

US version  
Aug2012

# Welcome to StyleWriter Help

Select from the following options for help in using StyleWriter.

- [Main StyleWriter Window \(Starter Edition Window\)](#)
- [How StyleWriter Works](#)
  - [Clipboard Text](#)
  - [Microsoft Word](#)
- [StyleWriter's Advice](#)
- [Correcting Your Text](#)
- [Customizing StyleWriter](#)

[Welcome to StyleWriter Help](#)

## StyleWriter's Main Window

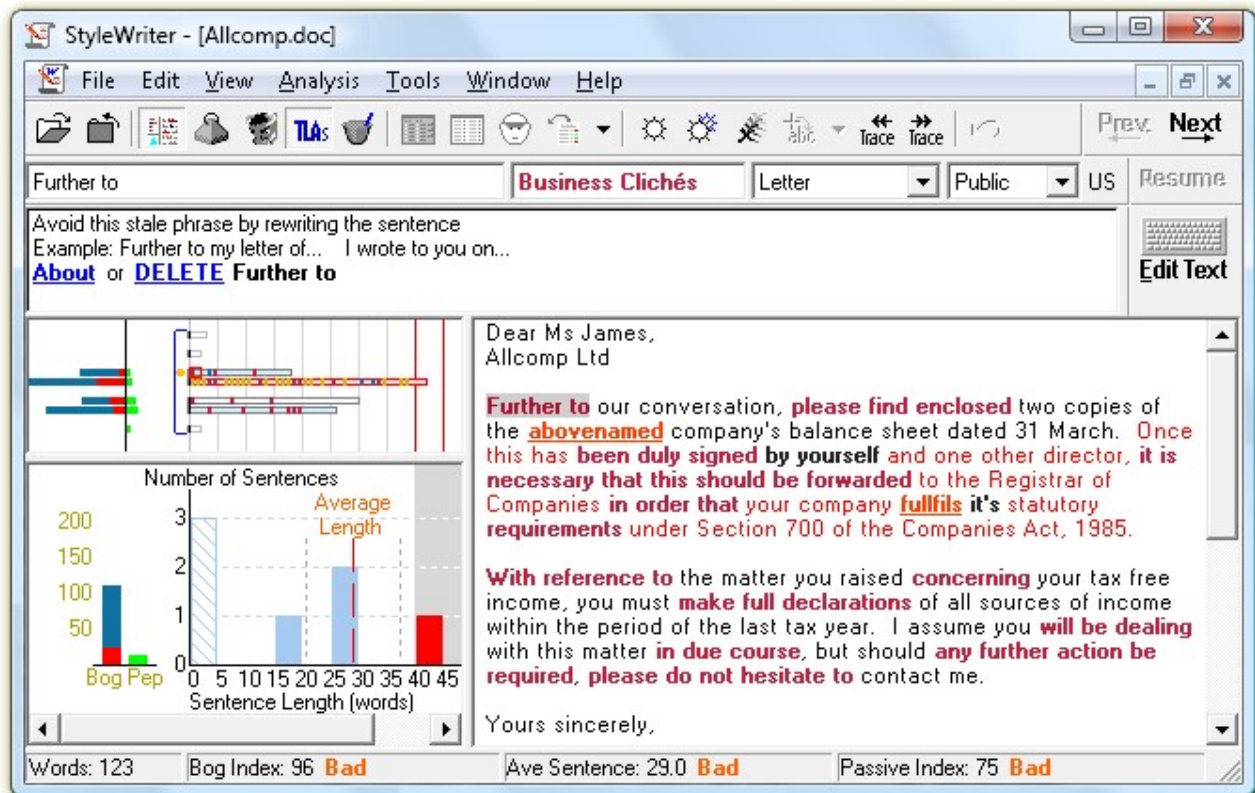
The Main StyleWriter Window shows three views of your document:

1. The [Text View](#) in the right-hand pane displays the text of your document and highlights style and usage problems it has found in your writing.
2. The [Sentence View](#) in the left-hand pane shows the length of each sentence and highlights those with problems. It also shows the Bog and [Pep](#) found in each sentence.
3. The [Sentence Summary](#) shows the distribution of sentences across the sentence length groups.

The key statistics and ratings for your document are in the Status Bar.

The top section shows the text, category and advice for the currently highlighted problem, and lets you select the [Writing Task](#) and [Target Audience](#) for the document.

Click on each part of the image for more details.



An excellent writing style has the following characteristics:

### 1. In the Status Bar:

- A Bog Index, Average Sentence and Passive Index below 20 with Good or Excellent ratings.

### 2. In the Sentence View:

- Short red-blue horizontal bars showing readable sentences.
- Green bars showing good use of [Pep](#) to add interest to your style.
- Mostly white sentence bars showing clear English.

### 3. In the Sentence Summary:

- A short, vertical red-blue bar showing the total Bog in your document – red for sentence length; blue for word choice. A score below 20 is excellent.
- A vertical, green bar (over 10 is excellent) showing the total [Pep](#) in your document.
- A graph of sentence lengths through the document showing a normal distribution. This means a pyramid shape in the area to the left of the gray zone to show you have varied your sentence length.
- No red sentences in the gray zone (considered too long for the writing task you have chosen).

[Welcome to StyleWriter Help](#) > [StyleWriter's Main Window](#)

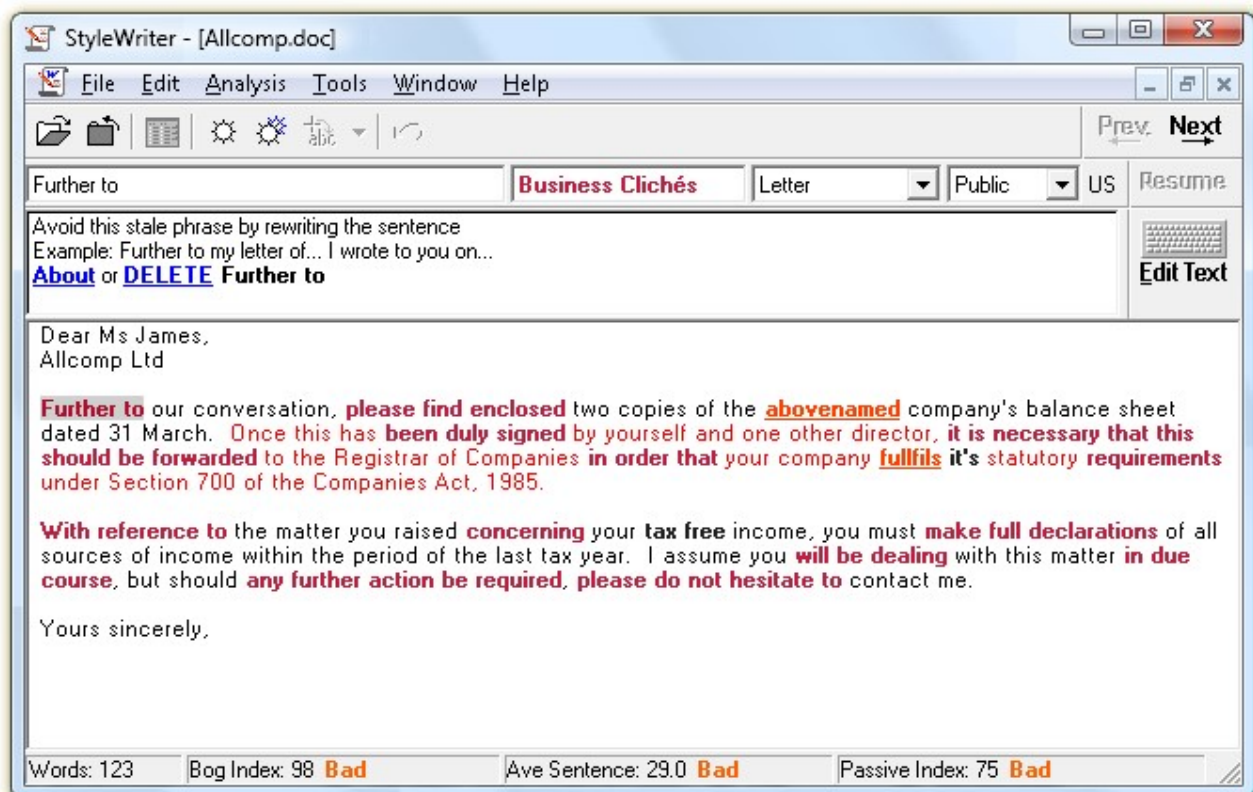
## StyleWriter's Main Window (Starter Edition)

The Main StyleWriter Window shows the [Text View](#) of your document and highlights style and usage problems it has found in your writing.

The key statistics and ratings for your document are in the Status Bar.

The top section shows the text, category and advice for the currently highlighted problem, and lets you select the [Writing Task](#) and [Target Audience](#) for the document.

Click on each part of the image for more details.



An excellent writing style has a Bog Index, Average Sentence and Passive Index below 20 with Good or Excellent ratings.

[Welcome to StyleWriter Help](#) > [StyleWriter's Main Window](#)

### StyleWriter's Menus

StyleWriter's menus give you access to the various analysis, reporting, customizing and help functions of the program. Click on each menu for more information.



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## StyleWriter's File Menu

StyleWriter's menus give you access to the various analysis, reporting, customizing and help functions of the program. Click on each menu for more information.

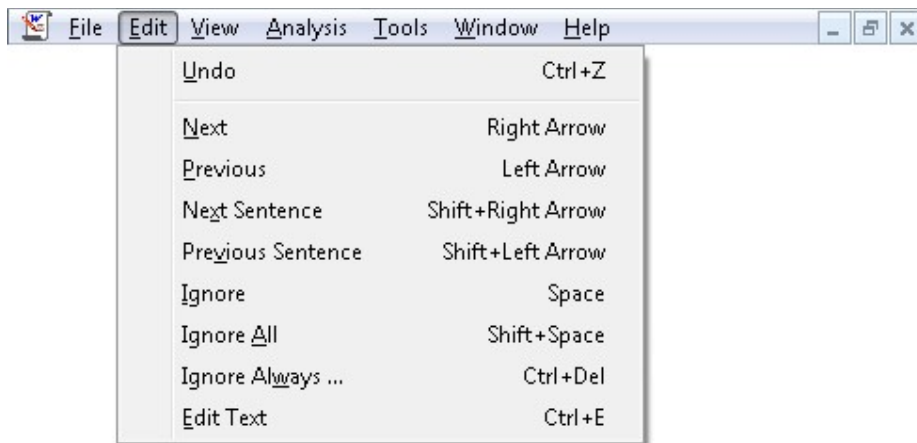


Opens and closes documents or clipboard text to check.

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## StyleWriter's Edit Menu

StyleWriter's menus give you access to the various analysis, reporting, customizing and help functions of the program. Click on each menu for more information.



Moves around StyleWriter's advice in the Text Screen.

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### StyleWriter's View Menu

StyleWriter's menus give you access to the various analysis, reporting, customizing and help functions of the program. Click on each menu for more information.

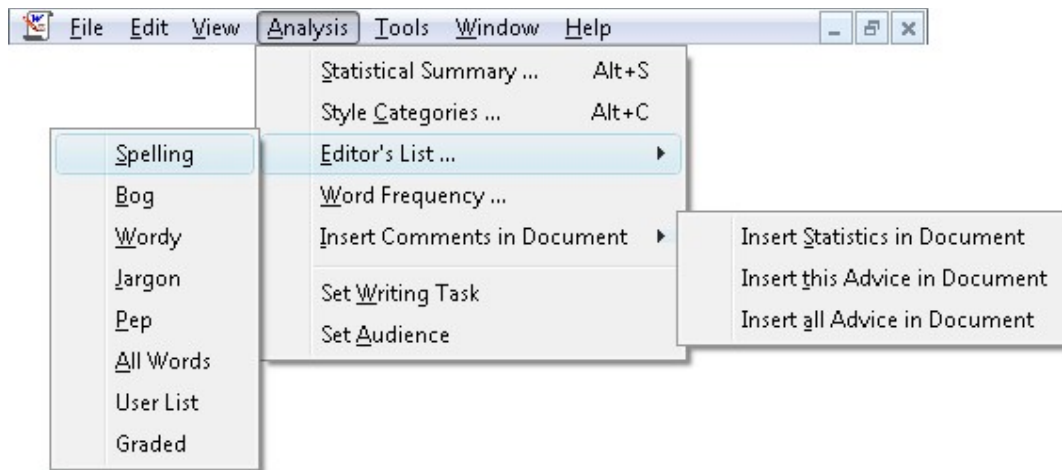


Allows different views and levels of StyleWriter's advice.

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### StyleWriter's Analysis Menu

StyleWriter's menus give you access to the various analysis, reporting, customizing and help functions of the program. Click on each menu for more information.

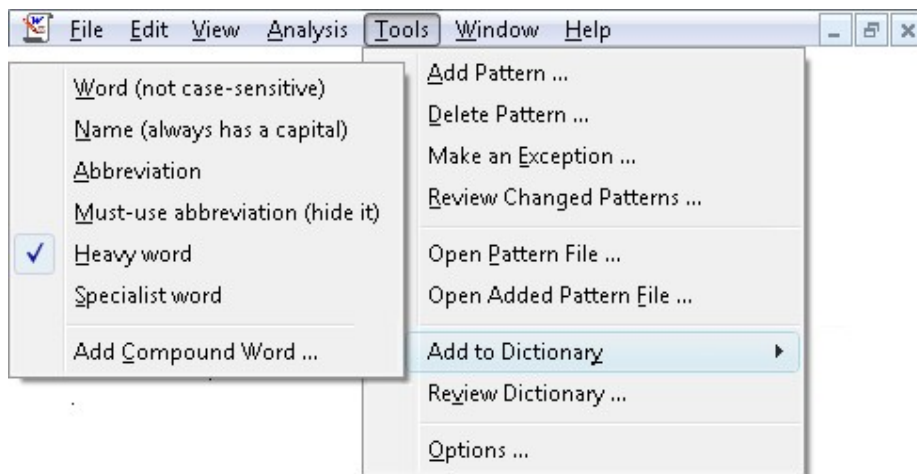


Shows the full StyleWriter statistics.

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## StyleWriter's Tools Menu

StyleWriter's menus give you access to the various analysis, reporting, customizing and help functions of the program. Click on each menu for more information.

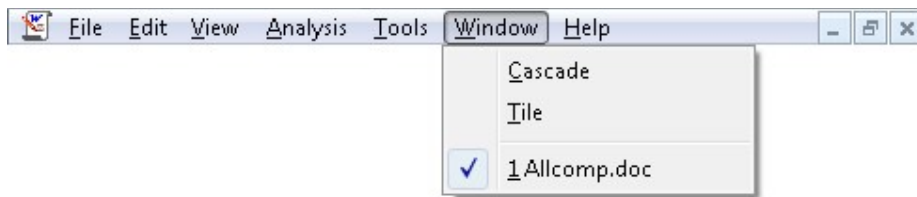


Customizes StyleWriter to your needs.

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## StyleWriter's Window Menu

StyleWriter's menus give you access to the various analysis, reporting, customizing and help functions of the program. Click on each menu for more information.

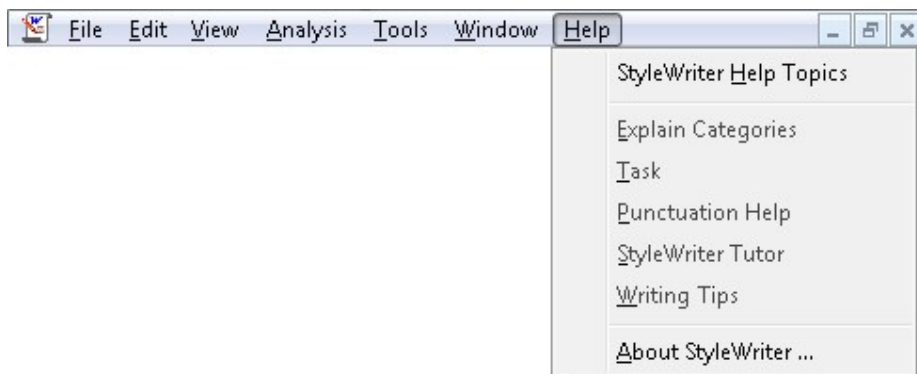


Changes the arrangement of checked document windows.

