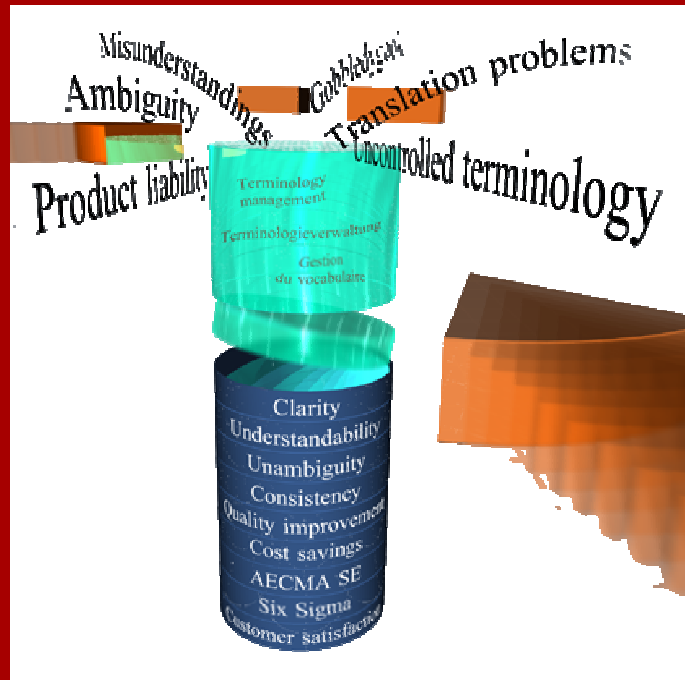
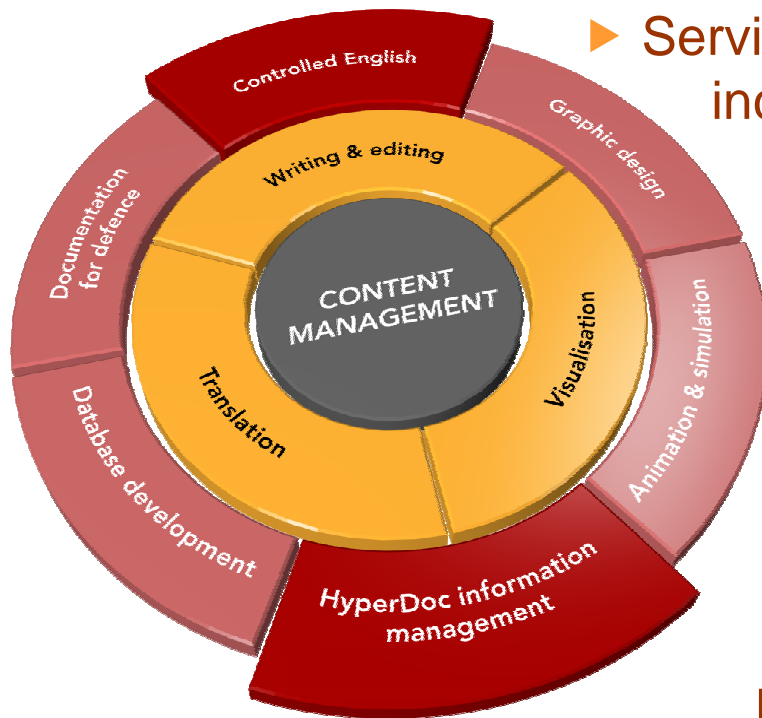


Simplified **Technical** English





- ▶ Services for technical documentation, including translations and content management solutions
- ▶ Established in 1974
- ▶ Offices in Europe, USA and China
- ▶ References: Boeing, Caterpillar, Eurocopter, Philips, BAe Systems, Hyster, Saab, Siemens, WatchGuard

Outline

- ▶ Simplified Technical English – why?
- ▶ History
- ▶ Benefits
- ▶ Samples of writing rules
- ▶ How to implement
- ▶ HyperSTE checker tool
 - ▶ Features
 - ▶ Screen shots

Facts

- ▶ English is the **main language** in technical documentation around the world
- ▶ However, English can be **difficult to understand** due to its many forms and complexity:
English has over 700,000 words
- ▶ You must consider your **audience**
- ▶ Technical documentation should always be **clear** and **unambiguous**. Confusion can be **frustrating**, **time-consuming**, **costly** and even **dangerous**.

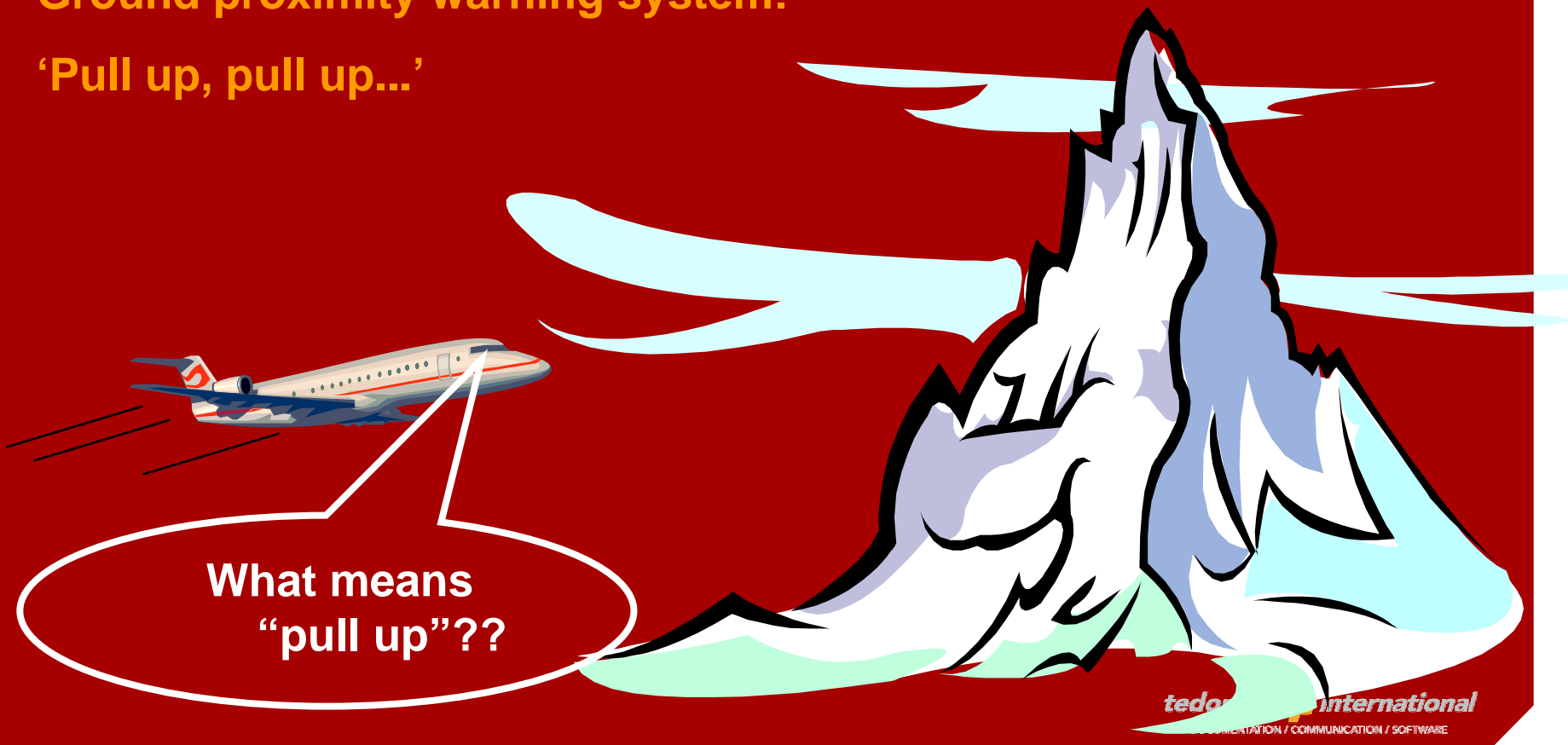


What can go wrong

China Northern Airlines MD-82 crash, November 1993

Ground proximity warning system:

‘Pull up, pull up...’



What else can go wrong



On a nearby airport, an airplane made a disastrous attempt to abort the landing after the pilots realised there was a vehicle on the runway.

The vehicle was a snowplough, whose operator had been told to "clear the runway" for the arrival of the aircraft.

Avoid miscommunication

- ▶ Be unambiguous
- ▶ Be consistent
- ▶ Provide your customer with quality
- ▶ Consider your audience



Example (saw bench manual)

Written in Technical English ...

Gain access to blade. After removing old blade, new blade may be fitted by proceeding in reverse order, using gloves to avoid injuries by teeth of blade.

Before you attempt any of the above, the power should have been switched off.

... Written in **Simplified** Technical English

Make sure that the on/off switch is in the “off” position.

Remove the blade cover from the machine.

Warning: wear gloves when you touch the blade.

Remove the old blade. Install the new blade. See figure A.

Install the blade cover.

