



# FormatChecker

for Microsoft® Word®

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# 1 Welcome

This manual will tell you how to install the STAR FormatChecker and use it in Microsoft® Word®. To make life easier for you, we use special symbols for easy orientation. In this section, you will find the symbols and their meanings.

## 1.1 Symbols in this manual

In this manual, we use special symbols for easy orientation. You will find the symbols and their meanings in table 1-1.





Symbols	Explanation
	<b>Warning</b> Warning of serious errors. Failure to observe this warning may result in data loss.
	<b>Caution</b> An important note to help you avoid errors which could affect your work.
	<b>Information</b> A note or tip to make work easier.
	<b>Instruction</b> Numbered steps to follow when carrying out an instruction.

Table 1-1: Symbols used in this manual

## 2 What is the FormatChecker?

This section provides some basic information on the FormatChecker. You will get to know in which areas the FormatChecker can provide assistance, how you can benefit from its help and how the FormatChecker works.

### 2.1 How can the FormatChecker help?

The FormatChecker is an intelligent tool which you can use to easily and quickly check the formatting of documents directly in Microsoft® Word®. The FormatChecker checks your source-language documents to prevent formatting errors from reappearing in follow-up documents and, consequently, from multiplying during text processing.

This will not only help you keep the contents of your documents more consistent but it will also effectively reduce the editing effort for any follow-up documents, after translation for example. In any area of word processing, the FormatChecker can help to calculate workload and costs more precisely and, ideally, reduce both by correcting the documents at an early stage:

- More consistent and optimized formatting
- Improved understandability
- Optimized DTP and text processing
- Sound basis for calculating DTP and text processing costs

Having installed the FormatChecker, you can start and use the FormatChecker directly in Word® via a new toolbar. This way, you will not need to acquaint yourself with a completely new user interface and the FormatChecker will be available at once whenever you need it.

### 2.2 What does the FormatChecker do?

The FormatChecker searches documents for formatting errors that often cause problems during text processing and layout design. These errors include for example "hard"-formatted paragraphs that don't have a paragraph style assigned or adjusting text on the page using several spaces or more than one tab.

The FormatChecker comes with a number of useful features for checking documents:

- Searches for errors
- Highlights errors
- Provides error descriptions and suggestions for improvement
- Displays a summary of errors found and evaluates the checked document(s)
- Allows for selecting errors to be searched for

The FormatChecker uses predefined *rules* to search the document for formatting errors. Each rule describes a type of error. The FormatChecker searches the document for characters or character strings matching these rules. If it has found such a character or string, the

FormatChecker displays the corresponding error description in a separate window, the *message window*.

### **An error is not always an error**

Of course there is no universally valid set of rules for creating and formatting documents. Therefore it may be that the FormatChecker finds „errors“ in your document which you do not consider to be actual errors or which have been used on purpose, e. g. as stylistic devices or due to existing stylistic guidelines.

The FormatChecker therefore enables you to specify the types of errors you want to search the document for and to save this selection.

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### **FormatChecker for Adobe® FrameMaker®**

There is also a FormatChecker for Adobe® FrameMaker® available that allows you to check FrameMaker® documents and books directly in Adobe® FrameMaker®. For more information, please contact your local STAR distributor.

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## **2.3 Taking the first steps**

If you want to use the FormatChecker in Microsoft® Word®, first you will need to install it. Please refer to Section 3 "Installation" on page 8 to learn how to install the FormatChecker.

Having installed the FormatChecker for Word®, you can start and use it directly in Word®. Please refer to Section 4 "Using the FormatChecker" on page 11 for more information on the FormatChecker settings and functions.

## 3 Installation

You can install the FormatChecker for Microsoft® Word® and then check documents directly in this program.

### 3.1 System requirements

You can use the FormatChecker with Microsoft® Word® 2000 or higher.

We do not warrant correct functioning and performance of all features if the FormatChecker is used with other versions of Microsoft® Word®.

At least 3MB of free disc space are required for installing the FormatChecker.

### 3.2 Installing the FormatChecker

An Installation Wizard will guide you step-by-step through the installation to make sure you enter all necessary information. You can return to a previous window at any time to make changes.

#### How do I install the FormatChecker for Microsoft® Word®?

- 1 Run the `fcword.exe` file by double-clicking the file.  
You will find the file on the FormatChecker installation CD.
- 2 The Installation Wizard displays the following window:

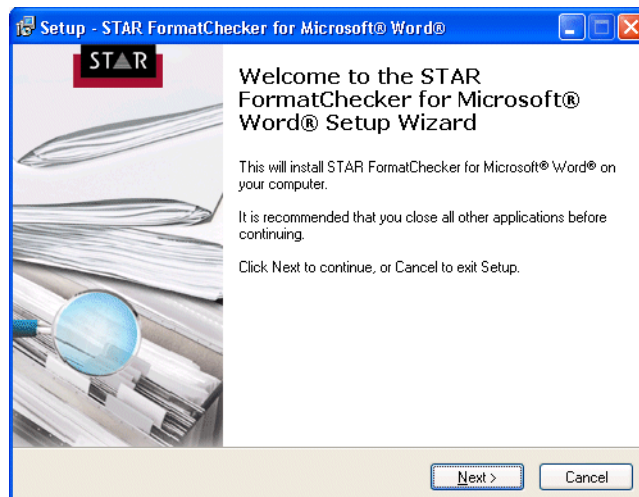


Fig. 3-1: The Installation Wizard will guide you step-by-step through the installation



