

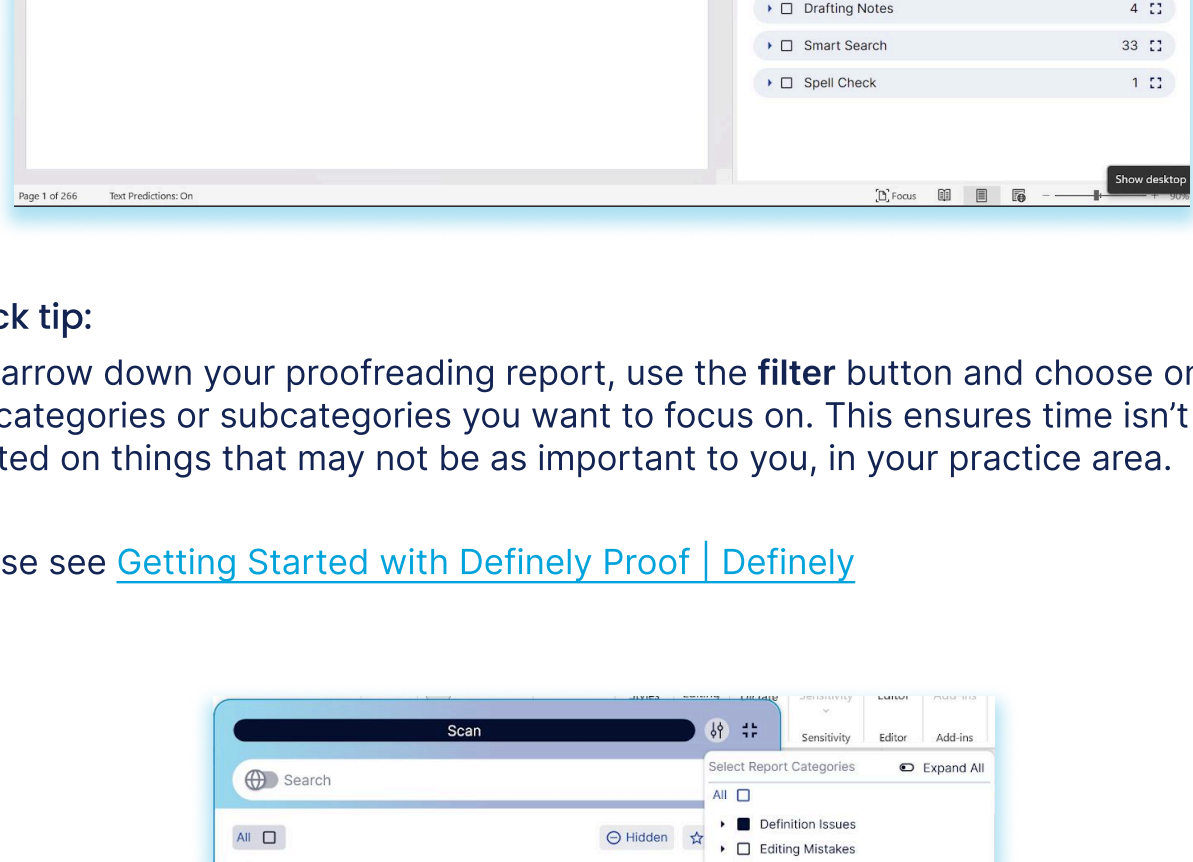
Definely **Proof** Quick Start Guide

Getting started:

Streamline your document review with **Definely Proof**. This powerful tool acts as a dedicated second pair of eyes, effortlessly detecting and correcting drafting errors, ensuring flawless documents and minimising potential risks for you and your clients.

Once we are happy with our document review and we want to check it for proofreading errors, move along to the Proof tab in your Definely side panel. Run your proofreading scan to see a snapshot of your proofreading report.

