markup method in *Settings*.

Use *Freestyle* if you need some custom-type redactions.

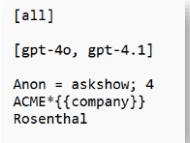
Hide 3rd party identifiers on-the-fly



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

41

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 "{{...}}".


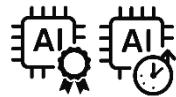
```
[all]
[gpt-4o, gpt-4.1]
Anon = askshow; 4
ACME*{{company}}
Rosenthal
```
4. I also add "Anon =" and configure as follows:
 - a. none, silent, ask [user whether to anonymise], show [anonymised text to user before using it], askshow
 - b. 1 (prompt for identifier, with last prompt as default), 2 (prompt 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



42

"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.

A screenshot of a software window titled "RECHTLICHES". It shows a snippet of text from a legal document: "Der Klägerin war wie dargelegt während der letzten zwölf Jahre unwidersprochen kommuniziert worden, dass sich ihre «Gratifikation», 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." Below this, there is a section labeled "A." with a sub-section "Bonusspruch".

A screenshot of a software window titled "Red Ink". It displays search results for "BGE 129 III 276". The results pane shows the citation "(1) BGE 129 III 276" and its relevance ("Relevanz 79 % | 17. Dez 2002"). Below it, another result "(2) BGer 4C.269/2002" is listed. At the bottom of the pane are buttons for "Merge selection", "Copy selection", "Insert & close", and "Close". A status bar at the bottom right shows "170%".



Lexi Search 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."*

43

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 two windows side-by-side. On the left is a Microsoft Word document pane displaying a legal brief. The first section, 'RECHTLICHES', contains a point 'A. Bonusanspruch' which includes a redacted source citation. On the right is a 'Red Link' dialog box from the AI service. It shows the source citation 'BGer 129 III 276' and a detailed explanatory text about the葛利克案 (Glik case) regarding gratification and its relevance for a claim for remuneration. Below this is another result for 'BGer 4C269/2002' with similar explanatory text. At the bottom of the dialog 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.

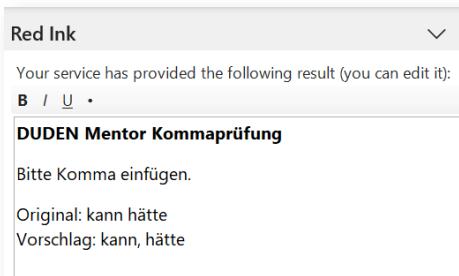
Isn't there a comma missing?



44

"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).

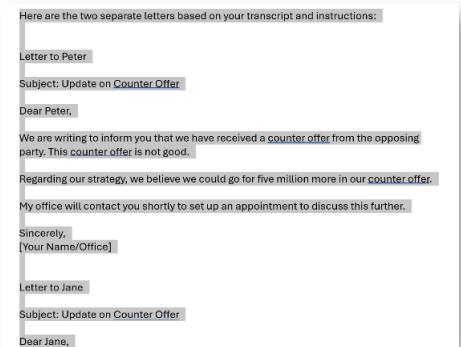
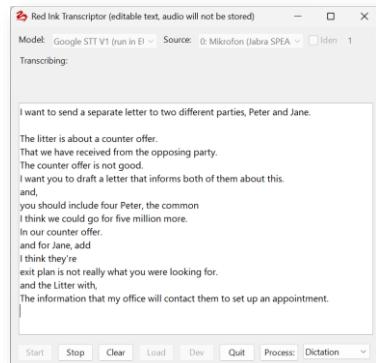
I want you to write two letters ...



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

45

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.

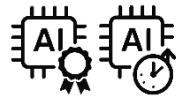


This is more than dictation. Ask the AI to draft text based on some general instructions. Errors are also corrected.



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

How to illustrate a presentation



46

"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:"

Try out the various models; they can create very different images (and some take much longer than others); also, the same model will create a different image each time.

If you wish to illustrate a story, first ask the AI to create a storyline for a cartoon and then use this to generate the image.

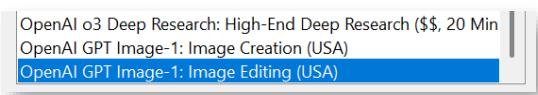
Change this picture to look like ...



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

47

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\david\Desktop\AI_Image_003.png" is inserted in my document. I check out the file.

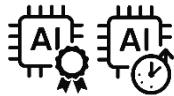



"Pure:" will ensure that only your prompt is provided to the AI (plus any selected text); sometimes this works better.