Keep it simple, be specific, be consistent

The Risks

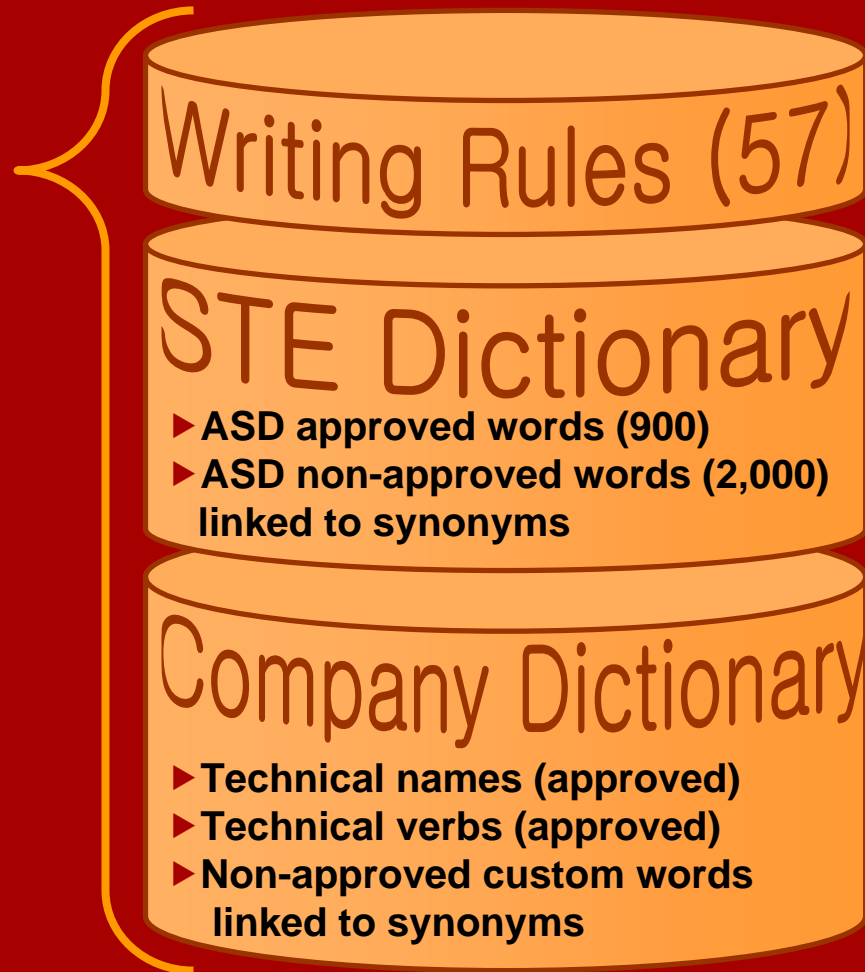
After removing old bolt, new screw may be fitted by proceeding in reverse order, using gloves to avoid injuries by sharp edges of fan blades.



- ▶ Confused and frustrated readers
- ▶ Safety risk
- ▶ Damage during operation or maintenance
- ▶ Potential for product liability
- ▶ High localization costs
- ▶ Unsatisfactory translations
- ▶ Higher training support costs
- ▶ Ineffective customer service

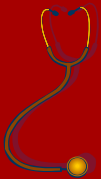
Simplified Technical English

- ▶ STE makes technical English **easy to understand**
 - ▶ Writing rules for grammar and style
Keep it simple, be specific, be consistent
 - ▶ STE generic dictionary (\pm 900 words)
One word = one meaning
 - ▶ Add company-specific terms to dictionary



History

- 1932: **BASIC English** – Ch. K. Ogden
- 1970: US Federal Government encourages regulation writers to use **Plain English**
- 1972: **Caterpillar Fundamental English** (later Caterpillar Technical English)
- 1980: **AECMA Simplified English**, to improve the readability of aircraft maintenance manuals: required by aerospace and defense industries
- 2004: AECMA becomes ASD
- 2005: AECMA SE renamed to **Specification ASD-STE100** (Simplified Technical English)



Companies in various industries are discovering the benefits of Simplified Technical English: automotive, IT, medical equipment, etc.



tedopres  international
DOCUMENTATION / COMMUNICATION / SOFTWARE

Benefits of STE

- ▶ Quality assurance and improvement
- ▶ Standardized way of writing
- ▶ Based on aerospace and defense standard (ASD-STE100, S1000D and ATA 2200)
- ▶ Improved safety
- ▶ Time saving for you and your customer:
 - ▶ Reduced time for maintenance operations
 - ▶ Reduced time to market
- ▶ Good customer service
- ▶ Burden on your customer reduced
- ▶ Facilitates Content Management
- ▶ Considerable cost savings
- ▶ Cheaper, faster and better translations

Quality Assurance

- ▶ **Quality** = Safety
- ▶ Quality assurance on **consistent terminology** and **style**
- ▶ **Standardize** your way of writing
- ▶ **Efficient** authoring
- ▶ Easier to **reuse (CMS)**, **translate** and **maintain**

Cost Savings

- ▶ Time saving = cost saving
- ▶ Decreased word count (up to 20%):
decreased volume of manuals
- ▶ Cheaper to translate (up to 40%), print and maintain
- ▶ Avoid costs resulting from poor communication:
 - ▶ Confusion
 - ▶ Recall
 - ▶ Lost production time
 - ▶ Liability claims

Some of the rules (1 of 5)

Use consistent vocabulary and terminology

Do not write 'to inspect', write 'do an inspection'.

Do not write:

'Fluorescent-penetrant inspect part X.'

Write:

'Do a fluorescent-penetrant inspection on part X'.

Some of the rules (2 of 5)

Technical Names

You can use your own Technical Names, specific to your company, product and project.

Technical names must be unambiguous and there may not be another approved word with the same meaning.

As a 'bolt' can be a screw or a pin, it is better to use either 'screw' or 'pin'.

Some of the rules (3 of 5)

- ▶ Do not make long or complex sentences.
- ▶ Be direct. Be as specific as possible.
- ▶ Take the burden away from the user in the field.

Do not write:

Before attempting any of the above operations, the power should have been switched off.

Write:

Warning: before you remove the cover, make sure that the power switch is in the 'OFF' position.

Some of the rules (4 of 5)

Make people responsible

Do not write:

When starting the No. 1 engine, the pressure must be OK.

Write:

When you start the No. 1 engine, the pressure must be in the green operating range.

Some of the rules (5 of 5)

Warnings and cautions

Do not write:

Warning: the cowling flaps can be hot.

Write for instance:

Do not touch the cowling flaps, because they can be hot.

Wear gloves when you touch the cowling flaps.

Wait 10 minutes before you touch the cowling flaps.

Implement Simplified Technical English?

Can you justify to implement Simplified Technical English?

- ▶ Standardization
- ▶ Quality assurance
- ▶ Reduced time for maintenance operations
- ▶ Efficient authoring

Can you justify *not* to implement Simplified Technical English?

- ▶ Quality issue
- ▶ Safety issue
- ▶ Risks caused by miscommunication
- ▶ Do your (global) customers understand your technical publications?

How to implement Simplified Technical English

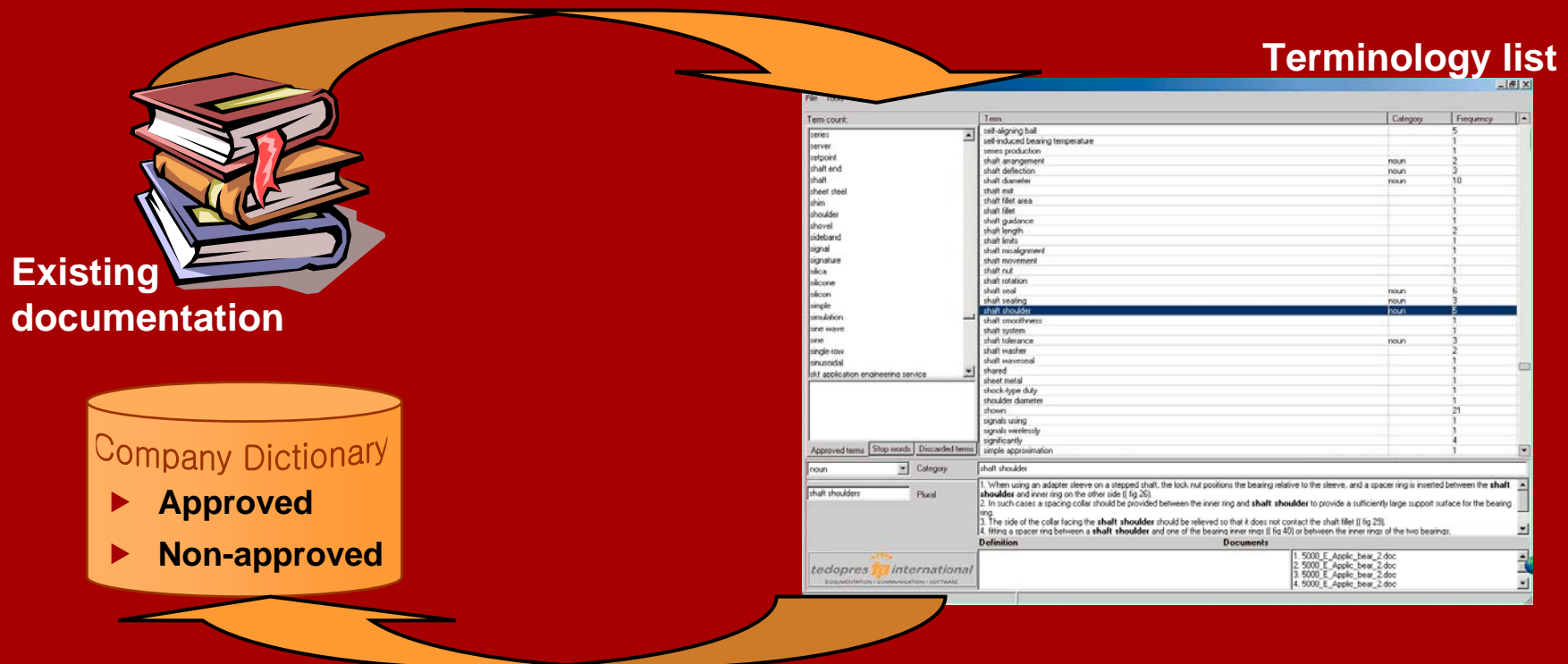
Three steps:

