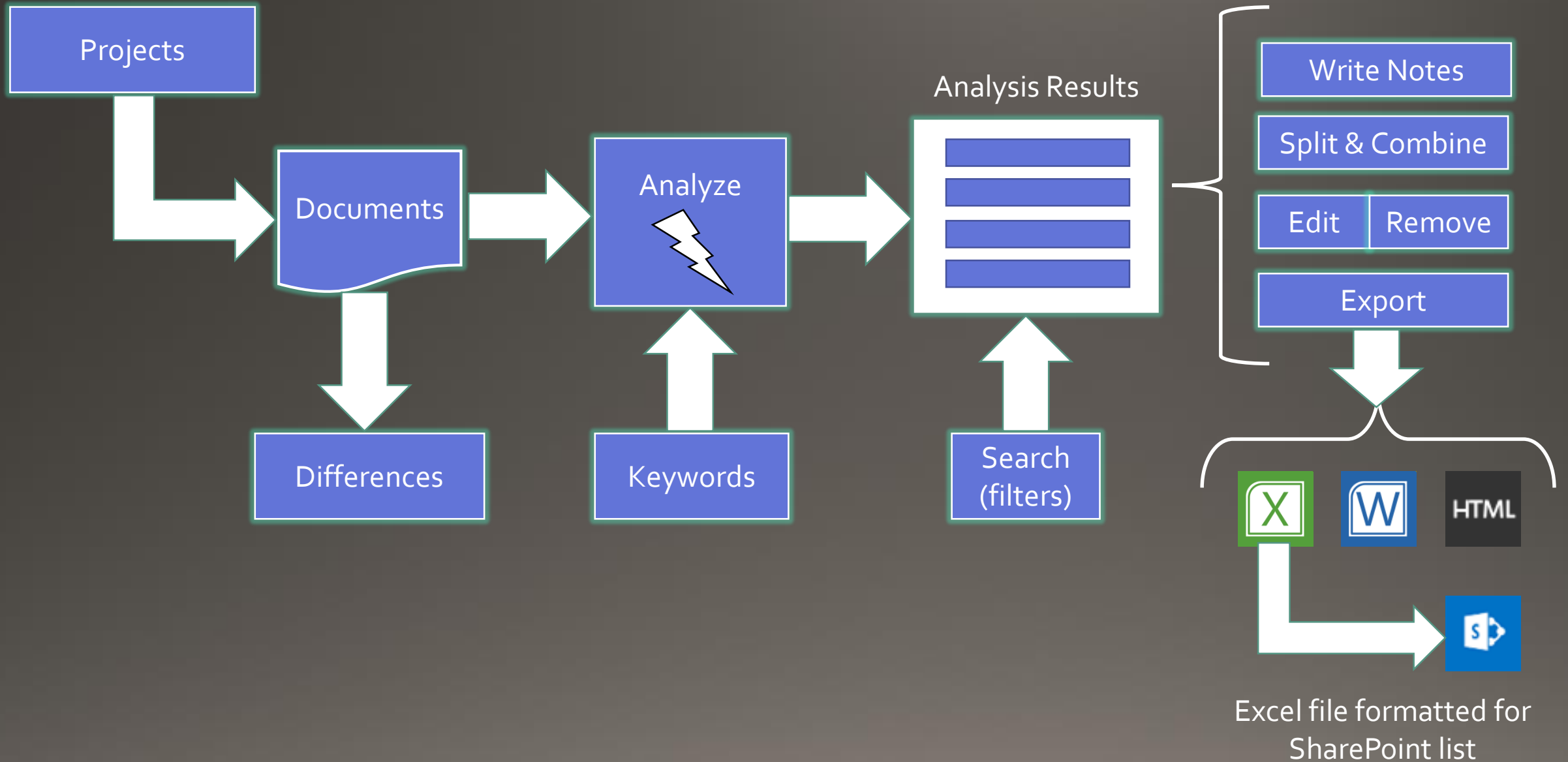# Atebion, LLC

Document Analyzer

04.17.2014

Features

The **Document Analyzer Feature List**

- Imports File Types: PDF, Doc/Docx, HTML, and RTF

- Compares Documents – Show Differences between Document versions

- Summarizes Documents and finds common (noun) words

- Analyze: Parses legal type documents into segments based on a document's numeration (I, II, III, 1., 2., 3. a), b) c))

- Analyze: Identify Keywords within parsed segments (e.g. must, will, shall …) from Keyword Groups

- Examine Analysis Results: Split, Combine, Remove and Edit Segments.

