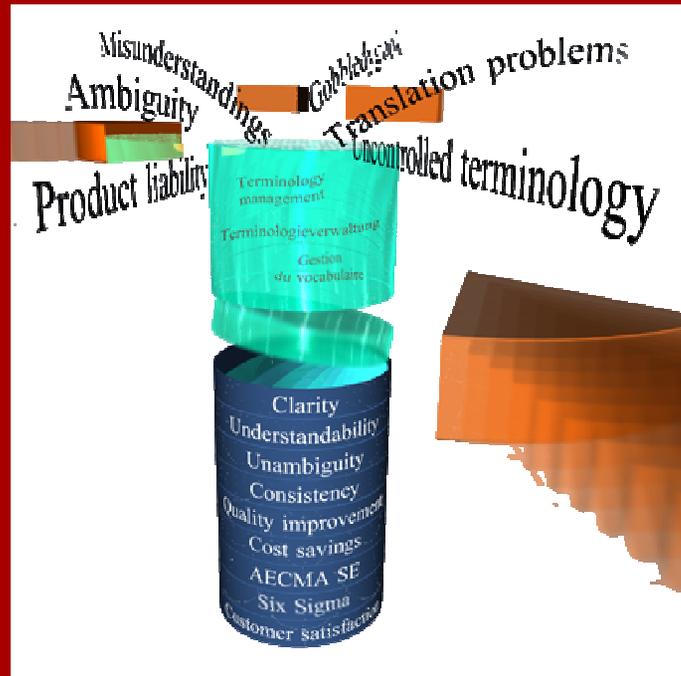
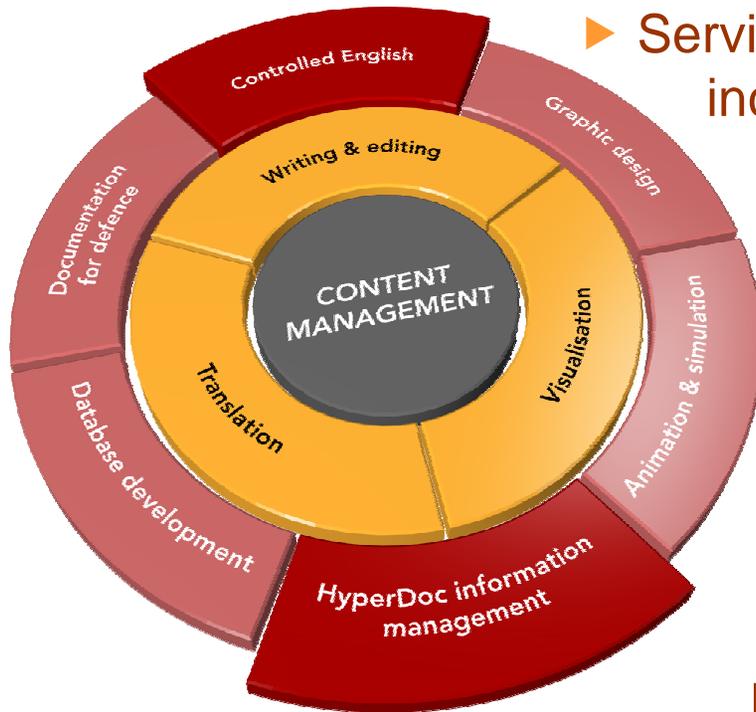


Simplified **Technical** English





- ▶ 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

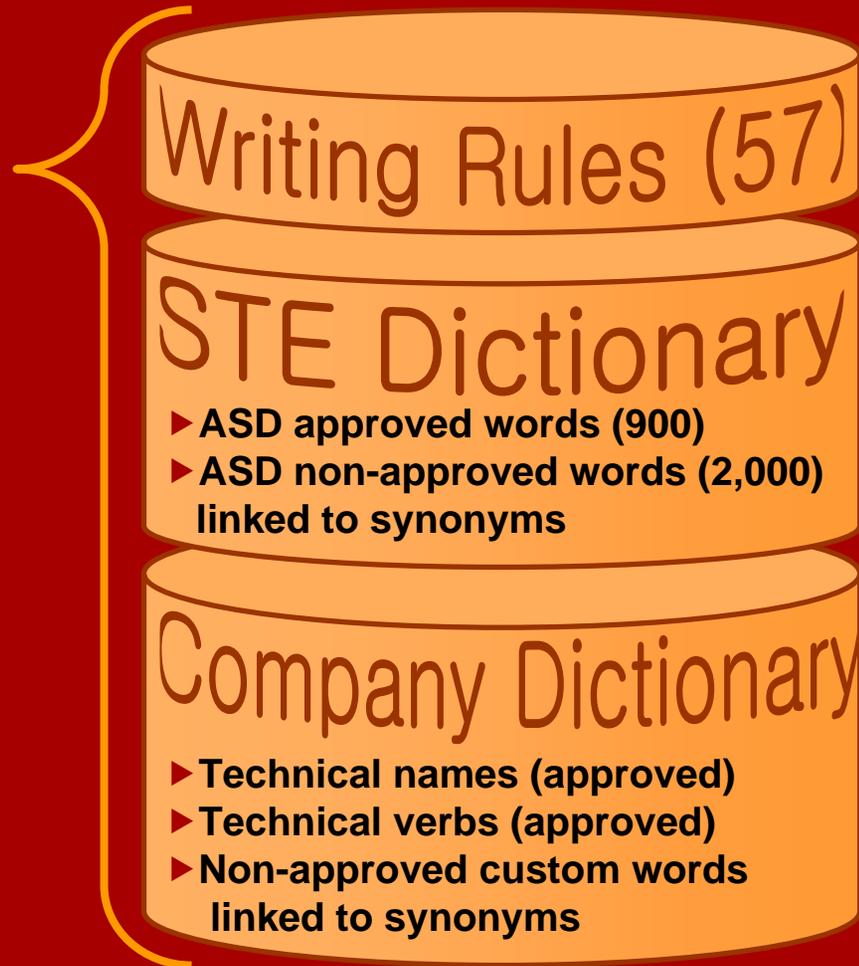
After removing old bolt, new screw may be fitted by proceeding in reverse order, using gloves to avoid injuries by sharp edges of fan blades.



