

# FineCount 2.0 User Guide

(November 10, 2006)

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## **Introduction**

FineCount – an essential software package for translators and translation managers – providing a wide range of features and functionality needed for document analysis. FineCount can quickly provide detailed statistics for documents in many different formats (Microsoft Word, PDF, HTML, and many, many others.) FineCount can also be used to prepare cost estimates and invoices for translation work. FineCount also allows the user to create their own report templates that can be reused with different documents. FineCount comes in two versions – standard and professional. The standard version provides general statistics about a document (characters, words, numbers) as well as cost estimates for translation. The professional version contains all the functionality of the standard version, as well as invoice generation functionality – including template configuration, advanced text analysis, and detailed text statistics (including word and sentence repetition analysis – including full output of words and sentences and how many times each was used).

## **System requirements**

### **OS requirements:**

- 1) Windows 2000, Windows XP, Windows 2000 Server, Windows 2003 Server
- 2) Internet Explorer 6 or higher
- 3) Microsoft Office applications - for processing Microsoft office documents
- 4) Adobe Reader 6, 7 or higher - for processing Adobe PDF files

### **Minimal PC configuration:**

- 1) Intel Pentium I 133MHz
- 2) Free 64MB of RAM - required memory amount depends on amount of data to be processed
- 3) Free 5MB of disk space
- 4) 800x600 display resolution

### **Recommended PC configuration:**

- 1) Intel Pentium D 2.4+ GHz
- 2) Free 256 MB of RAM
- 3) Free 1GB of disk space
- 4) 1280x1024 display resolution

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## Version comparison

Feature	Free	Pro	Business	Enterprise
File statistics	✓	✓	✓	✓
Custom text analysis	✓	✓	✓	✓
Invoices and reports	✓	✓	✓	✓
Advanced text statistics	✓	✓	✓	✓
User profiles		✓	✓	✓
Access shared files		✓	✓	✓
Text export		✓	✓	✓
Faster PDF analyzing		✓	✓	✓
XML support		✓	✓	✓
Extra features			<a href="#">info</a>	<a href="#">info</a>

## Getting started

### Terminology

**Symbol** – A letter, number, or special character (#, ?, %, etc).

**Word** – A defined group of symbols, which is made up of letters, numbers or special characters.

**Sentence** – A row of words, which ends with one of the symbols of sentence separation (most commonly the period, exclamation point, or question mark.) Note that the end of paragraph marker is always a sentence delimiter.

**Word connector** - A symbol that is considered a part of a word. For example the '@' character can be considered a word connector. Word connectors cannot be such symbols as spaces, end of line characters, or other control characters that cannot be displayed.

**Number** – A word that is made up of only numeric characters and word connectors. This definition is also dependant on how the user has set the parameter **Count words with numerals as numbers**.

### Key features

FineCount analyses documents in many different formats, including:

- Microsoft Word (doc, dot, rtf, wri, wps)
- Microsoft Excel (xls, xlt, xl?)
- Microsoft PowerPoint (ppt, pot, pps)

- Adobe PDF (pdf)
- HTML documents (html, htm, mht, mhtml, shtml, shtm)
- Text documents – (txt, ini, log)
- Programmatic code and source code (pas, dpr, dpr, bpg, bdsproj, bdsproj, bdsproj, dfm, xfm, c, cpp, php, java, js)

Text analysis from the **clipboard**, in the event that the file format is not supported

Any other files in text format

Support for Unicode

Correct analysis of hirogana, katakana, hieroglyphs and other special alphabets

Advanced error reporting technology

## **Functionality overview**

When given a document, FineCount will quickly analyse and process the document, and return statistics on the document to the user. The main uses of FineCount are:

**Document analysis** – Provides information on documents – including, but not limited to – word count, sentence count, character count, with the ability to distinguish between words and numbers

**Statistical analysis** – Provides information on sentence and word repetition

**Reports** – Created detailed reports on documents that can be exported in many different formats. The user can also create templates for reports so that the reports reflect the exact information required by the user

**Invoice creation** – FineCount allows the easy creation of invoices for translation work, based upon analysis of the document submitted

## **First steps**

### **Opening a document for analysis**

Upon starting FineCount, the user will see the main FineCount window (Figure 2-1).