- Examine Analysis Results : Add Notes to Parsed Segments

- Export to Excel, MS Word, and HTML.

- Filter Analysis Results using Search.

Document Analyzer

Projects

Documents

Differences

Analyze

Keywords

Analysis Results

Search (filters)

Write Notes

Split & Combine

Edit | Remove

Export

Excel file formatted for SharePoint list

Welcome

The **Welcome** panel links to the Atebion LLC's web site for the purpose of giving you information about the Document Analyzer and other new products.
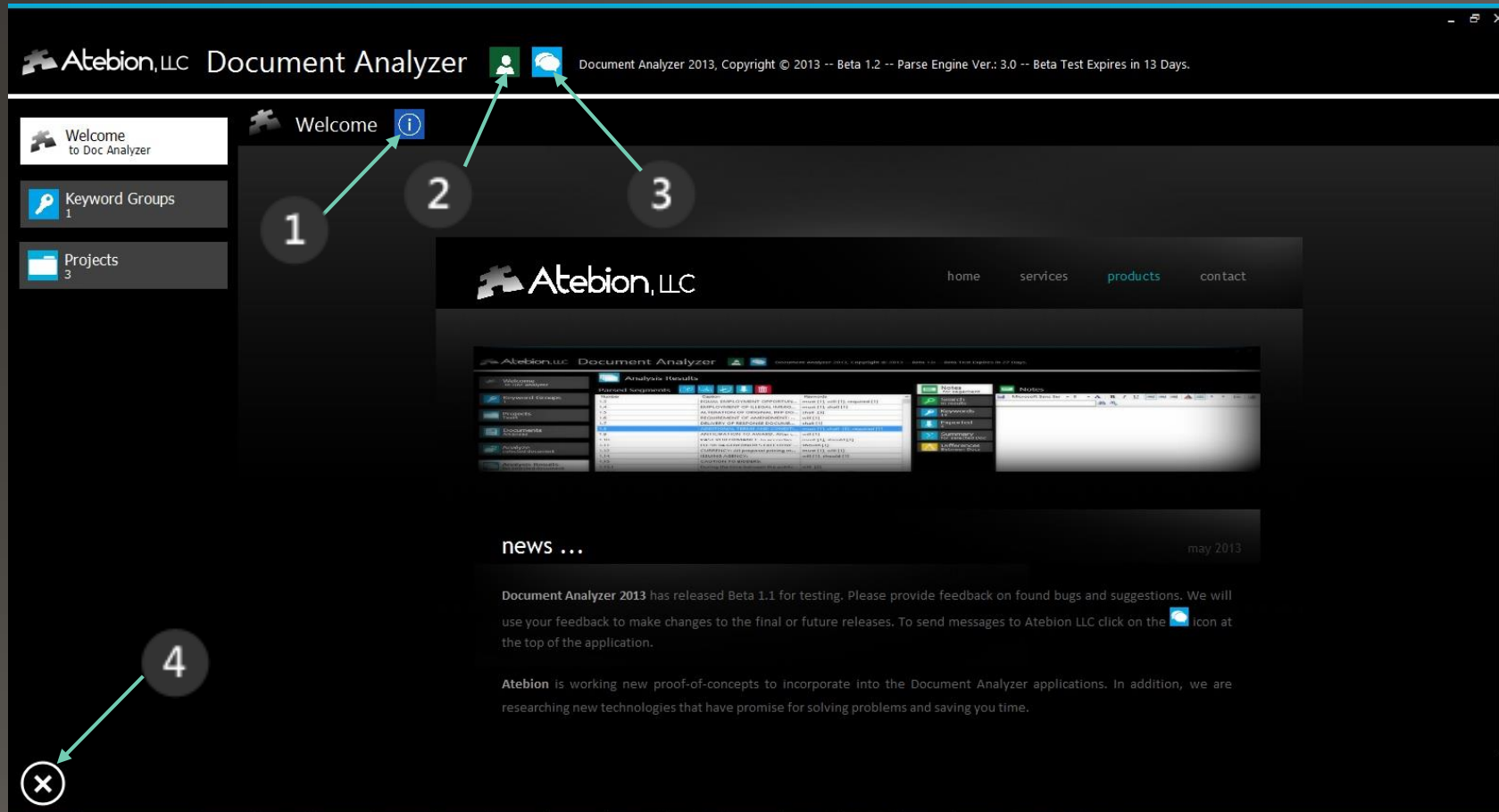
1. Opens this document from within the application.

