

# Defined Terms Indexer®

An essential tool for accurate documentation

## Data Sheet

- Shows where and how terms are used
- Identifies terms that are defined but not referred to
- Tracks down orphaned defined terms (used but not defined)
- Makes sure words and phrases are used correctly

### Indexes any Word document

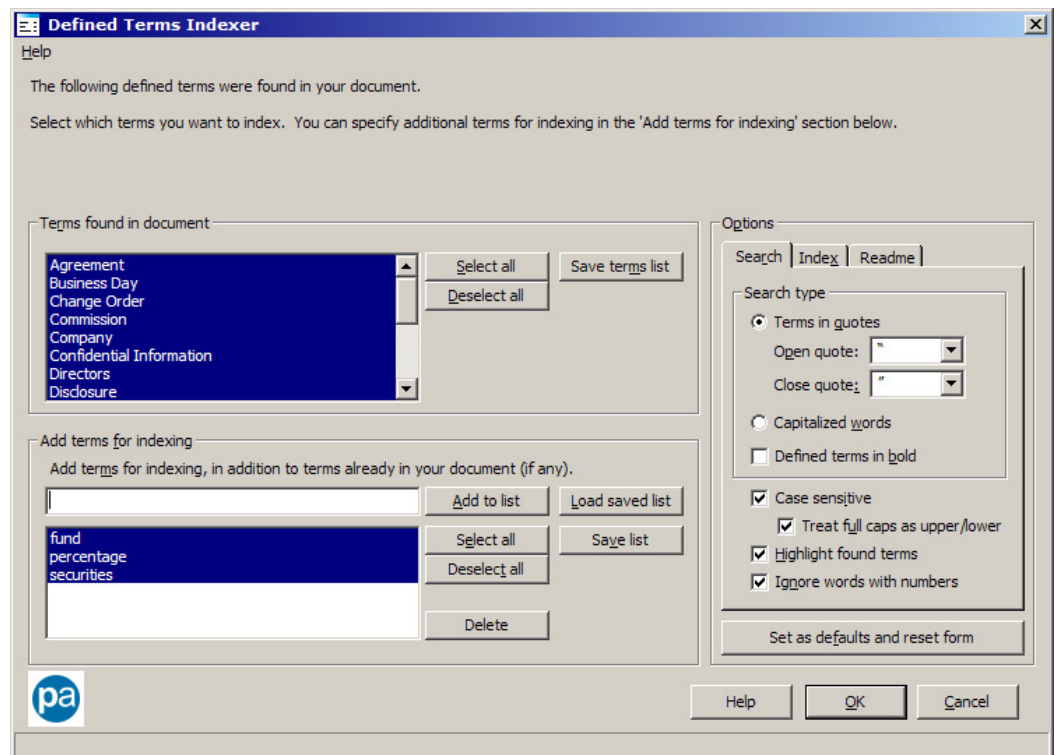
Defined Terms Indexer is a Word add-in that indexes and highlights defined terms as well as user-specified words and phrases in Word documents. It works with every kind of document – contracts, agreements, pleadings, prospectuses, leases, insurance policies, any document for any profession.

Defined Terms Indexer automatically finds, highlights and indexes any number of words and phrases in any Word document, whenever you want. You can quickly and easily track any or all of your terms to make sure they're used and capitalized correctly with a few clicks of a mouse. Defined Terms Indexer accelerates proofreading complex word processing documents, allowing you to concentrate on content.

You can choose whether you want Defined Terms Indexer to automatically list all defined terms – words and phrases in double quotes – or find and list all capitalized words and phrases. You can also provide your own search lists instead of in addition to what Defined Terms Indexer finds for you.

### Easy to use

The clear, easy to understand interface makes it simple for everyone in your organization to create their own defined terms indexes: professionals as well as support staff.



The index can be updated anytime. Defined terms index entries and indexes can easily be removed with the click of a button.

### Use with any open document

Because Defined Terms Indexer is a Word add-in, it can be integrated with existing menus and button bars. While a document is open, you just point and click to create a new defined terms index or update an old one.



# Defined Terms Indexer : Data Sheet

## Features:

- Automatically finds all defined terms or all capitalized words and phrases
- Users can supply their own list of words and phrases instead of or in addition to any defined terms – lists can be saved for re-use
- Select one, more or all terms for indexing
- Case-sensitive or case-insensitive searches
- Optional highlighting - every instance of each indexed term can be highlighted making it easy to see indexed terms on screen and in print
- Searches document main body, footnotes and endnotes
- Indexes terms found, lists terms defined but not used (used only once) and terms used but not defined

this Agreement

### INDEX OF DEFINED TERMS (section page numbers)

Agreement, 1, 2, 3, 4, 5, 6, 7, 8	Intellectual Property Rights, 1, 2, 4, 5
business, 4	Legislation, 1
Business Day, 1, 2, 3, 5, 6, 8	Option Agreement, 2, 3, 6
Commission, 1, 3	Option Date, 1, 4
Company, 1, 2, 3, 4, 5, 6, 7, 8, 9	Purchaser, 1, 2, 4, 9
Confidential Information, 1, 2, 5, 6, 9	Shares, 1, 2, 4
Directors, 1, 2, 3, 4, 5, 6, 8	Vendor, 1, 2, 3, 4, 5, 6, 8
Disclosure, 2	Warranties, 1, 4, 5

### DEFINED BUT NOT USED / USED ONLY ONCE (see Index above for page number)

business  
Legislation

### NOT FOUND

percentage  
securities

- Show/hide lists of terms defined but not used and terms used but not defined
- Save and load lists of terms for indexing
- Index-deletion feature removes all defined terms index markers and indexes to leave a clean copy (only defined terms indexing is removed, other indexes are ignored)
- Supports English, French and German quotation punctuation
- Compatible with Word 2000, 2002/XP and 2003 (Word 97 version available on request)

## Extendible, customizable

Defined Terms Indexer is a Word add-in that can be accessed by other add-ins and applications with simple commands. It can easily be added to templates, menus, toolbars and macros for seamless integration with your existing Word setup. Consulting services are available to assist with customization, integration, and adding new features.

## Pricing

Per-desktop pricing makes Defined Terms Indexer affordable for any organization as well as individuals. Volume discounts are available for more than 50 desktops. Visit [www.ProductivityApps.com/purchase](http://www.ProductivityApps.com/purchase) for details.

## About the developer

Chuck Henrich has over 20 years experience supporting legal, financial and medical clients with custom applications that automate workflow in office productivity suites. He also develops database applications featuring integration with word processing/spreadsheet applications. Additional consulting services include third party code evaluation and documentation. He provides expert custom solutions across all Microsoft® Office products that help clients get the most from their office productivity software investment. All his solutions emphasize ease of use and attention to detail, tailored to each client's unique needs.

## For more information and a demo copy contact:

Chuck Henrich  
ProductivityApps  
66 Brighton Square  
Dublin 6  
Ireland

Telephone: +353 86 855 5878  
Email: [info@ProductivityApps.com](mailto:info@ProductivityApps.com)  
Web: [www.ProductivityApps.com](http://www.ProductivityApps.com)