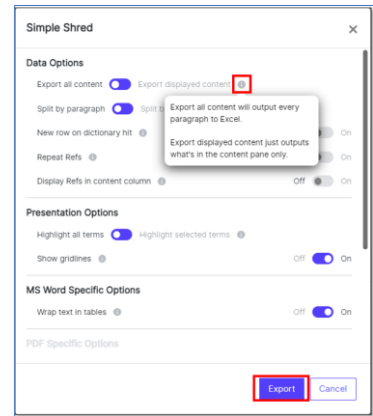
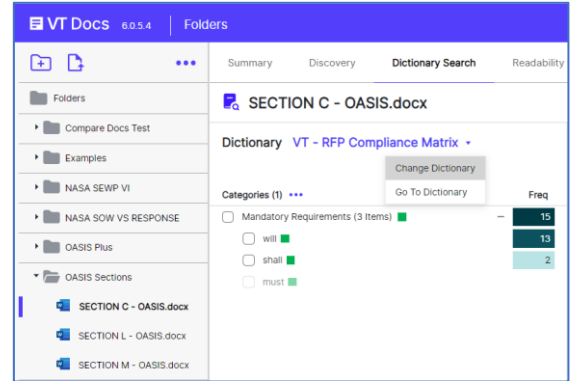


Simple Shred

1. Select the document you want to shred from your folder.
2. Click the 'Dictionary Search' tab or the 'Simple Shred' shortcut on the Summary tab.
3. A set of dictionary search terms is shown on the left. Use the 'VT - RFP Compliance Matrix' dictionary to get started. Select the name of the dictionary (purple writing) to change to a different dictionary.
4. Click 'Shred to Excel' and select 'Simple Shred (Compliance Matrix)' from the drop-down menu.
5. Choose your preference options from the pop-up window. Hover over the **i** to see an explanation of each option.
6. Click **Export**
7. Save the Excel file to your local drive.

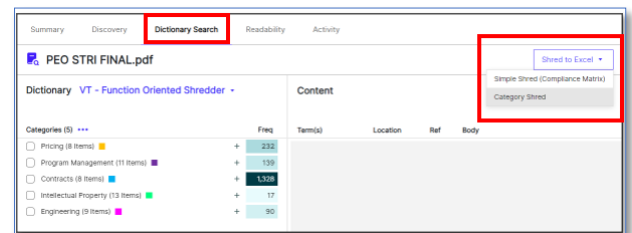
A full shred of your document is shown. Dictionary hits are bolded.



Category Shred

1. Select the document you want to use from your folder.
2. Click the 'Dictionary Search' tab or the 'Category Shred' shortcut on the Summary tab.
3. A set of dictionary search terms is shown on the left. Use the 'VT - Function Orientated Shredder' dictionary to get started.
4. Click 'Shred to Excel' and select 'Category Shred' from the drop-down menu.
5. Choose your preference options from the pop-up window.
6. Click **Export**
7. Save the Excel file to your local drive.

The content of your document is in Column D. Dictionary hits are bolded. Categories are given their own columns from column H onwards.



Content	Category	Term	Term Description	Contracts	Engineering	Intellectual Property	Pricing	Program Management	Density
List of Government Furnished Property, in accordance with PGI 245.201.71	Contracts	contract*		x					1
Invoice and payment provisions to the extent not covered by the contract to include selection of appropriate payment clause from PGI 204.7108	Contracts	contract*		x					1
Accounting and Appropriation Data	Program Management	schedule						x	1
Delivery location and schedule	Program Management	data rights				x			1
Organizational Conflict of Interest provisions	Contracts	contract*		x					1
Data Rights	Contracts	contract*		x					1
Contract financing method	Contracts	contract*		x					1
Delivery Orders/Task Orders shall be placed in writing and distributed to the contractor by facsimile or by electronic commerce methods.	Contracts	contract*		x					1
(End of Clause)									
W50204-15-0-0212									
Page 36 of 106									
5152.228-6001 LIABILITY INSURANCE (ACC-ORL) (JUN 2015)	Contracts	liab*		x					1
The following types of insurance are required in accordance with the clause entitled, FAR 52.228-5, "Insurance-Work on a Government Installation" and "52.228-7, "Insurance-Liability to Third Persons" and shall be maintained in the minimum amounts shown:	Contracts	liab*		x					1
Comprehensive General Liability: \$200,000 per person and \$500,000 per accident for bodily injury	Pricing	\$ liab*					x		3

Dictionary Search: Folder View

Suggested Use Cases

Review Resumes for Qualifications

- Check for specific qualifications across a folder of resumes.

Guide Bid/No-Bid decisions

- Create a dictionary that lists your core competencies and no-bid characteristics. For example, if your company does not support 'cost plus accounting', but it's required and mentioned in an RFP, you would likely 'no-bid'.

Highlight Risk Elements for Program Delivery

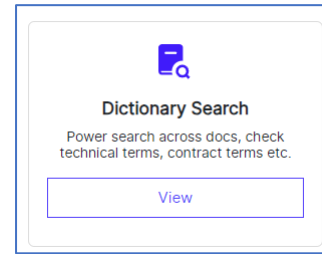
- Use a dictionary to pinpoint potential red flags for program delivery.

Past Performance/Proposal Search

- Find prior occurrences of content. Can used to validate experience or to reuse content in a current pursuit.

Teaming Partner Capability

- Upload partner capability statements. Use a dictionary to check for key capabilities.

