

# ***Wordman's Retractor***



**Wordman  
Speaks™**

User Guide

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## **1. Introduction**

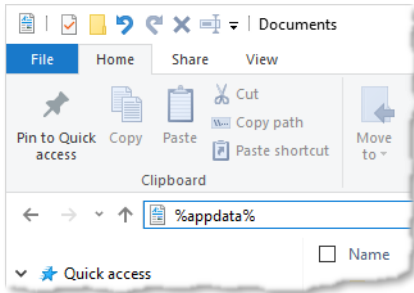
*Thank you for purchasing Wordman's Rextractor.*

*Wordman's Rextractor*, an add-in for Microsoft Word, provides a tool for inserting hidden references to Request for Proposal (RFP) requirements, and then extracting these references from one or more proposal documents into a collated and sorted list as a template for a compliance matrix. You can also use visible references, e.g. "[L-3.2]," anywhere within your proposal document.

## 2. Installation

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

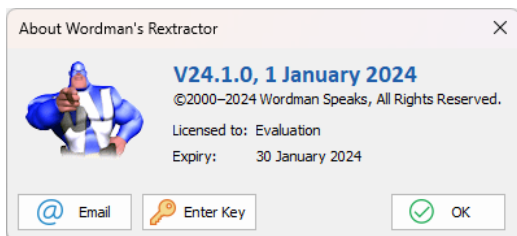
You will see Windows has expanded **%appdata%** to the full path, e.g.

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

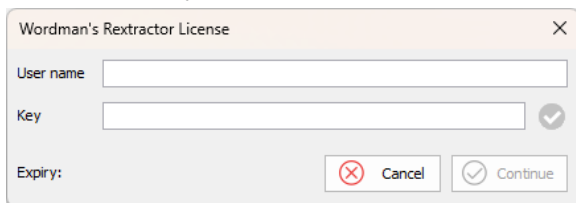
where **[username]** is your username on your PC.

### 3. Licensing

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



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



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


## 4. Using Wordman's Rextractor

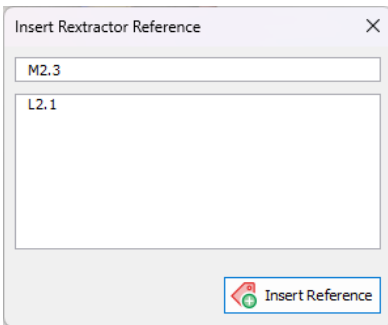
### 4.1. Inserting References into Proposal Documents


You can insert RFP references into your proposal documents in two ways:

#### 4.1.1. Rextractor (Hidden) References

Rextractor references are hidden, i.e., they are only visible when you are displaying hidden text. The simplest way to display hidden text is to click **Show/Hide ¶** in the **Paragraph** group on the **Home** ribbon tab (or press **Ctrl+Shift+8**, i.e., **Ctrl+\***).

To insert a hidden reference, place your cursor at the end of the heading or paragraph that you wish to mark with an RFP reference, and then click  **Insert Ref** in the **Rextractor** group of the **Wordman** ribbon tab. *Wordman's Rextractor* displays the Insert Reference dialog:

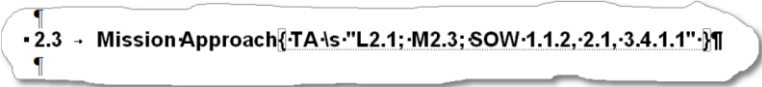


Type your RFP reference in the text box at the top of the dialog. If you have already used this RFP reference in your proposal document, you can select it from the list. Click  **Insert Reference** to insert the reference into your proposal document. *Wordman's Rextractor* inserts the reference using Word's built-in **Table of Authorities** feature:

**2.3 → Mission Approach**{·TA\s-"L2.1"·}{·TA\s-"M2.3"·}

You can insert references individually, as shown above, or grouped into one reference and separated by semicolons, e.g., **L2.1; M2.3**. Since Rextractor references are hidden text, they are not included in your Table of Contents when added to headings.

You can also use a further level of grouping, separating references by commas, for example:



•2.3 → **Mission Approach**{TA's" L2.1; M2.3; SOW 1.1.2, 2.1, 3.4.1.1"}||

*Wordman's Retractor* provides options for splitting multiple references, as shown above, into separate references in your cross-reference matrix. *Wordman's Retractor* also strips off spaces after semicolons and commas when compiling the cross-reference matrix.