1. Create company-specific dictionary
2. Training of writers
3. Check your documentation with HyperSTE checker software
 - Quality Assurance / Quality Control
 - Faster product cycle time
 - Efficient authoring



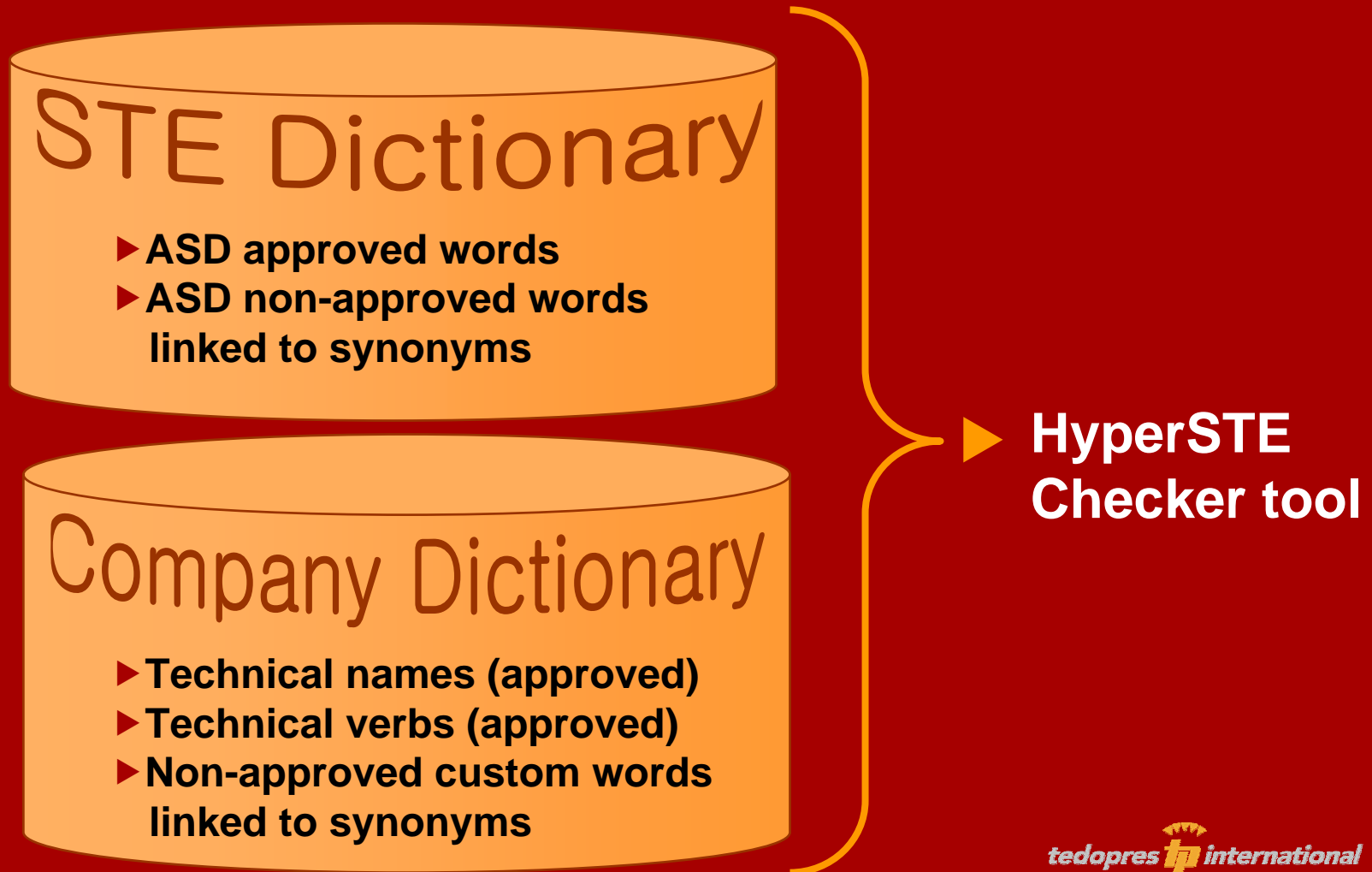
Step 1. Create Company Dictionary

Step 1a. **Text Mining**: extract company-specific terminology



Step 1b. **Dictionary development**:
Analysis and assigning attributes

Dictionaries



Step 2. Training of writers

Training is necessary in order to teach technical writers how (and why) to write in **Simplified Technical English**

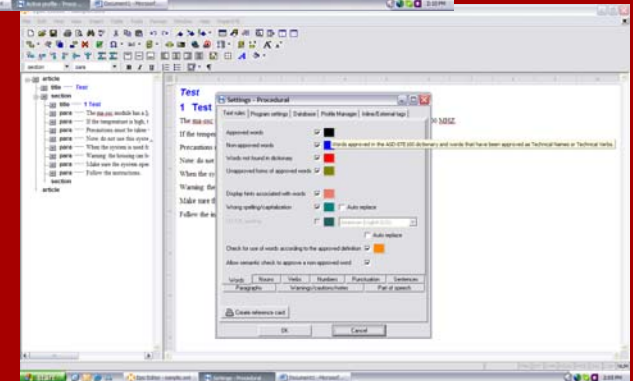
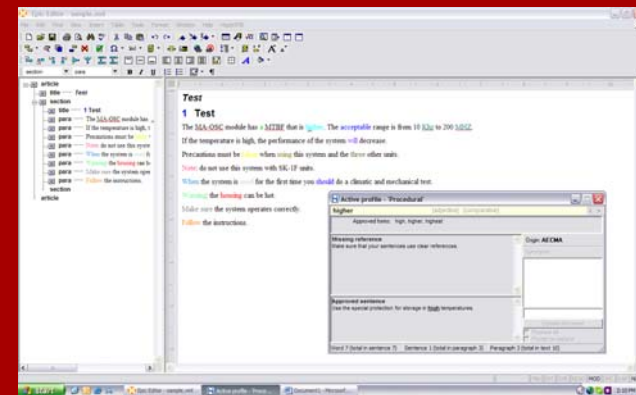
- ▶ 3 - 5 days, **on-site**
- ▶ Up to 10 technical writers per session



Step 3. Check your documentation

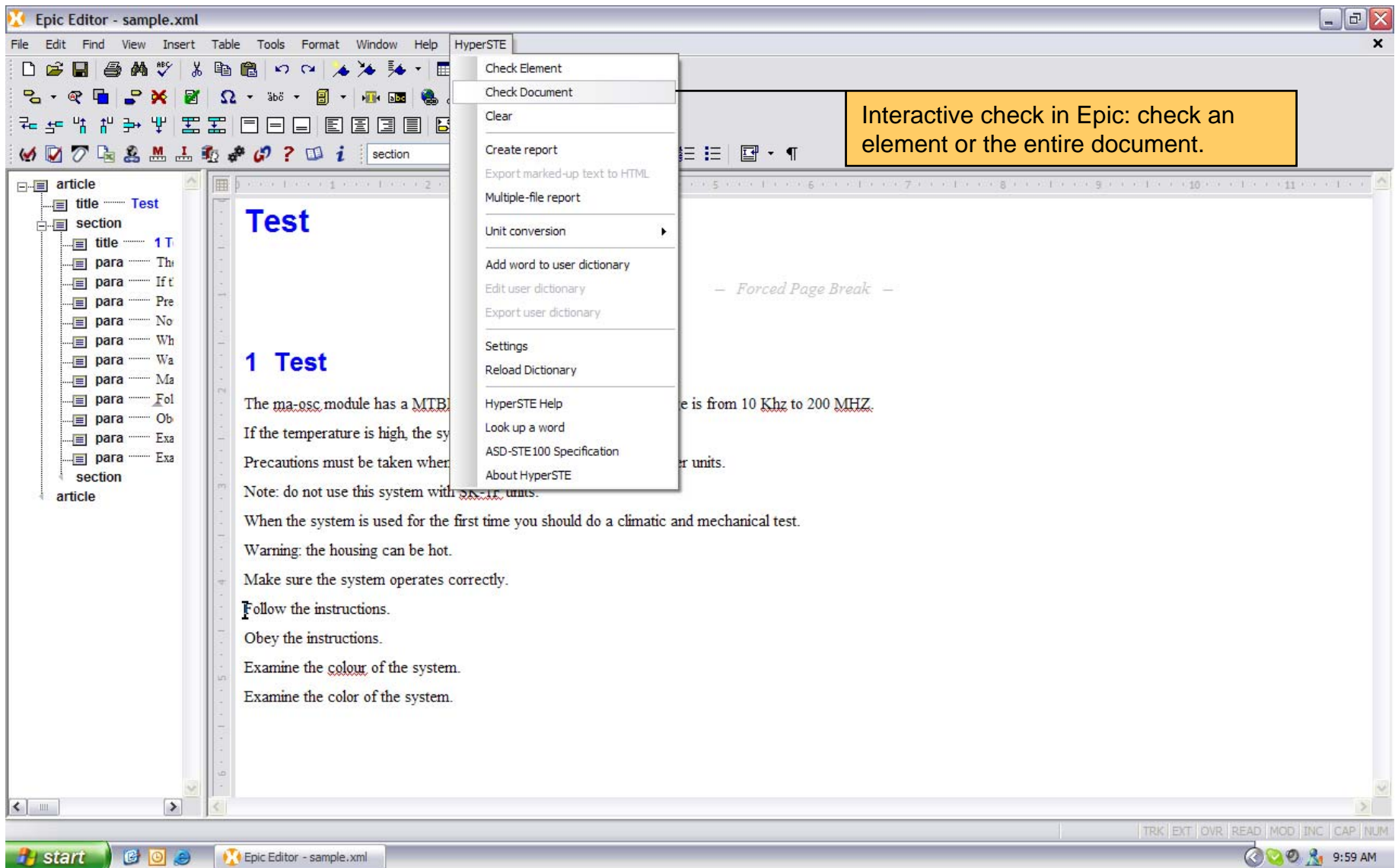
Tedopres offers **HyperSTE**, a checker tool that will help writers check text for **compliance** with the rules of Simplified Technical English.