- 3 If you have closed all other programs, click **Next** to start the installation.  
The Installation Wizard displays the following window:

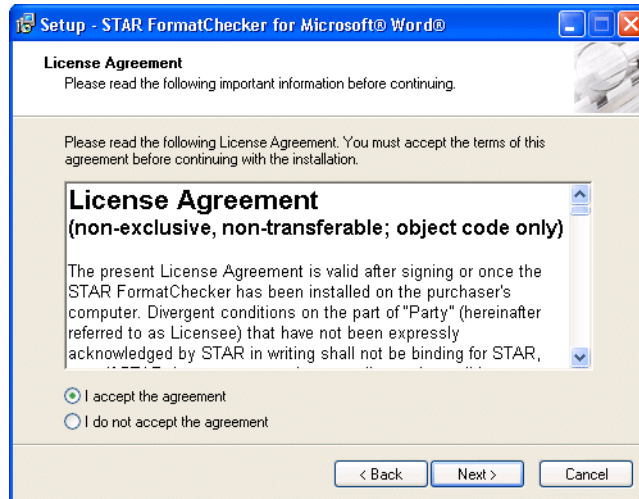


Fig. 3-2: You need to accept the license agreement to be allowed to install the program

- 4 To accept the license agreement, select **I accept the agreement** and confirm with **Next**.  
Installation is not possible if you reject the terms of the license agreement.  
The Installation Wizard displays the following window:

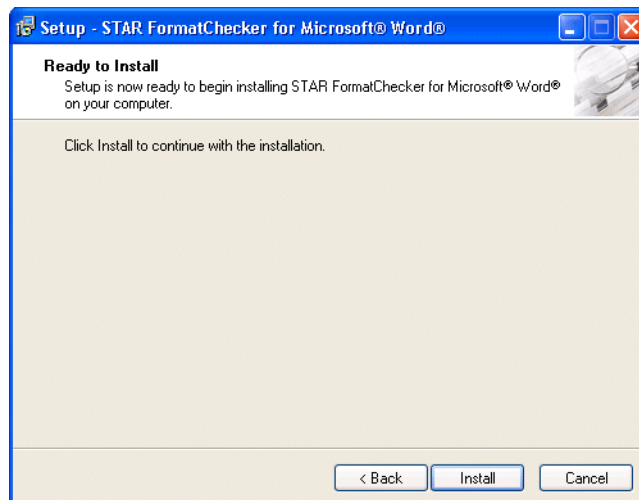


Fig. 3-3: You have now provided all information necessary to install the FormatChecker

- 5 Click **Install** so the Installation Wizard can copy the necessary files to your computer.  
– If you want to make changes or simply check the settings once more, click **Back** to return to the previous windows.

Once the Installation Wizard has finished copying the files, it displays the following window:

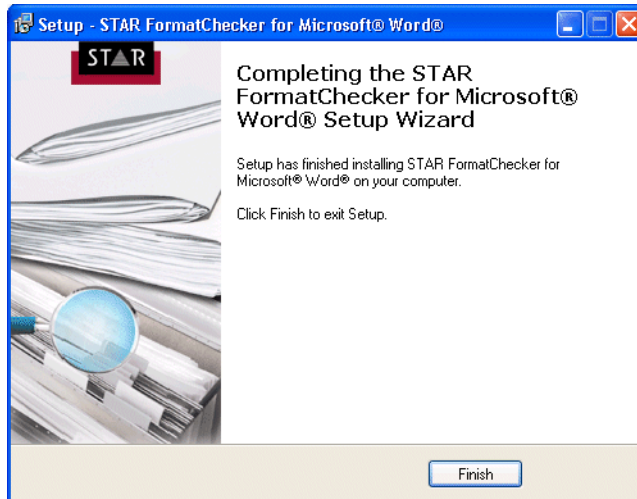


Fig. 3-4: The Installation Wizard has now finished installing

6 To complete the installation, close the window by clicking **Finish**.

Now the FormatChecker is available in Word® (see Section 3.3).

You can now customize the FormatChecker in Word® so that it suits your needs and start checking documents. Please refer to Section 4 "Using the FormatChecker" on page 11 for more information.

## 3.3 After installation

Having installed the FormatChecker for Microsoft® Word®, you will find a new toolbar in Microsoft® Word®:



Fig. 3-5: You can run the FormatChecker in Word® via a new toolbar

In case Microsoft® Word® does not display the new toolbar, you may need to adjust settings in Word®. Please refer to Section 5 "Troubleshooting" on page 26 for more information.

### FormatChecker for Adobe® FrameMaker®

There is also a FormatChecker for Adobe® FrameMaker® available that allows you to check FrameMaker® documents and books directly in Adobe® FrameMaker®. For more information, please contact your local STAR distributor.



## 4 Using the FormatChecker

In the following sections you will get to know the types of checks you can perform in Word® and the FormatChecker settings you can use to optimize these checks.

You can select the language in which you want the FormatChecker to display errors and settings and specify whether or not the FormatChecker shall evaluate the formatting quality of the checked documents. In Section 4.2 "Settings" on page 12 you will find information on how to adjust these settings.