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

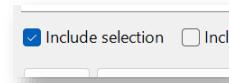
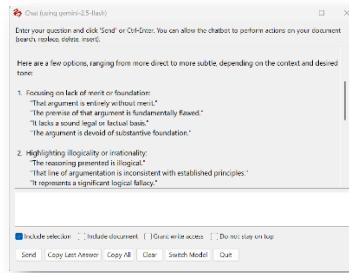

A buddy at my side for questions



48

"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).

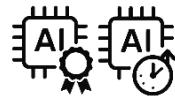


Use this, e.g., during a contract negotiation to get ideas: Select the clause and ask Inky how to defend/challenge it.

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.

Switch model will switch to the 2nd configured model.

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."

49

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 OF ANY KIND WITH RESPECT THERETO OR THE
2. DISCLOSES ALL OTHER WARRANTIES,
3. WHETHER EXPRESS, IMPLIED OR STATUTORY,
4. INCLUDING BUT NOT LIMITED TO
any [WARRANTIES OF MERCHANTABILITY,
such 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

VISCHER
R: 'Provisions on IP rights'
12. Juli 2025, 17:50
Antworten



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.

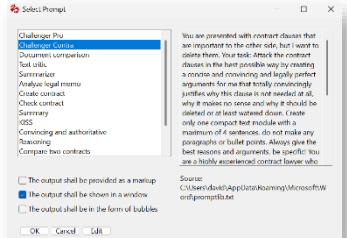
There are other search methods built in (vector search, bag-of-words) for more advanced use. See the manual.

Help me to argue this clause



50

"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.



excused and the time for performance shall be extended for the period of delay or inability to perform due to such occurrence.

9.8 Export Laws. Customer agrees that it will not export or re-export, directly or indirectly, the Services and/or other information or materials provided by [REDACTED] hereunder, to any country for which the United States or any other relevant jurisdiction requires any export license or other governmental approval at the time of export without first obtaining such license or approval. In particular, but without limitation, the Services may not be exported or re-exported (i) into any U.S. embargoed countries or any country that has been designated by the U.S. Government as a "terrorist supporting" country, or (ii) to anyone listed on any U.S. Government list of prohibited or restricted parties, including the U.S. Treasury Department's list of Specially Designated Nationals or the U.S. Department of Commerce Denied Person's List or Entity List. By using the Services, Customer represents and warrants

The LLM has provided the following result (you can edit it)
B I L M •
This clause is entirely superfluous; compliance with export laws is a non-derogable statutory obligation binding on all parties irrespective of contractual reiteration. 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.

Review this memo, please



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

51

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 screenshot shows the Microsoft Word interface with the 'Red Ink' review pane open. The pane displays several AI-generated comments:

- 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.

More feedback...

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



52

"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 des Ablaufs und deren Ergebnisse | | | | |
| Risiko-Niveau | 1. Verantwortlicher | 2. Beauftragter | 3. Empfänger | 4. Maximal |
| Generische Beschreibung der Auswirkung (direkt oder indirekt) | Betroffene erleiden eventuell Unverantwoltliche Auswirkungen, die sie aber mit einigen Problemen überwinden können, | Betroffene erleiden eventuell Unverantwoltliche Auswirkungen, die sie aber mit einigen Problemen überwinden können, | Betroffene erleiden eventuell Unverantwoltliche Auswirkungen, die sie nur mit erheblichen Schwierigkeiten überwinden können, | Betroffene erleiden eventuell signifikante unvorhersehbare Konsequenzen, 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 verheilen. Krankheiten aufgrund überbelastender medizinische Komplikationen (z.B. Herzschwäche) | - Schwere körperliche Beschwerden, die langfristig die Gesundheit verursachen (z.B. Befriedung der Angst vor dem Tod) | - Langfristige körperliche Beschwerden, die zu Tode führen (z.B. tödlicher Unfall), Selbstmord, Mord, Beeinträchtigung g der körperlichen Universitheit |
| Risiko-Niveau | 1. Vermindert | 2. Eingeschränkt | 3. Signifikant | 4. Maximal |



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."

53

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, and 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: A09]
[Value: 'AI Function / Use Case']
You can let Red Ink insert the square brackets into your work possible

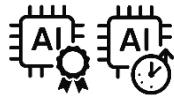
Apply selection Copy selection Apply all

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 ...



