



**User Manual**  
**Congree Personal Edition**  
**(Last update May 11, 2011)**

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# 1 Introduction

In this chapter:

About Congree Personal Edition (see below)

About This Documentation (page 6)

## 1.1 About Congree Personal Edition

### What is Congree?

**What is Congree?**

Congree is a rule-based tool that supports technical writers in the creation of high-quality documentation.

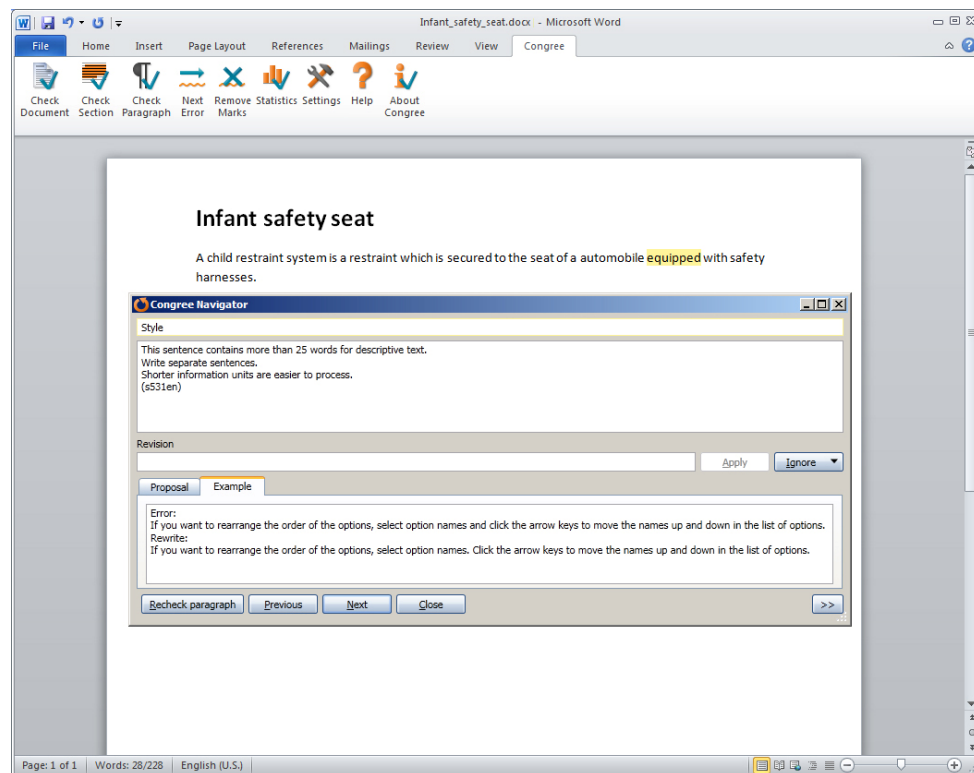
### Congree Personal Edition

**Congree Personal Edition**

Congree Personal Edition is the single workstation version of Congree. With Congree Personal Edition, you, the technical writer, have access to the power of a professional tool that will help you create high-quality and consistent text.

**Customary work environment**

You can easily use Congree Personal Edition as an add-in for your editing software (Microsoft Word or JustSystems XMetaL Author). This way, you can get all the benefits of professional-quality authoring assistance while writing in your customary work environment. Congree displays the results of the check in a clear format with error-specific markings directly in the text, as well as in a summary. Depending on your approach, you can use Congree Personal Edition while writing, or for checking your document once you've finished writing your text.



#### Quality and Consistency

Apart from spelling and grammar, Congree also checks compliance with style rules, such as maximum sentence length and the use of active instead of passive voice. As a result, Congree Personal Edition will help you write rule- and style-compliant texts consistently and efficiently.

#### 1.1.1 Supported Editors

Currently, Congree Personal Edition is available for the following editors:

- Microsoft Word XP
- Microsoft Word 2003
- Microsoft Word 2007
- Microsoft Word 2010
- JustSystems XMetaL Author 6.0

In the near future, Congree Personal Edition will also be available for the following editor:

- Adobe FrameMaker



The support of additional editors is under development.

#### 1.1.2 Available Rule Sets

Currently, the following rule sets are available for your work with Congree Personal Edition:

- American English: Technical Writing Rules
- American English: Rule-Based Simplified English



Additional rule sets are under development.

#### 1.1.3 Congree Linguistic Engine

The basis for the checking of documents with Congree is the Congree Linguistic Engine, which carries out document checks in the background and displays the results in the document via color-coded error markings (see page 18). The Congree Linguistic Engine also delivers detailed error information, displayed in the Congree Navigator (see page 24). The Congree Linguistic Engine performs checks based on pre-defined rules, that is, it is a "rule-based" checker.

## 1.2 About This Documentation

This manual describes the functionality of Congree Personal Edition for Microsoft Word and JustSystems XMetaL Author. The functions of Congree are integrated into the editor in question. You can call up all of Congree's functions in Word using either the Congree tab (Word 2007/2010) or by using the Congree toolbar (Word XP/2003). In XMetaL, the functions can be called up by using the Congree toolbar.





This documentation does not contain any information about the use of Microsoft Word and XMetaL. See the documentation of the editor in question for more information.



This documentation was created using OfficeHelp.  
[www.officehelp.de](http://www.officehelp.de)

### 1.2.1 Icons

This manual makes use of icons and conventions to facilitate orientation.

Icon	Description
	<b>Attention</b> This icon indicates information that is essential for the correct use of Congree Personal Edition.
	<b>Tip</b> This icon indicates tips and helpful recommendations that will facilitate your work with Congree Personal Edition.
	<b>Additional information</b> This icon indicates additional information and explanations intended to improve your understanding of the feature described.
	<b>Pointer</b> This icon points to more detailed information in other chapters or documents.

### 1.2.2 Conventions

For improved legibility and clarity, this manual makes use of the following spelling conventions:

- Key labels, names of menus and commands are presented in **bold and spaced** typeset.
- Technical terms are printed in *italics*.

### 1.2.3 Cross-reference

The Congree Personal Edition product line is constantly being developed and improved. As a result, its documentation is also being expanded and updated. For the latest version of the documentation and additional Congree-related information, visit [www.congree.com](http://www.congree.com).

### 1.2.4 Feedback

#### Your opinion is important to us!

Our objective is to provide all Congree Personal Edition users with the best possible working experience. For this reason, we always appreciate any feedback you send us. All information, text, and illustrations in this manual have been prepared with utmost care. Nevertheless, errors may occur. If necessary, please contact [documentation@congree.com](mailto:documentation@congree.com).

### 1.2.5 Congree Support

If you have any questions or problems concerning Congree Personal Edition, please contact our support at [www.congree.com/en/form-supportrequest.aspx](http://www.congree.com/en/form-supportrequest.aspx).

### 1.2.6 Document Versions

Congree version	Document version	Date	Changes
1.0.0.6	1.0	2011-03-07	Document creation
1.1	1.1	2011-05-06	Content extension

## 2 Installation

In this chapter:

System Requirements (see below)  
Installation of Congree Personal Edition (page 9)  
Licensing and Activation of Congree Personal Edition (page 12)

### 2.1 System Requirements

Before you install Congree Personal Edition, make sure that the computers on which you want to install the software fulfill the following hardware and software requirements. If necessary, install any needed third-party components (such as text editors) prior to installation of Congree Personal Edition.



In addition to the following system requirements, remember that each text editor you wish to use will have its own system requirements, and those must also be met.

#### Hardware

To run Congree Personal Edition on your workstation, it should be equipped with a CPU with a clock speed of at least 2 GHz and at least 1 GB RAM (2 GB RAM or more recommended). At least 1 GB of hard drive space should also be available.

#### Software

The compatible operating systems are: Windows XP, Windows Vista or Windows 7 (32-bit/64-bit) with the latest service packs installed. In addition, a screen resolution of 1024 x 768 pixels or higher is required.

