

# Deal Proof Tutorial

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For technical assistance,  
call West km Technical  
Support at  
**1-888-Westkm1**  
(1-888-937-8561),  
option 2.

## Introduction

This tutorial demonstrates Deal Proof's powerful capabilities as a tool to aid in reviewing, editing, and proofreading complex legal documents. Following the steps in the tutorial, you will analyze sample documents and learn how to use Deal Proof.

To learn about Deal Proof features, please see "Understanding Deal Proof Capabilities" on page 3.

Then complete these steps of the tutorial:

Step 1: Launching Deal Proof

Step 2: Opening the Main Tutorial Document

Step 3: Analyzing the Sample Document

Step 4: Reviewing Flags

Step 5: Reviewing Conforming Phrases

Step 6: Using Deal Proof Indexes

Step 7: Navigating in Your Documents

Step 8: Creating Reports

Step 9: Sending Documents via E-Mail

Step 10: Cleaning Your Documents

Step 11: Ending Your Deal Proof Session

**Note:** This tutorial assumes you have already installed Deal Proof. For information about installing Deal Proof, please see the Deal Proof download and installation instructions at [www.dealproof.com](http://www.dealproof.com).

## Understanding Deal Proof Capabilities

You can use Deal Proof to help tackle the editing and conforming difficulties associated with drafting complex legal documents.

Requiring no pre-tagging or other document preparation, Deal Proof helps you proofread more efficiently by automatically finding errors and inconsistencies in your documents.

At the click of a button, you can check that your document is complete and correct by ensuring that

- referenced definitions exist
- terms are defined only once
- each defined term is actually used in the document
- non-conforming phrases are identified
- all open issues in your document have been properly filled in
- your table of contents is logically sound

Deal Proof is designed to reveal elements of your legal document that may require attention. Once these issues are flagged by Deal Proof, you are then in a position to exercise your good judgment by deciding whether or not to edit the document.

Note that Deal Proof is a computer program and does not possess the intelligence or experience that you, a legal professional, possess.

Each legal document is unique and reflects the complexity of the case or business transaction. As a result, Deal Proof may periodically encounter writing styles or document hierarchies that it has not been designed to recognize. In these cases, Deal Proof may flag an item for your review that is not an error.

As you use Deal Proof, we are sure that you will find that most of the items flagged by Deal Proof are legitimate errors that you will want to correct. On other occasions, you may overrule Deal Proof and decide not to change your document. Regardless of whether or not you decide to implement a particular Deal Proof suggestion, you will surely appreciate how this tool can help you produce better documents, faster.

If you have any questions regarding the use of Deal Proof with your documents, please contact Customer Support at **1-888-Westkm1** (1-888-937-8561).



## Step 2: Opening the Main Tutorial Document

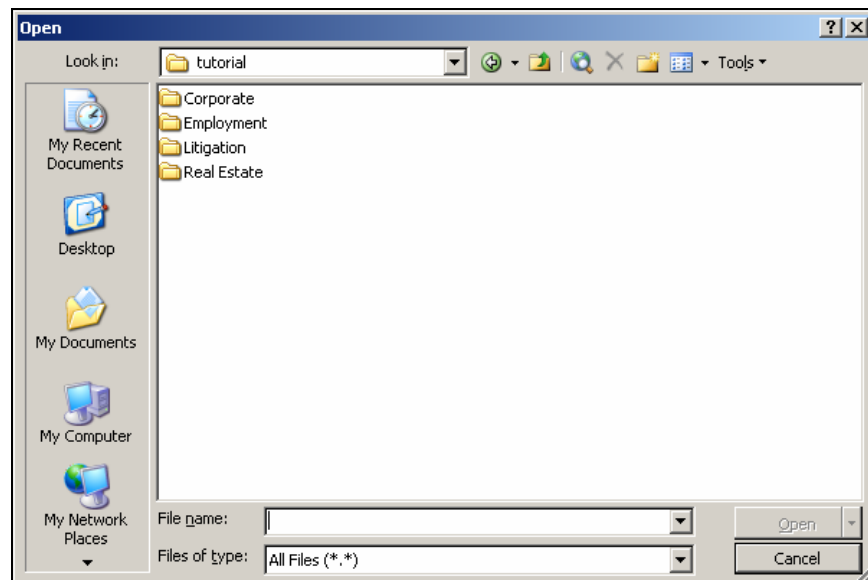
The Deal Proof tutorial includes sample documents. These documents are stored in the tutorial folder within your Deal Proof installation folder. For example, if you use the default installation folder, the tutorial files are stored at this location:

*C:\Program Files\Deal Proof\tutorial*

To open a document to use in the tutorial, complete these steps:


1. Launch your word processor if it's not already running.
2. Invoke your word processor's Open command.
3. Find and open the tutorial folder (located in the folder where you installed Deal Proof).

The tutorial folder contains the Corporate, Employment, Litigation, and Real Estate folders.



4. Open the **Corporate** folder.
5. Select **WARRANT AGREEMENT.doc** (Word) or **WARRANT AGREEMENT.wpd** (WordPerfect) and click **Open**.

**Note:** Make sure to open the document format that is compatible with your Word or WordPerfect application.

6. In your word processor, click the **Deal Proof** menu and then click **Open in Deal Proof**. Or click the **Open in Deal Proof** button  on your word processor toolbar.

Deal Proof opens the WARRANT AGREEMENT document.


### Step 3: Analyzing the Sample Document

For the purposes of this tutorial, you need to enable hyperlinks for the defined terms in these tutorial documents:

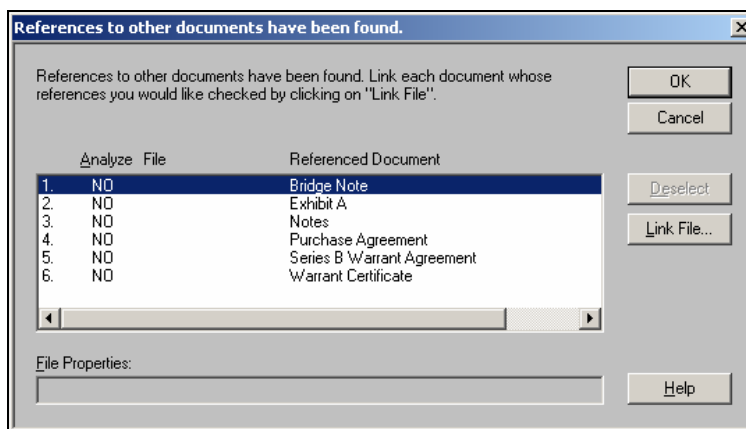
1. On the Deal Proof **Tools** menu, click **Options**.

The Options dialog box is displayed.

2. Open the **Hyperlinks** tab and select the **Use Hyperlinks** and **Defined Terms** check boxes (if they are not already selected). Then click **OK**.

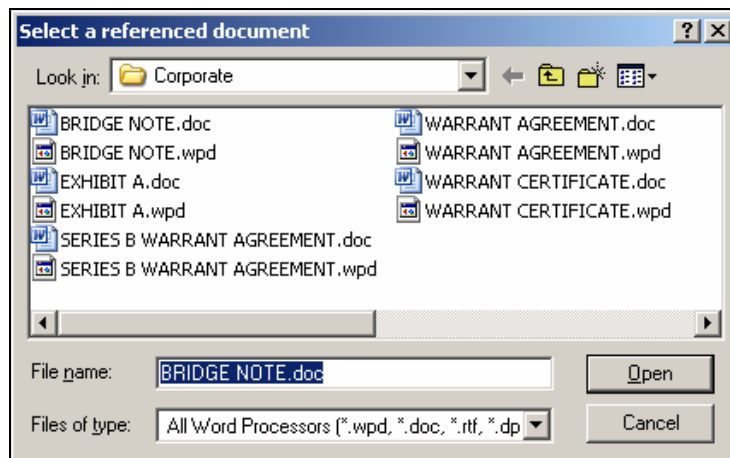
3. On the Deal Proof **File** menu, click **Analyze**. Or click the **Analyze** button  on the Deal Proof toolbar:

- Deal Proof makes a backup copy of your word-processing file.
- Deal Proof begins to analyze your document. After about one minute (the actual time may vary, depending on your computer), the References to Other Documents dialog box is displayed.



