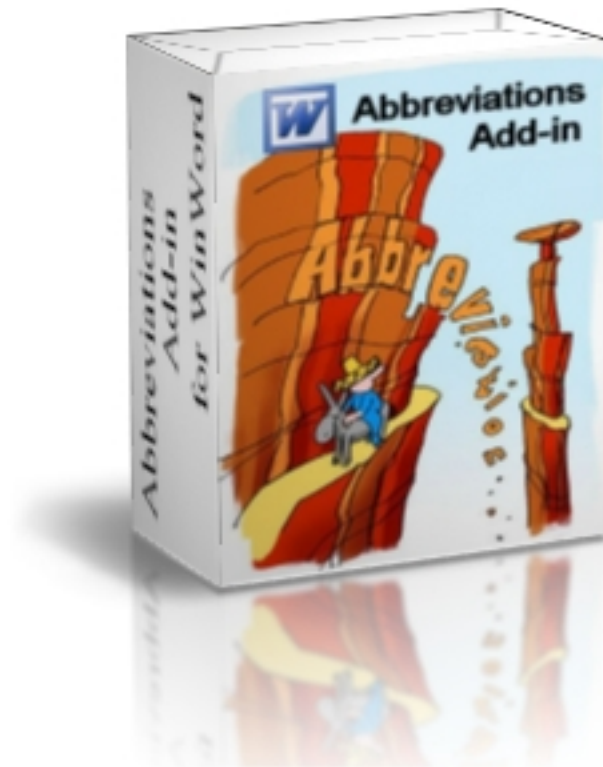# Abbreviation Management Package

Add-in for Microsoft WinWord

Version 1.3

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User Manual

Made in
Zurich, Switzerland

Introduction

Thesis and paper writing has many obstacles that one should bypass to write a good publication. Among these obstacles are abbreviations. Abbreviations are short words that usually refer to a previously declared group of words and are written between brackets in the first occurrence.

For example: Power spectrum density (PSD) represents the power for each frequency component in a signal. PSD may be used in extracting speech parameters.

For large documents with many abbreviations, it will be very time consuming to trace each abbreviation and if it was revealed before. This problem happens mainly when one integrates other group of documents to build a bigger one. Additionally, one has to write an abbreviation list that includes page number of first existence of each abbreviation used. For this reasons, this tool has been programmed to taking over all abbreviation management processes and simplify publication and document writings.

Features:

- Create smart and portable abbreviation fields in MS Word documents.
- Uses libraries(s) for abbreviation management.
- Open/Create abbreviation libraries(s).
- Add abbreviation(s) to a library.
- Insert abbreviations into MS Word according to abbreviation rules.
- Delete abbreviations from the library with or without document updating.
- Update abbreviations after integrating other documents.
- Create abbreviation list with first page of occurrence from the documents.
- Toolbar remembers previous location setting
- Support bidirectional languages (right-to-left and left-to-right)
- Support plural form of abbreviations.
- Supports low and upper case for the same acronym with different meanings.
- Online search for abbreviation acronyms.
- Export abbreviations to library
- Automatic search for nearest abbreviation to the selected text.

Manual

In the first time installation of this Plugin user sees a new tool bar in Microsoft Word. Figure 1 shows the abbreviation management tool bar.
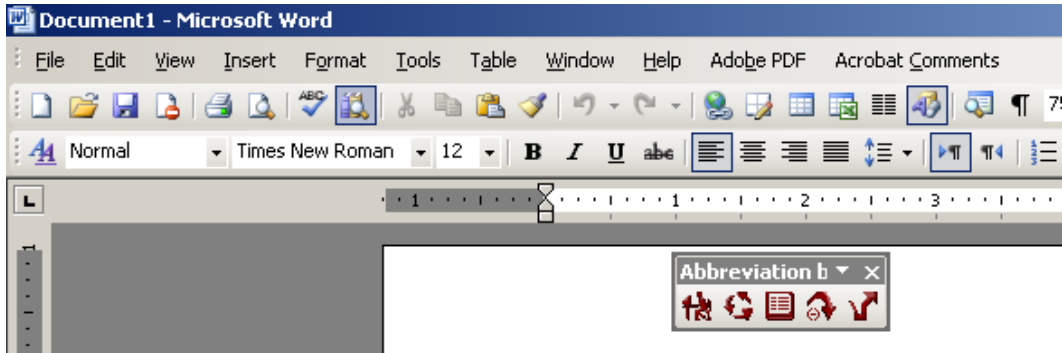

Figure 1: Abbreviation management toolbar as seen in Microsoft Word application.