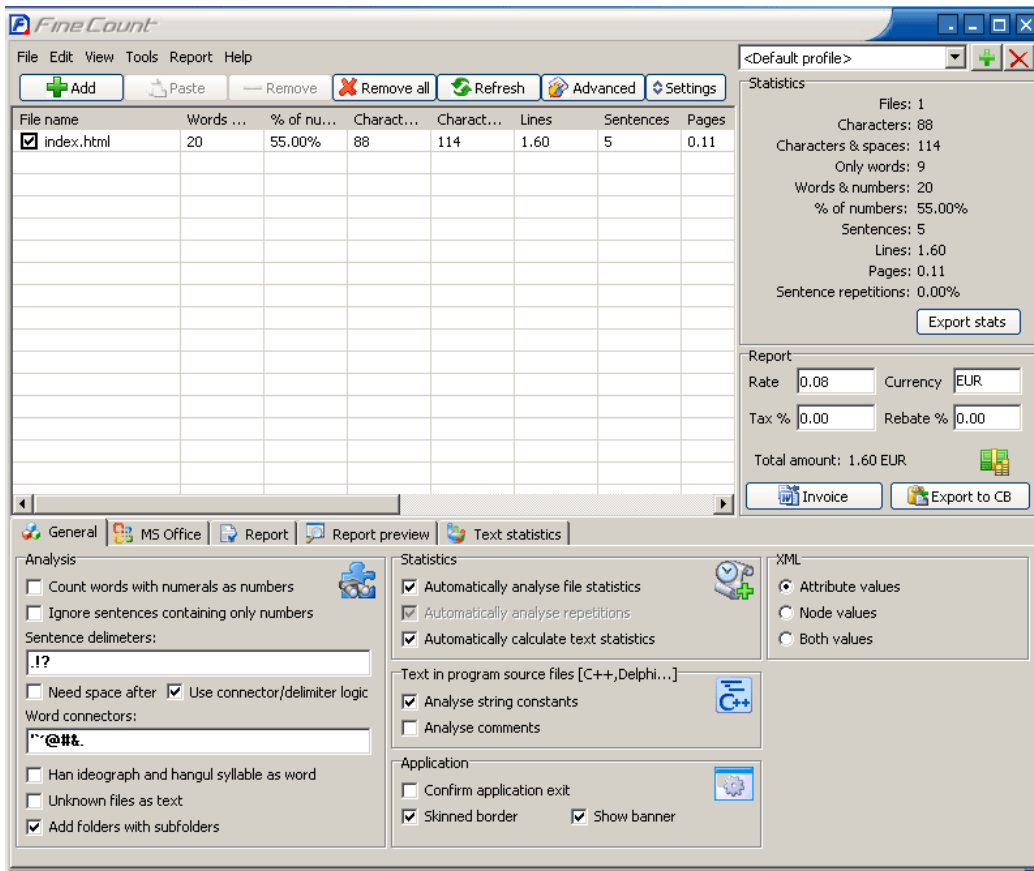


Figure 2-1

There are five methods of loading documents into FineCount:

#1 – Drag and drop – click and drag a file into the FineCount window

#2 – **Add** button

The FineCount software has an **Add** button (Figure 2-2) that can be used to add files for analysis.

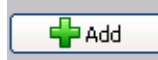


Figure 2-2

Upon clicking this button, the user will be presented with an explorer window, navigate to the folder that contains the document for analysis, and click on **Open** in the explorer window.

**#3 – File menu - The document can be opened via the File menu option.**

Clicking on **File** will display the dropdown menu (Figure 2-3).

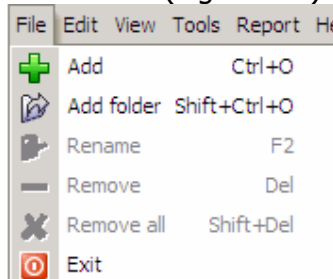


Figure 2-3



Selecting **Add** will bring up an explorer window. Navigate to the folder that contains the document for analysis, and click on **Open** in the explorer window.

#### #4 – Ctrl-o shortcut

If the user presses ctrl-o, this shortcut key will bring up an explorer window. Navigate to the folder that contains the document for analysis, and click on **Open** in the explorer window.