- ▶ 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

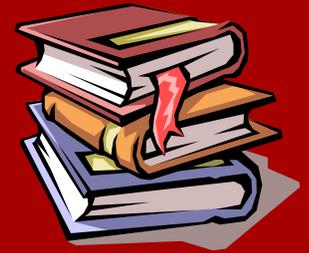
Can you justify *not* to implement Simplified Technical English?

- ▶ 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

Existing documentation



Terminology list

Term	Category	Frequency
self-aligning ball		5
self-induced bearing temperature		1
series production		1
shaft arrangement	noun	2
shaft deflection	noun	2
shaft diameter	noun	10
shaft nut		1
shaft fillet area		1
shaft fillet		1
shaft guidance		1
shaft length		2
shaft limit		1
shaft misalignment		1
shaft movement		1
shaft nut		1
shaft rotation		1
shaft seal	noun	6
shaft sealing	noun	3
shaft shoulder	noun	5
shaft smoothness		1
shaft system		1
shaft tolerance	noun	3
shaft washer		2
shaft wave-saw		1
shared		1
sheet metal		1
shock-type duty		1
shoulder diameter		1
shown		2
signals using		1
signals wrongly		1
significantly		4
simple approximation		1

Approved terms: [Stop words] [Discarded terms]

Category: noun

shaft shoulder

shaft shoulders

Plural

Definition:
1. When using an adapter sleeve on a stepped shaft, the lock nut positions the bearing relative to the sleeve, and a spacer ring is inserted between the **shaft shoulder** and inner ring on the other side (fig 26).
2. In such cases a spacing collar should be provided between the inner ring and **shaft shoulder** to provide a sufficiently large support surface for the bearing ring.
3. The side of the collar facing the **shaft shoulder** should be relieved so that it does not contact the shaft fillet (fig 28).
4. fitting a spacer ring between a **shaft shoulder** and one of the bearing inner rings (fig 40) or between the inner rings of the two bearings.

Documents:
1. 5000_E_Applic_bear_2.doc
2. 5000_E_Applic_bear_2.doc
3. 5000_E_Applic_bear_2.doc
4. 5000_E_Applic_bear_2.doc

Company Dictionary

- ▶ Approved
- ▶ Non-approved

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

Dictionaries

STE Dictionary

- ▶ ASD approved words
- ▶ ASD non-approved words linked to synonyms

Company Dictionary

- ▶ Technical names (approved)
- ▶ Technical verbs (approved)
- ▶ Non-approved custom words linked to synonyms

▶ **HyperSTE
Checker tool**

Step 2. Training of writers

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

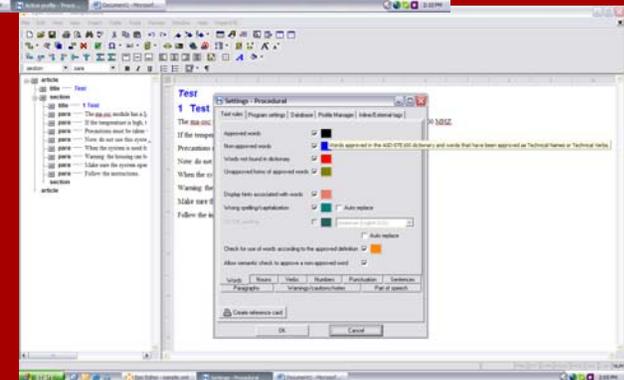
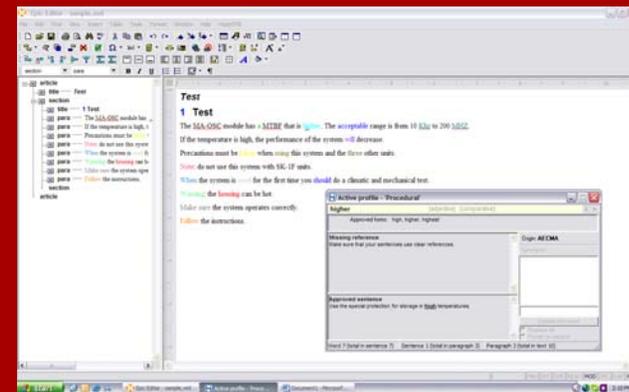
- ▶ 3 - 5 days, **on-site**
- ▶ Up to 10 technical writers per session