Abbreviation toolbar:

The toolbar consists of 5 buttons from left to right respectively:

1- Abbreviation management
2- Update document
3- Insert abbreviation list
4- Insert last selected abbreviation
5- Export abbreviations to library

1- Abbreviation Management Button

Clicking on the abbreviation management button, one sees the following window as shown in Figure 2.

Figure 2: Abbreviation management Add-in window.

Open database button:

This button is used to open an existing abbreviation library. Such library holds the abbreviations which can be used in building a document. Users could open different databases sequentially for writing one document.

Create a new database:

This button is used to create a new abbreviation library. Abbreviation libraries are files with type ".abb" and can be created any where on the computer or the network. Users can use one or many libraries for each document. It may be useful to create one main library for common abbreviations used in our documents.

Add a new abbreviation:

Click this button to add a new abbreviation and an abbreviation text to the library. See the following example.
Ex: Abbreviation text: power spectrum density
   Abbreviation: PSD
It is recommended that abbreviation texts do not start with capital letters because this it occur in the beginning of a sentence, click F7 for dictionary checking and Word will request to correct the first letter which may be easier in editing according to one's taste. It opens a window to write the abbreviation, its meaning and chose the language direction (left to right as English or right to left as Arabic).
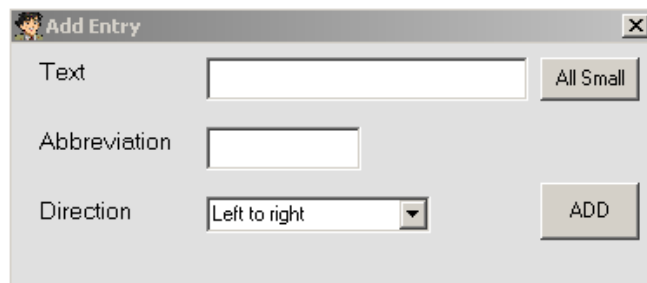
Figure 3: Adding a new abbreviation.

Insert in Word:

Select an abbreviation from the library by clicking on the abbreviation list area (single click) and then click on this button to insert the abbreviation into your document. This tool will take care of abbreviation format according to their previous declaration rule (see the example in the introduction).

Remove an abbreviation:

Select an abbreviation from the library by clicking on the abbreviation list area (single click) and then click on this button to delete the abbreviation from the open library. The application will ask, if one wants to disconnect links in the document refereeing to this abbreviation (see Figure 3).
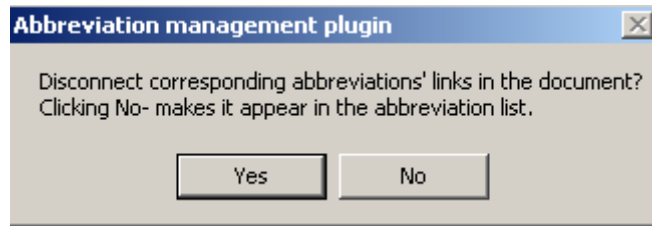

Figure 4: After deleting an abbreviation from the library.

Select "Yes" to change fields in the document, pointing to this abbreviation, to its full text form. This means also that you decide not to include them in abbreviation list when it will be generated.

Selecting "No" keeps fields in the document, and they will appear in abbreviation list when generated. This is an additional security level to protect document from deleting a field by mistake.

Search for abbreviation online

Select this button to search for an abbreviations meaning online. Currently, the Add-in supports four servers. This button opens a new window; input the abbreviation and click search. This will open the default browser and do the requested search.
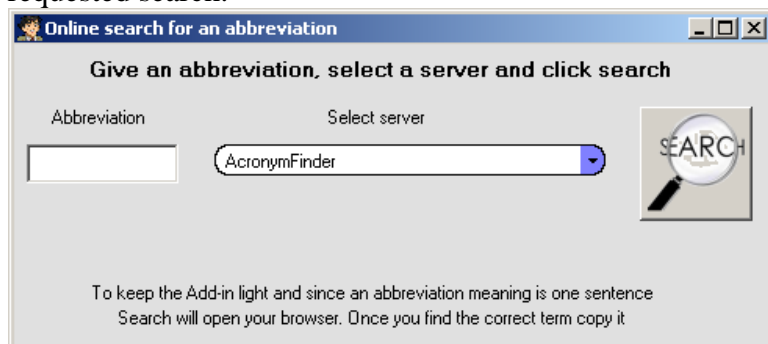

Figure 5: Searching online for an acronym.