Congree Personal Edition also requires Microsoft .NET Framework 4.0, but Congree will install this component automatically as part of its own installation process, by default.

#### Supported Word versions

To use Congree Personal Edition with Word, you must use one of the compatible versions: Word XP, Word 2003, Word 2007 or Word 2010 (32-bit). Versions earlier than Word XP are not compatible with Congree Personal Edition.

#### Supported XMetaL versions

To use Congree Personal Edition with XMetaL, you must use XMetaL 6.0. Versions earlier than XMetaL 6.0 are not compatible with Congree Personal Edition. XML SCHEMA (XSD) is not supported either.

## 2.2 Installation of Congree Personal Edition

Proceed as follows to install Congree Personal Edition on your computer:



**Please make absolutely sure** that the installation of Congree Personal Edition is carried out by a user with administrator rights.

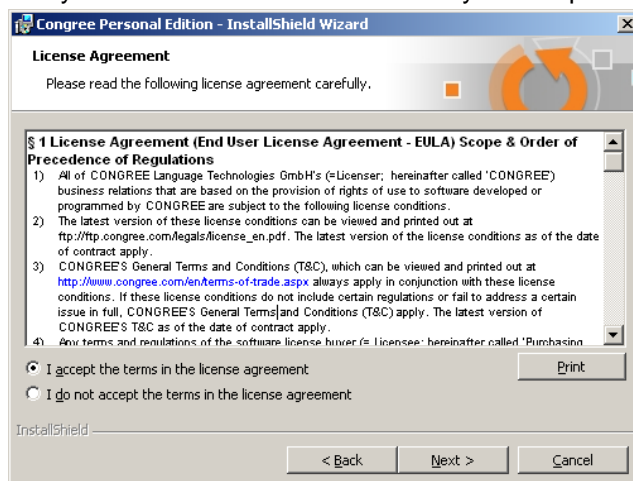
1. Log in to your computer as a user with administrator rights.
2. If you received your Congree Personal Edition installation files via download, unpack the file **Congree\_PE\_EN\_en.zip** and save the files it contains to your hard drive.
3. Double-click the file **setup.exe** to launch the Installation Wizard that will lead you through the installation of Congree Personal Edition.

To install the software under Windows Vista or Windows 7, be sure to run the file **setup.exe** with administrator permissions. To do this, right-click the file and select the command **Run as administrator** from the context menu.

4. Once the wizard has started, click **Next >**.

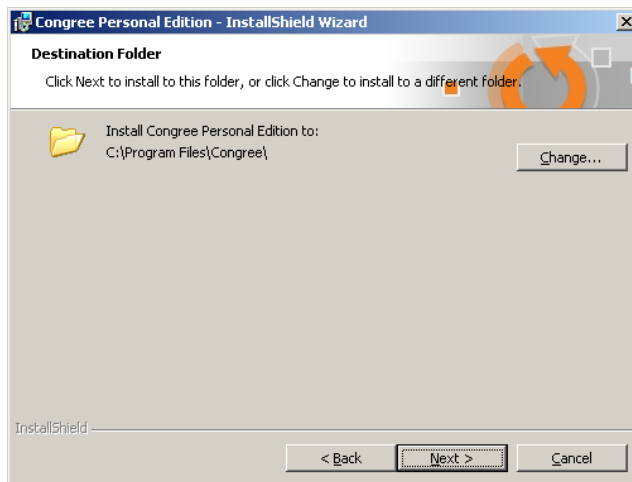


5. Read the license agreement (EULA) and, if you agree with it, check the box to confirm that you have read the EULA and that you accept its terms. Click **Next >**.



- The installer will suggest a location on your local computer in which to install Congree Personal Edition. To change the location, click **Change...** and select a different location.

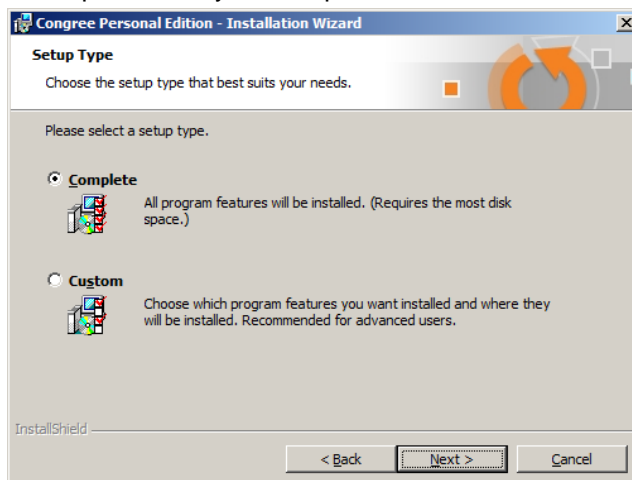
Then click **Next >**.




- Now select the type of installation. If you would like to install Congree Personal Edition for both Word and XMetaL, select the complete installation and click **Next >**, then continue with step 9.

If you would like to install Congree Personal Edition for just one editor (Word or XMetaL), select the user-defined installation by selecting "Custom" and click **Next >**.

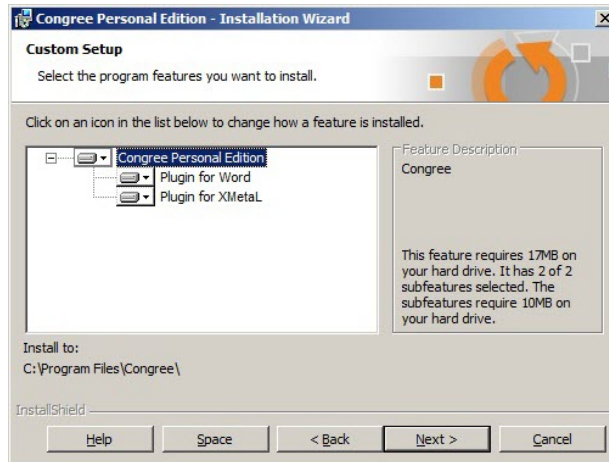
If only one of the two editors is installed on your computer, you can also select the complete installation. In this case, Congree Personal Edition is installed only for the editor present on your computer.



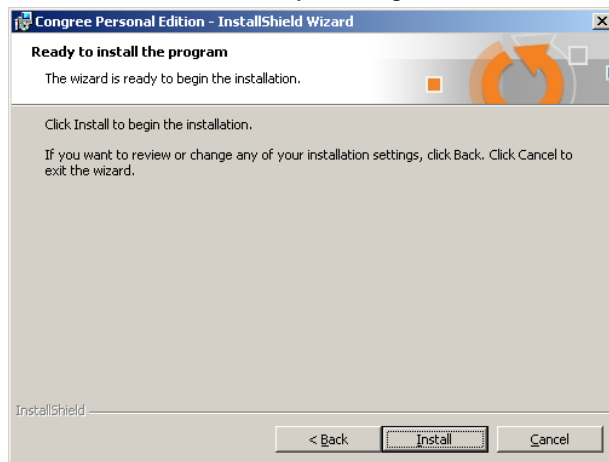
- Now specify for which editors the corresponding add-ins for Congree Personal Edition should be installed. By default, the installation of the add-ins is selected for both the supported editors Word and XMetaL. Therefore, now deactivate the add-in that should not be installed. To do this, click the  icon of the add-in in question and select the **X** command **This feature will not be available** from the menu that appears. Then click **Next>**.

## 2 Installation

### Installation of Congree Personal Edition



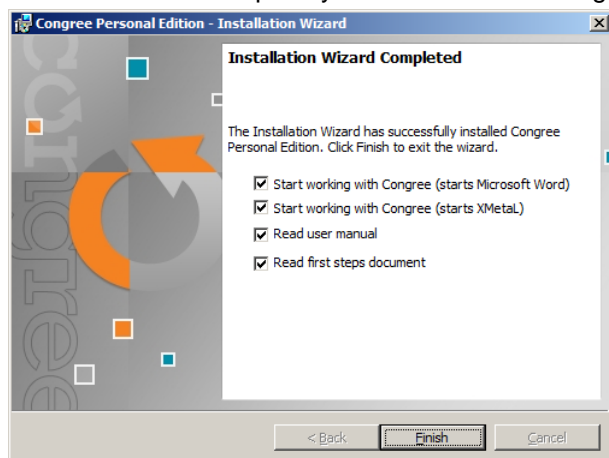
9. Launch the installation by clicking **Install**.