Step 3. Check your documentation

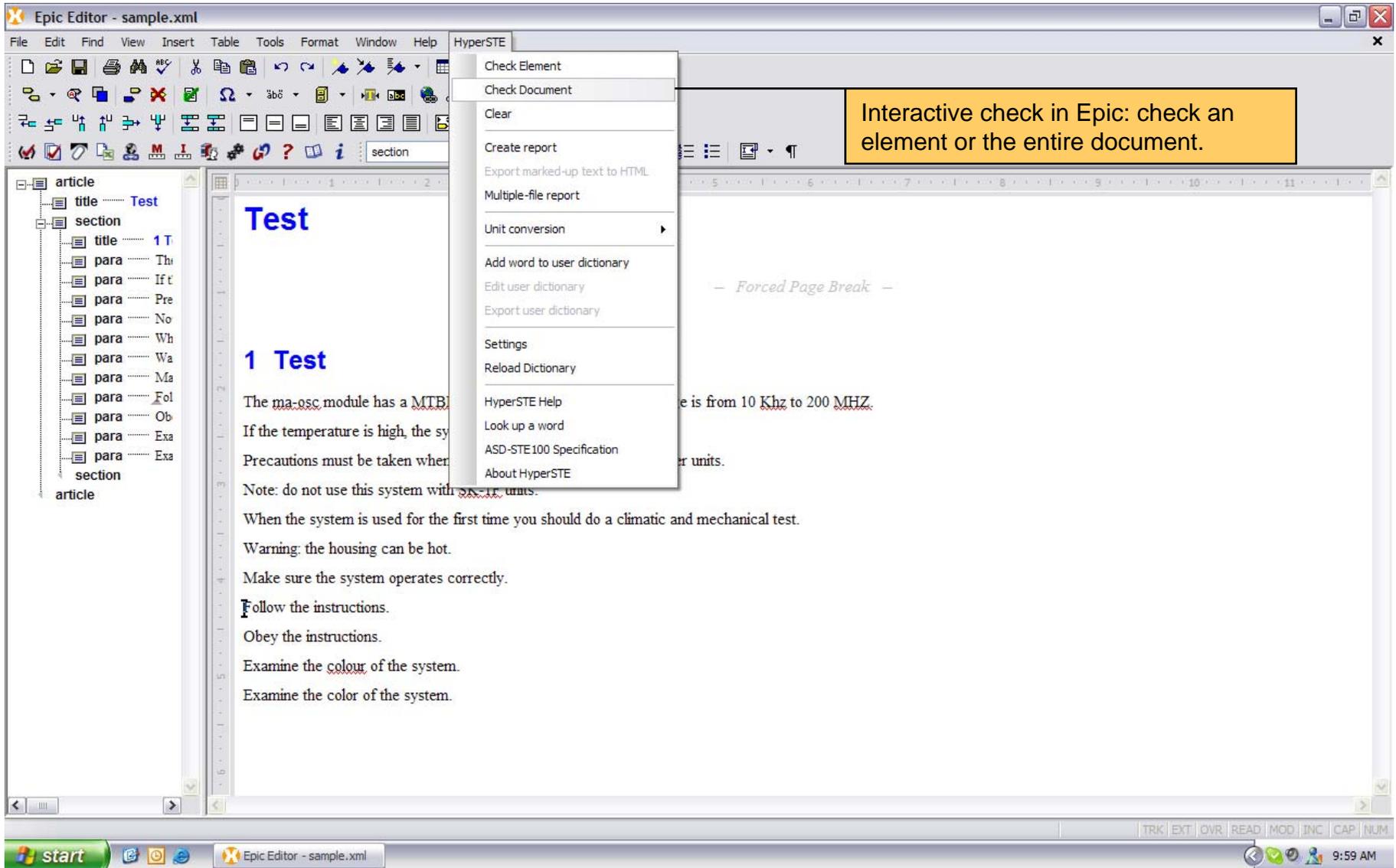
Tedopres offers **HyperSTE**, a checker tool that will help writers check text for **compliance** with the rules of Simplified Technical English.

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 shows the Epic Editor interface with a document titled 'sample.xml'. The document content includes a section titled '1 Test' with several paragraphs of text. Some words are highlighted in different colors (e.g., 'ma-osc module' in blue, 'MTBF' in green, 'higher' in red, 'acceptable' in blue, 'Khz' in green, 'MHZ' in red). A yellow callout box highlights the text: 'Available languages for interactive feedback: English (US or UK), French, German, Spanish, Portuguese (BR), Russian, Japanese and Bahasa Indonesia.' On the right side, a panel titled 'Aktives Profil - 'Procedural'' is open, showing various settings and information. At the top of this panel, there is a row of language flags. Below the flags, there are sections for 'ma-osc module', 'Meldungen', 'Semantische Informationen', and 'Korrekturvorschlag'. The 'Korrekturvorschlag' section shows a table with words and their frequencies.

Available languages for interactive feedback: English (US or UK), French, German, Spanish, Portuguese (BR), Russian, Japanese and Bahasa Indonesia.

Aktives Profil - 'Procedural'

ma-osc module
noun, singular
Zugelassen

Zugelassene Formen:
MA-OSC module, MA-OSC modules
Quelle:
TELLABS

Meldungen

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

Semantische Informationen

Definition
mid-access optical supervisory channel module

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.

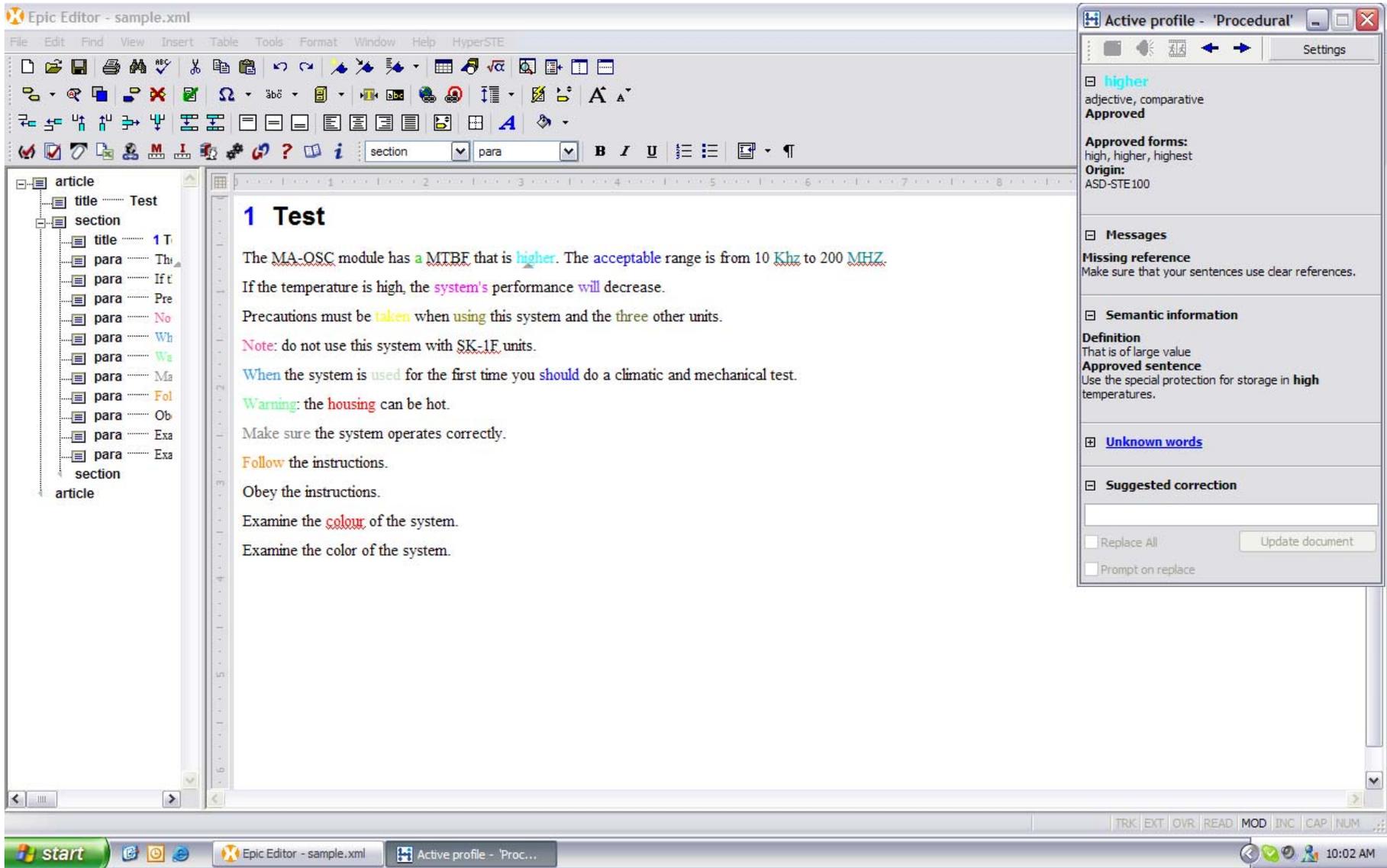
The screenshot shows the Epic Editor interface with a document titled 'sample.xml'. The document content includes a title '1 Test' and several paragraphs of text. The text contains several words that are underlined in red, indicating errors: 'ma-osc module', 'MITBF', 'higher', 'system's', 'taken', 'SK-1F', 'used', 'should', 'Warning: the housing', 'Follow the instructions', 'colour', and 'color'. The 'Active profile - 'Procedural'' window on the right shows the following information:

