# StyleGuard for Word

Quick Start Guide

What is StyleGuard?

- StyleGuard for Word is a proofing tool for AP Stylebook
- Integrates into Microsoft Word seamlessly
- Checks interactively document against the AP Stylebook guidelines
- Suggests fixes when appropriate
- Displays the full text of relevant AP styles for reference and decision-making

Setup

- Setup and activation instructions: http://www.style-guard.com/Support/InstallationInstructions.aspx
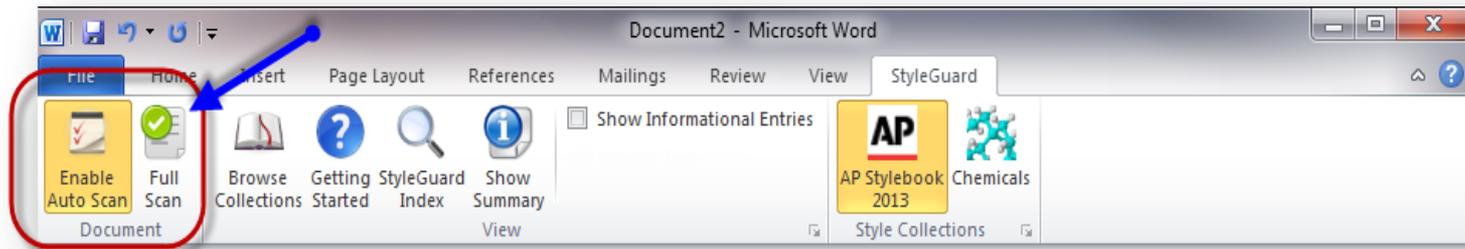- Is it installed and activated?
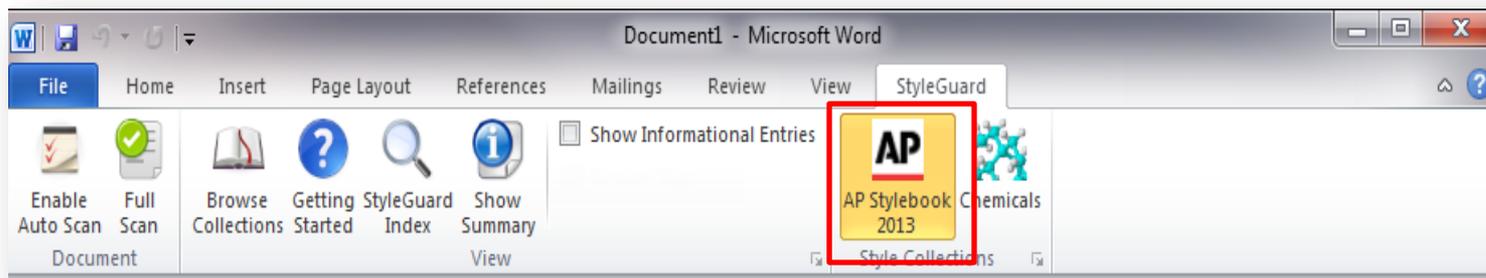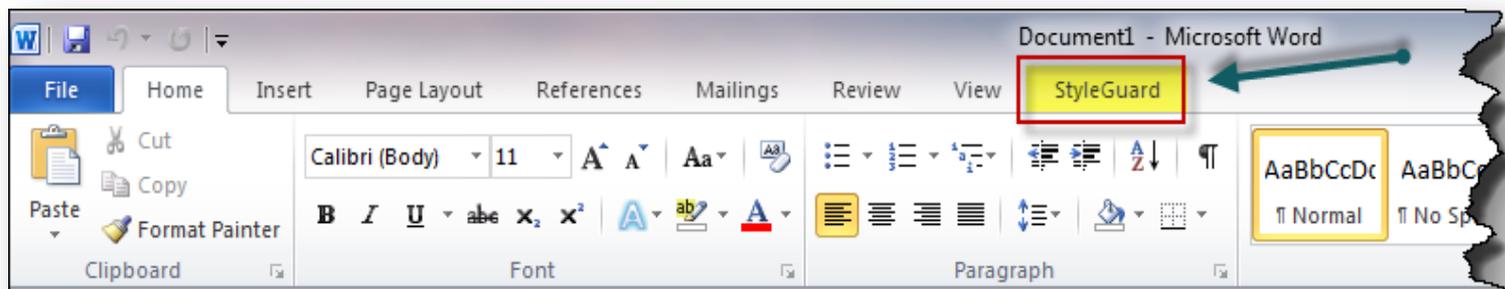
What does it do?