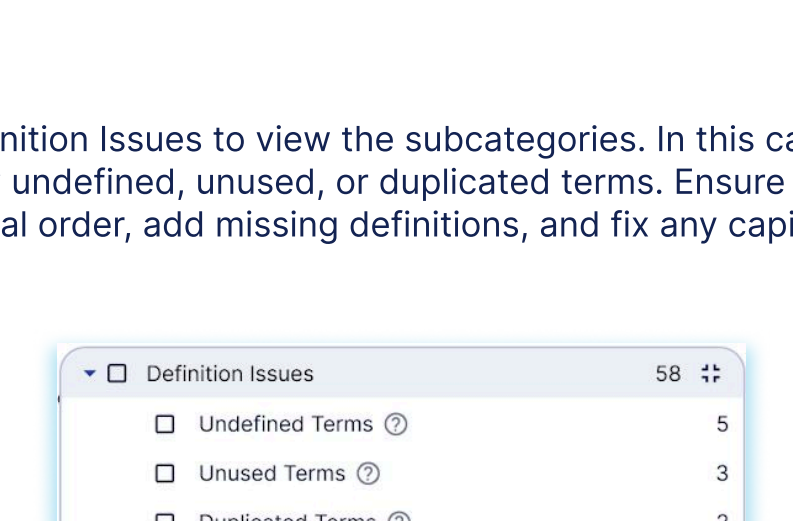
Definely Proof picks up potential errors as well as information, such as dates and legislative terms, that you may want to quickly double check.



Quick tip:

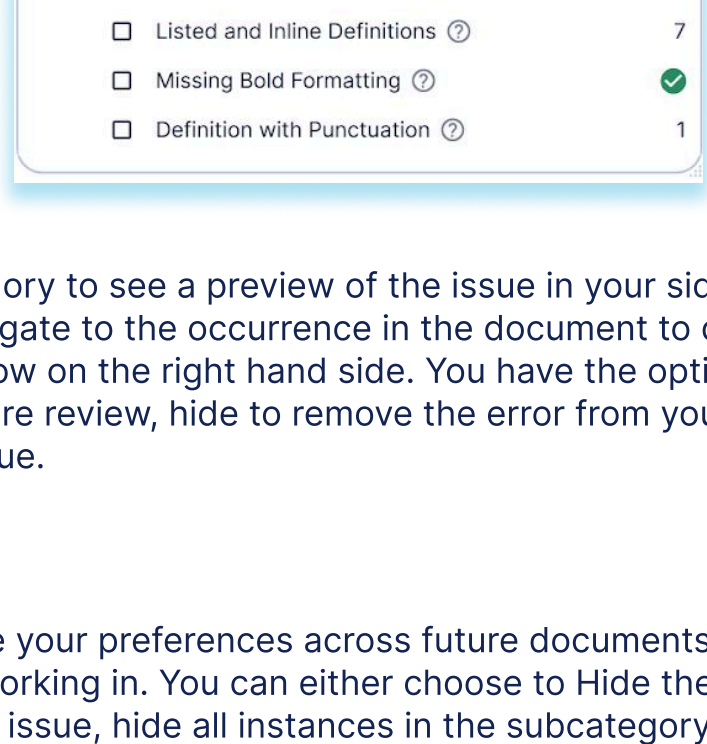
To narrow down your proofreading report, use the **filter** button and choose only the categories or subcategories you want to focus on. This ensures time isn't wasted on things that may not be as important to you, in your practice area.

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



Definition Issues

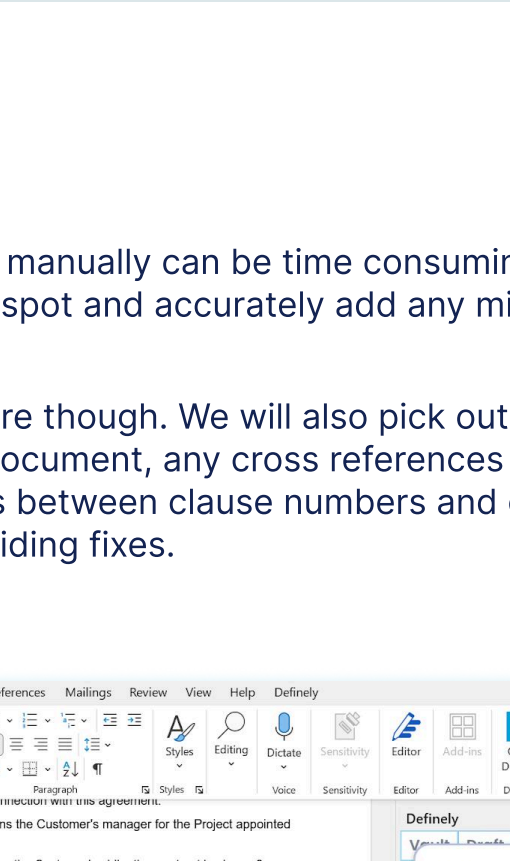
Click on the Definition Issues to view the subcategories. In this category you can instantly identify undefined, unused, or duplicated terms. Ensure your definitions are in alphabetical order, add missing definitions, and fix any capitalisation errors.