10. Upon completion of the installation a confirmation dialog box will appear. Congree Personal Edition has been successfully installed and from now on it is ready for use. Additional information about working with Congree Personal Edition is available on page 14.



Tick the checkboxes if you wish to start Congree Personal Edition and open a corresponding editor (e.g. Microsoft Word or XMetaL) upon completion of the installation. In addition, you can choose to display the user manual and the "First Steps" document. Click **Finish** to complete your installation of Congree Personal Edition.



#### Next steps:

- Licensing and activation of Congree Personal Edition (see below)



## 2.3 Licensing and Activation of Congree Personal Edition

### 2.3.1 General

Before you start working with Congree Personal Edition, you have to activate your copy with an activation key.

After you have purchased Congree Personal Edition from the Web shop, we will e-mail you your activation key, which is required for the activation of Congree Personal Edition.

Your license for Congree Personal Edition is valid both for use with Word as well as for use with XMetaL. It is only not possible to use Congree Personal Edition with both editors simultaneously.



#### Congree Personal Edition Trial Version

In addition to the full version, there is also a trial version of Congree Personal Edition. The trial version is valid for 30 days from your trial activation key delivery date.

If you want to use the trial version of Congree Personal Edition, first click the corresponding button in the dialog window to activate Congree Personal Edition and then enter your e-mail address in the appropriate field. You will receive a key by e-mail that you can use to activate the trial version.

#### Next steps:

- Activation of Congree Personal Edition (see below)



### 2.3.2 Activation of Congree Personal Edition

In this chapter you will learn how to activate Congree Personal Edition.

#### You should have:

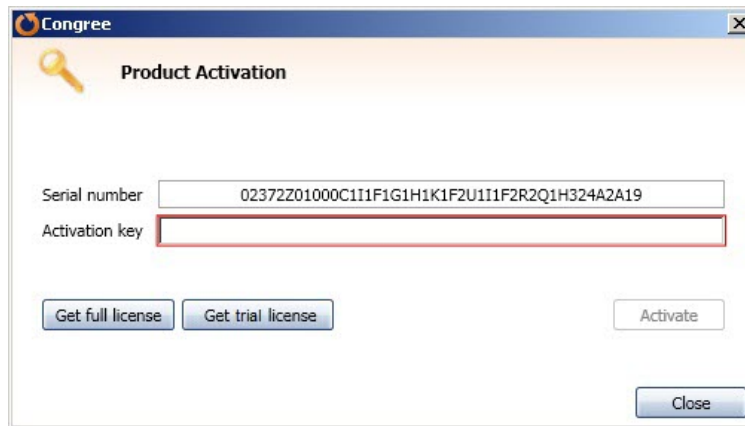
- Installed Congree Personal Edition on your computer (see page 9).
- Received an activation key for Congree Personal Edition full or trial version via e-mail.
- A computer that is currently connected to the Internet.
- You have launched a compatible version of Microsoft Word or XMetaL.

To avoid complications during the activation of Congree, we recommend disabling any antivirus programs until the process has been completed.

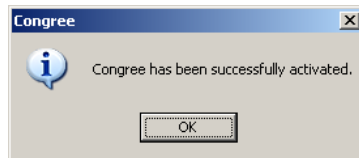


Proceed as follows to activate your Congree Personal Edition:

1. Click one of the Congree icons (e.g.  **Check document**) on the Congree tab or on the Congree toolbar.
2. A dialog window for activating your Congree Personal Edition will be displayed.



3. Enter the activation key in the corresponding field and click the **Activate** button.
4. Upon successful activation of your copy of Congree Personal Edition you will receive a confirmation message.  
If you are using a trial version, your activation key is valid for 30 days from its delivery date.



#### Next steps:

- Working with Congree Personal Edition (see below)

## 3 Working with Congree Personal Edition

In this chapter:

- General Operating Instructions (see below)
- Congree Error Categories (page 16)
- Available Congree Rule Sets (page 17)
- Checking Text with Congree (page 18)
- Editing Errors (page 23)
- Statistics (page 28)
- Settings (page 29)

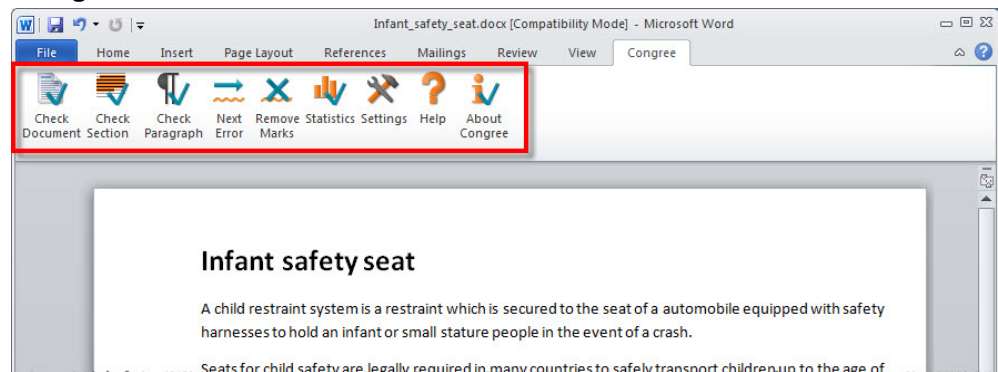
### 3.1 General Operating Instructions

Congree Personal Edition works within the editor in question (Microsoft Word or XMetaL) as an add-in – that is, Congree "clips" itself into the editor's core functionality. You can therefore continue working in your customary work environment and use the functions of Congree Personal Edition at the same time.

#### Word 2007 and Word 2010

Congree in Word  
2007 and 2010

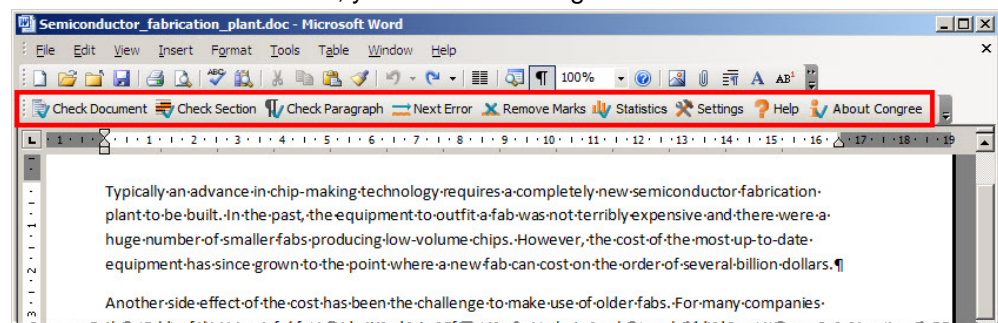
In Word 2007 and Word 2010, you work with Congree via a menu strip available on the **Congree** tab.



#### Word XP and Word 2003

Congree in Word  
XP and 2003

In Word XP and Word 2003, you work with Congree via an additional toolbar.



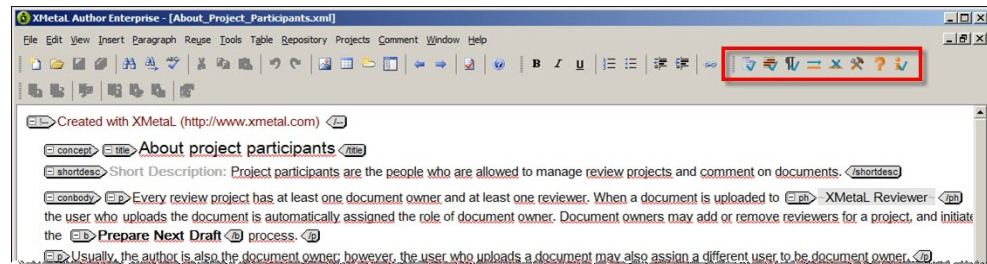


### Congree in XMetaL

If the toolbars are not displayed automatically after starting Word XP or Word 2003, they can be displayed via **>>View >>Toolbars >>Congree**.

