

Wordman's Acrogen



**Wordman
Speaks™**

User Guide

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wordmanspeaks.com

1. Introduction


Thank you for purchasing Wordman's Acrogen.

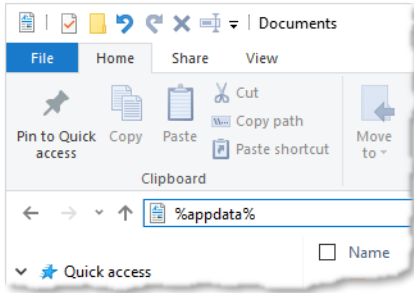
Wordman's Acrogen, an add-in for Microsoft Word, provides a tool for creating abbreviation lists for proposals rapidly and accurately. You can use *Wordman's Acrogen* on a single, open document (the Active Document) or on a folder containing multiple Word documents. It is rapid, accurate and produces a new document with a table of abbreviations that lists the page number of the first occurrence of each abbreviation, or the page numbers of each occurrence, and, optionally, a total count of the occurrences of each abbreviation. *Wordman's Acrogen* defines an abbreviation as:

- A word with more than one uppercase letter, e.g., DoD, and WBS.
- A word with at least one uppercase letter and one number, e.g., 3D and C4ISR.

2. Installation

Wordman's Acrogen is supplied in a ZIP file, **Wordman_Acrogen.zip**. Save this file to your PC, open the ZIP file, and extract **Wordman Acrogen.dotm** to the special folder that Microsoft Word uses to store add-ins.

To do this, first open Windows Explorer by pressing the Windows button, , and **E** together. In the address box, type **%appdata%** and then press **Enter**:



Windows Explorer displays the contents of your personal **AppData/Roaming** folder. Open the **Microsoft** folder, and in that folder, open the **Word** folder. In the **Word** folder, open the **STARTUP** folder. Save the **Wordman Acrogen.dotm** into the **STARTUP** folder.

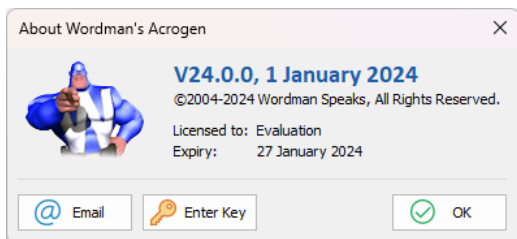
You will see Windows has expanded **%appdata%** to the full path, e.g.

C:\users\[username]\appdata\roaming\microsoft\word\STARTUP

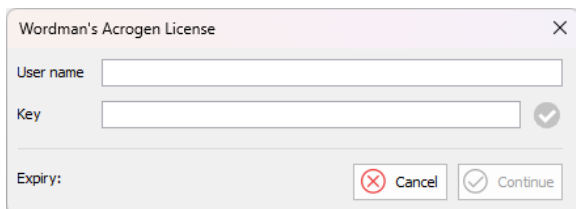
where **[username]** is your username on your PC.

3. Licensing

Wordman's Acrogen is a licensed product. After you have installed and first run *Wordman's Acrogen*, a thirty-day evaluation period starts, allowing full functionality. After the thirty-day evaluation period expires, you need to purchase a full license to continue using *Wordman's Acrogen*. To enter a full license key, click **i About** in the **Abbreviations** group on the **Wordman** ribbon tab:




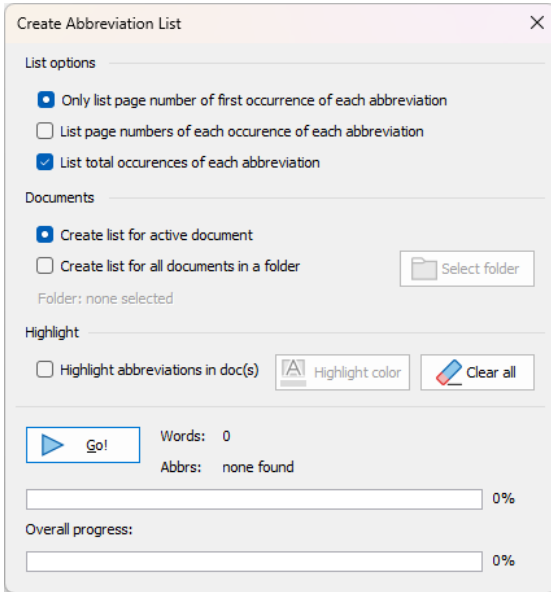
On the **About Wordman's Acrogen** dialog, click **Enter Key**. *Wordman's Acrogen* displays the **Wordman's Acrogen License** dialog:



Enter the **Username** and **Key** you received by email from Wordman Speaks when you purchased your *Wordman's Acrogen* license.

4. Creating an Abbreviation List

To create an abbreviation list, click  **Create List** in the **Abbreviations** group on the **Wordman** ribbon tab:



Create Abbreviation List

List options

- Only list page number of first occurrence of each abbreviation
- List page numbers of each occurrence of each abbreviation
- List total occurrences of each abbreviation

Documents

- Create list for active document
- Create list for all documents in a folder Select folder

Folder: none selected

Highlight

- Highlight abbreviations in doc(s) Highlight color Clear all

Go! Words: 0
Abbrs: none found

0%

Overall progress:

0%


4.1. List Options

You can choose to **Only list page number of first occurrence of each abbreviation**, or **List page numbers of each occurrence of each abbreviation**. This allows you to ensure that each abbreviation is spelled out in full on the first occurrence, and not on remaining occurrences.

When you select **List total occurrences of each abbreviation**, *Wordman's Acrogen* adds an extra column to the output table with the total occurrences of each abbreviation. You can then decide whether you need to provide the abbreviated form if the abbreviation is used only once.

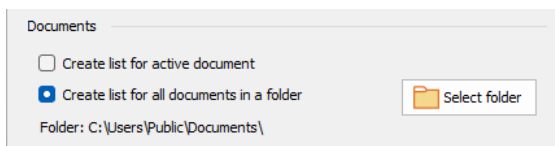
4.2. Documents

If your proposal is in one document, then by default you only need to open the document and run *Wordman's Acrogen*.

If your proposal comprises multiple documents, but you want one inclusive abbreviation list, select **Create list for all documents in a folder**. *Wordman's Acrogen* enables the  **Select folder** button. Click this and browse to the folder containing your documents.


Note: The **Select Document Folder** dialog only shows folders, not the files in those folders.)

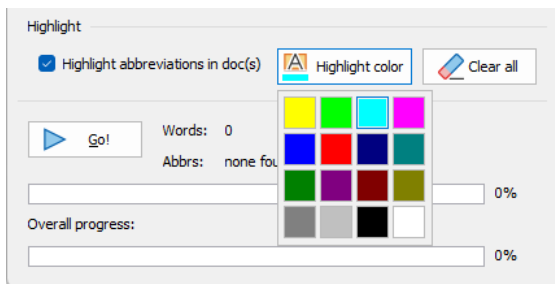
Wordman's Acrogen displays the selected folder on the **Create Abbreviation List** dialog:




With the multiple document option selected, *Wordman's Acrogen* automatically selects the **List all page numbers of occurrences of each abbreviation** option and adds the filename to the listed page numbers.

4.3. Highlight


To make it easier to find abbreviations in your documents, check **Highlight abbreviations in doc(s)**. *Wordman's Acrogen* enables the  **Highlight color** button. Click this button to choose the highlight color:



If you select the **Create list of all documents a folder** option, and check **Highlight abbreviations in doc(s)**, *Wordman's Acrogen* creates a sub-folder named **Highlights** with the date and time and saves a copy of each document processed with the abbreviations highlighted.

Note: After you have run *Wordman's Acrogen* with highlights, you can remove all highlights (not just those created by *Wordman's Acrogen*) from the active document. To do this, click  **Clear All**.