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## StyleWriter's Help Menu

StyleWriter's menus give you access to the various analysis, reporting, customizing and help functions of the program. Click on each menu for more information.



Shows StyleWriter's comprehensive help screens.

[Welcome to StyleWriter Help](#) > [StyleWriter's Main Window](#)

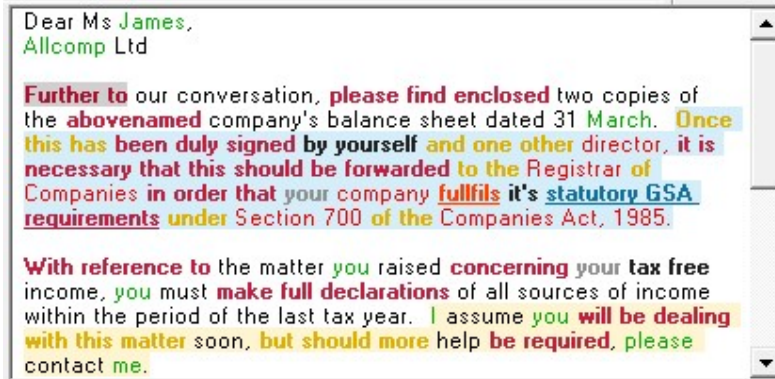
## StyleWriter's Toolbar

[Show Starter Edition Toolbar](#)

StyleWriter's toolbar gives you quick access to the most frequently used commands. Click on each toolbar button for more information.



## StyleWriter's Text View



The highlighted words and phrases in your text show in different colors:

<b>Bold Dark Red</b>	Highlights suggested changes from StyleWriter's <a href="#">Plain English Style</a> categories. Following the program's advice will improve the style and readability of your writing.
<b>Normal Red</b>	Highlights sentences longer than the <a href="#">Long Sentence Limit</a> . The program encourages you to edit long sentences by cutting words or breaking them into two or three sentences.
<b>Bold Black</b>	Shows <a href="#">Word Usage</a> problems, such as Confused Words and Hyphen Help where you may have used words inappropriately.
<b>Bold Gray</b>	Highlights possible confusion or usage issues in the Confused Common, Confused Hyphen and Sexist Common categories. These categories are Default off.
<b>Bold Blue-gray</b> (Standard and Professional editions only)	Highlights <a href="#">Bog words</a> that detract from readability. The program highlights them in <a href="#">High Bog Sentences</a> when High Bog is turned on.
<b><u>Underlined Blue-gray</u></b>	Highlights Abbreviations, Difficult Words and Jargon Phrases. StyleWriter encourages you to keep these to a minimum.
<b>Bold Red</b>	Highlights Questionable Words. Issues include racist words, inappropriate language, typing errors missed by spellcheckers, preferred spelling and many other issues.
<b><u>Bold Underlined Red</u></b>	Highlights spelling and typing errors and incorrect capital letter usage.
<b>Normal Green</b>	Highlights <a href="#">Pep</a> words or phrases, short sentences or questions.
<b>Bold Yellow-brown</b> (Standard and Professional editions only)	Highlights Glue words in <a href="#">High Glue Sentences</a> when High Glue is turned on.
<b>Gray background</b>	Highlights the problem that the current advice



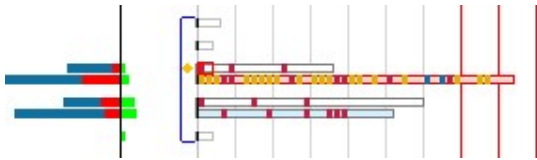
"yellow background"

message refers to.

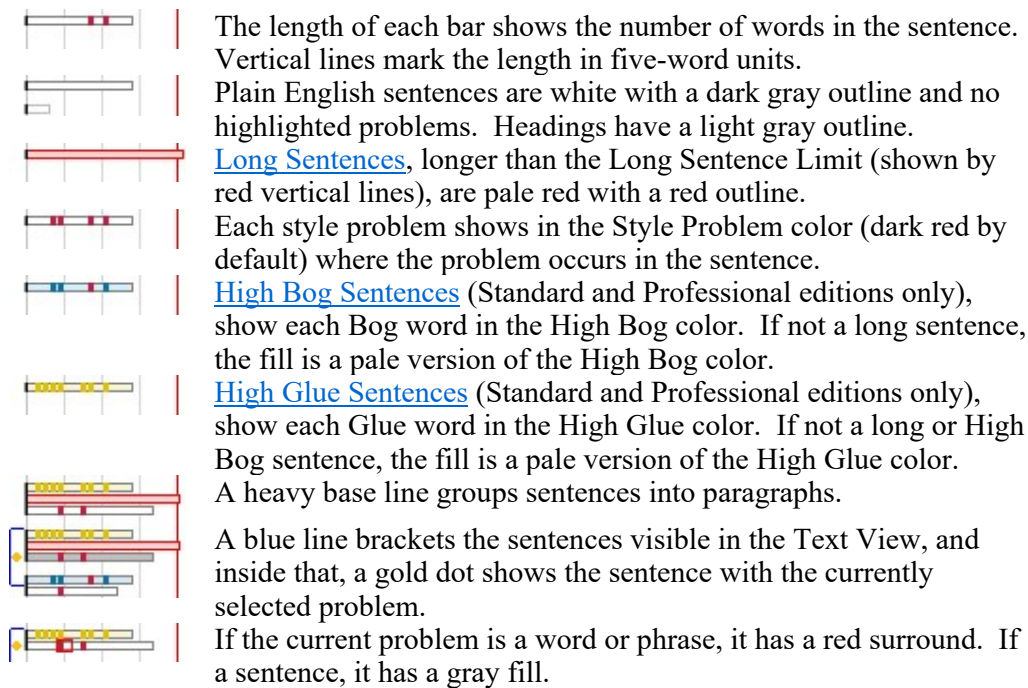
Highlights gray quoted text excluded from StyleWriter's statistics if you have selected ["Exclude Quoted Text"](#) in the [Style Categories dialog](#).

## StyleWriter's Sentence View

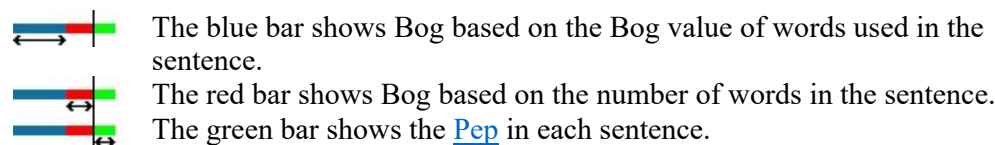
The Sentence View lets you scan the document to see what section needs the most editing.



The right-hand side shows bars representing each sentence:



The left-hand side graphs StyleWriter's assessment of each sentence showing the values it contributes to the overall [Bog Index](#).

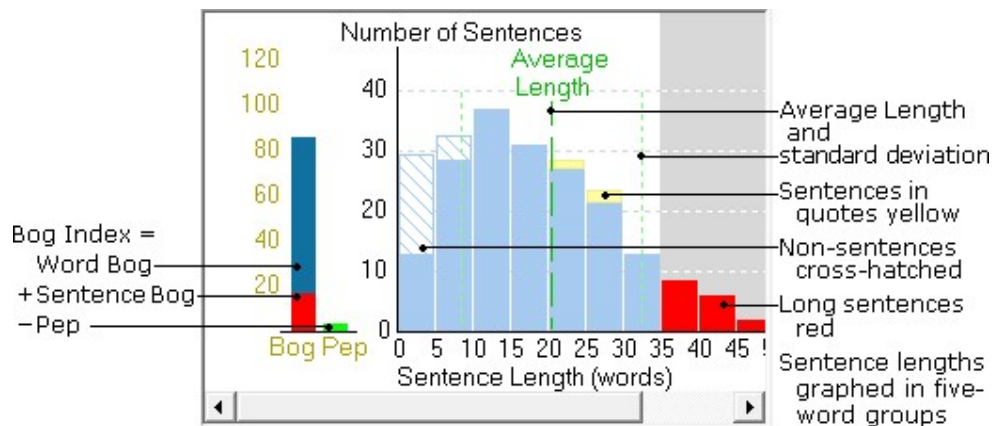


## StyleWriter's Sentence Summary

The Sentence Summary shows the average sentence length and spread of sentence lengths in your document.

The red and blue column and the green column on the left show the [Sentence Bog](#), [Word Bog](#) and [Pep](#) that make up the [Bog Index](#).

$$\text{Bog Index} = \text{Word Bog (blue)} + \text{Sentence Bog (red)} - \text{Pep (green)}$$



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## How StyleWriter Works

StyleWriter works by checking the documents already open on your Windows desktop. To check a document, you must first open the document with your word processor.

If StyleWriter can communicate with your word processor to retrieve text and send editing commands, it sets up a link that lets StyleWriter work interactively with the word processor (see [Using StyleWriter with Microsoft Word](#)).

All Windows word processors and text editors can copy text to the Windows clipboard, making it available to all other Windows applications. Microsoft Windows Write and Microsoft Windows Notepad are typical applications that do not communicate directly with StyleWriter. However, you can still check text created in these programs through the clipboard. For more details see [Using StyleWriter with Clipboard Text](#).

[Welcome to StyleWriter Help](#) > [How StyleWriter Works](#)

### Using StyleWriter with Microsoft Word

With Microsoft Word, StyleWriter offers interactive editing of your document. The StyleWriter window sits at the top of your screen with Word below so you can make corrections from StyleWriter or edit your document in Word. StyleWriter keeps an up-to-date display of your text and its advice as you work in the StyleWriter window. When editing in Word, the display updates when you click on StyleWriter's **Resume** button.

To get StyleWriter to check your document from Microsoft Word, you can either:

- go to Word's **Tools** menu and select **StyleWriter...**,

- click the StyleWriter button in the standard toolbar, or
- in Word 2007, click the **StyleWriter** button in the **Add-Ins** tab.

Word calls StyleWriter to start checking your document right away.

Alternatively, you can run StyleWriter from the **Start/All Programs** menu in Windows. If you have one document open on your desktop, StyleWriter starts checking it immediately. If you have several documents open, StyleWriter displays a list of them for you to choose from.

To check only part of your document, select that part before calling StyleWriter. See [Checking Selected Text](#) for more details.

Once you ask StyleWriter to check your document, it sets up interactive communications with Microsoft Word and with the text of your document. This lets StyleWriter make changes to your document while still keeping track of the changes you make.

To keep track of text in your document, StyleWriter gathers groups of paragraphs of around three thousand characters (4KB maximum). It creates Bookmarks of these passages so it can quickly refer to them within your document when it needs to edit the text or get a fresh copy.

If your document contains sections StyleWriter can't divide into chunks of less than 4KB, it will display as much as it can then show the line:

**\*\*\* Table or Field too big and complex - only first 4k shown \*\*\***

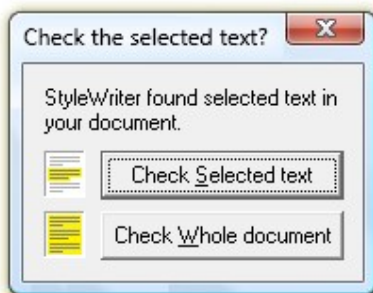
This can happen with large field codes like Table of Contents, Bibliography or References that use hyperlinks. If you need StyleWriter to check these, you may be able to do so by selecting just the contents of those fields and asking StyleWriter to check the selected text.

If this happens with a large table, see [Checking Text In Tables](#) for more details.

[Welcome to StyleWriter Help](#) > [How StyleWriter Works](#)

## Checking Selected Text

To check only part of your document, just select that part of your text before calling StyleWriter. Before StyleWriter opens the document, it will display a dialog asking whether you want to check the selected text or the whole document.



If you choose 'Check Slected text' and the text you selected doesn't start and end on a whole sentence,

StyleWriter extends the selection to include complete sentences at each end of the text.

[Welcome to StyleWriter Help](#) > [How StyleWriter Works](#)

## Checking Text in Tables

StyleWriter can check the text in Word document tables, but doesn't reproduce the table format. It displays the table text a row at a time, showing each cell in a separate paragraph. The way it collects the text depends on the size and format of the table.

If the table contains less than 4KB of text (4,096 characters including spaces), StyleWriter makes one bookmark of it and transfers the text as one item.

If a table contains more than 4KB and does not have any merged cells across two or more rows, StyleWriter gathers one or more rows or cells to make up each bookmark.

If a table contains more than 4KB but does have merged cells across two or more rows, StyleWriter can't separate the rows, so must take the entire table as a bookmark. When it then displays the text of the table in the Text View, StyleWriter will show only the first 4KB of it then beep and show the line:

**\*\*\* Table or Field too big and complex - only first 4k shown \*\*\***

If this happens, and you want StyleWriter to check the whole table, you can either:

- go back and split the merged cells so StyleWriter can select discrete rows, or
- split the table into smaller tables of a page each.

[Welcome to StyleWriter Help](#) > [How StyleWriter Works](#)

## Using StyleWriter with Clipboard Text

All Windows word processors and text editors and most other applications can copy text to the Windows clipboard for other applications to use. Microsoft Windows Write and Microsoft Windows Notepad are typical applications that do not support interactive communications but use the Windows clipboard.

When you go to StyleWriter's [File Menu](#) and select **Open**, the **Select Document** box lists any documents available on the desktop, including the clipboard if it is not empty. This lets you check text from other applications, whether they are word processor, spreadsheet, database or any other type of application.

To check any text using the clipboard:

1. Start StyleWriter from the **Start/All Programs** menu in Windows.
2. Switch to the window containing your text and select the text you want to check. This may be all or any part of a document.
3. Copy the text to the clipboard (usually with **Ctrl+C**).
4. Switch back to StyleWriter (**Alt+Tab**), click the **Open** button to start the check.

To edit your text following StyleWriter's advice, switch back to your original application with the **Edit** button or **Alt+Tab**, and edit as usual. See [Correcting Your Text](#).

## [Welcome to StyleWriter Help](#)

# StyleWriter's Advice

As StyleWriter checks your document, as well as advising on particular style and usage problems in the text, it also:

1. Measures and rates your readability and clarity ([Bog Index](#))
2. Measures and rates your [Average Sentence Length](#)
3. Measures and rates your use of [Passive Verbs](#)
4. Shows your sentence variety
5. Checks for misspellings
6. Highlights questionable words or errors missed by spellcheckers
7. Highlights jargon and abbreviations to discourage their use
8. Highlights long sentences and [High Bog sentences](#)
9. Highlights wordy sentences ([High Glue](#))

## Statistics

We recommend you look at the sentence graphs in StyleWriter's Main Window and the statistics displayed in the Status Bar before you start editing your text. This way, you'll get an overall picture of your writing and know how much editing you'll need to do.



Click this button to open the Statistical Summary window, or go to the **Analysis** menu and select **Statistical Summary**.

StyleWriter shows its key statistics on the Status Bar and lets you save them to the [Statistics Archive](#) file so you can review the effectiveness of its advice on your writing.



You can also [Insert StyleWriter's Statistics](#) as annotations or footnotes at the start of your document.

## Advice Messages

As you move through the problems in your document, StyleWriter displays an appropriate [advice message](#) and the [category](#) of the problem in the advice window at the top of the [Main StyleWriter Window](#). You can skip through each bit of text to see all the advice StyleWriter offers before you edit.

To call up a help screen explaining the category, you can:

- click on the category, or

- select **Explain Category** in the **Help** menu.

## Style Categories

StyleWriter's patterns are grouped into [Categories](#) to help you see where you can improve your writing style.



Click this button to open the [Style Categories dialog](#) for a summary of the problems found in each category, or go to the **Analysis** menu and select **Style Categories**.

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## Moving Through Your Text

You can scroll through the text to see what StyleWriter has highlighted by:

- pressing the **Page Up** and **Page Down** keys,
- pressing the ↑ and ↓ arrow keys, to scroll one line at a time,
- pressing the **Home** and **End** keys to scroll to the beginning or end,
- clicking your **mouse** on the **Scroll Bar**, or
- clicking on any sentence in the Sentence View

As you scroll through your text, StyleWriter highlights the words or phrases that match its patterns.