54

"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 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-



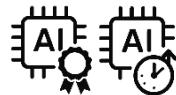
The time spent can vary greatly among the models; if you want to use a different model, use *Freestyle (2nd)*.

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."

55

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

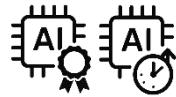
Between the Signing Date up to and including the Closing Date, except where the prior written consent of the Buyer is obtained (which consent shall not be unreasonably withheld, conditioned or delayed), the Seller shall cause the Company to conduct its business, and the Company will be managed, in all 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:".

Shorten this text



"I have a long text that I want to shorten."

56

1. I select the text, go to *Freestyle* and enter my prompt:
"MarkupDiff: Shorten this text without changing its content,
keeping it easy to read. (iterate)"
2. When asked, how many paragraphs I want to iterate through,
I choose 1 (= *Freestyle* will do 1 paragraph at a time).
3. Each paragraph takes one to three seconds.

Part 22: The principle of "correctness" in language models

[When does large language models like the GPT, LLaMA, Qwen, or Gemini try to protect or hide sensitive information? What does this mean for the user?](#) It usually happens when they process things like facts or plain output that have been shared with them. It also happens with personal data, if first glance it appears to be a threat or threat-like. In this case, the model will either redact or change the output to something else. This is done to prevent the user from accidentally sharing sensitive information. For example, if you ask the AI to say something about your AI blog ["https://www.your-ai-site.com/ai/">https://www.your-ai-site.com/ai/](#), chances are the model will change the URL to something else.

Part 23: The principle of "accuracy" in language models

[How does a large language model know what information to keep or remove when it processes a text? A language model contains per-sealed data, and in fact no AI can know how a data subject and should be informed about their rights. The model can only process the information it has been trained on, and the model's responses are based on the information it has learned. However, the model generated a large response due to the question being too broad, so the model may be faulty or incorrect.](#)

This can happen for three different reasons:

- 1. The language model assumes that the information contained in the text is accurate. It wants to keep a lot but cannot find any evidence to prove this. So, it makes up its own information. In its mind, that is actually probably data. To fit this out, it adds some new information that it thinks is likely to be true. This is called "factual inaccuracy". For example, if the user asks the model to tell them about the last US election, the model has to come up with some new, never-before-seen information to fill the gap.
- 2. The language model finds the information inaccurate. It cannot find a certain piece of information, so it removes it. This is called "removal of information". For example, if the user asks the model to tell them about the last US election, the model might remove the information about the election results because it cannot find any information about them.
- 3. The language model finds the information irrelevant. For example, if the user asks the model to tell them about the last US election, the model might remove the information about the election results because it cannot find any information about them.

Part 24: The principle of "integrity" in language models

[What does the model do when it receives two pieces of information that contradict each other? It tries to make sense of both pieces of information and then decides which one is more important. If it can't decide, it will ignore both pieces of information. This is called "integrity violation".](#)

Part 25: The principle of "consistency" in language models

[What does the model do when it receives two pieces of information that are related to each other but don't agree? It tries to make sense of both pieces of information and then decides which one is more important. If it can't decide, it will ignore both pieces of information. This is called "inconsistency violation".](#)

Part 26: The principle of "coherence" in language models

[What does the model do when it receives two pieces of information that are related to each other but don't agree? It tries to make sense of both pieces of information and then decides which one is more important. If it can't decide, it will ignore both pieces of information. This is called "incoherence violation".](#)



Do all at once (no "(iterate)") to give the AI the full context. The resulting text will thus be shorter. Also, the formatting will be more mixed up. As an alternative, do each set of paragraphs manually (and use *Shorten*).

Part 22: The principle of "correctness" in language models

1. A large language model like LLaMA, Qwen, or Gemini tries to protect or hide sensitive information when simple AI logic produces incorrect results. This is done to prevent the AI from accidentally sharing sensitive information.
2. The model tries to infer information from the input where it is confused.
3. The model learns from previous inputs to correct itself.

Or it tries to infer information from the input where it is confused.

However, the model tries to be as transparent as possible when it is doing this. It will tell the user what it is doing and why it is doing it. For example, if the user asks the model to say something about their AI blog, the model will say something like "I'm sorry, I'm not sure what you mean by 'AI blog'. Can you please provide me with more context or clarify your question?"

Using this principle, the AI can better understand the user's intent and provide a more accurate response. This is called "correctness protection".

However, please note that it is not always possible to use this principle. For example, if the user asks the model to protect sensitive information, the model will do so even if it is not necessary. This is called "overprotection".