2. Update User Registration

3. Send messages to Atebion LLC

4. Close this application

Keyword Groups

The **Keyword Groups** are libraries of words which are grouped together.
For example; say your company provides technical services using SharePoint. As such, your SharePoint Keyword Group might contain "SharePoint", "portal", "webpart", and "workflow".

1. Adds a new Keyword Group

2. Edit the selected Keyword Group

3. Remove the selected Keyword Group

Projects

A **Project** groups associated documents and their analysis results.
For example, you may be a lawyer, and as such you can create a Project to hold your client's contracts and related analysis results.
Another example, as a Proposal Manager you create a project for a specified proposal.

1. Adds a new Project

2. Edit the selected Project

3. Remove the selected Project

Documents

The **Documents** panel holds a list of documents for a selected Project.
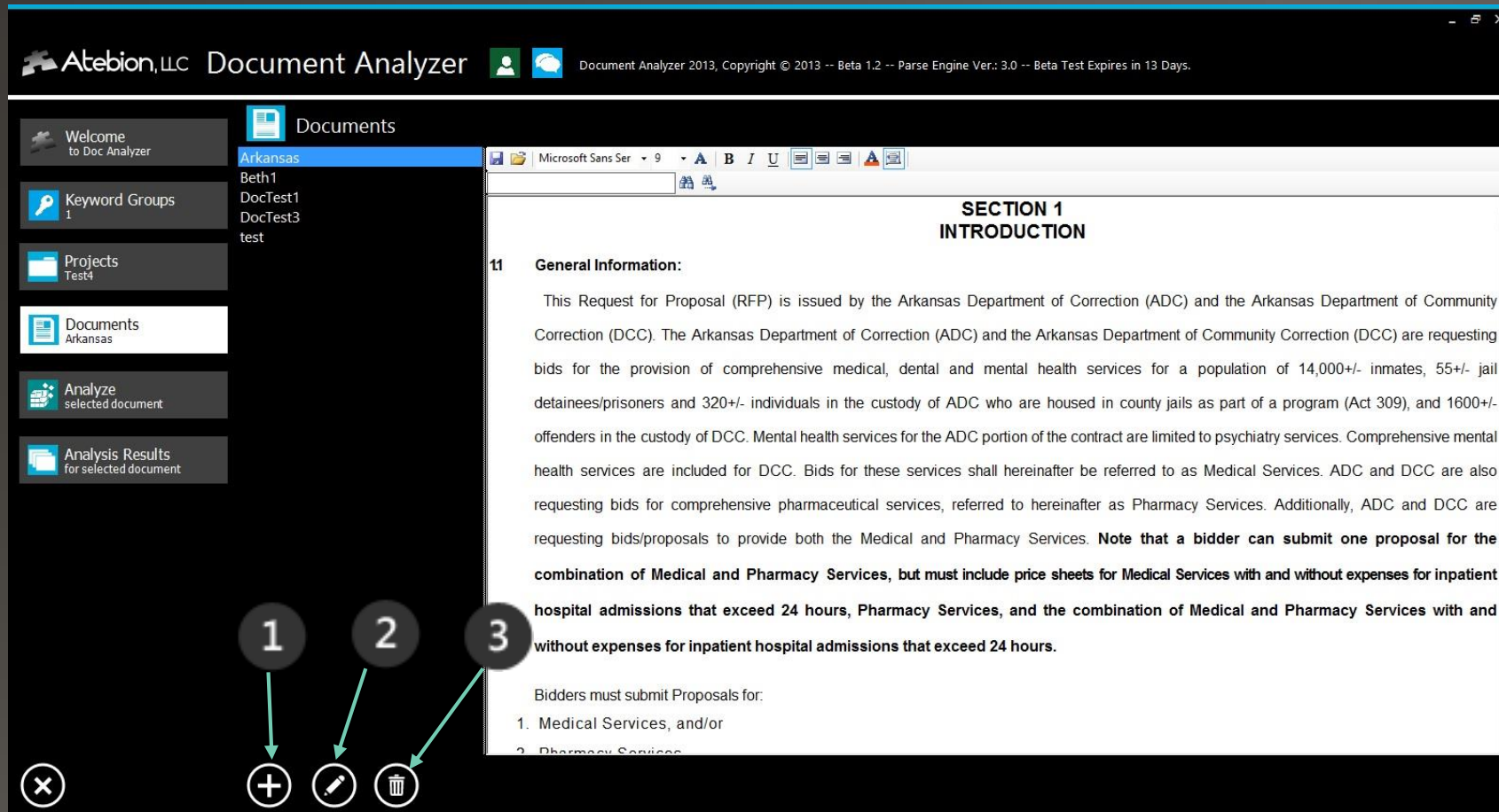
1. Adds a new Document – The application can import file types: doc, docx, rtf, and pdf. MS Word is required for Doc and Docx. Then the application converts the selected file into a rtf (rich text format) file. Therefore if you have trouble importing a file, try to convert it to the rtf file type outside of this application.

