

Definely Draft Key Features

Please find below a summary of Definely Draft’s key functionalities to be used alongside our live training sessions.

To access the videos please [hold Ctrl and click the links](#).

Definely Functionalities	Description
Getting Started	Click Open Definely or Scan Document in your Microsoft Word ribbon to perform a scan. ▶ Getting Started Video Tutorial
Access Definitions & References	Double click on any defined term or reference in your provision to access its full meaning in the Definely side panel, including embedded terms and references. ▶ Definely Side Panel Video Tutorial
Amend Terms & References	Edit any definition or reference using our split-screen. ▶ Amend Terms & References Video Tutorial
Insert Definitions	Insert a definition to your undefined terms without having to leave the provision you are working on. ▶ Insert Definitions Video Tutorial
Link Multiple Documents	Link multiple documents and easily access defined terms and references contained in the linked agreements from the document you are working on. ▶ Link Multiple Documents Video Tutorial
Definitions Report	Generate the Definition Report to identify all your defined, undefined, and unused terms to assist your review. ▶ Defined Terms ▶ Unused Terms ▶ Undefined Terms ▶ Export Terms
Reference Report	Use the Reference Report to access any section, clause, article, annex or schedule in your legal document. ▶ Reference Report Video Tutorial
Export Issues Lists	Export all track changes, redlines, and comments from a contract into a separate Word document in seconds. Review relevant changes rather than the entire document to understand and address specific issues. ▶ Export Issues Lists Video Tutorial
Global Search	Use the Global Search to find any defined term and display all its use cases within your document. ▶ Global Search Video Tutorial
Show Track Changes	Definely fully integrates with Track Changes in Microsoft Word and shows any markups to your document by the Definely side panel. ▶ Show Track Changes Tutorial