To customize the checks according to your needs, you can select the error types you want your documents to be checked for. You can save this selection so you can use it again later. Please refer to Section 4.3 "Error types" on page 14 for more information.

Then you have several possibilities to check documents with the FormatChecker:

- Check *one* document interactively – see Section 4.4 on page 17  
To do so, you run the *Interactive Check*. For this type of check the FormatChecker searches the currently open document for formatting errors and displays each error together with a description of the error. You can thus correct detected errors directly as you check.
- Check *one* complete document – see Section 4.5 on page 20  
To do so, you run the *Complete Check*. For this type of check the FormatChecker automatically searches the complete document in one go and displays the errors it has found in a summary window. This summary contains the number and types of errors in the document.  
If you have enabled the corresponding option, the FormatChecker additionally calculates the formatting quality and displays the evaluation result.
- Check *multiple* documents in one go – see Section 4.6 on page 22  
To do so, you run the *Batch Check*. For this type of check you can select several documents which you want to check for formatting errors. Just as with the Complete Check, the FormatChecker then displays a summary containing the number and types of errors found in the documents.  
If you have enabled the corresponding option, the FormatChecker additionally calculates the formatting quality and displays the evaluation result.

### 4.1 FormatChecker icons in the toolbar

Having installed the FormatChecker for Microsoft® Word®, you will find a new toolbar Word®:



Fig. 4-1: You can call the FormatChecker in Word® via a new toolbar

This toolbar enables you to start the FormatChecker, i.e. run the checks or adjust the settings:






Icon	Description
	<ul style="list-style-type: none"> <li>■ Displays the <b>Settings</b> window that allows you to select the dialog language and activate the formatting evaluation</li> <li>■ See Section 4.2 "Settings" on page 12 for more information</li> </ul>
	<ul style="list-style-type: none"> <li>■ Displays the <b>Select errors to check for</b> window that allows you to specify the types of errors you want the FormatChecker to include in the search</li> <li>■ See Section 4.3 "Error types" on page 14 for more information</li> </ul>
	<ul style="list-style-type: none"> <li>■ Runs the <i>Interactive Check</i> that allows you to check the currently open document interactively and instantly correct detected errors</li> <li>■ See Section 4.4 "Interactive Check" on page 17 for more information</li> </ul>
	<ul style="list-style-type: none"> <li>■ Runs the <i>Complete Check</i> that allows you to check a complete document in one go</li> <li>■ See Section 4.5 "Complete Check and Evaluation" on page 20 for more information</li> </ul>
	<ul style="list-style-type: none"> <li>■ Runs the <i>Batch Check</i> that allows you to check multiple documents in one go</li> <li>■ See Section 4.6 "Batch Check and Evaluation" on page 22 for more information</li> </ul>

Table 4-1: FormatChecker icons in the Word® toolbar

The following sections provide information on how to adjust the FormatChecker settings and run the checks.

## 4.2 Settings

In the **Settings** window, you can change the dialog language and specify whether or not the FormatChecker should evaluate the formatting quality of the checked documents. This way, you can customize the FormatChecker according to your needs.

### 4.2.1 Dialog language

The dialog language is the language in which the FormatChecker displays error descriptions and explanations as well as menus, window titles, options etc. You can change the dialog language for the FormatChecker while Word® is running.

#### How do I change the dialog language of the FormatChecker?

- 1 In Word®, open the document you want to check, if necessary.



- 2 Call the settings. To do so, click the following icon:



The FormatChecker displays the settings:

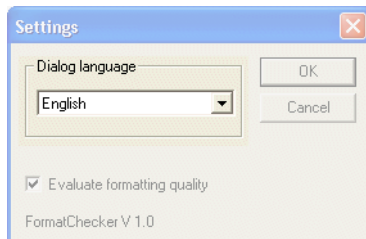


Fig. 4-2: You can change the dialog language in the settings any time you wish

- 3 In the **Dialog language** section, select the desired language and click **OK** to confirm your selection.

The FormatChecker instantly displays all windows, menus, error descriptions etc. in the selected language.

### Saving the language settings

If you change the language settings for the FormatChecker in Word®, you can save these settings so the FormatChecker uses the selected dialog language by default next time you start Word®. If you have changed the dialog language and closed the program, Word® displays a message asking you whether you want to save the changes in the `.dot` file. Confirm this message by clicking **Yes** if you want to save the current dialog language.



## 4.2.2 Formatting evaluation

You can use the FormatChecker to easily and quickly evaluate the formatting quality of checked documents. If you enable the corresponding option, the FormatChecker calculates the overall formatting quality based on the number of errors found in the documents and displays the evaluation result.

The FormatChecker can evaluate the formatting quality during the Complete Check as well as during the Batch Check.

Please refer to Section 4.5 "Complete Check and Evaluation" on page 20 for information on how to perform the Complete Check.

Please refer to Section 4.6 "Batch Check and Evaluation" on page 22 for information on how to perform the Batch Check.

### How do I specify whether the FormatChecker is to display the evaluation result?

- 1 In Word®, open the document you want to check, if necessary.
- 2 Call the settings. To do so, click the following icon:



The FormatChecker displays the settings:

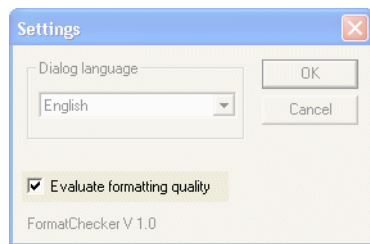


Fig. 4-3: You can use the settings to specify whether or not the FormatChecker is to display the evaluation result

- 3 Specify whether or not the FormatChecker is to display the formatting evaluation.
  - If you want to display the evaluation result, check **Evaluate formatting quality**.
  - If you do not want to display the evaluation result, uncheck the option, if necessary.
- 4 Click **OK** to save the settings.

