ClearWriter

WRITING IMPROVEMENT PRODUCTS

CLEAREDITS USER GUIDE

Instructor-led workshops
Web-based courses
ClearEdits software

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www.clearedits.com

ClearEdits®—a software tool that works with Microsoft® Word—applies powerful editing techniques to a document, suggesting improvements in clarity and readability in a fraction of the time it takes to edit without assistance. Writers can configure ClearEdits to catch the problems that plague their writing most, to get highly relevant feedback. Based on time-tested techniques for improving business and professional writing, ClearEdits helps writers learn while they work.

ClearEdits' intuitive interface allows writers to move quickly from suggestion to suggestion—on word choice, shorter sentences, and more. Far more than a grammar checker, ClearEdits enables writers at all levels to increase the clarity and impact of their communications with a click of the mouse.

ClearEdits is part of the ClearWriter® suite of writing improvement products. Clear Writer includes instructor-led workshops, web-based courses, and editing software.

Visit www.clearwriter.com to learn more about ClearWriter.

This document has six sections:
- What's new
- Using ClearEdits
- Changing settings
- Tips for using ClearEdits
- ClearEdits editing categories
- Terms of use

WHAT'S NEW

ClearEdits 5.0 includes many new and enhanced features. Among them:

- Sophisticated User-defined edits (My Edits)

- Import/Export My Edits

- Network Environment Support through Corporate Edits

- ClearScores history Progress charts

- Share edits database across a network of users

- ClearEdits 5.0 is significantly faster than ClearEdits 4.0

USING CLEAREDITS

When you install ClearEdits, five buttons—"Check", "Options", "ClearScores", "Clear" and "Help"—will be placed on your Word toolbar.
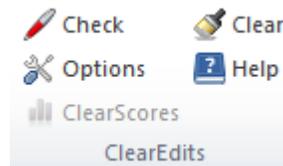
To run ClearEdits with the default settings, follow these simple steps:

1. Click on the icon for "Check"

2. Review the suggestions, and type your changes directly into the document.

3. After you edit your document, click on the icon for "Clear." All of the comments and markings (including colors and outlines) will disappear.

The following text elaborates on using ClearEdits.

Testing ClearEdits

Before using ClearEdits, we suggest that you try it on the sample document in the ClearEdits folder (c:\Program Files (x86)\CDI\ClearEdits if you installed to the default location). Two documents, "Sample-before" and "Sample-after," illustrate how ClearEdits works and help you verify that the software has been properly installed.

"Sample-before" is a document that ClearEdits has not edited. "Sample-after" is a document that ClearEdits has edited using the default settings.

Open "Sample-before" and click on the "Run ClearEdits" button. After a few seconds a timer window will appear indicating that ClearEdits is reviewing the document. Do not open other documents while ClearEdits is running. When the timer window disappears, ClearEdits has finished its review. Close the ClearScores window to compare the marked up "Sample-before" document with "Sample-after."

Running ClearEdits

To run ClearEdits, click on the "check" button. ClearEdits will flag suggestions in each of the editing categories you select in "Options" (see below for a description of the editing categories). Longer documents will require more time, as will turning on more editing categories.

Once ClearEdits has marked up your document, you can revise your text. The comments should appear on the margins of your pages. ClearEdits allows you to work directly in the document, quickly assessing whether to accept each suggestion.

To run ClearEdits on only part of a document, highlight the text you want to assess. Then click on the "Check" button. Only the highlighted text will be assessed.

ClearScores

CheckList
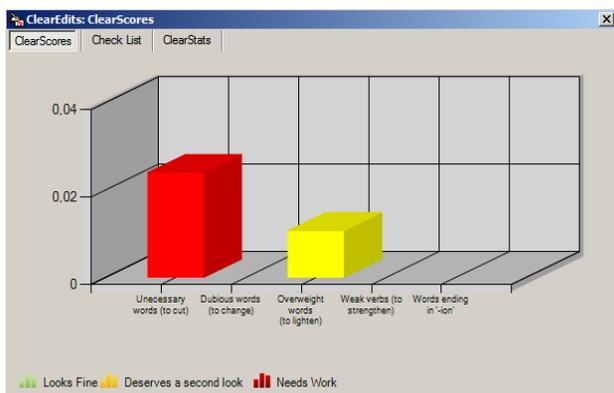
ClearStats

ClearScores

After ClearEdits has finished analyzing your document, the ClearScores box will appear on your screen.