4. By default, the first item in the list (“Bridge Note”) is selected. Click **Link File**.

The Select a Referenced Document dialog box is displayed.



5. Make sure you are in the **tutorial\Corporate** folder, and choose the file **BRIDGE NOTE.doc** (or .wpd if you are working with WordPerfect). Click **Open**.
6. Repeat the same procedure for the remaining referenced documents (except for the Notes and Purchase Agreement, which are not included with the tutorial documents).

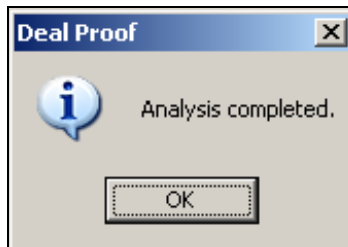
**Tips:**

- As demonstrated in this tutorial, you do not have to link all referenced documents to a word-processing file. You can choose to analyze all, some, or none of your referenced documents.
- You can link multiple documents to the same word-processing file.

7. Click **OK**. Deal Proof analyzes all of the referenced documents that you linked to a file.

File	Referenced Document
BRIDGE NOTE.doc (.wpd)	Bridge Note
EXHIBIT A.doc (.wpd)	Exhibit A
None - not provided with tutorial	Notes
None - not provided with tutorial	Purchase Agreement
SERIES B WARRANT AGREEMENT.doc (.wpd)	Series B Warrant Agreement
WARRANT CERTIFICATE.doc (.wpd)	Warrant Certificate

8. When Deal Proof completes its analysis, the Analysis Completed message box is displayed. Click **OK** to close the message box.

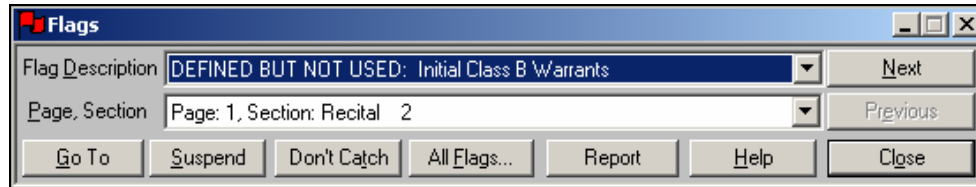


## Step 4: Reviewing Flags

Now that Deal Proof has finished analyzing the documents, you are ready to use Deal Proof's collection of powerful tools to review the documents. The first thing you will do is review the list of flags. Flags are items in your document that Deal Proof considers to be potential errors.

On the Deal Proof **View** menu, click **Flags**. Or click the **Flags** button  on the Deal Proof toolbar:

1. The Flags dialog box is displayed, which shows the first flag that Deal Proof caught: "DEFINED BUT NOT USED: Initial Class B Warrants."



2. The term "Initial Class B Warrants" is highlighted in your document. Deal Proof has correctly noted that "Initial Class B Warrants" is defined in your document but is not used elsewhere in the document. If you want, you can edit your document to correct this issue.

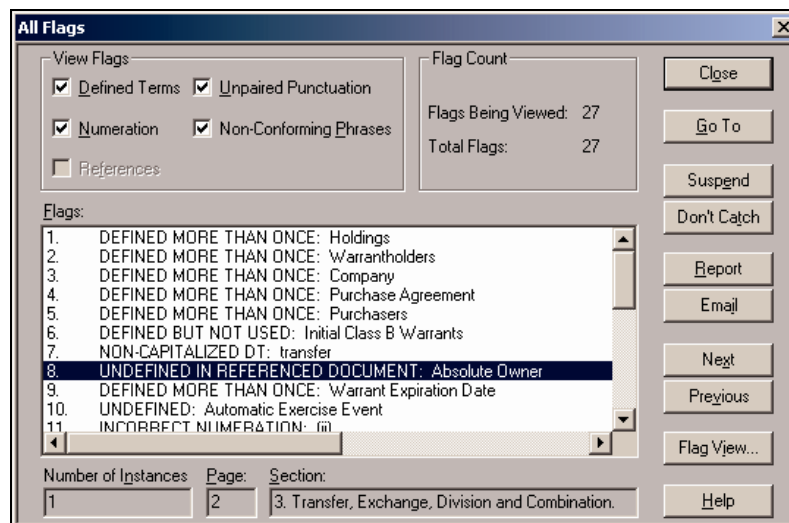
WHEREAS, pursuant to the Purchase Agreement, Holdings agreed to issue to the Purchasers of units (comprised of Notes, warrants and shares of Class B Common Stock) warrants to acquire Class B Common Stock of Holdings representing in the aggregate 5% of the fully diluted common equity of Holdings (the "Initial Class B Warrants");

The next flag you will examine points out that the document incorrectly states that a term is defined in a referenced document.

1. In the Flags dialog box, click **All Flags**. The All Flags dialog box lists all of the items that Deal Proof has flagged in your document.

**Tip:** You can change your Deal Proof settings so that the All Flags dialog box opens by default, instead of the Flags dialog box.

2. In the All Flags dialog box, select the flag that states, "UNDEFINED IN REFERENCED DOCUMENT: Absolute Owner."



3. Click **Go To**.

- Your document is displayed again and Deal Proof highlights the term “Absolute Owner.”
- The document incorrectly specifies that this term is defined in the Warrant Certificate document.

were not transferred or assigned. If and when a Warrant Certificate is assigned in blank, Holdings may (but shall not be obliged to) treat the bearer thereof as its "**Absolute Owner**" (as defined in the Warrant Certificate) and Holdings shall not be affected by any

The next flag you will examine points out that a defined term has been defined more than once.

1. In the Flags dialog box, click **All Flags**. The All Flags dialog box is displayed.
2. In the All Flags dialog box, highlight the flag labeled “DEFINED MORE THAN ONCE: Warrant Expiration Date.”
3. Click **Flag View** to open the Flags dialog box again.
4. In the Flags dialog box, make sure the first location (“Exercisability of Warrants”) is selected in the *Page, Section* list.



The term “Warrant Expiration Date” is highlighted in the document. Note that the Warrant Expiration Date is defined as February 15, 2008.

(a) Exercisability of Warrants. Subject to the terms and conditions set forth herein, the Warrants shall be exercisable in whole or in part (but not as to any fractional part of a Warrant) on or prior to February 15, 2008 (the "**Warrant Expiration Date**") as follows:

5. Return to the Flags dialog box by clicking on it.
6. Select the second location for the definition of Warrant Expiration Date in the *Page, Section* list.

The word processor window is displayed and another instance of the term “Warrant Expiration Date” is highlighted in the document. The Warrant Expiration Date is defined as December 15, 2006. Deal Proof has helped you catch and correct a serious error—one instance of the term defines the date as 2008 and the other as 2006.

"**Warrant Expiration Date**" shall mean December 15, 2006; provided, however, that the same shall be extended automatically by the period (if any) during which any Warrantholder's exercise of any Warrant held by it is for any reason (outside of the control of such Warrantholder) stayed, prevented, impaired or rendered of uncertain

Now let's take a look at an instance where Deal Proof flags an item as undefined when it is actually defined.

1. In the All Flags dialog box, highlight the flag labeled "UNDEFINED: Waranholder."
2. Click **Go To**.
3. If you scroll up to the top of the first page, you will note that "Warrantholders" is properly defined in the first paragraph. Why is Deal Proof telling you it is undefined? If you look closely, you will see that "Waranholder" is misspelled in the flagged instance. This flag is a good catch by Deal Proof, especially if your spell check does not report "Waranholder" as a misspelled word.