- 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**: (None listed)
- Suggested correction**: MA-OSC module. Replace All. Prompt on replace. **Update document** button.

Yellow callout boxes provide the following information:

- 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.**

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



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

1 Test

The MA-QSC 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.

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.

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

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

The screenshot shows 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 sidebar on the right, titled 'Active profile - 'Procedural'', displays a list of suggestions for the word 'system's'. A yellow callout box highlights the 'Synonyms' section of the sidebar.

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

The sidebar suggestions include:

- system's (noun, singular)
- Messages: Do not use the genitive s (implied by ASD-STE100 rule 4.2)
- Synonyms table:

Synonym	Part of speech	Origin
of the system	phrase	-
system	noun	ASD-STE100
- Unknown words
- Suggested correction: of the system, with options for 'Replace All' and 'Prompt on replace', and an 'Update document' button.

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

The screenshot displays the Epic Editor interface with a document titled 'sample.xml'. The document content includes several paragraphs with HyperSTE annotations:

- The MA-OSC module has an MTBF that is **higher**. The permitted range is from 10 kHz to 200 MHz.
- If the temperature is high, the performance of the system **will** decrease.
- Use precautions when you operate 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 must 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 right-hand pane shows the 'Active profile - 'Procedural'' window with the following information:

- 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:** (empty)
- Suggested correction:** (empty)
- Replace All
- Prompt on replace
- Update document button

HyperSTE informs the writer to use the active voice in procedural writing: 'when you use the system..'

The screenshot shows the Epic Editor interface. The main document window displays the following text:

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.

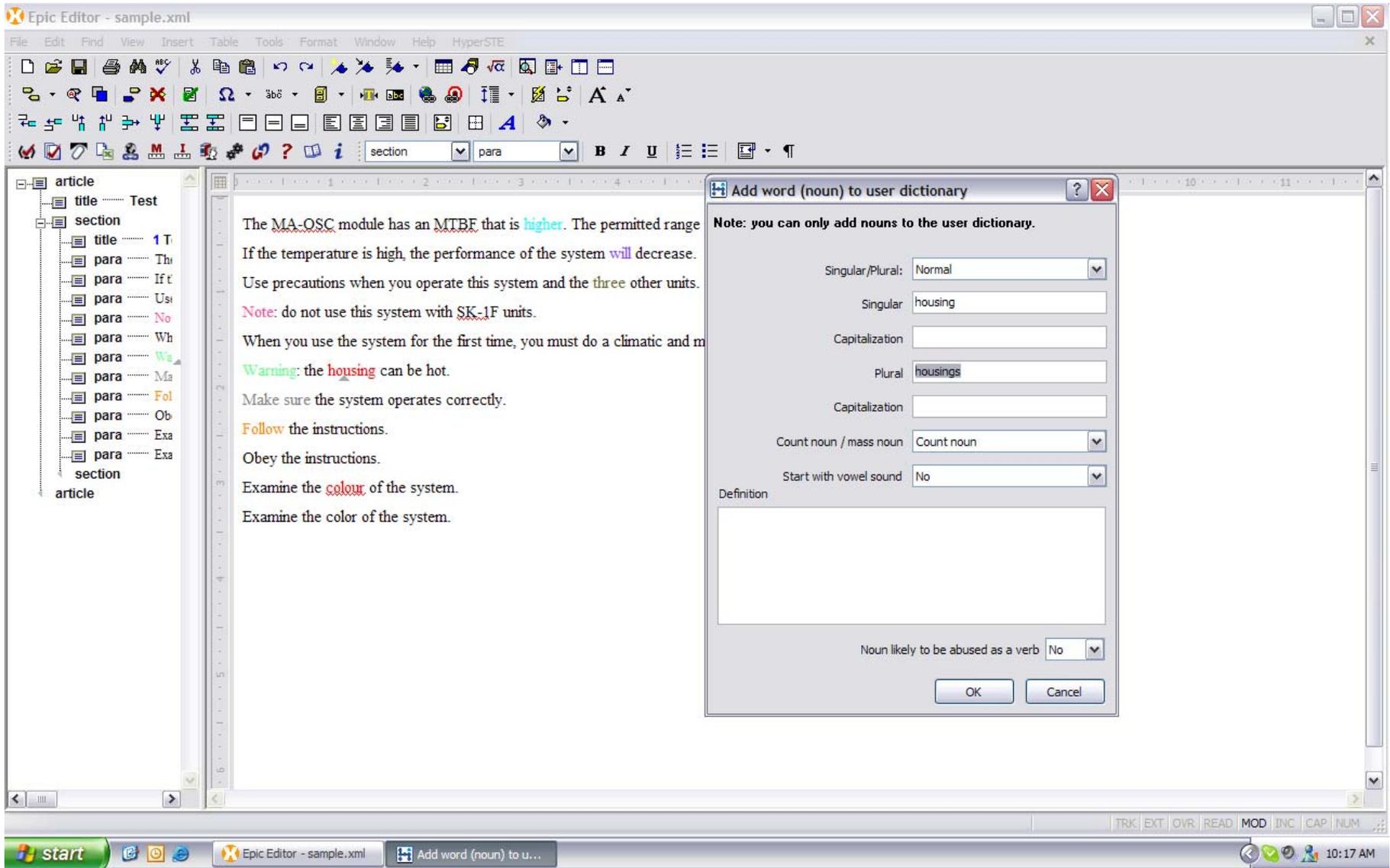
Obey the instructions.

