FormatChecker

The Key to Improved Formatting Quality
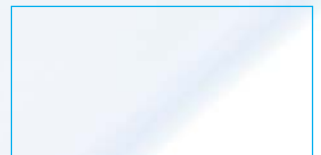
FormatChecker for
Microsoft[®] **Word**[®]
for Windows[®]

STAR Group

FormatChecker – the Little Tool with Big Benefits

FormatChecker is the intelligent and easy-to-use tool for checking the formatting of your documents while working in *Microsoft® Word®*. FormatChecker helps you to create uniform documents in all areas of word processing and to permanently reduce the amount of editing work in successive documents. FormatChecker checks your original *Word®* documents so that formatting errors are not repeated in subsequent documents. In that way, even before starting work on the original document you can prevent error multiplication in word processing and can accurately estimate the ensuing amount of DTP work that will be necessary be necessary. You can also predict follow-on costs and reduce them by making corrections at an early stage.

Your benefits:

▲ Greater compatibility and re-usability of your documents
▲ Standardisation and optimisation of formatting
▲ Optimisation of DTP and word processing
▲ Time and cost savings
▲ Long-term solution for improved format quality

How does FormatChecker work?

FormatChecker searches for formatting errors that can often cause practical problems when creating text and layout – such as paragraphs without defined styles or the use of spaces or tabs to align text. FormatChecker searches the open *Word®* document for inefficient formatting and non-typographical characters. The error is highlighted and FormatChecker opens a message window showing a description of the error. If you wish, you can also view suggested improvements, as well as a summary detailing the types of error found and a quality rating of the document formatting.

Once installed, you can start FormatChecker from its own toolbar within Word®. That means there is no need to learn a new program interface and FormatChecker is always available whenever you are working in Word® .

Always versatile

FormatChecker allows you to make important settings – you decide which types of error FormatChecker should search your *Word®* document for. In other words, you determine the criteria against which your documents are checked. And once you have specified those settings, you can save them.
You can also specify whether FormatChecker should highlight each error as it is found and display a message box with an explanation, or automatically search the entire document for format errors. In that case you can select multiple files or folders to be checked and have FormatChecker examine them entirely automatically.
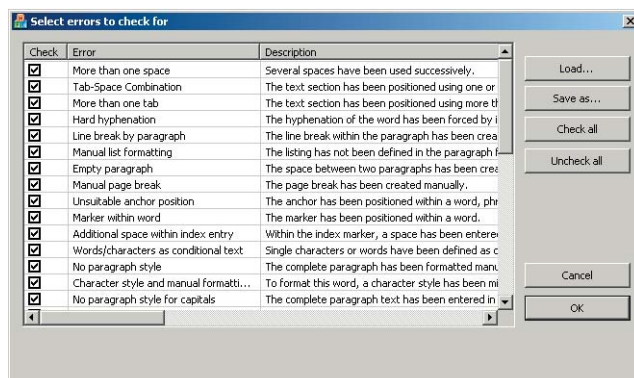
You choose the types of error that FormatChecker is to search for.

In this way you can quickly assess the formatting quality of a large number of documents and more accurately estimate the amount of correction work and subsequent word processing required (including translation, for example).

FormatChecker assesses the quality of the formatting on the basis of the errors found. The more mortar boards are coloured in black, the better is the formatting quality of the document.

System requirements

You can install FormatChecker with *Microsoft® Word® 2000* for *Windows®* or later.

FormatChecker for other programs

As well as FormatChecker for *Word®*, FormatChecker is also available for *Adobe® FrameMaker® version 5.5* or later.

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