If you have enabled evaluation, the FormatChecker automatically displays the evaluation result each time you carry out the Complete Check or the Batch Check.

Please refer to Sections 4.5 "Complete Check and Evaluation" on page 20 and 4.6 "Batch Check and Evaluation" on page 22 for information on how to perform the checks.

## 4.3 Error types

Probably you do not want to check all kinds of documents for all types of errors. The FormatChecker therefore enables you to select only those types of errors for which a check would be useful. You can save this selection so you can use it again later.

### Unsaved settings only valid for current session

If you do *not* save the current error selection, your selection is only valid for the current session. When you restart Word®, all error types will therefore be selected again.



#### 4.3.1 Selecting error types and saving the selection

You can individually specify the types of errors you want a document to be checked for. You can also save this selection to a selection file so you can easily and quickly restore and use this selection.

#### How do I select error types to check for and save this selection?

- 1 In Word®, open the document you want to check, if necessary.
- 2 Call the error types. To do so, click the following icon:



The FormatChecker displays the current error selection:

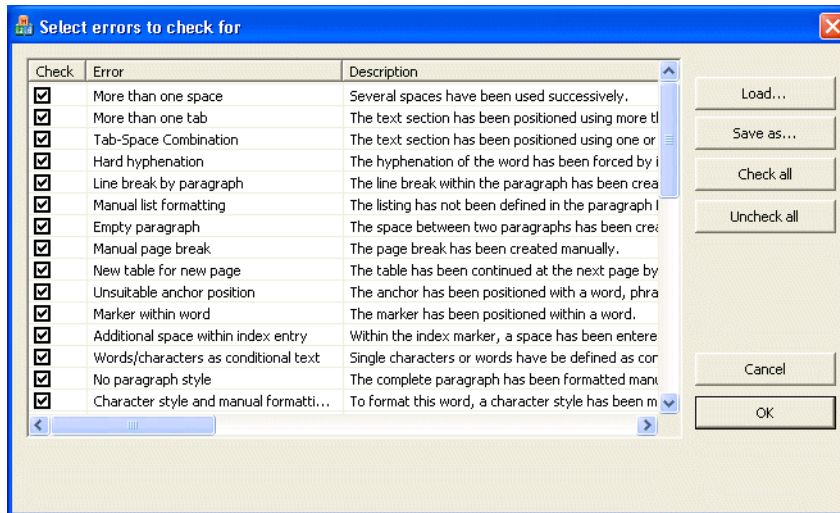


Fig. 4-4: In this window, select the error types you want the FormatChecker to search for

- **Check** column – indicates whether an error type is currently included in the checks  
In this column, you can select or deselect error types.
  - **Error** column – Type of error (What kind of error is it?)  
This column contains the name/type of the error.
  - **Description** column – Short description of the error (How was it created?)  
You can use this description to decide whether this type of error is relevant for the document you want to check and whether you want to correct these errors.
- 3 In the **Select errors to check for** window, select the error types you want the FormatChecker to search and display.
    - In the **Check** column, check the error types you want to include.
    - If an error type should not be included into the checks, uncheck the checkbox for this error type.
    - **Check all** selects all error types for checking.
    - **Uncheck All** deselects all error types.
  - 4 If you only want to use your selection for the current session, click **OK** now to confirm the selection.  
*During the current session*, the FormatChecker now only regards the selected error types when checking documents.
  - 5 If you want to use the error selection again later on, you need to save the selection. To do so, click **Save as**.  
The FormatChecker displays a window for saving the error selection. Your selection is saved in a `chk` file. You can specify where you want to save the file.
  - 6 Click **OK** to confirm your selection.

The FormatChecker now only regards the selected error types when checking documents. If you have saved the selection to a selection file, you can reuse this selection again at any time (see Section 4.3.2 "Loading and using a selection file" on page 16).

### Interactive Check might change selection

If during the Interactive Check you select **Ignore always** for an error type (see Section 4.4.2 on page 18), this automatically changes the current selection of error types: The FormatChecker unchecks the checkbox for the corresponding error type in the **Select errors to check for** window. The error type will then be ignored in *all* types of checks.

If you want to reinclude this type of error into the checks, you can either change the settings by reselecting the error type or load the corresponding selection file.



## 4.3.2 Loading and using a selection file

If you have saved an error selection in the **Select errors to check for** window (see Section 4.3.1 "Selecting error types and saving the selection" on page 14), you can load the corresponding selection file (`chk` file) at any time to use this selection again. The FormatChecker will then only regard the selected error types in all checks.

### How do I load an error selection?

- 1 In Word®, open the document you want to check, if necessary.
- 2 Call the error selection. To do so, click the following icon:



The FormatChecker displays the **Select errors to check for** window with the current error selection (Fig. 4-4 on page 15).

- 3 Click **Load**.  
The FormatChecker displays a window in which you can specify the selection file you want to use.
- 4 Select the `chk` file that contains the error selection you want to use and confirm by clicking **Open**.

