ProWritingAid
User Guide

Introduction

Who is ProWritingAid for?

ProWritingAid is used by anyone who wants to improve their writing. Whether you're an author, copywriter, academic, student or business writer you will find tools in ProWritingAid to help you.

Why use ProWritingAid?

When writing it is easy to forget all the advice we have ever been given. ProWritingAid offers an objective eye on your work. It uses statistical measures to help identify poor readability, overly wordy sentences, overused words, and other areas for improvement. It also helps identify where you can make your writing more punchy and interesting. Like any advice, we recommend using your own common sense when deciding whether to follow it.

When to use ProWritingAid?

There are as many writing processes in the world as there are writers. Many writers like to edit as they go along, others find that editing as they go along just slows them down and they never finish. We would recommend using ProWritingAid once you have finished your first draft (either of part or whole of the document). It is not a tool you use as you are writing, but one you use after you have written something to improve it. Hemingway famously said: "Write drunk; edit sober". By this he meant that writing and editing are two very different processes. Writing requires imagination and freedom; editing requires patience and diligence. This is why they are best

done separately, and preferably a few days apart (so the mind has time to become objective).

Many professional authors use ProWritingAid before they send their work to their editor. It helps reduce the time and cost needed to edit a book by highlighting a lot of the quick wins allowing your editor to concentrate on more important stylistic and plot issues. While ProWritingAid will never replace a professional editor, it will help improve the quality of the end product.

How to use ProWritingAid

ProWritingAid works on many levels. Some of the reports are easy to use and the advice given is just a suggested replacement. However, some of the advice requires you to think more about what you are writing and how to improve it.

Although ProWritingAid will help you to improve the grammatical correctness of your writing, it also helps you bridge the gap between average writing and great writing. If you were to read a book on writing then you would see much of the same advice re-iterated there. The difference is that ProWritingAid helps you identify the weaknesses in your own writing. It is the ultimate objective eye.

ProWritingAid's advice results from statistical analysis, machine learning, and our proprietary algorithms. ProWritingAid helps you spot the things that are difficult for a human to spot. It can run a statistical analysis on your whole document and quickly identify areas for improvements, something

that would take a human copy editor much longer to do. Whilst you''ll find much of the advice useful, you will need to exercise caution when applying it. As with any advice you should use your own common sense before taking it. This is why ProWritingAid doesn't include the option to take all of the advice, just as you would never accept a translation from Google translate as correct. A computer can never hope to capture all of the finer nuances of the English language. There are, however, some things that computers are better at than humans.

The premium version of ProWritingAid

A lot of writers aren't in it for the money; that's why we offer many of the features of ProWritingAid for free. However, we have to make enough to support those free users, so we also offer a premium version. Many people just get by on the free version, but if you're editing a large amount of text then the premium version will save you hours of your time. Our users estimate that the premium version reduces the time needed to edit by 50%. At $35 for a year of premium access that's the same as just one hour of a professional copy-editor's time.

Everybody values their time differently so we'll let you work out if the premium version is right for you. The benefits of the premium version are:

- Highlight and edit text within the text editor (using the premium toolbar). Suggestions are highlighted in your editable text so you can speed up your editing.

- Choose from suggestions for grammar and spelling issues. Speed up your editing by choosing from a list of suggestions.

- Create your own overused words and powerful text search patterns. Customize the editor to your preferences. Set-up your own House Style.

- Use ProWritingAid directly in Microsoft Word (2007+ on Windows). Great for those of you who love using MS Word.

- Use ProWritingAid directly in Google Docs. Highlight suggestions right in Google Docs.

- Faster due to higher priority analysis.

- Extra reports only available to premium members (Combo Report, NLP Predicates, Corporate Wording, Pronouns, etc.)

- Exclude results in dialogue to reduce false positives. Very useful for creative writers.

- No adverts in your analysis.

Which version of English

ProWritingAid works with both British and American English. The approach we take is to highlight any inconsistent spelling in the Consistency Report. Hence, if you've used color (US spelling) and flavour (UK spelling) you will see an error. We hope to add support for other variations of English spelling.

Getting started

Improve your writing

ProWritingAid helps you improve your writing. It brings the advice you might receive in a book or class on writing into the word-processor.

The advice it offers is based on the process that an experienced writer would undertake probably subconsciously (or consciously) to improve their work. By using ProWritingAid over time you should build up those processes in yourself. Many writers tell us they become better writers by using ProWritingAid.

ProWritingAid is available online, in Microsoft Word, and in Google Docs. The next few chapters discuss how to use each of these. Feel free to skip ahead to the one you are interested in.

[ProWritingAid online](#)

[ProWritingAid for MS Word](#)

[ProWritingAid for Google Docs](#)

Alternatively, you may prefer to [read about all of the reports](#) first.

ProWritingAid online

ProWritingAid includes an online editing screen (there is also an add-in for Microsoft Word, Google Docs, and WordPress – the popular blogging platform).

The online editing screen can be found here:

http://prowritingaid.com/en/Analysis/Editor

The online editing screen

Here is an image of the online editing screen with some useful items highlighted.
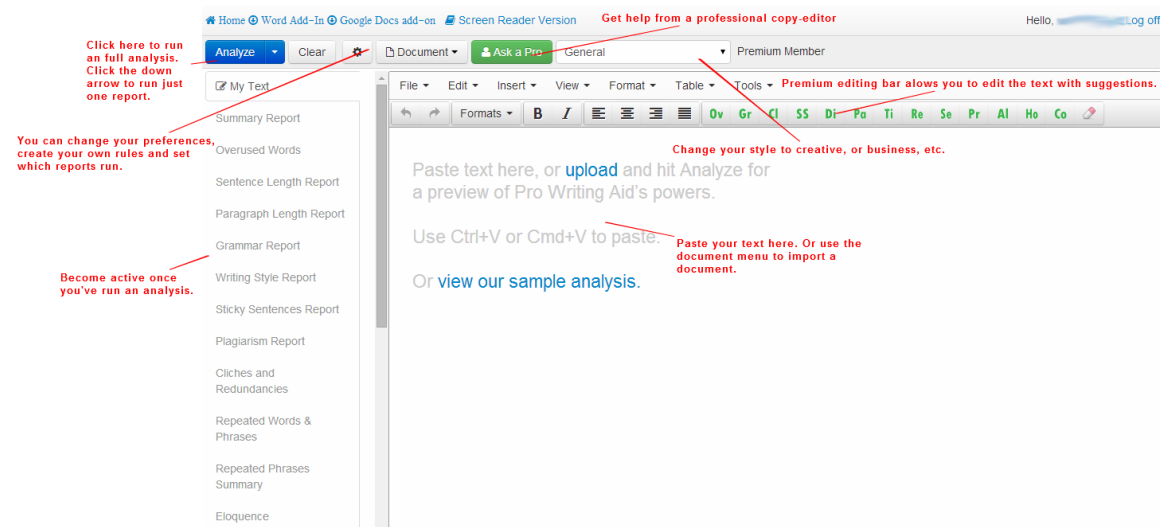

Getting your text into ProWritingAid

There are several ways of getting your work into ProWritingAid:

There are several ways of getting your work into ProWritingAid:

i) Import an existing document. ProWritingAid supports import of Microsoft Word documents (.docx), Rich Text Format documents (.rtf), and Plain Text documents (.txt). To import a file choose the Import option from the Document menu.
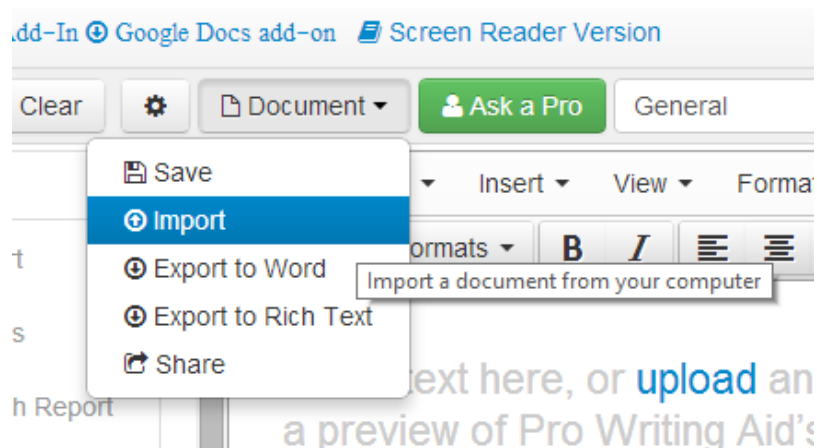
This will show a window that will allow you to select a file from your computer's file system.
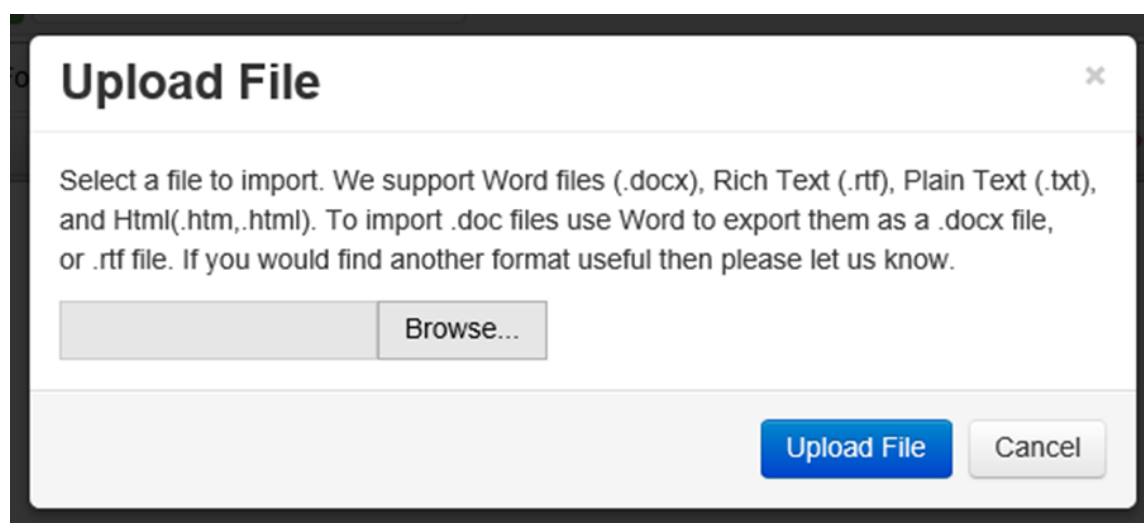
Once you have chosen the file click upload and it will appear in the editing window.

ii) Copy and Paste – this is the easiest way to get text into the editor. We suggest using the shortcut keys Ctrl+C for Copy (Cmd+C on Mac) and Ctrl+V to Paste (Cmd+V on Mac). Copy the text you wish to edit from the application in which you have it and then click in the editor window and press Ctrl+V (Cmd+V) to paste the text. When copying and pasting between Word and ProWritingAid best results will be achieved if you have your Normal style correctly set to the style of your text, e.g. if you are using double spaced 12pt Courier then set this as your normal style and copy and paste will not lose your styling. For more information please read this article:

http://www.pcworld.com/article/227098/how_to_update_the_normal_style_in_microsoft_word.html

iii) Write in the editor – some users choose to do all their writing in the editor. There is the option to save your writing and retrieve text that you have written just as you would any document.

Running your first free analysis

Once you have your text in the editing window you are ready to run your first analysis. Press the blue 'Analyze' button. A window will appear while the analysis is being run. Please take the time to share the website with your friends and colleagues who would benefit from this free service.

Once the analysis is complete the processing window will disappear and you will be show the summary screen for your analysis. This will give you an immediate overview of any issues and suggestions found in your writing. Please remember that ProWritingAid isn't just about finding errors though; it's about highlighting potential areas for improvement. Therefore some

reports do not tag things as errors even though they might be areas for improvement. For example, in the writing style report you will find highlighted all the adverbs in your text. Adverbs are not necessarily bad but many writers like to substitute a stronger verb where they have used an adverb + a weak verb. Therefore, adverbs are not flagged as errors but you may find benefits from looking through the report. Over time you will come to understand which reports are the most useful for you as an individual and will go directly to those.

The screen after you have run an analysis shows a summary of the reports.

A summary of the key information for each report is shown in the right hand pane. You can access each of the reports by clicking on its name in the left hand pane. Your text remains in the 'My Text' tab and you can go back to it at any time.

Running a premium analysis

Whereas the results of a free analysis come in as a read-only report, the premium editor will highlight your results within your text. This makes it much easier to locate and edit issues that need addressing. With the premium analysis you can also run each report individually creating a much faster analysis turnaround. Premium reports will save you about 50% of your editing time. With the premium analysis you can also run each report individually.