Activate software:

Purchase this software online, simply by clicking this button. It will open an additional window to complete the purchase (see Figure 4) with two buttons; *"Check Out"* to continue the purchase and *"Activate software"* to activate the application. If the purchase is completed correctly, you will receive an automatic email with the activation key, it is possible to activate the software while purchasing. Click "Activate Software" button to enter the activation key. Activating the software gives full power with no limitations.
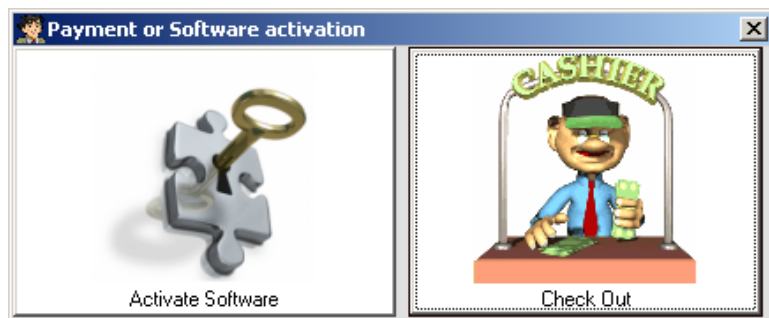

Figure 6: Purchase and activation window.

About button:

This button opens a new window for author information as shown in Figure 5.

Figure 7: Author information of abbreviation management Add-in.

2- Update the document

Update button collects information regarding used abbreviations in the current document. It checks if each abbreviation was properly declared. First time to declare an abbreviation it is put between brackets, otherwise only the abbreviation is used. This tool is useful

when integrating pieces from different documents having common and different abbreviations into a bigger file. Abbreviations used in the document do not have to exist in the opened library. To use the update process, one must open an existing library (database) first. An example of a simple library is shown in Figure 6.
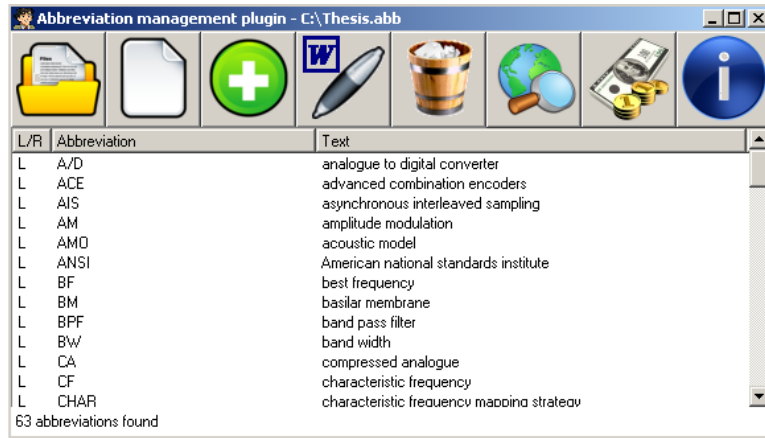

Figure 8: Example of an abbreviation library (database).

Abbreviation editing:

To edit an abbreviation or its text, double click on and start editing. Once finished click OK button.
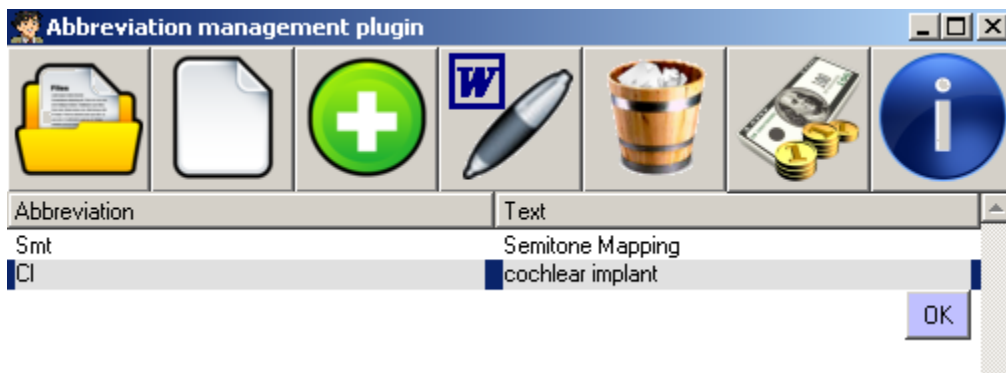

Figure 9: Abbreviation editing by double clicking, editing and pressing OK.