You can move from one highlighted word or phrase (each one a match on a pattern) to another by:

- pressing the → arrow key or clicking the **Next** button to move to the next problem,
- pressing the ← arrow key or clicking the **Previous** button to move to the previous problem, or
- clicking your **mouse** on any highlighted word or phrase. If there are two or more problems overlapping in your text where you click the mouse, StyleWriter will display each one in turn with each mouse click.

You can move through and edit the text StyleWriter has checked while it is still checking the rest of your document.

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## Correcting Your Text

The way you correct your text depends on the application you are using to write it, and whether the application supports interactive communications with StyleWriter (see [How StyleWriter Works](#)).

### Correcting Text With Microsoft Word

With [Microsoft Word](#), StyleWriter offers interactive editing of your document. Whether you make corrections from StyleWriter or edit your document with the word processor, StyleWriter updates its display of your text and provides up-to-date advice and statistics.

### Selecting Corrections From StyleWriter's Advice Message

Many of StyleWriter's advice messages offer you replacements in **blue underlined** text. You can correct your text simply by clicking on the replacement text with your mouse. You will notice the mouse cursor change to a hand as it passes over the replacement text. When you select a correction, StyleWriter corrects your text and moves on to the next highlighted problem.

In some messages, StyleWriter's advice includes the option to delete the highlighted text from your document. To do this, click on **DELETE**. The text disappears from your document and StyleWriter moves to the next problem.

You should check that your sentence still reads correctly before you decide to use DELETE. If deleting the word or phrase makes the sentence incorrect, use the **Edit** button to change your text.

### Using the Undo Button

The **Undo** button allows you to undo the corrections you have made when selecting replacement text. See [Undo Button](#) for more details.

### Using the Edit Button

If you need to change more than a few words (for example, shortening a long sentence or editing out a passive verb), or the advice message does not offer a replacement, click on StyleWriter's **Edit** button. This takes you back to your word processor, to the place in your document where StyleWriter found the problem. You can then make the suggested changes.

To return to StyleWriter, click on StyleWriter's **Resume** button, or press **Alt+Tab**. StyleWriter automatically rechecks your revised text.

### Correcting Clipboard Text

When you are [checking clipboard text](#), StyleWriter has no control over the application that created the text. StyleWriter's editing suggestions in the advice message appear in **blue** text, and you have to correct your text by clicking on StyleWriter's **Edit** button.

The **Edit** button shrinks StyleWriter's display and switches you back to the application you came from so you can make the suggested changes. Return to StyleWriter by clicking on StyleWriter's **Resume** button or pressing **Alt+Tab**.

**Tip:** You may want to change the size of your word processor's window, moving it to the bottom of the screen so you can still see the StyleWriter window and its advice while you edit.

### Rechecking Your Text

You can ask StyleWriter to recheck your text at any time by sending a fresh copy of your text to the clipboard, then clicking StyleWriter's **Open** button to recheck the clipboard.

If you lose sight of the StyleWriter screen at any time, you can always return to it by using the **Alt+Tab**

keys together. This will switch through all the applications you have open on your desktop.

### [Welcome to StyleWriter Help](#)

## Statistical Summary

(Standard and Professional editions only)

The Statistical Summary displays and assesses three important measures of good writing:

- [Average Sentence Length](#),
- [Passive Index](#) and
- Readability of the documents, expressed either by:
  - [Style Index](#) (for continuity with StyleWriter 3),
  - the more comprehensive [Bog Index](#) or
  - the [Stanton-Wright Reading Grade](#)

The Style Index and Bog Index assessments vary according to the writing task and audience you have selected in the main window. If you have chosen to [Exclude Quoted Text](#) in the [Style Categories dialog](#), these figures will not include quoted text.

The Statistical Summary also displays:

- the percentage of [Jargon words and phrases](#) found and
- the percentage of [Glue Words](#) in the document.

Measure	Original	Rating	Target	Redraft	New Rating	Save
Total Words	123					<input checked="" type="checkbox"/>
⊕ Average Sentence	29.0	Bad	13 to 18			<input checked="" type="checkbox"/>
⊕ Passive Index	75	Bad	up to 15			<input checked="" type="checkbox"/>
⊕ Style Index	170	Dreadful	up to 15			<input checked="" type="checkbox"/>
⊕ Bog Index	98	Bad	up to 15			<input checked="" type="checkbox"/>
⊕ Reading Grade	14.3	Fairly Difficult	up to 12			<input checked="" type="checkbox"/>
⊕ Jargon	1.6%	Good	up to 1%			<input checked="" type="checkbox"/>
⊕ Glue	41%	Average	up to 40%			<input checked="" type="checkbox"/>

Task: Letter      Audience: Public      Author: Pete

Click on the ‘+’ to expand each measure, showing its components and how they combine to produce the statistic. Click and drag the frame to enlarge the window, if necessary.

As you edit the document, StyleWriter updates the statistics in the **Redraft** column and revises the **Rating**.



If you have chosen to **Save Statistics to Archive File** in the [Save Options dialog](#), you can select the statistics you want to save using the check-boxes in the **Save** column.

[Welcome to StyleWriter Help](#) > [Statistical Summary](#)

## Statistical Summary – Average Sentence

(Standard and Professional editions only)

The Statistical Summary displays and assesses three important measures of good writing:

- [Average Sentence Length](#),
- [Passive Index](#) and
- Readability of the documents, expressed either by:
  - [Style Index](#) (for continuity with StyleWriter 3),
  - the more comprehensive [Bog Index](#) or
  - the [Stanton-Wright Reading Grade](#)

The Style Index and Bog Index assessments vary according to the writing task and audience you have selected in the main window. If you have chosen to [Exclude Quoted Text](#) in the [Style Categories dialog](#), these figures will not include quoted text.

The Statistical Summary also displays:

- the percentage of [Jargon words and phrases](#) found and
- the percentage of [Glue Words](#) in the document.

Measure	Original	Rating	Target	Redraft	New Rating	Save
Total Words	123					<input checked="" type="checkbox"/>
<input type="checkbox"/> Average Sentence	29.0	Bad	13 to 18			<input checked="" type="checkbox"/>
Words in Sentences	116					
/ Sentences	4					
<input checked="" type="checkbox"/> Passive Index	75	Bad	up to 15			<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Style Index	170	Dreadful	up to 15			<input type="checkbox"/>
<input checked="" type="checkbox"/> Bog Index	98	Bad	up to 15			<input type="checkbox"/>
<input checked="" type="checkbox"/> Reading Grade	14.3	Fairly Difficult	up to 12			<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Jargon	1.6%	Good	up to 1%			<input type="checkbox"/>
<input checked="" type="checkbox"/> Glue	41%	Average	up to 40%			<input type="checkbox"/>

Task: Letter      Audience: Public      Author: Pete

Click on the ‘+’ to expand each measure, showing its components and how they combine to produce the statistic. Click and drag the frame to enlarge the window, if necessary.

As you edit the document, StyleWriter updates the statistics in the **Redraft** column and revises the

## Rating.

If you have chosen to **Save Statistics to Archive File** in the [Save Options dialog](#), you can select the statistics you want to save using the check-boxes in the **Save** column.

[Welcome to StyleWriter Help](#) > [Statistical Summary](#)

## Statistical Summary – Passive Index

(Standard and Professional editions only)

The Statistical Summary displays and assesses three important measures of good writing:

- [Average Sentence Length](#),
- [Passive Index](#) and
- Readability of the documents, expressed either by:
  - [Style Index](#) (for continuity with StyleWriter 3),
  - the more comprehensive [Bog Index](#) or
  - the [Stanton-Wright Reading Grade](#)

The Style Index and Bog Index assessments vary according to the writing task and audience you have selected in the main window. If you have chosen to [Exclude Quoted Text](#) in the [Style Categories dialog](#), these figures will not include quoted text.

The Statistical Summary also displays:

- the percentage of [Jargon words and phrases](#) found and
- the percentage of [Glue Words](#) in the document.

Measure	Original	Rating	Target	Redraft	New Rating	Save
Total Words	123					<input checked="" type="checkbox"/>
+ Average Sentence	29.0	Bad	13 to 18			<input checked="" type="checkbox"/>
+ Passive Index	75	Bad	up to 15			<input checked="" type="checkbox"/>
Passive Verbs	3					
x 100 / Sentences	25.0					
+ Style Index	170	Dreadful	up to 15			<input type="checkbox"/>
+ Bog Index	98	Bad	up to 15			<input checked="" type="checkbox"/>
+ Reading Grade	14.3	Fairly Difficult	up to 12			<input checked="" type="checkbox"/>
+ Jargon	1.6%	Good	up to 1%			<input checked="" type="checkbox"/>
+ Glue	41%	Average	up to 40%			<input type="checkbox"/>

Task: Letter      Audience: Public      Author: Pete

Click on the ‘+’ to expand each measure, showing its components and how they combine to produce the statistic. Click and drag the frame to enlarge the window, if necessary.

As you edit the document, StyleWriter updates the statistics in the **Redraft** column and revises the **Rating**.

If you have chosen to Save **Statistics to Archive File** in the [Save Options dialog](#), you can select the statistics you want to save using the check-boxes in the **Save** column.

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## Statistical Summary – Style Index

(Standard and Professional editions only)

The Statistical Summary displays and assesses three important measures of good writing:

- [Average Sentence Length](#),
- [Passive Index](#) and
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  - [Style Index](#) (for continuity with StyleWriter 3),
  - the more comprehensive [Bog Index](#) or
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The Style Index and Bog Index assessments vary according to the writing task and audience you have selected in the main window. If you have chosen to [Exclude Quoted Text](#) in the [Style Categories dialog](#), these figures will not include quoted text.

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- the percentage of [Jargon words and phrases](#) found and
- the percentage of [Glue Words](#) in the document.

Measure	Original	Rating	Target	Redraft	New Rating	Save
Total Words	123					<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Average Sentence	29.0	Bad	13 to 18			<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Passive Index	75	Bad	up to 15			<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Style Index	170	Dreadful	up to 15			<input type="checkbox"/>
[Long Sentences	2					
+ Style Problems]	19					
x 1,000 / Words	8.13					
<input checked="" type="checkbox"/> Bog Index	98	Bad	up to 15			<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Reading Grade	14.3	Fairly Difficult	up to 12			<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Jargon	1.6%	Good	up to 1%			<input type="checkbox"/>
<input checked="" type="checkbox"/> Glue	41%	Average	up to 40%			<input type="checkbox"/>

Task: Letter      Audience: Public      Author: Pete

Click on the ‘+’ to expand each measure, showing its components and how they combine to produce the

statistic. Click and drag the frame to enlarge the window, if necessary.

As you edit the document, StyleWriter updates the statistics in the **Redraft** column and revises the **Rating**.

If you have chosen to **Save Statistics to Archive File** in the [Save Options dialog](#), you can select the statistics you want to save using the check-boxes in the **Save** column.

[Welcome to StyleWriter Help](#) > [Statistical Summary](#)

## Statistical Summary – Bog Index

(Standard and Professional editions only)

The Statistical Summary displays and assesses three important measures of good writing:

- [Average Sentence Length](#),
- [Passive Index](#) and
- Readability of the documents, expressed either by:
  - [Style Index](#) (for continuity with StyleWriter 3),
  - the more comprehensive [Bog Index](#) or
  - the [Stanton-Wright Reading Grade](#)

The Style Index and Bog Index assessments vary according to the writing task and audience you have selected in the main window. If you have chosen to [Exclude Quoted Text](#) in the [Style Categories dialog](#), these figures will not include quoted text.

The Statistical Summary also displays:

- the percentage of [Jargon words and phrases](#) found and
- the percentage of [Glue Words](#) in the document.

Measure	Original	Rating	Target	Redraft	New Rating	Save	OK
Total Words	123					<input checked="" type="checkbox"/>	Help
⊕ Average Sentence	29.0	Bad	13 to 18			<input checked="" type="checkbox"/>	
⊕ Passive Index	75	Bad	up to 15			<input checked="" type="checkbox"/>	
⊕ Style Index	170	Dreadful	up to 15			<input type="checkbox"/>	
⊖ Bog Index	98	Bad	up to 15			<input checked="" type="checkbox"/>	
⊕ Sentence Bog	24		6 to 10			<input type="checkbox"/>	
⊕ + Word Bog	89		up to 15			<input type="checkbox"/>	
⊕ - Pep	[15]		over 13			<input type="checkbox"/>	
⊕ Reading Grade	14.3	Fairly Difficult	up to 12			<input checked="" type="checkbox"/>	
⊕ Jargon	1.6%	Good	up to 1%			<input type="checkbox"/>	
⊕ Glue	41%	Average	up to 40%			<input type="checkbox"/>	
Task: Letter		Audience: Public		Author: Pete			

Click on the '+' to expand each measure, showing its components and how they combine to produce the statistic. Click and drag the frame to enlarge the window, if necessary.

As you edit the document, StyleWriter updates the statistics in the **Redraft** column and revises the **Rating**.

If you have chosen to **Save Statistics to Archive File** in the [Save Options dialog](#), you can select the statistics you want to save using the check-boxes in the **Save** column.

[Welcome to StyleWriter Help](#) > [Statistical Summary](#)

## Statistical Summary – Bog Index +

(Standard and Professional editions only)

The Statistical Summary displays and assesses three important measures of good writing:

- [Average Sentence Length](#),
- [Passive Index](#) and
- Readability of the documents, expressed either by:
  - [Style Index](#) (for continuity with StyleWriter 3),
  - the more comprehensive [Bog Index](#) or
  - the [Stanton-Wright Reading Grade](#)

The Style Index and Bog Index assessments vary according to the writing task and audience you have selected in the main window. If you have chosen to [Exclude Quoted Text](#) in the [Style Categories dialog](#), these figures will not include quoted text.

The Statistical Summary also displays:

- the percentage of [Jargon words and phrases](#) found and
- the percentage of [Glue Words](#) in the document.

Measure	Original	Rating	Target	Redraft	New Rating	Save
Total Words	123					<input checked="" type="checkbox"/>
+ Average Sentence	29.0	Bad	13 to 18			<input checked="" type="checkbox"/>
+ Passive Index	75	Bad	up to 15			<input checked="" type="checkbox"/>
+ Style Index	170	Dreadful	up to 15			<input type="checkbox"/>
+ Bog Index	98	Bad	up to 15			<input checked="" type="checkbox"/>
+ Sentence Bog	24		6 to 10			
+ Average Sentence <sup>2</sup>	841					
+ / Long Sentence Limit	35					
+ Word Bog	89		up to 15			
+ Bog Score	44					
+ Heavy	44					
+ Abbreviations	0					
+ Specialist	0					
+ / (Total Words / 250)	0.492					
- Pep	(15)		over 13			<input type="checkbox"/>
+ Word Pep	12		over 10			
+ Pep Score	60					
+ Names	3					
+ Interest	2					
+ Conversational	55					
+ / (Total Words / 25)	4.92					
+ Sentence Variety	3		over 3			
+ Std Deviation x 10	86					
+ / Average Sentence	29.0					
+ Reading Grade	14.3	Fairly Difficult	up to 12			<input checked="" type="checkbox"/>
+ Jargon	1.6%	Good	up to 1%			<input type="checkbox"/>
+ Glue	41%	Average	up to 40%			<input type="checkbox"/>

Task: Letter      Audience: Public      Author: Pete

Click on the '+' to expand each measure, showing its components and how they combine to produce the statistic. Click and drag the frame to enlarge the window, if necessary.

As you edit the document, StyleWriter updates the statistics in the **Redraft** column and revises the **Rating**.

If you have chosen to **Save Statistics to Archive File** in the [Save Options dialog](#), you can select the statistics you want to save using the check-boxes in the **Save** column.

[Welcome to StyleWriter Help](#) > [Statistical Summary](#)

## Statistical Summary – Reading Grade

(Standard and Professional editions only)

The Statistical Summary displays and assesses three important measures of good writing:

- [Average Sentence Length](#),
- [Passive Index](#) and

- Readability of the documents, expressed either by:
  - [Style Index](#) (for continuity with StyleWriter 3),
  - the more comprehensive [Bog Index](#) or
  - the [Stanton-Wright Reading Grade](#)

The Style Index and Bog Index assessments vary according to the writing task and audience you have selected in the main window. If you have chosen to [Exclude Quoted Text](#) in the [Style Categories dialog](#), these figures will not include quoted text.