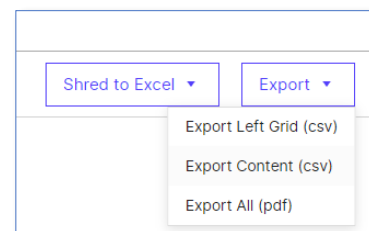
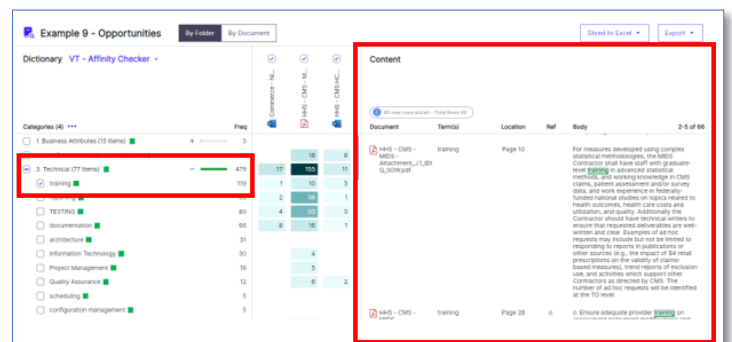
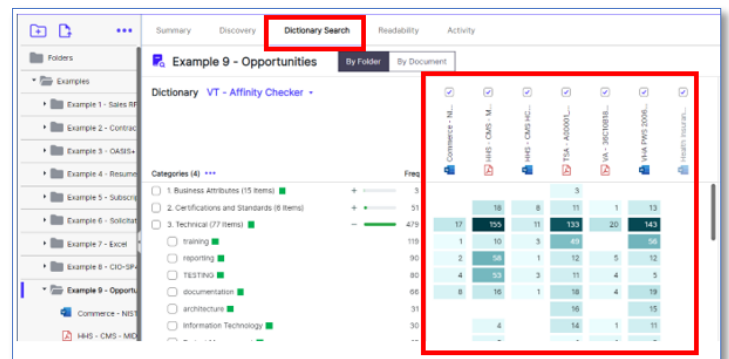


How to use Dictionary Search: Folder View

1. Select a folder.
2. Click 'Dictionary Search'.
3. A set of search terms is shown on the left.

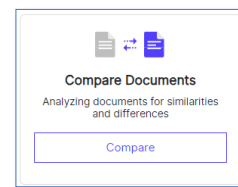
Use the 'VT - Affinity Checker' dictionary to get started. Select the name of the dictionary (purple writing) to change to a different dictionary.

4. Each document has its own column on the right. The numbers in each column is the number of times the search term is found in that document.
5. You can check the box beside any search term to read where that term was found in your documents. The content pane on the right will be populated once a check box is selected.
6. You can export the left grid, content or all. Select 'Export' from the top right corner.



Compare Documents

1. Click 'Compare Documents' from the Summary tab.
2. Select the documents you want to compare. Select the older version first and the latest version second.
3. Click 'Compare'.
4. Review doc compare results in Excel.
5. Column C indicates the type of change that has occurred, if any. There are four possible options in this column:
 - **IDENTICAL** (no change)
 - **MODIFIED** (a change to the text within that section)
 - **ADDED** (a new paragraph or section not in the previous version)
 - **DELETED** (a section or paragraph from the first version removed from the newest version)



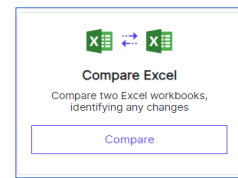
Baseline Document NASA DRAFT RFP			vs.	Latest Document NASA FINAL RFP			
Content	vs.	Heading	Ref	Content	vs.	Heading	Ref
6. Project Management, Maintenance, Upgrades, and Training	IDENTICAL	1. Price Schedule		6. Project Management, Maintenance, Upgrades, and Training	IDENTICAL	1. Price Schedule	
Key Personnel (Must be included in Draft Project Plans—Appendix B)	IDENTICAL			Key Personnel (Must be included in Draft Project Plans—Appendix B)	IDENTICAL		
Project Manager	MODIFIED	1. Price Schedule	5.A00	Project Manager	MODIFIED	1. Price Schedule	5.A00
Derek Hancock, Operations Analyst				Derek Hancock, Operations Analyst			
2400 Boston Street, Ste 302 Springfield, WQ 11223 111 222 3333 (phone) jason@TKZtech.com				2400 Boston Street, Ste 302 Springfield, WQ 11223 111 222 3333 (phone) jason@TKZtech.com			
Lead Developer and Integrator				Lead Developer and Integrator			
Jill Hancock, Development Analyst				Jill Hancock, Development Analyst			
2400 Boston Street, Ste 302 Springfield, WQ 11223 johng@TKZtech.com				2400 Boston Street, Ste 302 Springfield, WQ 11223 johng@TKZtech.com			
TKZ will assign a dedicated Project Manager to ensure smooth development of	MODIFIED	1. Price Schedule		TKZ will assign a dedicated Software Manager to ensure smooth development of	MODIFIED	1. Price Schedule	

PRO TIP
When comparing, always try to compare PDF vs. PDF or Word doc vs. Word doc for better results

PRO TIP
Compare Word documents to retain table formats.

Compare Excel Spreadsheets

1. Click 'Compare Excel' from the Summary tab.
2. Select the workbooks you want to compare. Select the older version first and the latest version second.
3. Review your results in Excel.
4. The Excel spreadsheet will open on a Summary sheet followed by detailed sheet by sheet comparison.