2. Replace the selected Document – Whenever you replace a document, the application shows the differences between the new document and the previous version.

3. Remove the selected Document – Documents are not actually deleted, but are prefixed with ~, which is filtered-out from the Documents list.

Analyze

The Document Analyzer parses (strips) legal type documents into segments based on a document's numeration (e.g., I, II, III, 1., 2., 3. A, B. C. ...) and then locates Keywords within each parsed segment.

1. Check to find Keywords during the parsing process

2. Check the Keyword Groups you want for the analysis

3. All Keywords are automatically selected, unselect Keywords you do not want located

4. Click the Analyze Run button to start Analyzing the selected document

Analyze

After you click the Analyze Run button, the Document Analyzer parses (strips) the selected document into segments. Typically this analysis process takes less than one minute , while large documents may require more time.

1 Status during the analysis process is displayed

Analysis Results – add notes

You can write **Notes** for a selected parsed segment by clicking on the **Notes** button, then entering text in the **Notes** content area and finally clicking the diskette icon to save.

1. Notes Panel button – Displays the Notes panel

2. Save Notes for the selected segment

3. Indicates a Note exists for a Analysis Results Segment

Analysis Results – search

The **Search** feature searches the parsed results and then filters the parse results list per the search results. In addition, you can export the search filtered results.

1. Search Panel button – Displays the Search panel

2. The Run Search button – Searches thought all parsed segments and displays only segments which meet the search criteria.

3. Export button – Exports parsed segments

Analysis Results – keywords

This **Keyword** Cloud is a visual representation of the quantity of keywords found within the selected document.

1 Keywords button – Displays the Keywords panel

2 Keyword Cloud – Visual representation of the quantity of keywords found

Analysis Results – exported files

The **Export** list is a list of analysis results exported into Excel, MS Word, or HTML files. To view or edit an exported file, click the Edit button. See the next page for more detail.

1 Export button – Click to export parsed results to various file types (e.g., xlsx, docx, and html)

2 Export Panel button – Displays exported files list

3 Edit button – Opens the selected exported file per the associated file type application (e.g., Excel & MS Word)

4 Delete button – Deletes a selected exported file

Export Parse Results

You can **Export** the current analysis results into the following file types: xlsx, docx and html. MS Office is not required for exporting to MS Word or Excel file type. You can filter your export by only segments with only Keywords and/or Notes. Additionally, you can select which elements (e.g. Number & Caption) you want to be included in your exported file.

Analysis Results – summary

The **Summary** contains Common Words found in the selected document and summarizes the document for a quick review.

1. Summary Panel button – Displays the summary and common words

Analysis Results – differences

The **Differences** is shown whenever you have replaced a document and re-run analysis. The application displays the differences between the current document and the previous document version.

Differences Panel button – Displays the differences between the current selected document and the previous document version.

Split Section (segment)

You can **Split** or **Combine** parsed results segments by clicking on the Split or Combine buttons on the Analysis Results panel.

1. Split button – Opens the Slit window (shown as item 3).

2. Combine button – Opens the Combine window (not shown). Combines the selected segment with the above segment.

3. Split window – Splits a selected segment into two segments, by placing your cursor in the text area and then clicking the "Split" button. You can rename the Number and Caption for both the original and new segment.

Edit Section (segment)

You can **Edit** a parsed results segment by clicking on the Edit button on the Analysis Results panel.

① Edit Segment button – Opens the Edit Segment window (shown as item 2) to edit the selected segment

② Edit Segment window – You can change the selected segment's Number, Caption and Text

Legal Stuff