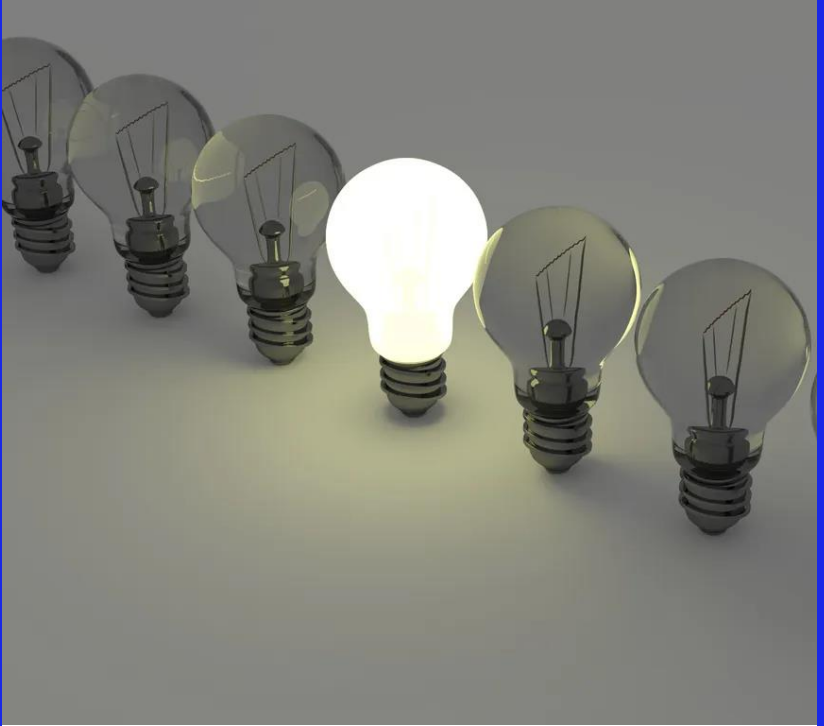


# *Wordman's Acroliter*



**Wordman  
Speaks™**

**User Guide**

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[wordmanspeaks.com](http://wordmanspeaks.com)

### 1. Introduction

*Thank you for purchasing Wordman's Acroliter.*

*Wordman's Acroliter*, an add-in for Microsoft Word, combines two of Wordman's most popular add-ins, *Wordman's Acrogen* and *Wordman's Hiliter*, into one tool.

*Wordman's Acrogen* 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.

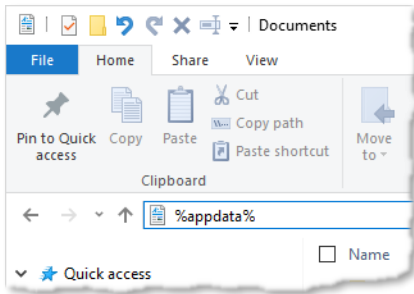
*Wordman's Hiliter* provides a tool for easily highlighting multiple words and phrases ("keywords") in a proposal document, based on a custom list that you can share throughout your proposal team. This add-in can help to ensure compliance with official proposal terms, and to avoid accidental previous client names from being included when reusing content.

You can create and manage multiple keyword files and share them with other members of your proposal team. Each keyword can have different search options, e.g., only matching the whole word rather than the keyword embedded in other words, and a different highlight color.

## 2. Installation

Wordman's Acroliter is supplied in a ZIP file, **Wordman\_Acroliter.zip**. Save this file to your PC, open the ZIP file, and extract **Wordman Acroliter.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, **W**, 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 Acroliter.dotm** into the **STARTUP** folder.

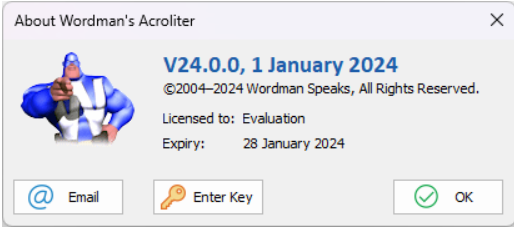
You will see Windows has expanded **%appdata%** to the full path, e.g.