The Statistical Summary also displays:

- the percentage of [Jargon words and phrases](#) found and
- the percentage of [Glue Words](#) in the document.

Measure	Original	Rating	Target	Redraft	New Rating	Save
Total Words	123					<input checked="" type="checkbox"/>
⊕ Average Sentence	29.0	Bad	13 to 18			<input checked="" type="checkbox"/>
⊕ Passive Index	75	Bad	up to 15			<input checked="" type="checkbox"/>
⊕ Style Index	170	Dreadful	up to 15			<input type="checkbox"/>
⊕ Bog Index	98	Bad	up to 15			<input checked="" type="checkbox"/>
⊖ Reading Grade	14.3	Fairly Difficult	up to 12			<input checked="" type="checkbox"/>
Average Sent x 0.4 - 2.0	9.6					
⊖ + Word Difficulty	4.7					
Readability Score	48					
/ (Total Words / 12)	10.2					
⊕ Jargon	1.6%	Good	up to 1%			<input type="checkbox"/>

Task: Letter      Audience: Public      Author: Pete

Click on the ‘+’ to expand each measure, showing its components and how they combine to produce the statistic. Click and drag the frame to enlarge the window, if necessary.

As you edit the document, StyleWriter updates the statistics in the **Redraft** column and revises the **Rating**.

If you have chosen to **Save Statistics to Archive File** in the [Save Options dialog](#), you can select the statistics you want to save using the check-boxes in the **Save** column.

[Welcome to StyleWriter Help](#) > [Statistical Summary](#)

## Statistical Summary – Jargon

(Standard and Professional editions only)

The Statistical Summary displays and assesses three important measures of good writing:

- [Average Sentence Length](#),

- [Passive Index](#) and
- Readability of the documents, expressed either by:
  - [Style Index](#) (for continuity with StyleWriter 3),
  - the more comprehensive [Bog Index](#) or
  - the [Stanton-Wright Reading Grade](#)

The Style Index and Bog Index assessments vary according to the writing task and audience you have selected in the main window. If you have chosen to [Exclude Quoted Text](#) in the [Style Categories dialog](#), these figures will not include quoted text.

The Statistical Summary also displays:

- the percentage of [Jargon words and phrases](#) found and
- the percentage of [Glue Words](#) in the document.

Measure	Original	Rating	Target	Redraft	New Rating	Save
[-] Average Sentence	29.0	Bad	13 to 18			<input checked="" type="checkbox"/>
[-] Passive Index	75	Bad	up to 15			<input checked="" type="checkbox"/>
[-] Style Index	170	Dreadful	up to 15			<input type="checkbox"/>
[-] Bog Index	98	Bad	up to 15			<input checked="" type="checkbox"/>
[-] Reading Grade	14.3	Fairly Difficult	up to 12			<input checked="" type="checkbox"/>
[-] Jargon	1.6%	Good	up to 1%			<input type="checkbox"/>
[-] Jargon Count	2					
[-] Abbreviations	0					
[-] + Difficult Words	0					
[-] + Jargon Phrases	2					
[-] / Total Words	123					

Task: Letter      Audience: Public      Author: Pete

Click on the ‘+’ to expand each measure, showing its components and how they combine to produce the statistic. Click and drag the frame to enlarge the window, if necessary.

As you edit the document, StyleWriter updates the statistics in the **Redraft** column and revises the **Rating**.

If you have chosen to **Save Statistics to Archive File** in the [Save Options dialog](#), you can select the statistics you want to save using the check-boxes in the **Save** column.

[Welcome to StyleWriter Help](#) > [Statistical Summary](#)

## Statistical Summary – Glue

(Standard and Professional editions only)

The Statistical Summary displays and assesses three important measures of good writing:



- [Average Sentence Length](#),
- [Passive Index](#) and
- Readability of the documents, expressed either by:
  - [Style Index](#) (for continuity with StyleWriter 3),
  - the more comprehensive [Bog Index](#) or
  - the [Stanton-Wright Reading Grade](#)

The Style Index and Bog Index assessments vary according to the writing task and audience you have selected in the main window. If you have chosen to [Exclude Quoted Text](#) in the [Style Categories dialog](#), these figures will not include quoted text.

The Statistical Summary also displays:

- the percentage of [Jargon words and phrases](#) found and
- the percentage of [Glue Words](#) in the document.

Measure	Original	Rating	Target	Redraft	New Rating	Save
Total Words	123					<input checked="" type="checkbox"/>
⊕ Average Sentence	29.0	Bad	13 to 18			<input checked="" type="checkbox"/>
⊕ Passive Index	75	Bad	up to 15			<input checked="" type="checkbox"/>
⊕ Style Index	170	Dreadful	up to 15			<input type="checkbox"/>
⊕ Bog Index	98	Bad	up to 15			<input checked="" type="checkbox"/>
⊕ Reading Grade	14.3	Fairly Difficult	up to 12			<input checked="" type="checkbox"/>
⊕ Jargon	1.6%	Good	up to 1%			<input type="checkbox"/>
⊕ Glue	41%	Average	up to 40%			<input type="checkbox"/>
└─ Glue Words	51					
└─ / Total Words	123					

Task: Letter      Audience: Public      Author: Pete

Click on the ‘+’ to expand each measure, showing its components and how they combine to produce the statistic. Click and drag the frame to enlarge the window, if necessary.

As you edit the document, StyleWriter updates the statistics in the **Redraft** column and revises the **Rating**.

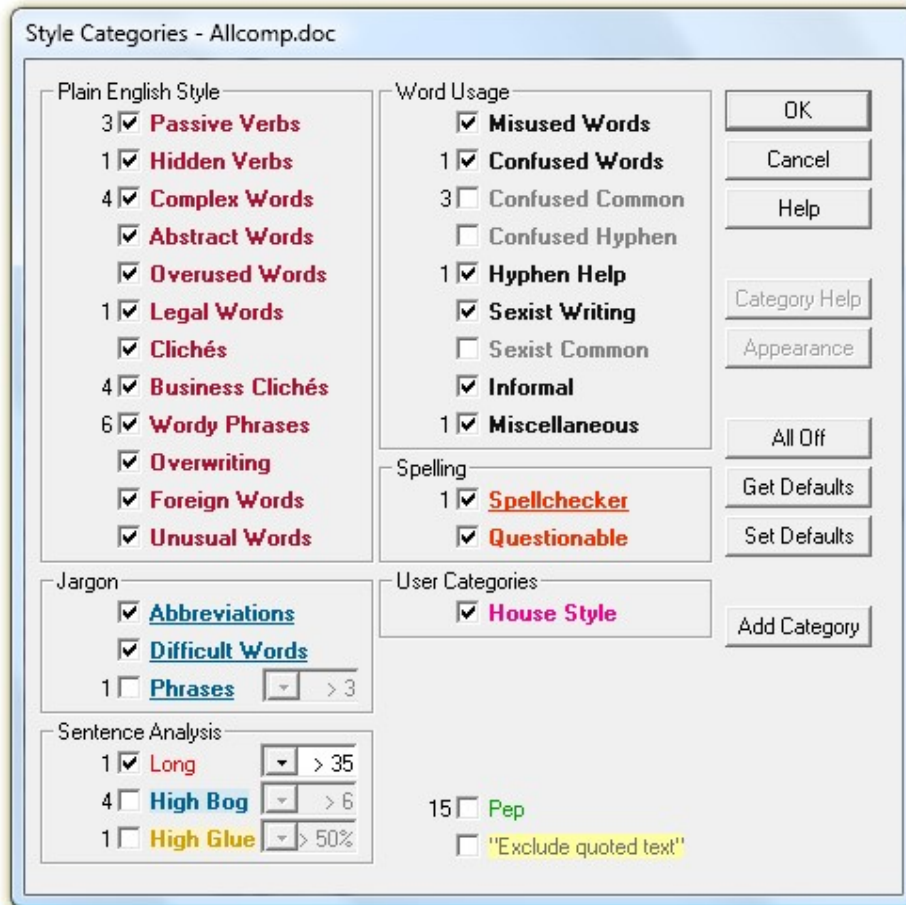
If you have chosen to **Save Statistics to Archive File** in the [Save Options dialog](#), you can select the statistics you want to save using the check-boxes in the **Save** column.

[Welcome to StyleWriter Help](#)

## Style Categories

(Standard and Professional editions) [Show Starter Edition](#).

The Style Categories dialog shows the number of pattern matches StyleWriter has found in each of its [Style Categories](#). This helps you identify where your writing problems lie and how much editing you'll need to do.



## Selecting Categories

You can change the categories you want StyleWriter to highlight in your text at any time. The active categories have a checked box next to the category name. To turn a category on or off, **click on the category's check box** or press **Tab** to select the category and then press the **Space** bar.

If there are no pattern matches against a category, there is no need to turn it off. We recommend when you start using StyleWriter that you keep the original category defaults.

## Commands Available

<b>OK</b>	leaves the window and saves any changes you have made.
<b>Cancel</b>	closes the window without saving any changes.
<b>Help</b>	displays this screen.
<b>Category Help</b>	displays help screens about the highlighted category. To make this button active, click on the category you want information about.
<b>Appearance</b>	opens the Display Options dialog where you can change the color, size and font attributes of each category group.
<b>All Off</b>	turns all the categories off. When you do this, the button changes to <b>All On</b> which you can click if you want to make all categories active.
<b>Get Defaults</b>	restores the last settings you saved as defaults.

- Set Defaults** saves the current settings as defaults. This setting will stay until you reset the defaults.
- Add Category** adds up to four User-defined Categories you can use to add your own patterns (see [Tailoring StyleWriter's Patterns](#)).

The pre-set defaults have three Word Usage Categories turned off. These are Confused Common, Confused Hyphen, and Sexist Common. Abbreviations, Jargon Phrases, High Bog and High Glue sentences are **On** by default, but you can turn them on or off using the toolbar buttons.

Pep and “Exclude quoted text” default off. If you want to see the words that contribute to [Pep](#), turn this category on. To exclude quoted text from your analysis, turn on the “Exclude quoted text” category.

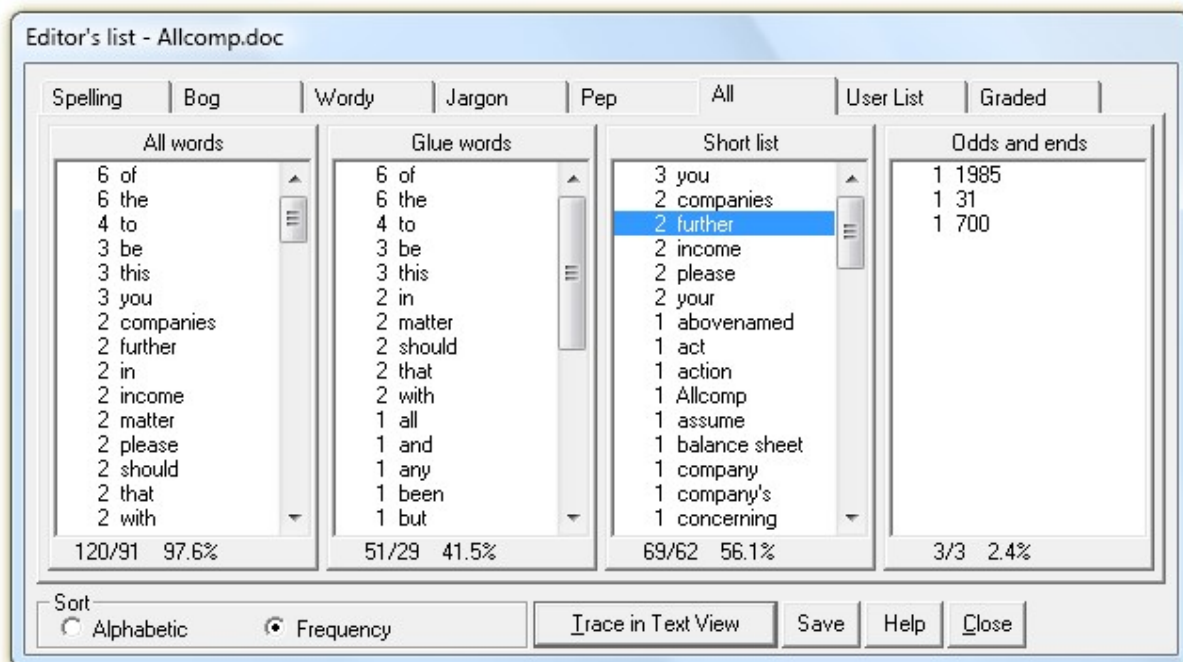
To change the default categories (those that will be on each time you start), select the categories you want and click the Set Defaults button.

## [Welcome to StyleWriter Help](#)

## All Words List

(Professional edition only)

StyleWriter collects lists of all the words (and many phrases) in your document, sorted by word (or phrase) type.



In the Editor' list dialog:

- You can choose whether to sort the lists alphabetically or by frequency.
- Double-click a word or phrase to select it in the **Text View** without closing the Editor's List.

- Select one or more entries in a list then click the [Trace in Text View](#) button to close the Editor's List dialog and highlight these words in the **Text View**.
- Click the **Close** button or press the **Esc** key to close the dialog.
- Select a list then click the **Save** button to save the list in a text file.

**All words** lists all the words in your document except those called **Odds and ends**.

**Glue words** are the 200 or so most common words in the English language (see [High Glue Sentences](#)).

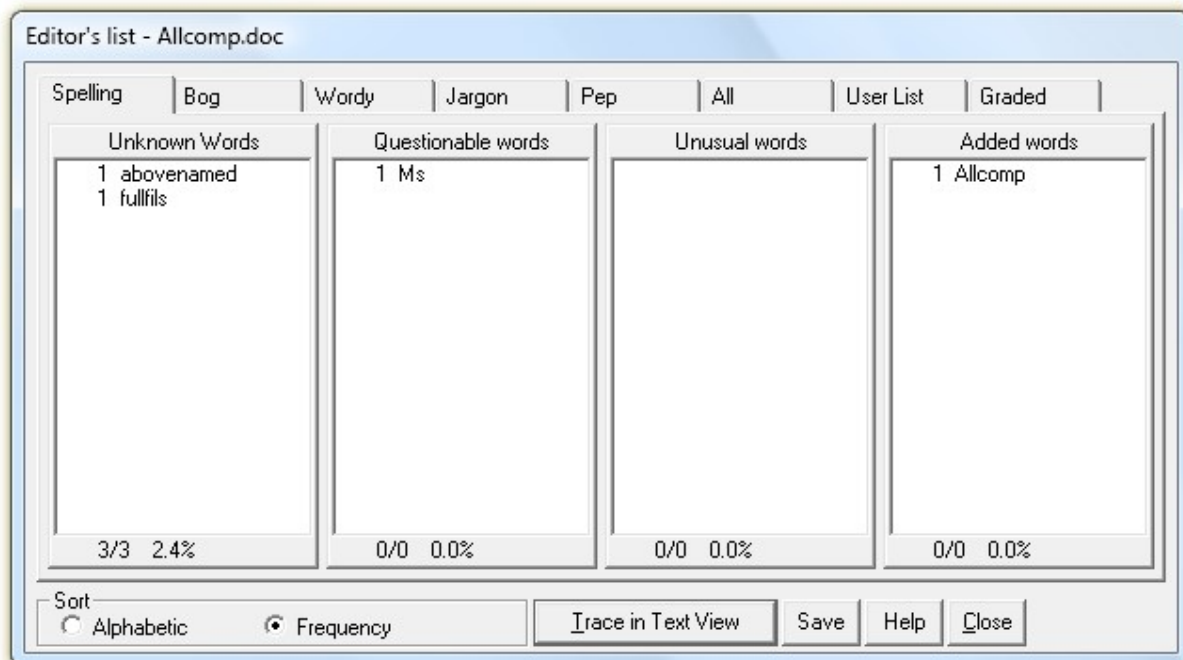
**Short list** lists all words except **Glue words** and **Odds and ends**.

[Welcome to StyleWriter Help](#) > [Editor's Lists](#)

## Spelling List

(Professional edition only)

StyleWriter collects lists of all the words (and many phrases) in your document, sorted by word (or phrase) type.