The premium version online is accessed via the premium toolbar.
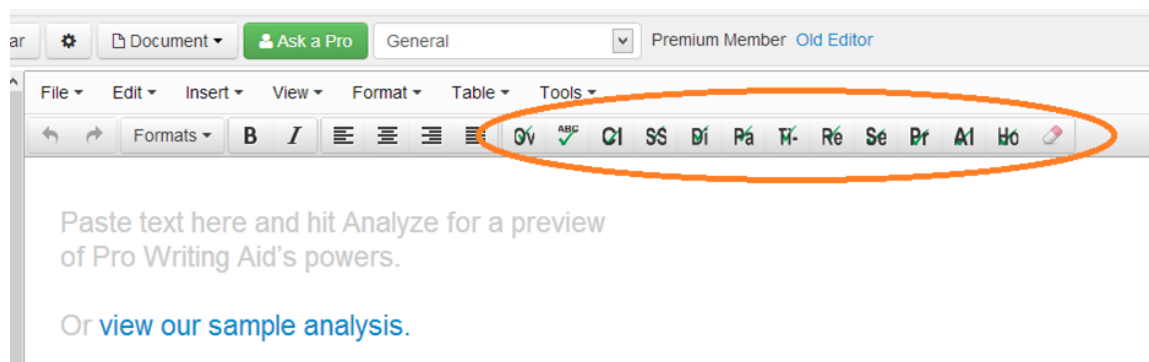
The buttons on the premium toolbar allow you to run each report individually. It should be fairly obvious which buttons correspond to which report but if you need to you can hover over the button to see a tooltip with the report name. The button at the end that looks like an eraser will remove the markings in your text.

Clicking on one of the buttons analyzes your text. Each report will highlight the relevant parts of your text. You will then be able to either edit directly or select from a list of suggestions.
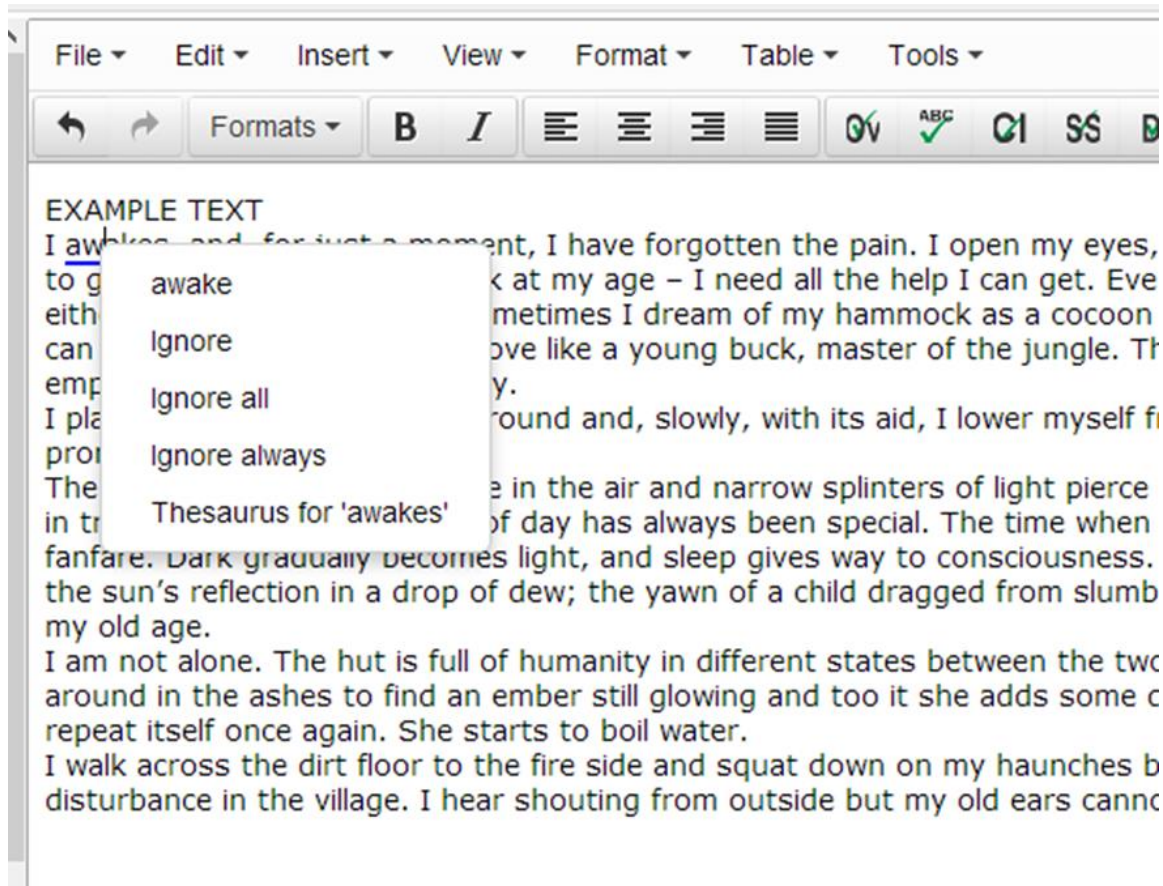
As well as a list of suggestions you will also see the three options to ignore the mistake. These allow you to ignore certain items from the report. Not everyone will like every suggestions made by ProWritingAid, so you can "train" ProWritingAid just to give you suggestions that you find useful.

- Ignore – just ignore this once

- Ignore all – ignore all similar occurrences in this text

- Ignore always – ignore all similar occurrences always.

There is also an option to see the word in a thesaurus, useful for when you need to find an alternative word.

Customizing your reports

ProWritingAid offers a number of ways to customize your reports. These are accessible through the settings screen. To access the settings screen click on the cog icon on the toolbar in the online editor.
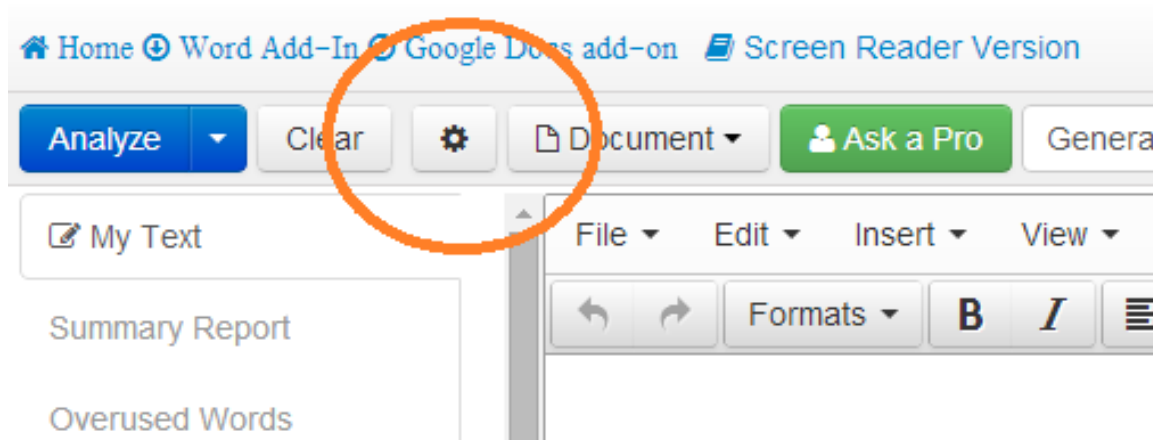
Customize your combo report

You can customize the reports that appear in your combo report by checking and un-checking items in this list. Select the reports that will appear in your combo report. Note: the more reports you include, the more complex your combo report will be to understand.

Change reports in full analysis

Select the reports that will be run by default. Removing reports from here will speed up your analysis.

Full Analysis Reports

Select the reports that will be run by default. Removing reports from here will speed up your analysis.

☑ Overused Words	☑ Writing Style Report	☑ Grammar Report
☑ Sentence Length Report	☑ Diction, Vague, and Abstract Words Report	☑ Diction Report
☑ Vague & Abstract Words Report	☑ Cliches and Redundancies	☑ Corporate Wording Report
☑ Pronoun Report	☑ Repeated Words & Phrases	☑ Sticky Sentences Report
☑ Complex Words Report	☑ Alliteration Analysis	☑ Time Report
☑ House Style Report	☑ Transitions Report	☑ Eloquence
☑ Repeated Phrases Summary	☑ Paragraph Length Report	☑ Consistency Report
☑ NLP Predicates Report	☑ Pacing Report	☑ Dialogue Tags Report
☑ Acronym Report	☑ Combo Report	

Create your own overused words

This allows you to add overused word checks.

e.g. smile,smiles,smiled

e.g. just,then=4

In the box add one category per line. Separate the individual words using commas. We will automatically calculate the occurrences based on writing samples for each genre, if you want to specify your own then you can put = and the number of occurrences at the end of the line; this will be the max occurrences per 1000 words. It will take longer to analyze the first time after you add new overused words as we have to calculate their frequency.

Create user patterns

ProWritingAid premium allows you to add your own patterns so that you can flag certain things within your writing. Many organizations use this for creating a 'House Style'. Examples of house style rules are:

● Always lowercase seasons: spring, summer, fall, winter.

● Never use autumn, always use fall instead

● Use capitals when denoting a region, for example 'university mergers in the North'

Dialogue settings

You can ignore certain categories of word in dialogue. This is often useful as you wouldn't hold your dialogue to the same standards as your prose.

Repeats settings

Repeats Settings

Maximum character distance between highligted repeats

Repeats that are more characters than this apart will not be shown, although they will be listed in the words and phrases summary. Set this high if you want repeats that are far apart to be highlighted. The bigger the number, the more repeats you will see.

```
20
```

Minimum phrase word length

Phrases that are shorter than this will not be shown in the report.

```
10
```

Minimum phrase occurrences

Phrases that occur less than this will not be shown.

```
10
```

ProWritingAid Word Add-In

ProWritingAid can fully integrate with MS Word. It is compatible with Microsoft Word 2007, 2010 and 2013 running on any version of Windows. Our Word Add-In requires an internet connection to work. Our Add-In will not work in Word Starter edition because that doesn't allow add-ins.

Installation

This section provides instructions on how to install and activate the ProWritingAid Add-In for Microsoft Word.

1. [Download the add-in](#) from our website.

2. Make sure that both Microsoft Word and Outlook are shut.

3. Run the file ProWritingAidSetup.exe that is downloaded by double-clicking on it. Follow the instructions provided on screen.

4. Once the installer has finished, start Microsoft Word. On the Home toolbar you will see a Pro Writing Aid section.

5. The first time you run a report you will be prompted to either sign-up for a 14-day trial or enter your License Code which you will have received when you [Purchased a Pro Writing Aid License](#).

Troubleshooting the installation

Some virus scanner can cause issues with the installation. This is because virus scanners use several heuristic techniques to determine whether something is dangerous. One of these is the number of times they have seen the software. Sadly this often results in incorrect identification of threats.

All our downloads are digitally signed by our parent company (Orpheus Technology Ltd). Once software is signed there is no way for it to be tampered with or infected with a virus. You can therefore be sure that the software you download from our site is virus free. You may need to disable you virus checker, and/or windows defender before installing our software. Only do this if you experience issues with the installation.