The **key objective** is to offer writers online guidance, synonyms, suggestions and technical writing tips.



HyperSTE - features

| | |
|--|---|
| Fully ASD-STE100 compliant (for aerospace and defense) | ✓ |
| Customizable for all industries | ✓ |
| Customizable and configurable to your technical documentation needs | ✓ |
| Distinguishes procedural vs. descriptive text | ✓ |
| Allows rules to be added or disabled (e.g. incorporate company style guides, check for correct use of terminology only, allow for step by step conversion of legacy data, etc.) | ✓ |
| Profile management : apply different sets of rules to different parts or types of documents | ✓ |
| Supports semantic checking | ✓ |
| Quality Assurance : create reports for validation purposes | ✓ |
| Exports interactive feedback to HTML: allow suppliers and contractors to access HyperSTE feedback interactively | ✓ |
| Converts units of measurement , US English to UK English and vice versa | ✓ |
| Dictionary Maintenance Tool available: manage your dictionary | ✓ |
| Available as a plug-in for Arbortext Epic Editor, Adobe FrameMaker, XMetaL, Microsoft Word and as a PDF checker | ✓ |
| Supports the use of multiple dictionaries | ✓ |



HyperSTE is available as a plug-in for Epic, FrameMaker, Word, XMetal and as a stand-alone checker for PDF files.

The screenshot displays the Epic Editor interface with a document titled 'sample.xml'. The document content includes a section titled '1 Test' with several paragraphs of text. A yellow callout box highlights the available languages for interactive feedback: English (US or UK), French, German, Spanish, Portuguese (BR), Russian, Japanese, and Bahasa Indonesia.

The right-hand panel, titled 'Aktives Profil - 'Procedural'', shows the active profile settings. It includes a list of flags for language selection, a 'Zugelassene Formen' section, a 'Meldungen' section, a 'Semantische Informationen' section, and a 'Korrekturvorschlag' section.

The 'Zugelassene Formen' section lists the following information:

- ma-osc module**
- noun, singular
- Zugelassen**
- Zugelassene Formen:** MA-OSC module, MA-OSC modules
- Quelle:** TELLABS

The 'Meldungen' section contains the following information:

- Falsche Recht-/Groß-/Kleinschreibung**
- ASD-STE100 Regel 1.14: Verwenden Sie eine einheitliche Rechtschreibung. Falls ein Wort einen vorgeschriebenen Großschreibungsstil hat, so muss dieser Stil richtig verwendet werden.
- Zugelassene Form: MA-OSC module

The 'Semantische Informationen' section contains the following information:

- Definition**
- mid-access optical supervisory channel module

The 'Korrekturvorschlag' section contains the following information:

- Unbekannte Wörter**
- Wort durch Doppelklicken dem Benutzerwörterbuch hinzufügen

| Wörter | Häufigkeit |
|---------|------------|
| colour | 1 |
| housing | 1 |

- Korrekturvorschlag**
- MA-OSC module
- ☐ Alle ersetzen
- ☐ Benachrichtigung beim Ersetzen
-

You have the option to select which language you would like to receive interactive feedback in.

The screenshot shows the Epic Editor interface with a document titled 'sample.xml'. The document content includes a title 'Test' and several paragraphs. Annotations in the text highlight errors and provide feedback: 'ma-osc module' is underlined in red, 'MITBF' is underlined in blue, 'higher' is underlined in green, 'system's' is underlined in red, 'taken' is underlined in green, 'using' is underlined in green, 'SK-1F' is underlined in red, 'When' is underlined in blue, 'used' is underlined in green, 'should' is underlined in blue, 'housing' is underlined in red, 'Obey' is underlined in green, 'colour' is underlined in red, and 'color' is underlined in green. The right-hand sidebar shows the 'Active profile - 'Procedural'' with sections for 'ma-osc module', 'Messages', 'Semantic information', and 'Suggested correction'.

HyperSTE provides linguistic feedback: ma-osc module is a singular noun and has **approved forms.**

Origin: which dictionary is loaded.

Messages: HyperSTE provides feedback on which error occurs, which rule applies and approved forms.

Semantic information: definition of the approved form.

List of **unknown words** in the document.

Suggested correction: by clicking on 'update document' the incorrect word will be replaced with the suggested correction, and the sentence will automatically be rechecked.

Active profile - 'Procedural'

ma-osc module
noun, singular
Approved

Approved forms:
MA-OSC module, MA-OSC modules
Origin:
TELLABS

Messages

Wrong spelling/capitalization
ASD-STE100 rule 1.14: Use consistent spelling. If a word has a prescribed capitalization style, you must use this style correctly.
Approved form: MA-OSC module

Semantic information

Definition
mid-access optical supervisory channel module

Unknown words

Suggested correction

MA-OSC module

☐ Replace All ☐ Prompt on replace

HyperSTE: in addition to writing rules, HyperSTE checks for the correct use of terminology. In this case, “ma-osc module” is misspelled.

The screenshot shows the Epic Editor interface with a document titled 'sample.xml'. The document content is as follows:

1 Test

The MA-OSC module has a MTBF that is higher. The acceptable range is from 10 Khz to 200 MHZ.

If the temperature is high, the system's performance will decrease.

Precautions must be taken when using this system and the three other units.

Note: do not use this system with SK-1F units.

When the system is used for the first time you should do a climatic and mechanical test.

Warning: the housing can be hot.

Make sure the system operates correctly.

Follow the instructions.

Obey the instructions.

Examine the colour of the system.

Examine the color of the system.

The sidebar on the left shows a tree view of the document structure, including 'article', 'title', 'section', and 'para'. The right sidebar, titled 'Active profile - 'Procedural'', contains the following information:

- higher**: adjective, comparative. **Approved**
- Approved forms**: high, higher, highest
- Origin**: ASD-STE100
- Messages**: Missing reference. Make sure that your sentences use clear references.
- Semantic information**: Definition: That is of large value. **Approved sentence**: Use the special protection for storage in high temperatures.
- Unknown words**: (empty list)
- Suggested correction**: (empty text box)
- ☐ Replace All
- ☐ Prompt on replace
- Update document** button

Although 'higher' is approved, it is not precise enough. HyperSTE informs the writer to use clear references.

Epic Editor - sample.xml

File Edit Find View Insert Table Tools Format Window Help HyperSTE

active profile - 'Procedural'

Settings

acceptable
adjective
Non-approved

Non-approved forms:
acceptable
Origin:
ASD-STE100 SYN

Messages

Only use approved words listed in the dictionary
This word is non-approved. Use an approved synonym or rewrite your sentence.

Synonyms

| Synonym | Part of speech | Origin |
|--------------|----------------|------------|
| permitted | adjective | ASD-STE100 |
| satisfactory | adjective | ASD-STE100 |
| serviceable | adjective | ASD-STE100 |

Semantic information

Non-approved sentence
A value of XXXX is acceptable.
Approved sentence
A value of XXXX is permitted.

Unknown words

Suggested correction

permitted

☐ Replace All ☐ Prompt on replace

1 Test

The MA-OSC module has a MTBF that is higher. The acceptable range is from 10 Khz to 200 MHZ.

If the temperature is high, the system's performance will decrease.

Precautions must be taken when using this system and the three other units.

Note: do not use this system with SK-1F units.

When the system is used for the first time you should do

Warning: the housing can be hot.

Make sure the system operates correctly.

Follow the instructions.

Obey the instructions.

Examine the colour of the system.

Examine the color of the system.

Synonyms: by clicking on each synonym you will be given a definition, as well as a non-approved sentence and an approved sentence. This will help the writer to determine the correct word.

start

Epic Editor - sample.xml

Active profile - 'Proc...

TRK EXT OVR READ MOD INC CAP NUM

10:03 AM

‘acceptable’ is not clear enough. HyperSTE gives several suggestions. In this context, the word ‘permitted’ is the best option.

Epic Editor - sample.xml

File Edit Find View Insert Table Tools Format Window Help HyperSTE

article

- title Test
- section
 - title 1 Test
 - para The MA-OSC module has a MTBF that is higher. The permitted range is from 10 Khz to 200 MHZ.
 - para If the temperature is high, the system's performance will decrease.
 - para Precautions must be taken when using this system and the three other units.
 - para Note: do not use this system with SK-1F units.
 - para When the system is used for the first time you should do a climatic and mechanical test.
 - para Warning: the housing can be hot.
 - para Make sure the system operates correctly.
 - para Follow the instructions.
 - para Obey the instructions.
 - para Examine the colour of the system.
 - para Examine the color of the system.

1 Test

The MA-OSC module has a MTBF that is higher. The permitted range is from 10 Khz to 200 MHZ.

If the temperature is high, the system's performance will decrease.

Precautions must be taken when using this system and the three other units.

Note: do not use this system with SK-1F units.

When the system is used for the first time you should do a climatic and mechanical test.

Warning: the housing can be hot.

Make sure the system operates correctly.

Follow the instructions.

Obey the instructions.

Examine the colour of the system.

Examine the color of the system.

Synonyms: either use the phrase **performance of the system** or the noun **system performance**.