In the Editor' list dialog:

- You can choose whether to sort the lists alphabetically or by frequency.
- Double-click a word or phrase to select it in the **Text View** without closing the Editor's List.
- Select one or more entries in a list then click the [Trace in Text View](#) button to close the Editor's List

dialog and highlight these words in the **Text View**.

- Click the **Close** button or press the **Esc** key to close the dialog.
- Select a list then click the **Save** button to save the list in a text file.

**Unknown words** are those not found in StyleWriter's dictionary, and therefore possible spelling errors. StyleWriter will suggest the correct spelling where possible when you select these words in the Text Window (see [Spellchecker](#)). You also have the option to add them to the dictionary.

**Questionable words** are those that are probably incorrect or inappropriate.

**Unusual Words** are correctly spelled but may not be the word you intended.

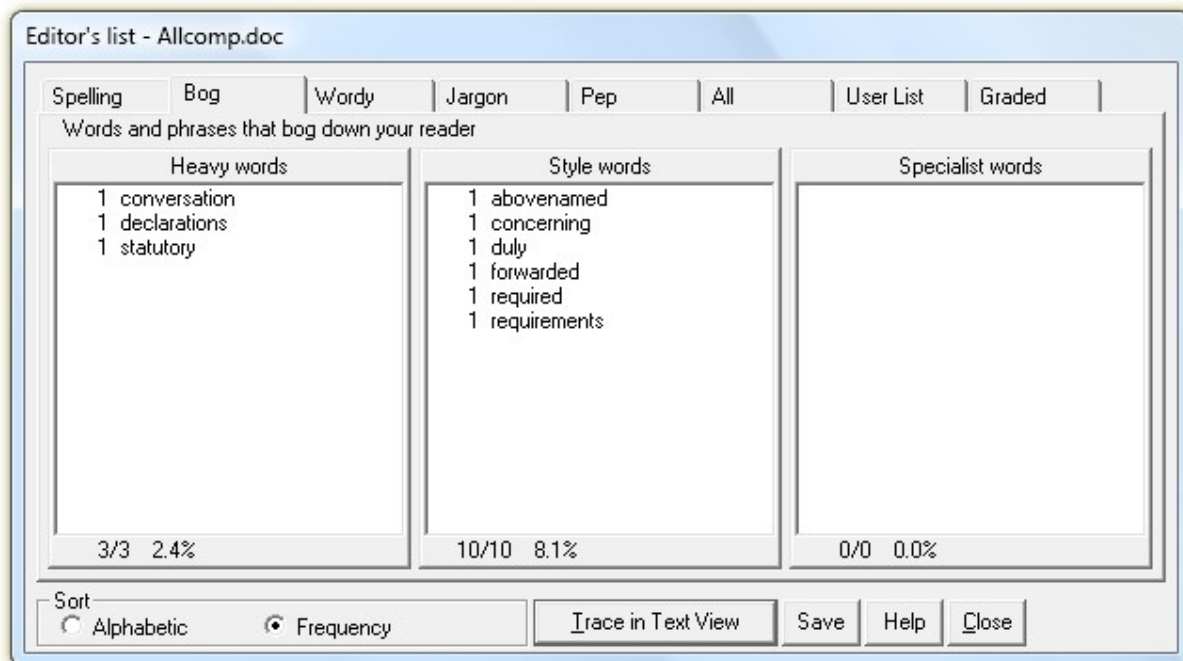
**Added words** are those you have added to StyleWriter's dictionary (see [Adding to the dictionary](#)).

[Welcome to StyleWriter Help](#) > [Editor's Lists](#)

## Bog List

(Professional edition only)

StyleWriter collects lists of all the words (and many phrases) in your document, sorted by word (or phrase) type.



In the Editor' list dialog:

- You can choose whether to sort the lists alphabetically or by frequency.

- Double-click a word or phrase to select it in the **Text View** without closing the Editor's List.
- Select one or more entries in a list then click the [Trace in Text View](#) button to close the Editor's List dialog and highlight these words in the **Text View**.
- Click the **Close** button or press the **Esc** key to close the dialog.
- Select a list then click the **Save** button to save the list in a text file.

See:

[Heavy words](#)

[Style words](#)

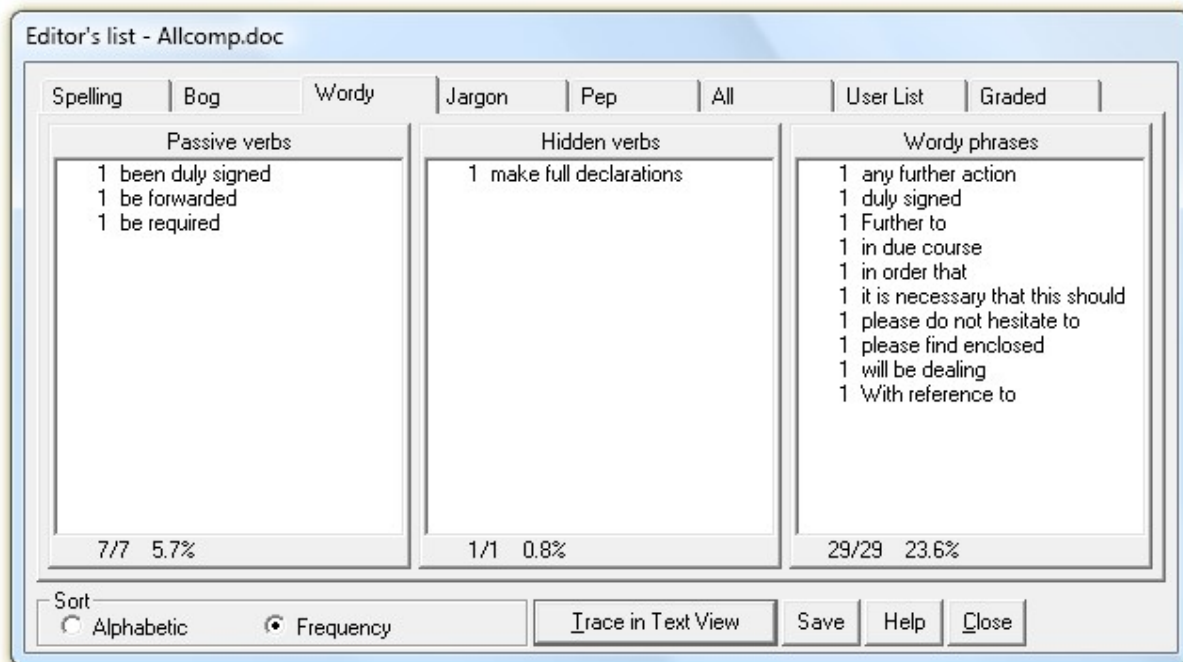
[Specialist words](#)

[Welcome to StyleWriter Help](#) > [Editor's Lists](#)

## Wordy List

(Professional edition only)

StyleWriter collects lists of all the words (and many phrases) in your document, sorted by word (or phrase) type.



In the Editor' list dialog:

- You can choose whether to sort the lists alphabetically or by frequency.

- Double-click a word or phrase to select it in the **Text View** without closing the Editor's List.
- Select one or more entries in a list then click the [Trace in Text View](#) button to close the Editor's List dialog and highlight these words in the **Text View**.
- Click the **Close** button or press the **Esc** key to close the dialog.
- Select a list then click the **Save** button to save the list in a text file.

See:

[Passive Verbs](#)

[Hidden Verbs](#)

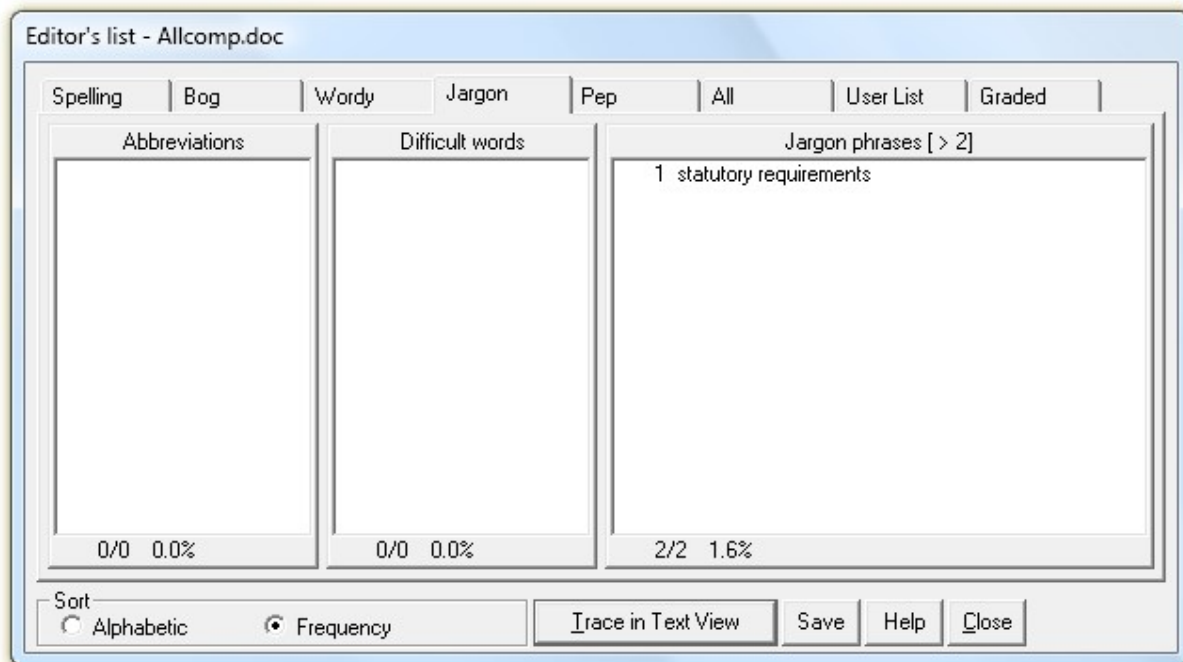
[Wordy Phrases](#)

[Welcome to StyleWriter Help](#) > [Editor's Lists](#)

## Jargon List

(Professional edition only)

StyleWriter collects lists of all the words (and many phrases) in your document, sorted by word (or phrase) type.



In the Editor' list dialog:

- You can choose whether to sort the lists alphabetically or by frequency.

- Double-click a word or phrase to select it in the **Text View** without closing the Editor's List.
- Select one or more entries in a list then click the [Trace in Text View](#) button to close the Editor's List dialog and highlight these words in the **Text View**.
- Click the **Close** button or press the **Esc** key to close the dialog.
- Select a list then click the **Save** button to save the list in a text file.
- The jargon phrases in the list will change depending on the Jargon Score threshold chosen in the Category Summary. This threshold appears in brackets at the top of the list.

See:

[Abbreviations](#)

[Difficult Words](#)

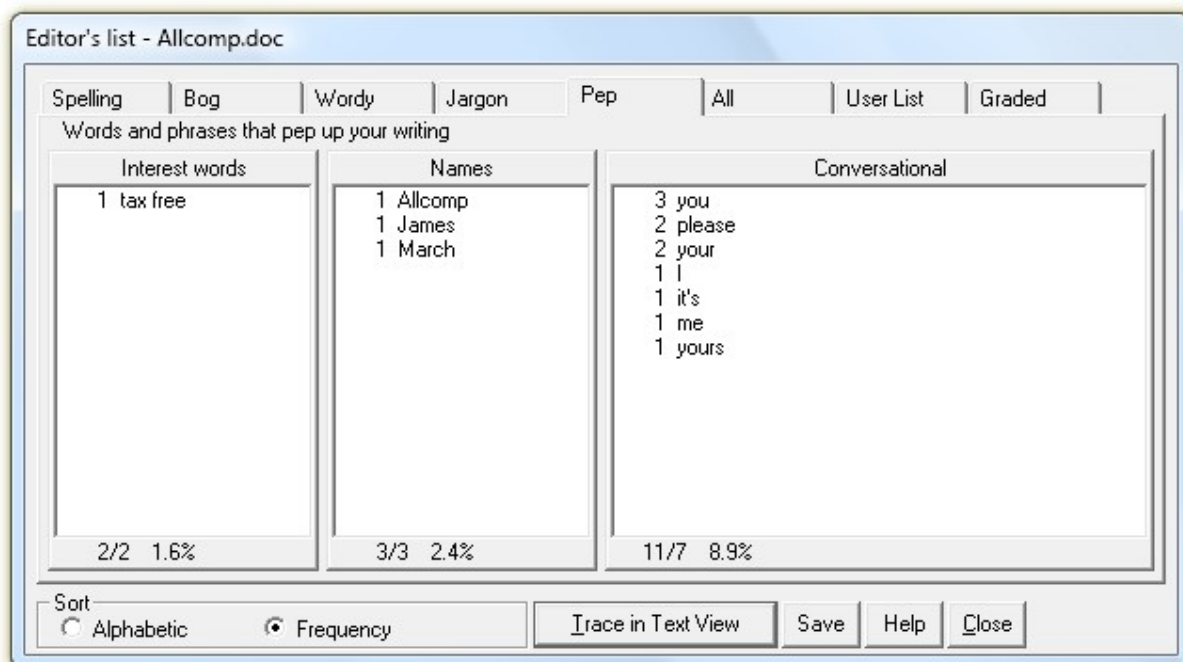
[Jargon Phrases](#)

[Welcome to StyleWriter Help](#) > [Editor's Lists](#)

## Pep List

(Professional edition only)

StyleWriter collects lists of all the words (and many phrases) in your document, sorted by word (or phrase) type.





In the Editor' list dialog:

- You can choose whether to sort the lists alphabetically or by frequency.
- Double-click a word or phrase to select it in the **Text View** without closing the Editor's List.
- Select one or more entries in a list then click the [Trace in Text View](#) button to close the Editor's List dialog and highlight these words in the **Text View**.
- Click the **Close** button or press the **Esc** key to close the dialog.
- Select a list then click the **Save** button to save the list in a text file.

**Interest words:** Most writing consists of the same 5,000 to 10,000 words, used and reused in document after document. In business and government writing this produces a predictable style based on overused, dull and abstract words. Although good writing means choosing simple and familiar words, there's scope for interesting words. StyleWriter's wordlist classifies around 50,000 words as interesting, specific words.

**Names:** Names, or proper nouns, are another way to make writing specific and interesting. Good writing is full of people and places rather than abstract words. The Pep score counts proper nouns in its formula.

**Conversational** includes contractions, personal pronouns, phrasal verbs, questions and short sentences.

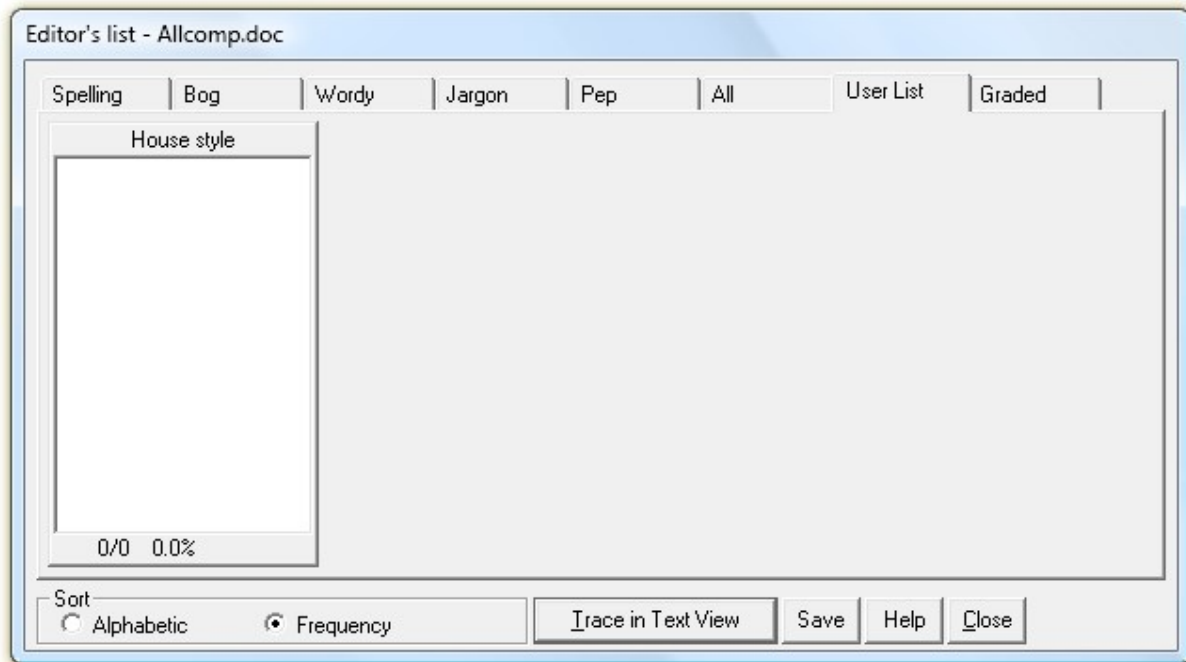
See [Pep score](#)

[Welcome to StyleWriter Help](#) > [Editor's Lists](#)

## User List

(Professional edition only)

StyleWriter collects lists of all the words (and many phrases) in your document, sorted by word (or phrase) type.



