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# StyleWriter 4

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## NEW FEATURES GUIDE

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## Upgrade information

As an existing StyleWriter user, you can upgrade and download StyleWriter-4 for:

- European Union = £40 + VAT = £47
- Rest of the World = \$60 (United States dollars)

Before you pay your upgrade fee, you can download StyleWriter-4 and use it for 14 days. When you download StyleWriter, you also receive a Tutor and Help File that comprehensively explains the new features.

You can download StyleWriter-4 at:

<http://www.editorsoftware.com/StyleWriter-4/download>

Within 14 days you can upgrade to StyleWriter-4 by paying the upgrade fee at:

<http://www.editorsoftware.com/StyleWriter-4/upgrade>

When you upgrade, fill out the form including:

1. Your credit card information (Visa, MasterCard or American Express).
2. Your current StyleWriter Customer ID, (three-letter + ten-digit such as AAA0809112222) on the back of your Software for Writers CD wallet.
3. Your site code for StyleWriter-4 (found in the same way as the current version).

Email us at [info@editorsoftware.com](mailto:info@editorsoftware.com) if you cannot find your Customer ID.

## Introduction

**StyleWriter-4** is a major new version of our editing software. It is an add-on to Microsoft Word and can edit Word documents or clipboard text.

### Using these notes

If you have downloaded StyleWriter-4, you will have a StyleWriter-4 help file. We recommend you open StyleWriter's help file [SW4UK.chm](#) (UK version), [SW4US.chm](#) (US version), [SW4AU.chm](#) (Australian version) as you read these notes to look up any cross-references.

You do not have to uninstall your current StyleWriter if you download the new version.

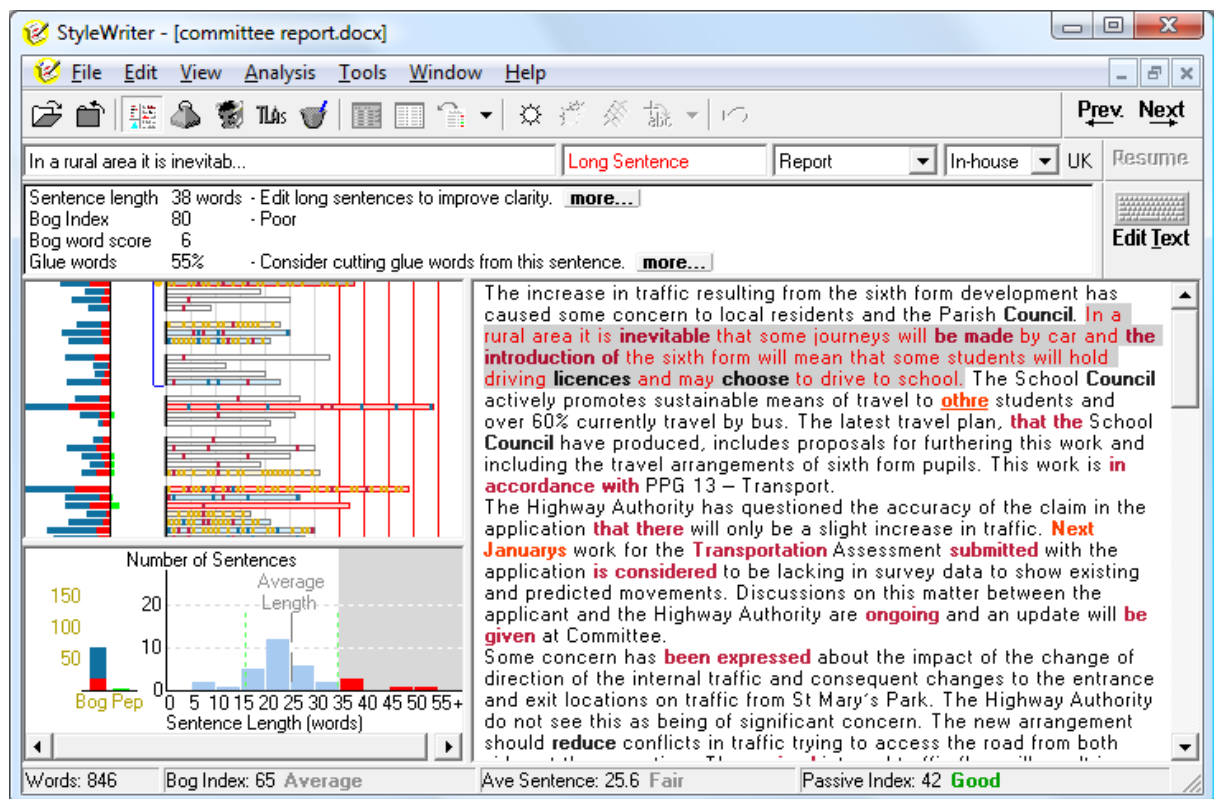
## Calling up StyleWriter

You call up StyleWriter in the usual way.

1. Open a file in Word (or save text to the clipboard).
2. Click the StyleWriter icon in Word's toolbars or the Add-in tab in Word 2007.

**Note:** Installation creates a new folder on your hard drive so you can continue to use StyleWriter version 3 (C:\SWWIN) as they call up different executable files.

## Text Screen

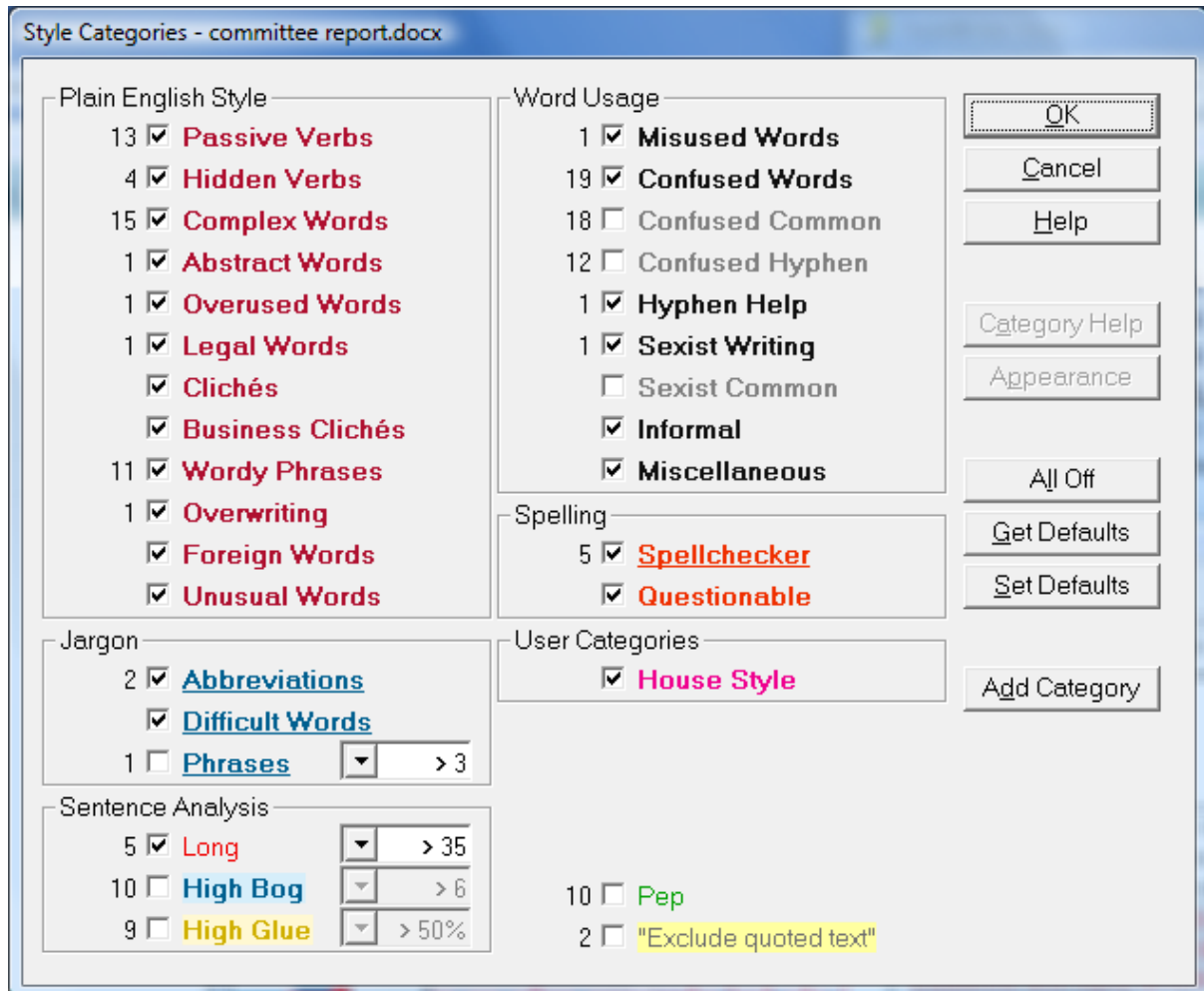


### StyleWriter's Text Screen

You'll see the new-look StyleWriter Text Screen pop-up over your Word document where you can review and edit your text. You can edit your Word file in the usual way by clicking on any blue underlined alternatives or making changes in Word using the Edit/Resume buttons.

## StyleWriter's Style Category Screen

Here's StyleWriter's new Style Category Screen. From here you can see the specific issues StyleWriter has found in your writing. You can also set your personal preferences at this screen.



### StyleWriter's Style Category Screen

Current StyleWriter users will notice several changes in these screens. However, before we describe these new features, here is a brief description of how Version 4 improves StyleWriter and makes it a more powerful and effective editing tool.

## StyleWriter Version 4 – Major Changes

### The Wordlist

We have added a graded 200,000-word and phrase dictionary to StyleWriter, the Wordlist. It gives us a host of new editing features and proofreading tools and covers most of the words you will ever use in writing.

We have graded the Wordlist from easy to difficult depending on the frequency of the word and its ease of understanding. Each word also has a category such as:

- difficult or easy
- formal or informal
- jargon or non-jargon
- poor style or good style
- technical or non-technical
- unusual or common

As well as the Wordlist, StyleWriter has some new style categories:

- Unusual Words
- Abbreviations
- Difficult Words
- Jargon Phrases
- High Bog sentences (difficult to read)
- High Glue sentences (wordy sentences)
- Informal
- Spellchecker
- Questionable

The Wordlist and new style categories add extra features:

#### 1. The Bog Index – a better readability formula

The Wordlist is central to our new readability formula – the Bog Index. We've named it Bog because a high Bog score means the style bogs down readers.

Conventional readability formulas are simplistic, counting characters or syllables and sentence length. StyleWriter's Bog Index is the first readability formula to work on a graded wordlist making it more accurate.

The Bog Index replaces StyleWriter's Style Index although the program still records the Style Index in its statistics.

[See: StyleWriter Help: Index: Bog Index: Bog Index Explained](#)



## 2. Pep – encouraging good writing habits

As part of the Bog Index measuring your readability and style, StyleWriter measures characteristics of good style in your writing. We call these features Pep because they pep up your writing style.

Pep is writing that make reading easier and more enjoyable. It consists of lively verbs, interesting nouns, people's names or conversational style using contractions, personal pronouns, questions and short sentences.

[See: StyleWriter Help: Index: pep](#)

## 3. New Audience and More Writing Tasks

The new readability statistics and ratings change depending on what type of document you are writing and your intended audience. There are now 20 writing tasks to choose from and three audience types: Public, In-house and Specialist. This makes your StyleWriter scores and ratings more sensitive to your writing task.

[See: StyleWriter Help: Index: Writing Task and Audience](#)

## 4. Spellchecker and Questionable Category

StyleWriter's spellchecker works in a conventional way, comparing your words with its 200,000 wordlist. However, if StyleWriter finds a word not on its list, it looks up Word's spellchecker for suggested corrections.

StyleWriter's Questionable category improves the spellchecker by highlighting words that often fool conventional spellcheckers. For example, Microsoft's spellchecker accepts the following sentences as correct.

The safe option is to **tae** only the drugs prescribed **b** your doctor. **Yu** should also get plenty of **ret** and **dink** liquids to rehydrate your body. There may be **tines** that you need to go back to your doctor if neither the drugs nor rest cure the symptoms. Please read the leaflet, designed to give the **pubic** more advice on treating your problems with medical **dugs**.

StyleWriter's Questionable Category highlights such errors and offers specific advice on thousands of spelling-related issues, such as preferred spelling, American or British spelling.

[See: StyleWriter Help: Index: Spelling](#)

[See: StyleWriter Help: Index: Questionable](#)

## 5. Informal

Highlights thousands of informal words that editors would flag as inappropriate for most business and official writing.

[See: StyleWriter Help: Index: Informal](#)

## 6. Unusual

Highlights thousands of unusual words that you should consider cutting to achieve a clear style.

[See: StyleWriter Help: Index: Unusual](#)

## 7. Jargon

Highlights jargon in three form:

- Abbreviations and acronyms,
- Difficult words outside the understanding of most readers, and
- Jargon phrases (adjustable by the user).