**Note:** You cannot insert a Retractor reference in a text box, in a header or footer, or in a comment.

### 4.1.2. Manual (Visible) References

You can add references into your proposal document by enclosing them with square or curly brackets, for example,



•2.3 → **Mission Approach**[L2.1; M2.3]

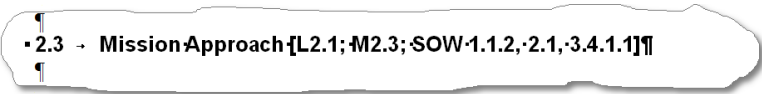
or



•2.3 → **Mission Approach**{L2.1; M2.3}


You cannot mix square and curly brackets in the same document (or set of documents). You must select one or the other and make this selection clear to all the authors on your team. *Wordman's Retractor* assumes square brackets by default when creating a cross-reference matrix.

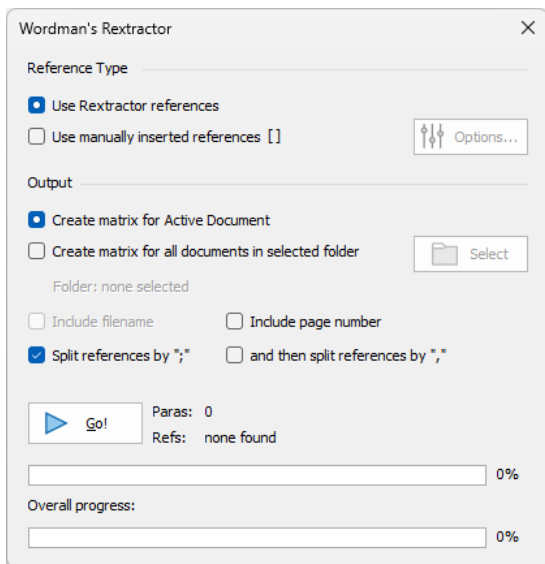
Manually inserted references are always visible in your document, and are included in your Table of Contents if, as in the example above, you add them in your headings. As with Retractor references, you can combine references using semicolons (1st level) and commas (2nd level):



•2.3 → **Mission Approach**[L2.1; M2.3; SOW 1.1.2, 2.1, 3.4.1.1]||

## 4.2. Creating a Cross-Reference Matrix


To create a cross-reference matrix, click  **Extract Refs** in the **Rextractor** group on the **Wordman** ribbon tab. *Wordman's Rextractor* displays the **Wordman's Rextractor** dialog:



Wordman's Rextractor

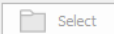
Reference Type

Use Rextractor references

Use manually inserted references [] 

Output

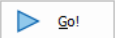
Create matrix for Active Document

Create matrix for all documents in selected folder 

Folder: none selected

Include filename  Include page number

Split references by ";\*"  and then split references by ";,"


 Paras: 0  
Refs: none found

0%

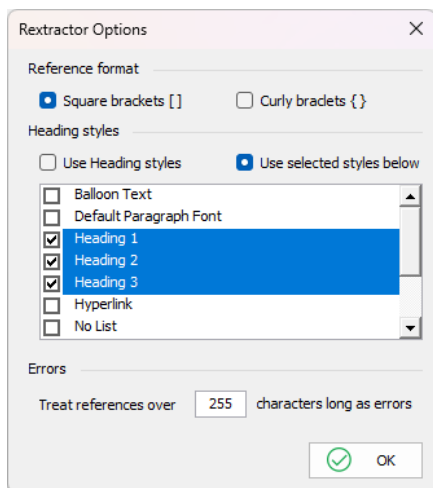
Overall progress:

0%


### 4.2.1. Options



- **Reference Type:** Select **Use Rextractor references** (default) or **Use manually inserted references**. If you select **Use Manually inserted references**, *Wordman's Rextractor* enables the  **Options...** button. Click to display the **Rextractor Options** dialog:







- **Reference Format:** Select **Square brackets []** (default) or **Curly brackets {}**
- **Heading Styles:** You can select **Use Heading styles**, i.e., Word's built-in **Heading X** styles, or **Use selected styles**. If you select **Use selected styles**, *Wordman's Rextractor* lists the styles in the active document. You can then select which styles you are using for headings.
- **Errors:** Enter the number of characters above which *Wordman's Rextractor* assumes that there is a missing right square or curly bracket. *Wordman's Rextractor* lists potential errors in the finished cross reference document. The default value is 255 characters.

Click  **OK** to save your options and close the **Rextractor Options** dialog.


- **Output:** Select **Create matrix for active document**, or **Create matrix for all documents in selected folder**. If you select the latter, *Wordman's Rextractor* enables the  **Select Folder** button. Click  **Select Folder** to select the folder containing your proposal documents.