Similarly, the model tries to be as transparent as possible when it is doing this. It will tell the user what it is doing and why it is doing it. For example, if the user asks the model to say something about their AI blog, the model will say something like "I'm sorry, I'm not sure what you mean by 'AI blog'. Can you please provide me with more context or clarify your question?"

Using this principle, the AI can better understand the user's intent and provide a more accurate response. This is called "correctness protection".

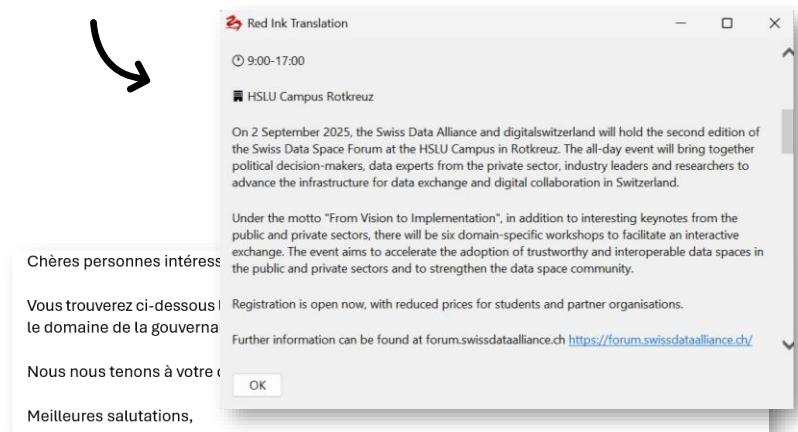
Translate the email I received



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

57

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



58

"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 of text. The left column is in German and the right column is also in German. The text discusses changes in data protection regulations and specific clauses related to data processing outside the Swiss Confederation. A red arrow highlights a specific clause in the left column.

versungen zum Umgang und Schutz von Personendaten und Informationen der Leistungsberechtigten.

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 definierter Raumes zulässig ist, nämlich durch explizite Vereinbarung und Festlegung zusätzlicher Schutzmassnahmen.

8. Personaleinsatz (alt Ziff. 14)

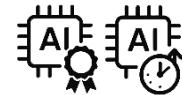
- Neue Klauseln Ziff. 8.4 und 8.5: Diese Klauseln sind neu.



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.

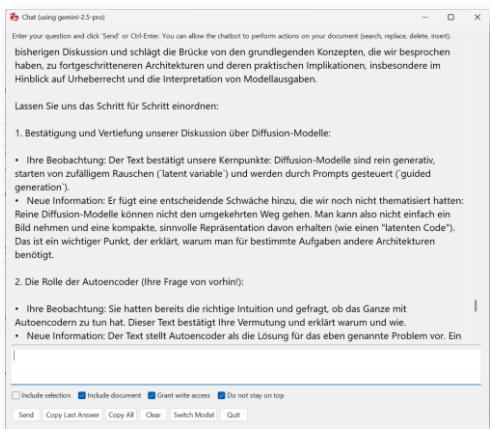
How do diffusion models work?



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

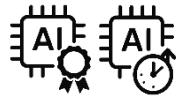
59

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 models. Use *Ctrl-Enter* to *Send*.

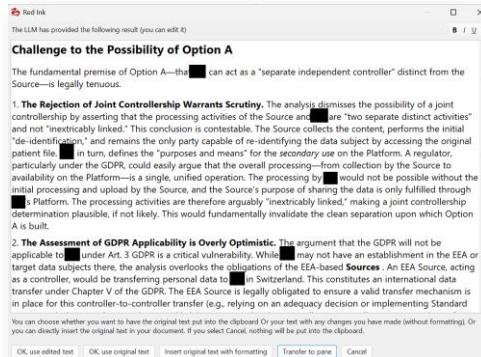
Challenge my arguments!



60

"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."*

61

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

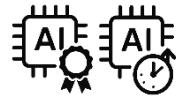
- [REDACTED] Verfasser einer Aktennotiz und Teilnehmer/Autor des Protokolls der Telefonkonferenz [REDACTED] Teilnehmerin und Autorin des Protokolls der Telefonkonferenz, Empfängerin [REDACTED] Sachbearbeiterin.



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

Do not rely only on AI, use it for additional quality control.