[See: StyleWriter Help: Index: Abbreviation: Abbreviations](#)

[See: StyleWriter Help: Index: Difficult words](#)

[See: StyleWriter Help: Index: Jargon: Jargon Phrases](#)

## 8. High Bog Sentences (advanced editing feature)

Highlights difficult-to-read sentences to encourage you to edit them into clearer, more readable style (adjustable by the user).

[See: StyleWriter Help: Contents: StyleWriter's Categories: High Bog Sentences](#)

## 9. High Glue Sentences (advanced editing feature)

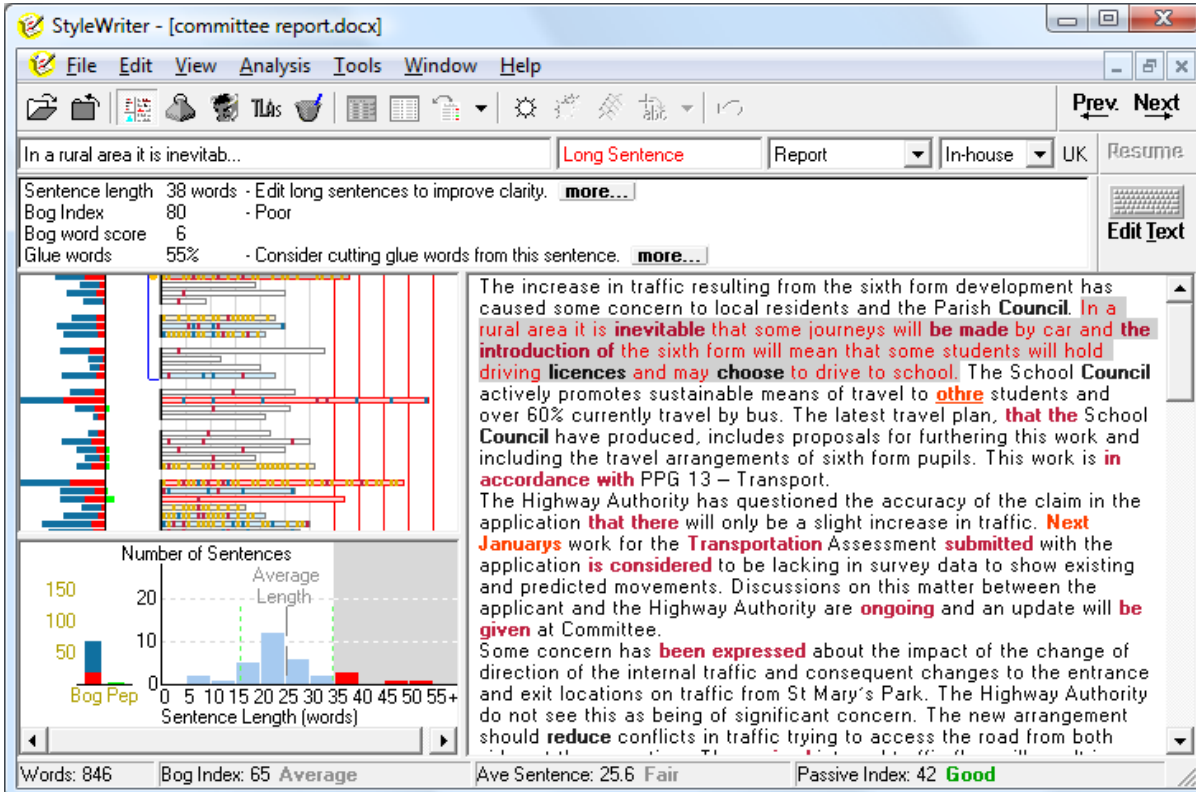
Highlights wordy sentences you can shorten (adjustable by the user).

[See: StyleWriter Help: Contents: StyleWriter's Categories: High Glue Sentences](#)

## StyleWriter's Text Screen

### Text Screen

The Text Screen is the heart of the StyleWriter program, showing your key writing statistics, style faults highlighted in the text, graphically presenting your style.



StyleWriter - [committee report.docx]

File Edit View Analysis Tools Window Help

In a rural area it is inevitab... Long Sentence Report In-house UK Resume

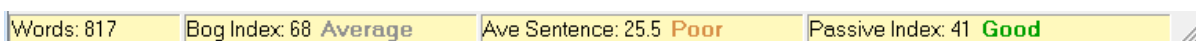
Sentence length 38 words - Edit long sentences to improve clarity. [more...](#)  
 Bog Index 80 - Poor  
 Bog word score 6  
 Glue words 55% - Consider cutting glue words from this sentence. [more...](#)

The increase in traffic resulting from the sixth form development has caused some concern to local residents and the Parish Council. In a rural area it is inevitable that some journeys will be made by car and the introduction of the sixth form will mean that some students will hold driving licences and may choose to drive to school. The School Council actively promotes sustainable means of travel to other students and over 60% currently travel by bus. The latest travel plan, that the School Council have produced, includes proposals for furthering this work and including the travel arrangements of sixth form pupils. This work is in accordance with PPG 13 – Transport. The Highway Authority has questioned the accuracy of the claim in the application that there will only be a slight increase in traffic. Next Januarys work for the Transportation Assessment submitted with the application is considered to be lacking in survey data to show existing and predicted movements. Discussions on this matter between the applicant and the Highway Authority are ongoing and an update will be given at Committee. Some concern has been expressed about the impact of the change of direction of the internal traffic and consequent changes to the entrance and exit locations on traffic from St Mary's Park. The Highway Authority do not see this as being of significant concern. The new arrangement should reduce conflicts in traffic trying to access the road from both

Words: 846 Bog Index: 65 Average Ave Sentence: 25.6 Fair Passive Index: 42 Good

### StyleWriter's Statistics

The statistics and ratings at the bottom of the screen summarise your document's readability and style.



Words: 817 Bog Index: 68 Average Ave Sentence: 25.5 Poor Passive Index: 41 Good

**Word Count:** The word count lets you keep an eye on your document's length.

**Bog Index:** A weighted readability score for more than 200,000 graded words, sentence length and style issues. It gives credit for many writing features (Pep) that make documents easier to read. Excellent writing scores below 20 on the Bog Index.

**Average Sentence:** The Average Sentence Length is an important statistic in writing style. Easy reading uses a sentence average below 20, sometimes lower depending on your audience and your writing task. StyleWriter highlights your long sentences. If you still have a high sentence average, look for ways to cut out unnecessary words and phrases or split the long sentences into shorter sentences.

**Passive Index:** This measures one of the most common style faults in writing – overusing passive verbs. Too many passive verbs make writing tedious, ambiguous and long-winded.

StyleWriter counts the number of passive verbs, divides them by the number of sentences and multiplies the result by 100 to give a Passive Index.

$$\text{Passive Index} = \frac{\text{Number of Passive Verbs}}{\text{Number of Sentences}} \times 100$$

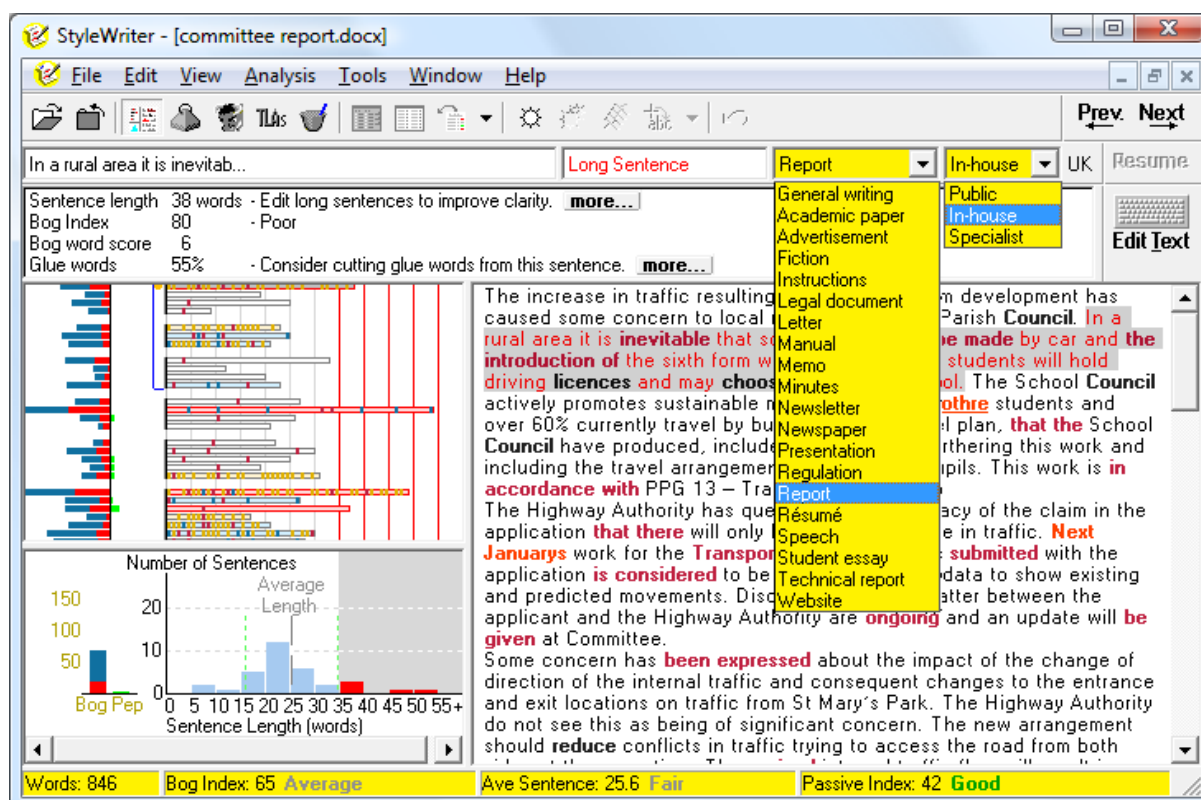
Scores below 20 for the Bog Index, the Average Sentence Length and the Passive Index are the hallmarks of an excellent style. You will notice StyleWriter gives you a rating for the three measures. The ratings are:

- **Excellent**
- **Good**
- **Average**
- **Poor**
- **Bad**
- **Unreadable**
- **Gobbledegook**

You should always try to get Excellent or Good for the three measures.

## Writing Task and Audience

Style, clarity and readability depend on both your writing task and your audience. Writing instructions for the public must be much easier to read than writing to a specialist audience with relevant expertise. Similarly, writing a good advertisement is different than writing a student essay. StyleWriter lets you select from 20 writing tasks and three audience types. The program then adjusts its measure and other ratings to reflect the different task and audience selected.



**Writing Task:** To select a writing task, go to the **Writing Task** drop-down box in the main StyleWriter window and select the task fits the document you are checking. StyleWriter adjusts its evaluation of your document based on the task you select.

**Audience:** To select a target audience, go to the **Audience** drop-down box in the main StyleWriter window and select from:

- Public
- In-house
- Specialist

StyleWriter changes its assessment of abbreviations and specialist terms based on the target audience.

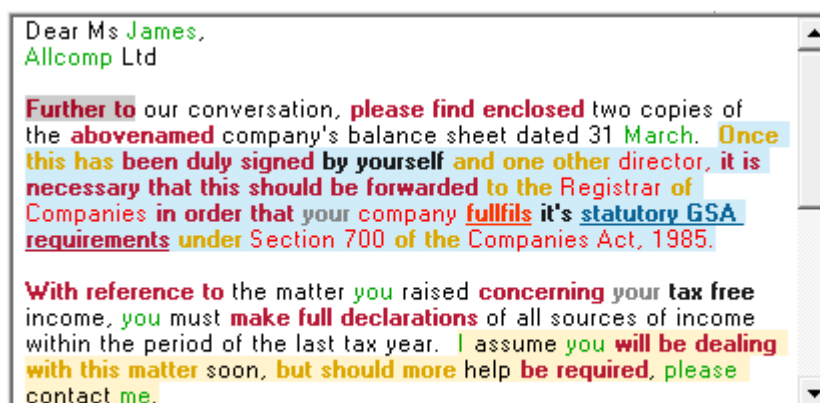
- When writing for the **Public**, specialist terms and abbreviations contribute their full amount to the Bog Index.
- For an **In-house** audience, Abbreviations carry only half the penalty.
- For a **Specialist** audience (experts), both Abbreviations and Specialist words carry only half the penalty.

**Tip:** The default Writing Task is **General Writing** and the default Audience is **Public**. You can change the default by selecting a different Writing Task and Audience when there is no document loaded. If you change the settings without a document loaded and close StyleWriter, the program remembers the task and audience you chose the next time you check a document

### StyleWriter's Text Colours

Here's StyleWriter's advice and analysis of a letter. The text on the right is the document with some of the style issues highlighted. The colours represent different style or usage issues.