Ref	Content	vs.	Ref	Content
7 Row 1	CONTRACTOR PRICING WORKSHEET FOR MINOR REPAIRS SERVICE ORDER FEE , , , ,	IDENTICAL	Row 1	CONTRACTOR PRICING WORKSHEET FOR MINOR REPAIRS SERVICE ORDER FEE , , , ,
8 Row 2	CONTRACTOR PRICING WORKSHEET FOR MINOR REPAIRS SERVICE ORDER FEE , , , ,	IDENTICAL	Row 2	CONTRACTOR PRICING WORKSHEET FOR MINOR REPAIRS SERVICE ORDER FEE , , , ,
9 Row 3	RFP Number , Location , , , ,	IDENTICAL	Row 3	RFP Number , Location , , , ,
10 Row 4	Contractor , Project Name , , , ,	IDENTICAL	Row 4	Contractor , Project Name , , , ,
11 Row 5	Base Year , Option Year 1 , 6 - Month Ext.	IDENTICAL	Row 5	Base Year , Option Year 1 , 6 - Month Ext.
12 Row 6	Service Order Fee Element , , , ,	MODIFIED	Row 6	Markup Rates , , , , ,
13 Row 7	SO Fee Element 1 , , , ,	MODIFIED	Row 7	Routine Profit on Labor , , , , ,
14 Row 8	SO Fee Element 2 , , , ,	MODIFIED	Row 8	M&M Handling Charge Rate , , , , ,
15 Row 9	SO Fee Element 3 , , , ,	MODIFIED	Row 9	Profit on M&M , , , , ,
16 Row 10	SO Fee Element 4 , , , ,	MODIFIED	Row 10	Subcontractor Handling , , , , ,
17 Row 11	SO Fee Element 5 , , , ,	MODIFIED	Row 11	Profit on Subcontractor , , , , ,
18 Row 12	SO Fee Element 6 , , , ,	MODIFIED	Row 12	Indirect Rate (applied to Direct Labor) , , , , ,
19 Row 13	SO Fee Element 7 , , , ,	MODIFIED	Row 13	G&A Rate , , , , ,
20 Row 14	Total Service Order Fee (Element 1 + Element 2 + Element 3 + ...) , 0.00% , 0.00% , 0.00%	MODIFIED	Row 14	Total Service Order Fee , 0.00% , 0.00% , 0.00%
21 Row 15	Note: Total Service Order Fee is the ONLY allowable markup on service orders, with the exception of the emergency SO fee where applicable. , , , ,	MODIFIED	Row 15	
22 Row 16		IDENTICAL	Row 16	
23 Row 17		IDENTICAL	Row 17	
24 Row 18		IDENTICAL	Row 18	
25 Row 19		IDENTICAL	Row 19	
26 Row 20		IDENTICAL	Row 20	

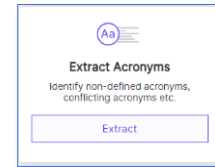
How to interpret the changes found:

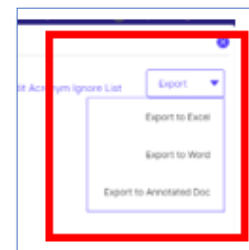
5. Let's take this example from Row 8 above.
6. The entry in column B is *Service Order Fee Element , , , ,*. The commas separate the cell values. In this case, there are 5 cells, 4 of which are empty.
7. The entry in column E is *Markup Rates , , , , ,*.
8. So, you can see that the 1st cell on row 8 has changed. It was originally 'Service Order Fee Element' and changed to 'Markup Rates' with two additional columns represented by the commas in red.

Extract Acronyms

1. Click the 'Extract Acronyms' button from the Summary Screen.
2. Review List of Acronyms in the Report Viewer.
3. The report identifies:
 - Well-Defined Acronyms
 - Acronyms with No Definition
 - Acronyms with Repeated Definitions
 - Acronyms Used Before they were Defined
4. Export the report to MS Word, Excel or Annotated Document (Word Documents Only).
5. Review and correct any flagged issues in the export document.

Note: Copy columns A & B of the Excel export and use it as an Appendix in your document for an accurate Acronym table.



 A screenshot of the 'Acronym Report' interface. It shows a summary at the top with statistics: 'Total likely acronyms: 44 unique found', 'Well-defined acronyms: 20 out of 44 Acronyms', and 'Acronyms with No Definition with Conflicting Definitions used before Definition: 24'. Below this is a table with columns for 'Acronym', 'Definition', 'Status', 'Location', 'The occurrence', and 'Count'. The table contains several rows of data, some with red status indicators.


Acronym Ignore List

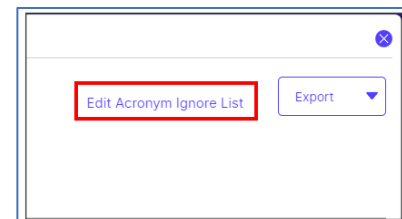
When working with the Extract Acronyms feature, you may see 'false positive' acronyms that should not be viewed as acronyms. For example, 'ABOUT' which is capitalized, but is not an acronym.

Use the 'Ignore list' to specify what acronyms to ignore. This acronym ignore list applies to all documents in your VT Docs environment.

1. Click 'Edit Acronym Ignore List' from the Acronym Report.
2. Click '+ Add' to add new acronyms to the list.
3. A new row opens for you to add your term.

Note: You can also use wildcards when specifying items to ignore. For example, if you want to ignore 'FAR1', 'FAR2' etc., you can use 'FAR*' in this list.

