

Wordman's Hiliter



**Wordman
Speaks™**

User Guide

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wordmanspeaks.com

1. Introduction

Thank you for purchasing Wordman's Hiliter.

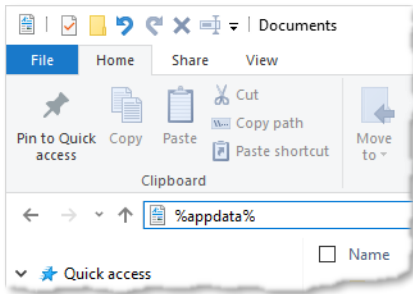
Wordman's Hiliter, an add-in for Microsoft Word, provides a tool for easily highlighting multiple words and phrases ("keywords") in a proposal document, based on a custom list that you can share throughout your proposal team. This add-in can help to ensure compliance with official proposal terms, and 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 Hiliter is supplied in a ZIP file, **Wordman_Hiliter.zip**. Save this file to your PC, open the ZIP file, and extract **Wordman Hiliter.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 Hiliter.dotm** into the **STARTUP** folder.

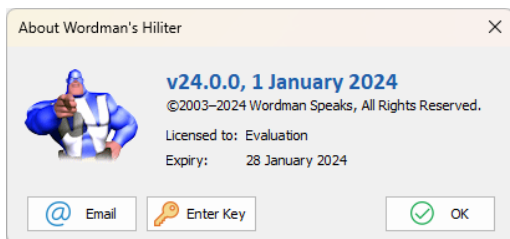
You will see Windows has expanded **%appdata%** to the full path, e.g.

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

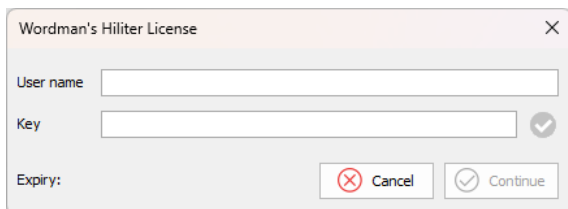
where **[username]** is your username on your PC.

3. Licensing

Wordman's Hiliter is a licensed product. After you have installed and first run *Wordman's Hiliter*, 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 Hiliter*. To enter a full license key, click **i About** in the **Abbreviations** group on the **Wordman** ribbon tab:




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

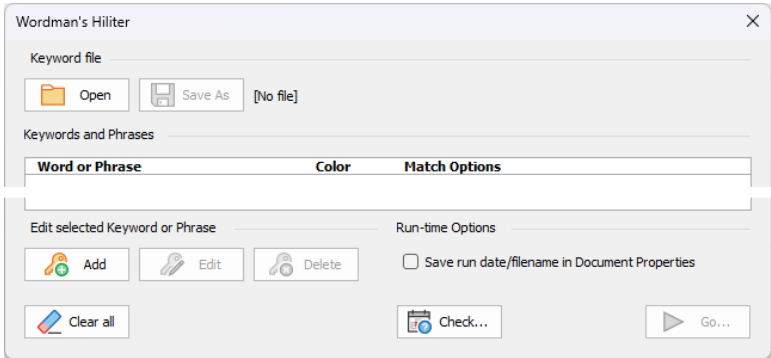


Enter the **Username** and **Key** you received by email from Wordman Speaks when you purchased your *Wordman's Hiliter* license.









4. Using Wordman's Hiliter

4.1. Displaying the Hiliter Dialog



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

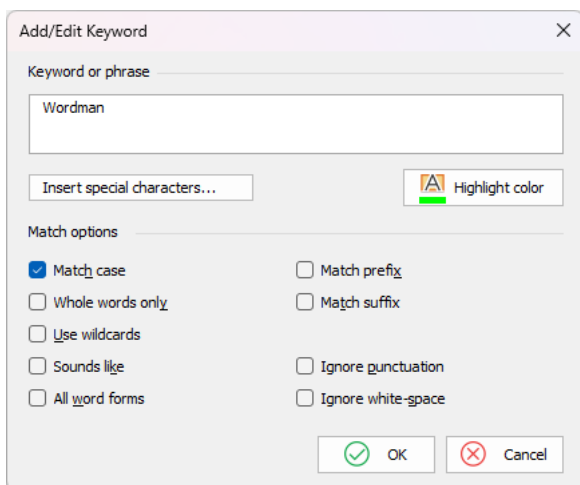


When you first run *Wordman's Hiliter*, it will start with a new keyword file, i.e., there will be no keyword entries. Once you have created and saved at least one keyword file, it will load the last used keyword file (if available) when it starts.

- **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 4.5, 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 4.5, 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 4.6, Highlighting Keywords in Your Document.

4.2. 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:



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 4.2.3, 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).

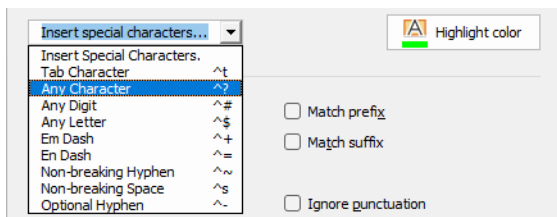
- **Sounds like:** When checked, highlights homonyms, or words that sound the same as the search word, e.g. “their” and “there,” “deer” and “dear,” or “hear” and “here.” Checking **Sounds Like** disables **Match case**, **Whole words only**, **Match prefix**, and **Match suffix**, and unchecks **All 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	✓	✓	✓	✓	✗	✗	✗	✓	

4.2.1. 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:




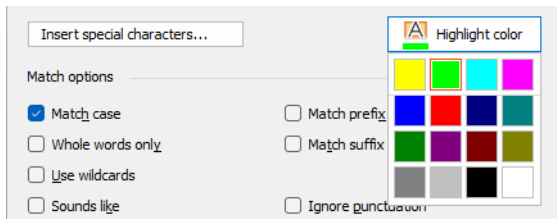
Wordman's Hiliter inserts the following codes into your keyword:

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.