Open the subcategory to see a preview of the issue in your side panel. For any issue, you can navigate to the occurrence in the document to double check it using the small arrow on the right hand side. You have the option to use the star icon to flag for future review, hide to remove the error from your report or fix to instantly fix the issue.

Hide:

Use Hide to update your preferences across future documents, as well as the document you're working in. You can either choose to Hide the single issue, hide all instances of the issue, hide all instances in the subcategory in the document you are reviewing, or across all documents going forward. This helps train Definely to be more accurate over time on your documents.



Quick Tip:

You will notice some **fix** buttons are blue and others are orange. For any **blue fixes**, you will be able to fix them in one-click and also bulk fix these issues by selecting them and hitting fix all selected.

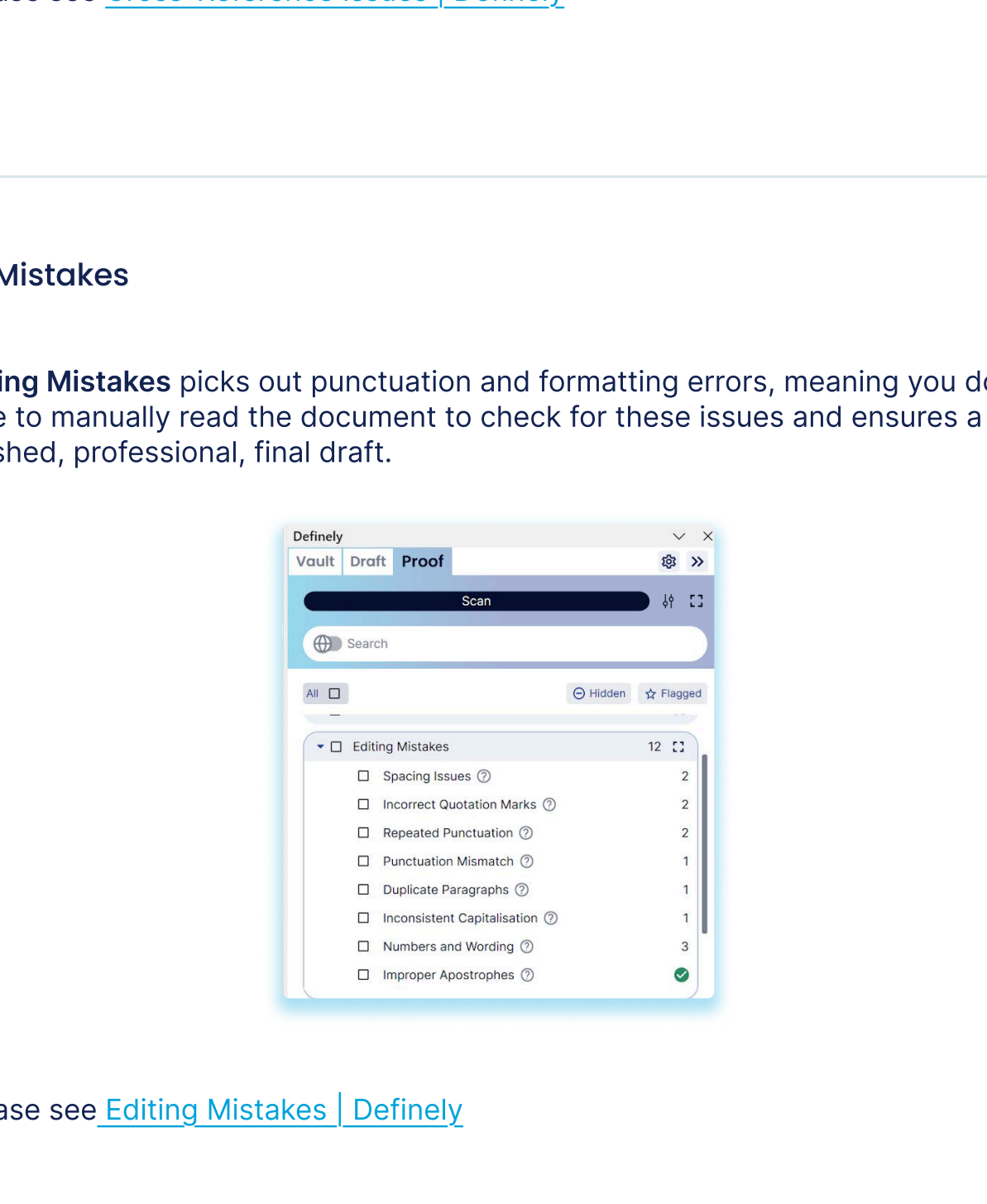
Orange fixes require an additional step, such as approving a definition to add or choosing a cross reference. You will have to go through each of these individually to ensure the correct change is inserted.

