

Definely Proof Key Features

Please find below a summary of Definely Proof’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	Learn how to get started with Definely Proof ▶ Getting Started Video Tutorial
Definition Issues	Identify: • Identify and insert a listed definition for any corresponding inline definitions in the agreement. • Definitions with inconsistent closing punctuation, quotes, styles, fonts or keywords. • Issues with inconsistent formatting. • Punctuation issues. • Terms that are defined but not used in the agreement. • Defined terms that have duplicate definitions. • Terms that have been used but not defined in the agreement. And more ▶ Definition Issues Video Tutorial
Editing Mistakes	Identify: • Punctuation that has been repeated. • Identify incorrect, missing, inconsistent or double spacing. • Identify any mismatches in the use of punctuation marks especially in respect of items in parentheses. • Identify paragraphs that have been repeated in the agreement. • Identify incorrect or inconsistent use of quotation marks, with the ability to pre-select formatting preference for quotation marks (e.g. curly, straight) across the document. And more ▶ Editing Mistakes Video Tutorial
Cross-Reference Issues	Identify: • Cross-references that are not hyperlinked to a reference. • Cross-references that are hyperlinked to references that are not found in the agreement. • Any mismatches between cross-references and their corresponding sections in the agreement. • Cross-references that are outdated and need to be updated in the agreement. • Mentions of references that do not exist in the document. ▶ Cross-Reference Issues Video Tutorial
Drafting Notes	Identify: • Any variation of "TBD" or "To be Discussed" in the agreement. • The existence of empty parenthesis and brackets in the agreement. • Any use of 'Draft' remaining in the agreement. • Any use of underlines remaining in the agreement. • Any use of underscores remaining in the agreement. • Any highlighted text remaining in the agreement. • Inserted comments that should be removed. ▶ Drafting Notes Video Tutorial
Smart Search	Identify: • Any mention of money in the document. • All the dates and times in the document. • All the numbers in the document. • Legislative terms mentioned in the document, including Acts, Statutes, Regulations and Directives. • Any mentions of titles in the document. And more ▶ Smart Search Video Tutorial
Spell Check	Identify all misspelled words ▶ Spell Check Video Tutorial