ClearEdits generates a score of your mastery of each Core Edits category selected (if you do not have any Core Edits categories selected the CheckList tab will appear instead). ClearScores intelligently transforms raw data from your document into useful information on your writing. To provide meaningful and consistent results, editing categories are weighted and adjusted for the length of your document. ClearScores has been calibrated on hundreds of documents of varying quality to give you quick, consistent, and easily readable feedback that will help you improve your writing.

You can, at any time, re-open the ClearScores box by clicking on "ClearScores" button on the CE toolbar ribbon. Your score for the last document check will appear. CE will keep a history of your score (for more information refer to ClearScores History below)

CheckList and ClearStats

The ClearScores box has two other tabs: CheckList and ClearStats. Checklist offers some additional writing tips, and ClearStats provides statistics on the number of paragraphs, word count, sentence length, and other attributes of your document. These statistics can be used to help you determine whether your sentences and paragraphs are too long or short, on average.

Reviewing ClearEdits' Suggestions

Before changing your document, consider ClearEdits' suggestions carefully. Depending on how you have used a word, not all suggestions will be appropriate. To accept a suggestion, type over your original text—don't worry if your new text is in color or has an outline—that will disappear when you run "Clear" (see below).

Clear

After you have reviewed ClearEdits' suggestions you can remove all the editing marks by selecting "Clear." This will not undo the changes you have made to your document; it removes only the boxes and colored highlighting. If you want to run ClearEdits again, on the revised document, CE will ask you to Clear the document from previous marks first.

Note: Though ClearEdits' suggestions are visible on any computer (even computers that do not have ClearEdits installed), they cannot be quickly removed without ClearEdits Clean Up.
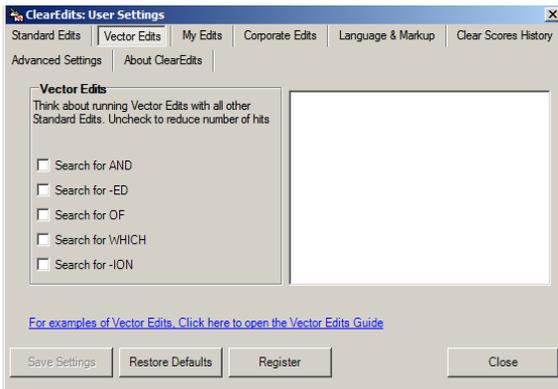
ClearEdits Clean Up is available as a free download from http://www.clearedits.com. It runs on all version of Microsoft® Windows® beginning with Windows® XP (SP2) using Microsoft® Word 2007 or later versions.
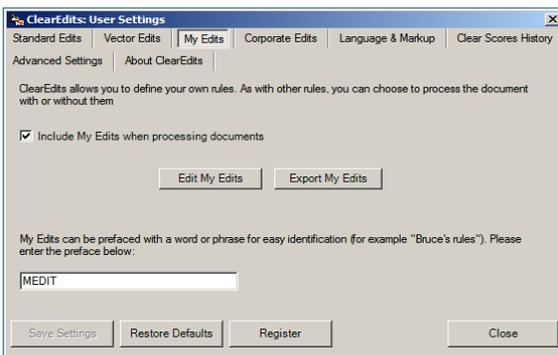
CHANGING SETTINGS

Use the "Options" button to change ClearEdits' settings.
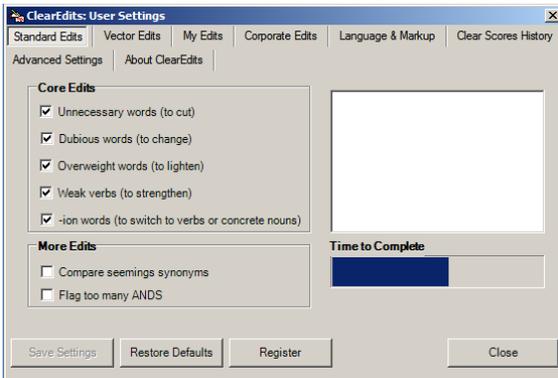
Standard Edits

Standard Edits

From the "Standard Edits" tab you can select the Editors you want ClearEdits to use. The "Time to complete" bar shows how adding additional editing categories affects ClearEdits' run time. The more Editors selected, the longer ClearEdits will take to evaluate your document and the more suggestions it will offer.