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 sections and paragraphs. The right sidebar, titled 'Active profile - 'Procedural'', contains a 'Warning' section with the text: 'Warning noun, singular Approved', 'Approved forms: warning, warnings', and 'Origin: ASD-STE100 SEC'. Below this is a 'Messages' section with the text: '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.' There is also a 'Semantic information' section with a 'Definition' and an 'Approved sentence'. A 'Warning' section is highlighted in yellow, containing the text: 'The writer knows the correct command: "Warning: do not touch the housing because it can be hot."' The bottom of the screenshot shows the Windows taskbar with the Start button, the Epic Editor window, and the system tray showing the time as 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.

The MA-OSC module has an MTBF that is **higher**. The permitted range is from 10 kHz to 200 MHz.

If the temperature is high, the performance of the system **will** decrease.

Use precautions when you operate this system and the **three** other units.

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

When you use the system for the first time, you must do a climatic and mechanical test.

Warning: do not touch the **housing**, because it 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.

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

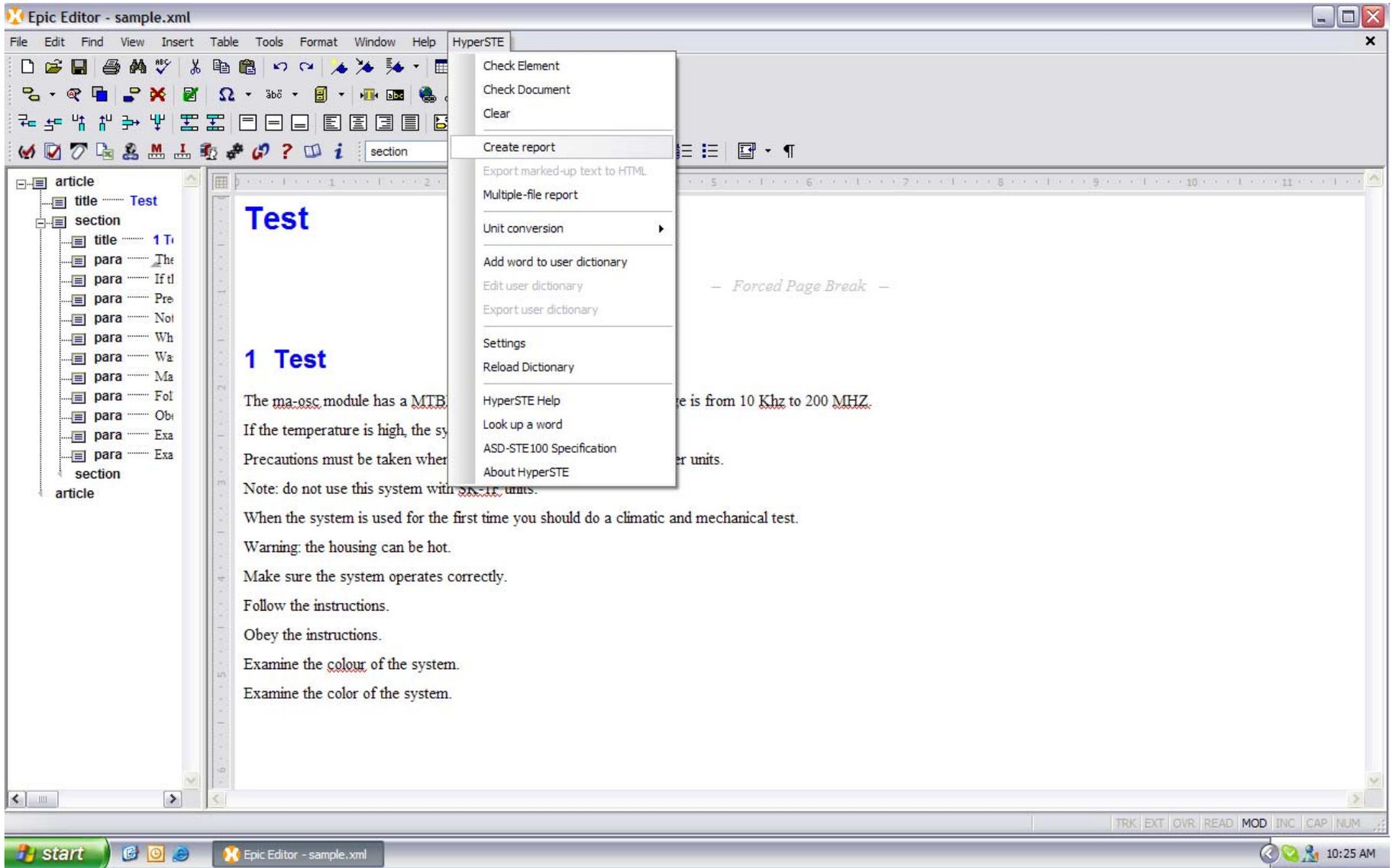
Words	Frequency
colour	1
housing	1

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

File Edit View Insert Format Tools Data Window Help WebEx

Type a question for help

100%

Arial 10

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								

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.