- Auto Scan – Scans and suggests changes as you type.
- Full Scan – Scans the whole document – great for editing and reviewing new and existing documents.
- Search – Search the content of the AP Stylebook.
- Browse – Browse your installed collections and their entries

Auto Scan

- Turning it on:

- With **Auto Scan** enabled, StyleGuard for Word automatically scans and suggests changes as you type
- Auto Scan would only scan the portion you're modifying in an existing document
- **Note:** It is recommended that Auto Scan be disabled when tracking changes on a document. A full scan can be run on the document at any time.

Full Scan

- Start a **Full Scan** by clicking:
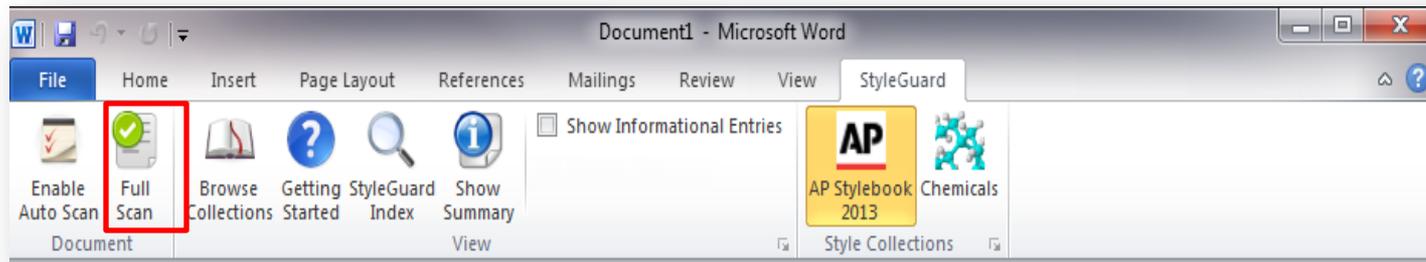
- Scans the whole document for AP style consistency

- With Auto Scan enabled, you can scan the rest of an existing document that you have not modified in this session with a full scan

- With Auto Scan disabled, a full scan is great for edits and reviews

Reviewing the Results

1. Matches highlighted
2. The name of the AP Stylebook entry
3. Apply button
4. Apply All button
5. The full text of the AP Stylebook entry
6. Navigation Bar
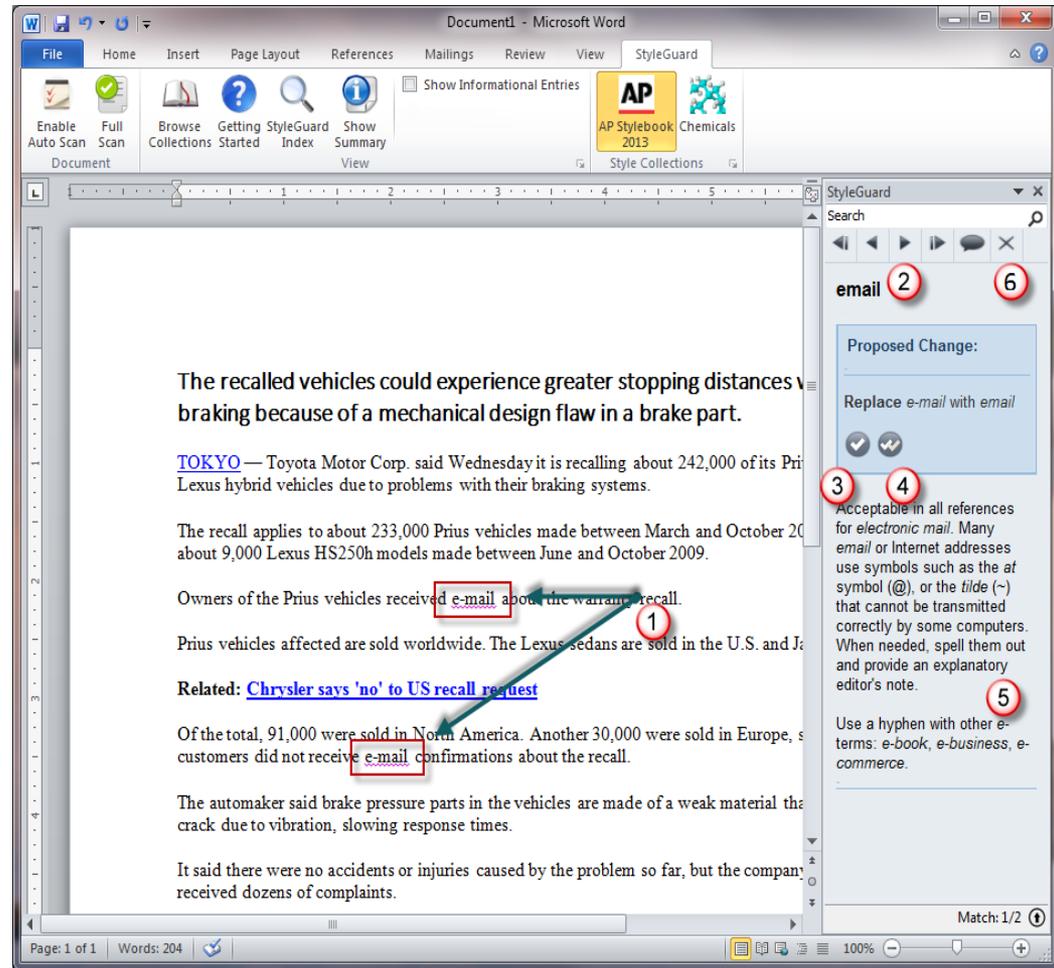
The StyleGuard Task Pane