4. Click [Save Changes](#)

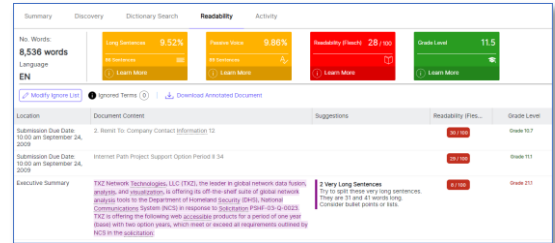
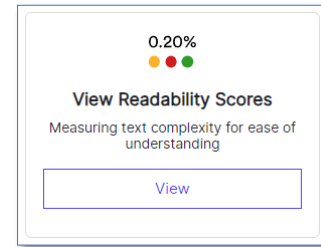


 A screenshot of the 'Acronym Ignore List' form. At the top, it says 'Acronym Ignore List'. Below that is a descriptive text: 'This is a list of words (case sensitive, normally UPPERCASE) that we will ignore when searching for possible acronyms. Use "*" to match any text e.g. DARPA-BAA*'. There are four buttons: '+ Add', 'Remove', 'Export to CSV', and 'Import from CSV'. Below these is a list of 'Ignore word' entries: ABOUT, ALL, AM, AND, ANNEX, APPENDIX, APR, APRIL, and AUG. At the bottom, there are 'Save Changes' and 'Cancel' buttons.

Readability

1. Select your document.
2. Click on the 'Readability' tab or select "View Readability Scores" from the summary tab.
3. Readability shows Long Sentences, Passive Voice, Readability and Grade Level statistics at the top. You can also see:

- V. Long sentences
- Long Sentences
- Long Words
- Passive Voice
- Hidden Verbs



Here's how the 5 documents in this folder compare for Readability

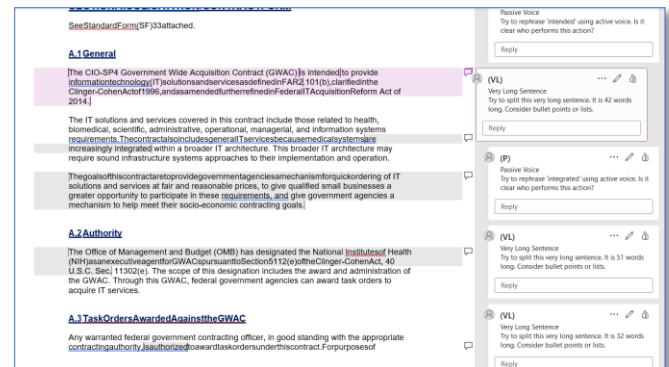
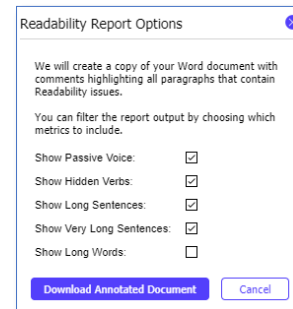
	Size	Long Sentences	Passive Language	Readability (Flesch)	Grade Level	Average Sentence Length
Comlex Work - TK2 Response.docx Added Thu 14 Dec by you	1,511 words Size 34 KB	3.60% long sentences 8 of 250 sentences	3.20% passive sentences 8 of 250 sentences	81 / 100	Grade 10.5	6 words
Difense Section - TK2 Response.docx Added Thu 14 Dec by you	1,826 words Size 35 KB	22.31% long sentences 29 of 130 sentences	30.00% passive sentences 38 of 130 sentences	61 / 100	Grade 12.5	14 words
Heathers Work - TK2 Response (78).docx Added Thu 14 Dec by you	1,913 words Size 36 KB	10.00% long sentences 21 of 210 sentences	4.76% passive sentences 10 of 210 sentences	81 / 100	Grade 12.1	9 words
Justin Part - TK2 Response.docx Added Thu 14 Dec by you	2,510 words Size 308 KB	9.98% long sentences 24 of 241 sentences	12.45% passive sentences 30 of 241 sentences	69 / 100	Grade 11.8	10 words
Bohs Document - TK2 Response (1).docx Added Thu 14 Dec by you	1,110 words Size 31 KB	12.64% long sentences 19 of 158 sentences	2.78% passive sentences 3 of 158 sentences	82 / 100	Grade 12.4	10 words

PRO TIP
You can use Readability on a set of documents. Select the folder, and then the Readability tab. This is useful to measure single tone of voice with different authors.

How to Improve the Readability of your MS Word Document

If your document is in Word format, you can download the Readability results into MS Word as 'word comments'. You can then work directly in MS Word to edit your content. Once complete, re-upload the document to check your analysis results.

1. Select 'Download Annotated Document'.
2. A pop-up will appear. Select the issues you want to flag by ticking the relevant check box. Then click 'Download Annotated Document'.
3. Open your MS Word doc and start editing based on the guidance suggested.
4. Once finished, save and re-upload your new document version.



Discovery

Discovery searches documents for all noun and noun phrases (themes) using a natural language processor. There's no dictionary needed. It provides a side-by-side view of single / multiple docs and their nouns and noun phrases.

Suggested Use Cases

Review Past Performance, Resumes, and Capability Statements

- Check for specific nouns and noun phrases across a collection of resumes, or past performance, or capability statements.

Risk Analysis

- Check for risky terms in RFPs, contracts, term and conditions etc.

Create Win Themes

- Review commonly used nouns and noun phrases from the themes pane and see the frequency of usage.

