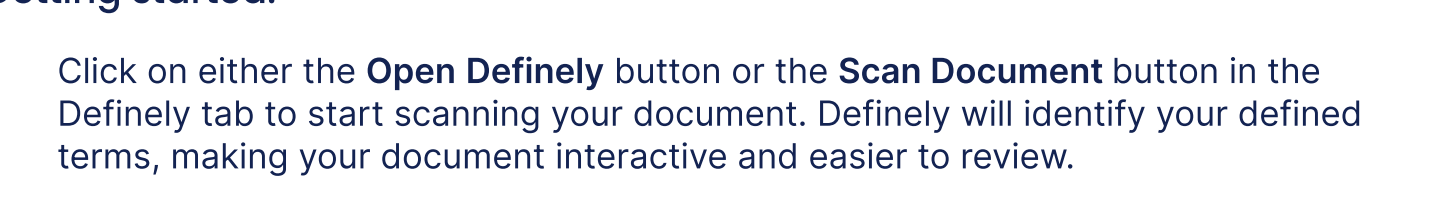


Definely **Draft** Quick Start Guide

Definely is a Microsoft Word add-in that can be accessed from either the Definely tab in your Word ribbon, or via the Definely button in the Home tab.

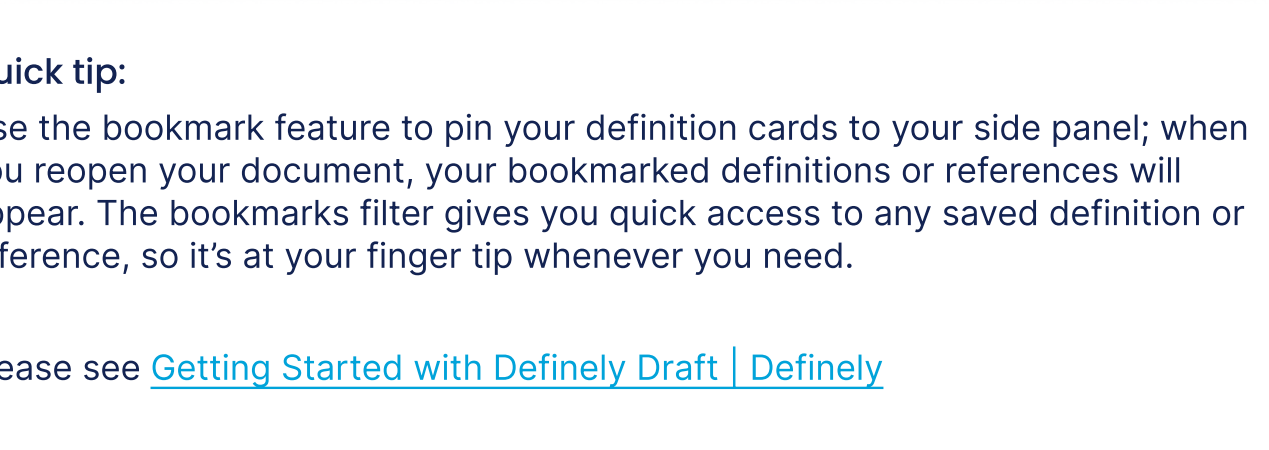


Getting started:

Click on either the **Open Definely** button or the **Scan Document** button in the Definely tab to start scanning your document. Definely will identify your defined terms, making your document interactive and easier to review.

Double-click on a highlighted term to open a definition card in the side panel.