1. Status Note – shows you how many matches StyleGuard has found
2. Status Bar – shows you the progress of the scan, and on which match is the cursor in the document
3. Navigation Bar

Actions

Apply:
- Apply the proposed change to the selected match

Apply All:
- Apply the proposed change to all the matches for this style in the document

First Match:
- Move the cursor to the first match in the document

Previous Match:
- Move the cursor to the previous match in the document

Next Match:
- Move the cursor to the next match in the document

Last Match:
- Move the cursor to the last match in the document

Ignore Rule:
- Ignore this style for all matches. This will be in effect until you close and restart Word

Comment:
- Add a comment in the document for the selected item

A Note on Ignore Rule

- Used when you want StyleGuard to stop matching a rule for a given word or phrase.
- It is important to note that the "ignore" will apply to all similar matches in all the documents you are editing, not just the current match and document.
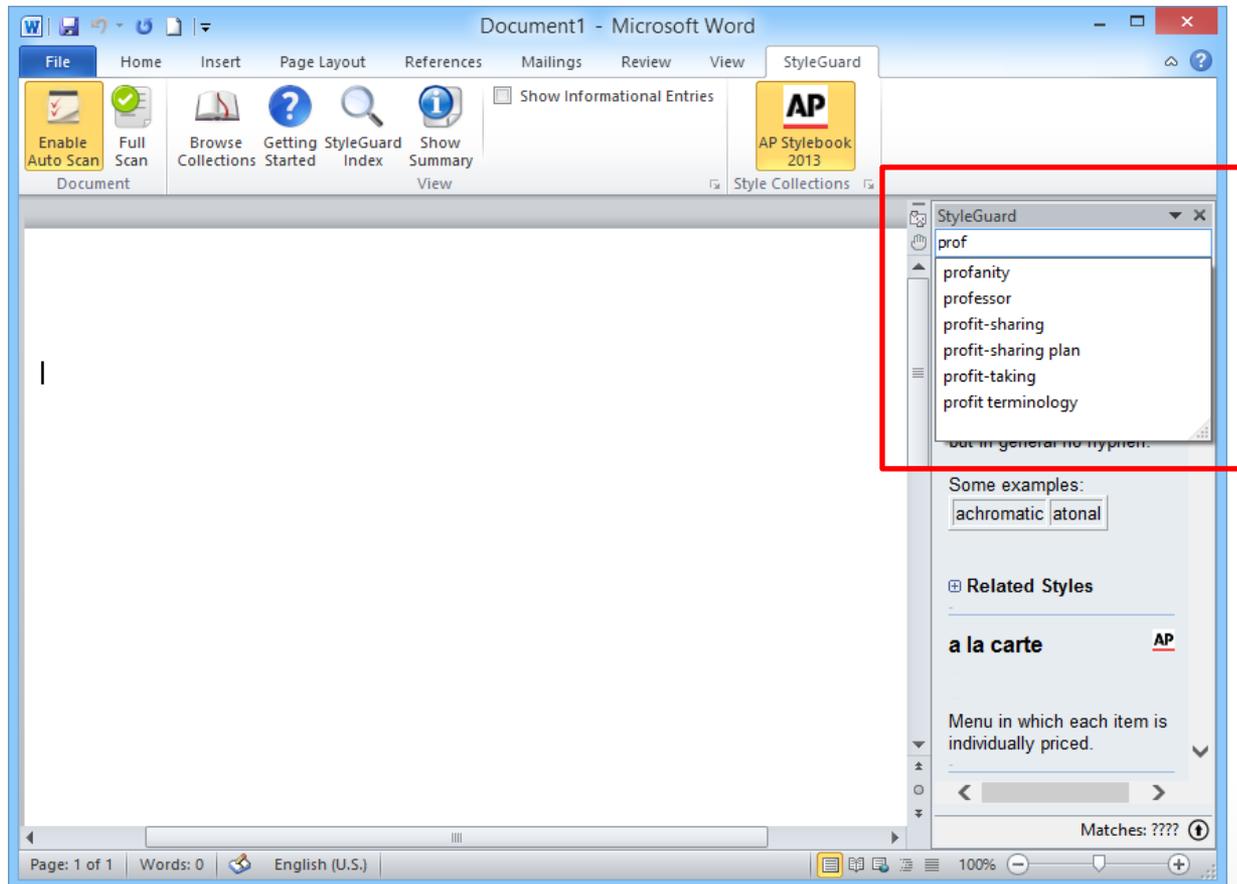- The "ignore" is in effect **until you restart Word**.