You have now completed the tutorial section on using flags. Please feel free to review some of the other items that Deal Proof has flagged at this time. When you are finished, close the Flags and All Flags dialog boxes.

**Tip:** You may decide that you do not want Deal Proof to flag a particular term. You can add a flagged term to the Don't Catch This list, ensuring that the term does not appear as a flag in future analyses. For more information, see the *Deal Proof User Guide* or online help.

## Step 5: Reviewing Conforming Phrases

Deal Proof's Conforming Phrases feature provides a convenient way to keep track of significant expressions used in your document. Keeping track of such expressions can be tricky, especially in large documents, so the Conforming Phrases feature can help you greatly in editing your documents.

### Using Conforming Phrases

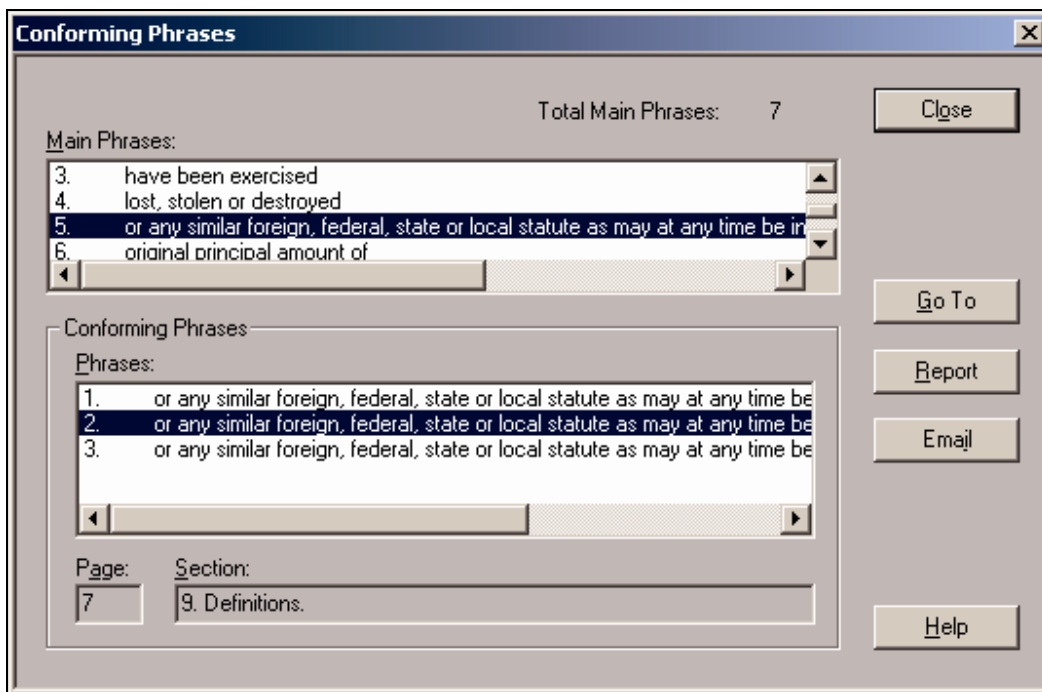
1. On the Deal Proof **View** menu, click **Conforming Phrases**. Or click the **Conforming Phrases** button  on the Deal Proof toolbar.

The Conforming Phrases dialog box is displayed.

2. In the *Main Phrases* list, scroll down until you see the expression “or any similar foreign, federal, state or local statute as may at any time be in effect”, and select this phrase.

Deal Proof has determined that it is important that your document always use this expression consistently. Deal Proof identifies this as a main phrase.

In the *Conforming Phrases* list, three instances of this phrase are displayed, indicating that this phrase appears three times in your main document.



3. Select any instance of the phrase and click **Go To**.

Your word processor window is displayed and the location you selected in the *Conforming Phrases* list is highlighted in your document. Here is an example of the second conforming phrase in the document.

"Bankruptcy Law" means Title 11, United States Code, **or any similar foreign, federal, state or local statute as may at any time be in effect.**

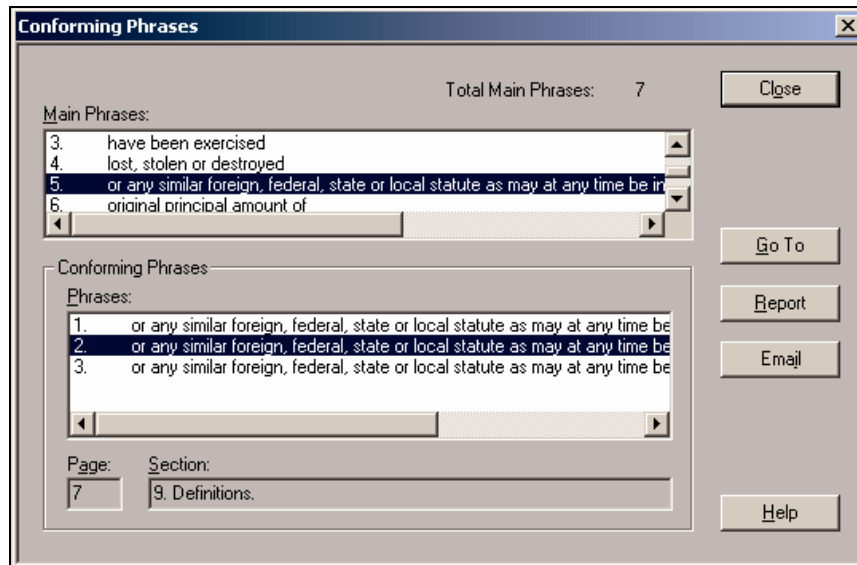
**Tip:** When you analyze a document, Deal Proof automatically marks important phrases as main phrases. In addition, you can use the User Phrases feature to enter your own phrases. This is helpful when you want to ensure that Deal Proof checks particular expressions for consistency.


## Using Non-Conforming Phrases

When you analyze a document, Deal Proof helps you find inconsistent language. Deal Proof finds the conforming phrases in your document and checks to see that similar phrases and expressions are used consistently throughout your document.

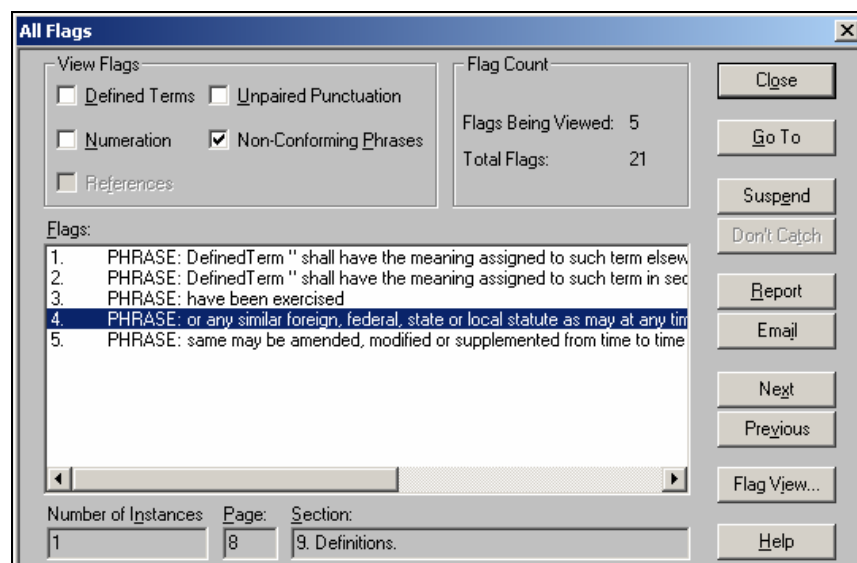
Here is an example of how you can use Deal Proof to identify non-conforming phrases in your document:

1. In the Conforming Phrases dialog box, you have seen that Deal Proof identified the main phrase: “or any similar foreign, federal, state or local statute as may at any time be in effect”.