Getting started

Once you have installed ProWritingAid you will see an extra toolbar on the right hand side of your Home toolbar.
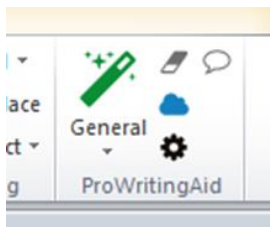
This toolbar gives access to the functionality of ProWritingAid. The first time that you click the wand button you will be presented with the opportunity to either apply for a 14-day free license, or to enter an existing license code. The screen where you enter your license code is the settings screen, that can also be accessed by clicking on the icon that looks like a cog.
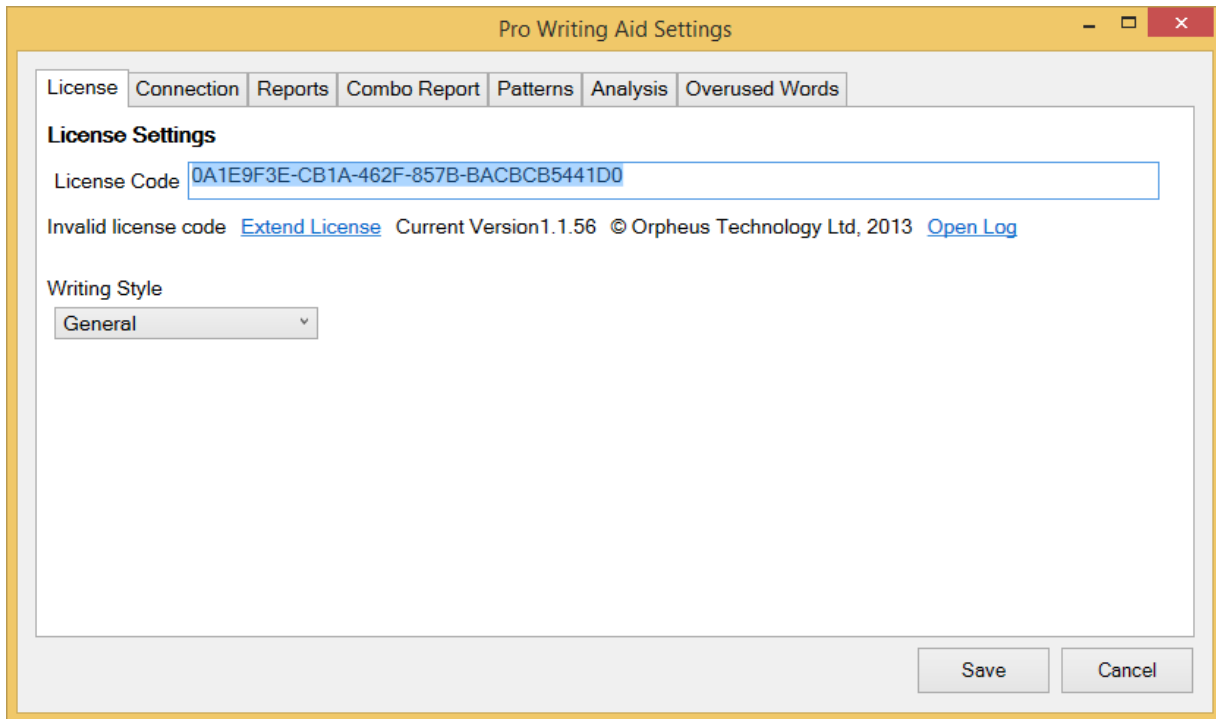
Once you have received your license code you can enter it into this screen. Take care to enter is correctly. We advise you to copy and paste your license code from the email in order to avoid mistakes. Select the text in the email and use Ctrl+C to copy it. Then place the cursor in the License Code text box and press Ctrl+V to paste it in. Once the license code is entered correctly it will say that it is valid, and for how long. E.g.


If you are having connection issues and you are on an office network it may be that you have to set your proxy settings. You will need to ask your network administrator for these. For the majority of people this shouldn't be an issue.

Other settings

Reports

The reports screen allows you to disable the running of certain reports. This can significantly reduce the amount of time taken to run an analysis. We advise you to reduce the reports run to the ones that you care about. Not every report will be pertinent to your particular situation.
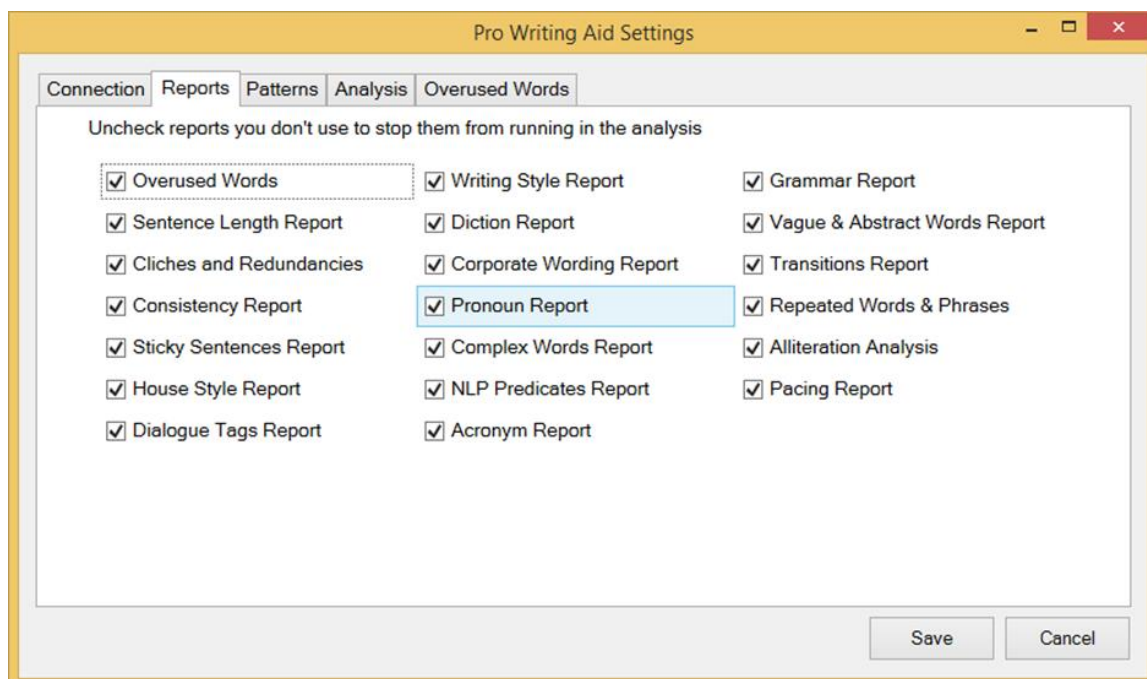
User Patterns

User Patterns allow you to create your own rules for ProWritingAid. Many people struggle with specific issues, or need to conform to a specific House Style. For more details about user patterns see the section on User Patterns.
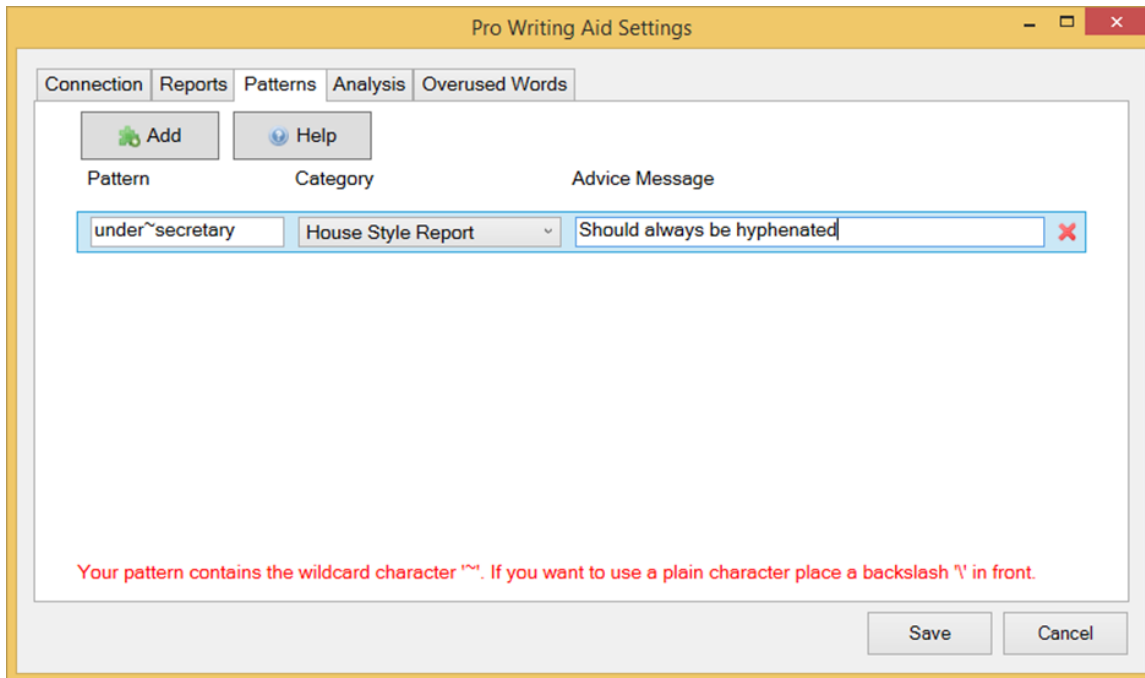
Analysis Settings

This tab allows you to change certain settings for the ProWritingAid analysis.

The settings are:

<u>View Settings</u>

    i)   Show Structure Report – allows you to turn of the structure pane on the left of the document window.

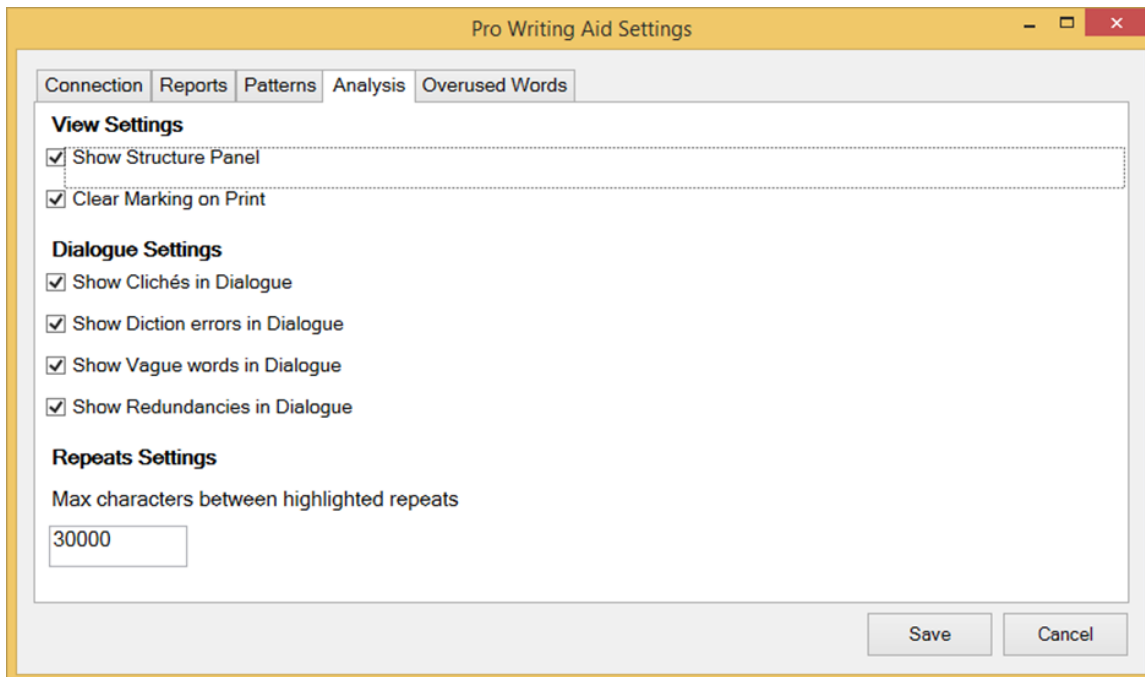   ii)   Clear Marking on Print – when you print your ProWritingAid document it will not show any of the ProWritingAid highlights.

<u>Dialogue Settings</u>

Dialogue settings allow you to ignore certain parts of the analysis within dialogue. Some parts of the analysis are not relevant when you are writing dialogue between characters and you may wish to disable them.

<u>Repeat Settings</u>

When highlighting repeated words and phrases ProWritingAid will only highlight those that are less than a specified distance apart. Some users may wish to increase this distance. The greater the distance the more repeats that will be shown.