Informational Entry

- Show you all the terms that match the AP Stylebook
    1. The matches
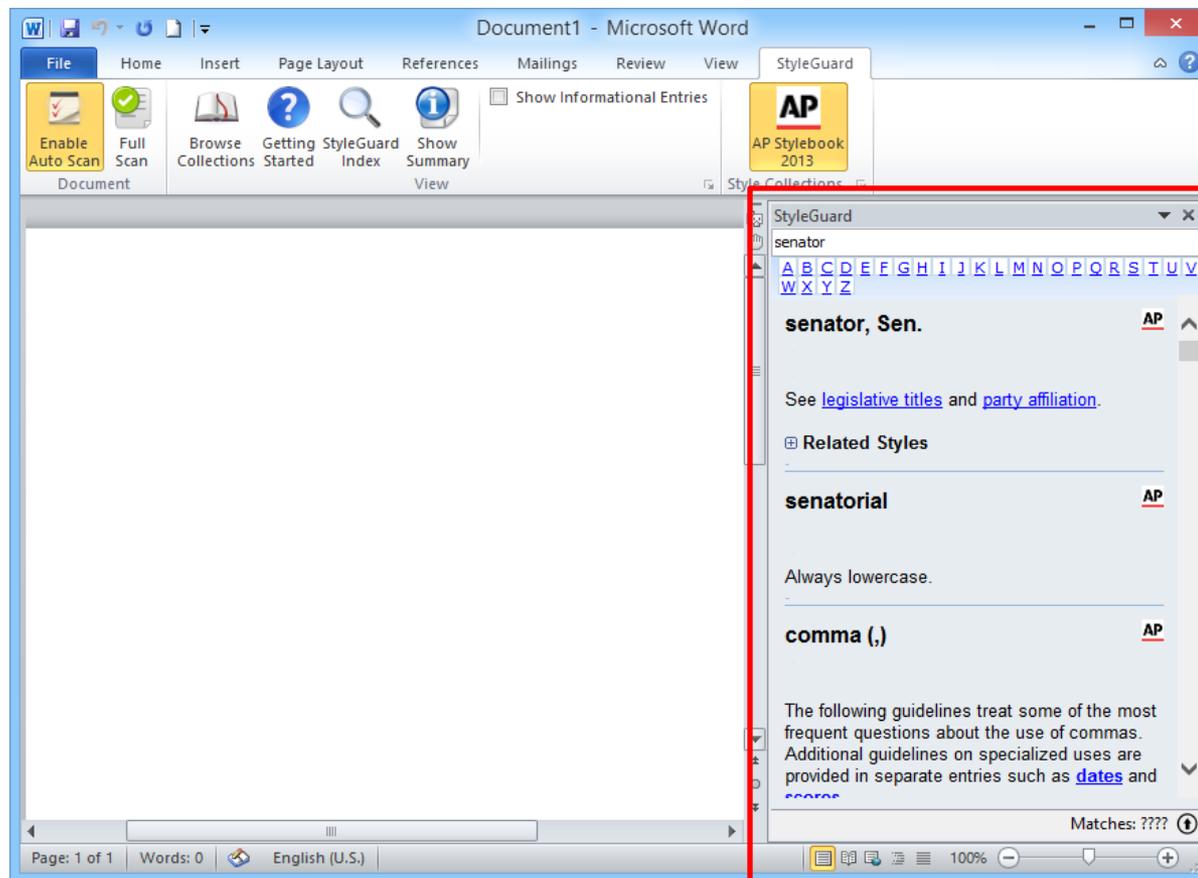   