Wordman's Acrogen

An add-in for Microsoft Word 2007/2010/2013 for Proposal Professionals

User Guide

Introduction

Wordman's Acrogen add-in for Microsoft® Word 2007/2010/2013, Wordman Acrogen.dotm, provides a tool for creating abbreviation lists for proposals rapidly and accurately. *Wordman's Acrogen* can be used on a single, open document (the "Active Document") or on a folder containing multiple Word 97-2003 (*.doc) and/or Word 2007/2010/2013 (*.docx) 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", "WBS"

- A word with at least one uppercase letter and one number, e.g. "3D", "C4ISR"

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 one of the following hidden folders on your PC, where {User} is your user ID:

- Windows XP:

  C:\Documents and Settings\{User}\Application Data\Microsoft\Word\STARTUP

- Windows Vista and Windows 7:

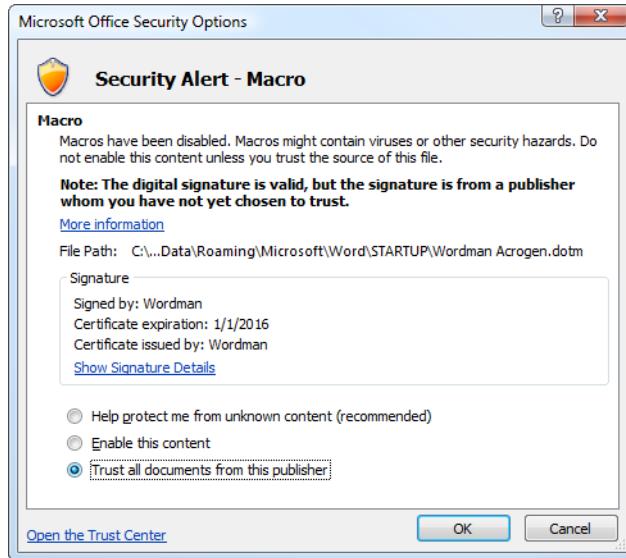 C:\Users\{User}\AppData\Roaming\Microsoft\Word\STARTUP

Note: if you cannot see the hidden folders in Windows Explorer, go to Organize > Folder and Search Options, select the View tab in the Folder Options dialog, click Show hidden files, folders and drives, and then click OK.
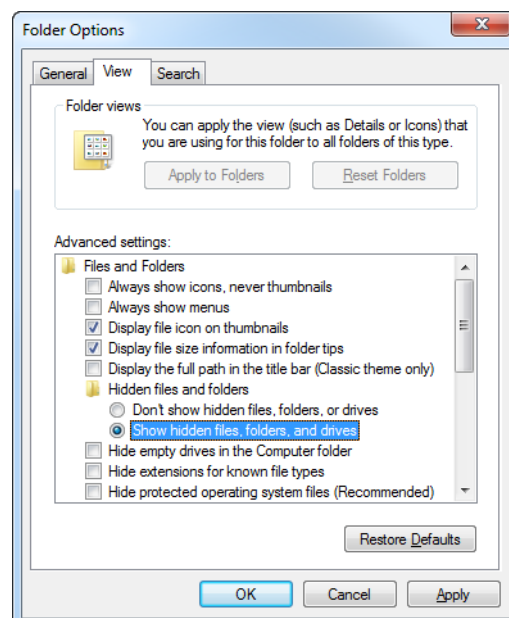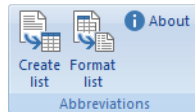
Wordman's Acrogen will be loaded and available each time you start Word. The first time you start Word, a warning may be displayed:
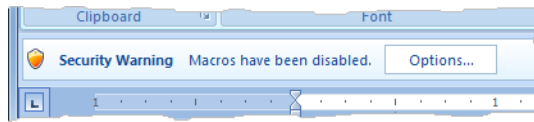

Click Options...