Vector Edits

Vector Edits direct you to words and suffixes that signal some of the most common changes to consider in your writing. The "Vector Edits" tab allows you select the edits you want to search for. We suggest you use Vector Edits one at a time.

Vector Edits

My Edits

You can add entries from your personal guides, and customize ClearEdits to best suit your needs. In the "My Edits" tab you can define your own rules, and choose to assess your document with or without them. To add rules, click on the button "Edit My Edits". My Edits Editor window will appear (see below). You can preface My Edits with a word or phrase for easy identification (for example, "Bruce's rules") on the My Edits tab.

Export My Edits

Click on "Export My Edits" to export your Edits to a file on your hard drive, if you want to share your Edits with another user (refer to "Import My Edits" below)

My Edits

MyEdits Editor

My Edits Editor allows you to define your own rules and personalize CE.

- **Add New Rule**

Basic Information (mandatory)

  - Click the new rule button
  - Select either Word or Suffix

- Type the Word or suffix to locate
- Type Message you want to display if found

Suffix Criteria (optional)

If you choose to locate a Suffix, you can optionally specify "Suffix Criteria". The rule will be applied ONLY if these criteria are met.

- Type a word in Previous and/or Next Word text box and select proximity.

  The rule will be applied ONLY if the word or words specified here, are found in the selected proximity, before or after the word with the specified suffix

My Edits Editor

Exceptions (optional)

- Tick "Enable Exceptions"

GO TO **WWW.CLEAREDITS.COM**

If you have chosen to locate Word, then **Master Exception Group** of options will be enabled.

Type a list of words that if found within the selected proximity in the specified direction, the rule will NOT be applied:

- Select Forward or Backward Direction
- Select Proximity
- Type a word in the "Exception List" text box and click add

You can add to the list as many words as you like. If you want to remove one or more words from the list, just select the word and click remove or click remove all to remove all words from the exception list

If you have chosen to locate a suffix, then **Suffix Exception Group** of options will be enabled.

Type a list of words for which the rule will NOT be applied (even if they end with the specified suffix)

- Click "Save". The new rule will be added to the list of Edits

- **Edit Existing Rule**

Select rule form the My Edits List of rules on the left. Fields on the right will be filled with the parameters of the selected rule. Edit the values

that you want and press "Save".

- **Delete Rule**

Select a rule from the list or rules on the left. Click the delete rule button

WARNING: not reversible action

- **Import Rules**

Use this command to import rules from another user or installation. Warning: currently saved rules will be replaced with the imported list. Not reversible action

- **Delete All Rules**

Click Delete All rules button. Deletes all rules from the database

WARNING: not reversible action

Corporate Edits

You can add entries from your corporate guides, and customize ClearEdits to suit your organization needs. In the "Corporate Edits" tab you can import common rules for all users in the same corporate environment, and choose to assess your document with or without them. Click on "Import Corporate Edits" and locate the file distributed by
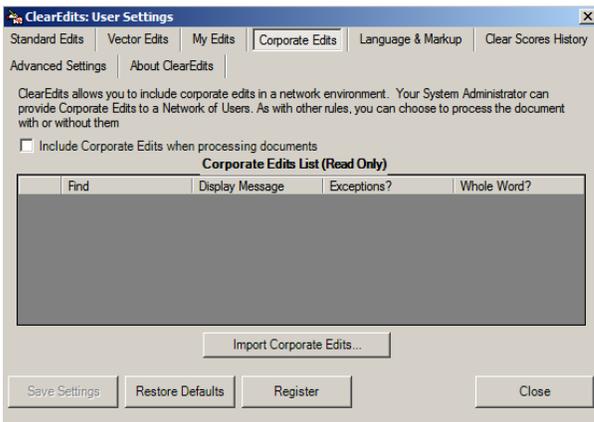
Corporate Edits
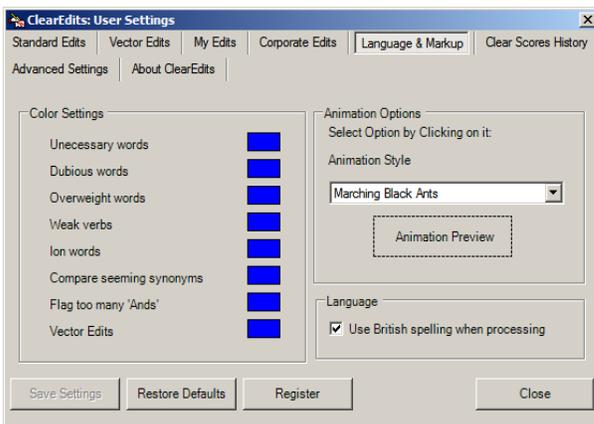
Language & Markup