### XMetaL

In XMetaL, you work with Congree via an additional toolbar.

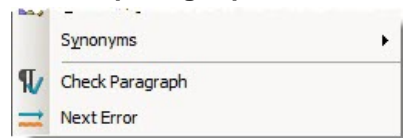


In XMetaL, you must always remove all Congree error markings from the checked document (see page 27), **before** saving it. Otherwise, the tags that Congree inserts into the document to mark errors will be saved in the document too, which means that you won't be able to open the document in XMetaL any more.

### Context menu

#### Context Menu

In addition to the functions of the Congree tab or the Congree toolbar, you can execute the **Check paragraph** and **Next error** functions in Word using the Word context menu.



### Shortcut keys

#### Shortcut Keys

In addition, there are shortcut keys available for your work with Congree that you can use directly in your editor (see page 16) or in the Congree Navigator (see page 25).

### Word sample documents

#### Word Sample Documents

In the course of installing Congree Personal Edition, the installer will save two sample Word documents (**Infant\_safety\_seat.docx** and **Semiconductor\_fabrication\_plant.doc**) in the Congree installation directory. Using these short sample documents, you can get some experience working with Word and Congree Personal Edition.








The sample Word documents are available in the **samples** subdirectory of the Congree installation directory (usually **C:\Program Files\Congree\**).



## 3.1.1 Icons

The following icons are available on the Congree tab (Word 2007/2010) or on the Congree toolbar (Word XP/2003 and XMetaL):

Icon	Description
	Opens a dialog box containing tools used to check the whole document (see page 18).
	Opens a dialog box containing tools used to check the currently selected paragraph (see page 20).
	Opens a dialog box containing tools used to check the paragraph that the cursor

	is currently in (see page 22).
	Jumps to the next error. After the Congree check has been completed, open the Congree Navigator with this icon. The Congree Navigator displays the errors found, some of which can be corrected immediately (see page 24).
	Removes all error marks from the document (see page 27).
	Displays statistics for the active document (in Word only) (see page 28).
	Opens the Congree Personal Edition settings (see page 29).
	Opens the online help for Congree Personal Edition.
	Displays product information and provides an opportunity to activate a trial version of Congree Personal Edition.

### 3.1.2 Shortcut Keys

Currently, the following shortcut keys are available for your work with Congree Personal Edition:

Keys	Function
Ctrl+Shift+R	Check current paragraph (see page 22).
Ctrl+Shift+N	Go to next error



In addition to these shortcut keys, additional shortcut keys are available in the Congree Navigator (see page 25).

## 3.2 Congree Error Categories

Congree checks the text based on various error categories.

The following error categories are available for checking texts:

### Spelling

#### Spelling:

The Congree spell check detects incorrectly written or unknown words.

The spell check detects the following types of spelling errors:

- Typos and other typical spelling errors such as "proplusion" for "propulsion"
- The spelling of words in British, or other non-U.S. English dialects, instead of American English, e.g. "organise" (BE) instead of "organize" (AE).
- Incorrect usage of the indefinite articles "a" and "an"

To clarify: "unknown words" generally means words that are written incorrectly. However, unknown words can also be specialized or company-specific expressions that are not in the Congree system dictionary, e.g.:

- Company names
- Product names
- Type designations
- Expressions borrowed from a foreign language

### Grammar

#### Grammar:

The Congree grammar check detects grammatically flawed clauses and phrases, including incorrect spelling that can only be detected in grammatical context.

For example, the grammar check detects the following types of errors:

- Incorrect endings and number agreement such as, "He come." for "He comes."

- Typographical errors, such as incorrect punctuation and too many spaces
- Duplicate words such as "This is is an example."

**Abbreviations****Abbreviations:**

The Congree abbreviation check ensures the correct use of stored abbreviations and flags unknown abbreviations.

**Style****Style:**

The Congree style check looks for stylistic weaknesses with respect to ambiguity and comprehensibility of sentences or sentence parts, which can also have an effect on the ability to translate these sentences.

Style errors can arise from the following areas:

- *Ambiguities*: use of unclear expressions or formulations such as:
  - in "ing" constructions such as in the following sentence: "The Millers saw eagles flying over the Alps." In this sentence it is unclear from the structure of the sentence who is flying over the Alps, the "Millers" or the "eagles," due to a misplaced modifier.
  - indefinite or anaphoric expressions such as "it," "they," "these," and "those." With these expressions, the references can be unclear.
- *Word choice*: Use of inappropriate expressions and formulations in definite contexts such as the use of "I" and "we" or the use of contracted forms such as "they've."
- *Complexity*: Use of overly-complex expressions and formulations, such as the use of syntagmata with more than one "of" (e.g. "the use of knowledge of language") or the too frequent use of "and" and "or."

### 3.3 Available Congree Rule Sets

Congree checks text based on pre-defined rules. In order to be able to map different usage scenarios and requirements, certain rules are selected from the library of rules in the Congree database, and these are combined into rule sets which you can use in the course of your work with Congree.



You can select the desired rule set at the beginning of each check.



Additionally, you can set a default rule set in the Congree settings (see page30).

Two different rule sets are available for your work with Congree Personal Edition:

- **Rule-Based Simplified English**: The rule set "Rule-Based Simplified English" includes rules for checking documents are designed to be read in Simplified English. Specifically, rules that can be checked using an automated machine process are available here. A detailed rule list of the "Rule-Based Simplified English" rule set is available on page 31.
- **Technical Writing Rules**: The "Technical Writing Rules" rule set contains style rules that are commonplace when writing technical manuals and other such documents, and that are applied by many leading corporations. A detailed list of the "Technical Writing Rules" rule set is available on page 33.

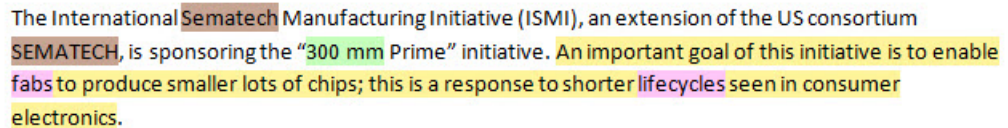


## 3.4 Checking Text with Congree


This chapter explains how to check text with Congree Personal Edition. With Congree, you can either check a complete document or individual segments or paragraphs within a document.

### 3.4.1 Displaying Errors

Congree Personal Edition uses colored highlights to point out the errors it finds.



The International Sematech Manufacturing Initiative (ISMI), an extension of the US consortium SEMATECH, is sponsoring the "300 mm Prime" initiative. An important goal of this initiative is to enable fabs to produce smaller lots of chips; this is a response to shorter lifecycles seen in consumer electronics.

When you have checked and corrected your text with Congree, you can remove the colored markings from your document. To do this, click the  **Remove marks** button on the Congree tab or select it from the Congree toolbar (see page 27).



If you save your document, the error highlights will cease to be displayed, this will also occur if Microsoft Word is set to auto-save your document and it performs an auto-save. However, these colored markings are not gone, merely hidden. Simply click the mouse again anywhere in the document or click the Next error button in the menu strip, and they will re-appear.



If a text component (e.g., a word) is detected as an error in two different error categories, the error is only highlighted in one color. After the first error has been corrected, the error will remain highlighted, this time in the color of the second error.