Provide three definitions



62

"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

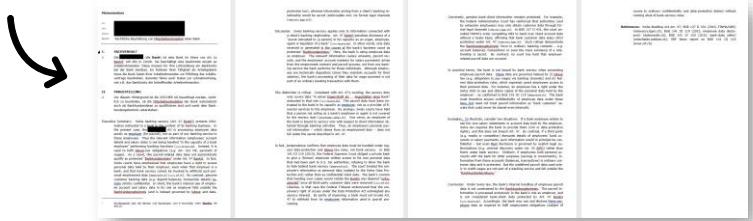


"I need to back-up legal advice I gave to a client with a brief legal memo on the topic."

63

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:

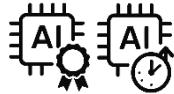
"Append: Complete this legal memo to build on the given facts and show why a bank that processes employee data as an employer is not subject to Swiss bank secrecy when processing such data even if these employees have their own personal bank accounts with the bank.
Provide the memo in the style of a 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



64

"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.

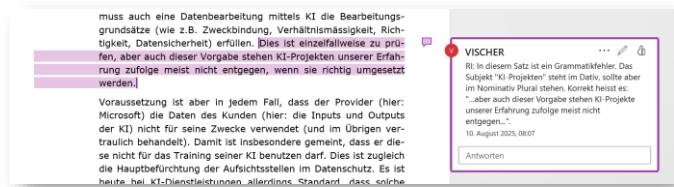
Review my memo, part II



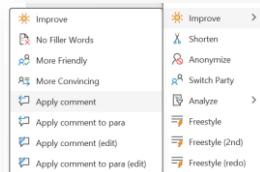
"Now I want my memo reviewed for spelling and other language errors."

65

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.



3. I implement the recommended corrections manually, or I ask the tool to do it, by going to *Improve* and select *Apply comment*.



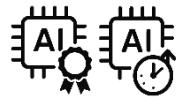
4. I choose whether and how a markup should be shown. I choose DiffW, which best preserves the formatting. The correction is implemented in seconds, and I check it out.



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



66

"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.



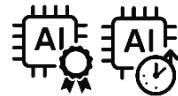
3. I check it out, make a few small amendments send it to the client.



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.

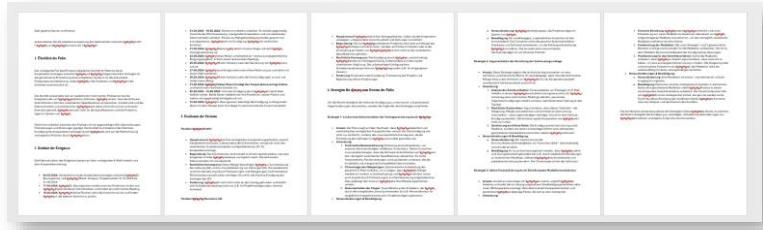
Please brief me on this case



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

67

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 into strategical and tactical questions, use *Freestyle (2nd)* with a "reasoning" model.

This sounds too complicated



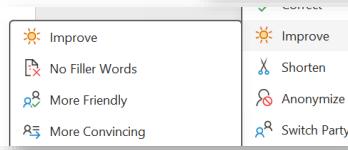
68

"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 ~~the~~ prior, express, and unequivocal written consent.

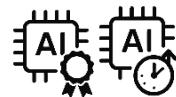
Notwithstanding any other provision in this Agreement, the Provider agrees not to use, incorporate, or integrate any AI System, as defined in the EU AI Act, in its products or as part of its services under this Agreement. An exception applies only if the Provider has declared the use of a specific AI 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

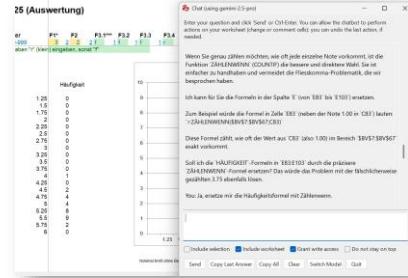


"I have a worksheet which does some statistics.

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

69

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."

70

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 permitted 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 an audit or defense of resulting 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 response to [REDACTED] 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. It also lacks any limitation of liability for the use of the "Permitted Purpose"—meaning, the "calculation of rebate amounts and the assertion of rights"—is entirely dependent on the quality of the data provided by [REDACTED]. [REDACTED] warrants that the Confidential Specified List Documents, net prices, and other data are accurate and complete.
- Limits on Liability:** The Agreement does not impose 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 or is required to cap each party's liability (for example, a specific monetary amount) but has placed under a related service agreement and is unable to do so due to the lack of a reciprocal provision.
- Indemnification:** There is no indemnification clause [REDACTED] using [REDACTED] fails to perform [REDACTED] which affect third parties (e.g., customers, suppliers, or partners) or cause damage to [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"*

71

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.



