

Create/Select Project

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

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. The Document Analyzer does Not require MS Word to be installed on your computer.

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 legal type documents into segments and identifies keywords and keyword phrases. The analysis results will be on the next panel.

Analyze the Results & Export

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

Write notes/comments or add writing assignments.

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

Run Deep Analysis (optional)

Parses segments down to the individual sentences.

Analyze the Results & Export

Parsed segments 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.