2. In one occurrence, the Warrant Agreement document uses this phrase: “or any similar foreign or federal statute as may at any time be in effect.” Deal Proof flags this occurrence as a non-conforming phrase.
3. To see this non-conforming phrase, click the **Flags** button  on the Deal Proof toolbar to open the Flags dialog box. Then click **All Flags** to open the All Flags dialog box.

The All Flags dialog box displays the *conforming phrase*, which is “or any similar foreign, federal, state or local statute as may at any time be in effect.”



4. Select “or any similar foreign, federal, state or local statute as may at any time be in effect.” in the *Flags* list and click **Go To**.

Deal Proof jumps to the location in the document where the *non-conforming phrase* appears.

"Securities Act" shall mean the Securities Act of 1933, as amended, **or any similar foreign or federal statute as may at any time be in effect.**

5. If you want, you can update the document to resolve the non-conforming phrase.
6. Click on the Conforming Phrases dialog box to make it active. Click **Close**.


You have now completed the tutorial section on using conforming and non-conforming phrases. Please feel free to review some of the other items that Deal Proof has marked as main phrases, conforming phrases, and non-conforming phrases.

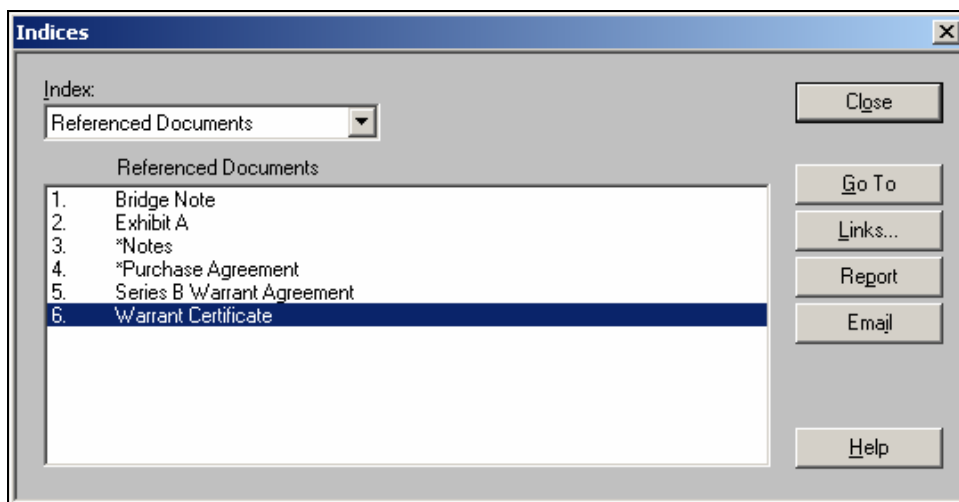
## Step 6: Using Deal Proof Indexes

Deal Proof creates various indexes in the course of analyzing your documents. These indexes provide synopses that aid in the review and editing process. In this section of the tutorial, you will take a look at several Deal Proof indexes.

### **Referenced Documents Index**

Use the Referenced Documents index to quickly go to analyzed referenced documents.

1. On the Deal Proof **View** menu, click **Indices**. Or click the **Indices** button  on the Deal Proof toolbar.  
The Indices dialog box is displayed.
2. Select **Referenced Documents** from the *Index* list.
  - Deal Proof lists the documents that are referenced by the main document.
  - Deal Proof marks a document with an asterisk if it has not been analyzed.



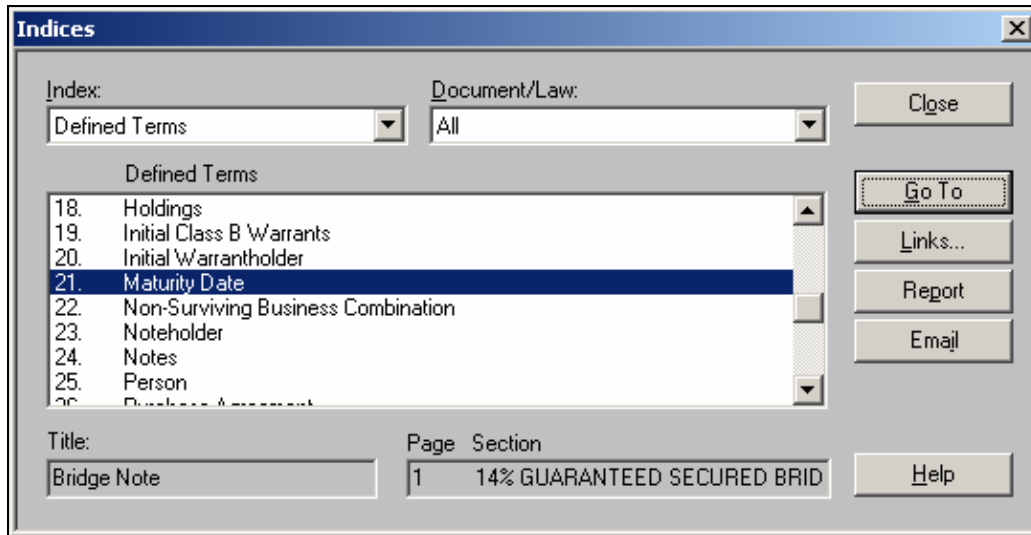
3. Select “Warrant Certificate” and click **Go To**.  
The Warrant Certificate document becomes active in your word processor.
4. Return to the Indices dialog box by clicking on it.

## Defined Terms Index

The Defined Terms index lists all of the defined terms found in your main document, as well as the definitions. (A definition can be in the main document or in a referenced document.)

The index is not only a convenient way to view all of these terms, but it also helps you locate the terms in the documents.

1. In the Indices dialog box, select **Defined Terms** from the *Index* list.  
Deal Proof displays a list of defined terms used in your main document.
2. Scroll down in the index and select the term “Maturity Date.”

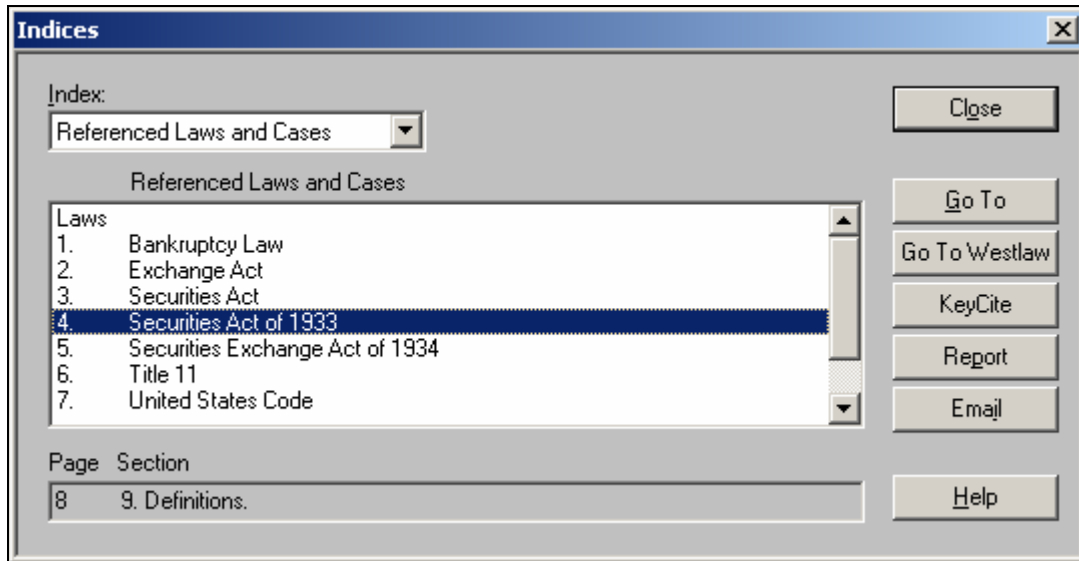


3. Click **Go To**. The Bridge Note document becomes active in your word processor and the term “Maturity Date” is highlighted. Deal Proof has taken you to the place where the term is defined.
4. Return to the Indices dialog box by clicking on it.