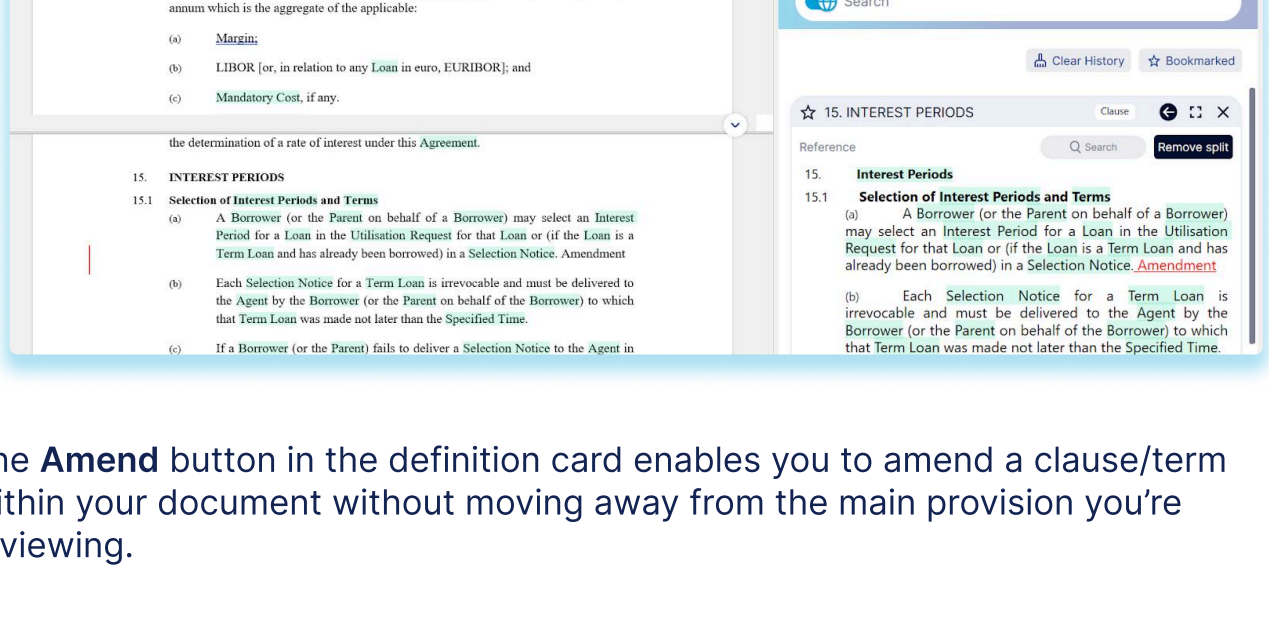
Continue double-clicking on any embedded term or reference embedded within the definition to create a breadcrumb trail, never losing your place in the document.



Quick tip: Use the bookmark feature to pin your definition cards to your side panel; when you reopen your document, your bookmarked definitions or references will appear. The bookmarks filter gives you quick access to any saved definition or reference, so it's at your finger tip whenever you need.

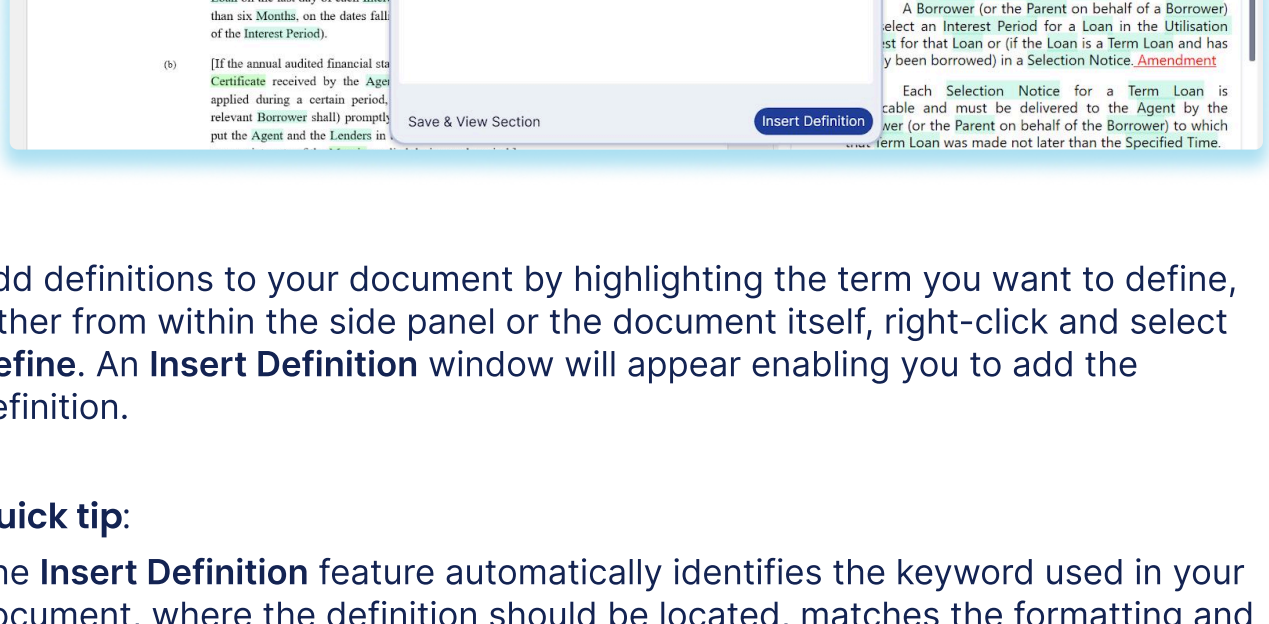
Please see [Getting Started with Definely Draft | Definely](#)

Amending your document:



The **Amend** button in the definition card enables you to amend a clause/term within your document without moving away from the main provision you're reviewing.