Microsoft Excel - sample.xls

Type a question for help

File Edit View Insert Format Tools Data Window Help WebEx

100%

A1 Wrong spelling/capitalization

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Wrong spelling/capitalization															
2																
3	The ma-osc module has a MTBF that is higher.															
4	The acceptable range is from 10 Khz to 200 MHZ .															
5																
6																
7	Back to overview															
8																
9																
10																
11																
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35																

Ready

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

10:06 AM

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

Microsoft Excel - sample.xls

Type a question for help

File Edit View Insert Format Tools Data Window Help WebEx

100%

A7 Back to overview

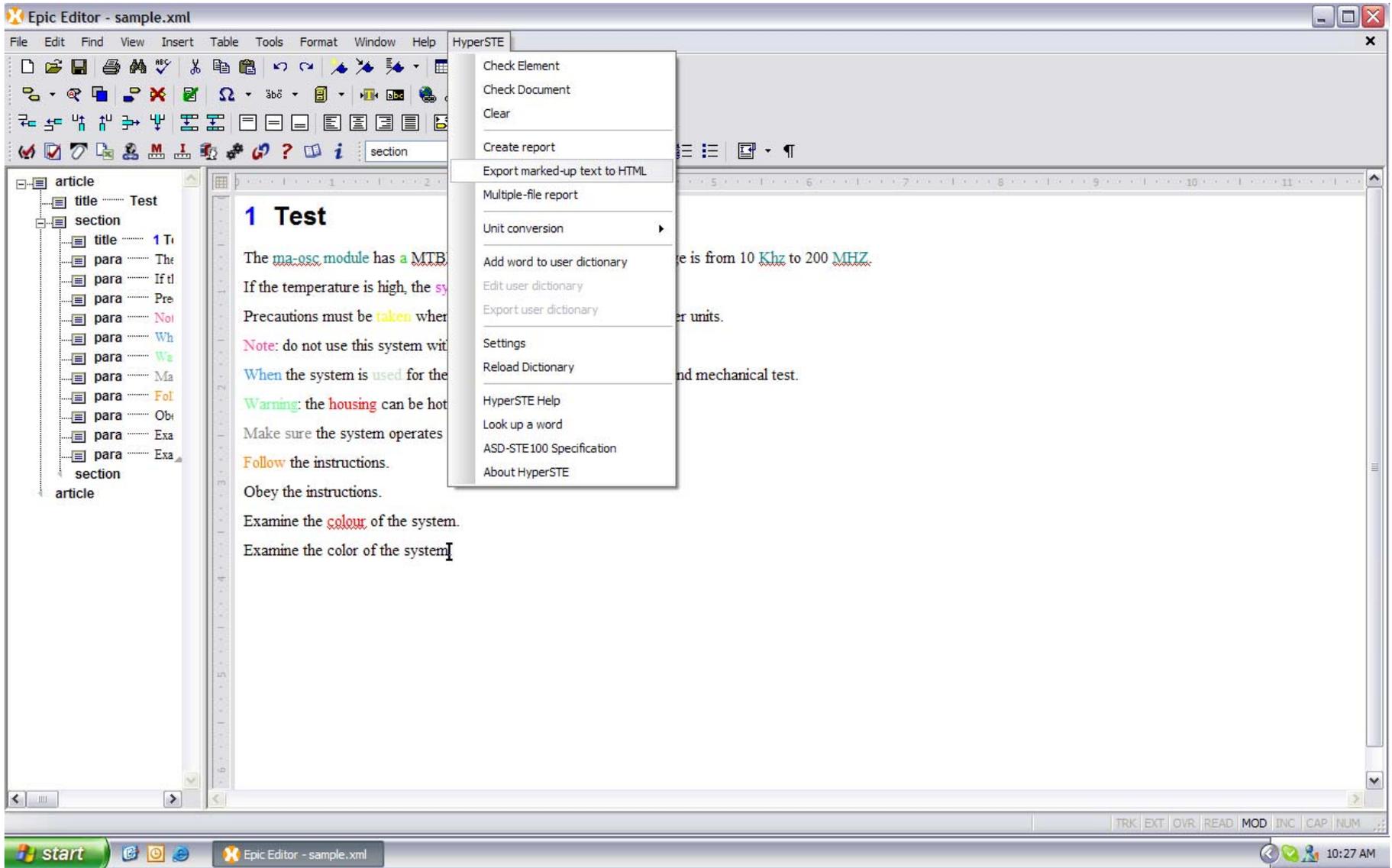
	A	B	C	D	E	F	G	H	I
1	List of unapproved words	Frequency							
2									
3	acceptable	1	The acceptable range is from 10 Khz to 200 MHZ.						
4	should	1	When the system is used for the first time you should do a climatic and mechanical test.						
5									
6									
7	Back to overview								
8									
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33									
34									
35									

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 Refresh Home Search Favorites Home Mail Print W Yellow Mail People

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

Google Search Web PageRank 711 blocked AutoFill 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.