Please see [Definition Issues | Definely](#)

Cross-Reference Issues

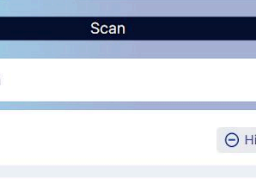
Adding cross-references manually can be time consuming and monotonous. Use Definely Proof to quickly spot and accurately add any missing cross references.

Definely doesn't stop there though. We will also pick out any cross references which don't exist in the document, any cross references which need updating or if there are discrepancies between clause numbers and clause titles, flagging all this information and providing fixes.



Quick tip:

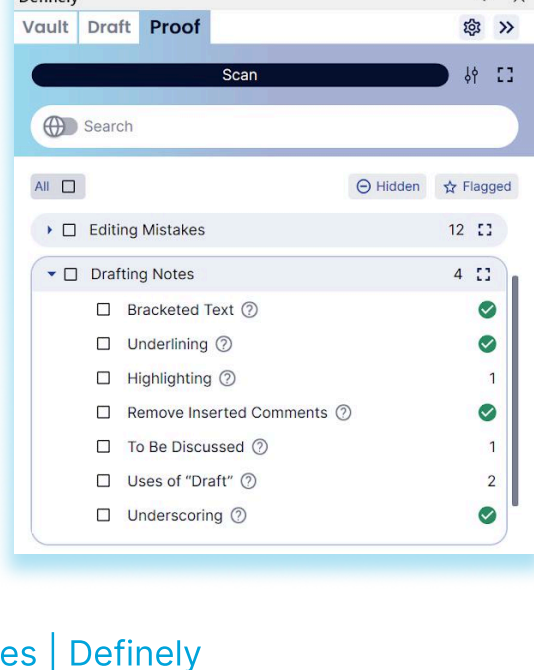
Under **Manual Cross-References**, you'll see a toggle at the top of your side panel. To go through each missing cross reference individually, set the toggle to **Manual**. This will allow you to use the split-screen view to add your cross references. To bulk fix in one-click, switch the toggle to **Auto**. Definely will automatically insert the cross reference without having to go through each one.



Please see [Cross-Reference Issues | Definely](#)

Editing Mistakes

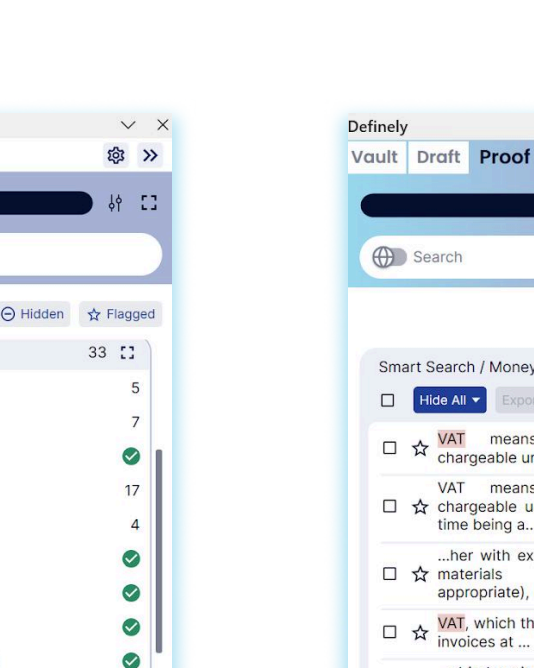
Editing Mistakes picks out punctuation and formatting errors, meaning you don't have to manually read the document to check for these issues and ensures a polished, professional, final draft.