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

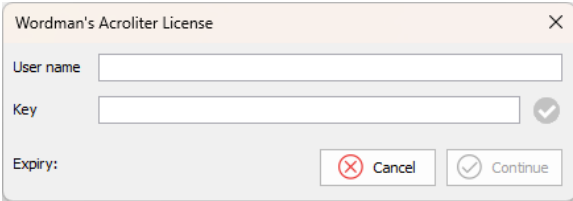
where **[username]** is your username on your PC.

### 3. Licensing

Wordman's Acroliter 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 Acroliter. To enter a full license key, click **i About** in the **Acrogen and Hiliter** group on the **Wordman** ribbon tab:




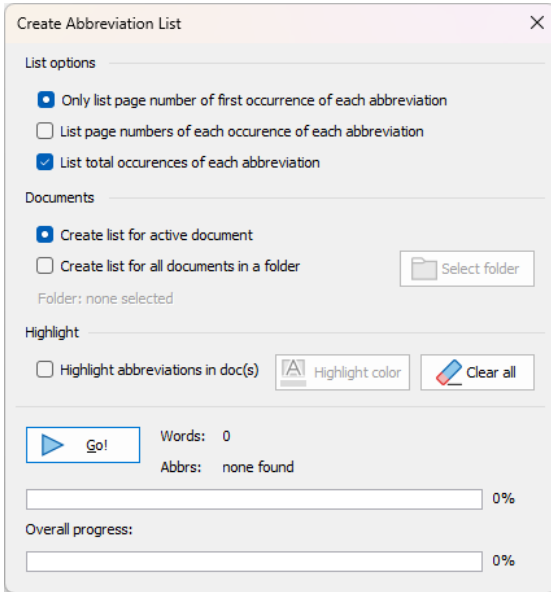
On the **About Wordman's Acroliter** dialog, click **Enter Key**. Wordman's Acroliter displays the **Wordman's Acroliter License** dialog:



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

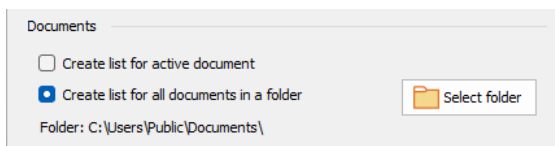
## 4.2. Documents

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.)

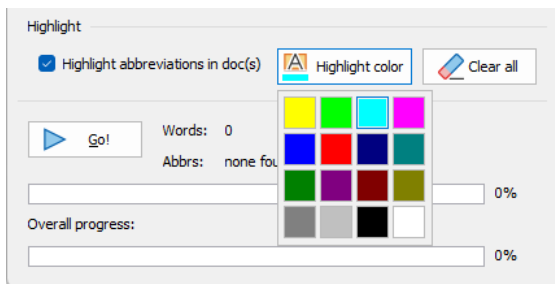
*Wordman's Acrogen* displays the selected folder on the **Create Abbreviation List** dialog:




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:       **ft**
  - 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.

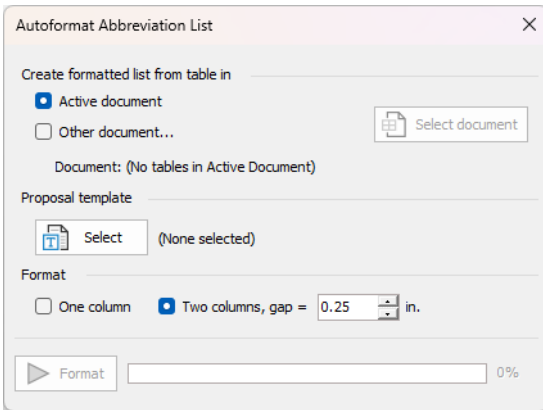
## 5. Formatting an Abbreviation List

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:

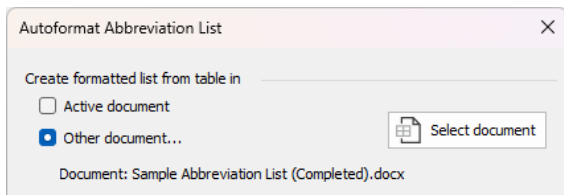



The screenshot shows the 'Autoformat Abbreviation List' dialog box. It has a title bar with a close button (X). The dialog is divided into several sections:

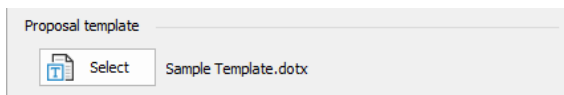
- Create formatted list from table in:** This section has two radio buttons: 'Active document' (which is selected) and 'Other document...'. To the right of the 'Other document...' option is a 'Select document' button with a document icon.
- Document:** Below the radio buttons, it says '(No tables in Active Document)'.
- Proposal template:** This section has a 'Select' button with a document icon and the text '(None selected)'.
- Format:** This section has two radio buttons: 'One column' and 'Two columns, gap ='. The 'Two columns, gap =' option is selected. To its right is a text input field containing '0.25' and a spinner control, followed by the unit 'in.'.
- Format button:** At the bottom left is a 'Format' button with a play icon. To its right is a progress indicator showing '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.

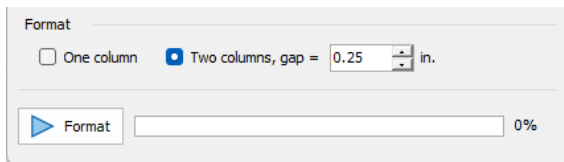
By default, *Wordman's Acrogen* will format the active document, but you can select another document by selecting **Other document...**, clicking  **Select document**, and then browsing to the document. *Wordman's Acrogen* displays the selected document:




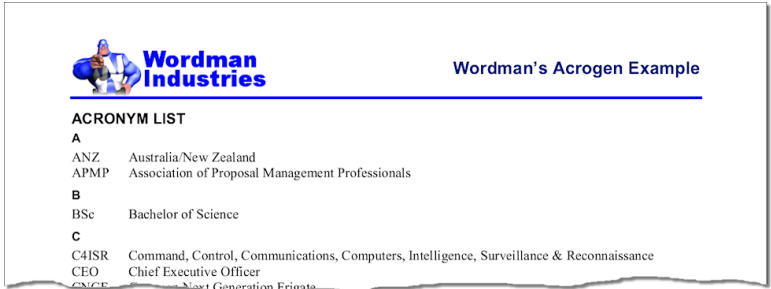
Next, select the proposal (document) template you want to use to format your abbreviation list. (Your proposal template contains the page setup, headers, footers, and formatting styles for your proposal.) Click  **Select** under **Proposal template**. *Wordman's Acrogen* displays your selected template:



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:

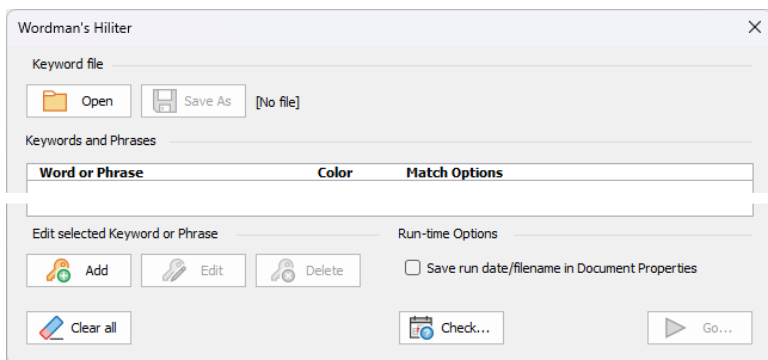
- **AA Header:** used for the heading characters **A, B, C**, etc.
- **AA List:** used for the list entries

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



## 6. Using Wordman's Hiliter

### 6.1. Displaying the Hiliter Dialog




To display the main *Wordman's Hiliter* dialog, click  **Hiliter** in the **Hiliter** group on the **Wordman** ribbon tab:



When you first run *Wordman's Hiliter*, it will start with a new keyword file, i.e., there will be no keyword entries. Once you have created and saved at least one keyword file, it will load the last used keyword file (if available) when it starts.