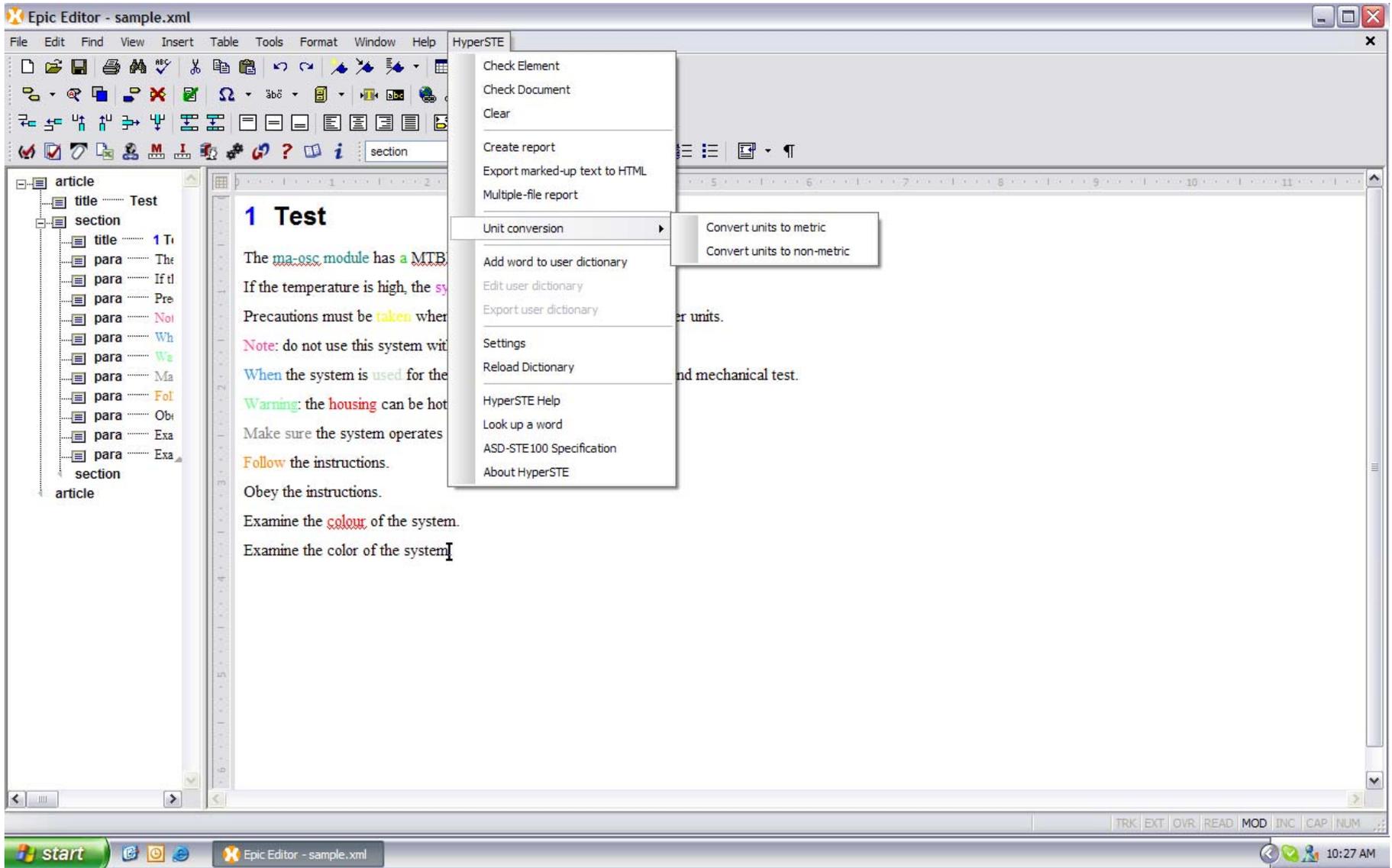
Word: should [verb, past tense]
 Non-approved forms: should
 Origin: ASD-STE100 SYN
 Synonyms: must [verb], if [conjunction]
 Example 1: Personnel should wear protective clothing. Personnel must put on protective clothing.
 Example 2: Should a failure occur, stop the test. If a failure occurs, stop the 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 the 'Settings - Procedural*' dialog box open. The dialog has several tabs: 'Text rules', 'Program settings', 'File locations', 'Profile Manager', and 'Inline/External ta'. The 'Text rules' tab is active, showing a list of rules with checkboxes and color-coded indicators. The rules include:

- 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)
- Display hints associated with words (checked, red)
- US/UK English (dropdown set to 'American English (US)', checked, dark green)
- Auto replace (unchecked)
- Check for use of words according to the approved definition (checked, orange)
- Allow semantic check to approve a non-approved word (checked, green)

At the bottom of the dialog, there are buttons for 'Words', 'Nouns', 'Verbs', 'Numbers', 'Punctuation', 'Sentences', 'Paragraphs', 'Warnings/cautions/notes', and 'Part of speech'. A 'Create reference card' button is also present. The 'OK' and 'Cancel' buttons are at the bottom right.

Two yellow callout boxes provide additional information:

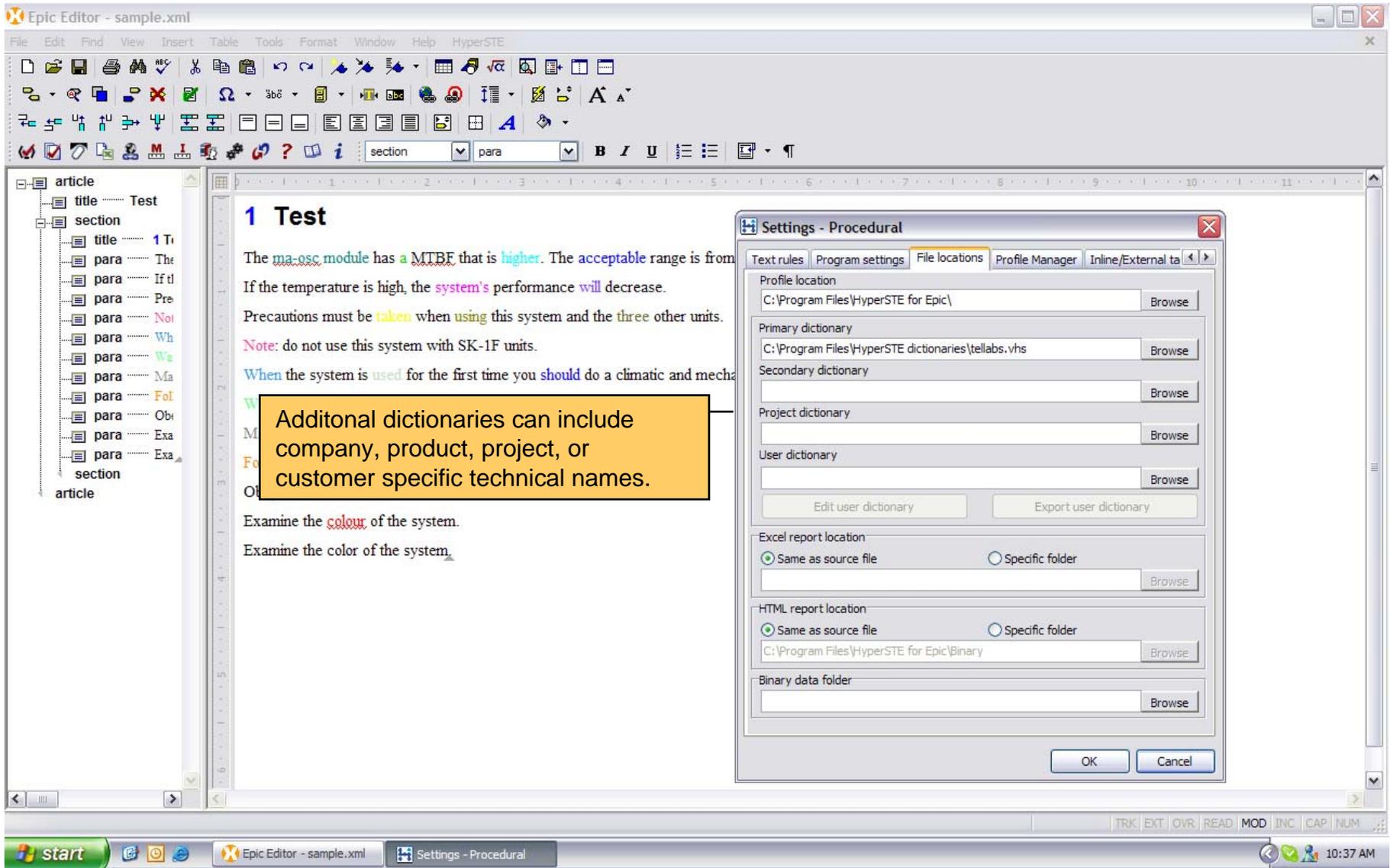
- Top right: "Select or unflag the rules to meet your business needs."
- Middle left: "HyperSTE checks for over 57 rules on terminology and grammar: words, nouns, verbs, numbers, punctuation, sentences, paragraphs, warnings/cautions/notes and part of speech."
- Middle left: "HyperSTE allows you to automatically convert between American English and British English."