**#5 – Copy/Past via Ctrl-C (in Explorer) followed by Ctrl-V (in FineCount)** – this works for both folders and files.

Useful tip: by dragging an entire folder into the FineCount window, all files in that folder will be analyzed (useful when the user wants to analyse a large number of documents). Note that there is also an **Add folders with subfolders** checkbox in the **General** tab of the configuration section of FineCount – this indicates that all subfolders will be included when using **Add Folder** or dragging/dropping folders into the FineCount window.

### Document analysis

Once a document is added to the file count window, FineCount will begin its analysis of the document. This window (Figure 2-4) will appear briefly.

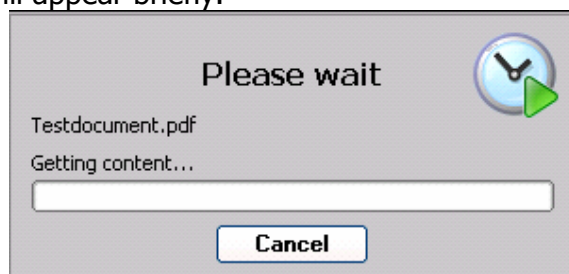


Figure 2-4

When the document has been analyzed, the document will appear in the Fine Count window (Figure 2-5).

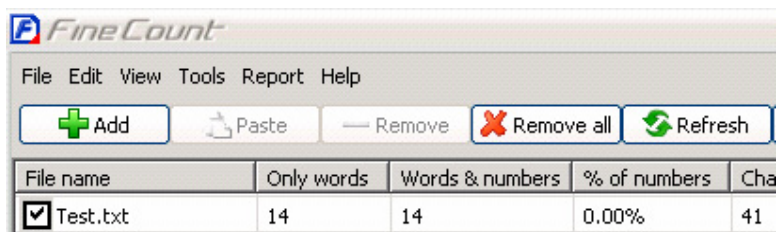
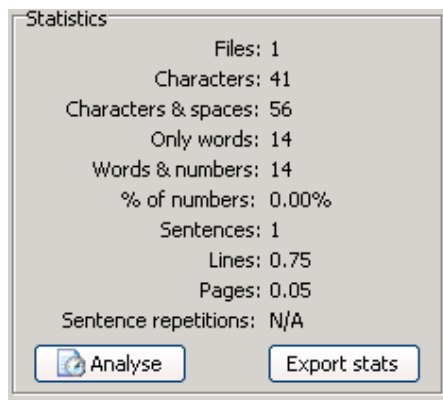


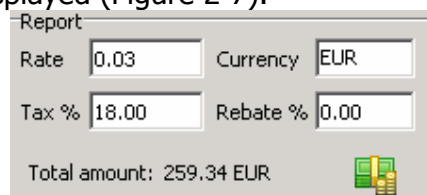
Figure 2-5

Already many statistics will be available to the user – words, words & numbers, etc (Figure 2-6).



**Figure 2-6**

And a preliminary cost will be displayed (Figure 2-7).



**Figure 2-7**

## Invoice export

For quick export of data, click on the **Export to CB** button (Figure 2-8).



**Figure 2-8**

This will export the analysis to the clipboard, where it can be pasted to the application of your choice – for example E-Mail. By default, the report will contain the following information (Figure 2-9).

Document	Characters	Characters & Spaces	Words	Rate	Amount	Currency
TestDocument.pdf	43779	51950	7296	0.03	218.88	EUR
Test.txt	41	56	14	0.03	0.42	EUR
Test.ppt	64	80	16	0.03	0.48	EUR
<b>Total: 3 file(s)</b>	<b>43884</b>	<b>52086</b>	<b>7326</b>		<b>259.34</b>	

**Figure 2-9**

**Invoice** button will export report to selected **Invoice template** file.

## Window layout

The FineCount application window (Figure 3-1) is divided into the following sections.