In the Editor' list dialog:

- You can choose whether to sort the lists alphabetically or by frequency.
- Double-click a word or phrase to select it in the **Text View** without closing the Editor's List.
- Select one or more entries in a list then click the [Trace in Text View](#) button to close the Editor's List dialog and highlight these words in the **Text View**.
- Click the **Close** button or press the **Esc** key to close the dialog.
- Select a list then click the **Save** button to save the list in a text file.

The User List tab will list all House Style problems and add a column for each Added Category.

See:

[House style](#)

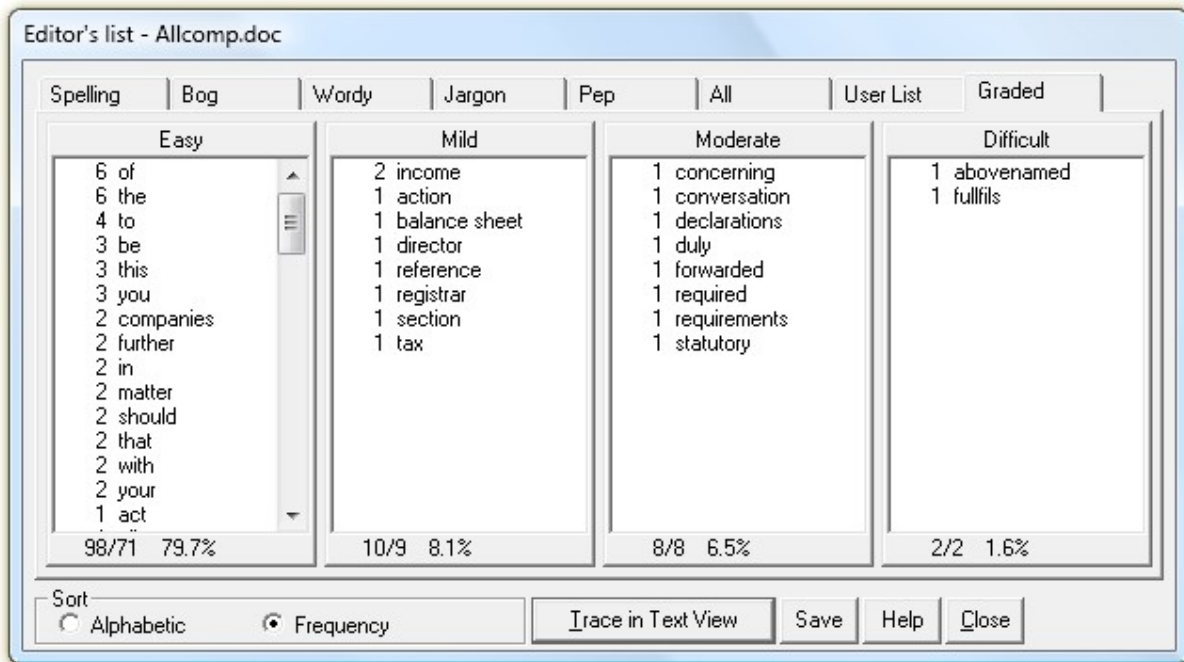
[User-defined Categories](#)

[Welcome to StyleWriter Help](#) > [Editor's Lists](#)

## Graded List

(Professional edition only)

StyleWriter collects lists of all the words (and many phrases) in your document, sorted by word (or phrase) type.



In the Editor' list dialog:

- You can choose whether to sort the lists alphabetically or by frequency.
- Double-click a word or phrase to select it in the **Text View** without closing the Editor's List.
- Select one or more entries in a list then click the [Trace in Text View](#) button to close the Editor's List dialog and highlight these words in the **Text View**.
- Click the **Close** button or press the **Esc** key to close the dialog.
- Select a list then click the **Save** button to save the list in a text file.

The Graded Lists sorts all words according to their contribution to the [Stanton-Wright Reading Grade](#) formula.

[Welcome to StyleWriter Help](#)

## Customizing StyleWriter

To customize StyleWriter's analysis of your documents, look at:

[Writing Task](#) to adjust analysis to your current task,

[Audience](#) to adjust analysis for your intended readers,

[Style Categories dialog](#) to set the active style categories,

[Tailoring StyleWriter's Patterns](#) to add or delete advice.

To customize the StyleWriter window and the way StyleWriter works with your word processor, see:

[Save Options](#) for saving your document or archiving statistics,

[Display Options](#) for changing StyleWriter's font style and colors, or

[View Options](#) to change the way the StyleWriter window behaves.

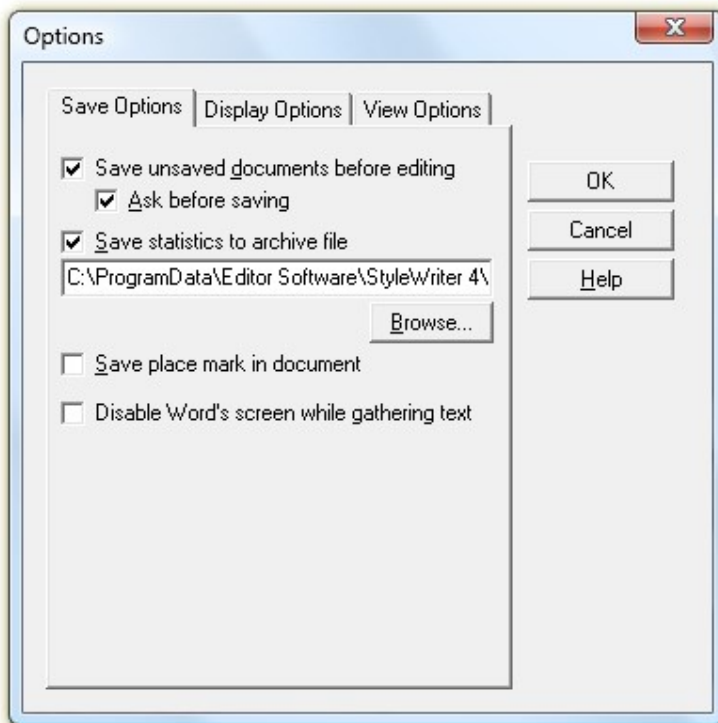
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*See also*

[How StyleWriter Works](#)

## Save Options Dialog

In the Options dialog, click the tab to switch between **Save Options**, **Display Options** or **View Options**.



In the Save Options dialog:

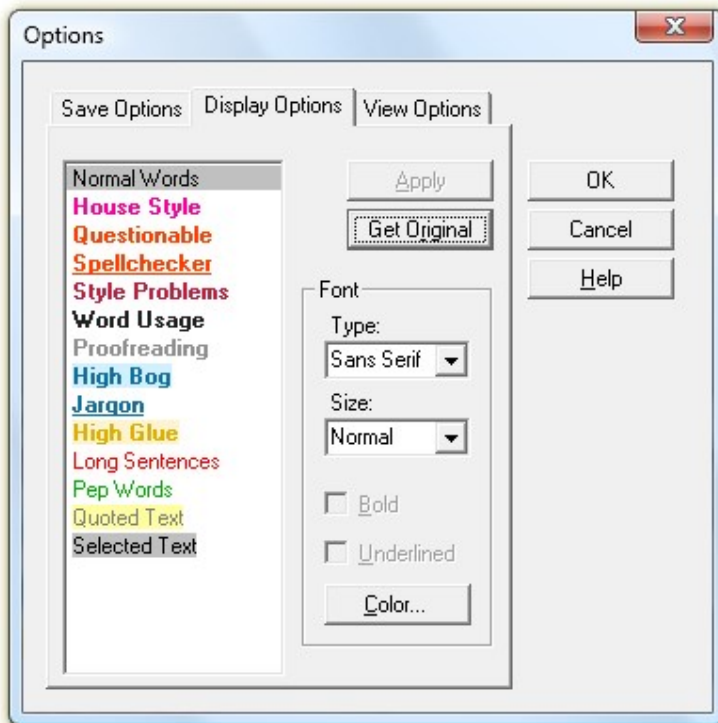
- Check the **Save unsaved documents before editing** check box if you want StyleWriter to save unsaved documents before checking.
- Check the **Ask before saving** check box if you want StyleWriter to prompt you to save unsaved documents before checking.
- Check the **Save statistics to archive file** check box if you want StyleWriter to save the document

statistics before and after editing. You can select the statistics to save in the [Statistical Summary](#).

- Enter the path of the [Archive File](#) where you want StyleWriter to save the statistics. You can use the **Browse...** button to browse for the file.
- Check the **Save place mark in document** check box if you want StyleWriter to save a bookmark in your document at the start of the next problem it has found. Next time you run StyleWriter on the same document, it will then resume checking where you left off.
- Tick the **Disable Word's screen while gathering text** check box to stop Word from scrolling through your document as it gathers the text. If StyleWriter ever fails to complete this operation, you should leave Word's screen enabled.

## Display Options Dialog

In the Options dialog, click the tab to switch between **Save Options**, **Display Options** or **View Options**.

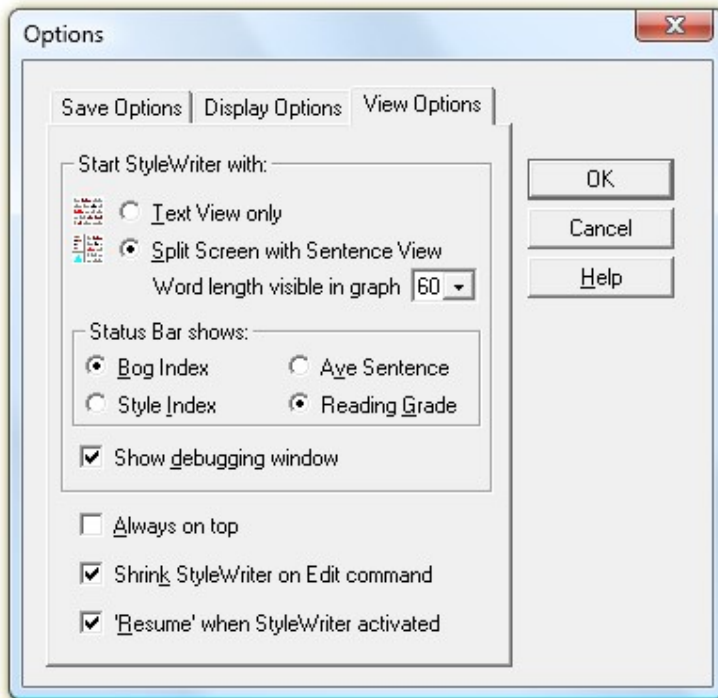


In the Display Options dialog, select the type of highlight you want to change from the list and use the buttons to change the size, type or attributes of the display.

If you have added categories, they will appear in the list as well, so you can change their color, bold and underline attributes.

## View Options Dialog

In the Options dialog, click the tab to switch between **Save Options**, **Display Options** or **View Options**.



The View Options dialog lets you change the way the StyleWriter window behaves.

- Determine which mode StyleWriter starts up in by choosing either [Text View only](#) or [Split Screen with Sentence View](#). The default is Split Screen.
- Select a number from the **Word length visible in graph** drop-down list to determine the width of the [Sentence View](#) and [Sentence Summary](#). The default setting is 60, showing the full Sentence Summary graph, but you can choose lengths in 5-word increments down to 30 words.
- Determine which measures are displayed in the Status Bar by choosing either [Bog Index](#) or [Style Index](#) and either [Ave Sentence](#) or [Reading Grade](#).
- Check the **Show debugging window** check box if you want StyleWriter to start up showing debugging information in a separate window.
- Check the **Always on top** check box if you want the StyleWriter window to stay on top of other windows. This defaults to **Off**, but the window will stay on top when you click the **Edit** button to edit your document.
- Check the **Shrink StyleWriter on Edit command** check box if you want the StyleWriter window to shrink to just three lines of text while editing in your document. This reduces the area obscured by StyleWriter if you have selected **Always on top**. This defaults to **On**.
- Check the **'Resume' when StyleWriter activated** check box if you want StyleWriter to refresh the text as soon as you return to the StyleWriter window after editing, without having to click the **Resume** button. This defaults to **On**.

## Statistics Archive File

StyleWriter can save statistics of the documents you check, both before and after editing. As it finishes checking each document, it can record the statistics with Date & time, document name, "Original" and the Author's name in a text file with each field separated by tabs. When you close the document after making editing changes, StyleWriter records the statistics again, following the document name with "Redraft".

You can open this file with your word processor to review the changes in your statistics. By converting the text to a table, you will see something like this.

Date & Time	Document	Draft	Total Words	Average Sentence	Passive Index	Bog Index	Pep Index	Jargon	Glue %	Author
14/05/09 3:20	Report 1.doc	Original	6889	22.1	87	150	8	25	51	Nick Wright
14/05/09 4:35	Report 1.doc	Redraft	4342	18.3	10	31	14	5	47	Nick Wright
15/05/09 11:50	Letter 23	Original	253	31.2	65	219	10	10	56	Nick Wright
15/05/09 12:10	Letter 23	Redraft	185	18.5	10	20	13	0	43	Nick Wright
<b>15/05/09 11:50</b>	<b>Allcomp</b>	<b>Original</b>	<b>123</b>	<b>29.0</b>	<b>75</b>	<b>189</b>	<b>16</b>	<b>0</b>	<b>44</b>	<b>Nick Wright</b>
<b>15/05/09 12:10</b>	<b>Allcomp</b>	<b>Redraft</b>	<b>85</b>	<b>15.4</b>	<b>0</b>	<b>12</b>	<b>18</b>	<b>0</b>	<b>41</b>	<b>Nick Wright</b>

Remember when opening the file that it has a ".txt" file extension. Remember too, to close the file before using StyleWriter again so StyleWriter can write to the file.

Use the [Save Options](#) dialog to select or create an archive file. If you don't want to save statistics, deselect the **Save statistics to archive file** check box.

When **Save statistics to archive file** is selected, the check boxes in the [Statistical Summary dialog](#) become available and you can select the statistics you want to save.

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## Tailoring StyleWriter's Patterns

### Add New Pattern (Standard and Professional editions only)

StyleWriter lets you add your own patterns so you can find particular problems that you may come across in your documents. These can be anything from your own common typing errors to special rules or conventions for your organisation.

To add a pattern to StyleWriter, go to the **Tools** menu and select **Add New Pattern...** to open the [Add Pattern](#) dialog.

### Delete Pattern (Standard and Professional editions only)

If StyleWriter highlights a word or phrase you do not want highlighted in the future, you can delete the pattern from StyleWriter so it won't appear again.

To Delete a pattern, go to the **Tools** menu and select **Delete Pattern...** to open the [Delete Pattern](#) dialog.

### Making an Exception Pattern

If StyleWriter highlights a word or phrase you do not want highlighted in its particular context, you can make an exception pattern for that context.

For example, StyleWriter highlights *facilities* as an Abstract Word. If you often write about *facilities management*, rather than deleting the pattern you might want to make this an exception to the general pattern. This means that StyleWriter still highlights *facilities* on its own but not when you write *facilities management*.

To make an exception, go to the **Tools** menu and select **Make an Exception...** to open the [Make an Exception](#) dialog.

When you add new patterns or make exceptions to added patterns, StyleWriter saves them in a separate file, the [Added Pattern File](#). Users can create individual files for their added patterns, and can even create several different files of added patterns for use with different types of documents.