The default colours used to highlight different issues are:



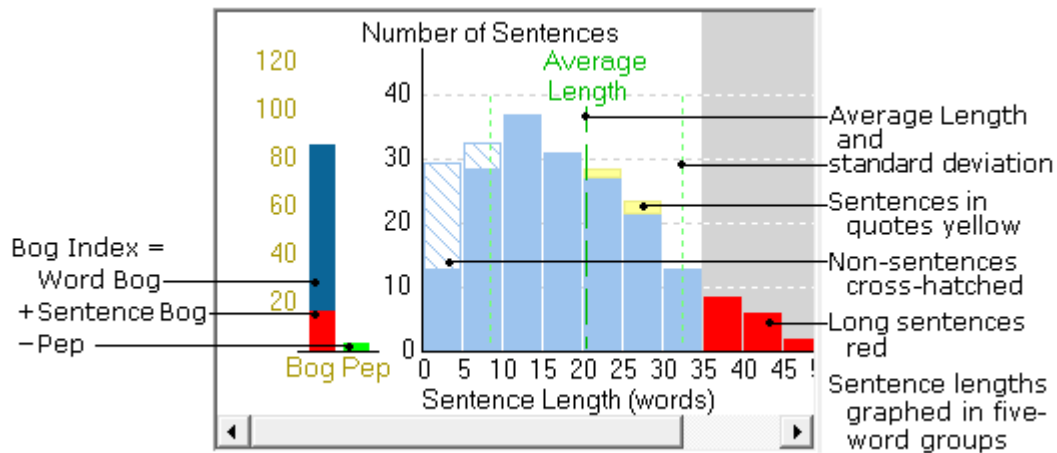
<b>Bold Dark Red</b>	Highlights plain English style issues.
<b>Normal Red</b>	Highlights long sentences.
<b>Bold Black</b>	Highlights possible word usage problems.
<b>Bold Grey</b>	Highlights possible word usage problems of common words (default off).
<b>Bold Blue-grey</b>	Highlights Bog words in difficult-to-read sentences.
<b>Underlined Blue-grey</b>	Highlights Abbreviations, Difficult Words and Jargon Phrases.
<b>Bold Red</b>	Highlights Questionable Words, including racist words, inappropriate language, preferred spelling and typing errors missed by spellcheckers.
<b>Bold Underlined Red</b>	Highlights spelling and typing errors and incorrect capital letter usage.
<b>Normal Green</b>	Highlights Pep words short sentences or questions (default off).
<b>Bold Yellow-brown</b>	Highlights Glue words in High Glue (wordy) sentences.
<b>Grey background</b>	Highlights the problem that the current advice message refers to.
<b>"yellow background"</b>	Highlights quoted text excluded from StyleWriter's statistics.

See: [StyleWriter Help: Index: Text: Text View](#)

**Tip:** The more you see in red and blue in your text the more difficult your writing style has become. Issues highlighted in grey and black do not generally affect the style of writing.

### StyleWriter’s Sentence Summary

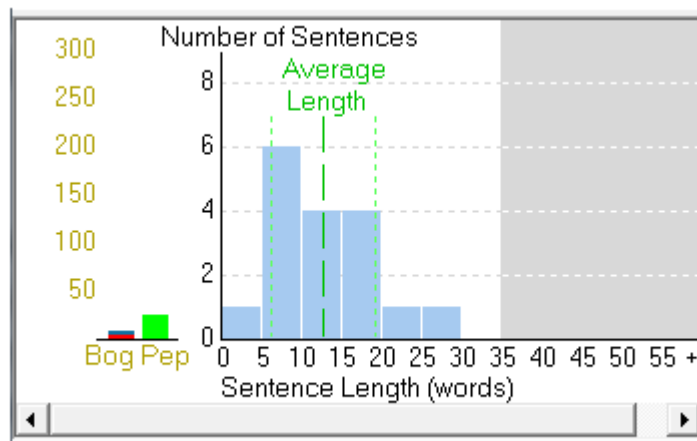
The bottom left-hand graph shows the Sentence Summary of your document.



The red and blue column and the green column on the left show the Sentence Bog, Word Bog and Pep.

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

A clear, easy-reading style should produce a Sentence Summary graph like this:



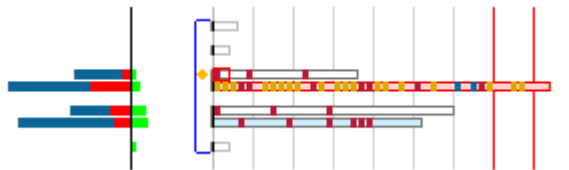
This shows the document uses:

- A low average sentence length
- No long sentences (longest under 30 words)
- Good sentence distribution (normal distribution in the white area of the graph).
- More Pep than Bog.

See: [StyleWriter Help: Index: Sentence View](#)

## StyleWriter's Sentence View

The top left-hand graph shows the Sentence View. This graphs your style sentence by sentence through the document letting you scan the document to see what section needs most editing.



The right-hand side shows bars representing each sentence:



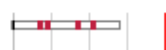
The **length** of each bar shows the **number of words** in the sentence. Vertical lines mark the length in five-word units.



**Plain English sentences** are white with a dark grey outline and no highlighted problems. Headings have a light grey outline.



**Long Sentences**, longer than the Long Sentence Limit are pale red with a red outline.



Each **style problem** shows in the Style Problem colour (dark red by default) where the problem occurs in the sentence.



**High Bog Sentences** show each Bog word in the High Bog colour. If not a long sentence, the fill is a pale version of the High Bog colour.



**High Glue Sentences** show each Glue word in the High Glue colour. If not a long or High Bog sentence, the fill is a pale version of the High Glue colour.



A **heavy base line** groups sentences into paragraphs.



A **blue line brackets** the sentences visible in the Text View, and inside that, a **gold dot** shows the sentence with the currently selected problem.



If the **current problem** is a word or phrase, it has a red surround. If a sentence, it has a grey fill.



The left-hand side graphs StyleWriter's assessment of each sentence showing the values it contributes to the overall **Bog Index**.



The **blue bar** shows **Bog Words** (based on the Bog value of words in the sentence).



The **red bar** shows **Sentence Bog** (based on the number of words in the sentence).



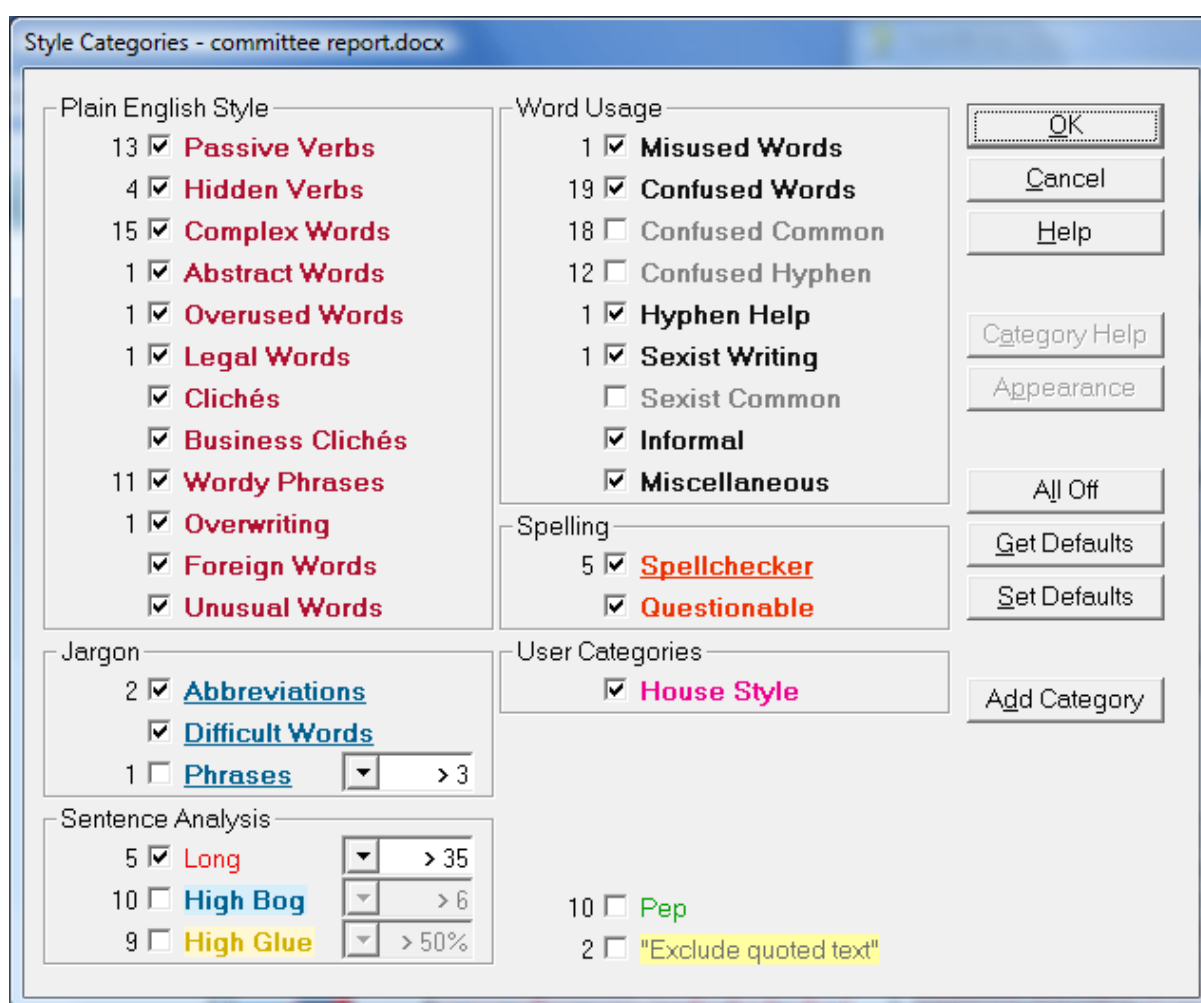
The **green bar** shows the **Pep** in each sentence.

**Tip:** If you want to see StyleWriter's statistics for any sentence, simply click on the sentence displayed in the Sentence View. You can move to the next sentence and view the statistics by pressing **Shift + Down Arrow**. You can move the previous sentence and view the statistics by pressing **Shift + Up Arrow**.

## StyleWriter's Style Category Screen

### Style Category Screen

The Style Category Screen shows what StyleWriter has found in your document. It also controls what StyleWriter displays in your document. You can set categories on or off for the current document or for all documents you check.



These are the default settings for StyleWriter. Those categories with a tick in the box are on and will highlight the problem in the text. The number represents how many occurrences of this issue there are in your document. For example, it tells us there are 11 wordy phrases, five long sentences and five possible spelling errors.

To switch a category on or off, you simply click the check box next to the category. Only those with ticks are shown in the Text screen. We recommend when you first use StyleWriter, you keep to the Default settings. Once you are familiar with the program, we recommend you switch Jargon Phrases, High Bog sentences and High Glue sentences on. To keep the settings you choose permanently, click the Set Defaults button.

## Plain English, Jargon and Sentence Analysis

The left-hand side of the Style Category screen records poor writing habits common to most writers.

Plain English Style	
13	<input checked="" type="checkbox"/> <b>Passive Verbs</b>
4	<input checked="" type="checkbox"/> <b>Hidden Verbs</b>
15	<input checked="" type="checkbox"/> <b>Complex Words</b>
1	<input checked="" type="checkbox"/> <b>Abstract Words</b>
1	<input checked="" type="checkbox"/> <b>Overused Words</b>
1	<input checked="" type="checkbox"/> <b>Legal Words</b>
	<input checked="" type="checkbox"/> <b>Clichés</b>
	<input checked="" type="checkbox"/> <b>Business Clichés</b>
11	<input checked="" type="checkbox"/> <b>Wordy Phrases</b>
1	<input checked="" type="checkbox"/> <b>Overwriting</b>
	<input checked="" type="checkbox"/> <b>Foreign Words</b>
	<input checked="" type="checkbox"/> <b>Unusual Words</b>
Jargon	
2	<input checked="" type="checkbox"/> <b>Abbreviations</b>
	<input checked="" type="checkbox"/> <b>Difficult Words</b>
1	<input checked="" type="checkbox"/> <b>Phrases</b> <input type="text" value="3"/>
Sentence Analysis	
5	<input checked="" type="checkbox"/> <b>Long</b> <input type="text" value="35"/>
10	<input type="checkbox"/> <b>High Bog</b> <input type="text" value="6"/>
9	<input type="checkbox"/> <b>High Glue</b> <input type="text" value="50%"/>

The **Jargon** group has three new categories, **Abbreviations**, **Difficult Words** and **Phrases**. StyleWriter compares your words to its graded Wordlist and works out when to highlight these problems.

For example, StyleWriter – with its Jargon Phrases category set at >2 will highlight:

- business management resource
- class inventory management system
- convergent network solutions
- customer interactive process
- deployment transformation progress
- explicitly linked program deliverables
- geographical reference output
- required manual deployment

You can change the Jargon phrase category to find more or fewer examples of possible jargon. Setting the level at >2 finds more jargon phrases; setting the level at >4 finds fewer jargon phrases.

[See: StyleWriter Help: Index: Difficult Words](#)

[See: StyleWriter Help: Index: Jargon: Jargon Phrases](#)

**Note:** StyleWriter deliberately highlights abbreviations and acronyms in your writing. You can add those abbreviations and acronyms you feel you must use in your writing style. We'll explain more about this in the section: Customising StyleWriter.