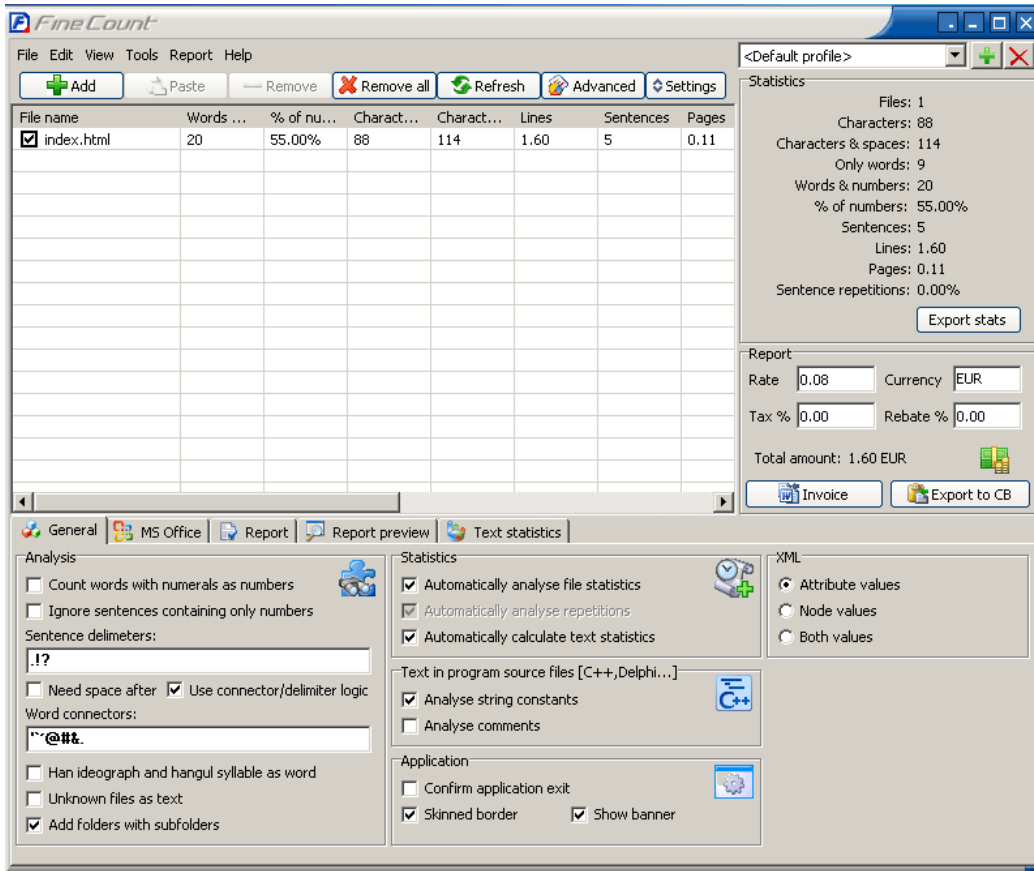


Figure 3-1

**Main menu** – (Figure 3-2) Used to operate the software (operations with files, lists, reports and statistics).

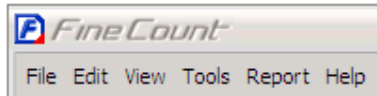


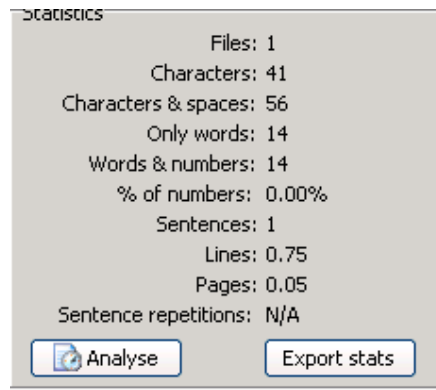
Figure 3-2

**List of files** – (Figure 3-3) This section of the window will contain a list of the files for analysis.

File name	Only words	Words & numbers	% of numbers
<input checked="" type="checkbox"/> Test.txt	14	14	0.00%

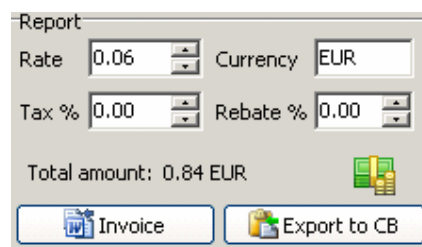
Figure 3-3

**Statistics** – (Figure 3-4) Displays information about the checked files.



**Figure 3-4**

**Report** – (Figure 3-5) Displays the total cost for the work and gives the user the ability to manipulate certain variables in the calculation of the cost (rate, currency, tax percentage rate and discount percentage rate). This section of the window also gives the user the opportunity to export data.