Compliance Gap Analysis

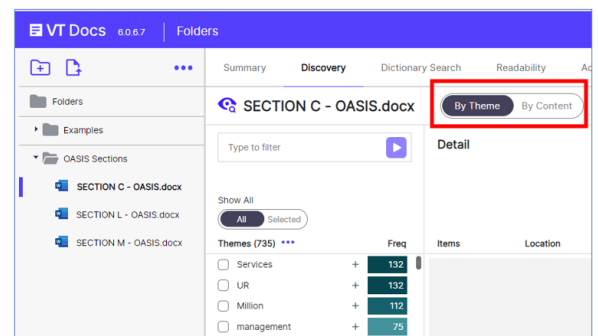
- Check for nouns and noun phrases mentioned in one document, but not the other. E.g., SOW and Proposal Response

Content for Proposal Writers

- Provide your proposal writers with the themes mentioned in specific sections of a document. Help them to align the proposal with the customer's document.

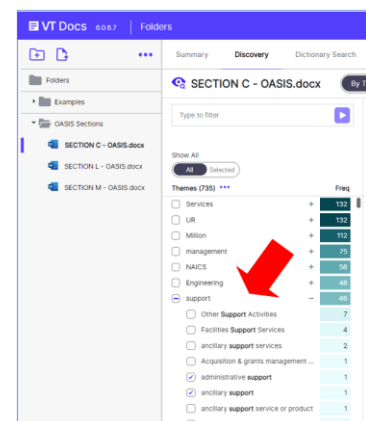
Using Discovery on One Document

- Select your document and select the discovery tab.
- You have two views in discovery:
 - 'By Theme' view will sort the view in order of the themes found in the document (highest to lowest).
 - 'By Content' view will sort the document in the order the content appears.
- You can toggle to the view you want by selecting the button at the top of the discovery pane.



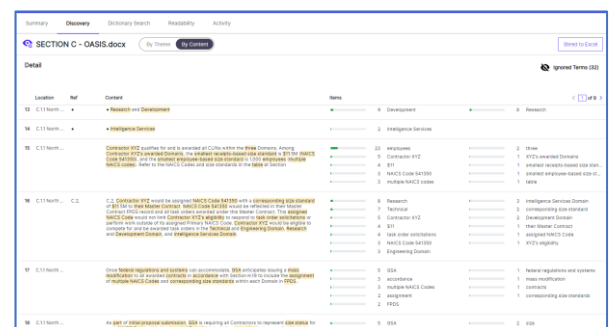
By Theme View

- From the results pane, you will see the commonly used noun and noun phrases in order of frequency (highest to lowest).
- Click on the "+" sign beside any theme to review all the relevant phrases and frequency of use.
- If you check any box on a theme or phrase, the 'detail' pane will populate on the right of the screen. This will display the item found, the location and the body of text.
- You can Export the selected content to an Excel or CSV file.



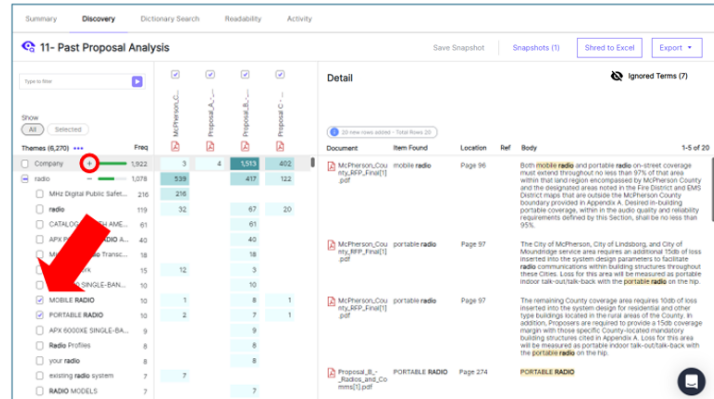
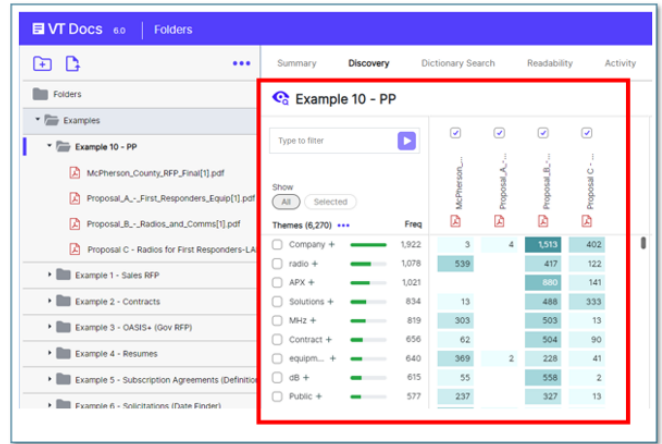
By Content View

- Select the 'By Content' button from the top of the discovery pane.
- From left to right, you will see the location that you can find the content, the content itself and the themes found in that section.
- The themes are listed in order of frequency (highest to lowest) for that section.
- Move between pages using the arrow button in the top right corner.
- Export to Excel by clicking 'Shred to Excel' in the top right corner.