Overused Words

The overused words tab allows you to specify your own overused words to appear in the analysis. Whilst the basic analysis includes many commonly overused words each writer will have their own favorites. ProWritingAid will automatically generate a rate for you based on sample of the writing style that you have chosen, or you can specify your own rate.
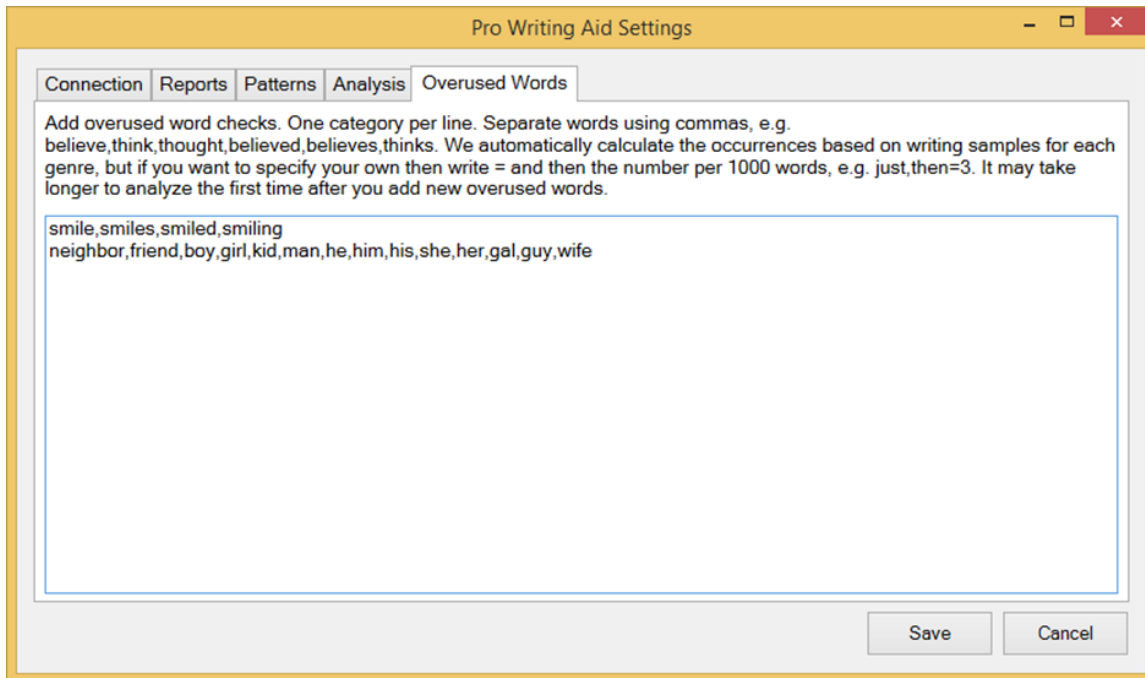
Using the Word Add-In

Once you have opened a document in MS Word and have run an analysis the results will be shown in the task pane on the right hand side of the screen.
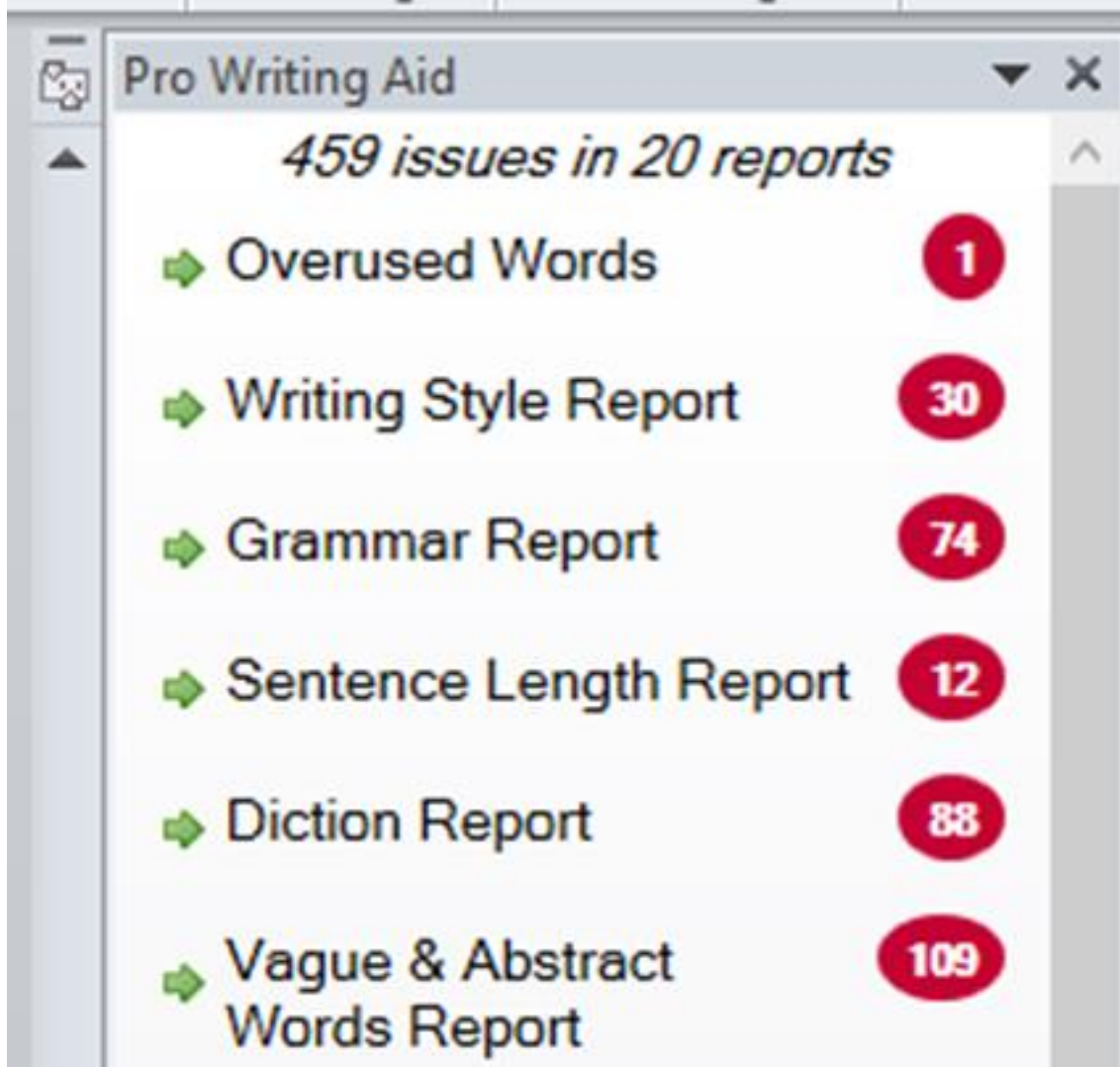
You can view the results of a particular report by clicking on its name. The numbers in red indicate the number of highlighted issue for that report.

The image below shows the screen in MS Word once you have selected a particular analysis.

1) The document structure window. Shows you a visual representation of sentence length and paragraph length. Sentences are grouped into paragraphs. Highlights in the text will also be reflected in this so that you can easily navigate your way around the document. Sentence variety is an important part of good writing.
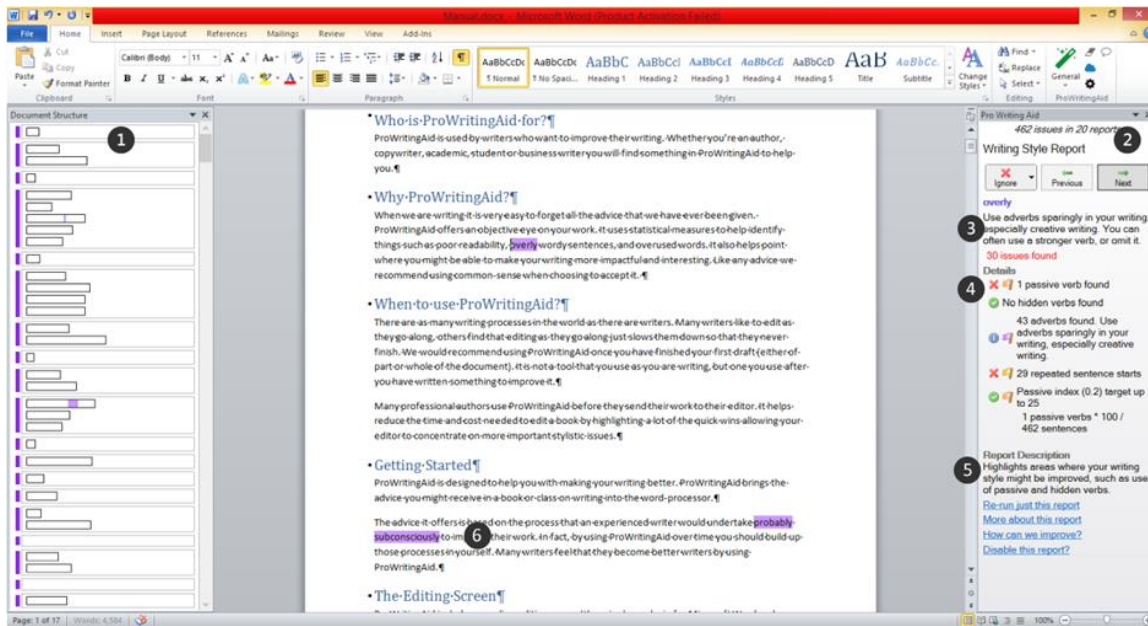
2) The report name. Click on the arrow next to the report name to select a different report.

3) The analysis toolbar. Use this to navigate through the highlights in the text. You can choose to ignore certain highlights, or even certain parts of the analysis.

4) The summary detail of the report. Good results have a tick, bad results have a cross. An information sign accompanies results that are there for information purpose only. These are often things that some writers like to identify and work on such as adverbs. They are not necessarily

bad but you may want to be conscious of them. The color of the flag corresponds with the color of the highlights in the text so you can easily relate the summary items to the highlights.

5) The report description. Details what is shown by the report and give you access to more information about the report.

6) Highlights in the main body of the text. You can use the rubber tool on the ProWritingAid toolbar to remove these.

ProWritingAid Google Docs Add-on
ProWritingAid add-on for Google Docs
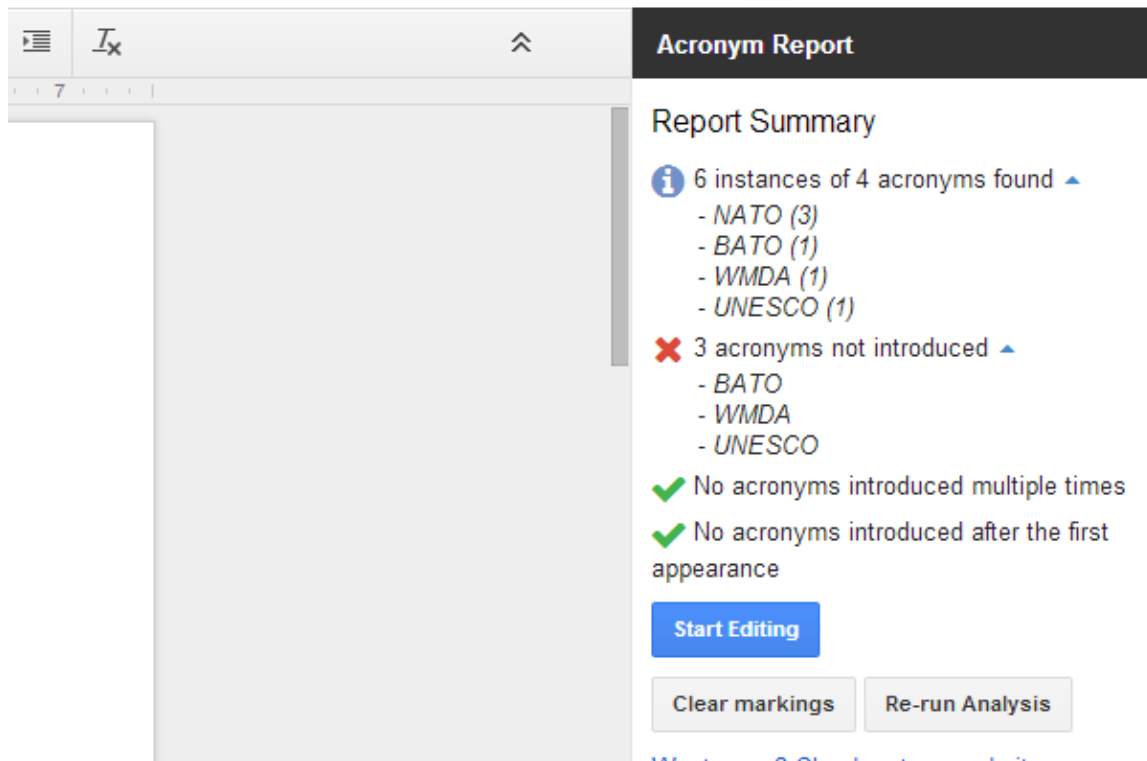
Our Google Docs add-on allows you to find and highlight ways to improve your writing within Google Docs.

