

# Document Analyzer – Tips

- We suggest removing Table of Contents
- We also suggest splitting a document which has multiple sections, such as Section C, L and M into individual documents using MS Word. Then use the DA to analyze each of these split documents.
- Remove any content that you don't want to analyze to reduce clutter in the analysis results.
- The DA can analyze very large documents, but the analyzing process may be extremely slow. Therefore, we suggest when selecting a document within the DA, make sure the "Analyze as Plain Text" checkbox is checked; this will greatly speed up the process.
- For PDF files, suggest converting them within MS Word as saving the file as either "Rich Text Format" (RTF) or "Plain Text". MS Word has a better PDF converter.
- Remove any images from the document prior to loading it into the DA. This will make the analysis faster.
- Make sure the document is well-formed, meaning that documents that are cluttered might result in poor analysis results.
- Use Quality Check to check the readability of your Draft Proposal and then assign editors to cleanup low scoring segments via the Notes feature.