**Figure 3-5**

**Toolbar** – (Figure 3-6) Provides quick access to frequently used functions of FineCount.

**Add** – Adds a document to be analyzed.

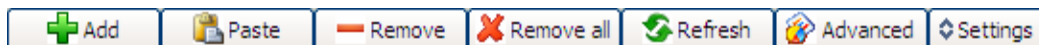
**Paste** – (Only available when information is available in the clipboard) – pastes copied information to FineCount.

**Remove** – Removes the selected document from the FineCount window.

**Remove all** – Removes all documents currently in the FineCount window.

**Refresh** – Refreshes all information relating to documents currently in FineCount window.

**Advanced** – [Custom text analysis](#).



**Figure 3-6**

**Settings** - Hides/unhides the configuration section of FineCount.

**Configuration window** – (Figure 3-7) allows for detailed configuration of the FineCount document analysis, as well as report configuration.

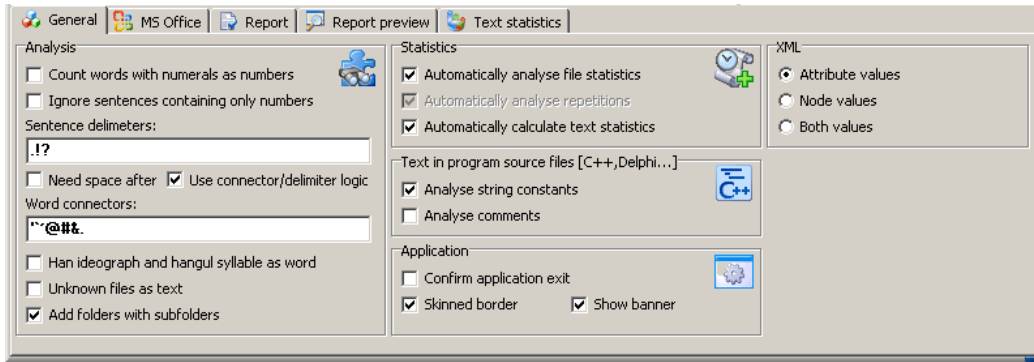


Figure 3-7

## Configuration

This section details the many configuration options of FineCount. Most configuration options are configured in the bottom section of the window – the following tabs are available (Figure 4-1).



Figure 4-1

Note – if these tabs are not visible, please click on the 'Settings' button (Figure 4-2).



Figure 4-2

This will show the configuration tabs.

## General configuration

This section details general configuration of FineCount – including settings for how FineCount processes and analyses documents.

Clicking on the **General** tab will display the following options (Figure 4-3). The following items can be configured in this tab:

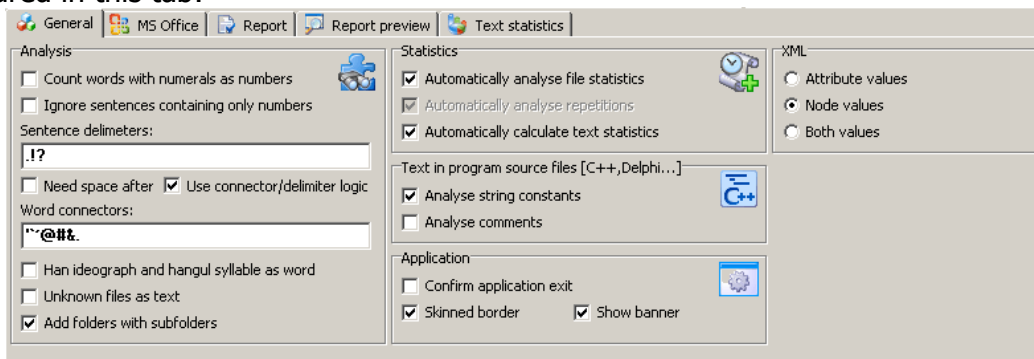


Figure 4-3

**Analysis window** (Figure 4-4):

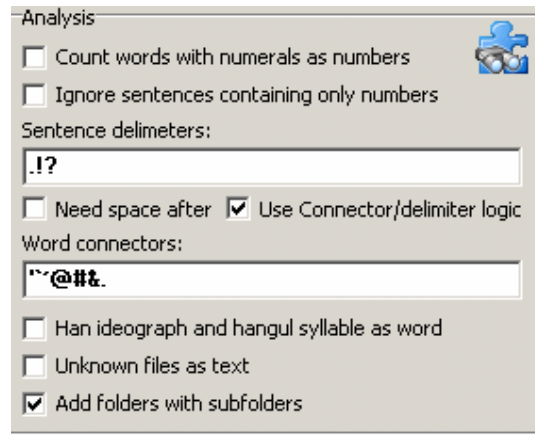


Figure 4-4

**Count words with numerals as number** – Checked/unchecked – this option indicates whether a word that contains numerals should be counted as a number.