The add-on gives you access to all of ProWritingAid's reports in a sidebar within Google Docs. You will also be able to see suggestions highlighted within the text.
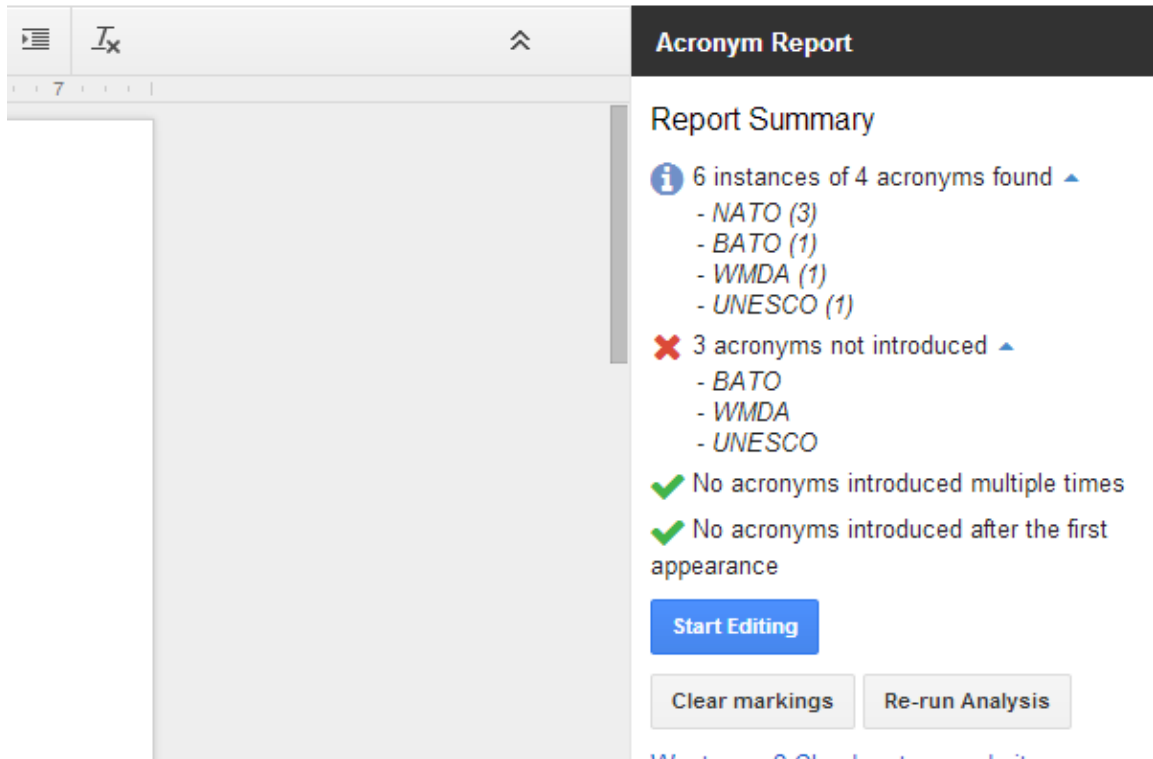
Install ProWritingAid to Google Docs

Getting started with the ProWritingAid Google Docs add-on

1. Install the add-on by <u>going to this page</u>.

2. Once you've installed the add-on it will appear in the Add-ons menu in a Google word-processing document.
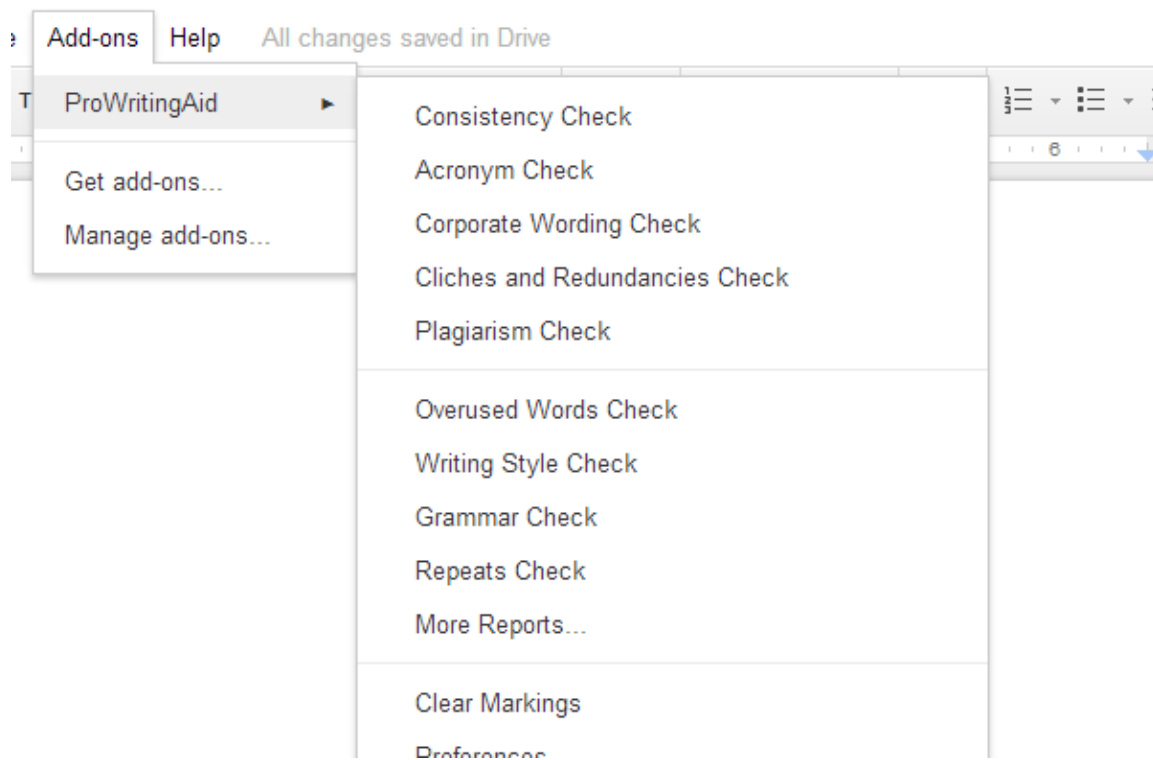
3. Select a report to run and your analysis summary will appear in a sidebar like in this example.

4. Once you're finished with the summary, you can see all the items in turn by clicking on the 'Start Editing' button. This will open the editing cards for the document.
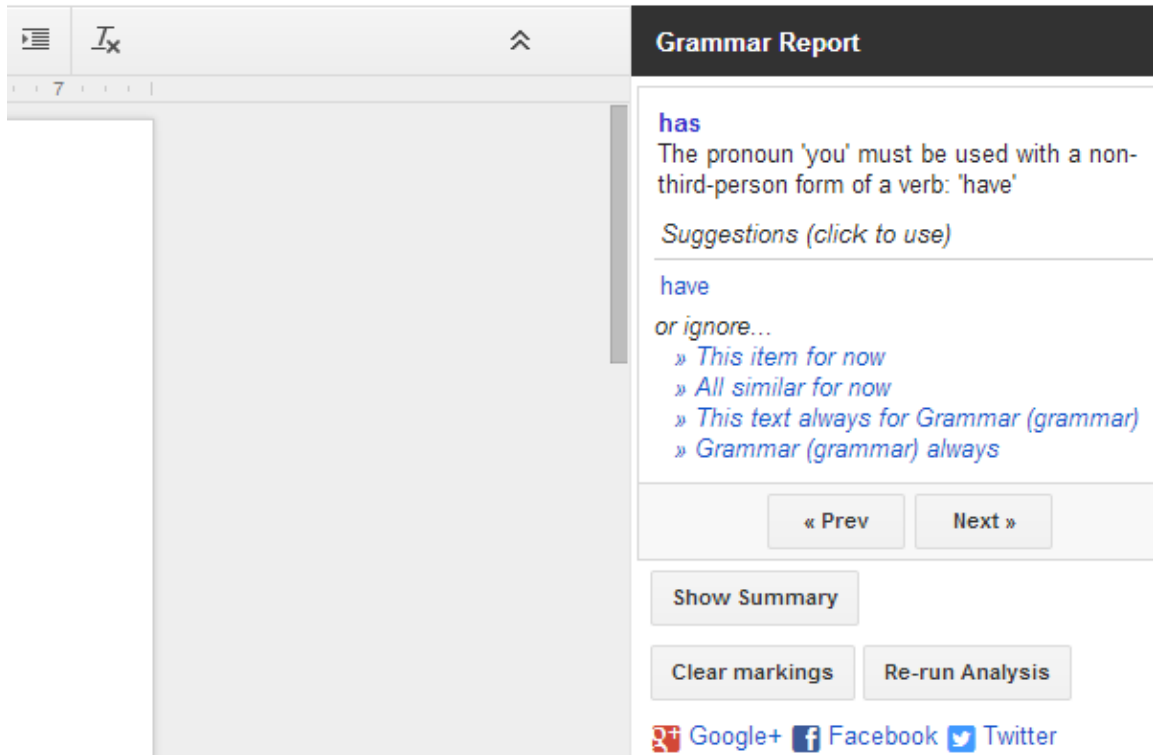
5. Once you've finished editing, you can click on the 'Clear Markings' button to remove any remaining highlights from your document.

How to change your writing style

If you're writing a business report your requirements will be very different from a piece of fiction. ProWritingAid tailors your reports depending on your writing style. To change your writing style go to the 'Preferences' menu item towards the bottom of the ProWritingAid menu. You can choose from several writing styles.

Using premium features within Google Docs

In our add-on some features are available for free to all users. Other features are only available to premium users. If you try and access a premium feature you will be prompted to 'Go Premium'.

ProWritingAid Premium

This feature is only available to premium members.

The advantages of a premium membership:

✔ Many extra reports only available to premium members.
✔ Create your own House Style checks and overused words.
✔ Faster due to higher priority analysis.
✔ Exclude various results in dialogue to reduce false positives.

> "Save time with premium; waste time without it."

Buy a license   Request a 14-day free trial   Maybe later

ProWritingAid uses your google email address to see if you have a premium account. If your premium account is associated with a different email address then <u>read how to change your account email address.</u>

If you don't have a premium account yet then you can request a trial, or purchase a license from within the add-on. Once you are a premium member you will have full access to all of the premium features of the add-on.

Using the plagiarism checker in Google Docs

The ProWritingAid plagiarism checker for Google Docs is available through the purchase of plagiarism bundles. It is not included as part of the premium features because some users will not require plagiarism checks. <u>Purchase a plagiarism checker bundle for Google Docs</u>.

The Reports

Each report in ProWritingAid is designed to look at a different aspect of your writing. Some reports (such as the Corporate Wording report) may not be relevant to your particular style of writing and can be ignored. Other reports (such as the NLP predicates report) might only be relevant at particular times. You might develop a particular order in which you use the reports over time. For instance, the repeated words report is often used as a last check after all your other editing has been done.

Below is a summary of each report and how to use the results.

Combo Report

Before listing all of the available reports, you should be aware that you can combine whichever reports you want into one report using the combo report. The combo report is a great way of combining your favorite reports into one so that you only need to do one editing pass over your text. The Combo Report is configurable for premium members. You can configure which reports are shown by going to the settings screen.

Combo Report

Analysis	Results	
		✅ Cliches
		✅ Redundancies
		✅ Diction
		✅ Vague & Abstract Words
		✅ No sticky sentences found
		❌ Glue Index 47.2% target up to 40%
		✅ No passive verbs found
		✅ No hidden verbs found
		ℹ️ No adverbs found
Combo Report	2 issues	✅ No repeated sentence starts found
		✅ Passive index (0.0) target up to 25
		ℹ️ 11 initial pronouns found
		ℹ️ 59 pronouns found
		✅ Pronoun percentage good (11.8%) Target 4%-15%
		❌ Initial pronoun percentage unusually high (32.4%) Target 0%-30%
		✅ No spelling or grammar issues found

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I awake, and, for just a moment, I have forgotten the pain. I open my eyes, ever so slowly, and reach for my cane that always hangs at my side – well you can imagine how hard it must be to get in and out of a hammock at my age – I need all the help I can get. Every day the weariness grows. One day I hope I will awake, rejuvenated by some ghost-demon magic, or dead, either one would be a relief. Sometimes I dream of my hammock

There is a temptation to include lots of reports into the combo screen, but we would advise against this. Combining too many reports will render the results confusing and distracting. We recommend not more that 4 or 5 reports be combined into this report.

Overused Words Report

The Overused Words Report helps you find overused words in your writing. The manuscript editor compares the frequency of usage of certain commonly overused words to a selection of published fiction. The overused words are highlighted in your text for easy identification. But just remember this is just a guide sometimes the best writing come from ignoring this guidance. Just think of the famous: "It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness" some might say that 'was' is overused, but they would be wrong.