2. The AP Stylebook entry, so you can decide whether to change it.
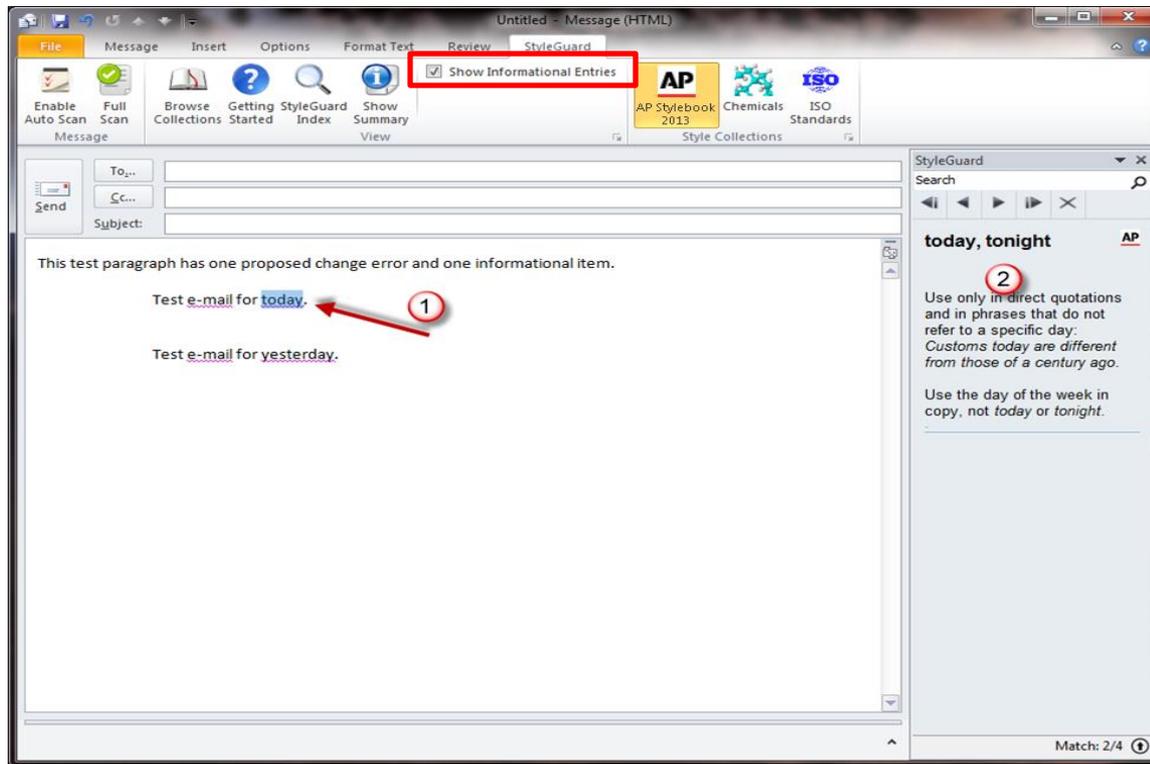
Searching