4.4. Running Wordman's Acrogen

To run *Wordman's Acrogen*, click  **Go!** *Wordman's Acrogen* displays the total number of words to scan, the number scanned, the elapsed time, the scanning speed (words per second), and the total and unique number of abbreviations found. The upper progress bar and percent complete display gives you a visual indication of how far *Wordman's Acrogen* has scanned through the document.

If the **Create list of all documents in a folder option** is selected, the file-name of the document being scanned is displayed, and the lower progress bar and percent complete display gives you a visual indication of how far *Wordman's Acrogen* has scanned through the documents found in the selected folder.

4.5. Output Document

This is a typical output from *Wordman's Acrogen* with multiple documents:

Abbreviation	Meaning	Page(s)	Count
AA		V.III Att. B - QCP.doc 13, V.III—Attachment D, Physical Security Plan.docx 22, V.III—Attachment D, Physical Security Plan.docx 22, V.III—Attachment D, Physical Security Plan.docx 22	4
AAE		V.III—Attachment D, Physical Security Plan.docx 35	1
ABF		V.III Att. B - QCP.doc 17	1
AIS		V.III—Attachment D, Physical Security Plan.docx 17	1
ALQ		V.III Att. B - QCP.doc 5	1
AMC		V.III—Attachment D, Physical Security Plan.docx 37	1
AMSMC		V.III—Attachment D, Physical Security Plan.docx 22	1

The table columns are as follows:

- **Abbreviation:** The abbreviations found by *Wordman's Acrogen* in the Active Document or selected documents. See the three notes at the end of this section for more details.
- **Meaning:** You can enter the full version of the abbreviation in this column.
- **1st Page/Pages:** Lists the page number of the first occurrence of each abbreviation, or the page number of each occurrence of each abbreviation, including the document name if the list was created for all the documents in a folder.

Wordman's Acrogen also finds abbreviations in other document areas and returns to following information:

- Header: **hdr**
 - Footer: **fttr**
 - Footnote page number, followed by **fn**
 - Endnote section number, followed by **en**
 - Text Box page number, followed by **tb**
 - Comment page number, followed by **c**
- **Count:** only displayed if **List total occurrences of abbreviation** is selected. If you only have one occurrence of an abbreviation, you can decide to simply spell it out in full and not include the abbreviation, saving some space.

Note 1: As a proposal development best practice, when an abbreviation occurs multiple times, make sure you spell out the meaning in full at the first occurrence in each document and not thereafter.


Note 2: Since *Wordman's Acrogen* is looking for words with two or more uppercase letters, it finds words that have been capitalized when typed, e.g., in headings. You can minimize this by going to those words, pressing **Shift+F3** to toggle between uppercase, lowercase, and finally title case. If a particular heading should be in uppercase, ensure **All caps** is checked in the heading style's font settings.

Note 3: The definition of a *word*, internal to Microsoft Word, is characters separated by punctuation. Therefore, in this definition, **AT&T** is three words—**AT**, **&**, and **T**—since Word does not recognize an ampersand as a character. To get around this problem, and identify **AT&T** as an abbreviation, *Wordman's Acrogen* converts all ampersands to the capital thorn character, **Þ**. (Icelandic is the only language that uses the thorn character, so if you are preparing a proposal in Icelandic, please contact Wordman Speaks for a custom version of *Wordman's Acrogen*.) After generating the abbreviation list, *Wordman's Acrogen* converts all thorn characters back to ampersands.