Please see [Editing Mistakes | Definely](#)

Drafting Notes

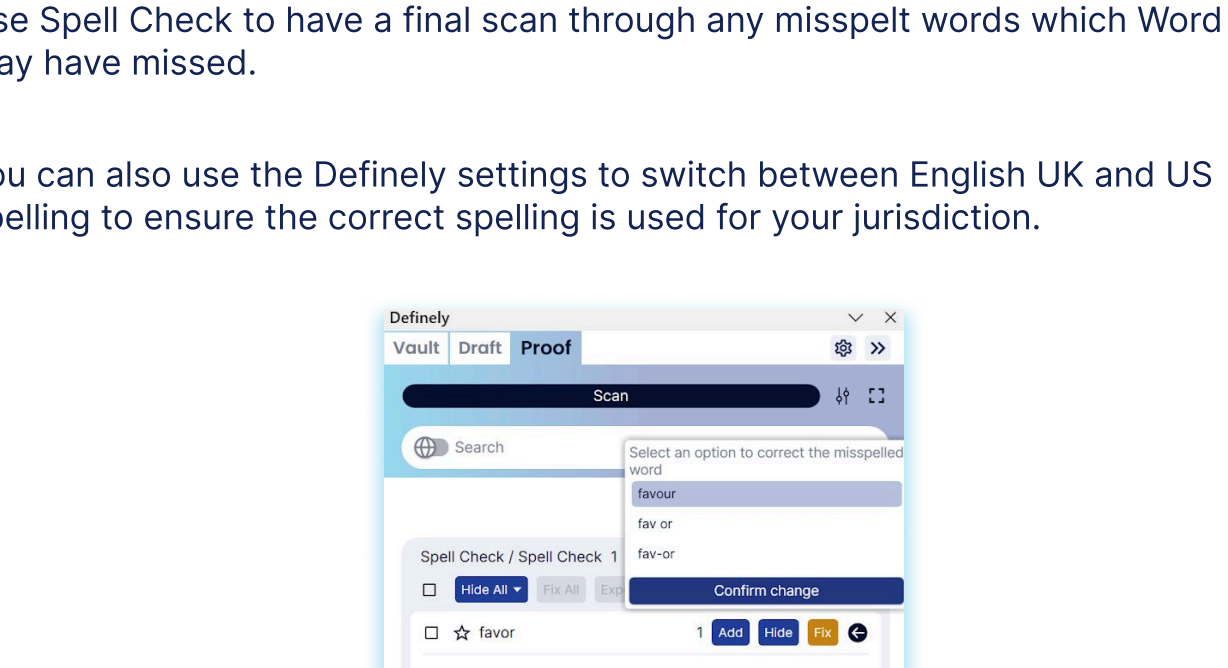
Leftover drafting notes or placeholders can make your document appear unfinished. Definely Proof detects and highlights these elements for quick review and removal.



Please see [Drafting Notes | Definely](#)

Smart Search

Reviewing deal-specific information requires a thorough document read. Instead, use Smart Search to provide instant access to key details. We'll also pick out if there are any wrong dates used in the document.

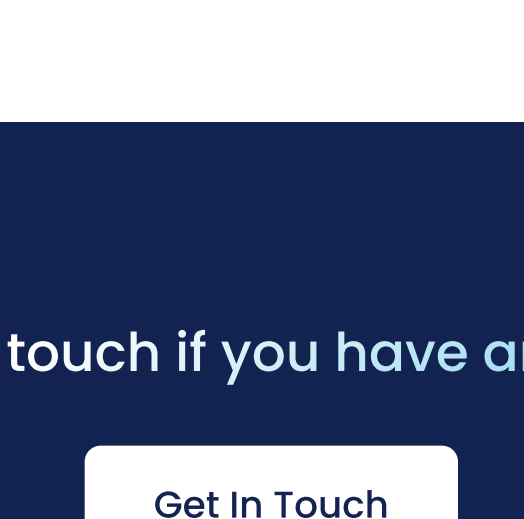


Please see [Smart Search | Definely](#)

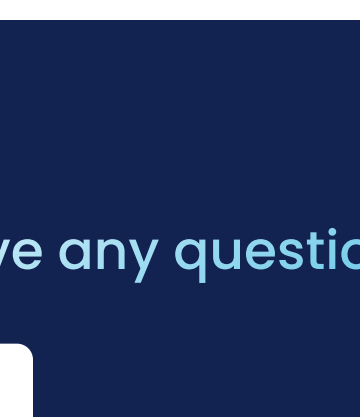
Spell Check

Use Spell Check to have a final scan through any misspelt words which Word may have missed.

You can also use the Definely settings to switch between English UK and US spelling to ensure the correct spelling is used for your jurisdiction.



Please see [Spell Check | Definely](#)



Please get in touch if you have any questions!

[Get In Touch](#)