## Referenced Laws and Cases Index

This index lists all laws and cases referenced in your document.

1. In the Indices dialog box, select **Referenced Laws and Cases** from the *Index* list. Deal Proof displays a list of all laws and cases that are referenced in your main document.



2. Highlight any of the listed laws.
3. Click **Go To**. Your word processor window appears and the first reference to the selected law is highlighted in the document.
4. Return to the Indices dialog box by clicking on it.

### Notes:

- Because you are using corporate documents and not litigation documents in this tutorial, there are no referenced cases displayed in the Referenced Laws and Cases index.
- Feel free to analyze other tutorial documents to see how Deal Proof displays referenced cases. For example, open the Real Estate folder and analyze the “Hazardous Substance Indemnity Agmt to Mortgagee” document.
- Using litigation and real estate documents, you can also click **Go to Westlaw** and **KeyCite** in the Referenced Laws and Cases index. These features let you access Westlaw resources. For example, analyze the “Hazardous Substance Indemnity Agmt to Mortgagee” document, then open the Referenced Laws and Cases index. You can select “42 U.S.C. 1101” and click **Go to Westlaw** to view this statute on Westlaw.

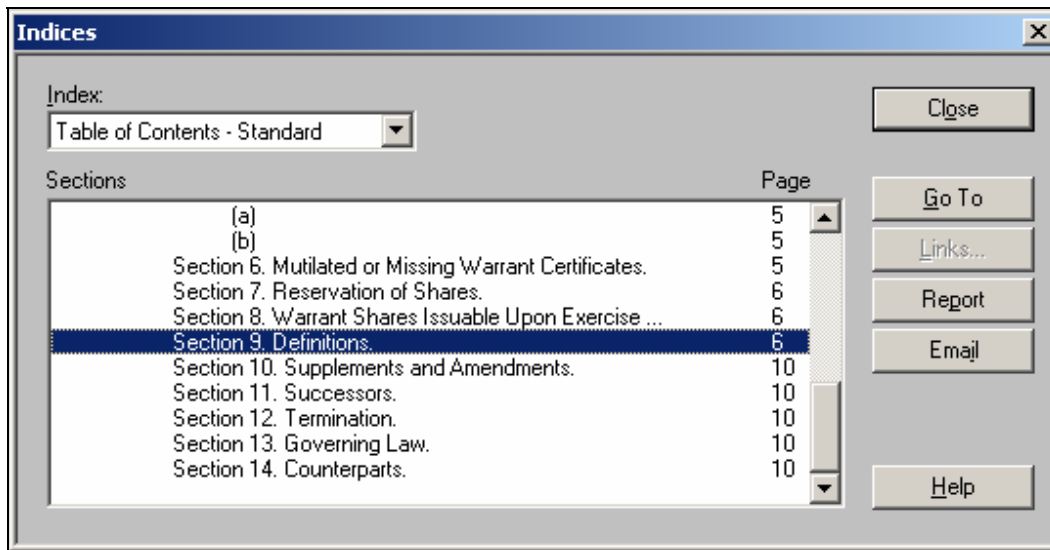
## Table of Contents Index

Deal Proof can generate a table of contents for your main document. From the table of contents, you can quickly jump to any section of your document.

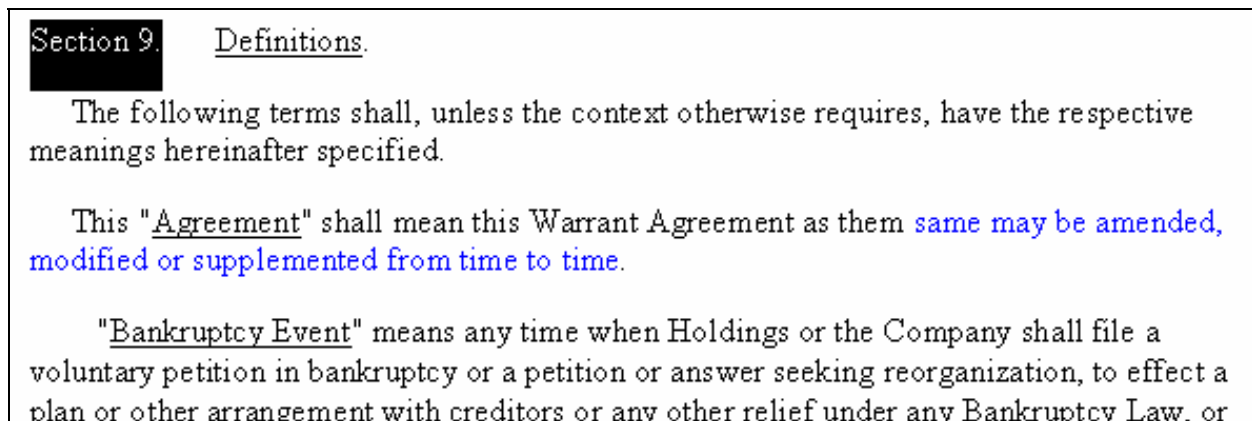
1. In the Indices dialog box, select **Table of Contents - Standard** from the *Index* list. Deal Proof displays a table of contents for your main document.

**Tip:** Select **Table of Contents - Detailed** to see one more level of your document's structure.

2. Scroll down until you see "Section 9. Definitions." Select the section.



3. Click **Go To**. Section 9 is highlighted in your word processor window.

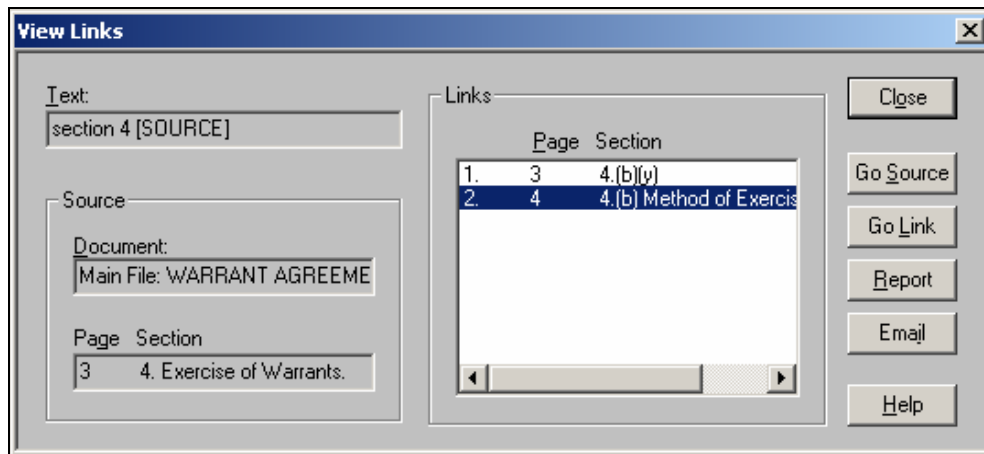


4. Return to the Indices dialog box by clicking on it.

You have seen that you can jump to a particular section in your document from the table of contents. You can also jump to locations in your document that reference a particular section.

1. In the Indices dialog box, scroll down in the table of contents until you get to "Section 4. Exercise of Warrants."
2. Select the section title. Note that the **Links** button is now available.