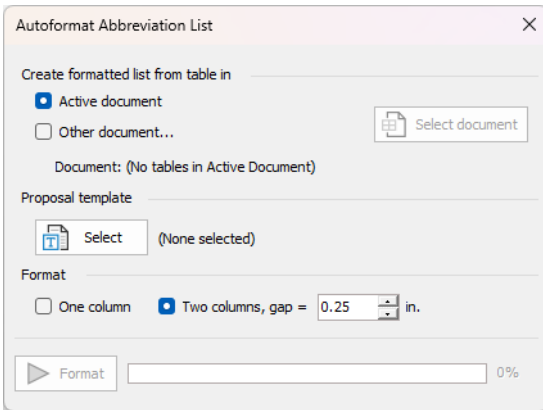
5. Formatting an Abbreviation List

Use the abbreviation list created above to:

- Ensure all abbreviations are valid and correctly used
- Establish the correct meaning for each abbreviation
- Ensure the first occurrence of the abbreviation is written out in full
- Ensure remaining occurrences are not written out in full

After you have completed these activities, you can use *Wordman's Acrogen* to format your abbreviation list, ready for submission with your proposal. Click  **Format List** in the **Abbreviations** group on the **Wordman** ribbon tab.

Wordman's Acrogen displays the **Autoformat Abbreviation List** dialog:



Autoformat Abbreviation List

Create formatted list from table in

Active document

Other document... Select document

Document: (No tables in Active Document)

Proposal template


Select (None selected)

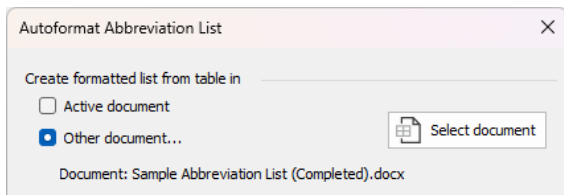
Format


One column Two columns, gap = 0.25 in.

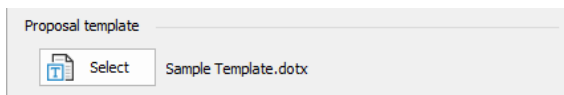
Format 0%

By default, *Wordman's Acrogen* displays **Active Document** as the selected document, providing the Active Document contains a table with at least two columns.

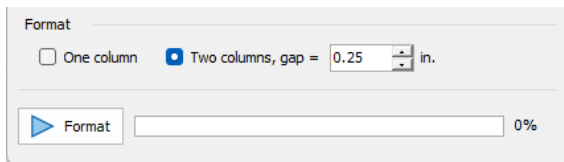
By default, *Wordman's Acrogen* will format the active document, but you can select another document by selecting **Other document...**, clicking  **Select document**, and then browsing to the document. *Wordman's Acrogen* displays the selected document:




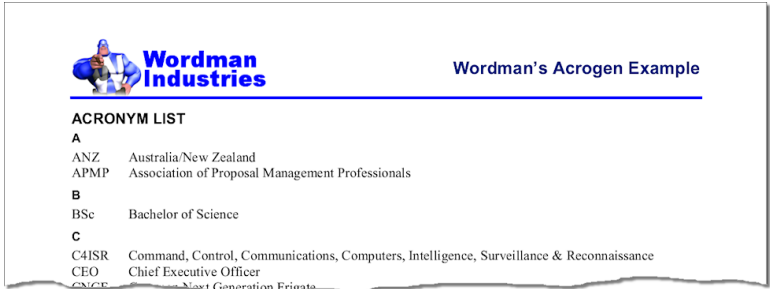
Next, select the proposal (document) template you want to use to format your abbreviation list. (Your proposal template contains the page setup, headers, footers, and formatting styles for your proposal.) Click  **Select** under **Proposal template**. *Wordman's Acrogen* displays your selected template:



Next, under **Format**, select either a one-column or a two-column abbreviation list format. If you select a two-column list format, you can set the gap between the two columns:



Finally, click  **Format** to create your formatted abbreviation list. *Wordman's Acrogen* creates the formatted list, for example:



Wordman's Acrogen creates two new styles in the abbreviation list document:

- **AA Header:** used for the heading characters **A, B, C**, etc.
- **AA List:** used for the list entries

You can modify these styles in the finished formatted list to suit your proposal template.

6. Disclaimer

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