Overused Words

ⓘ Compares the frequency of commonly overused words in your text to published writing to give you an indication of where you may be over-using words. More Information

Overused words (2)

Overused Words	Found	Suggestion
☑ neighbor/friend/boy	4	Remove about 3 occurrences
☐ smile/smiles/smiled	0	Awesome
☐ could	0	Well done
☐ feel/feeling/felt	0	Nice work
☐ believe/think	1	Perfect
☐ generic descriptions (watch/notice/observe/very)	0	Very good
☐ had	0	Just right
☐ have	3	Excellent
☑ hear/heard	2	Remove about 1 occurrence
☐ initial -ing	0	Way To go
☐ it/there	6	Great work

There are several words commonly overused. Examples are: have/had, feel/felt/feeling, it/there, knew/know, just/then, maybe, smell/taste, watch/notice/observe, (was/were - the dreaded passive voice). These are words we use all the time when we speak but if we want our writing to stand out we need to not overuse them on the page. Note, this doesn't mean eliminate, just not overuse. These are what we fall back on when we're lacking inspiration. Targeting sentences containing overused words for re-writing will help improve your writing.

The words that are overused are shown in red. You can choose to not highlight them by unselecting the check box next to the word.

If you have a premium license then you can add your own overused words. Many writers have particular words they overuse and so having the ability to add your own is valuable. Some examples of custom overused words used by some writers are:

- some, something, someone, somewhat, somehow, somewhere

- winced, wincing, wince

- stared, stare, staring

- scanned, scan, scanning

- glare, glared, glaring

- smile, smiling, smiled

- begin, began, begins

- therefore, moreover, furthermore, however

- simply, precisely, exactly

- blushed, flushed, reddened

- think, thought, consider, suspect, wonder

You can add your own overused words in the settings screen. Click on the cog icon either in the online editor, or in the Microsoft Word Add-In. When you add an overused word we will automatically calculate the occurrences based on writing samples for each genre, if you want to specify your own then you can put = and the number of occurrences at the end of the line; this will be the max occurrences per 1000 words. It will take longer to analyze the first time after you add new overused words.
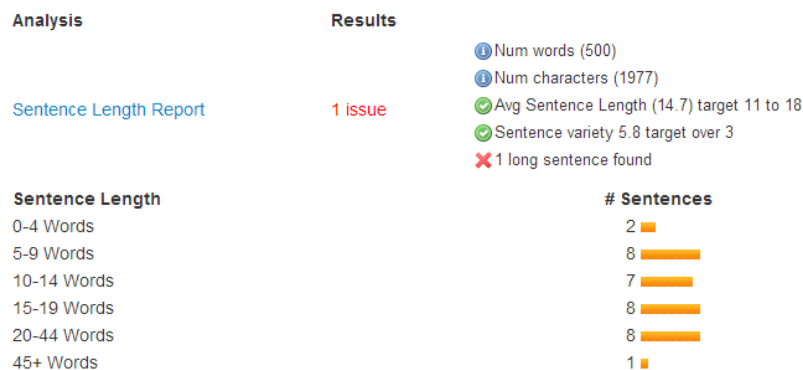
Sentence Length Report

Varying sentence length is an important feature of good writing. Some sentences should be long and flowing; others, short and punchy. Passages in

which all the sentences are about the same length can appear boring. If you've ever sat in front of a piece of writing and wondered why it seems so boring, chances are if everything else seems right it's because all the sentences are the same length. Sentence length must ebb and flow like the tide. Clusters of sentences of the same length can make your writing tepid.

Sentence Length Report

ℹ Shows a visual representation of the sentences lengths of your writing. Try and vary the sentence lengths to maintain the interest of the reader. More Information

Analysis	Results	
		ℹ Num words (500)
		ℹ Num characters (1977)
Sentence Length Report	1 issue	✅ Avg Sentence Length (14.7) target 11 to 18
		✅ Sentence variety 5.8 target over 3
		❌ 1 long sentence found

Sentence Length	# Sentences
0-4 Words	2 ▬
5-9 Words	8 ▬▬▬▬
10-14 Words	7 ▬▬▬
15-19 Words	8 ▬▬▬▬
20-44 Words	8 ▬▬▬▬
45+ Words	1 ▪

Long sentences

--- --- --- --- --- ---

I awake, and, for just a moment, I have forgotten the pain. **I open my eyes, ever so slowly, and reach for my cane that always hangs at my side – well you can imagine how hard it must be to get in and out of a hammock at my age – I need all the help I can get.** Every day the weariness grows. One day I hope I will awake, rejuvenated by some ghost-demon magic, or dead, either one would be a relief. Sometimes I

The Sentence Variation report visually represents the length of each sentence, with one dot for each word in the sentence, in this way you can easily scan down the reports and see for areas where all the sentences are of similar lengths. Try to vary sentence length to keep your reader's interest.

Pro Writing Aid also calculates the average sentence length and a sentence variety score. These are checked against our recommended levels and an error is reported if your sentences are too long, too short, or not varied enough.

The sentence variety is calculated using a concept called standard deviation.

This is a mathematical measure of variety from the average. The higher the standard deviation, the higher the variation in your sentence lengths.

ProWritingAid also checks your work for long sentences. Long sentences are often hard to understand and should be shortened them for clarity.

It's difficult to accurately split sentences up. Abbreviations, such as etc. can cause confusion and cause difficulty. Also text written in dialog can be difficult to split into sentences. ProWritingAid uses statistics to work out sentence limits but it can't always be 100% correct so please let us know if it fails to split a sentence correctly and we'll try to improve our algorithm.

Paragraph Length Report

The paragraph length report is very similar to the sentence length report in its concept. It will highlight overly long paragraphs.

Paragraph Length Report

ℹ A visual representation of the paragraph lengths of your writing. Avoid writing more than five or six sentences in a too many short paragraphs. More Information

Analysis	Results	
Paragraph Length Report	✓	✓ Avg Sentences per Paragraph (5.7) target below 6
		ℹ Avg Words per Paragraph (83.3)
		ℹ Avg Sentences per Non-Dialogue Paragraph (5.7)
		ℹ Avg Words per Non-Dialogue Paragraph (83.3)
		ℹ Avg Sentences per Dialogue Paragraph (0.0)
		ℹ Avg Words per Dialogue Paragraph (0.0)

Paragraph lengths in words

Paragraph Length	# Paragraphs
0-39 Words	1 ■
40-59 Words	1 ■
60-79 Words	1 ■
80-139 Words	1 ■
140+ Words	2 ■

Paragraph lengths in sentences

Paragraph Length	# Paragraphs
1-2 Sentences	1 ■
3-3 Sentences	1 ■

A paragraph is a logical grouping of sentences. A paragraph should develop one point and no more, but it shouldn't confuse a reader. Long paragraphs are difficult to understand so if you feel that your point needs over five or six sentences to develop it then you should try to find a logical place to split the paragraph. If you are talking about a different point at the end of a paragraph than at the start this is a sign that the paragraph should be split.

Conversely, many short paragraphs can become boring for the reader. There is a tendency in modern day web-copy to "dumb down" the copy by having one sentence per paragraph. This completely negates the point of paragraph as a logical grouping of sentences related to a particular point and should be avoided.

Grammar Report

The grammar and spelling report checks for 1000s of patterns that are poor grammar. This includes checking for things like commonly misspelled words, misused words, incorrectly declined verbs, etc. It will also check for spelling mistakes. Users of the premium version of ProWritingAid have the ability to add words and phrases to their personal dictionary so they will no longer be flagged in this report.

Grammar Report

ⓘ Checks your text for grammar errors and potential word mis-use. More Information

Analysis	Results	
Grammar Report	2 issues	✖ grammar 1 issues found
		✖ spelling 1 issues found

--- --- --- --- ---

I place my cane firmly on the ground and, slowly, with its aid, I lower myself from the hammock. Now the rains have gone my joints don't hurt so bad. Today won't be too bad, I think – I'm prone to be over optimistic.

--- --- --- --- ---

I am not alone. The hut is full of humanity in different states between the two great worlds. My grand-daughter Monasi is already busy tending the embers of last night's fire. She pokes around in the ashes to find an ember still glowing and too it she adds some dry kindling. Within minutes she has skilfully brought it to life and started a new fire and the daily cycle begins to repeat itself once again. She starts to boil water.

--- --- --- --- ---

Writing Style Report

The writing style report brings together a number of possible stylistic issues. The writing style report highlights:

i. **Passive verbs.** Try to avoid passive verbs in your writing. Use strong active verbs instead. http://prowritingaid.com/art/264/Improve-your-Writing-Tip--3---Favour-active-verbs.aspx#.UoyzRMTwYy4

ii. **Hidden verbs.** A verb changed into a noun accompanied by a

weak verb. Try to avoid these: http://prowritingaid.com/art/265/Improve-your-Writing-Tip--2---Don-t-hide-your-verbs%2c-rejoice-in-them.aspx#.UoyztsTwYy4

iii. **Adverbs.** Not always bad but tend to be overused. Often you can just use a stronger verb for more impact. http://prowritingaid.com/art/266/Improve-your-Writing-Tip--1---Favour-strong-verbs-over-adverbs.aspx#.Uoy0FsTwYy4

iv. **Repeated sentence starts.** Although sometimes used for emphasis in speech writing, repeating sentence starts can produce boring writing. http://prowritingaid.com/art/250/Improve-your-Writing-Tip--17---Don-t-repeat-sentence-starts.aspx#.Uoy0ZcTwYy4

Writing Style Report

ℹ Highlights areas where your writing style might be improved, such as use of passive and hidden verbs. More Information

Analysis — **Results**

Writing Style Report ✓
- No passive verbs found
- No hidden verbs found
- ℹ 9 adverbs found. Use adverbs sparingly in your writing, especially creative writing.
- No repeated sentence starts found
- Passive index (0.0) target up to 25

--- --- --- --- --- ---

I awake, and, for just a moment, I have forgotten the pain. I open my eyes, ever so slowly, and reach for my cane that always hangs at my side – well you can imagine how hard it must be to get in and out of a hammock at my age – I need all the help I can get. Every day the weariness grows. One day I hope I will awake, rejuvenated by some ghost-demon magic, or dead, either one would be a relief. Sometimes I dream of my hammock as a cocoon from which I shall emerge, reborn, a beautiful butterfly – but it is only a dream. Dreams set me free – in them I can run, and jump, and make love like a young buck, master of the jungle. The irony is that, between the pain of my joints and the weakness of my bladder, I don't have many dreams; even empty sleep is a welcome luxury.

I place my cane firmly on the ground and, slowly, with its aid, I lower myself from the hammock. Now the rains have gone my joints don't hurt so bad. Today won't be too bad, I think – I'm prone to be over optimistic.

Sticky Sentence Report

Sticky sentences are ones containing a high percentage of sticky words. Sticky words are the 200 most common words in English (excluding the

personal pronouns). Sticky words are used to link nouns, verbs, adverbs and adjectives. Almost every document could benefit from a reduction in the number of sticky words. ProWritingAid highlights sticky sentences to help you improve your writing. Hover over the sentence to see the percentage of sticky words.

Words drive your writing. Always strive to use strong verbs and reduce your reliance on adjectives. You can think of the glue words as the empty space in your writing. The more of them there are the more empty space you readers must pass through to get to the actual meaning. By cutting down sticky words in your sentences you help expose the true meaning and make the reader's job easier.

The sticky sentence report will highlight any sentences in your writing that contains a high percentage of sticky words. It will also highlight those sticky words for you. Try to reduce the number of sticky words in your sentence to improve its clarity.

Example

Original: I was able to use the information that I have in my files and spoke

to a number of people about the problem and managed to resolve the problem.

Glue Words: 58% - Sentence Length 29 words

Redraft: I resolved the problem using my contacts and the available information.

Glue Words: 36% - Sentence Length 11 words

The redraft saves 18 words in a 29-word sentence.

Clichés and Redundancies

Our cliché and redundancy finding tool helps you to find clichés and redundancies in your text. Clichés and redundancies make your writing sound amateurish. George Orwell in his rules of writing said: "Never use a metaphor, simile, or other figure of speech which you are used to seeing in print". Clichés are often the result of lack of imagination or laziness, and, as Orwell says are often "merely used because they save people the trouble of inventing phrases for themselves." Try to come up with a new analogy or metaphor wherever you have used a clichéd one. Examples of clichés: asleep at the wheel, back in the saddle, barge right in, bored to tears.

As well as listing the clichés and redundancies in your text, the report shows the text where these phrases occurred. You can use this to quickly decide which phrases you need to change.

For clichés that concern you, try replacing them with something that is unique to your characters, situation, or setting.

For redundancies, deleting the redundant word usually solves the problem.

For example: "He reversed the car back" can be simplified to "He reversed the car".