When you make exceptions to StyleWriter's main patterns, StyleWriter saves them in an Exceptions file with the same name as the main Pattern File, but with the extension **.ptx**. If you use more than one Pattern File (maybe to switch between UK and US advice), you may need to add the exceptions for both.

### **Add New Category** (Standard and Professional editions only)

StyleWriter lets you add up to four user-defined categories so you can add specific types of patterns. For example, you may add a category for *Banned Wording* to hold patterns for all the expressions you don't want your staff to use, or another for *Required Wording* with patterns that find key phrases and messages suggesting the correct text.

To add a category to StyleWriter, open the **Style Categories** dialog and click [Add Category](#). StyleWriter will prompt you to give the new category a name. It stores the name in the current Added Pattern File with the added patterns. You can rename the added categories by selecting the category in the **Style Categories** dialog and clicking the **Rename** button.

User-defined categories don't contribute to StyleWriter's Bog Index or Style Index.

You can review the patterns you have added or deleted in the [Review Changed Patterns](#) dialog.

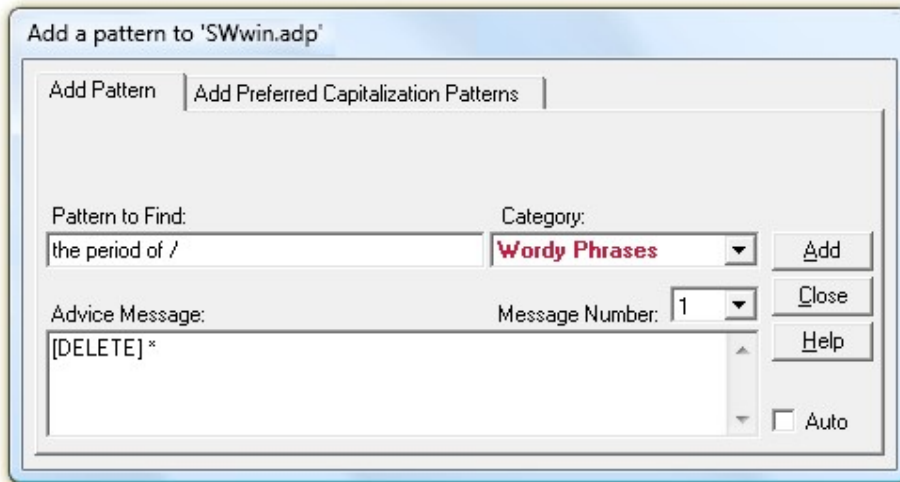
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## **Add Pattern**

(Standard and Professional editions only)

StyleWriter lets you add your own patterns so you can find particular problems that you may come across in your documents. These can be anything from typing errors missed by a spellchecker to special rules or conventions for your organisation.





To add a pattern, fill in the following details:

1. In the *Pattern to Find* field, enter the word or phrase you want to find. The pattern can include:

- lowercase letters, hyphens, apostrophes and spaces to match on normal words without being case-sensitive,
- uppercase or lowercase letters with a backslash (\) in front of them making them case-sensitive, and making the pattern more specific,
- any other keyboard characters provided you put a backslash (\) in front of them to distinguish them as exact characters, or
- [Wild Cards](#) to make the pattern more general.

Press the **Tab** key to move to the Category box. As you leave the *Pattern* field, StyleWriter checks the validity of your pattern. If you have used Wild Cards, StyleWriter displays a warning, asking you to confirm that you intend to do so. See [Wild Cards](#) for more information.

2. In the *Category* field, click on the arrow to see the list of categories, or use the down arrow key to select the category you want. You can add patterns to most of the style categories and the user-defined categories.

Press the **Tab** key to move to the Advice Message box.

3. In the *Advice Message* box, type the message you want StyleWriter to display. Use the **Enter** key to end a line. Your message can be up to four lines long without having to scroll, and you must have a message on at least one line before you can add the pattern.

- If you want to include suggested replacement text that users can click on in your message, put square brackets around it like **[this]**. For more details, see [Adding Suggested Replacements to Advice Messages](#).
- StyleWriter assigns a number to the new message. You can use this message again when you are adding later patterns by clicking on the number field and selecting the number of the earlier message. This will save you time if you want to add many patterns with the same advice.

- If you want to use an earlier message as the basis for a new message, select the message by scrolling through the message numbers to find the one you want. It can be one you added to a different category. Go back to the right category and to the new number for that category, and you can edit the message.

4. When you have finished, press the Tab key and click the **Add** button and StyleWriter adds the pattern.

You can review the patterns you have added by selecting [Review Changed Patterns](#).

Note: The **Auto** check box is available in the Professional edition only, and is for advanced users. See [Advanced Techniques](#)

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## Add Preferred Capitalization Pattern

(Standard and Professional editions only)

StyleWriter lets you add your own patterns so you can find particular problems that you may come across in your documents. These can be anything from typing errors missed by a spellchecker to special rules or conventions for your organisation.

To add a Preferred Capitalization pattern, fill in the following details:

1. In the *Preferred Form of Word or Phrase* field, enter the word or phrase exactly as you want it used.

Press the **Tab** key to move to the next field. As you leave the *Preferred Form of Word or Phrase* field, StyleWriter suggests the patterns and message you need.

- It converts your preferred form to an exact pattern by placing a backslash (\) before each non-space character. If you have used any characters that can be Wild Cards (such as a capital S or a period), StyleWriter displays a warning asking you to confirm that you intend to do so. See [Wild Cards](#) for more information.
- In the *Pattern to Find* field, it creates a non-case-sensitive pattern to find all forms of your word or

phrase.

- In the *Advice Message* field, it suggests the message that lets the user correct the word or phrase to the preferred form. The suggested replacement will start with a backslash (\) to stop StyleWriter from adjusting the capitals to suit the style of the existing text.
- StyleWriter assigns a number to the new message. You can use this number in the normal *Add Pattern* dialog if you want to add a another incorrect form that will use the same message and exception pattern.

You can edit any of these fields if you don't think they will give the result you want.

2. In the *Category* field, click on the arrow to see the list of categories, or use the down arrow key to select the category you want.
3. When you have finished, press the Tab key and click the **Add** button and StyleWriter adds the patterns.

You can review the patterns you have added by selecting [Review Changed Patterns](#).

## Wild Cards and Pattern Modifiers

You can use wild cards to make your added patterns

more powerful by picking up word variants, or

more precise by being case-specific.

### The \* wild card

The \* wild card matches any number of letters, hyphens or apostrophes in a word or different words in a phrase. For example:

Pattern	Will match with
Are *stood /	are stood are understood are misunderstood
Are * stood /	are being stood are never stood are often stood are not stood

### The @ wild card

The @ wild card matches up to one letter, hyphen or apostrophe. Its main uses are at the end of a word to match variants of words with different spelling and to set maximum word length. For example:

Pattern	Will match with
ascend@@ /	ascend, ascends, ascended
climb@@@ up /	climb up, climbs up, climbed up, climbing up

cho@se / chose, choose

**Note:** If you use the @ wild card on the end of a word, you should add a space before the backslash to avoid matches on longer words.

### The ? wild card

The ? wild card matches exactly one letter, hyphen or apostrophe. Its main uses are to find tense or spelling variations or to set minimum word length. For example:

<b>Pattern</b>	<b>Will match with</b>
f?ll on /	full on, fall on, fell on
are ????* hit /	are being hit are frequently hit are then hit

### The # wild card

The # wild card matches a hyphen, space or no character. Its main use is to find words written with a hyphen, as one joined word or as two separate words. For example:

<b>Pattern</b>	<b>Will match with</b>
set#up /	set-up set up setup
re#sign /	re-sign resign re sign

### The . wild card

The . wild card matches a hyphen or space. Its main use is to find words that should be joined as one word. For example:

<b>Pattern</b>	<b>Will match with</b>	<b>but not</b>
set.up /	set-up <b>or</b> set up	setup
re.sign /	re-sign <b>or</b> re sign	resign

### The ^ wild card

The ^ wild card matches a hyphen or no character. Its main use is to find words that should be two separate words. For example:

<b>Pattern</b>	<b>Will match with</b>	<b>but not</b>
set^up /	set-up <b>or</b> setup	set up
re^sign /	re-sign <b>or</b> resign	re sign

### The ~ wild card

The ~ wild card matches a space or no character. Its main use is to find words that should have a hyphen. For example:

<b>Pattern</b>	<b>Will match with</b>	<b>but not</b>
----------------	------------------------	----------------

set~up /	set up <b>or</b> setup	set-up
re~sign /	re sign <b>or</b> resign	re-sign

### The ! wild card

The ! wild card matches an optional **s**. Its main use is to pick up both singular and plural of words. For example:

<b>Pattern</b>	<b>Will match with</b>
examination! /	Examination examinations

### The S wild card

The S wild card matches an optional **s** with or without an apostrophe on either side. It picks up singular, plural and possessive nouns. For example:

<b>Pattern</b>	<b>Will match with</b>
dogS head! /	Dogs Head dog's head dogs' heads dog head dog heads

### The = wild card

The = wild card matches any number, including decimal point and commas. For example:

<b>Pattern</b>	<b>Will match with</b>
= micron /	1.5 micron 54,321 micron

### The + wild card

The + wild card matches a single digit from 0 to 9. For example:

<b>Pattern</b>	<b>Will match with</b>
\1++ /	100 101 102 ... 199

**Note:** If you use a wild card when adding a pattern, a message appears asking you to confirm it. If you meant to match exactly that character, go back to the **Pattern** field and insert a backslash (\) before the exact character.

### The \ modifier

Using a \ before a character forces StyleWriter to match only that exact character. Use this to match any non-alphabetic character other than space, apostrophe and hyphen, or any alphabetic character where you want to be case sensitive. For example:

Pattern	Will match with	but not
\penny /	penny	Penny
\Institute /	Institute	institute
\R\A\N /	RAN	ran

### The & modifier

Using a **&** *after* a character forces StyleWriter to match only an uppercase character. Use this with a **?** to match any uppercase character. For example:

Pattern	Will match with	but not
a& ?&* /	A Smith <b>or</b> A Jones	A smith <b>or</b> a Jones
?&?&?& /	RAN <b>or</b> BBC etc	ran

### The % modifier

Using a **%** *after* a character forces StyleWriter to match only a lowercase character unless at the start of a sentence. Use this to match a word that would only have a capital when starting a sentence, or to make an exception pattern for one that should. See: [Make an Exception](#) for making exceptions. For example:

Pattern	Will match with
file transfer /	File Transfer File transfer <b>and</b> file transfer (the desired form)
Exception pattern	Will match with
f%ile t%ransfer /	<b>(and exclude if added as an exception)</b> File transfer (starting a sentence) <b>and</b> file transfer (in the body)

### Adding Suggested Replacements to Advice Messages

#### The [...] brackets

To include suggested replacement text that users can click on in your message, put square brackets around it like **[this]**. StyleWriter will change the case of the replacement to match the text it found, either all lowercase, all UPPERCASE or Capitalized.

Message	Matched text	Displayed advice
[need]	require Require REQUIRE	<a href="#">need</a> <a href="#">Need</a> <a href="#">NEED</a>

#### The \ backslash

To stop StyleWriter matching the case of the replacement to that of the matched text, insert a backslash in front of the replacement.

Message	Matched text	Displayed advice
[\department]	section Section SECTION	<a href="#">department</a> <a href="#">department</a> <a href="#">department</a>

## The \* match place-holder

If you want to include the matched text in your message, insert an asterisk (\*) where you want it to go. One special case of this is in the **[DELETE]** feature. If you want to suggest deleting the matched text, include the uppercase word "DELETE" in square brackets followed by a space and an asterisk:

Message	Matched text	Displayed advice
[DELETE] *	required	<b><u>DELETE</u> required</b>

## The ^ add Capital and ~ remove capital

To change the capitalization of the matched text use an asterisk \* inside the brackets with a caret ^ after the asterisk to force a capital, or a tilde ~ to remove it.

Message	Matched text	Displayed advice
Use a capital [*^]	london	Use a capital <b><u>London</u></b>
Use lowercase [*~]	Departmental	Use lowercase <b><u>departmental</u></b>

## Advanced features for Suggestions in Advice Messages

If you want to add messages that cover lots of word variants, you should take a deep breath and study the following example carefully.

When adding suggestions to advice messages, you can use several features to make them match word variants found by your pattern. The following message shows five of these features.

### Pattern:

accompan?@@@/

Because of the wild cards in the pattern, the matched text could be:

*accompany, accompanies, accompanied or accompanying*

### Message:

[\*{accompan/ying/ies/ied/y}escort/ing/s/ed/], [\*go/ing/es/~| with], [\*went/~/~//~| with]

This message offers two alternatives to replace the matched text. To cope with the various alternatives it might find in the matched text, the message uses the following:

## The \* match place-holder

Placing \* as the first character inside each bracket says “*start with the matched text*”.

## The {...} braces

The text inside the curly braces (the CUT text) tells StyleWriter what to cut from the matched text. The CUT text need not be the whole of the matched text or even a whole word. The text following the braces (the PUT text) is put into the suggestion in place of the CUT text. If there is no backslash in front of the PUT text it is converted to the same capitalization as the matched text.

If later suggestions in the same message do not specify CUT text (as in this example), StyleWriter CUTs the same text as for the previous suggestion, using the PUT text specified in the suggestion. Suggestions after these can redefine the CUT text if needed.

### The / tail separator

Both the CUT text and PUT text can have a stem with alternative tails separated by a slash. Put the longest tails first to avoid the possibility of false matches. StyleWriter will find the CUT text tail that fits the matched text (ignoring case), and use the corresponding tail for the PUT text. When using the slash to show alternative endings, StyleWriter only fits the resulting CUT text with whole words – so it won't find *accompany* in *accompanying* as it would if not using slashes. StyleWriter lets each stem have up to 16 alternative tails, each tail being up to 15 characters long.

**Note** that in the example, two of the PUT texts have nothing for the fourth tail, but they still need the fourth slash. The CUT text can also end with a slash if the stem is the full word of one of your variants.

### The ~/ tail

If a CUT text tail doesn't apply for one of the suggestions, use the ~ for that tail in the PUT text and StyleWriter will ignore that suggestion when it finds that tail. In the example above, the third tail for the CUT text makes *accompanied*, which doesn't have a corresponding variant of *go with*. Using ~ for the third tail of *go with* means that suggestion will be ignored for *accompanied*. In this case we have added a suggestion *went with* which has the ~ tail for all but the third variant.

### The | ending separator

If a suggestion has more words after the stem/tail combination, use the vertical bar | to indicate the end of the tails then add the ending which will appear after all valid combinations. In our example, both the *going with* and *went with* suggestions use this feature. Without this the word *with* would appear only with the last tail.

The pattern and message above would result in these messages:

Matched text	Message
accompany	<u>escort</u> , <u>go with</u>
accompanies	<u>escorts</u> , <u>goes with</u>
accompanied	<u>escorted</u> , <u>went with</u>
accompanying	<u>escorting</u> , <u>going with</u>

**Note:** If none of the CUT text endings fit the matched text, the suggestion is blank. The pattern example above would have an unintended match on a typographical error such as *accompagneis*. The CUT text in the message example would not fit, so the suggestion would be blank.

### The /= tail

If one of the suggestions has the same tails as the matched text for all variants, you can use just one tail /= and StyleWriter will use the same endings for that suggestion as it found in the matched text. If the suggestion has different endings for the first variants but the same endings for the rest, the /= tail can replace the remaining endings.



## More advanced features in Advice Messages

### Using the \* wild card in CUT text

The asterisk has a similar function in the CUT text of a suggestion as it has in patterns, except that instead of matching only non-blank characters, it matches anything. For example:

**Pattern:**

```
section + of the * * * \Act +++++ /
```

Because of the wild cards in the pattern, this would find, among other things:

*Section 3 of the Harbors and Foreshores Act 1987*

**Message:**

```
[* {section * of the} \s*,]
```

This message CUTs *Section 3 of the* and sets the asterisk equal to the character 3. The PUT text becomes *s3*, (the backslash forces lower case), so the suggestion becomes:

[s3, Harbors and Foreshores Act 1987](#)

### Using multiple \* wild cards in CUT text

If our house style said drop the year in the abbreviated form, we could add more asterisks to the CUT text:

**Message:**

```
[* {section * of the * Act *} \s*, * Act]
```

StyleWriter fits the CUT text by equating the first asterisk with 3, the second with *Harbors and Foreshores* and the third with *1987* so the CUT text becomes the entire matched text. The PUT text uses only two of the asterisks, so the suggestion becomes:

[s3, Harbors and Foreshores Act](#)

StyleWriter can assign up to five asterisks in CUT text, and inserts them into the PUT text in the same order.