[See: StyleWriter Help: Index: Abbreviation: Abbreviations](#)

The **Sentence Analysis** group has two new categories, **High Bog sentences** and **High Glue sentences**. StyleWriter compares the writer's words to its graded Wordlist and works out when to highlight these problems.

### High Bog Sentences

High Bog sentences are often difficult to read but don't necessarily contain other style faults. Highlighting High Bog sentences lets you edit sentences above a readability threshold you can set depending on your writing needs.

Bog in writing is anything that makes your writing less readable. StyleWriter keeps a score of Bog throughout the document and can highlight those sentences with a high Word Bog.

Each word in your document has a rating for ease of reading from 0 (no difficulty) to 4 (very difficult). **Word Bog** includes a score for the style faults StyleWriter highlights such as passive verbs, hidden verbs and wordy phrases.

StyleWriter defines each word as either specialist or non-specialist and the formula adjusts its score and rating for different audiences (Public, In-house and Specialist) and the type of document.

$$\text{Word Bog} = \frac{(\text{Style Problems} + \text{Heavy Words} + \text{Abbreviations} + \text{Specialist}) \times 250}{\text{Number of Words}}$$

Here's an example of a High Bog Sentence and a redraft:

**Original:** The model **utilised** an **explicit linkage** of projected **deliverables** with benefit **opportunities** with the **incorporated** working **assumptions** and **quality factors** for three **scenario** pricing points.

Bog Score: 16 – Sentence Length 25 words

**Redraft:** The model linked the project's likely benefits with the working **assumptions** for three possible prices.

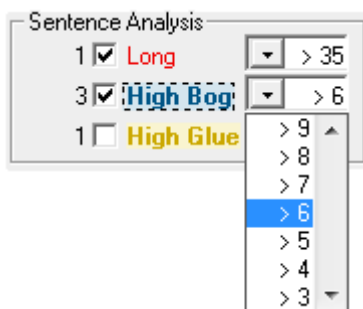
Bog Score: 1 - Sentence Length 15 words

Some of the Bog words are style faults shown in **dark red**. When editing High Bog Sentences, you should try to change anything shown as a style fault (default **dark red**) or Bog word (default **blue**).

### Displaying High Bog Sentences

The default for High Bog sentences is **Off**. Editing High Bog sentences is an advanced editing technique, especially as StyleWriter does not offer alternatives to the words highlighted in blue.

To turn the **High Bog Sentence** category **On**, tick the High Bog category in the Style Categories screen. StyleWriter highlights in the Text Screen any sentence with a **Word Bog** score above the selected level.



### Setting the High Bog Threshold

The default High Bog threshold is >6, but you can vary this between >3 and >9, to suit your writing needs. The lower number selected, the more sentences StyleWriter highlight. To change the threshold, tick the High Bog Sentence category and choose a level from the list.

### Setting the Default for High Bog Sentences

If you always want to see the High Bog sentences in your text, simply tick the High Bog Sentence category, choose a level from the list and click the Set Defaults button. If you want to change the threshold but still want High Bog Sentences to default **Off**, deselect the check box before you click the Set Defaults button.

As you get better at editing High Bog sentences, try bringing the level down to >5 or even lower. This helps you adopt a more readable writing style.

### High Bog Sentences Graphed

The Sentence View always highlights High Bog sentences above the chosen threshold, so you know if you have High Bog sentences and whether you need to click the High Bog button.



Here's an example of a High Bog Sentence and **the writer's** redraft:  
 The model **utilised** an **explicit linkage** of projected **deliverables** with benefit **opportunities** with the **incorporated** working **assumptions** and **quality factors** for three **scenario** pricing points.

Here the High Bog sentence is the blue sentence on the right-hand side of the Sentence View graph. You can click onto any High Bog sentence displayed on the graph and StyleWriter will take you to that sentence.

### Displaying the High Bog Sentences from the Toolbar



Editing the other style faults StyleWriter highlights – such as Passive Verbs, Wordy Phrases and Hidden Verbs – reduces the Bog words in those sentences, so you need to check only for **High Bog Sentences** after you have dealt with those style faults. If you don't set High Bog sentences as default on, we recommend you fix any style faults StyleWriter highlights and then click the High Bog button (heavy weight) in StyleWriter's toolbar. This highlights any High Bog sentences left in your text.

See: [StyleWriter Help: Contents: StyleWriter's Categories: High Glue Sentences](#)

### High Glue Sentences

Glue words are the 200 or so most common words in the English language (excluding personal pronouns). They are necessary to link nouns, verbs, adverbs and adjectives in any sentence. Most writers use too many glue words and almost every document could benefit from running an editorial pen through unnecessary glue words.

StyleWriter finds High Glue sentences to help you write more concisely and so improve the style and clarity of your document.

**Original:** I **was able to** use **the** contacts **that** I **have in the** regional office **and** spoke **to a** number **of** people **about the** issue **that had been** raised **of** staff morale.

[Glue Words: 58% - Sentence Length 31 words](#)

**Redraft:** I spoke **to** several contacts **at the** regional office **about** staff morale.

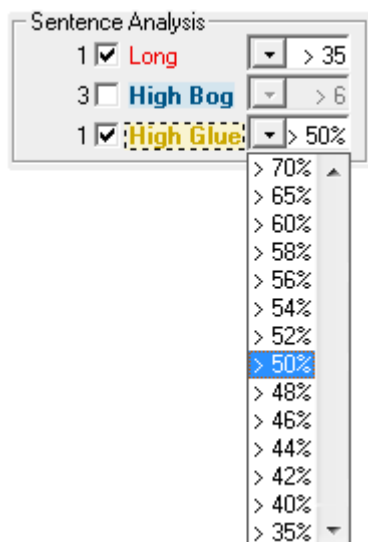
[Glue Words: 33% - Sentence Length 12 words](#)

StyleWriter cannot tell you which glue words to cut, but once you have cut glue words from a few sentences, you will find it easy to edit High Glue sentences. Here are some tips to help you edit High Glue sentences and to avoid overusing glue words when you write.

1. Look for the nouns, verbs, adjectives and adverbs in your sentence as these words are the content of your sentence.
2. Use active verbs.
3. Start most sentences with the main subject followed by an active verb.
4. Start instructions with an active, command verb.
5. Place each adjective next to the noun it qualifies.
6. Place each adverb next to the verb it qualifies.
7. Cut any unnecessary glue words.

## How StyleWriter Finds Glue Sentences

StyleWriter's Wordlist works out the percentage of glue words in each sentence. If **High Glue sentences** is on, StyleWriter highlights in the Text Screen any sentence with glue words above the selected level. The default setting is over 50 per cent.



## Setting the High Glue Threshold

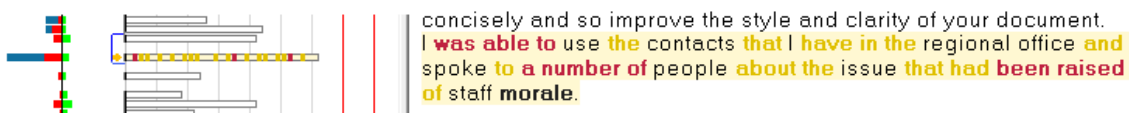
The default High Glue threshold is 50 per cent, but you can vary the level to suit your writing needs. As you get better at editing High Glue sentences, try bringing the level down to 46 per cent. If you want to save every word possible – for example, if you are drafting an advertisement or want to cut words from an article to fit a word limit, you might want to lower it to 40 per cent.

## Setting the Default for High Glue Sentences

If you always want to see the High Glue sentences in your text, tick the High Glue category, choose a level from the percentage scale and click the Set Defaults button. If you want to change the threshold but still want High Glue Sentences to default **Off**, deselect the check box before you click the Set Defaults button.

## High Glue Sentences Graphed

The Sentence View always highlights High Glue sentences above the chosen threshold, so you know if you have High Glue sentences and whether you need to click the High Glue button.



Here the High Glue sentence is the gold sentence on the right-hand side of the Sentence View graph. You can click onto any High Glue sentence displayed on the graph and StyleWriter will take you to that sentence.

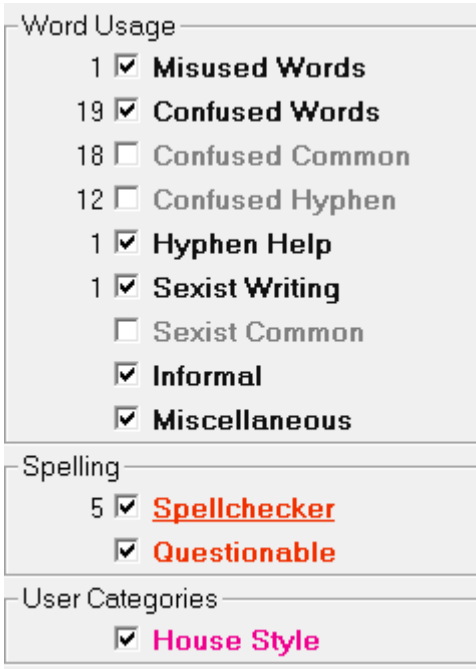
## Displaying High Glue Sentences from the Toolbar

The High Glue category defaults to **Off**. Editing the other style faults StyleWriter highlights – such as passive verbs, wordy phrases and hidden verbs – reduces the Glue words in those sentences, so you only need to check for High Glue sentences after you have dealt with those style faults. Fix any style faults StyleWriter highlights and then click the High Glue button (pot of glue) in StyleWriter’s toolbar. This highlights any High Glue sentences left in your text.

[See: StyleWriter Help: Contents: StyleWriter’s Categories: High Glue Sentences](#)

## Proofreading

StyleWriter’s right-hand side of the Style Categories screen helps you proofread your document.



Word Usage

- 1  **Misused Words**
- 19  **Confused Words**
- 18  Confused Common
- 12  Confused Hyphen
- 1  **Hyphen Help**
- 1  **Sexist Writing**
- Sexist Common
- Informal**
- Miscellaneous**

Spelling

- 5  **Spellchecker**
- Questionable**

User Categories

- House Style**

## Word Usage

StyleWriter’s Word Usage categories offer advice on misused and confused words, hyphenation and word division, gender-specific writing, informal words and many other problems. StyleWriter does not know whether you have used these words correctly, but considers them worth highlighting. Those shown in grey are default off.

## Spellchecker

Works like a conventional spellchecker, but looks up Microsoft Word’s spellchecker for suggested corrections. This look-up feature is not available if you are checking your document through the clipboard.

## Questionable

Advises on preferred spelling, inappropriate language and flags words that are usually errors that fool conventional spellcheckers.



**Pep**

Lets you view the Pep in your document. Set to default off as it does not offer you any editing advice.

**Exclude Quoted Text**

Lets you exclude any text in quotation marks from StyleWriter's analysis.

## Customising StyleWriter

We've designed StyleWriter to help people edit any writing into a clear, concise and readable style. In doing this, we've set up StyleWriter so it is a versatile editor's tool. You can customise StyleWriter in many ways.

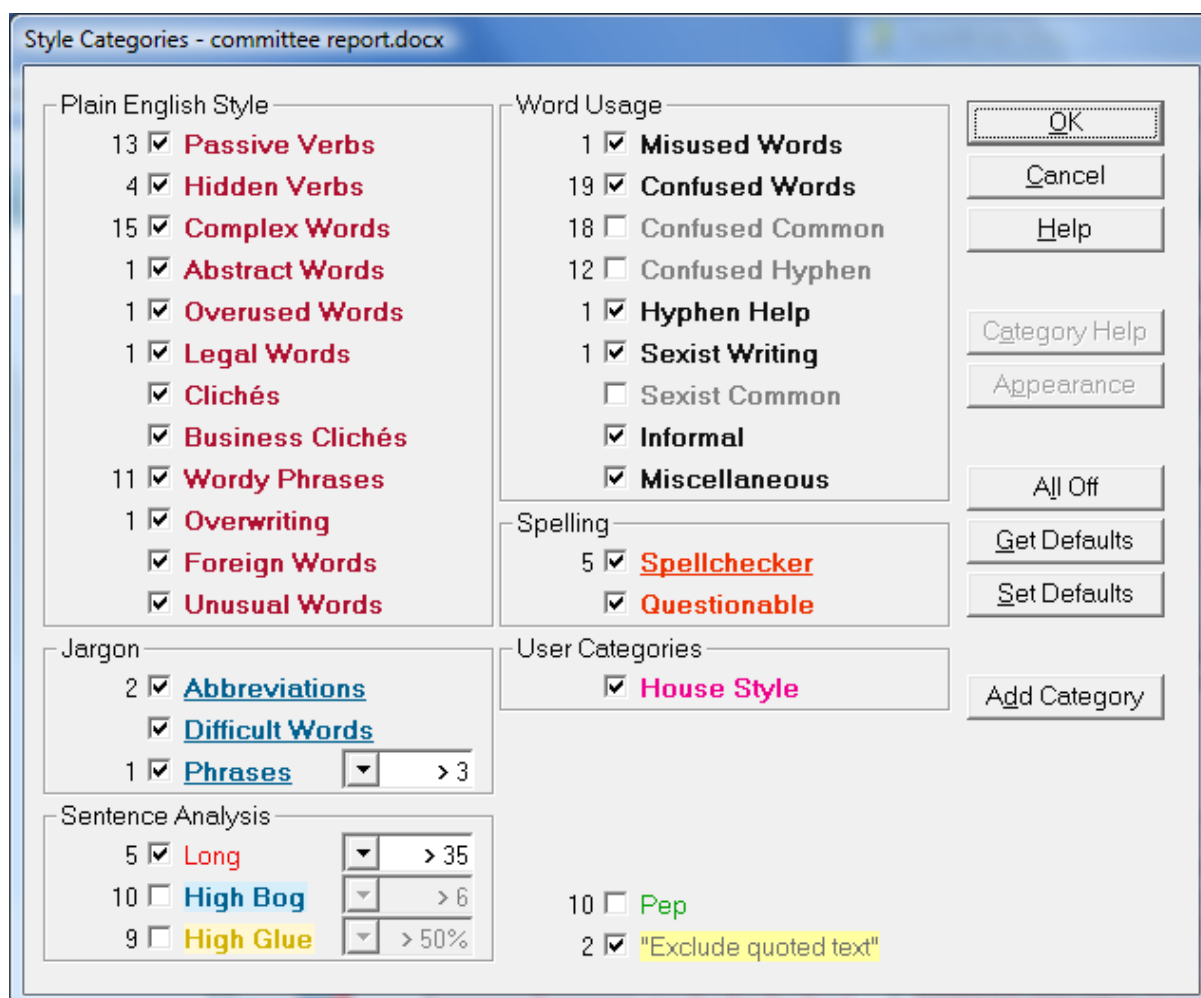
### Changing the Writing Task and Audience

