BRAIIN SYSTEMS · LEGAL AI

Producing a tracked-changes redline

Turn a contract into your own Word file with the proposed revisions marked up for acceptance or rejection

The system can take a contract you upload, propose amendments, and write them directly into **your own Word document** as genuine tracked changes. You open the file in Word and accept or reject each revision exactly as you would with a colleague's markup. The original formatting, numbering and schedules are preserved, because the changes are made inside your document rather than in a new one.

Before you start

- The contract must be a **Word file (.docx)**. A PDF has no underlying document structure to mark up — if you only have a PDF, ask the other side for the Word version.
- If the document already carries tracked changes from another reviewer, **accept or reject those first**. Wording that sits inside someone else's revision cannot be marked up a second time; the system will tell you how many such revisions it found.
- Nothing is altered in your original. The redline is written to a new copy and saved in the Vault.

Step by step

1. **Open the matter** you are working on in the left-hand panel, so the contract and the redline are filed with the rest of that client's work.
2. **Upload the contract.** Either choose **Contract Review** and upload it with the form, or open the **Vault** and use **Upload to vault**.
3. **Run a Contract Review first** if you want the analysis — risks, obligations, missing clauses and UAE-law compliance flags — before deciding what to change. This step is optional.
4. **Press Redline (Word).** The button sits with **Email** and **Save PDF** underneath a Contract Review answer. You can also start from the Vault: the pencil icon beside any Word document does the same thing.
5. **Choose the contract and whose side you act for** (client, provider, lessor, lender and so on). The position shapes every proposed amendment, so set it deliberately.
6. **Add instructions if you have them** — for example "cap our liability at the annual fee, and align the governing law with the courts named in the dispute clause". Leave it blank for a general pass.
7. **Press Generate Redline** and leave the window open. A typical agreement takes one to three minutes.

What you get back

The results panel shows how many revisions were written into the document, how many could not be applied, and how many new clauses were suggested. From there you can **Download** the file or **Email** it to a colleague or client; it is also saved in the Vault under the same matter, named "*<your file> (redlined).docx*".

Applied as tracked changes

Each revision is listed with the clause, its severity, the wording that was removed and the wording that replaces it, and a one-line reason. These are in the Word file.

Not applied

Suggestions the system would not write in because it could not match the wording word-for-word. They are shown in full so you can apply them by hand if you agree.

Working with the file in Word

1. **Open the downloaded file.** Every change appears as ordinary Word markup, attributed to **"BRAIIN Legal AI"** so it is immediately clear which revisions came from the system and which from a colleague.
2. **Go to the Review tab.** Set **All Markup** to see insertions and deletions, or **Simple Markup** to read the document as it would stand if everything were accepted.
3. **Work through the revisions** with **Accept** and **Reject**, or step through them with **Next**. Nothing changes in the document until you accept it — rejecting everything restores your contract exactly as it was.
4. **Add the suggested new clauses by hand** if you want them. These are provisions the contract does not contain at all, so there is no existing wording to mark up; they appear in the results panel and can be pasted in where you judge they belong.

5 **Re-run the redline after a round** if you wish. Accept or reject the marked revisions first, save, upload the updated file, and run another pass on the settled text.

When something is not applied

REASON GIVEN	WHAT TO DO
The wording was not found word-for-word	The suggestion quoted text that does not appear exactly as written — it may run across a paragraph break, or sit in a table, header or footer. Apply it manually if you agree with it.
The wording sits inside a tracked change already in the document	Another reviewer has already marked that passage. Accept or reject the existing revisions in Word, save, and run the redline again.
Listed under "suggested new clauses"	The protection is missing from the contract entirely, so there is nothing to redline. Insert the clause where it belongs.

ALWAYS REVIEW BEFORE USE

The redline is a drafting aid, not advice. Read every proposed revision before accepting it, check that defined terms, cross-references and clause numbering still work once changes are accepted, and verify any statutory reference against the primary source. The document remains the responsibility of the lawyer who signs it off.

Good practice

- **Set the position accurately.** "Neutral" produces balanced drafting; naming your side produces amendments that favour it. Reviewing a document from the wrong position is the most common cause of unhelpful output.
- **Give the commercial context** in the instructions — the fee, the term, what has already been agreed. The more concrete the instruction, the more usable the redline.
- **Redline clause by clause on long contracts.** If a document is very long, consider redlining the operative sections separately so each pass stays focused.
- **Keep the file in the matter.** The redline is stored in the Vault against the same matter, and the action is recorded in the audit trail with the time, the user and the document — useful evidence of how a draft was produced.

Limits at a glance

ITEM	LIMIT
Source format	Word (.docx) only
Document length	Up to 200,000 characters of text in one pass
Revisions per pass	Up to 25, most important first, plus up to 10 suggested new clauses
Scope	The body of the document, including tables. Headers, footers, footnotes and comments are left untouched
Typical time	One to three minutes
Languages	English and Arabic contracts

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