Select Trust all documents from this publisher and then click OK. Word displays the Abbreviations group on the Wordman ribbon tab:

If the Wordman ribbon tab Abbreviations group is not displayed, click the Office Button (2007) or File (2010/2013) and then select Word Options (2007) or Options (2010/2013). In the Word Options dialog, select Add-ins. In the Manage dropdown list, select Word add-ins and then click Go... Word displays the Templates and Add-ins dialog:
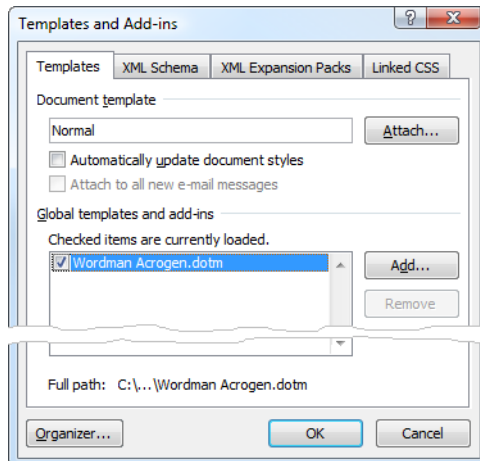
Check that Wordman Acrogen.dotm is loaded in the Global templates and add-ins list. If not, check that Wordman Acrogen.dotm is saved in one of the two STARTUP folder locations described above.

Licensing

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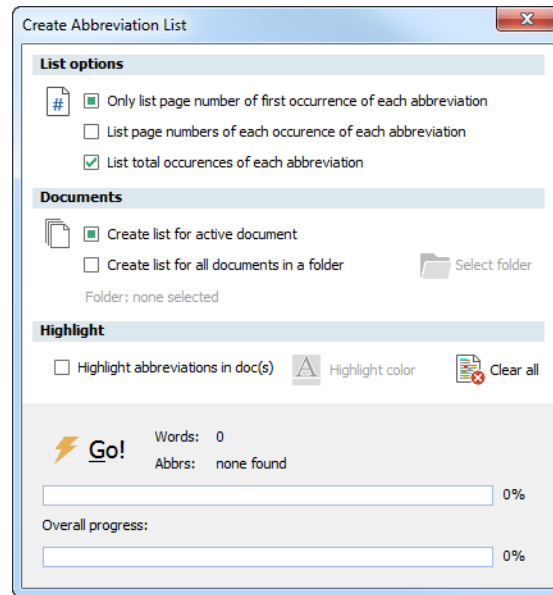

On the About Wordman's Acrogen dialog, click Enter Key. *Wordman's Acrogen* displays the Wordman's Acrogen License dialog:
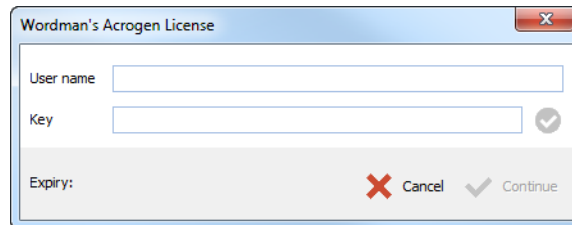
Enter the User name and Key you received by email from Wordman when you purchased your *Wordman's Acrogen* license.

Creating an Abbreviation List

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

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 will allow 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, for example, if an abbreviation is used only once, if its abbreviated form needs to be provided at all.
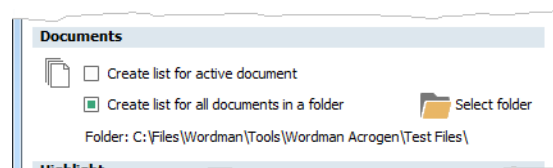
Documents

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 Select folder 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.

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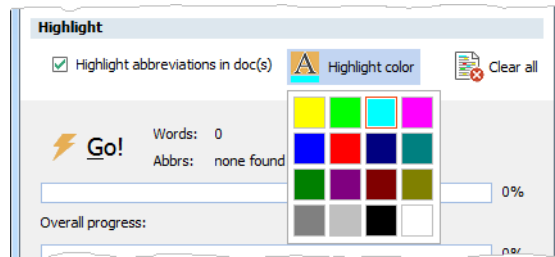
If you select the Create list of all documents a folder option, and check Highlight abbreviations in doc(s), *Wordman's Acrogen* creates a subfolder named "Highlights" with the date and time, and saves a copy of each document processed with the abbreviations highlighted.