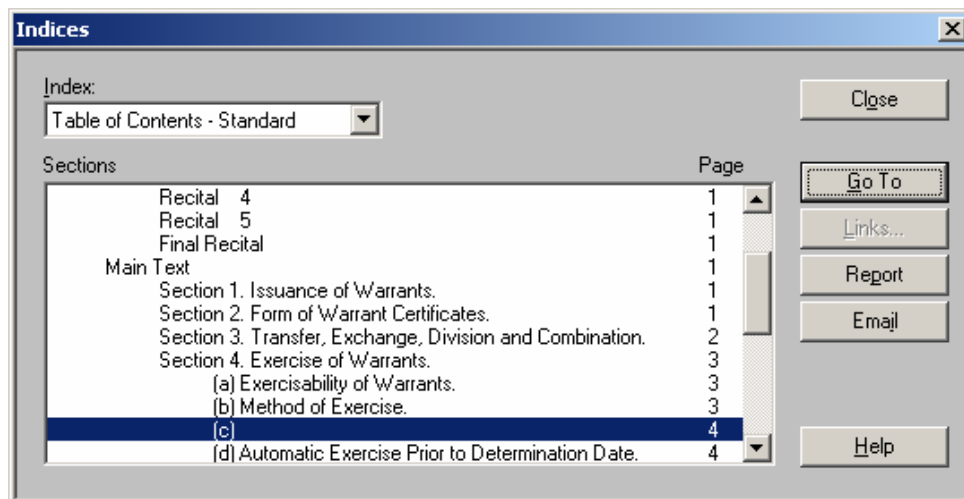
3. Click **Links**. The View Links dialog box is displayed. Note that there are two links available.



4. Select the second link and click **Go Link**. In your word processor window, a reference to Section 4 is highlighted.
5. Return to the View Links dialog box by clicking on it.
6. Click **Close**. The Indices dialog box should still be visible.
7. Click **Go To**. The word processor window is displayed. This time, Section 4 is highlighted.

You can also use the table of contents as a diagnostic tool.

1. In the Indices dialog box, scroll to Section 4(c). As you will notice, there is no section heading for 4(c) in the table of contents.



2. Select Section 4(c) and click **Go To**.

You will see that Section 4(c) is not titled in your document. By reviewing the Deal Proof table of contents, you can quickly check to ensure that the section titles conform within your document.

**Note:** While a Deal Proof table of contents can be a valuable tool in determining the accuracy of your documents, we strongly recommend that they be reviewed before they are incorporated into your document.

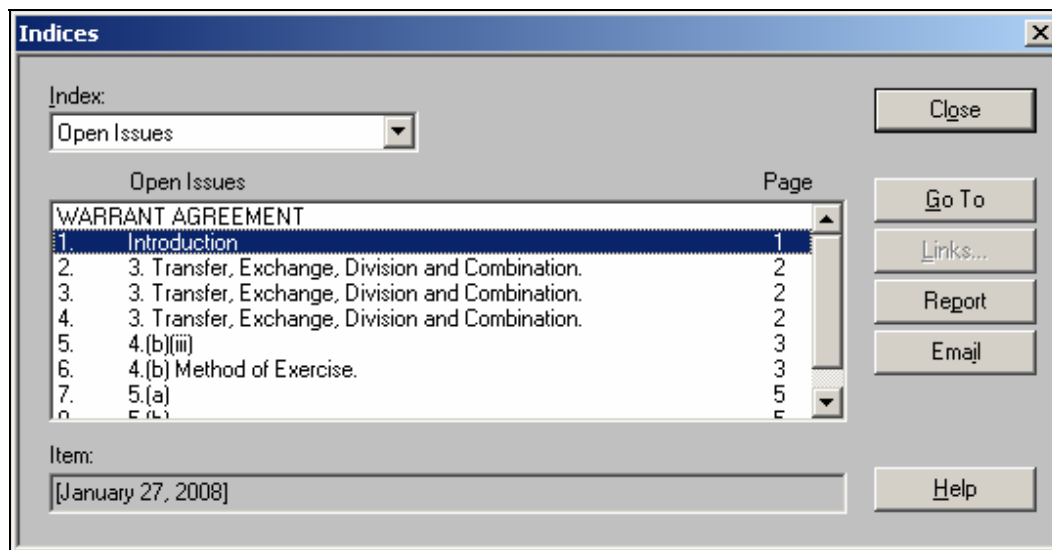
## Open Issues Index

Use the Open Issues index to quickly find incomplete or missing items in your document. Deal Proof finds open issues by looking for common ways of indicating incomplete items, such as a blank underline, text enclosed in square brackets, or “t.b.d.”

1. In the Indices dialog box, select **Open Issues** from the *Index* list.

Deal Proof displays a list of open issues in your main document.

2. Select the first issue, “Introduction.”



3. Click **Go To**. Deal Proof highlights “[January 27, 2008]” in the document.
4. If you want, you can specify a new date and remove the brackets to show that you have resolved this issue.
5. Return to the Indices dialog box by clicking on it.
6. Select the second issue, “Transfer, Exchange, Division and Combination.”
7. Click **Go To**. Deal Proof highlights “\$ \_\_\_\_\_” as the original principal amount in the document.
8. If you want, you can specify a principal amount to resolve this issue.
9. Return to the Indices dialog box by clicking on it.
10. Select the fourth issue, “Transfer, Exchange, Division and Combination.”
11. Click **Go To**. Deal Proof highlights “●” as the number of shares of Class A common stock. In this example, the author used the bullet symbol to mark an open issue.

The Warrants were issued as part of a unit consisting of Notes, Warrants and shares of Class A Common Stock in the relative ratio of \$ \_\_\_\_\_ original principal amount of Notes, ??? Warrants and ● shares of Class A Common Stock, per unit, respectively. In order to implement the provisions of section 5(b) (relating to the expiration of certain Warrants upon the prepayment of Notes prior to the Determination Date) in an orderly

12. Return to the Indices dialog box by clicking on it.
13. Click **Close** to close the Indices dialog box.

## Step 7: Navigating in Your Documents

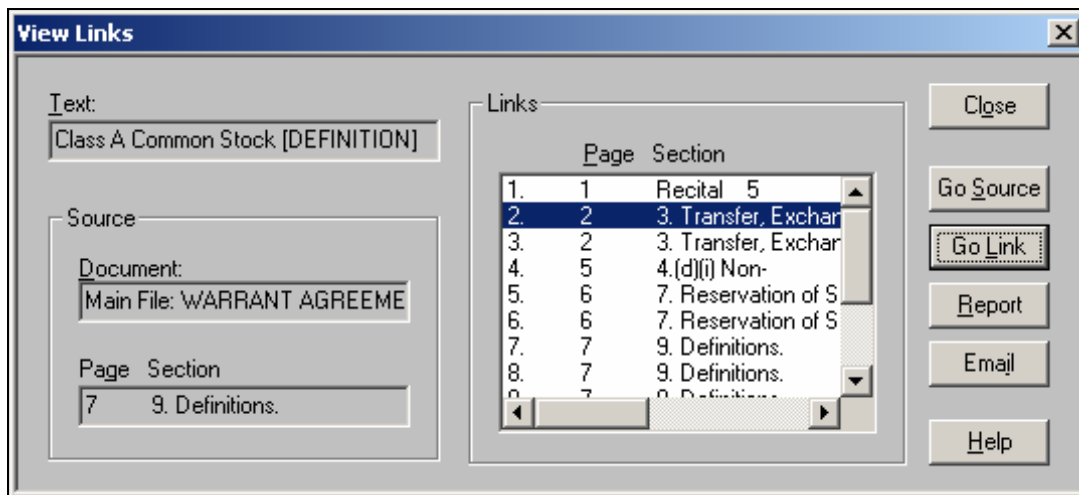
You have seen how you can use the Deal Proof indexes and flags to jump to particular locations in your document. You can also use the Deal Proof Links and Source features to navigate within your documents.