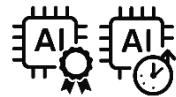
The screenshot shows the Microsoft Word ribbon at the top. Below it, the main content area displays a list of AI-generated titles. At the bottom of the window, there are several buttons: 'OK, use edited text', 'OK, use original text', 'Insert original text with formatting', 'Transfer to pane', and 'Cancel'. A small note at the bottom right says: '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.'



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.

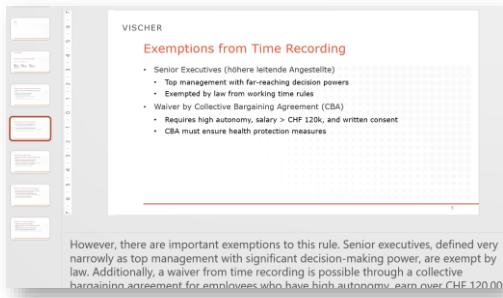
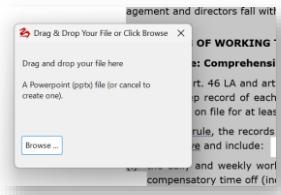
Create a presentation, quickly



72

"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.

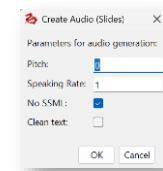
Create a video of my presentation



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

73

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.

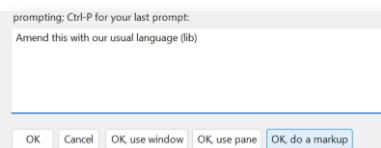
Amend this using our clause library



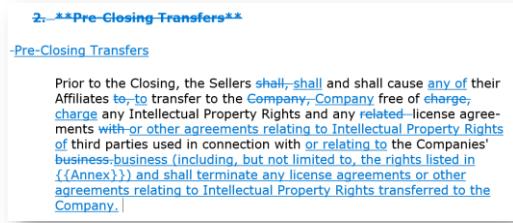
74

"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.



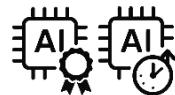
3. Red Ink will search the library (which is preconfigured in our firm) to determine the suitable clause, use it and make it fit into my existing clause:



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*.

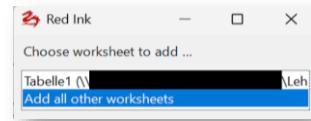
Does my worksheet data match?



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

75

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 |
| | | Masterstudiu |

The following table shows the calculated results:

| Grade | Count |
|-------|-------|
| 5.75 | 1 |
| 5.5 | 1 |
| 5.25 | 3 |
| 5 | 1 |
| 3.75 | 1 |

Analysis Summary:

I found one discrepancy:

• 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.

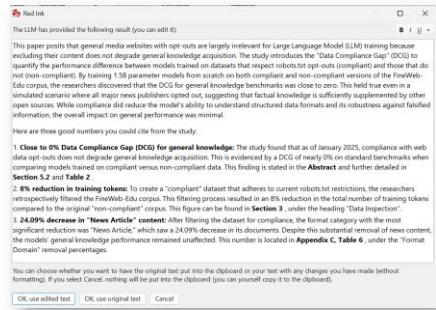
Get the best out of this paper!



76

"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.

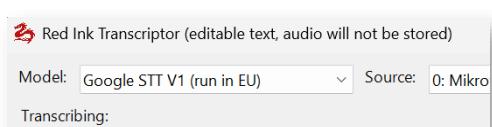
Use "Newdoc:" to have the result go into a new Word doc.

Now summarise this conference



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

77

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.

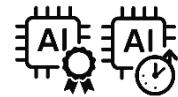


The models won't reliably distinguish speakers.

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



78

"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.



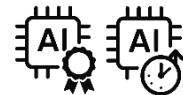
| Data Example | Is it Product Data? (Yes/No) | Explanation and Reference |
|--|------------------------------|---|
| 13. Usage log of a specific feature on a smart TV (e.g., app opened at a certain time) | Yes | valuable for ancillary services. [Recital (14), Recital (15)] |
| 14. Flow rate data from a connected pump in a factory | Yes | This is data on the use of a connected product generated by a user interface, representing the digitisation of a user action. [Recital (15)] |
| 15. Speed and distance travelled by an e-scooter | Yes | This is pre-processed data from a sensor that determines a physical quantity, making the collected data comprehensible. [Recital (15)] |
| 16. A manufacturer's prediction of a jet engine's maintenance date | No | This is data generated by the use of a connected product, recorded by its sensors, representing its performance and use. [Article 2(16), Recital (15)] |
| 17. An MP3 file played | 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)] |



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?"