### 3.4.2 Checking Documents

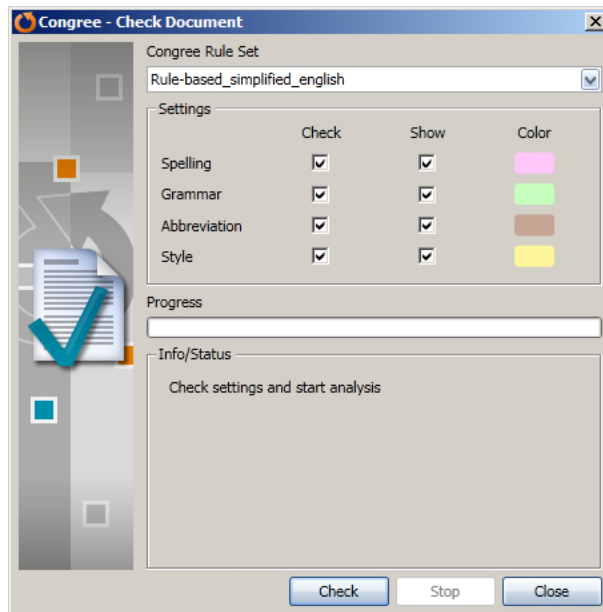
With Congree, you can either check a complete document or single segments or paragraphs. As a rule, you start by checking a complete document.

#### **You should have:**

- You have an open Microsoft Word document.
- The open document is not write-protected.

Proceed as follows to check an entire document with Congree Personal Edition:

1. Click  **Check document** on the Congree tab or on the Congree toolbar.
2. The "Check document" dialog opens.



3. Select the rule set you would like to use from the "Congree Rule Set" pulldown. The list includes the rule sets "Technical Writing Rules" and "Rule-Based Simplified English," and the default rule set you have set in the Congree settings will be pre-selected automatically.

If you have already performed a check of the document in question with a different rule set from your default one, the previously used rule set will be pre-selected instead of the ordinary default.

4. In the "Settings" area, tick the appropriate checkboxes to select the Congree checks that should be carried out.

Additional information about the different types of Congree checks is available on page 16.

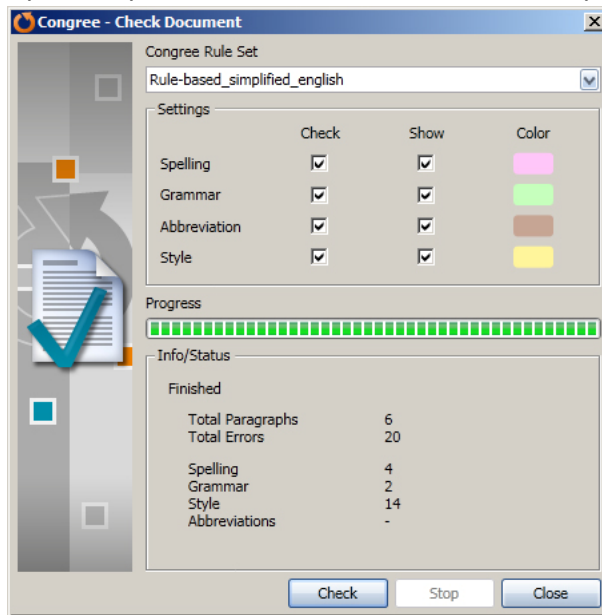
Congree checks can – especially for large documents – take a long time. The duration of the check is not significantly shorter if fewer error categories are selected. Therefore, if you would like to process particular error categories, you should select all error categories and if necessary specify later on in the Congree settings (see page 29 or in the Congree Navigator using the >> button which error categories you do not want to process at the moment.

5. Click **Check** in order to launch the check.
6. Congree will proceed with its document check. Its progress is indicated in the progress bar, and errors will be highlighted in the appropriate colors throughout the document as Congree detects them.

If the check of your current document takes a long time, it is best that you select smaller text units (e.g. individual chapters) for the check.

You can interrupt an ongoing check at any time. To do this, click the **Stop** button on the check dialog. The errors found up to that point will also be displayed in the document even after interruption of the check.

7. Upon completion of the check, the results are displayed in a dialog window.



8. Once you have reviewed the results, click **Close** to close the dialog window.



#### Next steps:

- Editing errors (see page 23)

### 3.4.3 Checking Selected Segments


The "Check Section" function will check only the currently selected (with the mouse) segments (for example, one or more paragraphs) of the document, and is particularly suited to verifying your own manual corrections to the text.

You cannot select less than a paragraph of text for the "Check Section" feature. If you check a section that is less than a paragraph in length, Congree will check the entire paragraph that surrounds it, including the selected text.

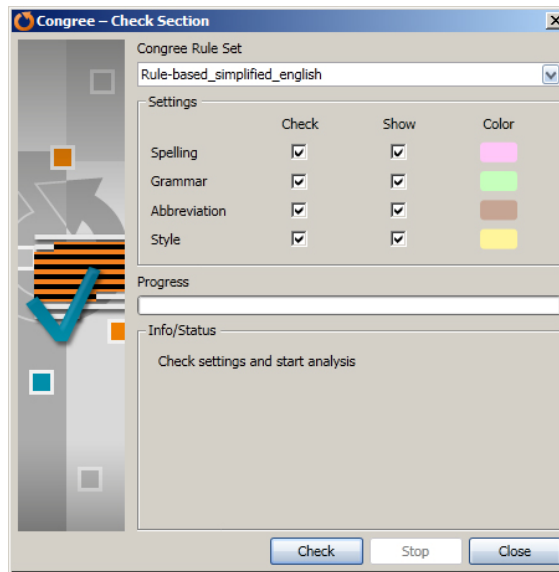
#### You should have:

- You have an open Microsoft Word document.
- The open document is not write-protected.

Proceed as follows to check a selected segment with Congree:

1. Select a part of the document to be checked.
2. Click  **Check Section** on the Congree tab or on the Congree toolbar.
3. The "Check Section" dialog window will open.

## Checking Text with Congree



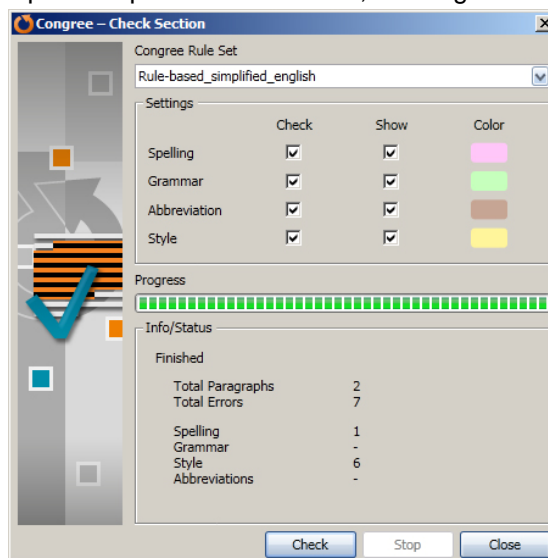
4. Select the rule set you would like to use from the "Congree Rule Set" pulldown. The list includes the rule sets "Technical Writing Rules" and "Rule-Based Simplified English," and the default rule set you have set in the Congree settings will be pre-selected automatically.

If you have already performed a check of the document in question with a different rule set from your default one, the previously used rule set will be pre-selected instead of the ordinary default.

5. In the "Settings" area, tick the appropriate checkboxes to enable the Congree checks that you wish to be carried out.

Additional information about the different types of Congree checks is available on page 16.

6. Click **Check** in order to launch the check.
7. Congree will check your document.
8. Upon completion of the check, a dialog box containing the results will be displayed.



