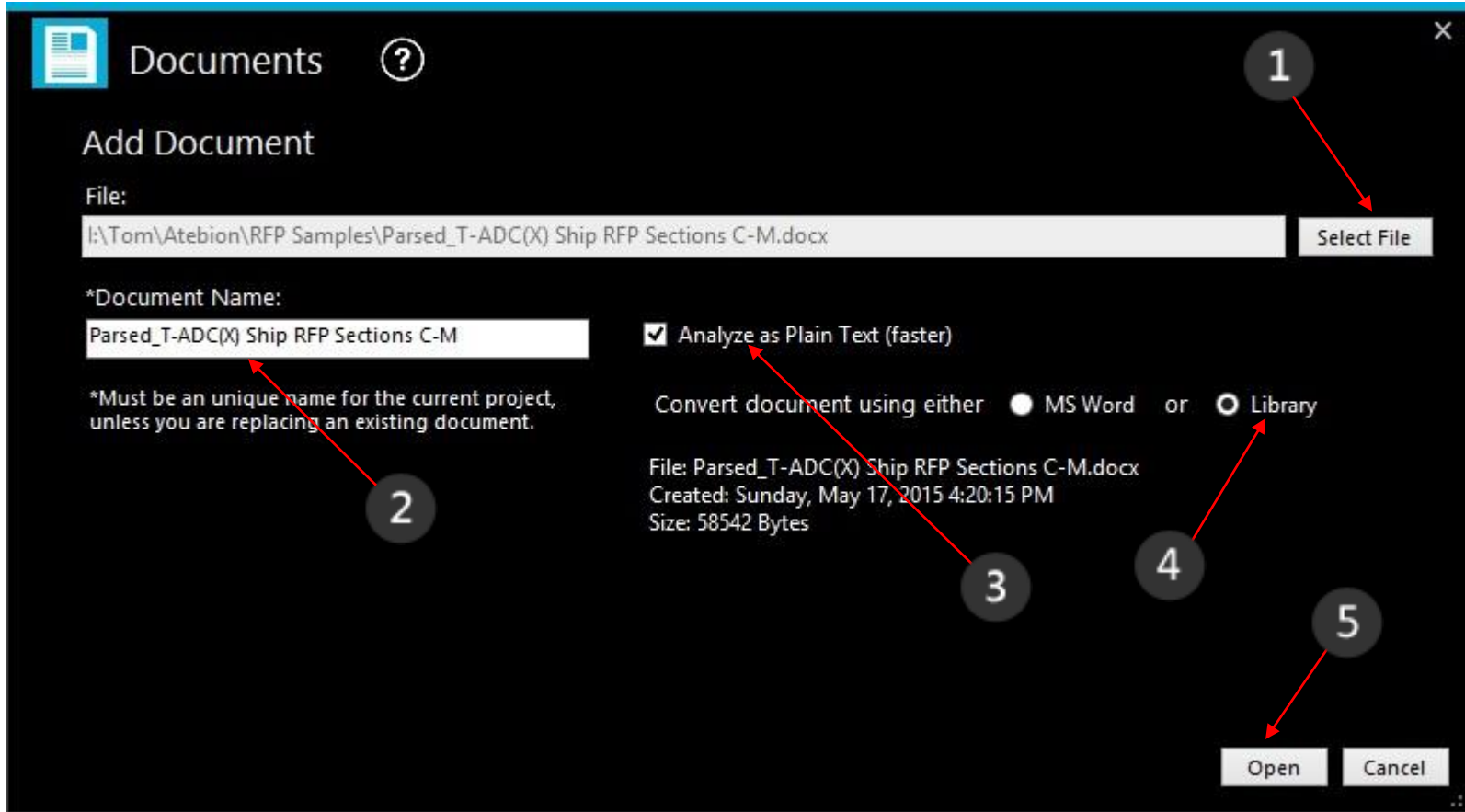


Select Document (add new document)

Purpose:

The purpose of the Select Document is to import a selected document into the Document Analyzer (DA). The DA can import various document formats (e.g. PDF [does not support image PDFs], DOC, DOCX, HTML, RTF [Rich Text Format] and Plain Text). – New to DA Release 1.7.14.2, MS Word is no longer required.



1. Select a document to import by clicking the Select File button and then select a file from the File dialog.
2. The Document Name defaults to the same name as your selected document, but the name must be unique to your current project.
3. We suggest analyzing your document as Plain Text for analysis speed. This is particularly important for large documents and for analysis with numerous selected Keywords.
4. You can now import your MS Word (*.doc & *.docx) files without requiring MS Word to be installed on your computer. Select the Library option to not use MS Word for conversion.
5. To save, simply click the Open button and you will see your selected document in the Document panel. You might have to wait a short time for conversion.