Using Discovery on a Set of Documents

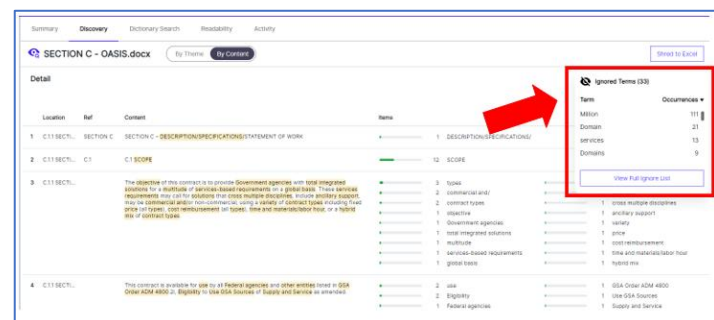
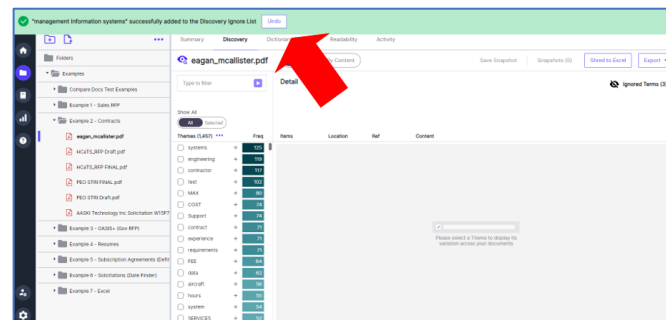
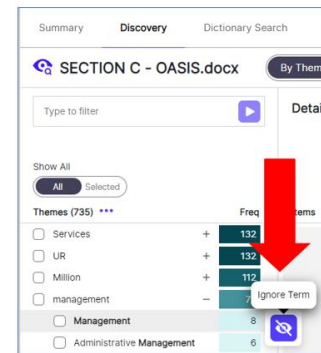
1. Select your folder.
2. Select the discovery tab.
3. From the results pane, you can review commonly used nouns and noun phrases (themes) and the frequency of usage.
4. Review some key themes of interest. Click on the “+” sign opposite the theme to review all the relevant phrases and frequency of use.
5. The content pane displays the item found, the document name, location and the body of text where you can find the term in the document.
6. You can Export the selected content to an Excel or CSV file for further analysis.



Ignoring Terms in Discovery

You can ignore theme phrases in Discovery. These phrases will be ignored in the Discovery tab for everyone in your VT Docs workspace. Common words to ignore are contractor, contract, page etc.

1. Select a document or folder.
2. Click the Discovery tab.
3. Click the plus beside any theme heading to open the relevant phrases.
4. Hover over the phrase you want to ignore. A menu will appear to the right (left in the By Content view).
5. Click the  icon to ignore term. A green banner will appear across the top and the term will automatically be added to your ignore list. You can click 'undo' from the green banner to remove this term.
6. You can review your Ignored Terms in the Discovery tab by selecting  Ignored Terms in the top right corner. You can also review your ignore list in the settings tab.

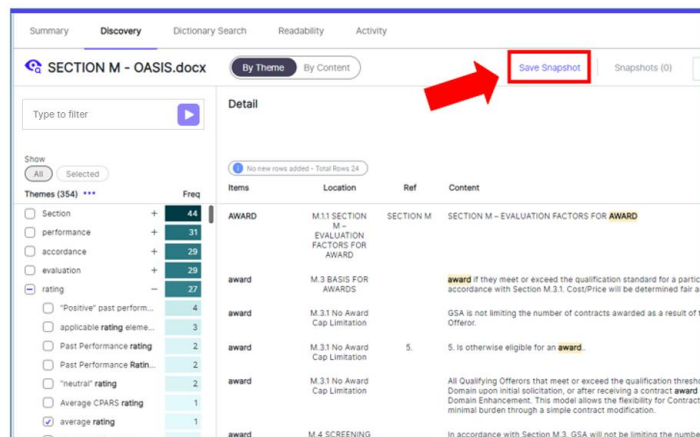


PRO TIP

You can ignore multiple terms at once in the 'By Theme' view. Click the terms you want to ignore using the checkbox and click the ignore term icon. A pop-up will appear asking if you want to ignore all terms.

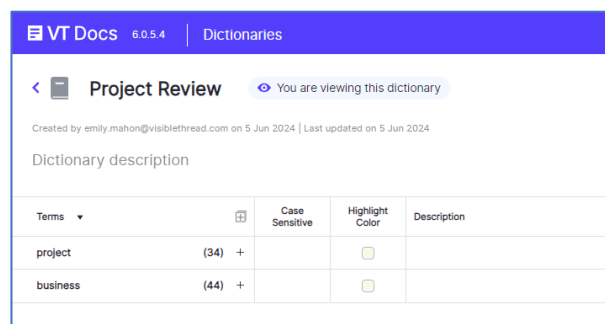
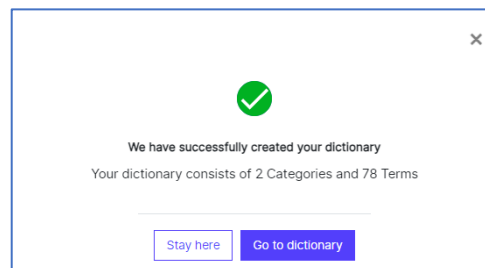
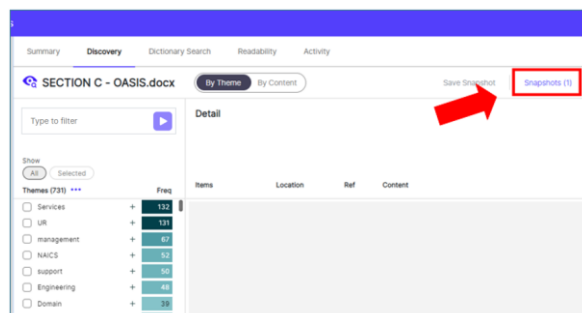
Save your Discovery Snapshot

- Once you've selected the themes/phrases of interest you can 'Save Snapshot'. This allows you to return to the selected themes/phrases at a later point, even if you add documents to the selected folder.
- Click the **Save Snapshot** button.
- Insert the name of your Snapshot and click **Save**
- The Snapshot is saved, and the Snapshots icon (📷) is displayed.
- Retrieve a saved Snapshot by clicking on 'Snapshots' in the top right corner. Select the required Snapshot from the list and select Open.
- You can update a Snapshot by clicking the save icon (💾)
- Click 🏠 icon to exit the Snapshot.