The background shows the Epic Editor interface with a document titled 'sample.xml' and a tree view on the left. The Windows taskbar at the bottom shows the Start button, taskbar icons for Epic Editor and Settings, and the system tray with the time 10:31 AM.

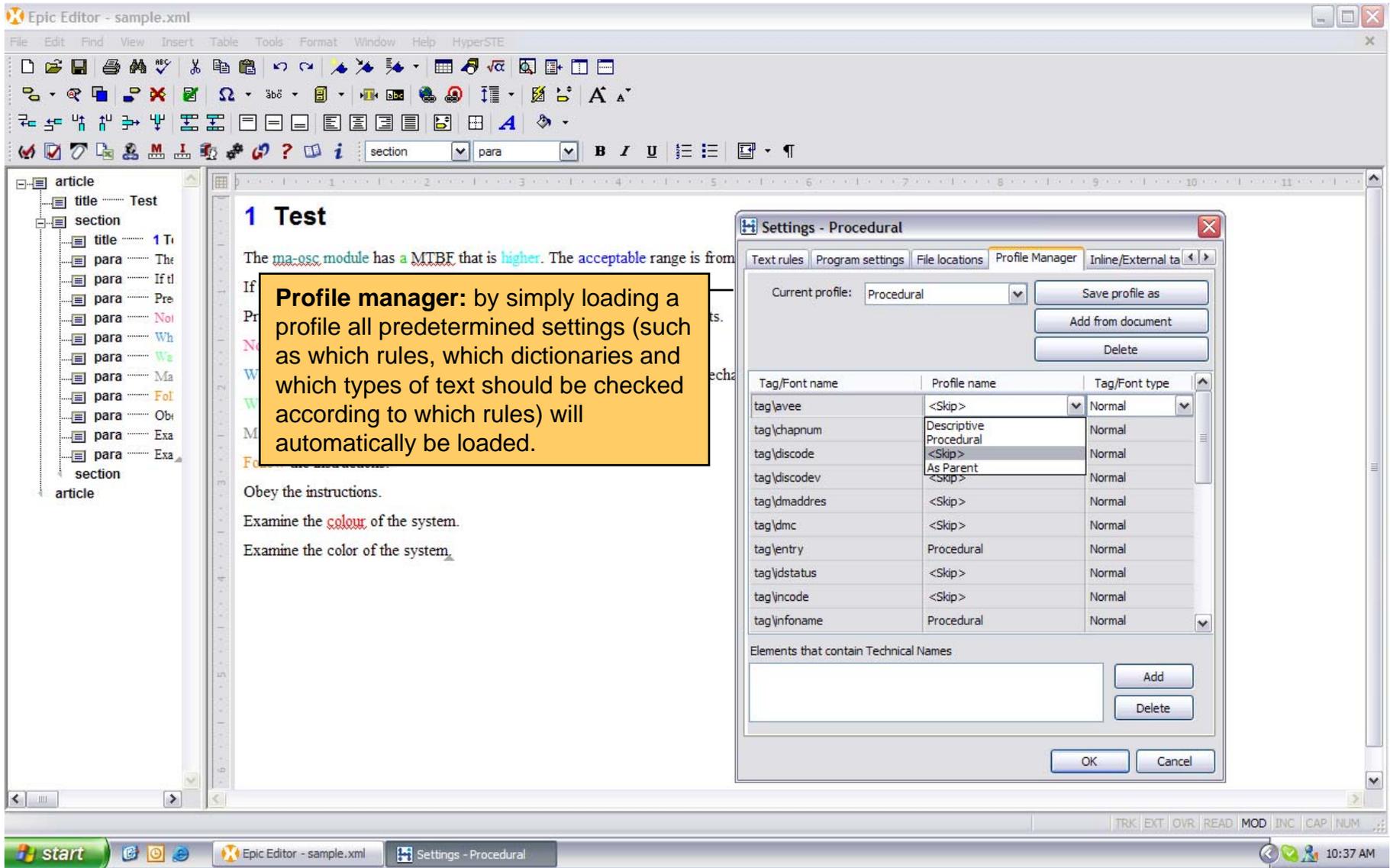
HyperSTE settings menu: configure text rules to meet your authoring requirements.

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.

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.



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

Thank you

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