To test this button if you have the .doc file of this manual, copy the following text in to a new document, open or create a library and click update.

Test:

"CI is a device aimed at restoring speech perception. CI devices use Std mapping. The Standard (Std) mapping is not very useful because it compresses the low frequencies. Semitone Mapping (Smt) is a new strategy that was implemented. Smt is believed to improve music representation. Smt mapping may be better than Std mapping."

Result:

"Cochlear implant (CI) is a device aimed at restoring speech perception. CI devices use Standard (Std) mapping. The Std mapping is not very useful because it compresses the low frequencies. Semitone Mapping (Smt) is a new strategy that was implemented. Smt is believed to improve music representation. Smt mapping may be better than Std mapping."

3- Insert abbreviation list

Abbreviation lists are tables with three columns, illustrating the abbreviation, the abbreviation text and the page number of the first occurrence. Open a library and click this button to generate abbreviation list at the end of a document. If you don't want it to be at the end, cut it and past it any where you want in the document. The abbreviation list is sorted according to the 'Abbreviation' column with a case insensitive ascending sorting. This provides a human sorted alphabetical list.

An example for abbreviation lists corresponding to the opened library shown in Figure 9 is given in Figure 10.

List of abbreviation

Abbreviation	Meaning	Page
A/D	analogue to digital converter	19
ACE	advanced combination encoders	20
AIS	asynchronous interleaved sampling	32
AM	amplitude modulation	39
ANSI	American national standards institute	18
BF	best frequency	29
BM	basilar membrane	38
BPF	band pass filter	35
C-Level	comfort level	19
CA	compressed analogue	32
CHAR	characteristic frequency mapping strategy	37
CI	cochlear implant	14
CIS	continuous interleaves sampling	30
dB	decibel	23
DC	direct current	15
EECIS	envelope enhanced continuous interleaved sampling	31
ERB	equivalent rectangular bandwidth	38
f0Sync	f0 synchronized ACE	34

Figure 10: A real example of a generated abbreviation list in a thesis.

Notice that if you decide to move the abbreviation list from the end, please regenerate it to have the correct page numbers due to this move. If it takes more pages than the previous output, it has also to be regenerated. No worries, the Add-In takes care of this case.

4- Insert last selected

If a library opened, and an abbreviation was previously selected, as a short-cut clicking this button inserts the last selected abbreviation into the document.

5- Export abbreviations to library

In many cases the original library that was used while writing the document may be lost due to wrong delete command from the user, in such a case a recovery of the used library may be achieved; open or create a new library and click "Export" button.

General notes

- In some windows versions, the installation needs a restart for the plugin to be activated.

- In some cases, an abbreviation should be written in a plural form as in the following example: eg: Cochlear implants (CIs) are devices aimed at restoring speech perception.

  Notice the existence of 's' in the abbreviation and the term. The abbreviation should be added to the library in a singular form and one point should be taken into consideration. Updating the document will revert it to its original format without 's' unless the abbreviation is the first time to exist. A good practice is to avoid such terminologies or use the following implemented way:

  1- Insert the abbreviation into the document.
  2- Click "update document" button to update its format.
  3- Edit the show of this abbreviation by adding the 's'.
  4- Don't add the same abbreviation in preceding paragraphs later or edit its direction.

- If you are writing a thesis, do not insert abbreviation fields in the abstract otherwise this will affect the first page of occurrence when the list of abbreviations is generated. One can write it manually.

Change history

Ver 1.3: Added export abbreviations to a library button
　　　A new feature; highlight a text and press abbreviation management button ""
　　　　select the nearest abbreviation
　　　 New icon sets

Ver 1.2: Supports online search for acronyms

Ver 1.1: Added right-to-left support
　　　Enhanced abbreviation list when it shifts page number

Ver 1.0: Produced in November 09

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