At the Text Screen, you can select from up to 20 tasks and three audiences. The defaults are General Writing and the Public. If, however, you are writing a technical report to a technical audience, you can set StyleWriter to these settings. This alters the score and ratings for the Bog Index and the number of High Bog sentences highlighted.

If most of your writing is of one particular task, such as speeches to the public, you can set the task and audience to these settings as your default. Open StyleWriter without a Word file open or anything in the clipboard. Set the task and audience you want and close StyleWriter. StyleWriter remembers these settings each time you open the program.

### Switching Categories On or Off

At the Style Category Screen, you can switch categories on or off.

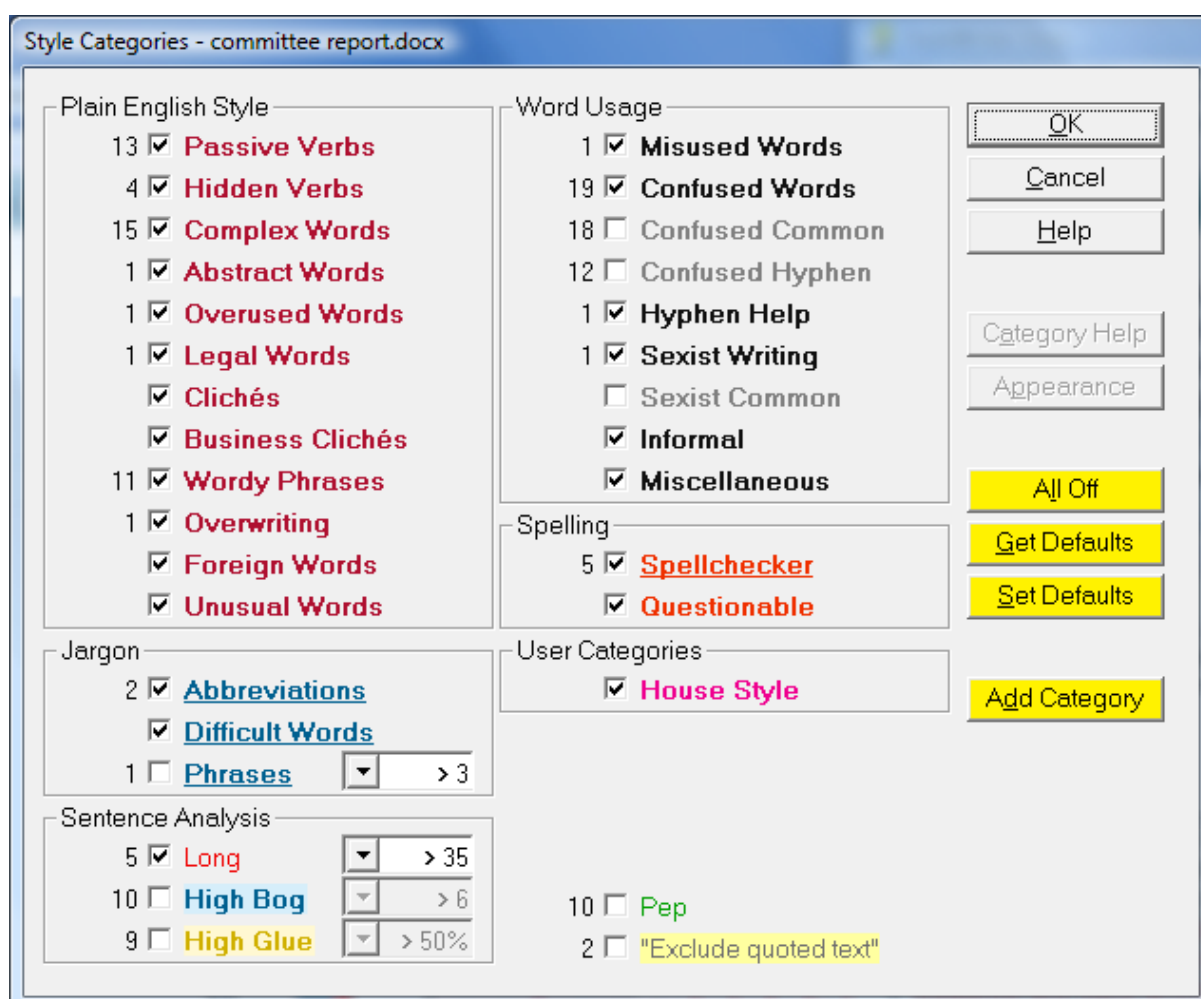


1. You can change the Style Categories highlighted in the text by clicking the check boxes to remove or place a tick in each one.
2. You can adjust the level of:
  - Jargon Phrases (>3 recommended)
  - Long sentences (>35 recommended)
  - High Bog sentences (>6 recommended)
  - High Glue sentences (>50% recommended)
3. The House Style is an empty category. It's there for companies and government agencies to add their house style rules. Individuals can also add rules to this category.

**Note:** Although you can add to most StyleWriter categories, we recommend you add anything you wish to check as an added pattern to the House Style category. In this way, you will always know the word or phrase highlighted was added by you and is not part of StyleWriter's normal checks.

### Setting StyleWriter's Default Categories

Here's StyleWriter's Style Categories screen with four key buttons highlighted:



### All Off Button

Clicking the **All Off** button switches all StyleWriter's categories off so you can select any you want to highlight. For example, if you wanted to concentrate on editing verbs, you could:

1. Click All Off
2. Click the check boxes for Passive Verbs and Hidden Verbs
3. Edit them in your text.

The All Off button is also a toggle button. You can click it to toggle between switching all Categories on or off.

### Get Defaults Button

Clicking the **Get Defaults** button returns StyleWriter to either the default settings of the program or the default settings you have set.

### Set Defaults Button

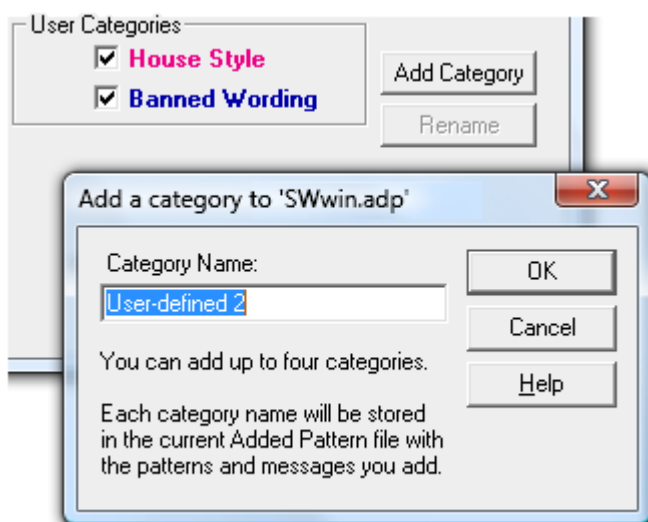
Clicking the **Set Defaults** button lets you decide what you want StyleWriter to highlight when you edit. You can switch any category on or off (by placing or removing the tick in the check box) and alter the level of problem highlighted in the following categories.

- Jargon Phrases (>3 recommended)
- Long sentences (>35 recommended)
- High Bog sentences (>6 recommended)
- High Glue sentences (>50% recommended)

Once you have selected the settings, clicking the Set Defaults button tells StyleWriter to use these settings each time you check a document.

### Add Category Button

Clicking the **Add Category** button lets you add up to three new categories to the program.



StyleWriter records the new category name in the current Added Pattern File with any patterns and messages you add to the category.

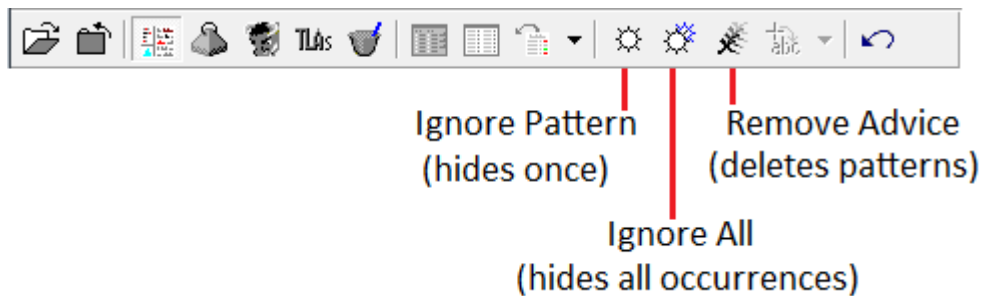
StyleWriter allows up to four user-defined categories. Since these are defined in the Added Pattern File, each Added Pattern File can have different user-defined categories.

Each category can hold up to 2,047 messages, and each message can have an almost unlimited number of patterns pointing to it.

### Removing Advice from StyleWriter

You can remove any of StyleWriter's advice – except Passive Verbs. If, for example, StyleWriter highlights the difference between **personnel** and **personal** and you are sure you never confuse these words, you can remove them from the program.

When StyleWriter highlights the word **personnel**, click the appropriate icon on the toolbar.

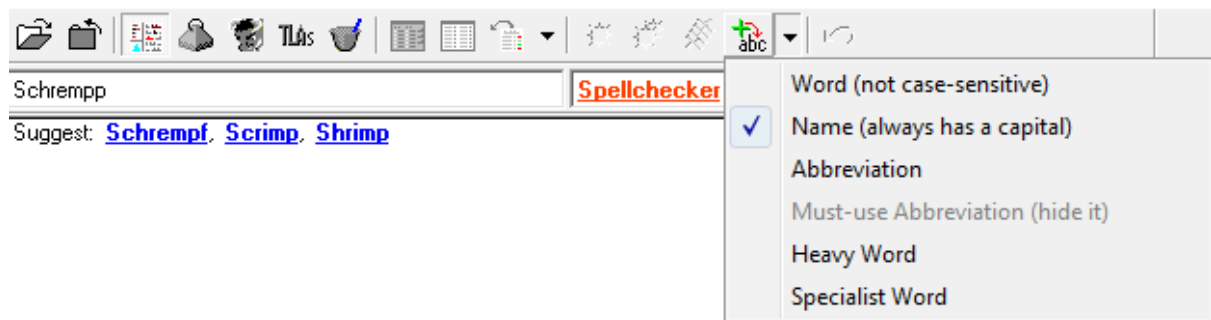


The remove advice icon is the most powerful as it removes the pattern from the program. However, StyleWriter records all changes you make to the program. So if you later decide you want **personnel** back on the program, you can use the Review Changed Patterns feature.

## Adding to the Spellchecker



When StyleWriter sees a word that is not in its dictionary, it highlights it as a possible spelling mistake. The **Add to Dictionary** button lets you add the word to the dictionary. StyleWriter will offer a default word class for the added word based on whether it has a capital, is all uppercase, mixed case or lowercase.



**lowercase:** StyleWriter considers any lowercase word as a High Bog word if it isn't in StyleWriter's dictionary, it will be a very uncommon word and will slow down your reader. This will add to your readability score.

Before you add lowercase words to StyleWriter's wordlist, ask yourself why it's not already on. It might be an unconventional spelling, normally capitalised, a made-up word, archaic, informal or highly unusual. Editors always think about changing lowercase words thrown up by a spellchecker as the word is normally questionable or unusual and outside readers' normal vocabulary.