**Keyword file** displays the filename of the current keyword file, next to  **File** and  **Save/Save As** buttons.

**Keywords and Phrases** displays keywords, selected colors, and match options.

**Edit selected Keyword or Phrase:** A group of buttons— **Add**,  **Edit**, and  **Delete**—allow you to edit keywords.



**Run-time Options:** Select to save the date and time that you ran *Wordman's Hiliter* on the active document, the filename of the keyword file, and the date that the keyword file was last saved. See 6.5, [Run-time Options](#).

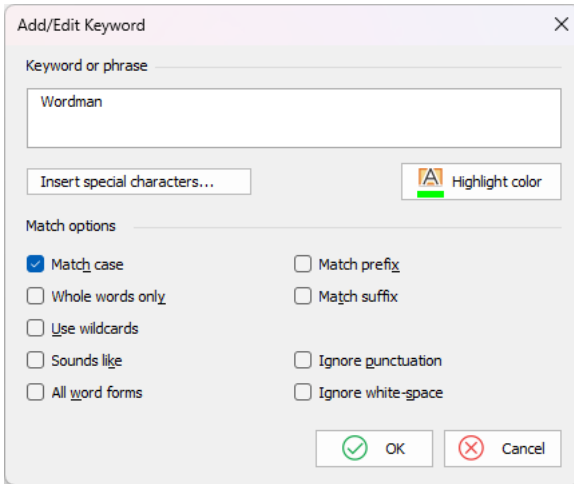
 **Clear All** clears all highlighted text in the active document

 **Check...** displays whether *Wordman's Hiliter* has been run on the active document, and if so, when and using which keyword file. See 6.5, [Run-time Options](#). (Note: this is dependent on **Save run date and file name in Document Properties** having been previously checked.)

- ▶ **Go...** highlights text in the active document using the keyword settings. See 6.6, Highlighting Keywords in Your Document.

## 6.2. Adding or Editing a Keyword or Phrase

To add your first keyword, or to edit an existing keyword, click  **Add**, or select the keyword and then click  **Edit**, to display the **Add/Edit Keyword** dialog:



The screenshot shows the 'Add/Edit Keyword' dialog box. It features a text input field labeled 'Keyword or phrase' containing the text 'Wordman'. Below the input field are two buttons: 'Insert special characters...' and 'Highlight color' (which shows a green highlight bar). Under the 'Match options' section, there are several checkboxes: 'Match case' (checked), 'Match prefix', 'Match suffix', 'Whole words only', 'Match suffix', 'Use wildcards', 'Ignore punctuation', 'Sounds like', and 'Ignore white-space'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Type the keyword in the text box under **Keyword or phrase**, e.g., if you are reusing proposal content, you could type the name of a previous client. There are nine **Match options** that you can use to modify the keyword search:

**Match case:** When checked, highlights only words or phrases that have the same case as the keyword.

**Whole words only:** When checked, highlights words such as “word” but not “Wordman”. Non-alphabetic characters in the keyword box disables **Whole words only**.

**Match prefix:** When checked, highlights words beginning with the keyword.

**Match suffix:** When checked, highlights words ending with the keyword.

**Use wildcards:** When checked, only highlights the exact keyword: see 6.2.3, Using Wildcards. Checking **Use wildcards** disables **Match case**, **Whole words only**, **Match prefix**, and **Match suffix**, and unchecks **Sounds like**, and **All word forms** (if checked).

**Sounds like:** When checked, highlights homonyms, or words that sound the same as the search word, e.g. "their" and "there," "deer" and "dear," or "hear" and "here." Checking **Sounds Like** disables **Match case**, **Whole words only**, **Match prefix**, and **Match suffix**, and unchecks **All word forms** (if checked).

**All word forms:** When checked, highlights all variations of a word, e.g., if the keyword is "walk," also highlights "walking" and "walked." Checking **All word forms** disables **Match case**, **Whole words only**, **Match prefix**, and **Match suffix**, and unchecks **Use wildcards** and **Sounds like** (if checked).