Active profile - 'Procedural'

system's
noun, singular

Messages
Do not use the genitive s
(implied by ASD-STE100 rule 4.2)

Synonyms

| Synonym | Part of speech | Origin |
|---------------|----------------|------------|
| of the system | phrase | - |
| system | noun | ASD-STE100 |

Unknown words

Suggested correction

of the system

☐ Replace All ☐ Prompt on replace

start Epic Editor - sample.xml Active profile - 'Proc... 10:04 AM

Do not use the 'genitive s'. HyperSTE suggests either 'system performance' or 'performance of the system'.

The screenshot displays the Epic Editor interface for editing a document titled 'sample.xml'. The main editing area contains several paragraphs of text with various words highlighted in different colors (red, green, blue, orange) to indicate specific grammatical or stylistic issues. The right-hand panel, titled 'Active profile - 'Procedural'', provides detailed feedback on the document's adherence to the 'Procedural' writing style. It includes sections for 'Approved forms', 'Non-approved forms', 'Messages', 'Semantic information', 'Unknown words', and 'Suggested correction'. The 'Messages' section highlights a rule from ASD-STE100 regarding passive voice, advising the user to use active voice. The 'Semantic information' section defines the 'Definition' and 'Approved sentence' for procedural writing. The 'Unknown words' section lists words that are not recognized by the editor. The 'Suggested correction' section provides a list of words and a button to 'Update document'.

Active profile - 'Procedural'

used
verb, past participle
Approved

Approved forms:
use, used, uses
Non-approved forms:
using
Origin:
ASD-STE100

Messages

ASD-STE100 rule 3.6: Passive voice
Use the active voice. Use only the active voice in procedural writing, and as much as possible in descriptive writing.

Semantic information

Definition
To make something do its specified function
Approved sentence
Use the test box to do a test on the system.

Unknown words

Suggested correction

☐ Replace All ☐ Prompt on replace

HyperSTE informs the writer to use the active voice in procedural writing: 'when you use the system..'.
 The screenshot shows the Epic Editor interface with a document titled 'sample.xml'. The main editing area contains several paragraphs of text. The right-hand panel, titled 'Active profile - 'Procedural'', provides detailed feedback on the document's adherence to the 'Procedural' writing style. It includes sections for 'Approved forms', 'Non-approved forms', 'Messages', 'Semantic information', 'Unknown words', and 'Suggested correction'. The 'Messages' section highlights a rule from ASD-STE100 regarding passive voice, advising the user to use active voice. The 'Semantic information' section defines the 'Definition' and 'Approved sentence' for procedural writing. The 'Unknown words' section lists words that are not recognized by the editor. The 'Suggested correction' section provides a list of words and a button to 'Update document'.

Epic Editor - sample.xml

File Edit Find View Insert Table Tools Format Window Help HyperSTE

Active profile - 'Procedural'

Warning
noun, singular
Approved

Approved forms:
warning, warnings
Origin:
ASD-STE100 SEC

Messages

ASD-STE100 rule 7.1: Start a warning or a caution with a simple and clear command.
Warnings and cautions must start with a simple and clear command. This command tells the technicians what they must do to avoid the danger and/or damage. Do not hide this command as a general comment with other background information. Start with the command, and then give the supporting information.

Semantic information

Definition
A warning means that injury or death is possible if the instructions are not obeyed.
Approved sentence
Warning: before you fill the liquid oxygen system, put on protective clothing. Liquid oxygen is dangerous.

Unknown words
Double-click to add to user dictionary

| Words | Frequency |
|---------|-----------|
| colour | 1 |
| housing | 1 |

Suggested correction

☐ Replace All

☐ Prompt on replace

1 Test

The ma-osc module has a MTBF that is higher. The acceptable range is from 10 Khz to 200 MHZ.

If the temperature is high, the system's performance will decrease.

Precautions must be taken when using this system and the three other units.

Note: do not use this system with SK-1F units.

When the system is used for the first time you should do a climatic and mechanical test.

Warning: the housing can be hot.

Make sure the system operates correctly.

Follow the instructions.

Obey the instructions.

Examine the colour of the system.

Examine the color of the system.

The writer knows the correct command: "Warning: do not touch the housing because it can be hot."

start

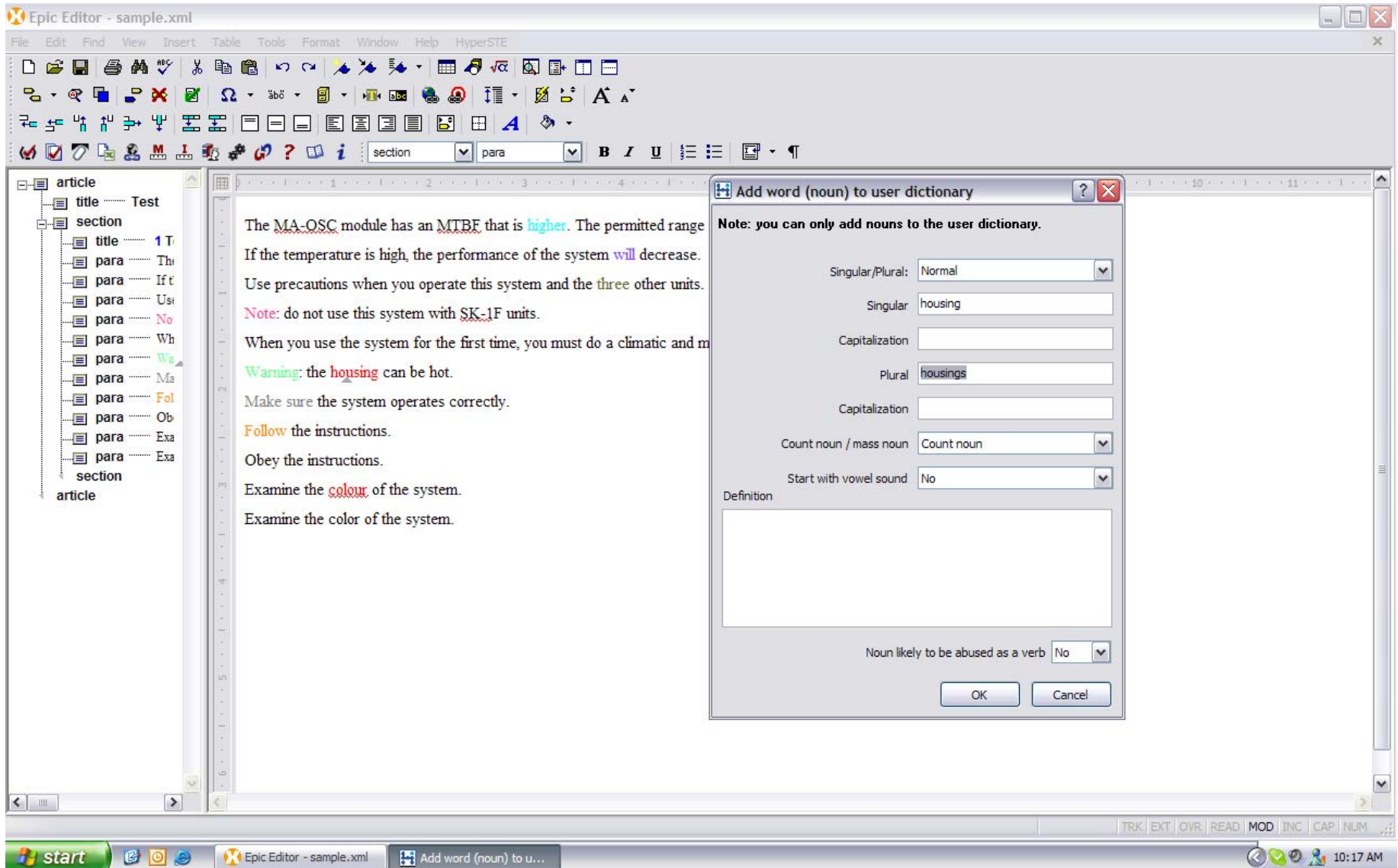
Epic Editor - sample.xml

Active profile - 'Proc...

TRK EXT OVR READ MOD INC CAP NUM

3:51 PM

Warnings must start with a simple and clear command.



Words that are not in the dictionary can be added to the user dictionary, and can later be added to the main dictionary.

Wrong meaning: although 'follow' is an approved word, it is not allowed here as it has the wrong approved meaning.

Active profile - 'Procedural'

Follow
verb, present tense
Approved

Approved forms:
follow, followed, follows
Non-approved forms:
following
Origin:
ASD-STE100

Messages
ASD-STE100 rule 1.3: Wrong meaning
Keep to the approved meaning of a word in the Dictionary. Do not use the word with any other meaning.