The FormatChecker now uses the desired selection. In the **Select errors to check for** window, only those error types are selected in the **Check** column, that are specified in the selection file.

If later you want the FormatChecker to regard other error types, you can change the selection in the **Select errors to check for** window or load another selection file.



### Selection only valid for current session

If you load a selection file, this selection is only valid for the current session. When you restart Word®, all error types will therefore be selected again.

If you have restarted the program and want to use the previous selection again, please reload the corresponding selection file.





## 4.4 Interactive Check

During the Interactive Check, the FormatChecker searches the currently open document for formatting errors. If the FormatChecker has found an error, it highlights the position of the error in the document and displays the message window.

The following sections describes the contents of the message window and the options you have when checking interactively.

### Displaying formatting marks in Word®

If the FormatChecker has found an error, it highlights the position of the error in the document. To be able to quickly recognize the error that the FormatChecker has detected (such as several spaces) we recommend to have Word® display the formatting marks: **Tools | Options** menu, **View** tab



#### 4.4.1 The message window

If the FormatChecker has found an error in the document, it highlights the error position and displays the error description in a separate window:

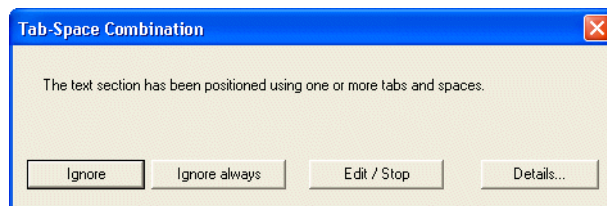


Fig. 4-5: If the FormatChecker has found an error, it displays the message window

This window contains various types of information:

- Window title – Type of error (What kind of error is it?)
- Window content – Short description of the error (How was it created?)

You can click **Details** to display an additional explanation and/or a suggestion for improvement.

The FormatChecker then extends the window:

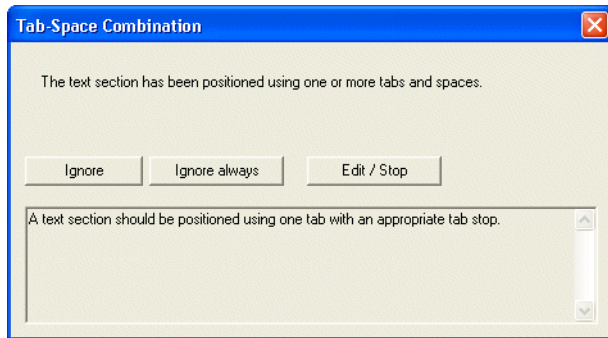


Fig. 4-6: Extended message window with suggestion for improvement

The additional explanations are intended to help you decide whether and how you want to correct the error.

#### 4.4.2 Checking documents interactively

During the Interactive Check the FormatChecker displays each detected error directly in the message window. You have several options then to "handle" the error.

##### Check the settings

Before you start checking, you should make sure that all error types you want to check for are selected.

Please refer to Section 4.3 "Error types" on page 14 for information on how to select the error types to check for.



##### How do I check documents interactively?

- 1 In Word® open the document you want to check.
- 2 Position the cursor where you want the FormatChecker to start checking.
- 3 Run the Interactive Check. To do so, click the following icon:



The FormatChecker starts searching the document for formatting errors. If the FormatChecker has found an error, it highlights the position of the error in the document and displays the message window.



The following figure shows text in a Word® document that has been adjusted using a tab and several spaces. The FormatChecker highlights the error and displays the message window with the corresponding description:

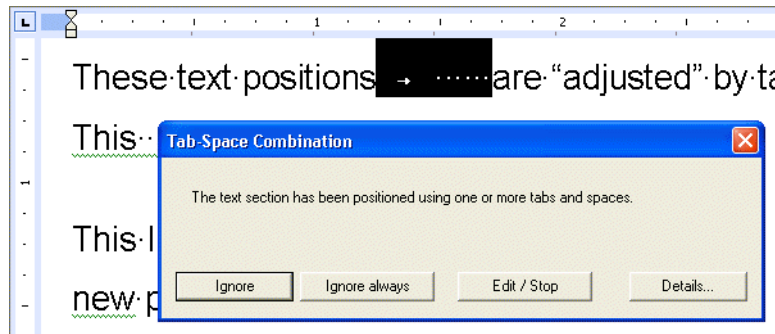


Fig. 4-7: Example – The FormatChecker has detected an error in a document

- 4 Decide whether you want to correct the error directly in the document, ignore the error or display an additional explanation.
  - **Ignore** – ignores the error and continues checking the document
  - **Ignore always** – ignores all errors of this error type and continues searching the document  
 The FormatChecker automatically unchecks this type of error in the settings so that other errors of this type will not be displayed.
  - **Edit/Stop** – closes the message window and positions the cursor where the error was found  
 You can now correct the error directly in the document.
  - **Details** – extends the message window and displays additional information
- 5 If you have corrected an error, you can easily continue checking. To do so, click the following icon again:



- 6 The FormatChecker continues searching the document from where you have positioned the cursor.  
 To stop checking and exit the FormatChecker, click **Edit/Stop**.  
 Once the FormatChecker has reached the end of the document, it positions the cursor where you started searching and the check is finished.
- 7 Save the corrected document, if necessary.