- Typing in the Search bar will bring up all entries starting with the term.
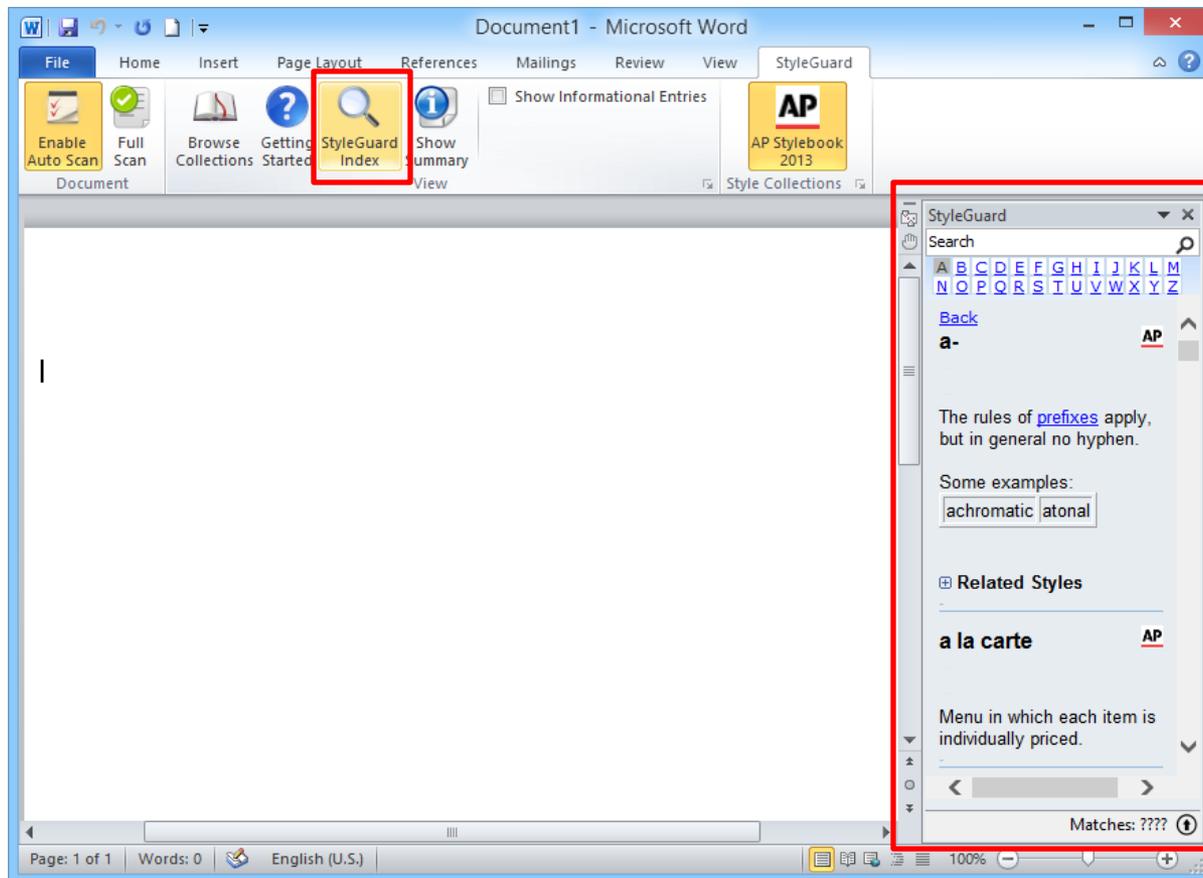
Searching