Synonyms

| Synonym | Part of speech | Origin |
|---------|----------------|------------|
| obey | verb | ASD-STE100 |
| do | verb | ASD-STE100 |

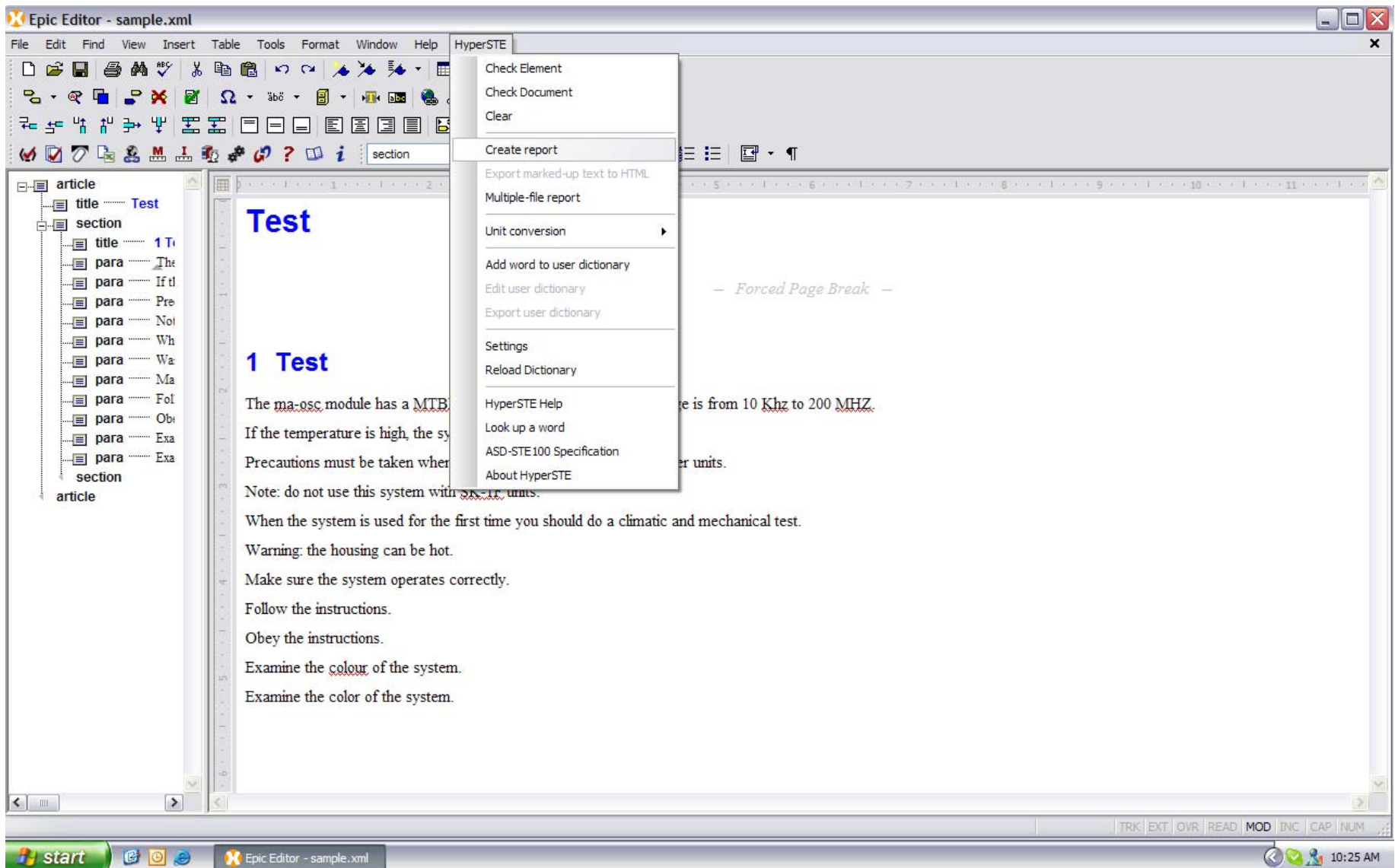
Semantic information
Definition
To come "after"
Approved sentence
This test follows the installation of the landing gear.

Unknown words
Double-click to add to user dictionary

| Words | Frequency |
|---------|-----------|
| colour | 1 |
| housing | 1 |

Suggested correction
obey
☐ Replace All ☐ Prompt on replace

HyperSTE supports semantic checking: approved words only have one approved meaning.



Quality assurance / quality control (QA/QC): create a report on a single or multiple files for validation purposes.

Microsoft Excel - sample.xls

Type a question for help

File Edit View Insert Format Tools Data Window Help WebEx

100%

A13 Wrong spelling/capitalization

| | A | B | C | D | E | F | G | H | I | J | K |
|----|--|----|---|---|---|---|---|---|---|---|---|
| 4 | Number of paragraphs | 10 | | | | | | | | | |
| 5 | Number of sentences | 20 | | | | | | | | | |
| 6 | Number of words | 80 | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | Number of errors per enabled rule | | | | | | | | | | |
| 9 | | | | | | | | | | | |
| 10 | Words not found in dictionary | 2 | | | | | | | | | |
| 11 | Non-approved words | 2 | | | | | | | | | |
| 12 | Unapproved forms of approved words | 1 | | | | | | | | | |
| 13 | Wrong spelling/capitalization | 3 | | | | | | | | | |
| 14 | Long noun clusters | 0 | | | | | | | | | |
| 15 | Genitive 's | 1 | | | | | | | | | |
| 16 | Missing article | 0 | | | | | | | | | |
| 17 | Correct use of a/an | 1 | | | | | | | | | |
| 18 | Do not use contractions | 0 | | | | | | | | | |
| 19 | Numeral style | 0 | | | | | | | | | |
| 20 | Contracted plural form | 0 | | | | | | | | | |
| 21 | Keep to one topic per sentence | 0 | | | | | | | | | |
| 22 | Sentence length | 0 | | | | | | | | | |
| 23 | Hint to discourage use of future tense | 1 | | | | | | | | | |
| 24 | Missing reference | 1 | | | | | | | | | |
| 25 | Passive sentences | 0 | | | | | | | | | |
| 26 | Missing subject | 0 | | | | | | | | | |
| 27 | Warnings/Cautions | 1 | | | | | | | | | |
| 28 | Notes | 1 | | | | | | | | | |
| 29 | Missing comma | 1 | | | | | | | | | |
| 30 | Do not use semicolons | 0 | | | | | | | | | |
| 31 | Question marks | 0 | | | | | | | | | |
| 32 | Use of 'have' as a helping verb | 0 | | | | | | | | | |
| 33 | Past participle with helping verb | 1 | | | | | | | | | |
| 34 | Wrong use of noun | 0 | | | | | | | | | |
| 35 | Wrong use of verb | 0 | | | | | | | | | |
| 36 | Wrong use of adjective | 0 | | | | | | | | | |
| 37 | Wrong use of adverb | 0 | | | | | | | | | |
| 38 | Omitted conjunction THAT | 1 | | | | | | | | | |

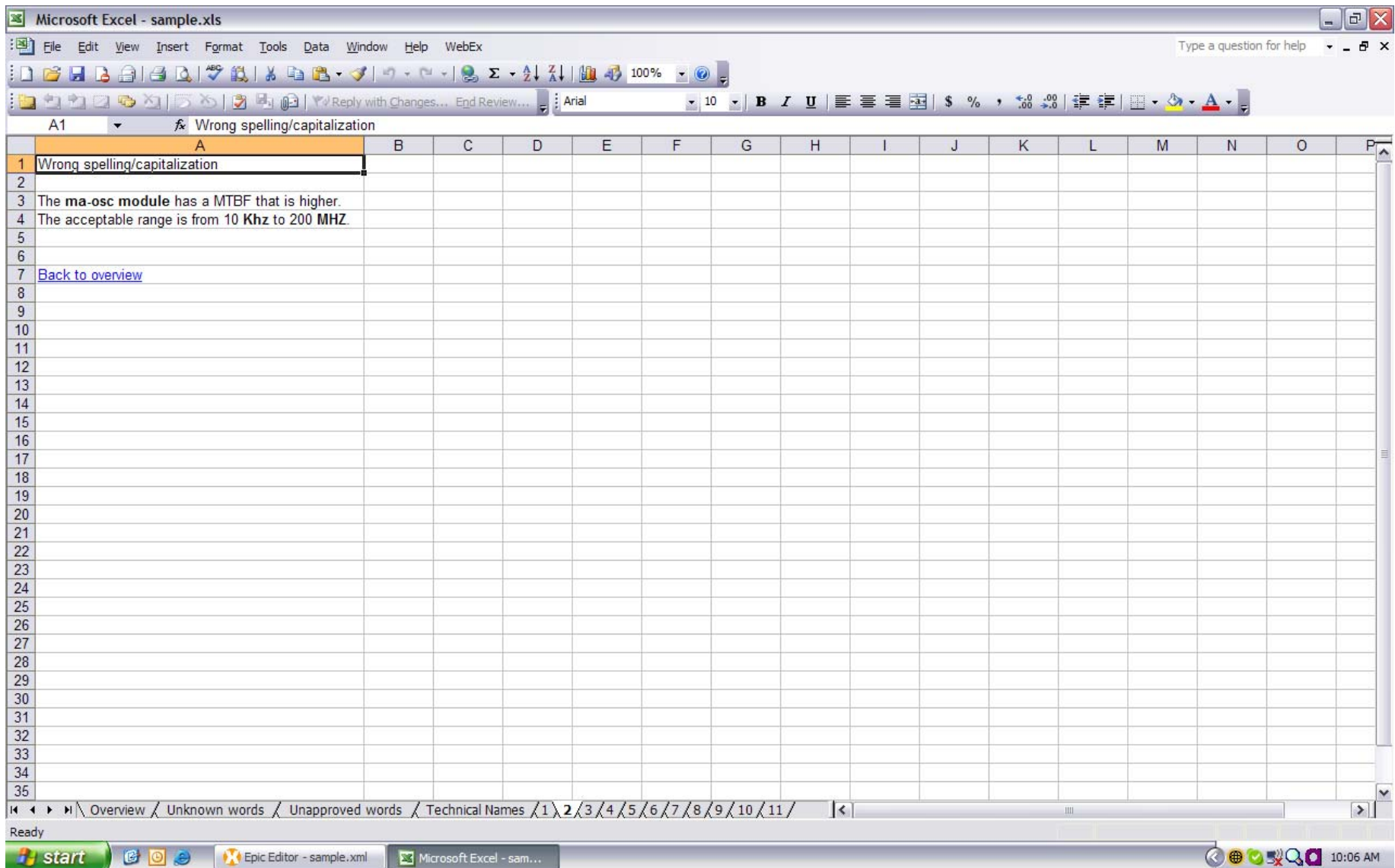
Overview Unknown words Unapproved words Technical Names 1/2/3/4/5/6/7/8/9/10/11/

Ready

start Epic Editor - sample.xml Microsoft Excel - sam...