### Using multiple CUT texts in a suggestion

If in our previous example, our house style dictated putting the section number after the name of the Act, we would need to reverse the order. One way to do this is to explicitly cut all possible section numbers:

**Message:**

```
[* {section 1 of the *}*, s1 {section 2 of the *}*, s2 {section 3 of the *}*, s3 {section 4 of the *}*, s4 {section 5 of the *}*, s5 {section 6 of the *}*, s6 {section 7 of the *}*, s7 {section 8 of the *}*, s8 {section 9 of the *}*, s9]
```

The first two CUTs would fail, but the third (with section 3) would fit leaving the asterisk equating to *Harbors and Foreshores Act 1987* and the suggestion:

### [Harbors and Foreshores Act 1987, s3](#)

This is rather a laborious way to do the job, but it demonstrates the multiple CUT texts. StyleWriter actually lets you rearrange the asterisks in the PUT text by numbering them. This would produce the same result:

#### **Message:**

[\*{section \* of the \*}\*2, s\*1]

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### **Delete Pattern**

(Standard and Professional editions only)

If StyleWriter highlights a word or phrase you do not want highlighted in the future, you can delete the pattern from StyleWriter so it won't appear again.



The Delete Pattern box shows:

**Current Pattern:** the pattern that matched the current problem. This may include [Wild Card](#) characters or exact characters.

**Category:** the style category of the currently highlighted problem.

If the current pattern is one of StyleWriter's standard patterns from the main Pattern File, Deleting will flag it as Deleted and you can Restore it later if you wish. If the pattern is one you have added to the current Added Pattern File, Deleting will remove the pattern, but it won't remove the associated message.

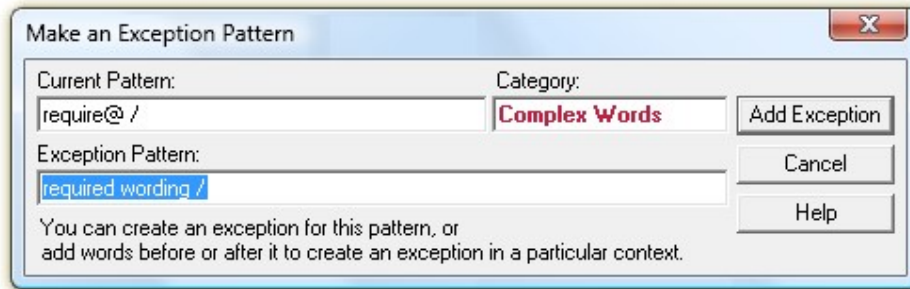
Click **Delete** if you want to delete the current pattern.

**Note:** If you are using StyleWriter on a network, you may not be able to delete patterns, but you can still add exceptions to your own Added Pattern File. You can make an exception that is the same as the pattern you want to delete, effectively cancelling all its matches.

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## Make an Exception Pattern

If StyleWriter highlights a word or phrase you do not want highlighted in its particular context, you can make an exception pattern so StyleWriter won't highlight it in that context.



The Make an Exception Pattern box shows:

- Current Pattern:** the pattern that matched the current problem. This may include [Wild Card](#) characters or exact characters.
- Category:** the style category of the currently highlighted problem.
- Exception Pattern:** a suggested pattern that will cancel matches on the current matched text but not all the possible matches the current pattern will find.

If the pattern contains wild cards, the exception will be the same as the current matched text.

If the matched text is the same as the current pattern, StyleWriter includes the next word or a punctuation mark.

You can edit the Make Exception pattern and use [Wild Card](#) characters to exclude particular cases of the current pattern. In the example above, the exception has been edited to include the following word so the advice will still appear for “required” unless it is followed by “wording”.

Click **Add Exception** to make the exception.

**Note:** If you are using StyleWriter on a network, you may not be able to delete patterns, but you can still add exceptions to your own Exceptions File. You can make an exception that is the same as the pattern you want to delete, effectively cancelling all its matches.

## Add Category

(Standard and Professional editions only)

Clicking the **Add Category** button in the **Style Categories** dialog opens the Add Category window, where you can enter a name for the new category.



The category name will be recorded in the current Added Pattern File with any patterns and messages you add to the category.

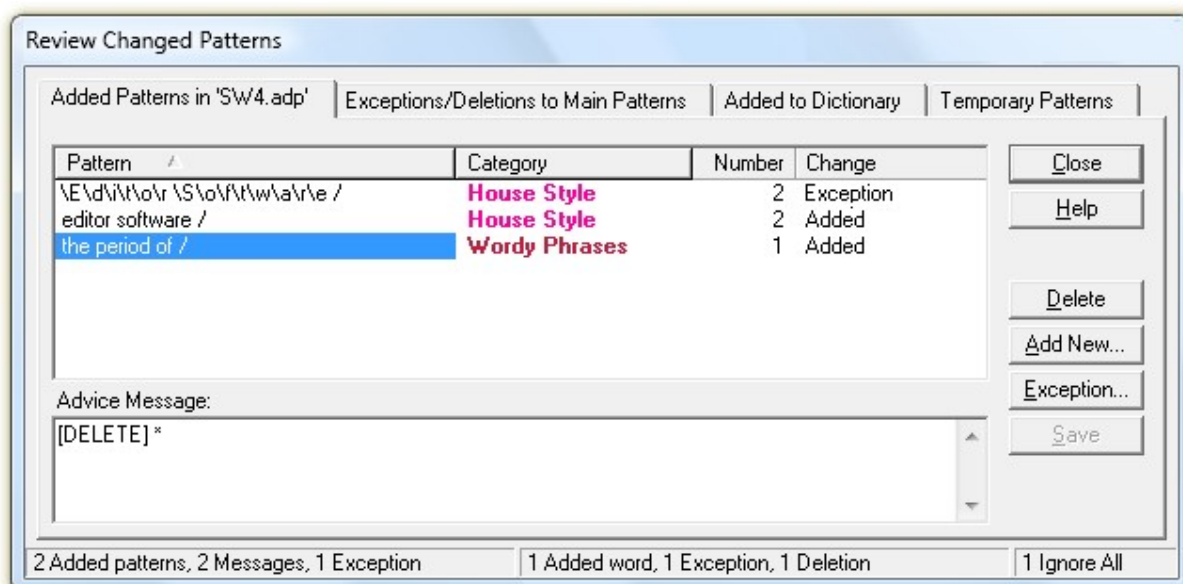
StyleWriter allows up to four user-defined categories. Since these are defined in the Added Pattern File, each Added Pattern File can have different user-defined categories.

Each category can hold up to 2,047 messages, and each message can have a virtually unlimited number of patterns pointing to it. For more information on adding patterns, see [Tailoring StyleWriter's Patterns](#).

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## Reviewing Added Patterns

The **Review Changed Patterns** window lists the categories, patterns and messages of changes you have made while [tailoring StyleWriter's patterns](#). Select from the four tabs across the top of the dialog to display the changes you want to review.



The first tab shows patterns added to the current Added Pattern File (Standard and Professional editions only).

You can decide which patterns you want to keep, or you can add new patterns and exceptions from this dialog.

- Click the **D**elete button if you have added a pattern you don't want to keep. The pattern will be removed from the Added Pattern File. The advice message will remain in the file and can be used or modified for another pattern.
- Click in the *Advice Message* if you want to edit the advice of an added pattern. If the advice message is being used by any other patterns, you will be asked to confirm before saving.

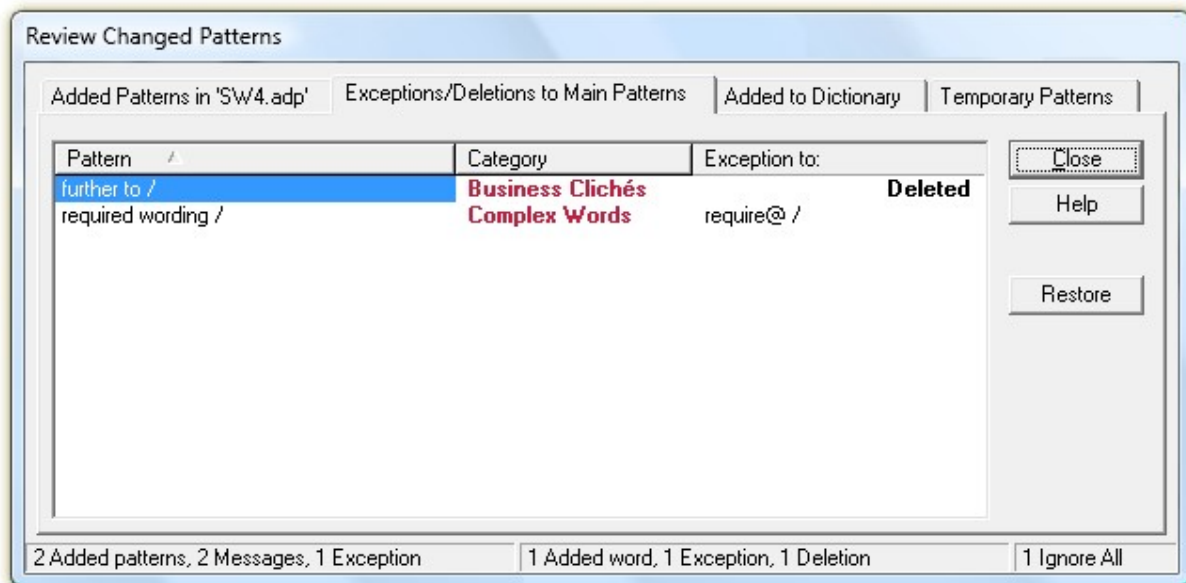
Sort the patterns by Pattern or Category by clicking on the column heading.

To leave the window, click the **C**lose button.

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## Reviewing Changed Patterns

The **Review Changed Patterns** window lists the categories, patterns and messages of changes you have made while [tailoring StyleWriter's patterns](#). Select from the four tabs across the top of the dialog to display the changes you want to review.



You can decide which changes you want to keep.

- When you select a **D**eleted pattern, the **D**eleate button changes to **R**estore. Click the **R**estore button to restore a deleted pattern.
- When you select an **E**xception pattern, the **R**estore button changes to **D**elete. Click the **D**elete

button if you have added an exception you don't want to keep. The exception pattern will be removed.

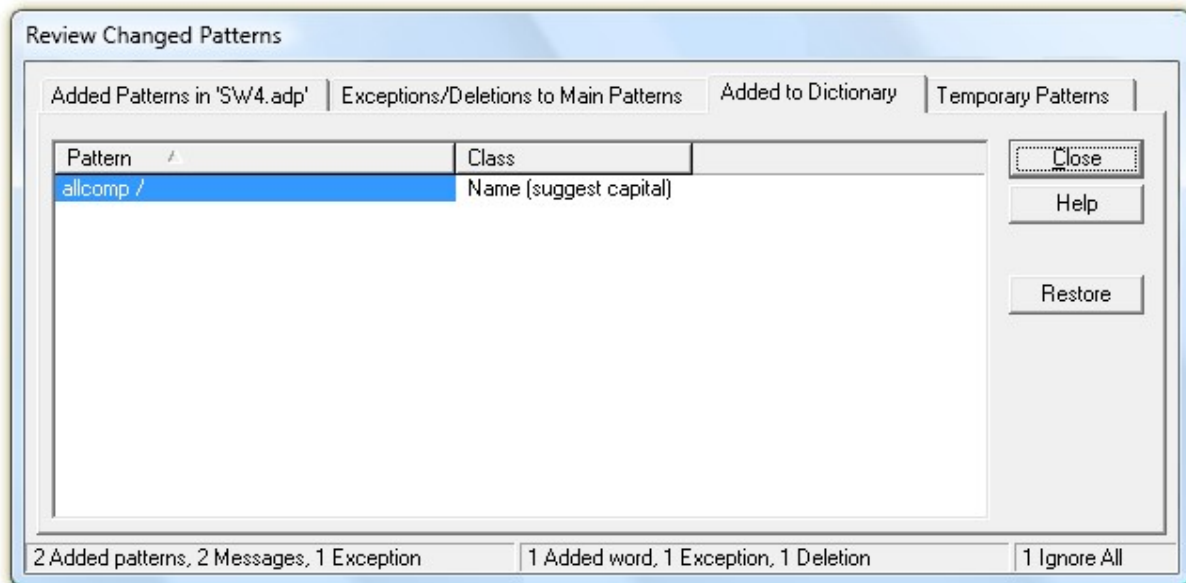
Sort the patterns by Pattern or Category by clicking on the column heading.

To leave the window, click the **C**lose button.

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## Reviewing Dictionary

The **Review Changed Patterns** window lists the categories, patterns and messages of changes you have made while [tailoring StyleWriter's patterns](#). Select from the four tabs across the top of the dialog to display the changes you want to review.



When StyleWriter doesn't recognize a word and you add it to the dictionary as a **Name**, it creates a pattern that will find the word whether it has a capital or not. If it doesn't have a capital, StyleWriter will prompt the user to correct it.

You can decide which changes you want to keep.

- Click the **D**elate button if you have added a word you don't want to keep. The word will be removed.

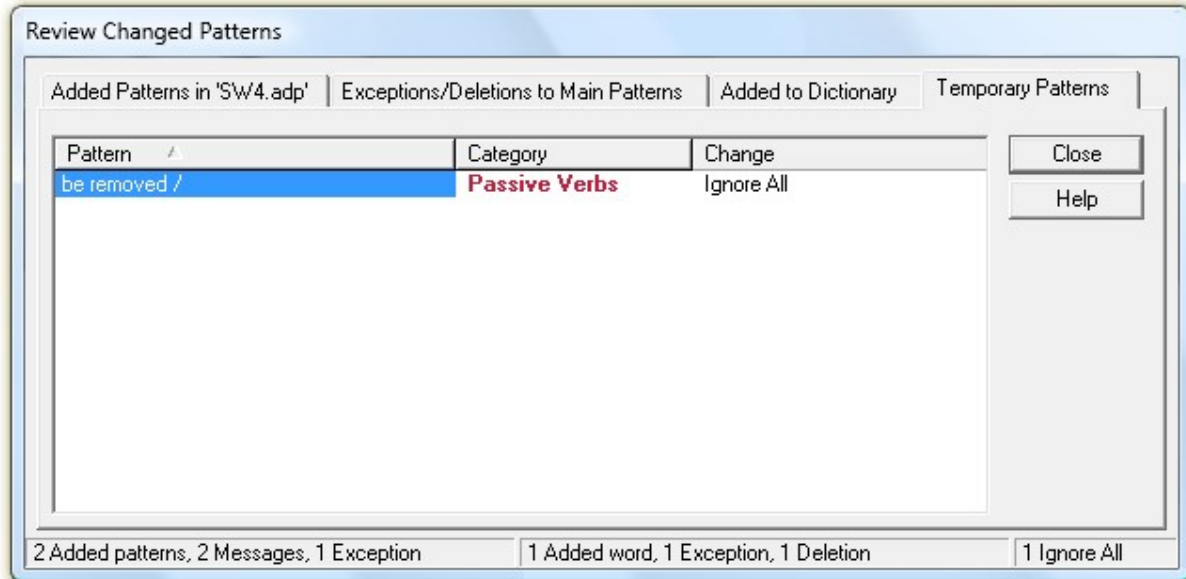
Sort the patterns by Pattern or Class by clicking on the column heading.

To leave the window, click the **C**lose button.

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## Reviewing Temporary Patterns

The **Review Changed Patterns** window lists the categories, patterns and messages of changes you have made while [tailoring StyleWriter's patterns](#). Select from the four tabs across the top of the dialog to display the changes you want to review.



Temporary patterns are exception patterns StyleWriter creates in response to your [Ignore All](#) commands. They only last while you are checking the current document, so there is no point in Deleting them.

Sort the patterns by Pattern or Category by clicking on the column heading.

To leave the window, click the **C**lose button.