You have now finished the Interactive Check. You can check again any time you like or display the remaining errors in a check log (see Section 4.5 "Complete Check and Evaluation" on page 20).

### „Ignore always“ changes settings

If during the Interactive Check you select **Ignore always** for an error type, this automatically changes the current selection of error types: The FormatChecker unchecks the checkbox for the corresponding error type in the **Select errors to check for** window. The error type will then be ignored in *all* types of checks.

If you want to reinclude this type of error into the checks, you can either change the settings by reselecting the error type or load the corresponding selection file.



## 4.5 Complete Check and Evaluation

With the FormatChecker you can not only find and display individual errors but also analyze the complete document in one go. If you run this type of check, the FormatChecker displays the summary of errors in a check log containing the number of errors found in the document and the error type they correspond to. You can save this summary to a `csv` file so you have it at hand any time you need it.

To display this summary for the currently open document, you perform the *Complete Check*.

### Checking multiple files in one go

With the FormatChecker you can not only check the currently open document for formatting errors but also select *several* documents and have them checked in one go. To do so, you run the *Batch Check*. The FormatChecker then displays the check result in a check log.

Please refer to Section 4.6 "Batch Check and Evaluation" on page 22 for more information.



During the Complete Check the FormatChecker can additionally use the errors it has found to evaluate the formatting quality of your document. This is an easy way to find out at a glance whether the formatting of the checked document needs to be revised.

You can specify whether or not the FormatChecker evaluates the formatting quality in the FormatChecker settings (see Section 4.2.2 "Formatting evaluation" on page 13).

### How do I perform the Complete Check?

- 1 In Word®, open the document for which you want to display the summary of errors and, if desired, the result of the formatting evaluation.
- 2 Run the Complete Check. To do so, click the following icon:



The FormatChecker checks the document and displays the progress:

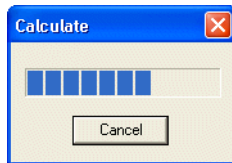


Fig. 4-8: The FormatChecker is now checking the complete document. Please wait...

- If you have *disabled* the formatting evaluation in the FormatChecker settings, the FormatChecker now displays the check log with the summary of errors. You can continue with step 4 on page 21.

Please refer to Section 4.2.2 "Formatting evaluation" on page 13 for information on how to enable the formatting evaluation.

- If you have enabled the formatting evaluation in the settings, the FormatChecker now displays the evaluation result:

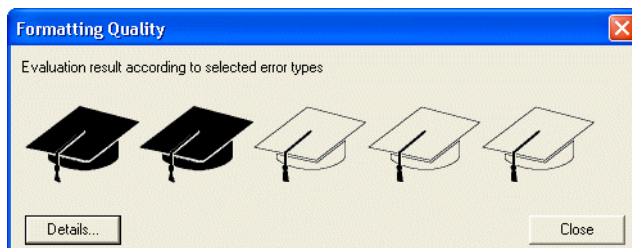


Fig. 4-9: The FormatChecker calculates the formatting quality based on the number of errors found in the document

The better the formatting of the checked document, the more often the FormatChecker displays the following symbol:

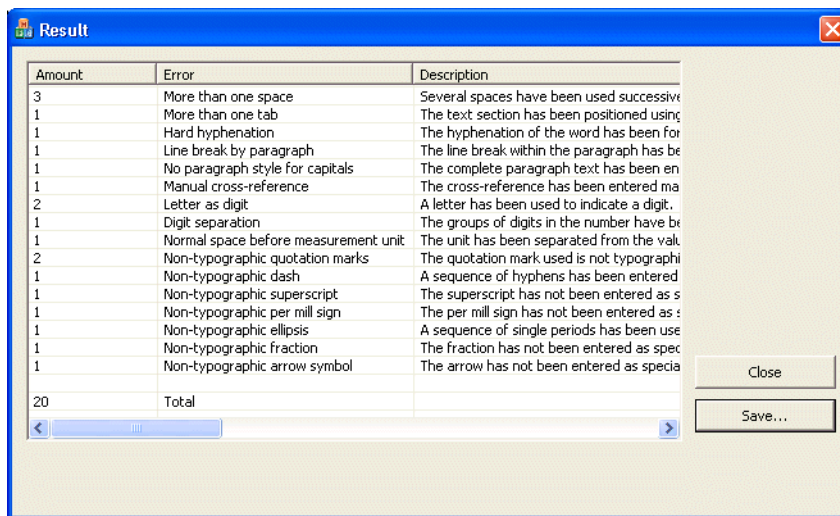


Fig. 4-10: The more often the FormatChecker displays this symbol, the better is the formatting of the document

- 3 To display and, if desired, save the check log with the summary of errors now, click **Details**.
  - If you do not need to know the detailed results, click **Close** in the **Formatting Quality** window.

The FormatChecker closes the window containing the evaluation result. In this case, the steps described below are not important to you.
- 4 You can now use the check log to estimate the correction effort.