10:05 AM

Statistics are provided in an Excel sheet. Click on a rule to see which sentences include the error.



Any sentence including an error will be shown with the concerning word in “bold”. These sentences include “Wrong spelling/capitalization”.

Microsoft Excel - sample.xls

File Edit View Insert Format Tools Data Window Help WebEx

Type a question for help

100%

A7 Back to overview

| | A | B | C | D | E | F | G | H | I |
|----|--------------------------|-----------|---|---|---|---|---|---|---|
| 1 | List of unapproved words | Frequency | | | | | | | |
| 2 | | | | | | | | | |
| 3 | acceptable | 1 | The acceptable range is from 10 Khz to 200 MHZ. | | | | | | |
| 4 | should | 1 | When the system is used for the first time you should do a climatic and mechanical test. | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | Back to overview | | | | | | | | |
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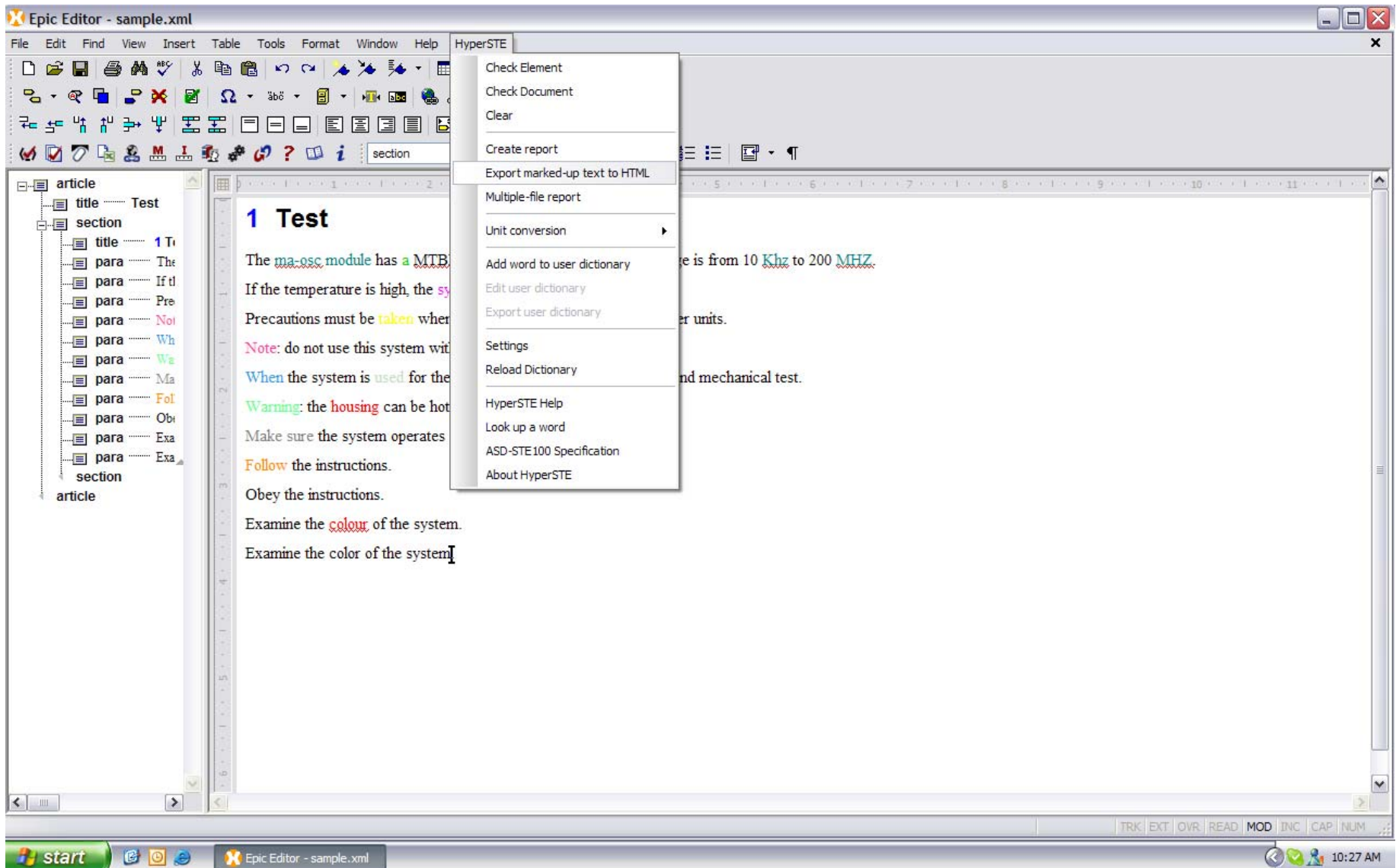
Overview Unknown words Unapproved words Technical Names 1/2/3/4/5/6/7/8/9/10/11/

Ready

start Epic Editor - sample.xml Microsoft Excel - sam...

10:05 AM

Unknown words and unapproved words can be identified quickly to help maintain the dictionary.



Share HyperSTE's interactive feedback with your colleagues, suppliers, or contractors by exporting to HTML.

C:\Documents and Settings\Berry Braster\Desktop\Simplified English Samples\sample\index.html - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print W AutoFill e Options

Address C:\Documents and Settings\Berry Braster\Desktop\Simplified English Samples\sample\index.html Go Links

Google Search Web PageRank 711 blocked AutoFill e Options

Test
 Test
 The ma-osc module has a MTBF that is higher. The acceptable range is from 10 Khz to 200 MHZ.
 If the temperature is high, the system's performance will decrease.
 Precautions must be taken when using this system and the three other units.
 Note: do not use this system with SK-1F units.
 When the system is used for the first time you should do a climatic and mechanical test.
 Warning: the housing can be hot.
 Make sure the system operates correctly.
 Follow the instructions.
 Examine the colour of the system.

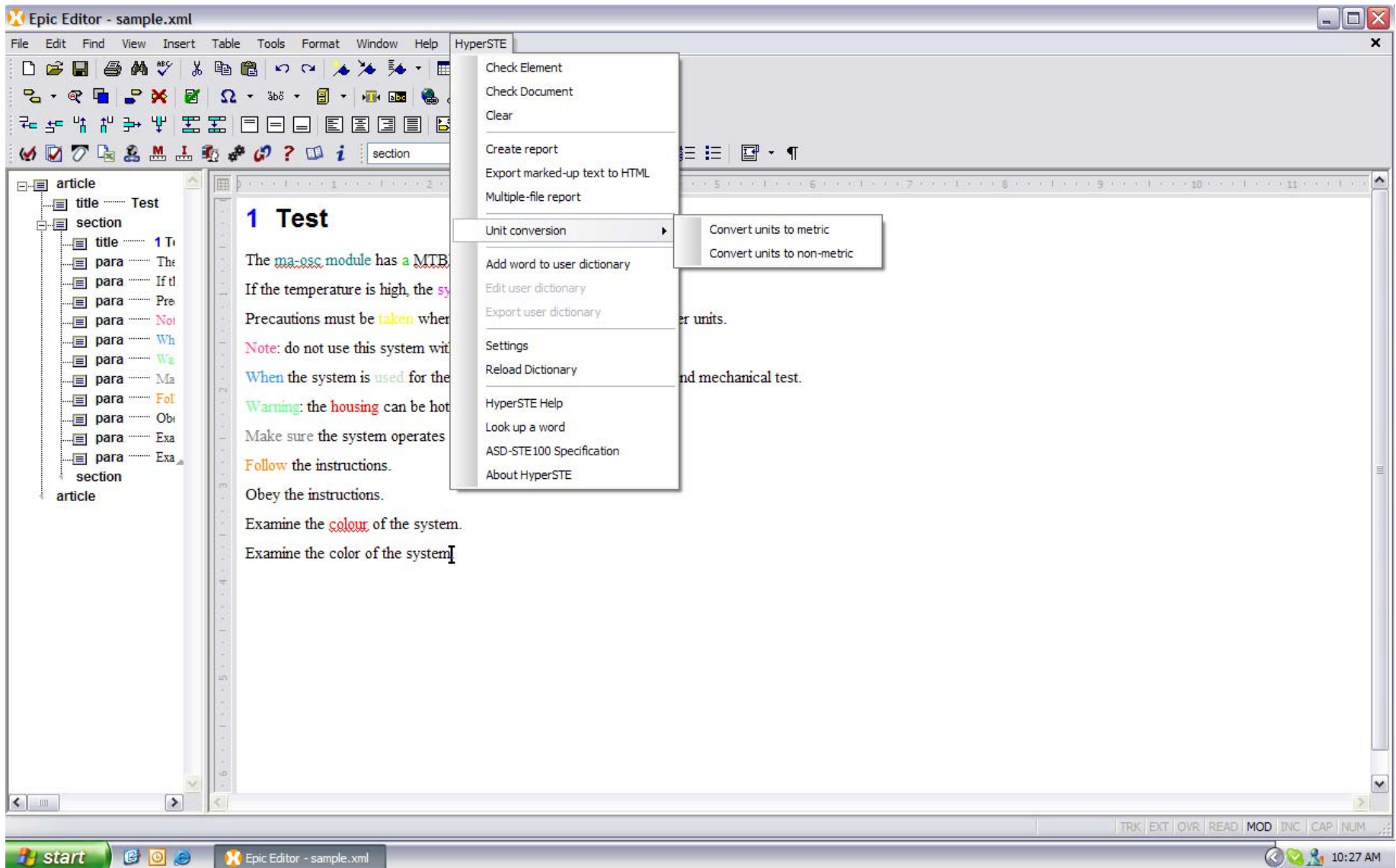
Word: should [verb, past tense]
 Non-approved forms: should
 Origin: ASD-STE100 SYN
 Synonyms: must [verb], if [conjunction]
 Example 1: Personnel should wear protective clothing. Personnel must put on protective clothing.
 Example 2: Should a failure occur, stop the test. If a failure occurs, stop the test.