**Ignore punctuation:** When checked, highlights text that is similar to the keyword, but contains punctuation within it. For example, if the keyword is "recreated," *Wordman's Hiliter* also highlights "re-created."

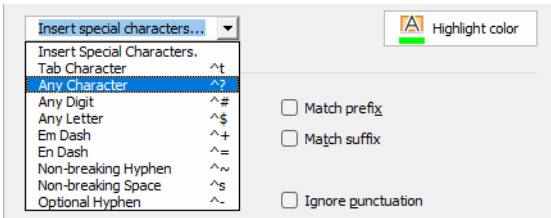
**Ignore white-space:** When checked, highlights text that is similar to the keyword, but may contain spaces. For example, if the keyword is "Wordman," *Wordman's Hiliter* highlights "Word Man."

The table below summarizes the combinations of **Match options**:

	Case	Whole word	Ignore punctuation	Ignore whitespace	All word forms	Use wildcards	Sounds like	Match prefix	Match suffix
Case	✓	✓	✓	✓	✗	✗	✗	✓	✓
Whole word	✓		✓	✓	✗	✗	✗	✓	✓
Ignore punctuation	✓	✓		✓	✓	✓	✓	✓	✓
Ignore white-space	✓	✓	✓		✓	✓	✓	✓	✓
All word forms	✗	✗	✓	✓		✗	✗	✗	✗
Use wildcards	✗	✗	✓	✓	✗		✗	✗	✗
Sounds like	✗	✗	✓	✓	✗	✗		✗	✗
Match prefix	✓	✓	✓	✓	✗	✗	✗		✓
Match suffix	✓	✓	✓	✓	✗	✗	✗	✓	

### 6.2.1. Inserting Special Characters

Special characters include em dashes and non-breaking hyphens, and simple wildcards such as **Any Digit** and **Any Character**. To insert a special character in your keyword, click **Insert Special Characters...**, and then select the special character from the dropdown list:




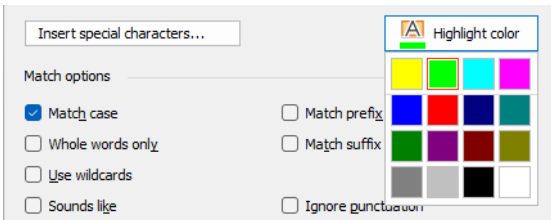
*Wordman's Hiliter* inserts the following codes into your keyword:

Special Character	Code	Special Character	Code
Tab Character	^t	Em Dash	^+
Any Single Character	^?	En Dash	^=
Any Digit	^#	Non-breaking Hyphen	^~
Any Letter	^\$	Non-breaking Space	^s
		Optional Hyphen	^-

Inserting a special character disables the **Whole words** only option.

### 6.2.2. Selecting a Highlight Color

Each keyword can have its own highlight color from the set of sixteen colors allowed by Word. To select a color, click  **Highlight Color**:






### 6.2.3. Using Wildcards

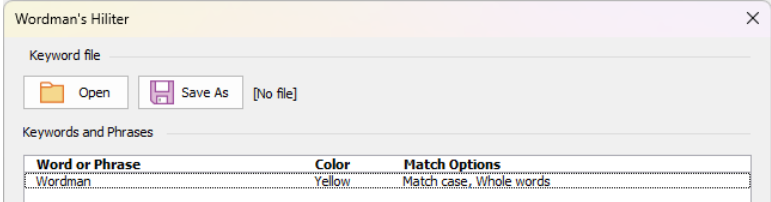
(The following guidance for using wildcards is from Microsoft Word help.)



To search for a character that is defined as a wildcard, type a backslash (\) before the character, e.g., type \? to find a question mark. You can use parentheses to group wildcard characters and text, and to indicate the order of evaluation, e.g., type <(pre)\*(ed)> to find "presorted" and "prevented."