Select the Amend button and a split screen will appear showing the original clause in the top half, and whatever you want to amend in the bottom half. Add your amendments and these will appear in real time within the side panel.

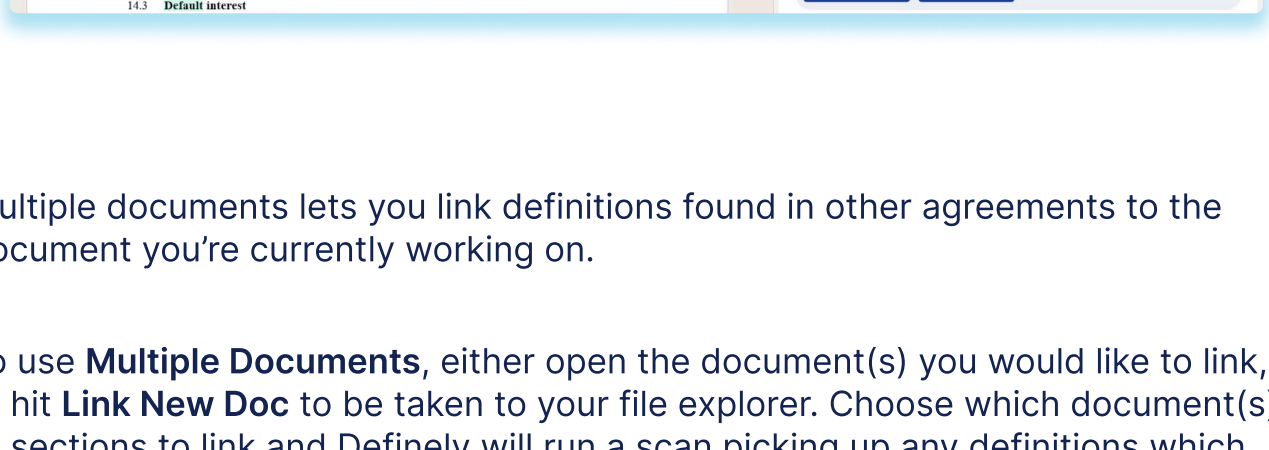


Add definitions to your document by highlighting the term you want to define, either from within the side panel or the document itself, right-click and select **Define**. An **Insert Definition** window will appear enabling you to add the definition.

Quick tip: The **Insert Definition** feature automatically identifies the keyword used in your document, where the definition should be located, matches the formatting and will insert the definition in alphabetical order for you.

Please see [Amend Terms and References | Definely](#) and [Insert Definitions | Definely](#) for more information.

Linking your documents:



Multiple documents lets you link definitions found in other agreements to the document you're currently working on.

To use **Multiple Documents**, either open the document(s) you would like to link, or hit **Link New Doc** to be taken to your file explorer. Choose which document(s) or sections to link and Definely will run a scan picking up any definitions which have been housed here. Definely will highlight any linked term in a lighter shade of green and give you quick access to the definition by double-clicking. If you need to navigate to the linked document, use the small arrow at the top of your definition card.