79

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.

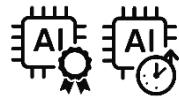
- **Clause 3.2 Applies, Clause 12 Does Not:** This would occur if the storage location of customer data changes *without* a change in subcontractors. For example, the primary service provider might migrate the data from one of its own data centers to another in a different country. Since no subcontractor 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



80

"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).

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 inserted 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)

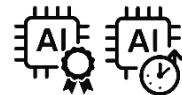
"Closing" is defined as (1) the closing of the First Tranche (the "First Tranche Closing Date") at the offices of Parties agreed upon by the Parties (the "First Tranche Closing Date") at the offices of Parties may agree, subject to the satisfaction or waiver of conditions preceded 7.3, respectively, and involving the delivery of specified documents and performed, respectively; and (2) the closing of the Second Tranche (the "Second Tranche Closing Date"), taking place on a date proposed by the Investor and accepted by the notary public agreed between the parties.



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

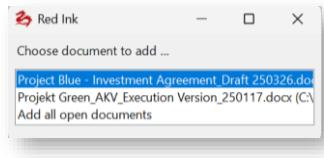
A non-reasoning model will deliver a result, too, but it will do it much more superficially and often come up with wrong results.

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."

81

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.

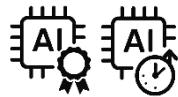


You can use the same approach for drafting a new clause. Go to the desired insertion point, call up *Freestyle* and write: "Write a definition of 'affiliate' in the style and wording of the document (adddoc)"

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



82

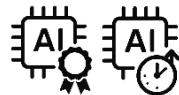
"I need to prepare a brief for an application for a government authorization; I have an example."

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.

Create me an index



83

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

5. I add a bookmark to each title (C001, C002 ...) and also as hidden, white text. I then select the text to be indexed.
6. 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."

7. 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.



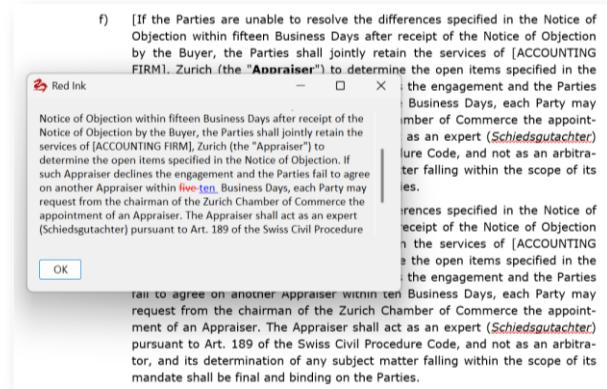
This makes use of a feature of Red Ink that can handle fields in Word documents. Here, I ask the AI to freshly create them ("{{...}}").

Non-AI: Compare these paragraphs

84

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

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).

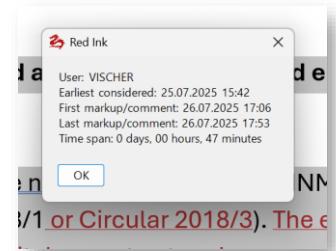
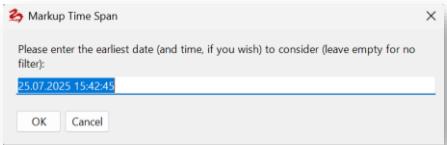
A tip: Make a backup-copy of your text if you want to work without track-changes, but at the end see what has changed. All other Word solutions can only compare two documents, not two portions within the same document.

Non-AI: 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?"

85

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: I hate format track-changes

86

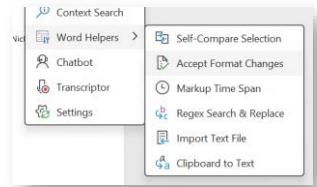
"I am working on a text with markups. How can I accept simply the track changes on formatting?"

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

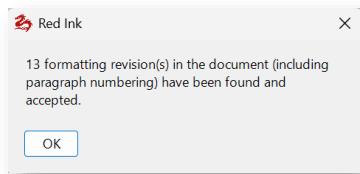
They are scattered across the document. It is too burdensome to accept them one by one.