4.2.2. 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**:




4.2.3. Using Wildcards

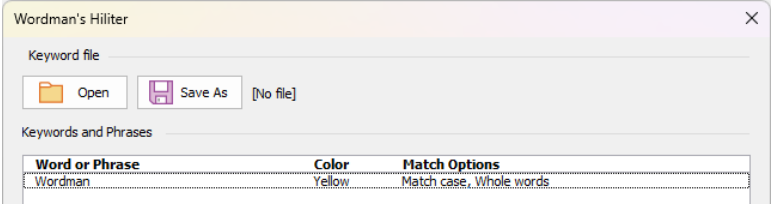
(The following guidance for using wildcards is from Microsoft Word help.)



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.”

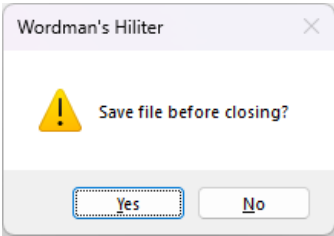
To find	Type	Example
Any single character	?	s?t finds “sat” and “set”
Any string of characters	*	s*d finds “sad” and “started”
The beginning of a word	<	<(inter) finds “interesting” and “intercept,” but not “splintered”
The end of a word	>	(in)> finds “in” and “within,” but not “interesting”
One of the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

4.3. Saving Your Keyword File

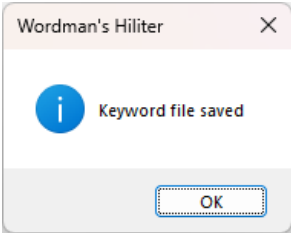
Click  **OK** to close the **Add/Edit Keyword** dialog. Your keyword(s), options, and selected color are displayed in the table on the **Wordman's Hiliter** dialog:



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:

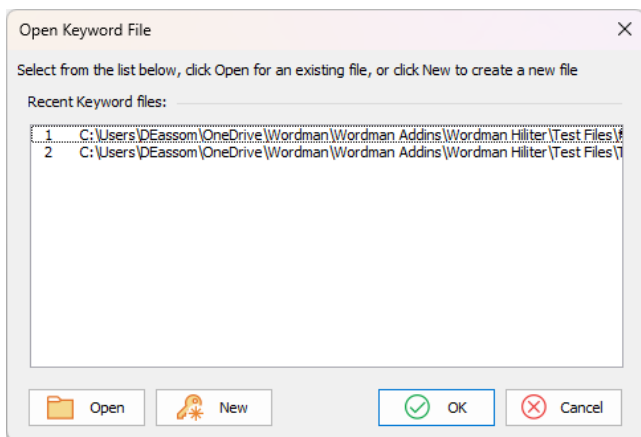


Wordman's Hiliter will confirm that your file has been saved successfully:






4.4. 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:

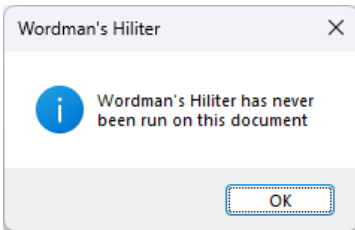
- Open a file from the list of **Recent Keyword Files**: click on the file you want to open, and then click  **OK**, or simply double-click on the file.
- Open a file that is not on the list of **Recent Keyword Files**: click  **Open** and select the file from the Windows **Open File** dialog.
- Create a new keyword file: click  **New** and *Wordman's Hiliter* will clear the keyword list and the filename.

4.5. Run-time Options

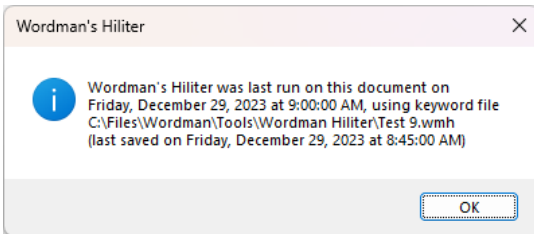
If you check **Save run date/filename in Document Properties**, *Wordman's Hiliter* adds three entries to the document's Custom Properties:

- **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

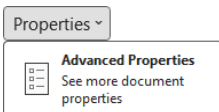
To check whether *Wordman's Hiliter* has been previously run on the active document, click  **Check...** on the **Wordman's Hiliter** dialog. If *Wordman's Hiliter* has not been previously run on the active document, or **Save run date/filename in Document Proprieties** was not checked prior to the previous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



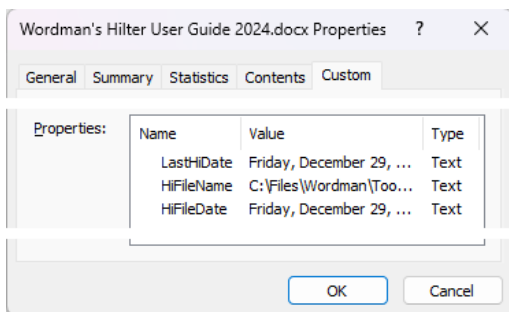
Otherwise, *Wordman's Hiliter* displays the details about the last run:



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**.

4.6. Highlighting Keywords in Your Document

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

4.7. 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.

5. Technical Details

5.1. 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
>	>
<	<
&	&
" or "	"

5.2. 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.

6. Disclaimer

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