

Word Toolbox

Brief Description of Tools

Note: See the *Word Tools User Guide* for full details on each tool.

Name of tool	Description	Status
Body Text	If no text selected, pastes contents of clipboard as unformatted text. If text is selected, removes local formatting and applies Body Text style	Trial version available
Compliance Table	Create a compliance table for all headings (selectable level).	Trial version available
Easy Book	Inserts an RD reference for all files in the same folder as the current file. (Used for TOC and Index over multiple files)	Trial version available
Find Floating Graphic	Locates those elusive floating graphics in your document (useful if you use only In-line-with-text graphics)	Free
Front Matter	Inserts a customizable cover page with logo, table of contents (optional), filename and revision table (optional), list of figures, and list of tables.	Trial version available on demand
Glossary Maker	Creates a glossary table of all mnemonics in your file. Where available, the full form of the mnemonic automatically located and included in the table.	Trial version available
Headers Footers	Generates customizable headers and footers for all sections	Trial version available on demand
Keep With Next	Applies Keep With Next to the selected paragraphs making them “stick” with the paragraph that follows.	Free
Picture with Caption	Inserts (browse>preview>select) a graphic with its caption via one dialog box. Applies picture (customizable) and caption styles. Automatically resizes pictures too large for page.	Trial version available
RFP Tools	RFP tool buttons to: <ul style="list-style-type: none"> ■ Insert a new paragraph saying <u>Compliant</u> in the paragraph before the cursor selection. ■ Insert/remove borders around a paragraph. (Used to make RFP questions more visible) ■ Create a compliance table for all headings (selectable level). 	Trial version available on demand

Name of tool	Description	Status
Single-sourcing	<p>Allows a single Word document to serve as a basis for up to ten products (or platforms). Automation allows the user to connect any section (heading level) to one or more of the products. To create a new document for any subset of the ten products, this tool temporarily hides all sections unrelated to the required products. The tool enforces sequential heading and caption numbering (even though some text is hidden) and warns about (invalid) cross-references to hidden sections and captions. Buttons include functions to:</p> <ul style="list-style-type: none"> ■ Add or delete products ■ Assign products to headings ■ List (in a table) all current products assignments to headings ■ Create a final product-specific file for distribution 	Trial version available on demand
Special Heading Numbering	<p>Used for generating a fixed-text number in each heading. For example, in a Marketing Requirements Document, these numbers can be referred to even when the document section structure changes. Buttons include functions to:</p> <ul style="list-style-type: none"> ■ Append prefixed (user-defined) reference numbers for Headings 1 to 5 (user selectable). The tool generates sequential numbers which are added after heading text, for example, APEX-A-001, APEX-A-002, etc. ■ Remove all prefixed reference numbers from all headings. ■ Append the next sequential prefixed reference number available (based on the highest existing number in the document) to the current heading text. ■ Create a Compliance Table for headings 1 to 5 in a separate file, including the reference numbers. 	Trial version available on demand
Special Paste	<p>Catches all styles that do not already exist in the document providing three-way choice for pasting:</p> <ul style="list-style-type: none"> ■ Body Text ■ Paste foreign styles anyway ■ Paste foreign styles with (turquoise) highlight (to allow easy detection) 	Trial version available
Spelling and Grammar	Spelling and grammar checking are set.	Free
Style Cleanup	<ul style="list-style-type: none"> ■ Removes strange appendages to styles, like "Heading 1,H1,Head1..." ■ Nullifies automatic update that propagates changes to a single instance of a style throughout your document. 	Trial version available

Name of tool	Description	Status
Update and Check	Performs a quality assurance check on your file, including updating all fields in every layer (headers, footnotes, etc). Identifies possible problems, including: <ul style="list-style-type: none">■ Leftover tracked changes■ Invalid fields anywhere in document such as cross-references that became zero (Section 0), bookmarks not defined, empty Document Properties, and many more■ Leftover Normal style (useful if you use only Body Text style)■ Linked Visio graphics (as they sometimes corrupt when converting to PDF)■ Graphics are not Keep-With-Next to their captions■ Information in Built-in and Custom Document Properties (in case you need to remove some private details)	Trial version available