The FormatChecker displays the check log in a separate window:



Amount	Error	Description
3	More than one space	Several spaces have been used successive
1	More than one tab	The text section has been positioned using
1	Hard hyphenation	The hyphenation of the word has been for
1	Line break by paragraph	The line break within the paragraph has be
1	No paragraph style for capitals	The complete paragraph text has been en
1	Manual cross-reference	The cross-reference has been entered ma
2	Letter as digit	A letter has been used to indicate a digit.
1	Digit separation	The groups of digits in the number have bi
1	Normal space before measurement unit	The unit has been separated from the val.
2	Non-typographic quotation marks	The quotation mark used is not typographi
1	Non-typographic dash	A sequence of hyphens has been entered
1	Non-typographic superscript	The superscript has not been entered as s
1	Non-typographic per mill sign	The per mill sign has not been entered as :
1	Non-typographic ellipsis	A sequence of single periods has been use
1	Non-typographic fraction	The fraction has not been entered as spec
1	Non-typographic arrow symbol	The arrow has not been entered as specia
20	Total	

Fig. 4-11: The check log contains the number of errors found and a description of the error type

- **Amount** – Number of errors found that match a certain error type
  - **Error** – Type of error (What kind of error is it?)
  - **Description** – Short description of the error (How was it created?)
- 5 If you want to save the check log, click **Save** and save the `csv` file.
  - 6 Close the check log.
  - 7 If necessary, close the evaluation result.

You can always use this type of check to display a current summary of errors found in the document and/or use it as an easy way to evaluate the formatting quality of a document.

## 4.6 Batch Check and Evaluation

With the FormatChecker you can not only check the currently open document for formatting errors but also select *several* documents and have them checked in one go. In the check log, the FormatChecker then displays the overall check result for all checked documents. You can save this summary to a `csv` file so you have it at hand any time you need it.

To check several documents together in one go, you run the *Batch Check*.

During the Batch Check the FormatChecker can additionally use the errors it has found to evaluate the *Overall* formatting quality of the checked documents. This is an easy way to find out at a glance whether the formatting of the checked documents needs to be revised.

You can specify whether or not the FormatChecker evaluates the formatting quality in the FormatChecker settings (see Section 4.2.2 "Formatting evaluation" on page 13).

### How do I perform the Batch Check?

- 1 Start Word®.
- You do not need to open the documents to run the Batch Check.



- 2 Run the Batch Check. To do so, click the following icon:



The FormatChecker displays a window in which you can select the files to be checked:

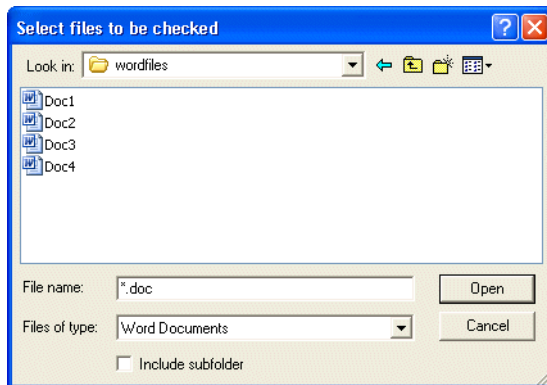


Fig. 4-12: If you select a folder, the FormatChecker will automatically check all files contained in this folder

- 3 Select the files you want the FormatChecker to check.
- If you want to check all files of a folder, you only need to select the folder.
  - If the selected folder contains subfolders and you want to include the files in these folders, too, check **Include subfolders**.
- 4 Click **Open** to run the check.

The FormatChecker checks the selected documents and displays the progress:

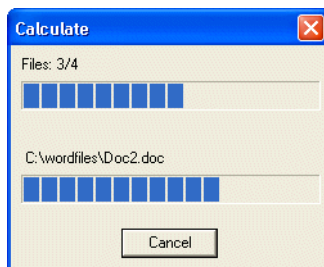


Fig. 4-13: The FormatChecker is now checking all selected documents. Please wait...

- If you have *disabled* the formatting evaluation in the FormatChecker settings, the FormatChecker now displays the check log with the summary of errors. You can continue with step 6 on page 24.

Please refer to Section 4.2.2 "Formatting evaluation" on page 13 for information on how to enable the formatting evaluation.

- If you have enabled the formatting evaluation in the settings, the FormatChecker now displays the evaluation result:

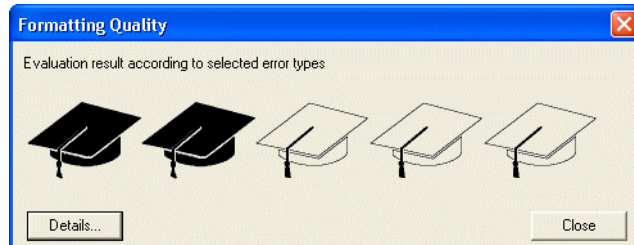


Fig. 4-14: The FormatChecker calculates the formatting quality based on the number of errors found in the documents

The better the formatting of the checked documents, the more often the FormatChecker displays the following symbol:



Fig. 4-15: The more often the FormatChecker displays this symbol, the better is the formatting of the documents

- To display and, if desired, save the check log with the summary of errors now, click **Details**.
  - If you do not need to know the detailed results, click **Close** in the **Formatting Quality** window.

The FormatChecker closes the window containing the evaluation result. In this case, the steps described below are not important to you.