your administrator (XML format).

If you are an Administrator, use My Edits Editor to create and export corporate rules for all your users (refer to "My Edits Editor" on the previous page).

Language & Markup

From the "Language & Markup" tab you can indicate if ClearEdits should use British spelling when assessing your documents. When you select this option, ClearEdits will search for words using British spelling and will offer suggestions using British spelling.

From this tab you can also specify the color ClearEdits uses to display suggestions in each editing category to give you immediate visual cues. Each editing category does not have to be a separate color. You can also select the outlining option ClearEdits will use to outline targeted text. The select- ed outlining will be applied to all editing categories.
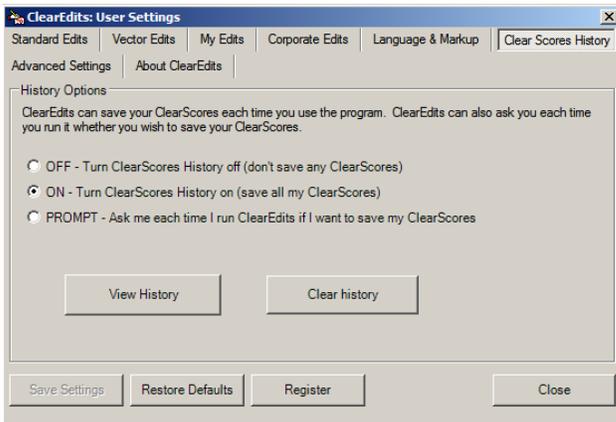
ClearScores History

ClearScores History

ClearEdits generates a score of your performance in each Core Edits category you turn on (from the "Standard Edits" settings tab) for each document you assess. On the "ClearScores History" tab you can indicate if ClearEdits should save all your ClearScores, save none of your ClearScores, or ask you each time if they should be saved.

History View

The History Screen displays with the most recent ClearScores at the top of the list, and includes the date your document was analyzed, the word count of the document, and your scores for each of the Core Edits you turned on when you analyzed the document (if a Core Edits category was not turned on when you analyzed your the document, a score is not provided in ClearScores History).

Advanced Settings

Additional tabs provide graphical representations of you scores over a period of time, which allows you to check your performance.

Advanced Settings

This tab allows you to change the default location of CE main Database. This is used in a distributed environment where the database may reside on a network share, accessible to all users in the network (light footprint). If this case:
1. copy the main CE database (from the user's default application data store*) to a network share