Only use approved words listed in the dictionary
 This word is non-approved. Use an approved synonym or rewrite your sentence.

Done My Computer

start C:\Documents and Se... Epic Editor - sample.xml 11:07 AM

You will only need an Internet browser to view the same interactive feedback as the writer.



HyperSTE allows you to automatically convert between units of measurement: metric to non-metric and visa versa.

The screenshot displays the Epic Editor interface with a document titled 'sample.xml'. The document structure on the left includes an 'article' containing a 'title' (Test) and a 'section' with multiple paragraphs. The main text area shows a paragraph with various annotations: a 'Note' in pink, a 'Warning' in green, and a 'Follow' in orange. A 'Settings - Procedural*' dialog box is open, showing the 'Text rules' tab. This tab lists several rules with checkboxes and color-coded indicators: 'Approved words' (checked, black), 'Non-approved words' (checked, blue), 'Words not found in dictionary' (checked, red), 'Unapproved forms of approved words' (checked, olive), 'Wrong spelling/capitalization' (checked, teal), 'Auto replace' (unchecked, white), 'Display hints associated with words' (checked, red), 'US/UK English' (checked, dark green), 'Check for use of words according to the approved definition' (checked, orange), and 'Allow semantic check to approve a non-approved word' (checked, green). Below these rules are tabs for 'Words', 'Nouns', 'Verbs', 'Numbers', 'Punctuation', 'Sentences', 'Paragraphs', 'Warnings/cautions/notes', and 'Part of speech'. A 'Create reference card' button is at the bottom. A yellow callout box points to the 'Text rules' tab, stating: 'Select or unflag the rules to meet your business needs.' Another yellow callout box points to the 'US/UK English' dropdown, stating: 'HyperSTE checks for over 57 rules on terminology and grammar: words, nouns, verbs, numbers, punctuation, sentences, paragraphs, warnings/cautions/notes and part of speech.' A third yellow callout box points to the 'Check for use of words according to the approved definition' checkbox, stating: 'HyperSTE allows you to automatically convert between American English and British English.'

HyperSTE checks for over 57 rules on terminology and grammar: words, nouns, verbs, numbers, punctuation, sentences, paragraphs, warnings/cautions/notes and part of speech.

HyperSTE allows you to automatically convert between American English and British English.

Select or unflag the rules to meet your business needs.

Settings - Procedural*

Text rules | Program settings | File locations | Profile Manager | Inline/External ta

Approved words ☒

Non-approved words ☒

Words not found in dictionary ☒

Unapproved forms of approved words ☒

Wrong spelling/capitalization ☒

Auto replace ☐

Display hints associated with words ☒

US/UK English ☒

American English (US) ☐

Check for use of words according to the approved definition ☒

Allow semantic check to approve a non-approved word ☒

Words | Nouns | Verbs | Numbers | Punctuation | Sentences

Paragraphs | Warnings/cautions/notes | Part of speech

Create reference card

OK Cancel

HyperSTE settings menu: configure text rules to meet your authoring requirements.

HyperSTE complies with **ASD Simplified Technical English** (aerospace and defense standard), but also includes **corporate style guide** rules, and can easily be customized to any industry.

Settings - Procedural*

Text rules | Program settings | File locations | Profile Manager | Inline/External tabs

Missing reference ☒

Keep to one topic per sentence ☒

Check text between parentheses ☐

Check text between quotes ☐

Sentence length ☒

☒ Procedural text words

☐ Descriptive text words

☐ Custom words

Missing subject ☒

Do not use contractions ☒

Omitted conjunction THAT ☒

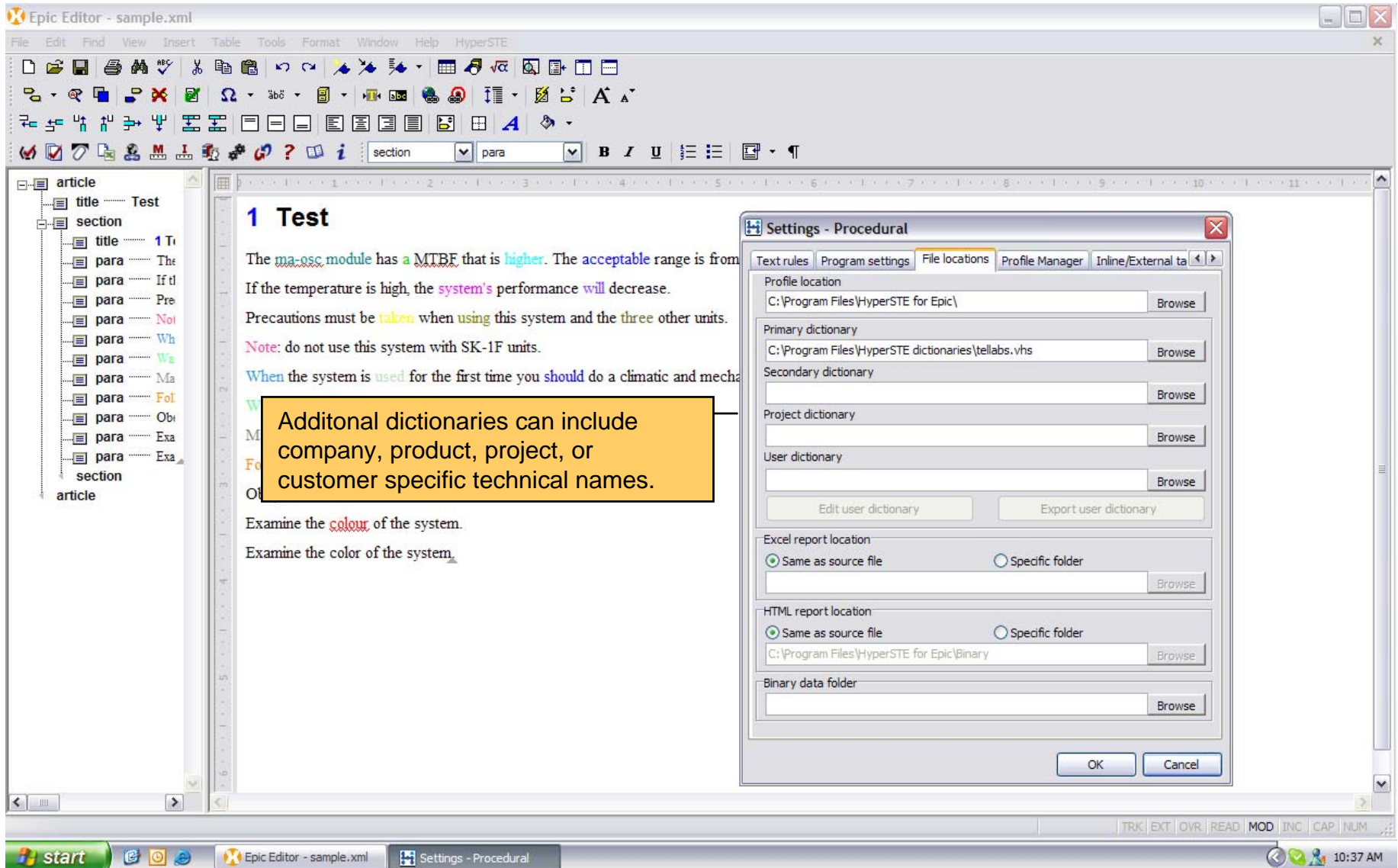
Words | Nouns | Verbs | Numbers | Punctuation | Sentences

Paragraphs | Warnings/cautions/notes | Part of speech

Create reference card

OK Cancel

Determine the sentence length for procedural and descriptive writing. If you want to omit certain rules, you can do so by simply not selecting them.



HyperSTE supports the use of multiple dictionaries: in addition to the primary 'company' dictionary, you can create project-specific dictionaries.

Epic Editor - sample.xml

File Edit Find View Insert Table Tools Format Window Help HyperSTE

article

- title Test
- section
 - title 1 Test
 - para The ma-osc module has a MTBF that is higher. The acceptable range is from
 - para If
 - para Pre
 - para Noi
 - para Wh
 - para We
 - para Ma
 - para Fol
 - para Obi
 - para Exa
 - para Exa

1 Test

The ma-osc module has a MTBF that is higher. The acceptable range is from

If

Pre

Noi

Wh

We

Ma

Fol

Obi

Exa

Exa

Obey the instructions.

Examine the colour of the system.

Examine the color of the system.

Settings - Procedural

Text rules Program settings File locations Profile Manager Inline/External ta

Current profile: Procedural

Save profile as

Add from document

Delete

| Tag/Font name | Profile name | Tag/Font type |
|---------------|--------------|---------------|
| tag\avee | <Skip> | Normal |
| tag\chapnum | Descriptive | Normal |
| tag\discode | Procedural | Normal |
| tag\discodev | <Skip> | Normal |
| tag\dmaddres | As Parent | Normal |
| tag\dmcc | <Skip> | Normal |
| tag\dmcc | <Skip> | Normal |
| tag\entry | Procedural | Normal |
| tag\idstatus | <Skip> | Normal |
| tag\incode | <Skip> | Normal |
| tag\infoname | Procedural | Normal |

Elements that contain Technical Names

Add

Delete

OK Cancel

start

Epic Editor - sample.xml

Settings - Procedural

TRK EXT OVR READ MOD INC CAP NUM

10:37 AM

Create profiles to apply different sets of rules to different parts or types of documents.

Thank you

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