- Typing a term and pressing the **Enter** key will show all the entries containing that term
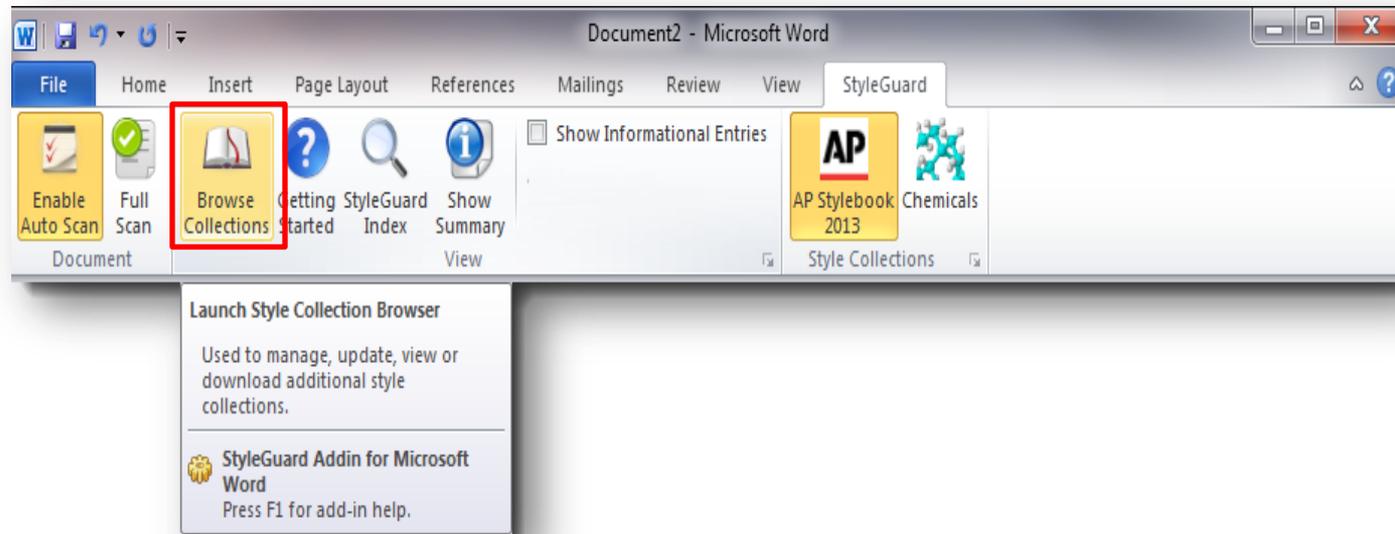
Index

- Clicking the StyleGuard Index button in the ribbon shows the index of the AP Stylebook entries in the task pane.
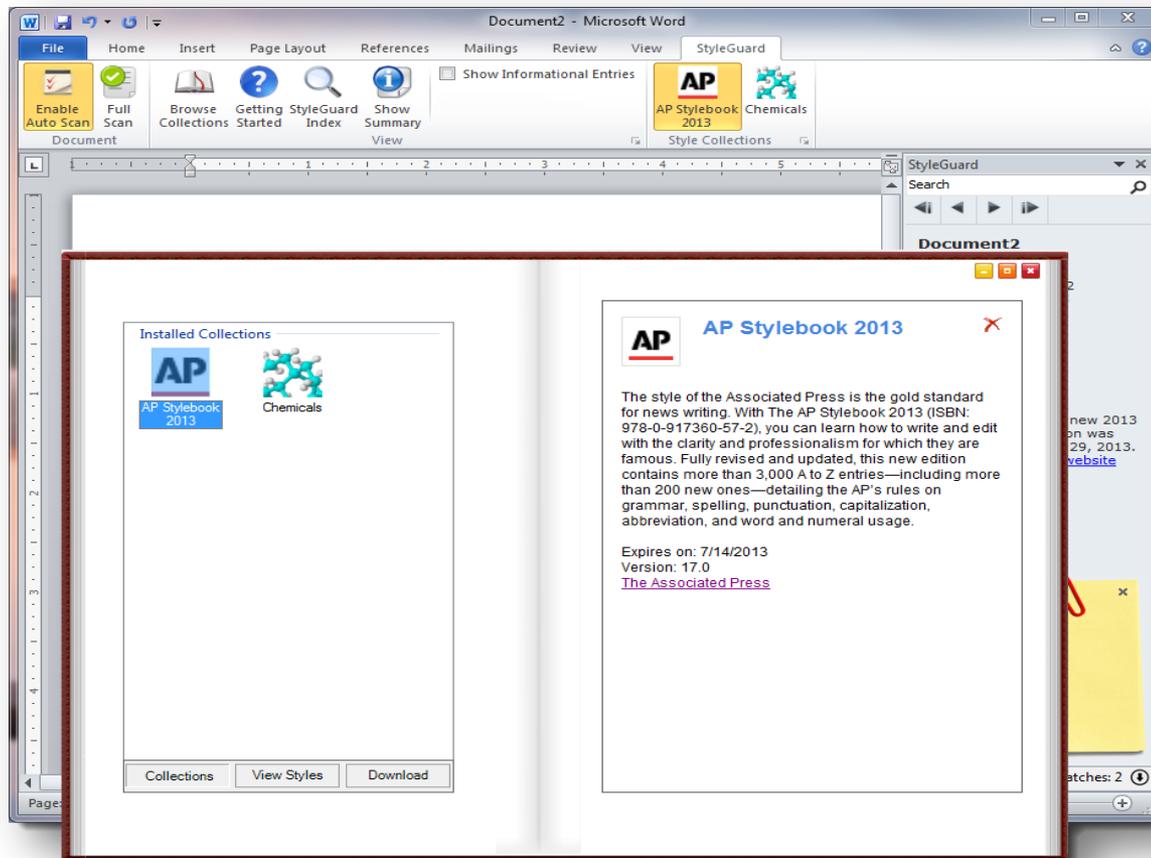
StyleGuard Browser