**Capitalised:** A name, with no penalty to your readability score. StyleWriter adds a **Name** to its dictionary as one that should always have a capital, so it adds a pattern that will find the word with or without capital. If it finds the word without a capital, it will offer the capitalised name as a suggested correction.

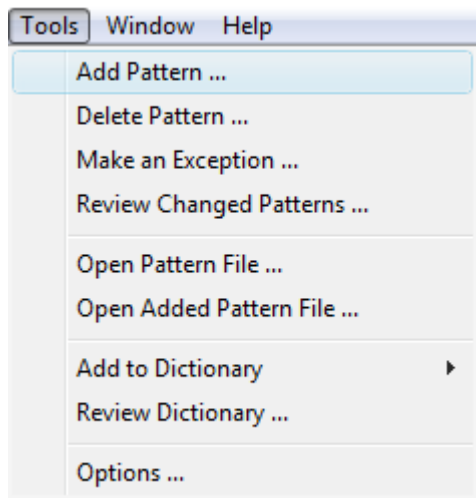
**UPPERCASE:** An abbreviation or acronym that will add to your readability score.

When StyleWriter highlights an abbreviation (whether it is one you have previously added or one that fits StyleWriter's definition), it gives the option of adding the word as a Must-use abbreviation. This tells StyleWriter: "Yes, I know this is an abbreviation, but it's one I must use so don't keep showing it to me."

You can override the default setting and add the word as a **Name**, a **Specialist Word**, an **Abbreviation** or even a **normal word** if you believe it should not add to your Bog Index. To do this from the Toolbar, click the drop-down arrow beside the **Add to Dictionary** button to show the pop-up menu.

### Adding Advice to StyleWriter

One of the most powerful features of StyleWriter is adding patterns and advice to StyleWriter. To add a pattern to StyleWriter, use the drop-down menu Tools/Add Pattern.

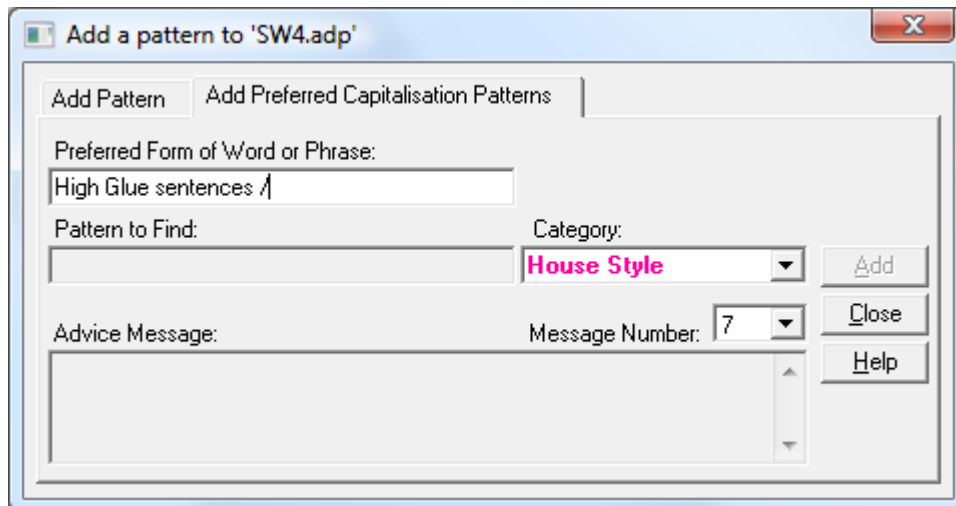


There's extensive advice on adding patterns to StyleWriter in the help screens. However, it's worth noting a new feature in Version 4, adding Preferred Capitalisation Pattern.

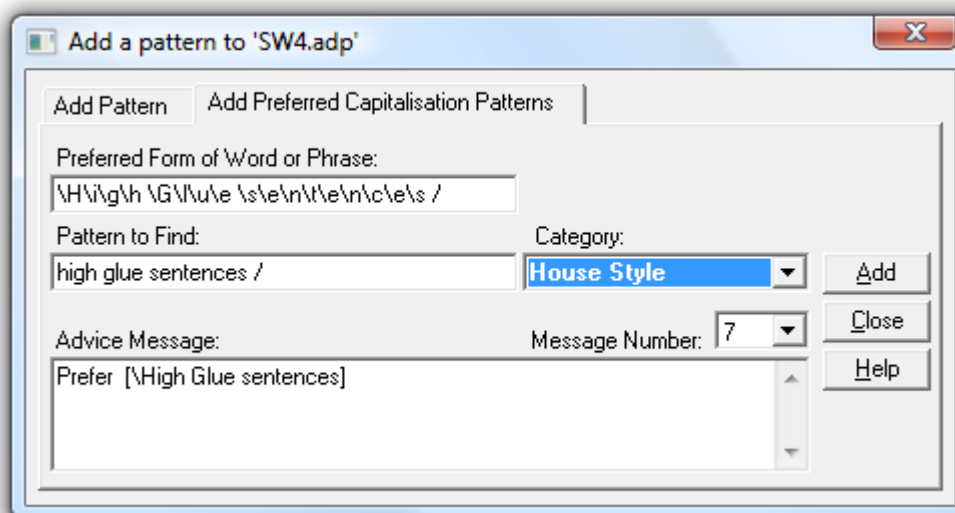
When you select Tools/Add Patterns, you will get a box to add a word, phrase or pattern you want to check. It's like using a word processor's search and replace. But with StyleWriter you can search and replace for hundreds of added patterns and the program remembers them from one document to the next.

### Adding Preferred Capitalisation Check

If you select Tools/Add Pattern/Add Preferred Capitalisation Check, from the drop-down menu, you can then type in the preferred form of the word or phrase. For example, if we wanted to check we always wrote 'High Glue sentences' with capital letters except for the word 'sentences', we would simply type in the phrase: High Glue sentences.

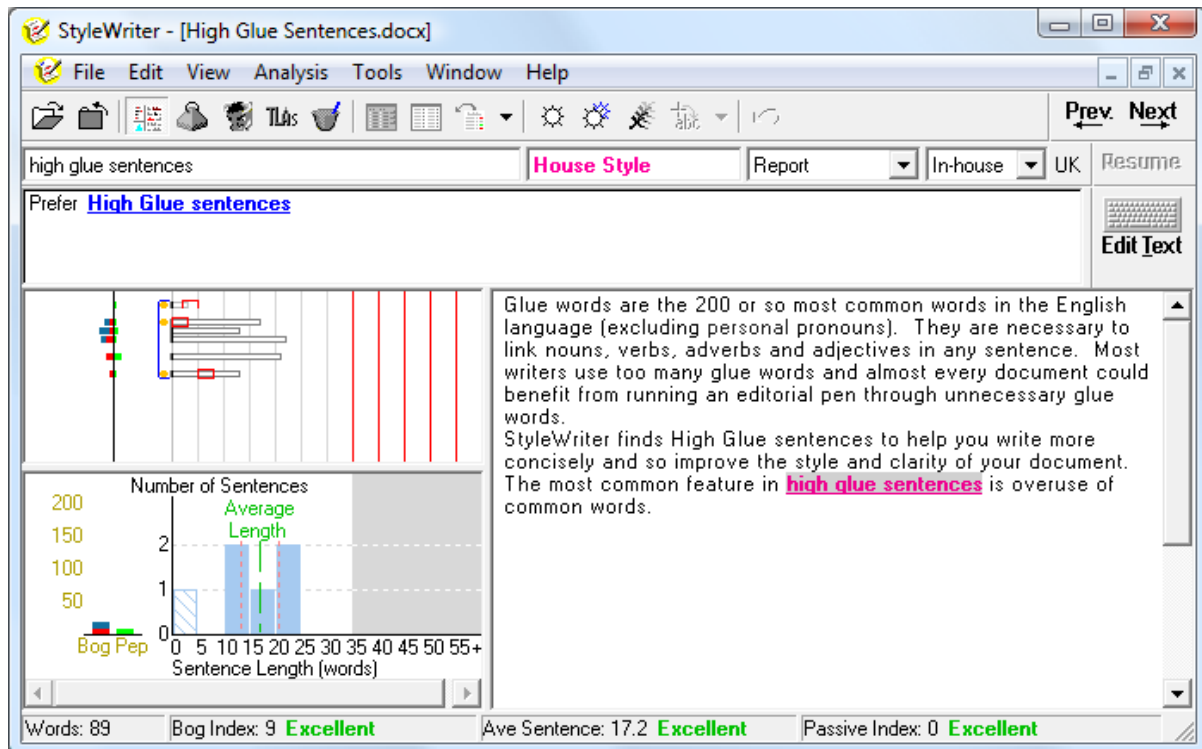


When you tab to go to the next field, StyleWriter will then take over and code the pattern for you.



StyleWriter will now highlight all forms of the words 'high glue sentences' unless you have used the correct form: High Glue sentences.





[See: StyleWriter Help: Index: Adding Patterns: Add Patterns](#)

[See: StyleWriter Help: Index: Adding Patterns: Add Preferred Capitalisation Patterns](#)

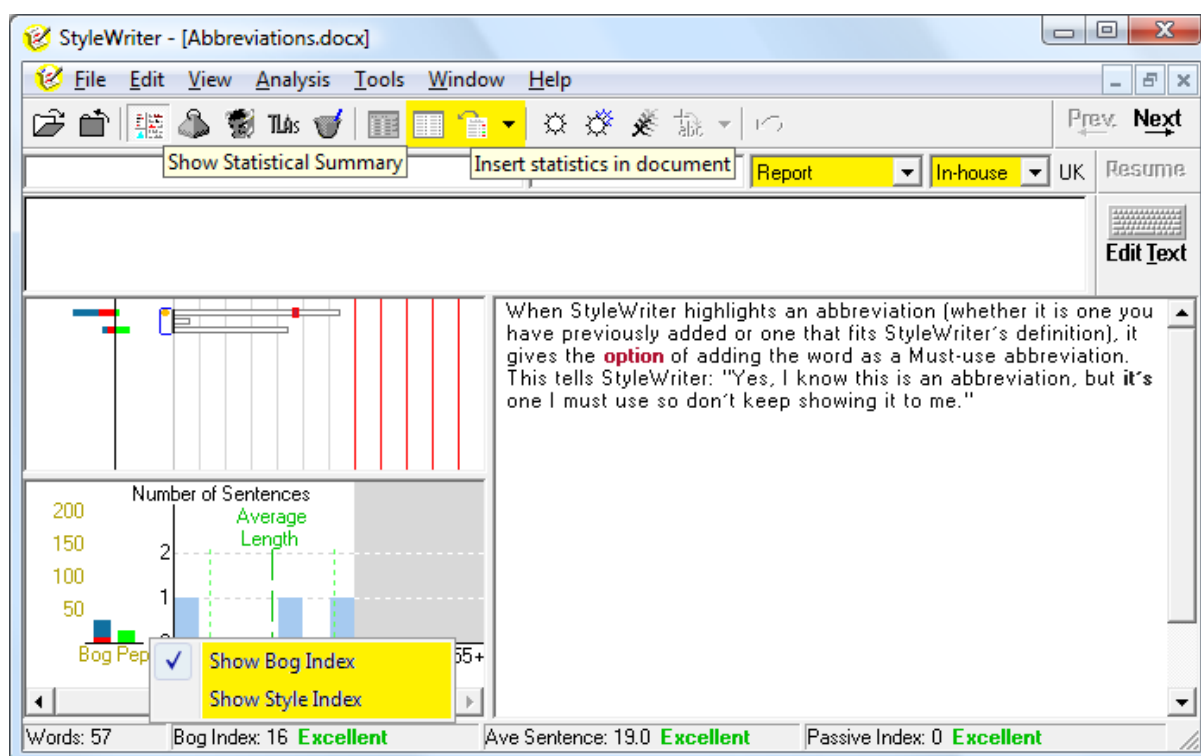
### Reviewing Changes to StyleWriter

You can review and reverse changes you have made to StyleWriter from the drop-down menu Tools/Review Changed Patterns. The **Review Changed Patterns** window lists the categories, patterns and messages of changes you have made while tailoring StyleWriter's patterns.

[See: StyleWriter Help: Index: Patterns: Review Changed Patterns](#)

## StyleWriter's Statistics

StyleWriter's main statistics are in the Status Bar of the Text View. They are the Bog Index, the Average Sentence Length and the Passive Index. The program also works out a rating for each of these important measures. You can also change the Bog Index displayed to the Style Index of Version 3, but we recommend using the Bog Index as it is a more comprehensive measure.



**Tip:** You should aim for three good or excellent ratings to produce an excellent writing style. Scores below 20 for each of the three measures is also a sign of a clear and concise writing style.

The ratings and the Bog Index 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 screen**, words and sentences in inverted commas are excluded from the readability measures.

### The Style Index or the Bog Index

If you right-click the Bog Index in the Status Bar, you can choose between displaying the Bog Index and the Style Index (StyleWriter's main measure of writing in Version 3). We recommend you display the Bog Index as it is a more comprehensive measure and includes everything measured by the Style Index.