9. When you have finished reviewing the results, click **Close** to close the dialog window.

**Next steps:**

- Editing errors (see page 23)


### 3.4.4 Checking Paragraphs

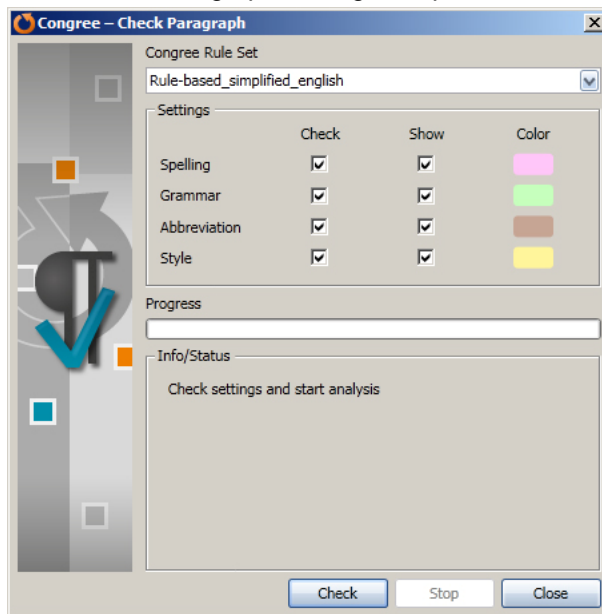
The "Check Paragraph" function checks only the paragraph that you have selected and is usually used for verifying corrections you have made manually.

#### Requirements:

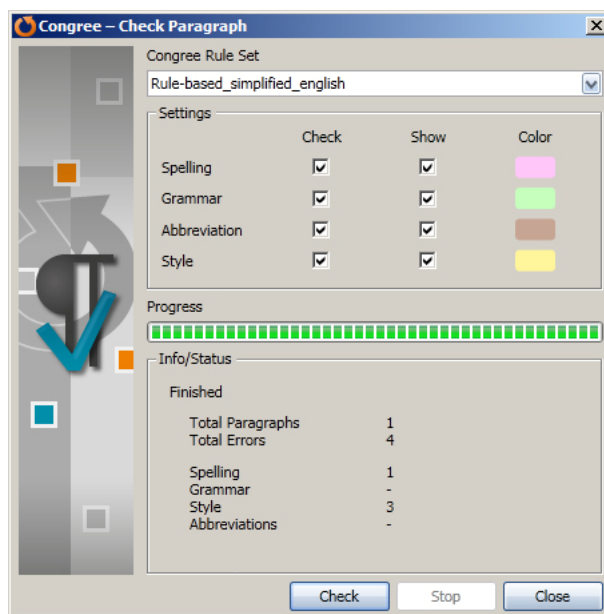
- You have an open Microsoft Word document.
- The open document is not write-protected.

Proceed as follows to check a paragraph with Congree:

1. Click anywhere inside the paragraph that you want to check.
2. Click  **Check Paragraph** on the Congree tab or on the Congree toolbar. Alternatively, you can start a paragraph check by pressing **Ctrl+Shift+R** on your keyboard. You can also use the Word context menu to do this. Click the right mouse button anywhere in the paragraph to be checked and select the **Check Paragraph** command from the Word context menu.
3. The "Check Paragraph" dialog will open.



4. Select the rule set you would like to use from the "Congree Rule Set" pulldown. The list includes the rule sets "Technical Writing Rules" and "Rule-Based Simplified English," and the default rule set you have set in the Congree settings will be pre-selected automatically.  
If you have already performed a check of the document in question with a different rule set from your default one, the previously used rule set will be pre-selected instead of the ordinary default.
5. In the "Settings" area, tick the appropriate checkboxes to enable the Congree checks that you wish to be carried out.  
Additional information about the different types of Congree checks is available on page 16.
6. Click **Check** in order to launch the check.
7. Congree will check the paragraph.
8. Upon completion of the check, a dialog box containing the results will be displayed.



9. When you have finished reviewing the results, click **Close** to close the dialog window.




#### Next steps:

- Editing errors (see page 23)

## 3.5 Editing Errors

After the Congree checking process has been completed, you can start correcting the errors it has found. In the Congree settings, you can determine which error categories are to be displayed (see page 29). As the various Congree checks build upon one other, lower-priority errors can give rise to false or missing error messages on the next level of priority. For this reason, the processing of the error categories in the following order is highly recommended:

1. Spelling
2. Abbreviations
3. Grammar
4. Style

Use the  **Next Error Location** button on the Congree tab or on the Congree toolbar in order to jump to the next error relative to the position of the cursor in the document. Error messages are displayed in a separate dialog window called the *Congree Navigator*. Alternatively, you can press **Ctrl+Shift+N** to jump to the next error. In Word, you can also use the context menu to do this. Click the right mouse button and select the **Next error** command from the Word context menu.




Congree does not automatically refresh the results when text is modified after a check. Therefore, if you manually alter text after you have run a check, we recommend that you run a check again to ensure the manually altered text still conforms to the appropriate rule set. To do this, click **Recheck Paragraph** in the Congree Navigator.

### 3.5.1 Congree Navigator

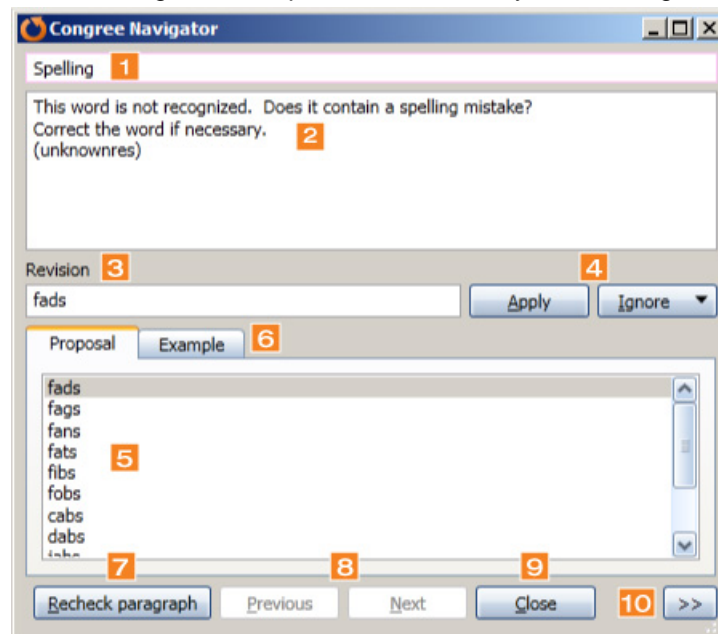
The Congree Navigator is a dialog window in which the errors found by Congree are displayed. Each error is displayed individually. In addition to the error category and the error description, additional information such as correction proposals and error examples is displayed.



You can open the Congree Navigator by clicking the  **Next error** function on the Congree tab or on the Congree toolbar. Alternatively, you can use the key combination **Ctrl+Shift+N** or use the corresponding entry in the Word context menu to open the Congree Navigator.

#### 3.5.1.1 Overview of Congree Navigator

The following overview provides a summary of the Congree Navigator areas and functions.



1. Error category display: displays error category for the current error
2. Error message area: displays the error messages as well as the error code for the current error
3. The revision area: displays a proposal for revision of the selection.
4. Use the **Apply** and **Ignore** buttons to change the error directly in the document or to discard the correction of the error.  
With a click on the right area of the **Ignore** button, you can select whether all errors of the current error in the checked text (section) should be ignored or whether the rule that underlies the current error should simply be ignored in the checked text (section).
5. The **Proposal** tab: displays correction proposals for the current error
6. The **Example** tab: displays an example of the error type, as well as a suggested correction of that example, for reference, to assist with error correction
7. Use the **Recheck paragraph** button to run a new check on the active paragraph, for example after having corrected an error manually.
8. Use the **Previous** and **Next** buttons to navigate between the individual errors and their associated messages.



9. Click the **Close** button to exit the Congree Navigator.
10. Using the >> button, you can display the Congree check settings. In addition, you can specify which error categories in the document should be displayed.

### 3.5.1.2 Congree Navigator Shortcut Keys

The following shortcut keys are available in the Congree Navigator by default:

Keys	Function
Alt+A	Adopt selected correction proposal.
Alt+I	Discard the correction of the current error.
Alt+E	Switch between the <b>Proposal</b> and <b>Example</b> tabs.
Alt+R	Recheck current paragraph.
Alt+P	Go to previous error.
Alt+N	Go to next error.
Alt+C	Close the Congree Navigator.