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.

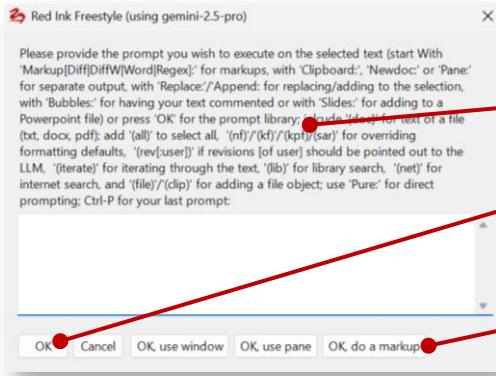


3. A few seconds later all formatting changes are accepted and the track changes notes disappear.



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

Tips: Freestyle shortcuts



Built-in quick reference

87

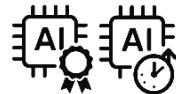
Prompt library:
Just press OK

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 shall 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).

- You can have *Freestyle* process the content of a 2nd doc (in addition to your current document/worksheet) in three ways:
 - a. Use "**{doc}**" for text- and Word documents as well as searchable PDFs; the text will be included where you inserted "{doc}"; Red Ink asks you supply the file.
 - b. In Excel use "**(addws)**" for other open worksheets, in Word "**(addir)**" 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 analyse the document before using its content; you will be asked to supply 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.
- 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.
- To get output in your own style (if defined), use "**(mystyle)**".
- In Excel, use *Undo Last Insert* to **undo** Freestyle changes; in Word and Outlook, press **Ctrl-Z** to undo insertions/changes.

Tips: Large amounts of text



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- AI models (large language models) can read and analyse 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; this also helps you retain formatting (see next page); if you want to get input on a larger text all at once, use *Freestyle* with "Bubbles:" or "Pane:" instead.
 - 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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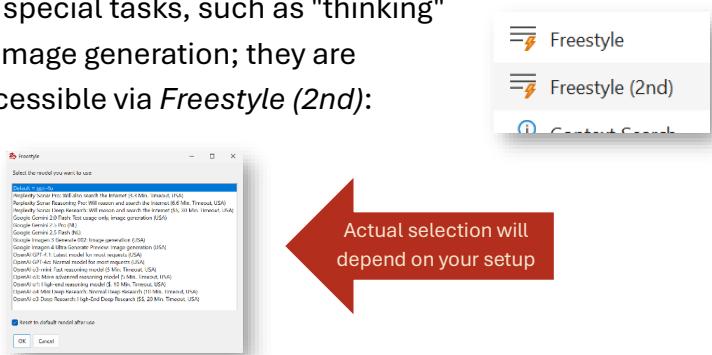
- Handling formatted text is the weak spot of AI models and AI tools; features such as markup text or Word "bubbles" are often not supported, and redrafting text in track changes based on AI output is a technically highly complex task.
- This is also a weak spot of Red Ink, although it apparently is much better in preserving formatting or creating markups than many other tools. Play around a bit with these features of Red Ink to find out what suits you best in each case.
- Some tips:
 - a. For translating, correcting or redrafting text in Word or Outlook, do so step-by-step (1–3 paragraphs at a time); 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



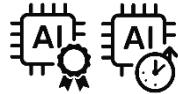
- **Freestyle** usually comes in two flavours:

- a. One using the "main" model (e.g., Gemini Pro, GPT), **91** 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).

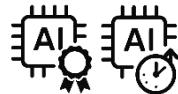
My Favorite Models



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- Models constantly improve; they have a life expectancy of only about 12-18 months; currently, in August 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 2.0 Flash.

* 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).

How to get Red Ink

Installing Red Ink is free and easy. It runs on Microsoft Office for Windows ("new" Outlook & Mac not supported). Currently, **no registration is needed**. Proceed as follows:

1. Open your Microsoft Edge browser (not others).
2. Go to <https://apps.vischer.com>.
3. Click on the three red buttons (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. For more information, consult the extensive user and setup documentation.
6. **Always update to the latest version;** the software is still in beta testing so constantly being improved and bugs fixed.



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?

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

- Contact me at: david.rosenthal@vischer.com.

More information on Red Ink?

- Get an overview of Red Ink at <https://vischer.com/redink>.
- Get the full local installation package, the manual and other files at <https://apps.vischer.com>.
- Get the source code at <https://github.com/VISCHER-LIL/redink>.

More support for implementing or running Red Ink?

- Write to lil@vischer.com.

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