1. On the Deal Proof **Go** menu, click **Home**. Or click the **Analyze** button  on the Deal Proof toolbar.

The main document is displayed. In your word processor window, you should see the main tutorial document (WARRANT AGREEMENT.doc or .wpd).

2. Go to the first page of your document and find the second-to-last recital, which begins “WHEREAS, Holdings intends. . .”
3. Using your mouse, highlight “Class A Common Stock” in the second-to-last recital.
4. On the Deal Proof **View** menu, click **Links**.

The View Links dialog box is displayed, listing all of the locations in your document where “Class A Common Stock” appears.




5. Select any link and click **Go Link**. Deal Proof highlights the selected instance of “Class A Common Stock” in your document.
6. Return to the View Links dialog box by clicking on it.
7. Click **Go Source**. Deal Proof takes you to the location in your document where “Class A Common Stock” is defined.

**"Class A Common Stock"** shall mean Holdings' authorized Class A Common Stock, \$.01 par value, as constituted on the date of this Agreement as originally executed and any securities into which such Class A Common Stock may thereafter be changed (in compliance with this Agreement). The holders of Class A Common Stock shall have full voting rights and powers to vote on all matters submitted to stockholders of Holdings for vote, consent or approval.



You can also go directly to sources from your document. For example, a source can be one of the following:



- a section that is referenced
- a document that is referenced
- the location in the document where a term is defined

To go to a source, complete these steps:

1. Close the View Links dialog box.
2. In your document, go to Section 1 to locate the sentence that begins, “Holdings, for good and valuable consideration. . .”.
3. Using your mouse, highlight the word “Holdings.”
4. On the Deal Proof **Go** menu, click **Source**. Or click the **Analyze** button  on the Deal Proof toolbar. Deal Proof takes you to the location in your document where “Holdings” is defined.


When jumping to different places in your document, you may want to “backtrack” to the locations you have visited.

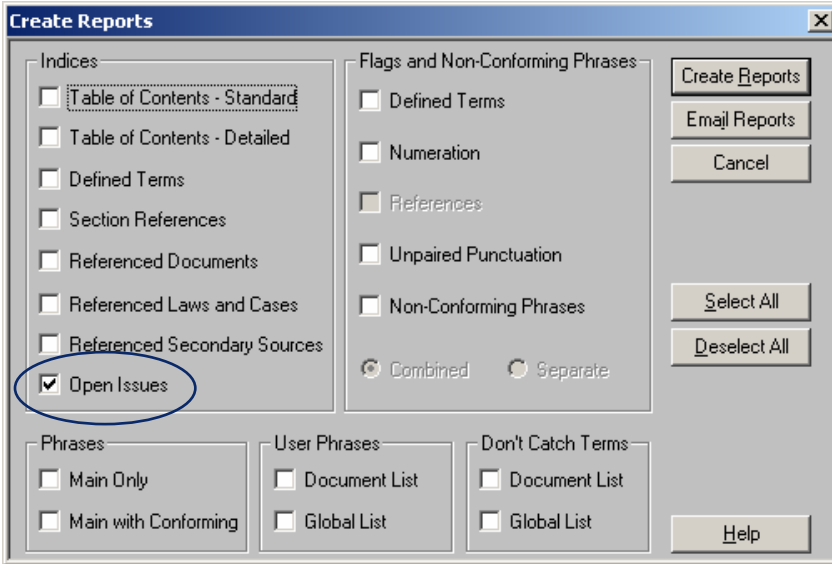
You can do this easily by clicking the **Back**  and **Forward**  buttons on the Deal Proof toolbar.

1. Click the **Back** button  on the Deal Proof toolbar. Or, click the Deal Proof **Go** menu and then click **Back**.  
The cursor in your word processor window goes back to the term “Holdings” in Section 1, which you had earlier highlighted so you could jump to its source.
2. Click the **Forward** button  on the Deal Proof toolbar. Or, click the Deal Proof **Go** menu and then click **Forward**.  
The cursor returns to the term’s definition.

## Step 8: Creating Reports

Deal Proof reports help you keep track of the content of your documents as they move through the proofreading and editing processes.

1. On the Deal Proof **File** menu, click **Reports**. Or click the **Reports** button  on the Deal Proof toolbar.  
The Create Reports dialog box is displayed.
2. Select **Open Issues** from the *Indices* list.



3. Click **Create Reports**. A new document, which lists the open issues in your main document, is displayed in your word processor.

<u>No.</u>	<u>Item</u>	<u>Section</u>	<u>Page</u>	<u>Notes</u>
1	WARRANT AGREEMENT dated as of [January 27, 2008], by and among BR Holdings, Inc., a Delaware	Introduction	1	
2	Stock in the relative ratio of \$ _____ original principal amount	3. Transfer, Exchange, Division and Combination.	2	
3	principal amount of Notes, ???	3. Transfer, Exchange, Division and Combination.	2	
4	Warrants and [] shares of Class A	3. Transfer, Exchange, Division and Combination.	2	
5	said deficiency no later than [5 Business Days] after receipt of such	4(b)(iii)	3	
6	promptly as practicable, and in any event within [2 Business Days] thereafter, execute or cause	4(b) Method of Exercise.	3	
7	exercise in accordance herewith by [5:00 p.m.], local time at Holdings	5(a)	5	

**Tips:**

- You can create multiple reports at one time. Select your report options and click **Create Reports**.
- Click **Email Reports** if you want to generate a report and send it as an e-mail attachment.
- For flags and non-conforming phrases, you can choose to create a combined report or separate reports.

The image shows a screenshot of a software interface with a title bar that reads "Flags and Non-Conforming Phrases". Inside the window, there is a list of options, each with a checkbox:

- Defined Terms
- Numeration
- References
- Unpaired Punctuation
- Non-Conforming Phrases

At the bottom of the window, there are two radio buttons for report generation:


- Combined
- Separate

A blue oval is drawn around the "Combined" and "Separate" radio buttons.

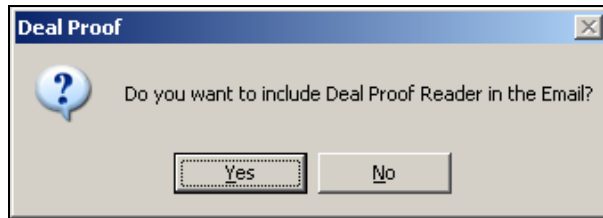
## Step 9: Sending Documents via E-Mail

You can send an analyzed Deal Proof document as an e-mail attachment. For example, you might send an associate who doesn't have Deal Proof an analyzed document to review and update. This person can install the Deal Proof Reader and use it to view the analyzed document.

To send an analyzed document to a colleague or client, complete these steps:

1. In Deal Proof, open the document you want to send. If it is already open, make sure it is the active window.
2. On the Deal Proof **File** menu, click **Email It**. Or click the **Email** button  on the Deal Proof toolbar.

Deal Proof displays this message box:



3. Choose whether you want to send the Deal Proof Reader with the e-mail:
  - The Deal Proof Reader lets users review the attached document if they don't have Deal Proof.
  - If you click **Yes**, the Deal Proof Reader is included as an attachment to the e-mail message.

Deal Proof opens a new message window in your default e-mail program. The analyzed document is attached as a Deal Proof .dpm file, and the Deal Proof Reader is attached as a .zip file.

4. Complete and send the message:
  - Enter the e-mail addresses of the recipients.
  - If you want, you can change the e-mail subject.
  - Enter the text of your e-mail message.
5. When the recipient opens the e-mail message, the following can occur:
  - To install the Deal Proof Reader, the recipient double-clicks the attached **dpreader.zip** file, double-clicks the **setup.exe** file in the WinZip window, and then follows the on-screen instructions to install the reader.
  - To open the analyzed document in the Deal Proof Reader once it's installed, the recipient double-clicks the attached .dpm file.