## Insert Statistics in the Document

The Insert Statistics in Document icon sends StyleWriter's key statistics to document. In Microsoft Word they appear at the start of your document. In WordPerfect, they appear as a footnote.

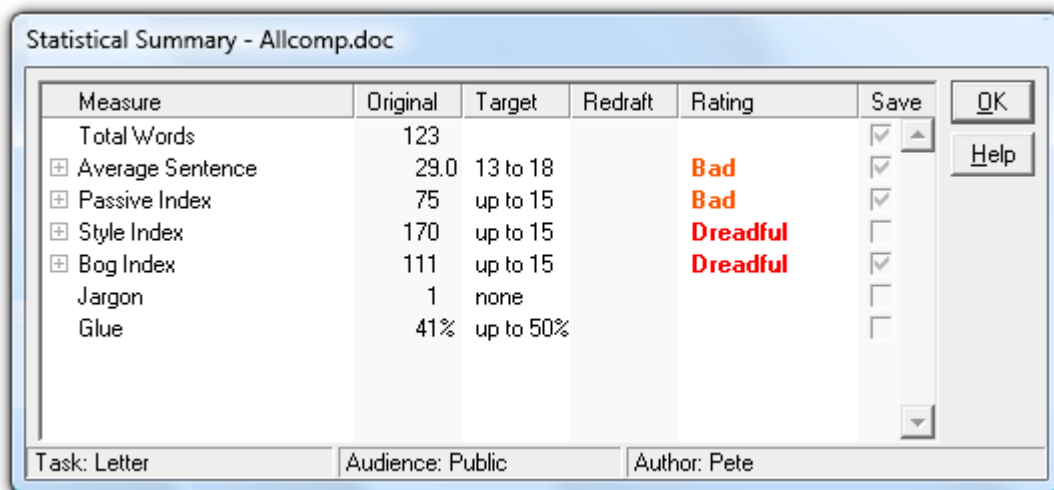
Page: 1  
 [SW1] Statistics Example1.doc, 120 words  
 Original, 25 Sep 2009 13:04  
 Bog Index 180 **Dreadful** for a Letter  
 Average Sentence 28 **Bad**  
 Passive Index 75 **Bad**

**Tip:** If you click Insert Statistics in Document icon when StyleWriter has finished analysing your document (the draft) and again when you have finished editing, the before and after editing statistics appear in the document.

This feature lets people set minimum writing standards in documents circulated. For example, some government agencies set a minimum Bog Score for all circulated committee reports. Committee members do not read reports unless they have three good or excellent ratings. Another use is to set a style standard to make sure any changes to the document by a third party to improve content, does not raise the Bog Index and make the document less readable or clear.

## Show Statistical Summary

The Show Statistical Summary icon displays your statistics, ratings and targets.



Measure	Original	Target	Redraft	Rating	Save
Total Words	123				<input checked="" type="checkbox"/>
+ Average Sentence	29.0	13 to 18		<b>Bad</b>	<input checked="" type="checkbox"/>
+ Passive Index	75	up to 15		<b>Bad</b>	<input checked="" type="checkbox"/>
+ Style Index	170	up to 15		<b>Dreadful</b>	<input type="checkbox"/>
+ Bog Index	111	up to 15		<b>Dreadful</b>	<input checked="" type="checkbox"/>
Jargon	1	none			<input type="checkbox"/>
Glue	41%	up to 50%			<input type="checkbox"/>

Task: Letter      Audience: Public      Author: Pete

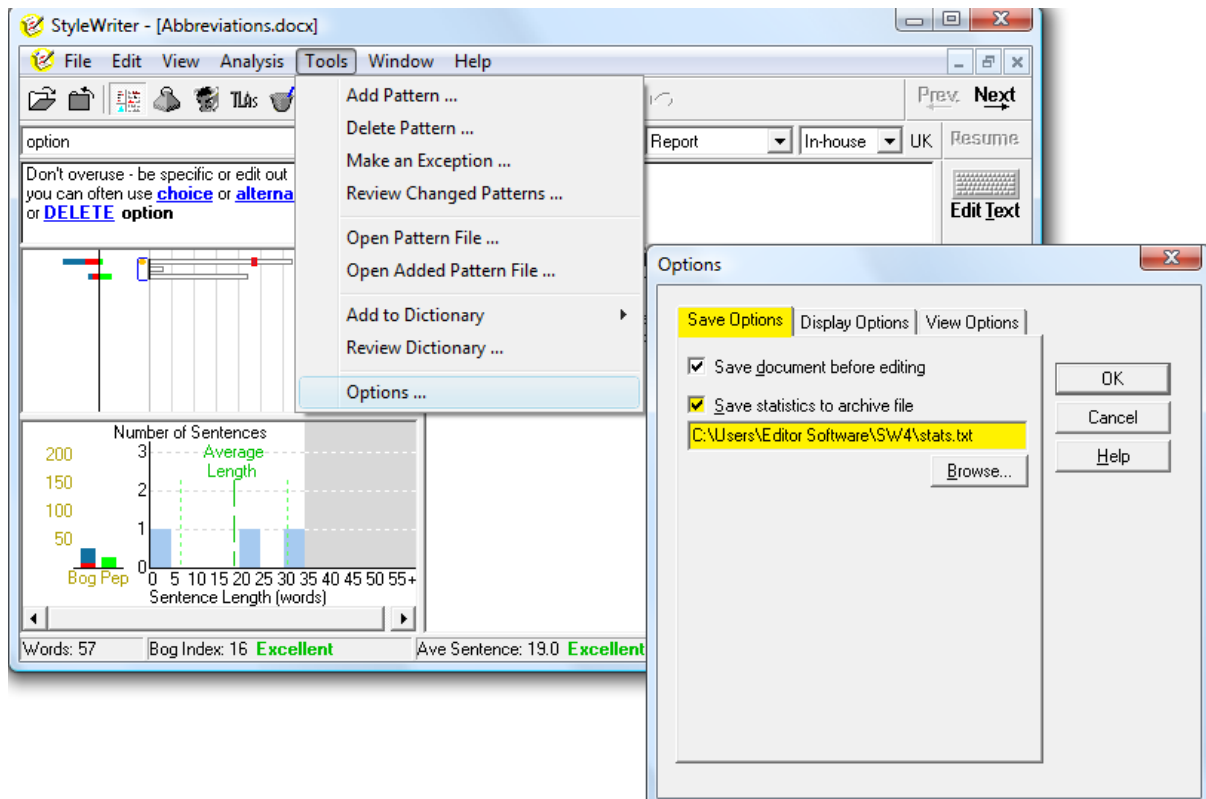
**Tip:** If you want to see the formula used to calculate the Average Sentence Length, the Passive Index, the Style Index and the Bog Index, click the + sign to the left of each measure.

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

## Save Statistics

You can save the statistics, both the original and the redraft into a tab-defined text file in the StyleWriter folder.

To save the statistics you want to record, click the check box in the Save column. You will also need to choose **Save Statistics to Archive File** in the **Save Options** screen.



You can open the text file of statistics saved and copy and paste them into an Excel spreadsheet.

## Writing Styles Compared

Let's compare documents of different writing standards. The first, from Newsweek shows a professional journalist's writing style. The second is from a government report, typical of thousands produced each day by writers with little or no professional writing training and with no one to help edit the style. The third is a model of plain English.

### Newsweek

StyleWriter - [Newsweek Magazine.doc]

File Edit View Analysis Tools Window Help

in a matter of **Wordy Phrases** Report In-house UK Resume

Wordy phrase - try to edit out  
**DELETE** in a matter of

Edit Text

Their stories are surprisingly upbeat—especially amid widespread reports of trouble at their new company. Unlike banking or oil-industry mergers, Chrysler isn't **laying** off workers; this merger **is** **premiered** on size and **complementary** geography and **product lineups**, not **head-count reductions**. Still, **morale** in the old Chrysler headquarters appears low as power migrates to Stuttgart. Since the merger a half-dozen senior American executives have quit. "It's a mixed-up mess," says one **departed** exec. Speculation abounds that **chairman** Eaton, who planned to retire by 2001, may leave **in a matter of** months.

**But for Linder and Buchner, there are reasons for** optimism. They have big responsibilities. Each ranks one rung below vice president, and together they **oversee** 140 employees who buy seats, steering wheels and other interior **components**. But unlike top officers, they haven't had to battle to preserve power or joust for the **upper hand** as jobs consolidate. Says Linder: "I haven't felt any stress or **anxiety** about whether they're going to **choose** between Stefan or I." They also work in **purchasing**, an area where the companies share similar philosophies and **are led** by an American, limiting concerns—at least on the U.S. side—of too much German control. **Most important, their careers are** still **on the** upswing, **and both** believe **the merger puts** **their performance in the** spotlight. "It's a huge chance

Number of Sentences

Average Length

250  
200  
150  
100  
50  
0

0 5 10 15 20 25 30 35 40 45 50 55+

Sentence Length (words)

Bog Pep

Words: 685 Bog Index: 12 **Excellent** Ave Sentence: 14.9 **Excellent** Passive Index: 13 **Excellent**

StyleWriter tells us this is excellent writing. It has three excellent scores in the Status Bar at the bottom of the screen. There is little highlighted in red in the Text section and the Sentence Summary shows a good spread of sentences with no long sentences (in the grey area of the graph). The Sentence View alerts us to two High Bog sentences and some High Glue sentences (explained later). So even if you use an excellent style, StyleWriter can still improve your writing.

## Government Report

StyleWriter - [committee report.docx]

File Edit View Analysis Tools Window Help

In a rural area it is inevitab... Long Sentence Report In-house UK Resume

Sentence length 38 words - Edit long sentences to improve clarity. [more...](#)  
 Bog Index 80 - Poor  
 Bog word score 6  
 Glue words 55% - Consider cutting glue words from this sentence. [more...](#)

The increase in traffic resulting from the sixth form development has caused some concern to local residents and the Parish Council. In a rural area it is inevitable that some journeys will be made by car and the introduction of the sixth form will mean that some students will hold driving licences and may choose to drive to school. The School Council actively promotes sustainable means of travel to othre students and over 60% currently travel by bus. The latest travel plan, that the School Council have produced, includes proposals for furthering this work and including the travel arrangements of sixth form pupils. This work is in accordance with PPG 13 – Transport. The Highway Authority has questioned the accuracy of the claim in the application that there will only be a slight increase in traffic. Next Januarys work for the Transportation Assessment submitted with the application is considered to be lacking in survey data to show existing and predicted movements. Discussions on this matter between the applicant and the Highway Authority are ongoing and an update will be given at Committee. Some concern has been expressed about the impact of the change of direction of the internal traffic and consequent changes to the entrance and exit locations on traffic from St Mary’s Park. The Highway Authority do not see this as being of significant concern. The new arrangement should reduce conflicts in traffic trying to access the road from both

Words: 846 Bog Index: 65 Average Ave Sentence: 25.6 Fair Passive Index: 42 Good

Here’s the typical writing in a government report. StyleWriter rates this as only average, with poor average sentence length, although the use of passive verbs is under control. The Sentence Summary shows us there is high Bog, little Pep and long sentences. The Sentence View shows few plain English sentences (white) and problems in most sentences. StyleWriter can offer this author much editing advice to improve the style and clarity of the document.

## Plain English

Finally, here's an example of an award-winning plain English leaflet.

StyleWriter - [Tax Benefit Leaflet.docx]

File Edit View Analysis Tools Window Help

Report In-house UK Resume

Edit Text

What is Council Tax Benefit?  
It can often be hard to pay your rent. We can give people on low incomes help to pay their rent. The example tables in this leaflet will show you if you qualify for housing benefit.

What is Council Tax Benefit?  
If you are on a low income, we may be able to give you help to pay your Council Tax.

What is a Second Adult Rebate?  
This is for people who cannot get help with their Council Tax but have other people living with them who are on a low income. To get the rebate, you must be the person responsible for paying the Council Tax.

Can you cut my Council Tax any other way?  
Yes. As well as the Council Tax Benefit and the Second Adult Rebate, we can cut your Council Tax if you are receiving other government benefits listed below.

Number of Sentences

Sentence Length (words)	Number of Sentences
0-5	3
5-10	2
10-15	1
15-20	1
20-25	1
25-30	1
30-35	1
35-40	1
40-45	1
45-50	1
50-55	1
55+	1

Average Length: 12.4

Bog Pep

Words: 149 Bog Index: 0 **Excellent** Ave Sentence: 12.4 **Excellent** Passive Index: 0 **Excellent**

This is the style readers want. There are no style faults and plenty of Pep in the document – direct questions, personal pronouns and short sentences. It's not easy to write this simply and effectively.

## Notes and Tips

### Accurate Readability Statistics

StyleWriter measures your writing style by looking at sentence length, word choice and style issues. To get the most accurate statistics and measures, we recommend you:

- Use uppercase only for abbreviations and acronyms.
- Follow the modern trend of writing uppercase abbreviations and acronyms without stops or periods between the letters. For example, prefer **'USA'** rather than **'U.S.A.'**
- Avoid using unusual abbreviated forms. For example, prefer 'executive' rather than **'exec'**.
- Avoid writing headings in uppercase. Use mixed-case or sentence case and use bold and font size to show the hierarchy of headings.
- Don't put spaces at the end of headings or bullet points.
- Don't put full stops or periods at the end of headings or bullet points (unless the bullet point is a full sentence).
- Don't overuse bullets points and lists.