Create a Dictionary from Discovery using a Snapshot

- Select the required Snapshot from your saved 'Snapshots'.
- Click the 📷 icon.
- Name your dictionary and click 'Create'.
- Click the 'Go to dictionary' button to review your new Search Dictionary.



QUICKSTART GUIDE

DICTIONAIRES

What are Dictionaries?

Dictionaries are groups of phrases and terms that we want to search for within documents. Dictionaries are helpful to reduce manual effort of locating these terms and reduce margin for error.

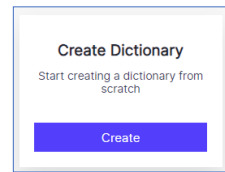
Common Uses for Dictionaries:

- Requirements Language (will, shall and must)
- Find ‘Bad language’ (clichés, jargon) in content.
- Risky or business critical language in contracts (indemnification & bond clauses).
- Bid/No-Bid Review.
- Technical terminology.
- Flow down and flow ups clauses. E.g. FAR and DFAR clauses.
- Suitable qualifications in resumes or teaming partner capability statements.
- Business capabilities alignment.
- Finding dates/definitions.
- Responsibility assignment.

How to Create your New Dictionary

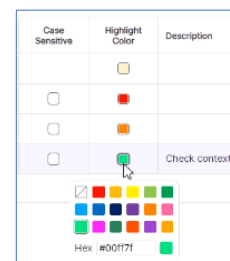
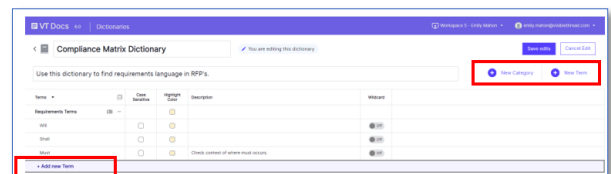
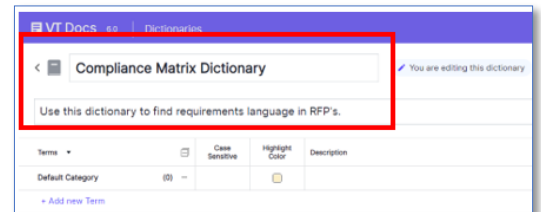
There are two primary ways to create dictionaries. These are:

1. A Bulk import from .CSV (Comma Separated Value) formatted text file.
2. Using the VisibleThread Dictionary Editor.



VisibleThread Dictionary Editor

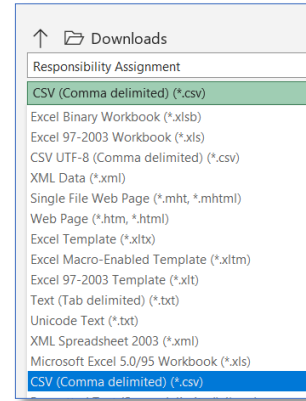
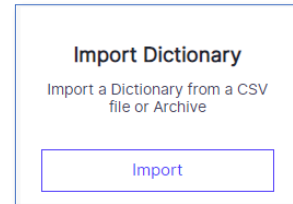
1. Select the Dictionary icon (📖) from the left navigation pane.
2. Select **Create** from the ‘Create Dictionary’ tab.
3. Enter your New Dictionary Name.
4. You can enter a dictionary description; this option is not mandatory.
5. You must have at least one category in a dictionary.
6. Categories are used to group dictionary terms. To add a new category, click ‘New Category’.
7. You can then add search terms by clicking ‘add new term’.
8. You can also choose to add case sensitive terms, change the color for search terms, description and wildcards (all options are not mandatory).
9. To save your dictionary, click **Save edits**



PRO TIP
For a new (empty) dictionary, you must create a new category before you can add new terms.