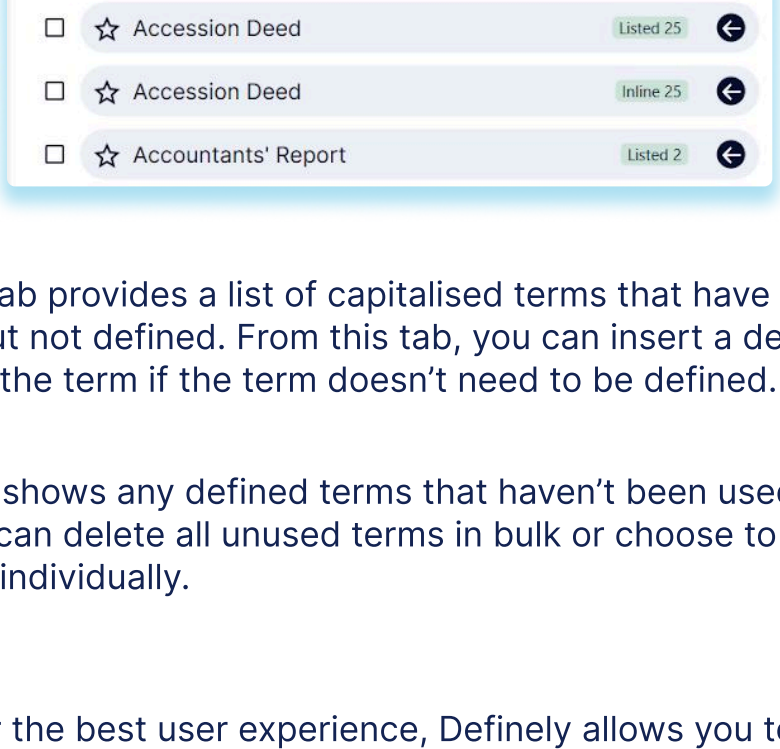
Quick Tip You can also link to PDFs as well as to Word Documents, use the **Link New Doc** button and choose your PDF. Definely will convert this to a Word document and from here you have access to any definition you need.

Please see [Link Multiple Documents | Definely](#) for more information.

Reporting:

The **Definition Report** gives you an overview of your defined, undefined and unused terms.

The **Defined** tab gives you a list of all your defined terms, the definition and where the defined terms are used in the document.



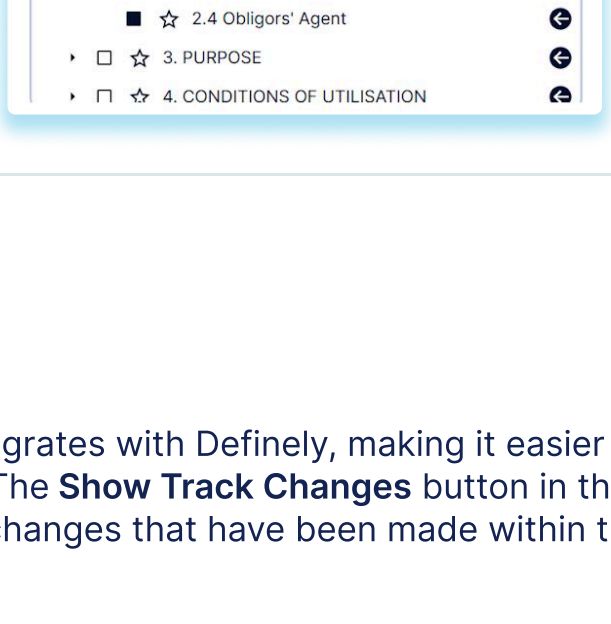
The **Undefined** tab provides a list of capitalised terms that have been used in the document but not defined. From this tab, you can insert a definition, replace the term or hide the term if the term doesn't need to be defined.

The **Unused** tab shows any defined terms that haven't been used in the agreement. You can delete all unused terms in bulk or choose to replace, delete or hide the term individually.

Quick tip: **Hide Terms:** For the best user experience, Definely allows you to hide terms or results that are not relevant for you. Simply **hide** the term from showing in this report in your specific document only or across all documents, depending on your preference.

The **Reference Report** is an interactive table of contents that enables you to easily navigate through and review your document.

Select any sections, sub-sections or schedules within your document to quickly access them in your side panel, or use the arrow to navigate to the section in your document. To create a new Word document, choose which sections you would like to export and hit **Export Original References**. Definely will pull the exported sections across to a new document, matching the original formatting and also pulling over any related definitions. This is useful if you want to prepare for a meeting or you want to create riders.



Did you know?

Tracked changes integrates with Definely, making it easier to see your edits in your definition card. The **Show Track Changes** button in the Definely tab allows you to easily review changes that have been made within the **Definely Side Panel**.

Definely has a **Global Search Feature** which allows you to search for terms in your document. The search function will show you where the term has been used in the document. Select the checkbox(es), and **Open Selected**, to view the relevant clauses in your side panel without moving away from the original clause you're reviewing.

If you want to review the document without the Definely highlights, simply click on the **Snooze** button in the Definely tab. If you need to review a defined term, just click the Snooze button again, and the Definely highlights will reappear.

Quick tip: You can also minimise the Side Panel by selecting **Toggle Definely Side Panel**.

Our Security Certifications



Please get in touch if you have any questions!

[Get In Touch](#)