If you are building a cross-reference matrix for multiple documents in a folder, and you are using manually inserted references, you must click  **Options...** to ensure that *Wordman's Rextractor* uses the correct heading styles. When you click  **Options...**, and if you select

**Use selected styles**, *Wordman's Rextractor* opens the first Word document that it finds in your selected folder and lists the styles used in that document.

- **Include filename:** Check this option to include the filename with the heading number where *Wordman's Rextractor* finds each reference. This option is only available when you are creating a cross-reference matrix for multiple documents. This option is unchecked by default.
- **Include page number:** Check this option to include the page number with the heading number where *Wordman's Rextractor* finds each reference. This option is only available when you are creating a cross-reference matrix for multiple documents and you have checked **Include filename**, or if you are creating a cross-reference matrix for the active document. This option is unchecked by default.
- **Split references by ";":** Check this option to split multiple references that are separated by semicolons. This option is checked by default.
- **and then split references by ",":** Check this option to further split references separated by commas. This option is only available if you have checked **Split references by ";"** and is unchecked by default.

### 4.3. Running Rextractor

Once you have selected your options, click  **Go!** *Wordman's Rextractor* displays the total number of paragraphs to scan, the number scanned, the elapsed time, the scanning speed (paragraphs per second), and the total and unique number of references found. The upper progress bar gives you a visual indication of how far *Wordman's Rextractor* has scanned through the document. If you selected the multiple document option, the filename of the document being scanned is displayed, and the lower progress bar gives you a visual indication of how far *Wordman's Rextractor* has scanned through the documents found.

## 4.4. Output Document

Wordman's Rextractor creates a document containing a three-column table, formatted in the default **Table Grid** style, and with the following column headings:

Requirement	Compliant?	Refer to
-------------	------------	----------

The "Compliant?" column is left blank and can be deleted if you are only building a cross-reference matrix rather than a compliance matrix.

Wordman's Rextractor sorts the references found in the document and adds them as rows to the table, depending on the output options you select. For example, if Wordman's Rextractor finds the reference "L2.1; M2.3; SOW 1.1.2, 2.1, 3.4.1.1" in heading 2.3, the results are:

- **Split references by ";" and and then split references by ","** unchecked:


Requirement	Compliant?	Refer to
L2.1; M2.3; SOW 1.1.2, 2.1, 3.4.1.1		2.3

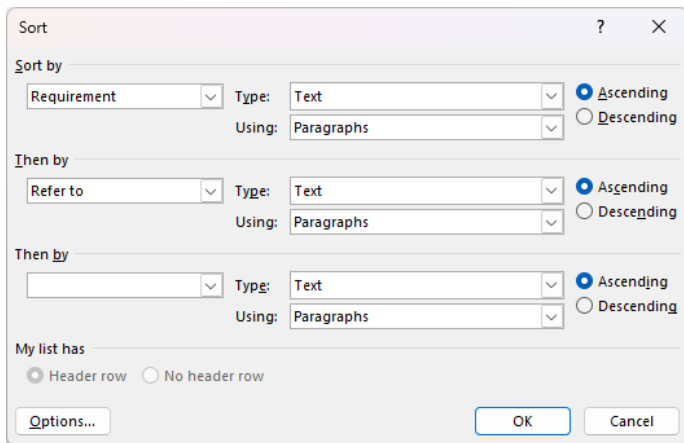
- **Split references by ";"** checked:

Requirement	Compliant?	Refer to
L2.1		2.3
M2.3		2.3
SOW 1.1.2, 2.1, 3.4.1.1		2.3

- **Split references by ";" and and then split references by ","** checked:

Requirement	Compliant?	Refer to
2.1		2.3
3.4.1.1		2.3
L2.1		2.3
M2.3		2.3
SOW 1.1.2		2.3

**Note:** Since *Wordman's Rextractor* simply splits the SOW references by the commas, you will need to insert "SOW" in front of the second and third SOW references, and then sort the table. To sort the table, click your cursor inside the table, and then click  **Sort** in the **Data** group of the table **Layout** ribbon tab. Word displays the **Sort** dialog:



Sort

Sort by

Requirement Type: Text Ascending  
Using: Paragraphs Descending

Then by

Refer to Type: Text Ascending  
Using: Paragraphs Descending

Then by

Type: Text Ascending  
Using: Paragraphs Descending

My list has

Header row  No header row

Options... OK Cancel

Make the settings in the **Sort** dialog as shown above and then click **OK** to re-sort the table.

## **5. Disclaimer**

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