Bulk Import from .CSV

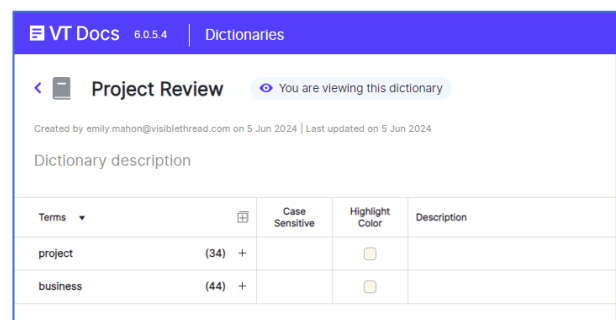
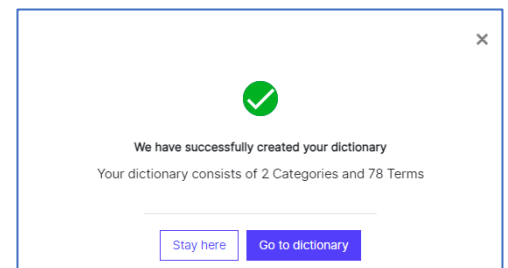
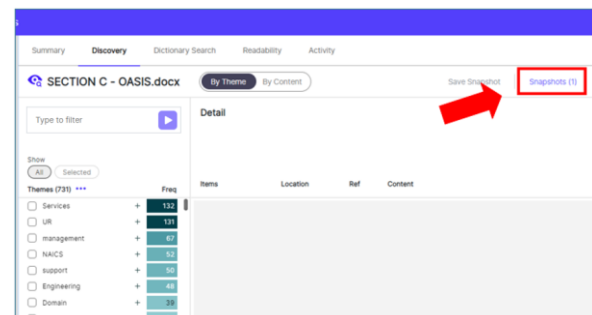
1. Open an Excel workbook.
2. Enter your Category name in Column A. Enter your dictionary search term in Column B.
3. The following columns are not mandatory:
 - **Column C** – Term Description
 - **Column D** – Case sensitive. ‘TRUE’ if you want the term to be case sensitive. ‘FALSE’ if you don’t.
 - **Column E** – Search Type. ‘Exact’ if you want no wildcard entered. ‘Wildcard’ if you do.
 - **Column F** – Color you want to align to the term.
4. Save your Excel file in CSV format. The name of your file will be the dictionary name.
5. Select **Import** from the Dictionary homepage.
6. Toggle to ‘Import from CSV’ and browse to find your CSV dictionary file.
7. Select **Import**
8. Your dictionary is created.



A	B	C	D	E	F
category	term	description	case sensitive	search type	color
Pricing	certified cost and pricing data		FALSE	exact	#ffc000
Pricing	defective pricing		FALSE	exact	#ffc000
Pricing	price		FALSE	exact	#ffc000
Pricing	pricing		FALSE	exact	#ffc000
Pricing	estimat*		FALSE	wildcard	#ffc000
Pricing	\$		FALSE	exact	#ffc000
Pricing	€		FALSE	exact	#ffc000
Pricing	€		FALSE	exact	#ffc000
Program Management	schedule		FALSE	exact	#7030a0
Program Management	scope		FALSE	exact	#7030a0
Program Management	change*		FALSE	wildcard	#7030a0

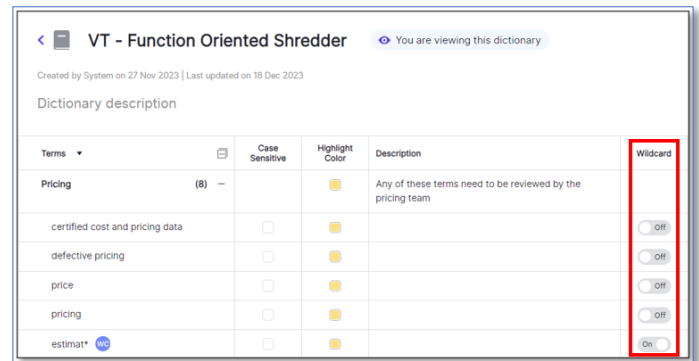
Create a Dictionary from Discovery using a Snapshot

1. Select the required Snapshot from your saved ‘Snapshots’.
2. Click the  icon.
3. Name your dictionary and click ‘Create’.
4. Click the ‘Go to dictionary’ button to review your new Search Dictionary.



Editing Dictionaries using Wildcards

1. This method avoids having to insert word variations in your dictionary.
2. In the dictionary editor, toggle the 'Wildcard' option to on.
3. A pane on the right will appear with wildcard options.
4. A preview of the options of the wildcard you entered will appear.
5. Once complete, click 'Confirm'.



How to use Wildcards in your Bulk CSV file

1. Open your saved .csv file
2. In Column E, enter 'Wildcard' to make the search term a wildcard term.
3. In Column A, enter the term with your wildcard. E.g., "#" x #" would capture every numerical value to replace the # sign. This entry would find "1" x "2", "3" x "3", "4" x "7" etc.
4. Save your .csv file.
5. Select **Import** from the Dictionary homepage.
6. Toggle to 'Import from CSV' and browse to find your CSV dictionary file.
7. Select **Import**
8. You dictionary is created.

More about wildcards

Here are the special characters you can use

Character	Description	Example
*	Matches any number of characters. You can use asterix (*) anywhere in the character string.	wh* finds what, while and why, but not awhile or watch.
?	Matches a single alphabetic character in a specific position.	b?ll finds ball, bell and bill.
#	Matches any single numeric character.	1#3 finds 113, 123, and 133 etc.
#+	Matches any number of numeric characters.	ISO#+ finds ISO900, ISO14001, but not ISO/TR19033.
[]	Matches any character inside the square brackets.	b[ae]ll finds ball and bell, but not bill.
-	Matches a range of characters. Only used within square brackets.	b[a-c] finds bad, bbd, and bcd.
!	Excludes characters inside the square brackets.	b[!ae]ll does not find ball and bell. But it does find bill and bull. [!a]* finds any word not beginning with the letter a.

Saving a .csv in Regional versions of Excel (France, Germany, Spain)

MS Excel will save your .csv export using semi-colons instead of commas. This is due to the regional language setting in Windows. Correct this using the following steps:

1. Right click on your file and select Open with -> Notepad.
2. The column separation uses a semi-colon (;) instead of a comma (,).
3. Click the 'Edit' button and select 'Replace'.
4. Find the (;) semi-colon and replace with a (,) comma.
5. Select 'Replace All'.
6. Save and close your csv file. You are now ready to import your Dictionary terms into VT Docs.