- You can now use the check log to estimate the correction effort.  
The FormatChecker displays the check log in a separate window:

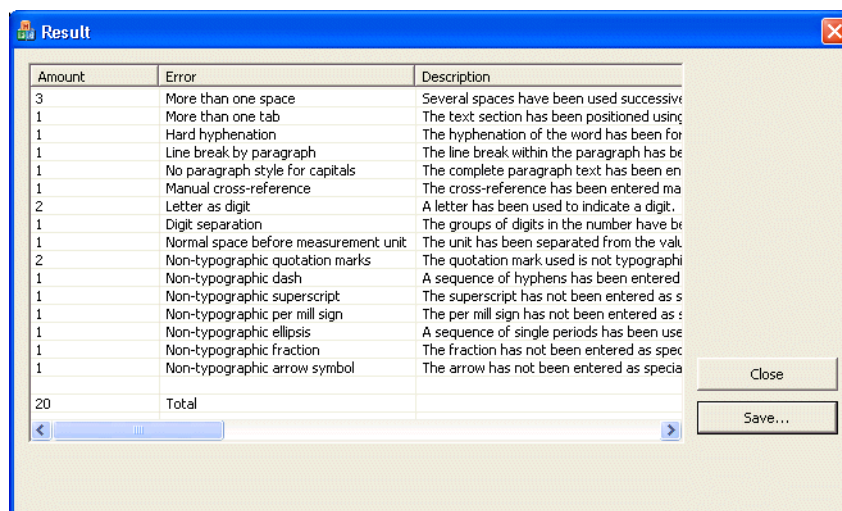


Fig. 4-16: The check log contains the number of errors found and a description of the error type



- **Amount** – Number of errors found that match a certain error type
  - **Error** – Type of error (What kind of error is it?)
  - **Description** – Short description of the error (How was it created?)
- 7 If you want to save the check log, click **Save** and save the `csv` file.
  - 8 Close the check log.
  - 9 If necessary, close the evaluation result.
- You can always use this type of check to display a current summary of errors found in the documents and/or use it as an easy way to evaluate the formatting quality of checked documents.

## 5 Troubleshooting

As the FormatChecker is embedded in an existing Microsoft® Word® installation, you may need to adjust Word® to be able to use the FormatChecker correctly. The following sections describe situations that might occur if certain program settings are not suitable. The sections contain information on how to solve these problems, i.e. locate the source of the problem and, if necessary, adjust the program settings accordingly.

### 5.1 The FormatChecker toolbar is not visible

If Word® does not display the FormatChecker toolbar after the installation, one of the following reasons might apply:

- The FormatChecker toolbar is not selected for display.  
In this case, you need to "activate" the FormatChecker toolbar in Word®. Please refer to Section 5.1.1 "Displaying the toolbar" on page 26 for more information.
- Word® could not recognize the FormatChecker as a new Add-in.  
In this case, you need to add the FormatChecker template manually in Word®. Please refer to Section 5.1.2 "Including the FormatChecker template" on page 27 for more information.
- You have changed the installation folder of Word® afterwards.  
In this case, we recommend to install the FormatChecker again for Word®. Please refer to Section 3 "Installation" on page 8 for information on how to install the FormatChecker.

#### 5.1.1 Displaying the toolbar

**How do I make Word® display the toolbar?**

- 1 Start Word®.
- 2 Select **View | Toolbars | FormatChecker**.
  - You can also right-click the toolbar section to display the toolbar shortcut menu in Word®.

Word® should now display the FormatChecker toolbar:



Fig. 5-1: Word® displays the FormatChecker toolbar

If Word® still does not display the FormatChecker toolbar, please check whether the other Word® settings are correct.



### 5.1.2 Including the FormatChecker template

One reason that Word® does not display the FormatChecker toolbar might be that the FormatChecker template (`dot` file) is not loaded when you start Word®.

#### How do I load the FormatChecker template?

- 1 Start Word®.
- 2 Select **Tools | Templates and Add-ins**.  
Word® displays the window for selecting available templates and add-ins.
- 3 Check whether the `FormatChecker.dot` file is selected and, if necessary, check the checkbox for this file to load it.



Word® should now display the FormatChecker toolbar (see Fig. 5-1 on page 26).

If Word® still does not display the FormatChecker toolbar, please check whether the other Word® settings are correct.

## 5.2 A macro message is displayed

To enable you to use the FormatChecker in Word®, a macro must be loaded and enabled in Word® when you install the FormatChecker. Certain security levels in Word®, however, do not allow enabling and, consequently, using this type of macro.

If the security level in Word® is set to `Medium`, each time you start Word®, it displays a message asking you whether or not you want to enable the FormatChecker macro. You have several possibilities now:

- Enabling the macro using the macro message each time you start Word®.  
To do so, click the corresponding button in the message.
- Adjusting the `Trust all installed add-ins and templates` setting  
To do so, you will need to adjust the security settings for macros in Word®. Please refer to the user documentation for Microsoft® Word® for more information on this topic.

## 5.3 The program is not running the FormatChecker macro

To enable you to use the FormatChecker in Word®, a macro must be loaded and enabled in Word® when you install the FormatChecker. Certain security levels in Word®, however, do not allow enabling and, consequently, using this type of macro.

If the security level in Word® is set to `High`, Word® only runs certain types of macros. Therefore, if you try to call the FormatChecker via the toolbar, Word® displays an error message. You have several possibilities now:

- Adjusting the `Trust all installed add-ins and templates` setting  
To do so, you will need to adjust the security settings for macros in Word®. Please refer to the user documentation for Microsoft® Word® for more information on this topic.

- Set the security level in Word® to `Medium` (see Section 5.1 on page 26).  
Please refer to the user documentation for Microsoft® Word® for more information on this topic.