




Deal Proof Quick Reference Guide




To Review Documents: Create efficiencies and provide a quality check on internal and external documents


 Easily navigate to key sections within the document for efficient review. Review the structure of the document as other authors contribute information.

 Get a list of all defined terms in the document. Easily navigate to their definitions and link to everywhere they are used. Create a report of all defined terms.


 Get a list of all open issues within the document and their locations. Create a report for issue closure delegation.


 Easily check the accuracy of section references.

To Proofread Documents: Catch errors, omissions and inconsistencies to mitigate risk and enhance document quality


 **Defined Terms:** Terms used but not defined, terms defined multiple times, terms defined but not used, terms not capitalized. **Non-Conforming**

Language: Are you consistent in how you say what you say throughout the document? **Numeration:** Confirm numeric consistency both on the margin and within the text. **Unpaired Punctuation:** Did you omit a closing quotation mark, bracket or parenthesis?

 Open issues should also be reviewed during the Proofreading stage.

 With one click, generate reports on all reviews and proofreading items.

To Navigate: Provides a quick method to move within and between your documents.

 Refocuses your screen on your main document.



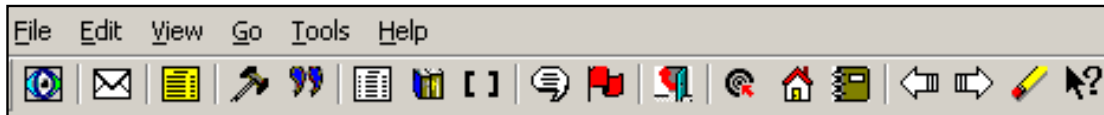
Highlight references to defined terms &/or sections. Click to view them.



Back/Forward browser-like navigation.

Deal Proof Customer Support: (888) 937-8561 or West.wcsmk@thomson.com

Deal Proof Quick Reference Guide



To Begin Your Deal Proof Session

1. Open document.



2. Launch Deal Proof from Word.



3. Analyze and proofread your document. Create lists of findings and summaries described on the back of this quick reference guide.

To End Your Deal Proof Session



1. Remove Deal Proof's navigational hyperlinks and session font colors.

2. Close and save document in your word processor.

Why Deal Proof.....

- Mitigate Risk
- Enhance Document quality
- Provide high level client service
- Increase productivity and profitability
- Efficiency
- Speed Research Efforts

You'll want to run Deal Proof on both your own documents and those drafted by other parties.

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