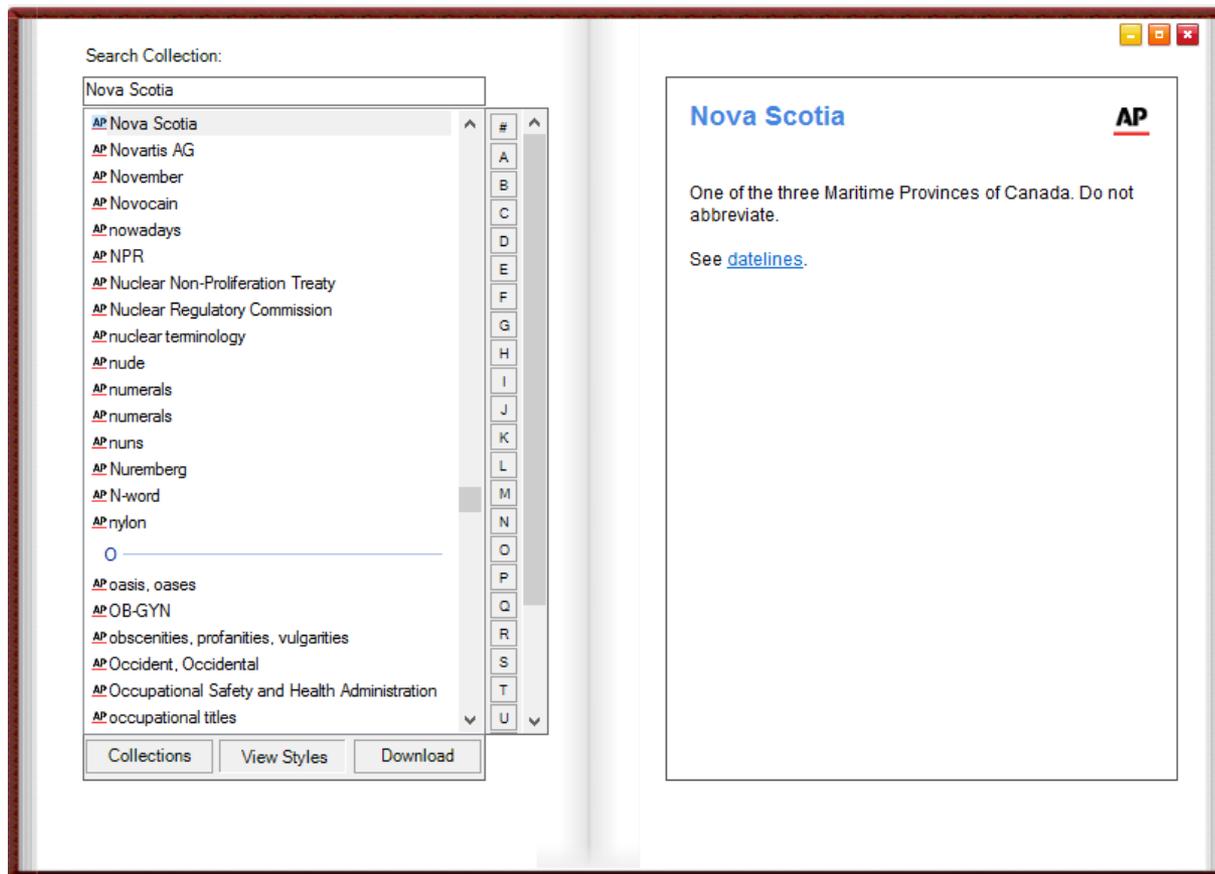- The Browse Collection button brings up the StyleGuard browser.

StyleGuard Browser

- Check the style collections you have installed, and their expirations dates

StyleGuard Browser

- View the styles in a style collection

Support

- Getting StyleGuard: http://www.style-guard.com/download.aspx
- FAQ: http://www.style-guard.com/support/faq.aspx
- Email: support@style-guard.com