## 3.5.2 Adopting Correction Proposals

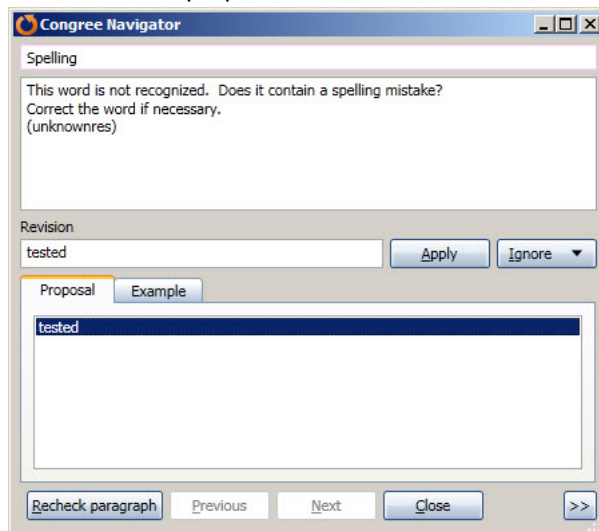
For spelling, and in some cases also for grammatical errors, Congree can produce one or more correction proposals. The correction proposals are displayed on the **Proposal** tab of the Congree Navigator.

### Requirement:

- The Congree Navigator displays the error with at least one correction proposal.

Proceed as follows to adopt a correction proposal:

1. In the **Proposal** tab, select the correction proposal that you want to adopt. The first proposal in the list of correction proposals is inserted automatically into the "Revision" field.
2. The correction proposal is moved over into the "Revision" field.



You can edit the content in the "Revision" field.

3. When you have finished editing, click the **Apply** button.
4. The correction proposal will be inserted into the document and the error mark will be removed. The Congree Navigator will then automatically jump to the next error.



Congree does not automatically refresh the results when the text is modified after the check. Therefore, a recheck of a previously corrected paragraph is always recommended. To do this, click **Recheck Paragraph** in the Congree Navigator.

**Next steps:**

- Check paragraph (see page 22)
- Check section (see page 20)

### 3.5.3 Correcting Errors Manually

Style errors and some grammar errors will not generate proposals by Congree, and must be fixed manually.



If you want to get an idea of how to correct the error, you can click **Example**. For most error types, an example of the error is displayed as well as a possible correction of the error given in the example. False examples shall help you understand the errors found and modify the text according to the respective standards of the text type.



As the examples have to be formulated as generally as possible, the "Rewrite" proposals might not satisfy all the criteria for your text type. For example, the "Rewrite" suggestion might contain passive voice while in your text type the use of active imperatives is required.

**Requirement:**

- The Congree Navigator displays the error that you want to correct.

Proceed as follows to manually correct an error:

1. Find and click on the currently marked error in the document.
2. Make your corrections directly in the document.
3. After the next check of the paragraph, the error will no longer be displayed. You can now continue correcting the errors.



Congree does not automatically refresh the results when the text is modified after the check. Therefore, a recheck of a previously corrected paragraph is always recommended. To do this, click **Recheck Paragraph** in the Congree Navigator.

**Next steps:**

- Check paragraph (see page 22)
- Check section (see page 20)

### 3.5.4 Ignoring Errors

It's possible that Congree may mark something as an error when it is, in fact, correct. In this case, simply remove the color-coded error marking by following the below steps.

**Requirement:**

- The Congree Navigator displays an error that you want to ignore.

Proceed as follows to ignore an error:

1. Click the **Ignore** button in the Congree Navigator.  
With a click on the right area of the **Ignore** button, you can select whether all errors of the current error in the checked text (section) should be ignored or whether the rule that underlies the current error should simply be ignored in the checked text (section). (After you have selected one of the two functions, you will see a message about the number of errors ignored.)
2. The error marks will be removed from the document and the Congree Navigator will automatically jump to the next error.




### 3.5.5 Removing Marks

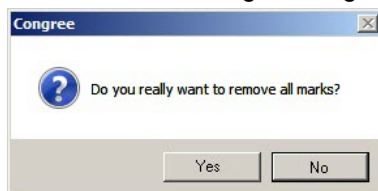
You may remove all Congree error marks in your document using the "Remove marks" function.

To avoid any problems during the publication process, we recommend that you remove all error markings from a document after you've completed checking it.

In XMetaL, you always have to remove all Congree error markings from the checked document **before** saving it. Otherwise, the tags that Congree inserts into the document to mark errors will be saved in the document too, which means that you won't be able to open the document in XMetaL any more.

Proceed as follows to remove all Congree marks from the document:

1. Click  **Remove marks** on the Congree tab or on the Congree toolbar.
2. Confirm the following message with **Yes**.



3. All Congree marks are removed from the document.

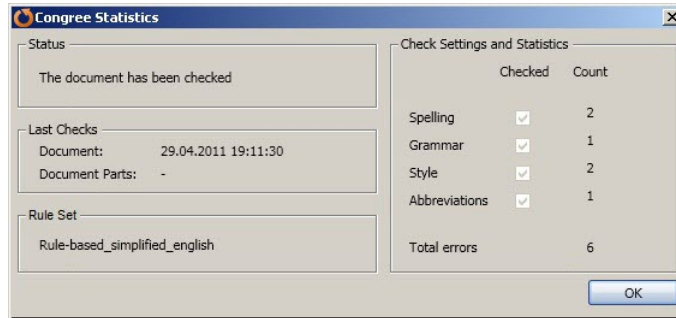


### 3.6 Statistics



The Congree check statistics display information about the checking of the current document.

Click **Statistics** on the Congree tab or on the Congree toolbar to open the statistics.



Currently, the Congree check statistics are only available in Word.

The Congree Statistics section comprises the following sections:

- **Status:** indicates whether the document has already been checked
- **Last Checks:** informs you about the date and time of the last check of the document
- **Congree Rule Set:** displays the Congree rule set used for the last Congree check
- **Check Settings and Statistics:** Displays which checks have been activated and how many errors were found during the last check of the document.




The number of errors contains the sum of all errors found that occur at the word or sentence level. If there is a style rule, for example, which finds fault with the nominal style of a sentence, each occurrence of a noun in this sentence will be counted as an error. This means that the sum of the errors consists of all the errors marked in the document. The sum is not equal to the number of rules that have been violated. The procedure for calculating the number of errors for all categories is the equivalent to the way the sum of spelling errors is calculated.

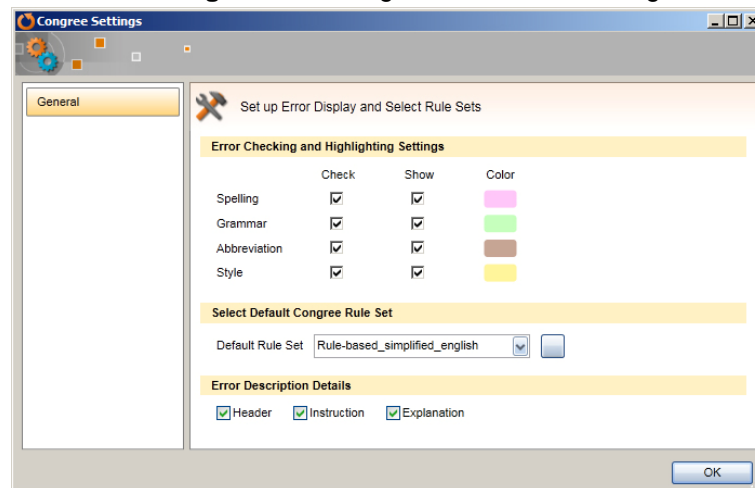
### 3.7 Settings



#### Settings

In the Congree settings, you can set the mode of operation for your Congree Personal Edition.

Click  **Settings** on the Congree tab or on the Congree toolbar to open the settings.



#### The "Error Checking and Highlighting Settings" area

In this area of the settings, you can define which error categories are pre-selected in the check dialog.

Information on the Congree error categories is available on page 16.