Plagiarism Report

The plagiarism report checks over a billion web-pages, published works, and academic papers. To check your work for plagiarism you must [purchase a plagiarism checker bundle](). Our lowest price bundle is just $5 for 10 checks.

If you have purchased a plagiarism bundle then run the plagiarism report individually by clicking the arrow next to the 'Analyze' button, and selecting 'Plagiarism Report'.

The plagiarism checks performed by ProWritingAid will make sure that you have correctly cited any unoriginal content. It is easy for unoriginal content to slip into your work, and the consequences can be disastrous.

Repeated Words & Phrases

This report highlights any words and phrases that you have repeated within a short space of writing. The distance in which to look for repeats is editable within the settings screen. Common words are not included in the analysis, otherwise there would be too much noise. Duplicating or repeating a word or phrase too quickly is an easy mistake to make. If you've just used a word then it will be active in your mind and so you can easily use it again without even realizing. This is a key sign of an inexperienced writer, or not enough time spent on the editing phase! Although it can be an easy mistake to make it can be really difficult to spot. Duplicated words are highlighted in the same color so that you can quickly identify them.

Repeated Phrases Summary

This report gives you a summary of the repeated words and phrases in the

whole document. Sometimes you may have repeated a phrase without even realizing it. This can also happen as a result of a copy and paste. This report allows you to see all of the repeats and, if you are a premium member, to edit them directly.

Eloquence Report

This report is designed to help you develop your use of stylistic writing techniques such as alliteration, epistrophe, and hendiadys. The items in this report are not suggestions, just aids to help you along the way. For more information we highly recommend the book: The Elements of Eloquence by Mark Forsyth. This report is for advanced users only.

Transitions Report

Transitions are the cement that holds our writing together. They are the short phrases that draw relationships between and within the sentences in a text. For example, "for example" is a transition, as are "likewise", "similarly", and "thus".

Transitions Report

ℹ Highlights the transitions in your report. Transitions help organize ideas. Writing that is short on transitions is often hard to follow. Non-fiction writing that has under 1 transition per 4 sentences tends to be less understandable. More Information

Analysis	Results	
Transitions Report	1 issue	✖ Transition percentage 2.94% (suggested > 25%)

--- --- --- --- ---

I am not alone. The hut is full of humanity in different states between the two great worlds. My grand-daughter Monasi is already busy tending the embers of last night's fire. She pokes around in the ashes to find an ember still glowing and too it she adds some dry kindling. Within minutes she has skilfully brought it to life and started a new fire and the daily cycle begins to repeat itself once again. She starts to boil water.

--- --- --- --- ---

Transition are most important in technical, business, and academic writing because they help us to form a cogent argument. We check for hundreds of transition phrases in your writing and highlight all of the ones that we find.

We generally recommend at least one transition phrase every four sentences. Sections of your writing that have a lower frequency that this may be difficult to follow and disjointed. Scouting over your work for sections low in transitions may help you to identify sections that need re-working.

Corporate Wording Report

The corporate wording report identifies places where wording can be simplified. It concentrates on words and phrases that are often found in corporate reports that make the reports harder to read and understand. It highlights the words that it finds and suggests alternatives.

NLP Predicates Report

Our NLP (Neuro-linguistic programming) Predicate Words report allows you to easily identify the key modality or representation system of a piece of

text. NLP is an approach to communication, personal development, and psychotherapy created by Richard Bandler and John Grinder in California, United States in the 1970s. Its creators claim a connection between the neurological processes ("neuro"), language ("linguistic") and behavioral patterns learned through experience ("programming") and that these can be changed to achieve specific goals in life.

Our NLP Predicate Words Report highlights the predicate words in a piece of text. Predicate words are the words and phrases in NLP (primarily verbs, adverbs and adjectives) that reveal the representational system of the writer.

The primary sense based representation systems in NLP are:

● Visual

● Auditory

● Kinesthetic

● *Smell and taste are a minor representation system

In addition we can encode our experiences in words. This representation system is known as 'auditory-digital' and is the 4th main representation system in NLP.

If you are analyzing a document written by someone else then this will show you their preferred representational system. This may help you tailor your writing to build rapport.

If you do not know the preferred representation system of the reader of your writing then you should aim to include words from all of the representation

system, not just your own preferred one. This will help your writing to be more appealing to a broader range of readers.

Pronouns Report

This report highlights the initial pronouns in your text. Repetitive use of initial pronouns can lead to boring text, e.g. He did this. He did that. He did another thing.

Diction Report

Provides a list of possible diction problems and suggestions on how you might revise them.

Study each suggestion for those words or phrases to determine whether or not the suggestion is appropriate in your context. The words or phrases in the Word or Phrase column appear in your writing. The suggestions in the Suggestion column offer possible alternatives which may apply in the context of your writing.

Diction Report

ⓘ Provides a list of possible diction problems and suggestions on how you might revise them. More Information

Analysis		Results	
Diction Report		5 issues	✖ Diction (5)
Word or phrase	**Found**	**Suggestion**	
☑ some	2	Simplify: Try the, this, that	
☑ it is	1	Omit	
☑ I think	1	Avoid this phrase	
☑ there is	1	Wordy: avoid unless absolutely unavoidable to assert existence: "There is my brother."	

--- --- --- --- --- ---

I awake, and, for just a moment, I have forgotten the pain. I open my eyes, ever so slowly, and reach for my cane that always hangs at my side – well you can imagine how hard it must be to get in and out of a hammock at my age – I need all the help I can get. Every day the weariness grows. One day I hope I will awake, rejuvenated by **some** ghost-demon magic, or dead, either one be a relief. Sometimes I dream of my hammock as a cocoon from which I shall emerge, reborn, a beautiful butterfly – but **it is** only a dream. Dreams set me free – in them I can run, and jump, and make love like a young buck, master of the jungle. The irony is that, between the pain of my joints and the weakness of my bladder, I don't have many dreams; even empty sleep is a welcome luxury.

Vague & Abstract Words Report

Provides a list of possible vague or abstract words in your writing.

Vague & Abstract Words Report

ⓘ Provides a list of words that may be considered vague or abstract. Consider strengthening them. More Information

Analysis	Results	
Vague & Abstract Words Report	16 issues	✖ Vague & Abstract Words (16)
Word or phrase	**Found**	**Suggestion**
☑ slowly	3	Vague
☑ all	3	Vague
☑ some	2	Vague
☑ bad	2	Vague
☑ would	1	Vague
☑ beautiful	1	Vague
☑ like	1	Vague
☑ softly	1	Vague
☑ already	1	Vague
☑ down	1	Vague

--- --- --- --- --- ---

Study each suggestion for those words or phrases to determine whether the suggestion is appropriate in your context. The words or phrases in the Word or Phrase column appear in your writing. The suggestions in the Suggestion

column offer possible alternatives which may apply to your writing.

Abstract Words

An abstract noun denotes an intangible, such as a quality or state. A concrete noun denotes the person or thing that may possess that quality or be in that state. For example: man is concrete and humanity is abstract, brain is concrete and thought is abstract. Abstract nouns are necessary in their proper places, but should not be used to excess. Using abstract nouns to excess:

- Makes statements indirect, and therefore their meaning is more difficult to grasp. The commonest form is to make an abstract noun the subject of a sentence where a concrete noun would be more natural, for example, "was this the realization of an anticipated liability?" instead of "did you expect you would have to do this?"

- Second, abstract nouns have less precise meanings than concrete ones, and therefore should be avoided as far as possible by those who wish to make their meaning plain. There is not room for wide variation in the interpretation by different people of such words as house and ship. But there are many differences of opinion about words such as 'liberty' and 'democracy'.

Ironically the vagueness of abstract words is one reason for their popularity. It is harder to be precise. We are often tempted to prefer the safer obscurity of the abstract.

Be specific or try to edit these words from your writing. Occasionally using one of these words (say one a page) won't ruin your style. However, the

more you use these words, the less readable your writing becomes.

Complex Words Report

This report helps you to find complex words in your text. It highlights words that are more than 3 syllables long in different colors depending on the length. To not highlight words of a certain number of syllables just un-check the box next to the count in the table at the top.

Alliteration Analysis

The alliteration analysis helps you to **find alliteration** words in your text and highlights them. Alliteration is the repetition of a beginning consonant sound. One of the most famous examples may be "Peter Piper picked a peck of pickled peppers." Alliteration creates an enjoyable rhythm when reading and so is often used in advertising, or to attract attention and comment. Alliteration is also widely used in poetry.

Alliteration Analysis

ⓘ Highlights alliterations in your writing. Alliterations are a linguistic tool used by some writers for effect. More Information

Analysis	Results	
Alliteration Analysis	✅	ⓘ 17 two word alliterations found
# of words		Found
☑ 2		17

--- --- --- --- --- ---

I awake, and, for just a moment, I have forgotten the pain. I open my **eyes, ever so slowly**, and reach for my cane that always hangs at my side – well you can imagine **how hard** it must be to get in and out of a hammock at my age – I need all the help I can get. Every day the weariness grows. One day I hope I **will awake**, rejuvenated by some ghost-demon magic, or dead, either one would be a relief. Sometimes I dream of my hammock as a cocoon from which I shall emerge, reborn, a **beautiful butterfly** – but it is only a dream. Dreams set me free – in them I can run, and jump, and make **love like** a young buck, master of the jungle. The irony is that, between the pain of my joints and the weakness of my bladder, I don't have many dreams; **even empty** sleep is a welcome luxury.

Pacing Report

The Pacing Report identifies the slower paced parts of your manuscript, such as introspection and back-story (some descriptive passages are caught, too). Slow paced paragraphs are highlighted in bold. Active sections, such as dialogue and character action, are not highlighted. Good writing includes both faster paced and slower paced sections, so your story should contain both highlighted and not-highlighted sections of text. However, introspection and back-story are better 'sprinkled' than 'dumped'. Be careful if you have many paragraphs or pages of highlighted text.

Consistency Report

Checking your writing for consistency is an important part of the editing process. Consistency is an important aspect of writing professionally. Our free copy editing software will check your writing for consistency of spelling, hyphenation, capitalization, and more. If your document contains inconsistencies in spelling and usage, it will create a poor impression among readers who notice them. If you use 'colour' in one place but 'color' in another then people will notice this inconsistency in your writing.

Find spelling inconsistencies

There are over 1,700 spelling differences between UK English and US English, with Canadian English sitting somewhere precariously between the two. It is easy to mix spelling from the UK and the US. Our [spelling consistency software](#) automatically finds and highlights where you have used inconsistent spelling.

Find hyphenation inconsistencies

Inconsistent use of hyphenation can make a document appear less professional. If you use 'long-term' in one place later use 'long term' then this can reflect badly on your writing. Of course, it is not always a mistake to use a hyphen in one place but not in another. For instance 'long-term plan' and 'in the long term' would be correct. However these tend to be the exceptions rather than the rule. Our free [hyphenation consistency checking software](#) will highlight possible inconsistencies in your writing so that you can easily check for errors. Inconsistent use of hyphens is a very frequent error, over 60% of randomly sampled documents have some form of hyphenation inconsistency.

Find capitalization inconsistencies

Some people like to argue about whether words like 'Yoga' should be capitalized or not, but what's sure is that capitalization inconsistency reflects badly on your professionalism as a writer. Of course there are cases where this is valid, such as March and march, as a noun meaning the month or a verb done by the army, but these are the exceptions rather than the rules.

House Style Report

This is a blank report for you to create your own patterns in. Ideal for a house style. Premium users can create their own patterns to search for. These can be included in any report, not just the House Style report.

For more information see the section on <u>User Patterns</u>.

Dialogue Tags Report

The Dialogue Tags Report highlights the dialogue tags in your text.

Editors prefer minimal use of all dialogue tags (except for 'said').   Instead of using dialogue tags, try using the dialogue itself or the character's action to carry emotion.

For example:

- "I'm not going," John yelled angrily.

+ John thumped his fist on the table. "I'm not going and that's final."

In the second example, John's anger was **shown**, not **told**. When you're

reviewing the report results, keep in mind that the Wizard relies on correct punctuation to find the dialogue tags. If the punctuation isn't correct, the Wizard won't find it. If you are not seeing dialogue tags listed that you think should be the check the punctuation near them.

Dialogue Tags Report

ⓘ Highlights the dialogue tags in your text. Editors prefer minimal use of all dialogue tags (except for 'said'). More Information

Analysis	Results	
Dialogue Tags Report	✓	ⓘ 14 dialogue tags found
Dialog Tag		
said	10 ▬▬▬	
asked	4 ▬	

Extra Functionality of the Editing Screen

Word Clouds

Word clouds are a great way of visualizing your writing. They can also make for attractive images to include in your text. ProWritingAid allows you to generate a word cloud from your text by clicking on the Word Cloud button. Here's an example word cloud from the text of this document so far.