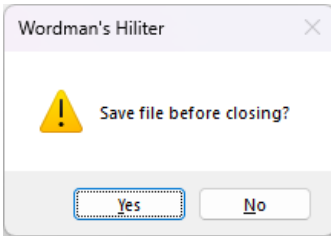
To find	Type	Example
Any single character	?	<b>s?t</b> finds "sat" and "set"
Any string of characters	*	<b>s*d</b> finds "sad" and "started"
The beginning of a word	<	<b>&lt;(inter)</b> finds "interesting" and "intercept," but not "splintered"
The end of a word	>	<b>(in)&gt;</b> finds "in" and "within," but not "interesting"
One of the specified characters	[ ]	<b>w[io]n</b> finds "win" and "won"
Any single character in this range	[ - ]	<b>[r-t]ight</b> finds "right" and "sight". Ranges must be in ascending order
Any single character except the characters in the range inside the brackets	[ !x-z ]	<b>t[!a-m]ck</b> finds "tock" and "tuck," but not "tack" or "tick"
Exactly <i>n</i> occurrences of the previous character or expression	{n}	<b>fe{2}d</b> finds "feed" but not "fed"
At least <i>n</i> occurrences of the previous character or expression	{n,}	<b>fe{1,}d</b> finds "fed" and "feed"
From <i>n</i> to <i>m</i> occurrences of the previous character or expression	{n,m}	<b>10{1,3}</b> finds "10", "100" and "1000"
One or more occurrences of the previous character or expression	@	<b>lo@t</b> finds "lot" and "loot"

### 6.3. Saving Your Keyword File

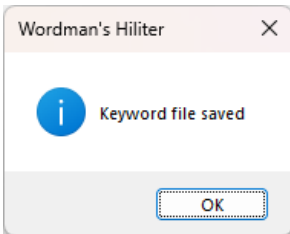
Click  **OK** to close the **Add/Edit Keyword** dialog. Your keyword(s), options, and selected color are displayed in the table on the **Wordman's Hiliter** dialog:



To save your keyword file, click  **Save As** at the top of the dialog. If you close the **Wordman's Hiliter** dialog by clicking  at the top right of the dialog, *Wordman's Hiliter* notifies you if your keywords have not been saved:

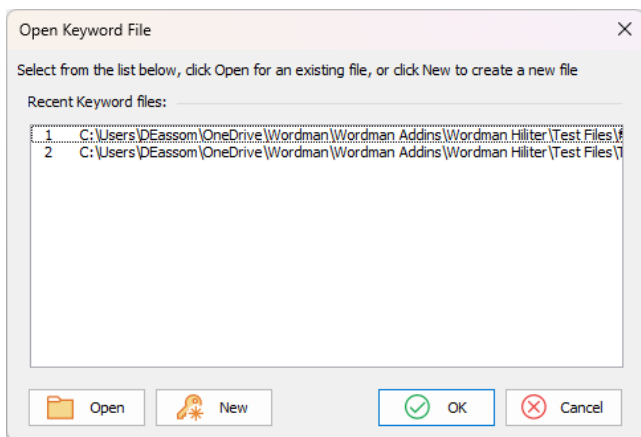


*Wordman's Hiliter* will confirm that your file has been saved successfully:




## 6.4. Opening a Keyword File

To open another keyword file, click  **File** at the top of the **Wordman's Hiliter** dialog. *Wordman's Hiliter* displays the **Open Keyword File** dialog:



There are three methods:

Open a file from the list of **Recent Keyword Files**: click on the file you want to open, and then click  **OK**, or simply double-click on the file.

Open a file that is not on the list of **Recent Keyword Files**: click  **Open** and select the file from the Windows **Open File** dialog.

Create a new keyword file: click  **New** and *Wordman's Hiliter* will clear the keyword list and the filename.


