

Create/Select Project

A project is similar to a folder for holding documents. You can organize your documents anyway you want, such as by client or by proposal.

Tips:

Suggest also using Diff SxS (compare documents) and AcroSeeker™ (find & verify acronyms) under the Tools area.

Load/Select Document

Imports various document formats (e.g. PDF, DOC, DOCX, HTML, RTF [Rich Text Format] and Plain Text). Image PDFs are not supported.

Tips:

For Federal Government RFPs, we suggest that you divide the various sections (L, C, M and etc.) into separate documents and analyze each section in the Document Analyzer. You can do this with textual PDF files within MS Word.

We suggest removing Table of Contents for cleaner analysis results.

Run Analysis

Analyze your selected document. This analyzer parses documents into segments or paragraphs, and identifies keywords & keyword phrases. The analysis results will be on the next panel.

Tips:

Use Legal parse type for documents that are numerated (most Fed. RFPs).

For documents (e.g. RFIs, grants and commercial RFPs) containing questions, suggest selecting Find Instructions & Questions option. You can customize the search parameters in the Tools area.

Analyze the Results & Export

We added this step to provide you the capability to split, multi-combine, remove and filter parsed segments prior to exporting them to either Excel, MS Word or HTML files.

Annotate parsed segments/paragraphs (e.g. assignments & comments) via Notes.

Share exported analysis results with co-workers via the Email button (requires MS Outlook).

Tip: Use Quality Check to check the readability of your Draft Proposal and then assign editors to cleanup low scoring segments via Notes.

Run Deep Analysis (optional)

Parses segments or paragraphs down to the individual sentences.

Analyze the Results & Export

Parsed segments or paragraphs down to the individual sentences with enhanced Search (search phrases), Keyword (list) Filtering and Export with segments/sentences options.

Sentences are numerated as –S#. For example, 1.1-S2 is segment 1.1 and S2 is the second sentence of this segment.

Keywords Found – You can deselect keywords and filter only on the selected keywords.

Search – In Deep Analysis Results you can search with phrases (e.g. "should install") with text in double quotes.