The recipient can use Deal Proof capabilities in the Deal Proof Reader to review and proofread the document.


### Notes:

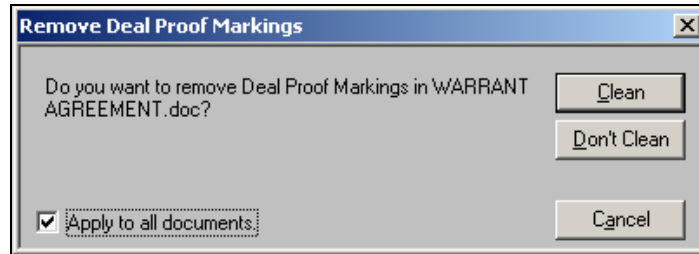
- If Deal Proof is installed on a computer, then Deal Proof Reader cannot be installed and used on the same computer.
- If the recipient already has Deal Proof installed and it is set up to work with DOCS Open or ProLaw, the .dpm file can also be opened using Deal Proof.
- If the recipient already has Deal Proof installed and it is not set up to work with DOCS Open or ProLaw, the recipient can extract the original word-processing file (.doc or .wpd) and .xml file from the .dpm file using WinZip, and then open the word-processing document in Deal Proof as instructed in step 2 on page 5.

## Step 10: Cleaning Your Documents

When you have finished using Deal Proof to work with your document, you can remove the hyperlinks, colors, and flags that Deal Proof has inserted. The Clean feature does this quickly and easily.

To remove Deal Proof information, complete these steps:

1. On the Deal Proof **Tools** menu, click **Clean**. Or click the **Clean** button  on the Deal Proof toolbar.
2. The Remove Deal Proof Markings dialog box is displayed.




3. Select **Apply to all documents** to remove Deal Proof markings from your main document and any linked documents.
4. Click **Clean** to remove Deal Proof markings.
5. Deal Proof removes any colors, hyperlinks, and flags that were inserted during your Deal Proof session.

**Tip:** Deal Proof also includes the Special Clean feature. In addition to removing Deal Proof markings, Special Clean also removes colors you manually inserted into your word-processing file.

## Step 11: Ending Your Deal Proof Session

To close your document and exit Deal Proof, complete these steps:

1. Do one of the following:
  - If it's displayed, click the **Close** button  on the Deal Proof toolbar. (This button is typically available with DOCS Open and ProLaw only.)
  - Otherwise, in your word processor, click the **File** menu and then click **Close**.
2. If you have not cleaned your document, Deal Proof may ask whether you want to remove the Deal Proof information. You can click **Clean** or **Don't Clean**.
3. If you are prompted, click **Close**.
4. To close Deal Proof, click the Deal Proof **File** menu and then click **Exit**.

## Conclusion

This tutorial has given you a general introduction to Deal Proof's features. Please refer to the *Deal Proof User Guide* or the online help for detailed instructions on using Deal Proof.

This tutorial focused on the corporate documents in the Deal Proof tutorial folder. You can also use Deal Proof to analyze the sample documents in the Employment, Real Estate, and Litigation folders within the tutorial folder. All of the sample documents are available in Microsoft Word format and some are also available in WordPerfect format.

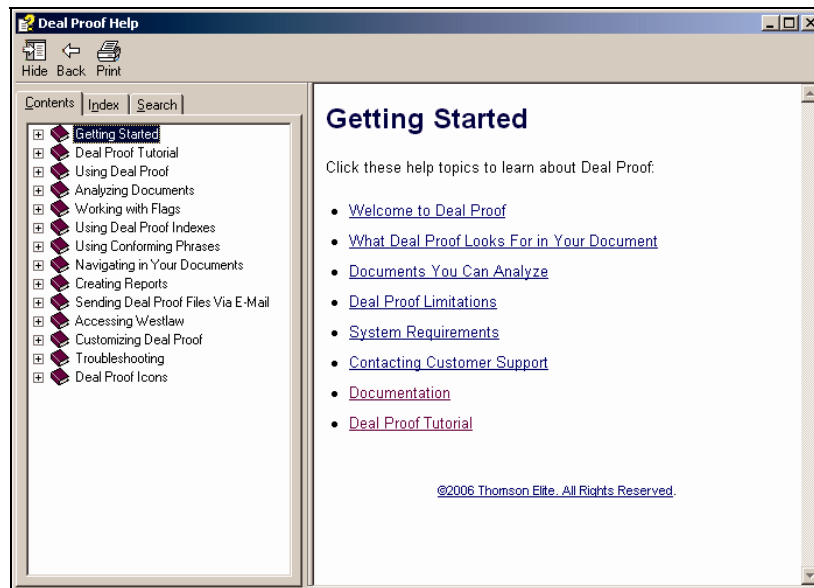
If you have any questions regarding the use of Deal Proof with your documents, please contact Customer Support at **1-888-Westkm1** (1-888-937-8561).


## Additional Resources

### Deal Proof Documentation

Online help is available in the application:

- To use the Help system, click the **Help** menu and then click **Help Topics**.



- When you are working in a dialog box, you can access the online help for that feature by clicking the **Help** button or pressing **F1** on your keyboard.
- You can also click the **Help** button  on the Deal Proof toolbar and then click on a dialog box or toolbar button to open the help for that feature.

Additional Deal Proof documentation is also available at [www.dealproof.com](http://www.dealproof.com).















### Customer Support












To contact Customer Support, you have these options:

- **Phone:** 1-888-937-8561  
For installation and technical questions, press **2**.  
For research or content questions, press **3**.
- **Email:** [west.wckm@thomson.com](mailto:west.wckm@thomson.com)

## Deal Proof Toolbar Buttons

This appendix shows the buttons that appear on the Deal Proof toolbar.

Button	Name	Description
	Open	Open a document in Deal Proof (with DOCS Open and ProLaw only).
	Close	Save your changes and close a document in Deal Proof (with DOCS Open and ProLaw only).  If you have multiple documents open, Deal Proof displays a dialog box that asks whether you want to close all open documents.
	Save	Save the document in Deal Proof (with DOCS Open and ProLaw only).
	Analyze	Analyze the document in Deal Proof.
	Email	Send an analyzed document as an e-mail attachment.  As an option, you can send the Deal Proof Reader with the e-mail. A user who does not have Deal Proof can use the Deal Proof Reader to review the analyzed document.
	Indices	Open the Indices dialog box, where you can view lists of defined terms, open issues, referenced documents, and other Deal Proof resources.
	Referenced Laws and Cases	Open the Referenced Laws and Cases dialog box.
	Referenced Secondary Sources	Open the Referenced Secondary Sources dialog box.
	Table of Contents	Open the Table of Contents dialog box.
	Defined Terms	Open the Defined Terms dialog box.
	Open Issues	Open the Open Issues dialog box.
	Conforming Phrases	Open the Conforming Phrases dialog box.
	Flags	Open the Flags dialog box, where you can review potential issues in your document.
	Close All	Close all open dialog boxes.

Button	Name	Description
	Source	Go to the source of the highlighted entry in your document.  For example, you can select a defined term and click the <b>Source</b> button  to view the definition of that term.
	Home	Return to the main document.  For example, if you are reviewing a referenced document, you can click the <b>Home</b> button  to easily return to the main document.
	Reports	Run Deal Proof reports.
	Back	Jump back to the previous position you visited in the document.
	Forward	Return to the position in the document before you clicked the Back button  .
	Clean	Remove all Deal Proof changes and markings from the document.
	Help	View the help topic for the dialog box that is currently displayed: <ul style="list-style-type: none"> <li>• Click the <b>Help</b> button  and then click again in the dialog box.</li> <li>• You can also open the dialog-level help by pressing <b>F1</b> on your keyboard or by clicking the <b>Help</b> button on the dialog box.</li> </ul>