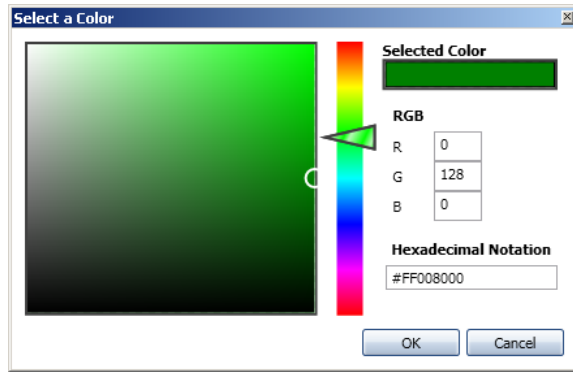


In addition, you can specify which error categories in the document should be indicated as errors using colored markings. Enable or disable the checkboxes to show or hide errors of the corresponding categories in the currently opened (and checked) document.

Finally, you can determine which colors should be used for highlighting errors in the document. The following colors are used by default:


Color	Error category
 (pink)	Spelling
 (mint green)	Grammar
 (brown)	Abbreviations
 (ocher)	Style

To adjust the color, click the appropriate color segment. Then select the desired color. To do this, you can either select the color from the color segment or enter the respective color values (RGB) or the hexadecimal color code. Click **OK** to confirm.



### The "Default Congree Rule Set" area

In this area of the settings, you can set the Congree rule set which is pre-selected on the check dialog by default. You can choose between the "Rule-Based Simplified English" and "Technical Writing Rules" rule sets.

Using the  icon, you can read out both currently installed rule sets.

Additional information about Congree rule sets is available on page 17.

### The "Error Description Details" area

With these settings, you may determine how detailed the explanation of the errors in Congree Navigator should be. The following information can be defined:

- Header: gives a short error description
- Instruction: provides some advice how to correct the problem
- Explanation: provides an error explanation

Information about the Congree Navigator is available on page 24.



## 4 Explanation of Rule Sets

In this chapter:

General (see below)  
Rule-Based Simplified English (page 31)  
Technical Writing Rules (page 33)

### 4.1 General

The following lists present complete error codes and their descriptions contained in the respective rule sets.

### 4.2 Rule-Based Simplified English

The "Rule-Based Simplified English" covers the following error codes:

#### 4.2.1 Punctuation and format

Rule	Explanation
s1512en	Avoid listings with semicolons.
s151en	Avoid semicolons.
s154en	Use a colon with complete sentences or noun phrases.
s181en	Use a hyphen to join capital letters to a noun.

#### 4.2.2 Avoid ambiguous structures

Rule	Explanation
s231en	Use a comma before subordinate clauses.
s233en	This word can be a noun or a verb. To avoid confusion, use "the" or "a", or a hyphen whenever possible.
s241en	Use a comma to separate an adverb or prepositional phrase at the start of a sentence from the main clause.
s242en	Use a comma to separate a subordinate clause at the start of a sentence from the main clause.
s243en	This sentence contains an "-ing" form that can pose a problem for translation. Try to rewrite the sentence.
s244en	Use an article ("a", "an", or "the") to establish items in a sequence of words separated by "and", "or", or commas.
s245en	Repeat the preposition "to" in coordination to avoid ambiguity.
s261en	Repeat the modifier in conjoined noun phrases.
s262en	Repeat the head noun in conjoined noun phrases.

### 4.2.3 Avoid elliptical structures

Rule	Explanation
s422en	Repeat auxiliary verbs in coordination.
s441en	This is a bare relative clause for which the relative pronoun “which”, “that”, or “who” is missing.
s443en	This is a passive participle construction that may be ambiguous.
s444en	This is a partial clause without a subject.
s446en	This is part of a phrasal expression or there is an agreement problem.

### 4.2.4 Avoid complex structures

Rule	Explanation
s511en	Avoid conjoining independent clauses with “and”.
s512en	Avoid sentences that contain more than 2 uses of “and/or”.
s513en	Avoid combining long phrases with “and/or”.
s531en	Sentences should not be longer than 25 words for descriptive text.
s532en	Sentences should not be longer than 20 words for instructions and procedures.
s533en	Avoid clusters of more than 3 nouns.
s535en	Avoid more than 3 prepositional phrases in a row.
s5361en	Lists of 3 or more items should be presented in a vertical format.
s536en	Lists of 4 or more items should be presented in a vertical format.
s561en	Avoid putting complete sentences within parentheses.

### 4.2.5 Writing style

Rule	Explanation
s712en	Avoid passive voice.
s752en	Avoid future tense.
s781en	For phrasal verbs, always write a verb next to its particle.

### 4.2.6 Word usage

Rule	Explanation
407	Avoid “vice versa”.
452	Avoid “plug” as a verb.
455	Avoid “email” as a verb.
458	Avoid “input” as a verb.
459	Avoid “interface” as a verb.

### 4.3 Technical Writing Rules

The "Technical Writing Rules" covers the following error codes:

#### 4.3.1 Punctuation and format

Rule	Explanation
s112en	Write numbers up to 9 in full.
s131en	Write out dates in full.
s1511en	Avoid semicolons except before "however", "otherwise", "therefore".
s1512en	Avoid listings with semicolons.
s151en	Avoid semicolons.
s153en	Avoid slash as word separator.
s155en	Avoid sentence fragments for introductory text that ends in a colon.
s171en	Avoid contractions except "don't; it's; isn't; doesn't; won't".

#### 4.3.2 Avoid ambiguous structures

Rule	Explanation
s2110en	Avoid the use of "we" or "I".
s211en	Limit the use of "it", especially at the beginning of a sentence.
s212en	Limit the use of "its" at the beginning of a sentence.
s213en	Limit the use of "they" or "them".
s214en	Limit the use of "itself" or "themselves".
s215en	Avoid the use of "this" as standalone pronoun.
s216en	Avoid the use of "those" as standalone pronoun.
s217en	Avoid the use of "these" as standalone pronoun.
s218en	Avoid the use of "that" as standalone pronoun.
s219en	Avoid the use of "own" as a pronoun.
s241en	Use a comma to separate an adverb or prepositional phrase at the start of a sentence from the main clause.
s242en	Use a comma to separate a subordinate clause at the start of a sentence from the main clause.
s243en	This sentence contains an "-ing" form that can pose a problem for translation. Try to rewrite the sentence.
s261en	Repeat the modifier in conjoined noun phrases.
s262en	Repeat the head noun in conjoined noun phrases.

#### 4.3.3 Avoid elliptical structures

Rule	Explanation
s422en	Repeat auxiliary verbs in coordination.
s441en	This is a bare relative clause for which the relative pronoun "which", "that", or "who" is missing.
s442en	This is a gerund construction that may be ambiguous.
s443en	This is a passive participle construction that may be ambiguous.

### 4.3.4 Avoid complex structures

<b>Rule</b>	<b>Explanation</b>
s511en	Avoid conjoining independent clauses with “and”.
s512en	Avoid sentences that contain more than 2 uses of “and/or”.
s513en	Avoid combining long phrases with “and/or”.
s531en	Sentences should not be longer than 25 words for descriptive text.
s532en	Sentences should not be longer than 20 words for instructions and procedures.
s533en	Avoid clusters of more than 3 nouns.
s536en	Lists of 4 or more items should be presented in a vertical format.
s561en	Avoid putting complete sentences within parentheses.
s563en	Avoid parenthetical statements.
s811en	Avoid sentences that contain em dashes.

### 4.3.5 Writing style

<b>Rule</b>	<b>Explanation</b>
s752en	Avoid future tense.
s781en	For phrasal verbs, always write a verb next to its particle.

## 5 Uninstalling

Proceed as follows to uninstall Congree Personal Edition:

1. Close Word or XMetaL if it is open.
2. Open the Control Panel with **>>Start >>Control Panel**.
3. Open the list of programs installed on your computer with **>>Programs and Features** or **>>Add or Remove Programs**.
4. Select the "Congree Personal Edition" entry, click **Remove** or **Uninstall**, and, if necessary, confirm the following message with **Yes**.

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