## 6.5. Run-time Options

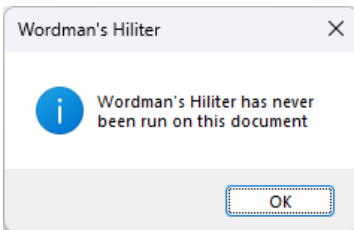
If you check **Save run date/filename in Document Properties**, *Wordman's Hiliter* adds three entries to the document's Custom Properties:

**LastHiDate:** the date and time that *Wordman's Hiliter* was last run on this document

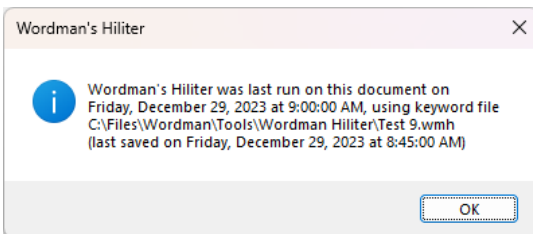
**HiFileName:** the filename of the keyword file that was used

**HiFileDate:** the date and time that the keyword file used was last modified

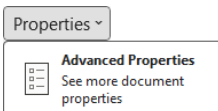
To check whether *Wordman's Hiliter* has been previously run on the active document, click  **Check...** on the **Wordman's Hiliter** dialog. If *Wordman's Hiliter* has not been previously run on the active document, or **Save run date/filename in Document Properties** was not checked prior to the previous run, or the document properties have been deleted, *Wordman's Hiliter* displays the following:



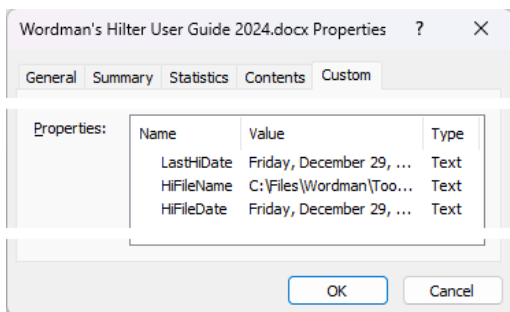
Otherwise, *Wordman's Hiliter* displays the details about the last run:



**Note:** To view the **Custom Document Properties** in the **Document Properties** dialog, go to **File > Info**, and then click the arrow next to **Properties**. Click **Advanced Properties**:



Select the **Custom** tab on the **Document Properties** dialog:




To remove these custom document properties prior to delivering or distributing the document, do either of the following:



Go to the **Document Properties** dialog (as described above), select, and then delete each of the properties, or

click **File > Info**, and then, under **Inspect Document**, click **Check for Issues > Inspect Document**.

### 6.6. Highlighting Keywords in Your Document

Once you have finished editing your keyword list, click  **Go...** on the main dialog.

### 6.7. Clearing All Highlights

To clear all highlighting in your document, click  **Clear All** on the **Wordman's Hiliter** dialog, or click  **Clear** in the **Hiliter** group on the **Wordman** ribbon tab.

## 7. Technical Details

### 7.1. Keyword (\*.wmh) Files

Keyword files have the file extension **.wmh**, for Wordman's Hiliter, and are Extensible Markup Language (XML) files. The structure of a keyword file is as follows:

```
<?xml version="1.0" encoding="UTF-8" ?>
<!--(C) 2011 Dick Eassom. All Rights Reserved-->
<Keywords>
    <Keyword>
        <Text>[Keyword]</Text>
        <Options>[Options]</Options>
        <Color>[Color Name]</Color>
    </Keyword>
    .
    .
    .
</Keywords>
```

There is a Keyword group for each word or phrase in the list. Each Keyword group comprises:

<Text>            the word or phrase text

<Options>        the search options, in text form, separated by commas, e.g.,  
                   <Options>Case, Whole words</Options>

<Color>           the name of the highlight color, e.g.,  
                   <Color>Turquoise</Color>

Any characters in the <Text> field that have a special meaning in XML are replaced with their Hypertext Markup Language (HTML) codes:

Character	HTML Code
>	&gt;
<	&lt;
&	&amp;
“ or ”	&quot;

## **7.2. Where does Wordman's Hiliter look for Keywords?**

*Wordman's Hiliter* searches all possible areas of the Word document being examined. These areas are known as "story ranges." There are potentially 17 different story types in each Word document, and some story types can comprise multiple story ranges. For example, the Primary Header Story can contain multiple headers.

Furthermore, ranges in some story types can contain other story ranges, e.g. a Header Story can contain a Text Frame Story, i.e. text in a text box. *Wordman's Hiliter* checks the text in these stories as well.

## **8. Disclaimer**

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