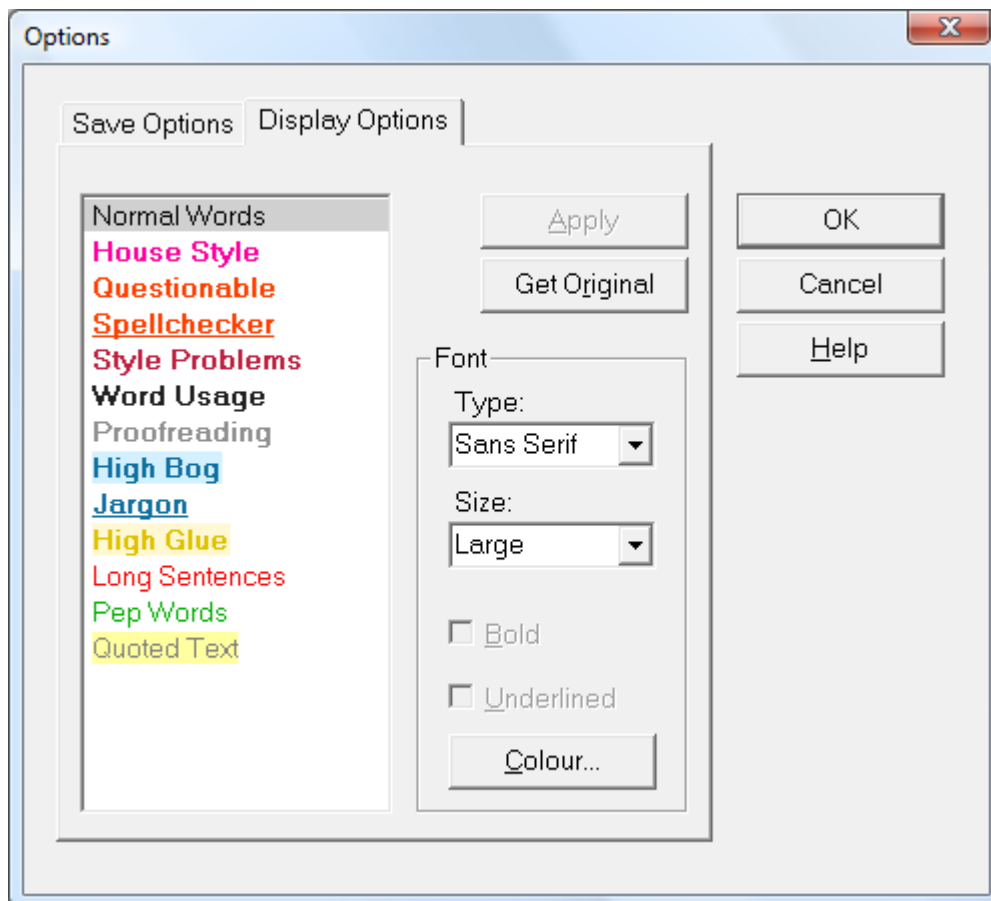
**Notes:** StyleWriter ignores words not in sentences and record them as non-sentences. They do not count to your Average Sentence or Bog Index. This means StyleWriter, for example, in letters, counts only the words in the body of the letter in its statistical analysis, giving more accurate statistics than conventional readability measures.

There is a major difference in American usage on abbreviated words compared to the United Kingdom and Australian usage. For example, in American the standard form of writing shortened words is Ave. rather than Ave for avenue or Rd. rather than Rd for road. StyleWriter excludes all common abbreviated forms with full stops or periods from defining the end of a sentence.



### Changing the Display Options

You can change the colours used by StyleWriter. To do this, select Tools/Options from the drop-down menus and select **Display Options**.



Here you can change the highlight colour or each issue, whether it displays in the text as bold or underlined or both. We recommend you keep to the default settings.

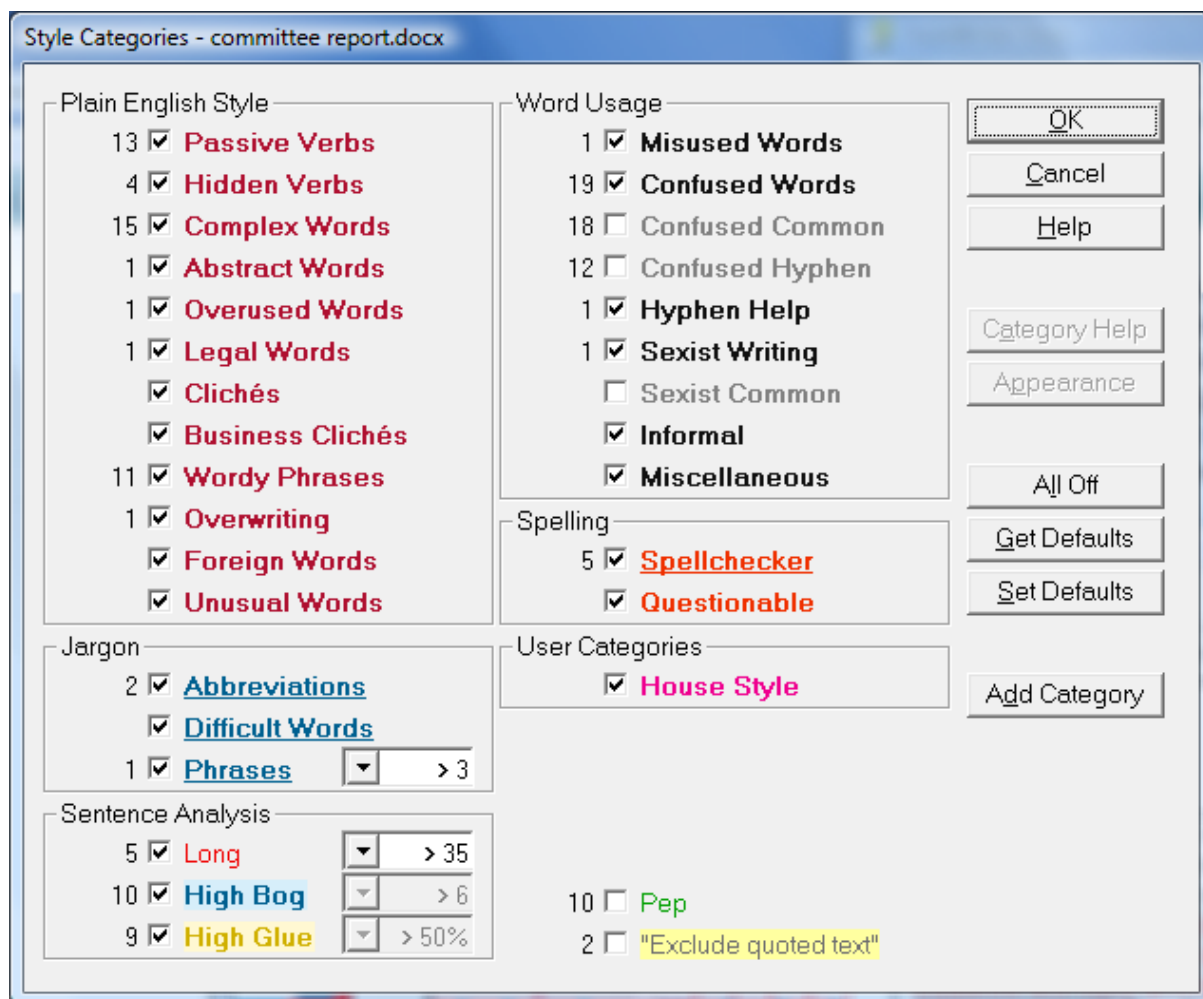
You can also change the font type and size used by StyleWriter.

### Resetting the Category Defaults

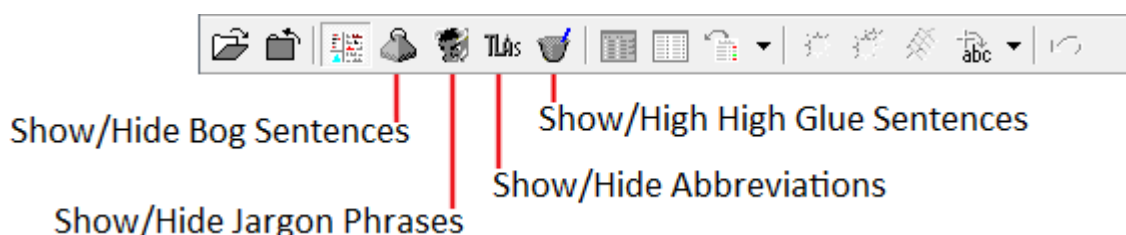
When you have used StyleWriter a few times and you are familiar with the program, we recommend you reset the Category Defaults to switch on Jargon Phrases, High Bog sentences and High Glue sentences. To do this:

1. Click Show Style Categories icon.
2. Place a tick next to Jargon Phrases.
3. Place a tick next to High Bog sentences.
4. Place a tick next to High Glue sentences.
5. Click the Set Defaults button.

Your new Category Summary screen should look like this:



You can switch the Jargon Phrases, High Bog sentences, High glue sentences and Abbreviations displayed in your text on or off from StyleWriter’s toolbar in the text screen.



### What Advice to Remove from StyleWriter

We recommend you only add proper nouns (red underlined) and acronyms and abbreviations you feel you must use to the Spellchecker. We also recommend you only remove Word Usage (black) and Proofreading (grey) issues from StyleWriter.

### Using the Next Button or Clicking on Highlighted Problems

With StyleWriter, you can move to the next problem by clicking the Next button or by using the mouse to click on a problem. Using the Next button has the advantage of showing you any text that has two or more problems associated with it.

### Using Undo

You can use the Undo icon to reverse the last change you made in StyleWriter. To carry out the Undo command more than once, click Edit to go to your word processor and use your word processors Undo command.

### Using StyleWriter through the Clipboard

We have designed StyleWriter to work with Microsoft Word. It will also read WordPerfect files. However, if you want to check text created in another application, you can either:

1. Save a copy of the file to the clipboard and paste it into Word or WordPerfect. Edit it and then copy and paste it back to the original application.
2. Save a copy to the file to the clipboard and open StyleWriter. The program will check the clipboard text.

**Notes:** Checking files through the clipboard does not give you the same ease of use. For example, suggested alternatives do not appear as blue underlined text for immediate replacement and StyleWriter cannot look up Microsoft's spellchecker to find corrections.

StyleWriter Version 4 does allow you to check files sent to the clipboard of any length (previously limited to about ten pages).

**Tip:** If you regularly use StyleWriter to save clipboard text, we recommend you:

1. Place a shortcut to StyleWriter on the desktop.
2. Copy files to the clipboard using Ctrl+A and Ctrl+C.
3. Call up StyleWriter by clicking the desktop icon.

**Note:** In pre-Office 2007, you can use StyleWriter to edit Outlook files by setting Word to be your email editor.

## Using Wildcards with Added Patterns

When you add a pattern to StyleWriter, you have wildcards to make the patterns more powerful by picking up word variants or more precise by being case-specific.

- **The \* wildcard:** Matches any number of letters, hyphens or apostrophes in a word or different words in a phrase.
- **The @ wildcard:** Matches up to one letter, hyphen or apostrophe.
- **The # wildcard:** 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.
- **The . wildcard:** Matches a hyphen or space. Its main use is to find words that should be joined as one word.
- **The ^ wildcard:** Matches a hyphen or no character. Its main use is to find words that should be two separate words.
- **The ~ wildcard:** Matches a space or no character.
- **The ! wildcard:** Matches an optional s.
- **The S wildcard:** Matches an optional s with or without an apostrophe on either side. It picks up singular, plural and possessive nouns.
- **The = wildcard:** Matches any number, including decimal point and commas.
- **The \ modifier:** Matches only that exact character.
- **The & modifier:** Matches only with an uppercase character when placed after a lowercase letter.
- **The % modifier:** Matches only with a lowercase character when placed after a lowercase letter unless at the start of the sentence.

**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.

## StyleWriter on 64-bit Machines

StyleWriter Version 4 Beta is compatible with use on 64-bit machines.

## Contact us

Editor Software: [info@editorsoftware.com](mailto:info@editorsoftware.com)

You can download StyleWriter-4 at:

<http://www.editorsoftware.com/StyleWriter-4/download>

Within the 14 day trial period, you can upgrade to StyleWriter-4 by paying the upgrade fee at:

<http://www.editorsoftware.com/StyleWriter-4/upgrade>

## Technical support

If you have comments, questions or errors to report, please send them to [info@editorsoftware.com](mailto:info@editorsoftware.com) with the subject line: StyleWriter-4 followed by a specific description of the problem or issue.

Let us know if you have a problem running StyleWriter on any file or if the program does not work as you expect. Please attach a copy of the file to your email and if possible, send a screenshot of the problem.

The error message 'The program is not licensed to run' means you have used up your 14-day trial and you need to pay and register.