You can easily see the key themes of the text: ProWritingAid, writing, words, analysis, and text stand out from the rest. Including a word cloud in an article or blog post can easily help the reader to identify the key themes of your article before they read it.

Miscellaneous

User patterns

ProWritingAid premium allows you add your own patterns so that you can flag certain things within your writing. Many organizations use this for creating a 'House Style'. Examples of house style rules are:

- Always lowercase seasons: spring, summer, fall, winter.

- Never use autumn, always use fall instead

- Use capitals when denoting a region, for example 'university mergers in the North'

To add a pattern, fill in the following details:

1. In the <u>Pattern </u>field, enter the word or phrase you wish to find. The pattern can include:

- lowercase letters, hyphens, apostrophes and spaces if you wish to match on normal words without being case-sensitive,

- uppercase or lowercase letters with a backslash (\) in front of them making them case-sensitive, and making the pattern more specific,

- any other keyboard characters provided you put a backslash (\) in front of them to distinguish them as exact characters, or

- Wildcards (such as *?@) to make the pattern more general. Wildcards are explained in more detail below.

2. In the <u>Category</u> field, select the report that you wish to see your pattern highlighted in. By default the 'House Style' report is selected but you can choose any report. For instance you may wish to add something specifically to the 'Corporate Wording' report.

3. In the <u>Advice Message</u> box, type the message you want Pro Writing Aid to display. If you would like to include suggested replacement text that users can select from, then put square brackets around it e.g. **[this][that][the other]**.

Wildcards

You can use Wildcards in your string patterns to make them more generic, and hence more powerful. For instance if you would like to match 'stand up' and 'stands up' and 'standing up' you could use 'stand@@@ up'.

There are several different types of Wildcard that are understood by Pro Writing Aid.

The * Wildcard

The * Wildcard will match any number of letters, hyphens or apostrophes in a word or different words in a phrase. For example:

Pattern	Will match with
Are *happy /	are happy are unhappy
Are * happy /	are very happy are not happy are often happy

The @ Wildcard

The **@** Wildcard will match up to one letter, hyphen or apostrophe. It's usually used at the beginning or end of a word to match variants with different spelling and to set maximum word length. For example:

Pattern	Will match with
@@happy /	happy, unhappy
stand@@@ up /	stand up, stands up, standing up
le@d /	led, lead

If you use the **@** Wildcard on the end of a word, you should add a space before the backslash to avoid matching any longer words.

The ? Wildcard

The **?** Wildcard matches exactly one letter, hyphen or apostrophe. It is mainly used to find tense or spelling variations or to set minimum word length. For example:

Pattern	Will match with
g?ve up /	give up, gave up
????????* /	all words over 8 characters

The # Wildcard

The **#** Wildcard is used to match a hyphen, space or no character. It is mainly used to find hyphenation issues as it can detect words written with a hyphen, as one joined word or as two separate words. For example:

Pattern	Will match with
under#secretary /	under-secretary under secretary undersecretary
half#hearted /	half-hearted halfhearted half hearted

The . Wildcard

The **.** Wildcard is used to match a hyphen or space. It is used to find words that should be joined as one word. For example:

Pattern	Will match with	but not
under.secretary /	under-secretary **or** under secretary	undersecretary
half.hearted /	half-hearted **or** half hearted	halfhearted

The ^ Wildcard

The **^** Wildcard will match a hyphen or no character. Its main use is to find words that should be two separate words. For example:

Pattern	Will match with	but not
under^secretary /	under-secretary **or** undersecretary	under secretary

half^hearted /	half-hearted **or** halfhearted	half hearted

The ~ Wildcard

The ~ Wildcard will match a space or no character. It is used is to find words that should have a hyphen. For example:

Pattern	Will match with	but not
under~secretary /	under secretary **or** undersecretary	under-secretary
half~hearted /	half hearted **or** halfhearted	half-hearted

The ! Wildcard

The **!** Wildcard will match an optional **s**. It is mainly uses to pick up both singular and plural of words. For example:

Pattern	Will match with
conference! /	Conference conferences

The S Wildcard

The **S** Wildcard will match an optional **s** with or without an apostrophe on either side. It will pick up singular, plural and possessive nouns. For example:

Pattern	Will match with
FayS face /	Fays face Fay's face Fays' face Fay face fay face

The = Wildcard

The = Wildcard will match any number, including decimal point and commas. For example:

Pattern	Will match with
= cm /	6.25 cm 62,354 cm

The + Wildcard

The + Wildcard will match a single digit from 0 to 9. For example:

Pattern	Will match with
\6++ /	600 601 602 ... 699

The \ modifier

Using a \ before a character forces Pro Writing Aid to match only that exact character. You can use this to match any non-alphabetic character other than space, apostrophe and hyphen, or any alphabetic character where you

want to be case sensitive. For example:

Pattern	Will match with	but not
\fay /	fay	Fay
\Conference /	Conference	conference
\I\S\B\N /	ISBN	Isbn

The & modifier

The & Wildcard matches any uppercase character. For example:

Pattern	Will match with	but not
& &* /	C West **or** B Franks	C west **or** b Franks
&&& /	FUN **or** GPA **or** any TLA	fun

Adding Suggested Replacements to Advice Messages

The [ ] brackets

To include suggested replacement text that users can choose from then put square brackets around the item in your message e.g.**[this], [that, [the other]]**. Pro Writing Aid changes the case of the replacement to match the text it found, i.e. either all lowercase, all UPPERCASE or Capitalized.

If you would like to include the option for the user to delete the text then specify [OMIT] in the message.

Message	Matched text	Suggestion
[cease]	stop	**Stop**
	Stop	**Stop**
	STOP	**STOP**

The \ backslash

If you don't want Pro Writing Aid to match the case of the replacement just insert a backslash in front of the replacement.

Message	Matched text	Suggestion
[\Section]	department	**Section**
	Department	**Section**
	DEPARTMENT	**Section**

The * match place-holder

The asterisk (*) allows you to include the matched text in your message, just specify the * where you want the matched text to appear.

The ^ add Capital and ~ remove capital

If you want to change the capitalization of the matched text use an asterisk * inside the brackets with a caret ^ after the asterisk to force a capital, or a tilde ~ to remove it.

Message	Matched text	Displayed advice
Use a capital [*^]	pilates	Use a capital **<u>Pilates</u>**
Use lowercase [*~]	Yoga	Use lowercase **<u>yoga</u>**

FAQs

Word Add-In FAQs

Where can I download your Word Add-In?

The Add-In can be downloaded from [Word Add-In](#).

What versions of Word does the Word Add-In work in?

The Word Add-In works for Word 2007, 2010, and 2013 on Windows.

I'm a Mac user. Why is there no Add-In for the Mac?

Microsoft Word on Mac doesn't have the same framework for Add-Ins that Word on Windows does. We therefore can't create an Add-In. We'd love to but it's just not possible.

I just installed an update and now the ProWritingAid toolbar has disappeared?

This can happen sometimes if the update hasn't installed correctly. Please follow these steps:

- Go to Start Menu -> Control Panel -> Add Remove Programs

- Locate the entry for ProWritingAid and click uninstall

- Make sure that both Microsoft Word and Outlook are closed.

- Re-run the Add-In installer.

The ProWritingAid plugin has disappeared from my toolbar

This can happen sometimes if Word tries to disable the add-in. Please follow

these steps:

- Go to the File Menu in Word, or the large colored button in the top left, depending on your version.

- Select Options

- Select Add-Ins

- Click on the Manage COM Add-Ins button at the bottom of the window

- Make sure that ProWritingAid is checked

I tried that and it didn't work. ProWritingAid is listed in my Disabled Add-Ins

This can happen sometimes if Word tries to disable the add-in. Please follow these steps:

- Go to the File Menu in Word, or the large colored button in the top left, depending on your version.

- Select Options

- Select Add-Ins

- Where it says 'Manage COM Add-Ins' open the drop-down list and click on 'Disabled Items' at the bottom

- Select ProWritingAid in the window that appears and select 'Enable'

- You may also need to check it in the 'Manage COM Add-Ins' option as above

The text still contains color highlights. How can I get rid of them?

If the rubber icon on the toolbar is not working to clear your highlights then the easiest way to remove them is to select the text and press Ctrl+Space. This will revert the text to the 'default' style for your document. It is best practice to have this set up as the main style you are using for your text. If you are unsure of how to do this then please follow these instructions:http://www.pcworld.com/article/227098/how_to_update_the_normal_style_in_microsoft_word.html

Norton, or another anti-virus, says the Add-In is dangerous. Should I believe it?

Norton is notorious for causing issues with Word Add-Ins. Norton relies on a set of heuristics to determine whether something is dangerous. Sadly, one of these is how many times it has seen the same add-in. This is obviously a major issue for smaller software vendors such as ourselves. Norton installs its own plugin to Word that you can't see that in the words of Microsoft "may cause performance issues, the inability to open files within Office, or the inability to install some Office programs."

This Microsoft knowledge base article may help: http://support.microsoft.com/kb/329820

We would recommend that you disable the Norton Office add-in and then try to install the software.

Also if you're interested have a read of this article which may make you think you are wasting your money on Norton. It reveals some of the

specious marketing tactics used by vendors of anti-virus software.http://www.codinghorror.com/blog/2007/12/blacklists-dont-work.html

How do I uninstall the Pro Writing Aid Microsoft Word Add-In?

1. Go to Control Panel

2. Choose Add/Remove programs

3. Select ProWritingAid and click Uninstall

Account FAQs

How do I change my account email address?

You can change the email address associated with your account at any time.

1. Log in to your account.

2. Click on your username in the top right hand corner of the screen.

3. Follow the 'Edit my user details' link.

4. Change your email address and hit 'Save'.

5. Check your email for a link to confirm your new email address.

I've lost my license code. How do I find it?

1. Log in to your account.

2. Click on your username in the top right hand corner of the screen.

3. Under 'Your Membership' you will see your license code.

Security FAQs

At Pro Writing Aid we take security extremely seriously. Our website is run by writers for writers so we appreciate your concerns. Some of the questions we get asked about security are:

Is my work retained when I use your editing software?

No. We never keep any work. Even if it causes an unexpected error in the system, we still have to ask the user to supply us with the text so we can identify the problem. We run thousands of analysis requests every day and none of them are stored on our servers. We give you our word, as fellow writers.

Is my work secure when using your annotation service?

Yes, totally. If you have asked for it to be. We have three levels of security for our annotation service:

- **Super-high-max secure**: Only users that you have invited to see your work and that have also logged in through our security system may view your work. This is the belt-and-braces approach and may deter some of your potential beta-readers as they will have to register on the site.

- **Secure (the default)**: Only users that you have sent a link to can see your work and comment on it. They links that we send are for all intents and purposes unguessable! We worked it out once and it would take a computation grid using 1/10th of the world's energy for a year to guess your link, or put in other words, you're more likely to win jackpot on the lottery 10 weeks in a row.

- **Public**: Your story is visible to anybody. Many people like to publish their initial chapters to a wider audience. This has a number of benefits including spotting more errors, and building a following

Will my text be indexed by Google (and other Search Engines) if I make it public?

No. We use a file called Robot.txt to make sure that search engines don't not index your work. You can be certain that the content of your work will not appear in Google. You therefore don't have to worry about duplicate content issues that may arise. For more information about how Google uses Robot.txt please read: [Info about Robots.txt](#)

Contact and Support

About the company

Orpheus Technology is the parent company of ProWritingAid. We're a small company based in the United Kingdom.

Technical support

This is available through a number of different channels.Always remember to check the FAQ online to see if your question is answered there: http://prowritingaid.com/en/App/FAQ

If you don't find the answer to your question there, please feel free to send us an email at: hello@prowritingaid.com. While we do our best to get back to you promptly it may sometimes take up to 48 hours for a response, especially at the weekends.

Suggestions for improvement

We always love to hear your suggestions. One popular one seems to be "just make my writing better". To which we always say: "if only it were that easy". Sadly, there are no shortcuts to great writing, but there are things to help us along the way. We run a system whereby our users can vote on what they'd like to seem implemented next. Please add your suggestions to our forum at: http://prowritingaid.uservoice.com

The more specific you can be the better, and always try and include examples. If they are technically possible (which sadly not all of them are), then we will do our best to implement them in the order of popularity.

Always check to see if a similar idea has already been suggested and add your votes to it. That way, it is more likely to get implemented.