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Review of PerfectIt Pro

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In brief writing, small mistakes such as failing to define an abbreviation, inconsistent capitalization, etc. inevitably occur. Intelligent Editing's PerfectIt Pro 2.0 combs through your Word documents to help you find and correct these and other errors. We asked Charlotte real estate lawyer Richard Belthoff Jr. to test PerfectIt Pro for this issue of LitigationWorld, figuring that if it can handle his 35,000 word commercial leases it can handle anything in the litigation realm. Read his review to find out how well PerfectIt Pro performed.

I sometimes miss the little things when proofreading a lengthy contract. For example, I might forget to capitalize all instances of the defined term "Tenant" in a lease or I might use "right of way" in one paragraph and "right-of-way" in another. In the majority of situations, I don't lose any clarity. However, in some cases, I risk making it more challenging for my readers to discern the true intent of my words.

Years ago, I tried DealProof from ExpertEase to assist in proofreading my documents. West Publishing (now Thomson Reuters) acquired DealProof several years ago and now offers it for sale under the name [Westlaw Drafting Assistant-Transactional](#)).

I recently searched for an alternative and discovered Intelligent Editing's [PerfectIt Pro 2.0](#), which costs \$99. The company also offers a "Standard" version of PerfectIt for

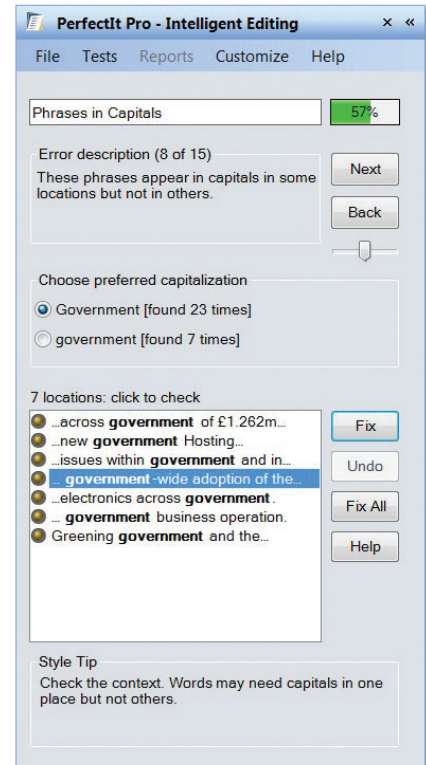
\$59 with fewer features and a limit of 20,000 words per document (one of my reasonably complicated office leases contains more than 35,000 words so I clearly need the Pro version). The company's web site contains a [chart comparing the two versions](#). The company provided me with a complimentary copy for this review in [LitigationWorld](#).

PerfectIt Pro works within Microsoft Word for Windows so it's not for you if you use WordPerfect or Word for Mac. It locates typos and errors in your Microsoft Word documents that Word's spelling and grammar checkers fail to catch. Although Intelligent Editing designed PerfectIt Pro for use in many industries, it works quite well on legal documents. It's especially useful when multiple authors draft one document because that's a recipe for inconsistencies.

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PERFECTIT PRO'S FEATURES

PerfectIt Pro checks for errors and inconsistencies in hyphenation/dashes, spelling, abbreviations, capitalization, bullets/lists, tables, boxes, figures, and comments. You run PerfectIt Pro within a Word document like a spellchecker. PerfectIt Pro flags errors and offers suggested corrections. For example, when I tested PerfectIt Pro on this review, it notified me that I used "right of way" in one location and "right-of-way" in another (see my introduction above). In addition,



PerfectIt Pro questioned my use of contractions and suggested the use of two words instead for a more formal writing style.

I checked a lengthy lease with PerfectIt Pro and discovered many inconsistencies, especially in capitalized terms and the use of abbreviations. PerfectIt Pro also identifies abbreviations that are used before they are defined, undefined abbreviations, abbreviations defined twice, and other such inconsistencies that often crop up in legal documents.

You can customize PerfectIt Pro by skipping tests (e.g., bullets/lists if you have no lists in your document), running only certain tests (e.g., the tests that matter in your open document), or creating or importing "Styles" containing

your favorite and most useful tests. Users in the PerfectIt Pro forum post sample Styles for downloading and installation (e.g., the Canadian Spelling Style Sheet).

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I particularly like the number checking feature in PerfectIt Pro. I recently finished reading Ken Adams' *A Manual of Style for Contract Drafting (Second Edition)* in which Ken recommends that lawyers spell the numbers "one" through "ten" and then use numerals for 11 and beyond (although Ken notes that you can use any numbering scheme as long as it's consistent).

PerfectIt Pro checks the use of numbers in your document, and enables you to configure the number checking option to check for internal consistency only (i.e., that your personal method of numbering is consistent throughout your document no matter whether you use numbers or words for certain groups of numbers) or to check that all levels of numbers are either words or numbers (e.g., you can configure PerfectIt Pro to ensure that all numbers below 11 are words and all numbers 11 or above are numerals).

After checking a document, PerfectIt Pro presents you with a list

of Additional Tasks. From this list, you can, for example, generate a table of abbreviations, accept track changes, remove comment boxes, update a table of contents, update cross-references, and convert two spaces to one (one of my favorites).

PERFECTIT PRO WISH LIST

Although PerfectIt Pro leaves detailed grammar checking to other applications (e.g., Word's built-in grammar checker), I wish it could handle some issues not handled by Word's grammar checker. For example, it doesn't flag double commas in the middle of a sentence, which is fine because Word's grammar checker flags them. However, neither Word nor PerfectIt Pro flags missing or mismatched parentheses (something that DealProof did when I used it years ago). The folks at Intelligent Editing informed me that they are considering adding parentheses checking in a future release.

I also found that PerfectIt Pro presents flagged document issues in a somewhat confusing way. For example, in my lengthy lease, I used "affiliate" three times and "Affiliate" five times. However, if I click the option to display "affiliate (found 3 times)" (which is how PerfectIt Pro displays the issue), PerfectIt Pro displays the five instances where I used "Affiliate" rather than the three instances where I used "affiliate," which is what I expected. It took me a while to figure out PerfectIt Pro's thinking. Nevertheless, once you get used to the way PerfectIt Pro displays flagged issues, it enables to you make changes easily and quickly.

Both litigators and transactional lawyers will find PerfectIt Pro useful... You can try it free for 30 days to see how well it works. I think you'll like it.

TECHNOSCORE

PerfectIt Pro will help you find inconsistencies and other problems in documents that you might otherwise miss through simple proofreading. Of course, you will still need to proofread your documents, but PerfectIt Pro will help ensure that you don't miss the little things. Both litigators like you and transactional lawyers like me will find PerfectIt Pro useful (especially those of us who regularly create complex documents such as briefs and leases). Intelligent Editing offers PerfectIt Pro at a competitive price — and you can try it free for 30 days to see how well it works on your documents. I think you'll like it.



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