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.

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 filename 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.

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 Pl... 33	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: "ftr"
  🔹 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 will find 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 '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 for a custom version of *Wordman's Acrogen*.) After generating the abbreviation list, *Wordman's Acrogen* converts all thorn characters back to ampersands.

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:
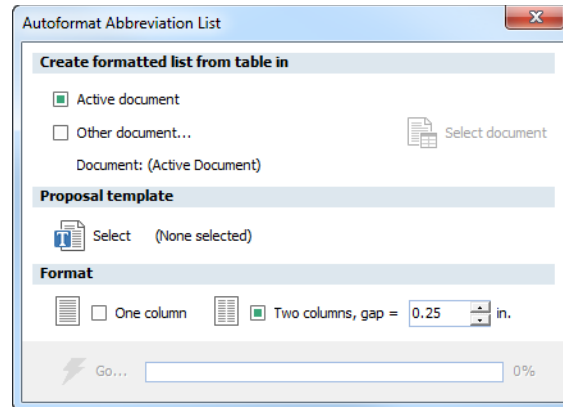

By default, *Wordman's Acrogen* displays (Active Document) as the selected document, providing the Active Document contains a table with at least two columns.

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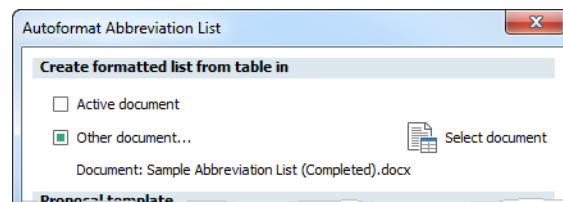
Next, select the proposal (document) template you want to use to format your abbreviation list. (Your proposal template contains the page setup, headers, footers, and formatting styles for your proposal.) Click Select under Proposal template. *Wordman's Acrogen* displays your selected template:
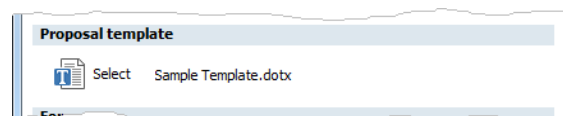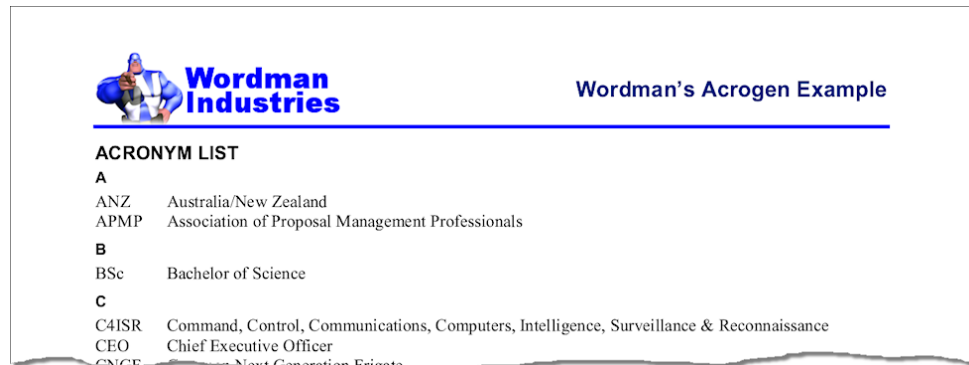

Next, under Format, select either a one-column or a two-column abbreviation list format. If you select a two-column list format, you can set the gap between the two columns:
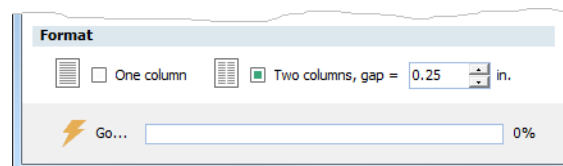
Finally, click ⚡ Go... to create your formatted abbreviation list. *Wordman's Acrogen* creates the formatted list, for example:

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.

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