8
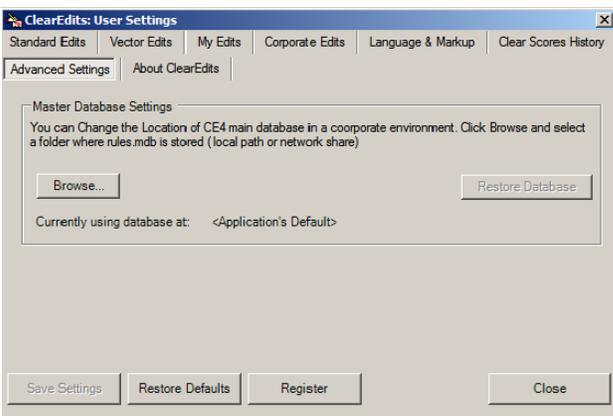
About ClearEdits

2.	Click 'Browse' in this tab and locate the database "rules.mdb" on the network share

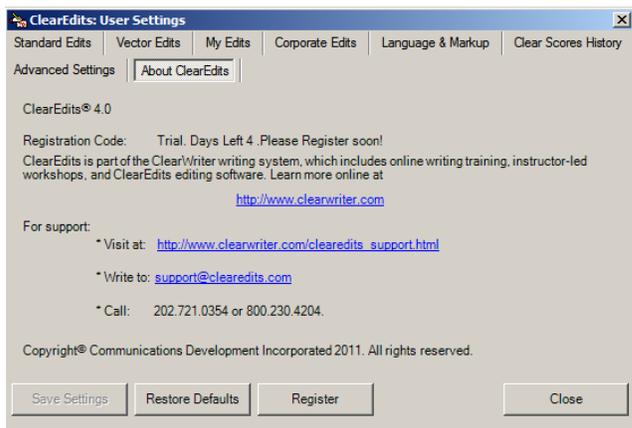3.	Delete the database from the local machine

- *On Windows XP and 2003 the default location of CE database is:*

<system_disk>:\Document and Settings\<username>\Application Data\ClearEdits4\Data

- *On Windows Vista and 7:*

<system_disk>:\Users\<username>\AppData\Roaming\ClearEdits4\Data

If you want to restore the database to its default location, just move or copy it in the default location and click "Restore Database"

About ClearEdits

The "About ClearEdits" tab displays information about the version of ClearEdits you are using— we offer updates on our web site and you can check this tab to see if you are running the most current version. Your registration code is also displayed on this tab. If you need support, web references and contact information are available on the tab too.

TIPS FOR USING CLEAREDITS

ClearEdits' comments will appear in balloons in the margin of your page if you are in Print Layout view (select this option from "View"). Word should be set to use balloons in Print and Web layout—select this setting from "Review,", "Track Changes," "Change Tracking Options…". In "Use Balloons (for Print and Web Layout), select "Only for comments/formatting" from the drop down list.

CLEAREDITS EDITING CATEGORIES

Standard Edits: Core Edits

Unnecessary words (to cut). Unnecessary words draw a reader's attention from the important words and ideas.

Examples: actually, basically, namely, mainly

Dubious words (to change). Dubious (abstract) words or phrases are less effective than words or phrases that are more concrete, more familiar, or more standard.

Examples: latter ➔ last, second
                        ergo ➔ so, thus, therefore

Overweight words (to lighten). Overweight words obscure. Lightening the text can give prominence to important words and ideas.

Examples: are capable of ➔ can
                        for the purpose of ➔ for, to

Weak verbs (to strengthen). Weak verbs—idle, common verbs such as "do," "have," "make," "provide," and "serve"— often supplant a working verb, which becomes a noun. ClearEdits sug- gest transforming that noun or another word later in the sentence into a stronger verb.

Examples: do a study of ➔ study
                        make changes in ➔ change

"-ion" words (to switch to verbs or concrete nouns). Words ending in "-ion" often mark phrases that have manipulated a simple verb into a cumbersome noun construction. For exam- ple, ClearEdits suggests changing "The repetition of a word increases its power in the sen- tence" to "Repeating a word increases its power in the sentence."

Standard Edits: More Edits

Compare seeming synonyms. Seeming synonyms are often-misused words. ClearEdits helps you select the right word for your intended meaning.

Examples: comprise vs. include
which vs. that

Flag too many "Ands." Sentences with many "Ands" could be too long or too complicated. ClearEdits inserts a comment at the end of sentences that deserve a second look.

Vector Edits

After checking your document against the standard edits in ClearEdits, run Vector Edits with all the Standard Edits unchecked. We suggest activating only one Vector Edits category at a time. Vector Edits direct you to words and suffixes that signal some of the most common changes to consider in your writing. They point you to "and," "-ed," "of," "which," and "-ion."

When combined with the Standard Edits, Vector Edits suggest nearly 90% of the changes that expe- rienced editors make in a first editorial pass, before getting down to the substance. For more infor- mation on Vector Edits, click on the link at the bottom of the "Vector Edits" tab in "Change Settings," or in the "CheckList" tab of the scoring window to access the Vector Edits Guide (Vec- torEdits.pdf). You can also open this file from the ClearEdits folder on your hard drive.

For further support, please contact us at support@clearedits.com.

TERMS OF USE
ClearEdits® 5.0

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"ClearEdits" is software that applies powerful editing techniques to electronic documents and scores writing on clarity and conciseness. ClearEdits works with Microsoft® Word. "User" means each person who uses ClearEdits.

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