**Ignore sentences containing only numbers** – If checked, a sentence that only contains numbers will not be counted. Also – the numbers in this sentence are not included in the statistics.

**Sentence delimiters** – This text box will contain all the characters that signal the end of a sentence. By default, this contains the characters period, exclamation point, and question mark. If a user needs additional sentence delimiters, they can be added here.

**Need space after** – If **Need space after** is checked, then a space is required after a sentence delimiter to have the word before the delimiter to be counted as a word, as well as the group of words prior to the sentence delimiter to be considered a sentence.

Ex #1 – word

Sample.text.

would be considered one word if **Need space after** is checked, and Logic is NOT checked as there is no space after the sentence delimiter (period).

Ex #2 – sentence

Hello.I am pleased to meet you.

will be considered as one sentence if **Need space after** is checked and Logic is NOT checked, as there is no space after the sentence delimiter (period).

Note that if **Need space after** is checked, then the **Logic** button will be grayed out.

**Use connector/delimiter logic** – If the **Use connector/delimiter logic** checkbox is checked, then additional logic is applied when analyzing documents. This logic is only applied to a character that is in BOTH the **Sentence delimiters** box AND the Word Connector block – for example, the period (.) can be used to mark the end of a sentence as well as a symbol that connects words. If a sentence delimiter appears between two letters, the first one being small, and the second one being large, then it will be considered to be two sentences. For example – perhaps the user neglected to

put a space after a period – and the period symbol is in both the **Sentence delimiters** box and the **Word connectors** box:

Hello.I am pleased to meet you.

note that there is no space after the first period – if **Use connector/delimiter logic** is checked, then the program will automatically realize that this is two words – as the first sentence ends with a lower case letter 'o' and the next sentence starts with an upper case I. 'Hello' and 'I' will be considered two separate words, and 'Hello.I am pleased to meet you.' will be considered two sentences.

If Logic is NOT checked, then 'Hello.I' will be considered one word, and "Hello.I am pleased to meet you." will be considered one sentence.

If a sentence delimiter is between two lowercase characters, then it will not be processed as a sentence delimiter.

For example:

My email is name@email.com.

Note that there is a sentence delimiter (.) between email and com. Since the 'l' prior to the period and the 'c' after the period are both lowercase, this period will NOT be considered as a sentence delimiter – and the above text will be processed as one sentence of four words.

**Word connectors:** A word can contain other defined symbols – word connectors, which are configurable in the section **General->Word connectors**. If any of the word connectors include also sentence delimiters, then the result is dependant on the settings of **Need space after** and **Use connector/delimiter logic**. Please see the Terminology help for more detail regarding word connectors.

For example, by default – the '@' character and the period '.' are both considered to be word connectors.

So the sentence

My email is name@email.com.

is made up of four words – with name@email.com being all one word – as it contains two word connectors – '@' and '.'

A user can configure as many word connectors as needed.

**Han ideograph and hangul syllable as word** – If this option is checked, then every Japanese or Chinese complex symbols is counted as a word (hirogana, katakana symbols is counted as a character, but complex hieroglyphs as a word). If unchecked, then each symbol is processed as a character.

**Unknown files as text** – This indicates that if a file is given to FineCount with an unknown file type, then FineCount will assume it is a text document. If this box is NOT checked, then FineCount will NOT analyse unknown files.

**Add folders with subfolders** – This indicates that FineCount will not only include all documents in a submitted folder, but also all documents in any subfolders in that original folder.

Statistics window (Figure 4-5):

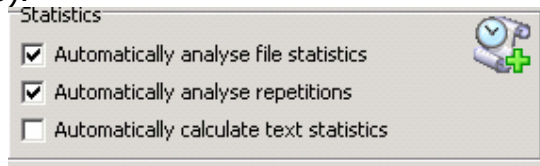


Figure 4-5

**Automatically analyse file statistics** – If this box is checked, then as soon as a file is opened by FineCount, it will be analyzed and the results displayed. Note that if this box is not checked, then **Automatically analyse repetitions** and **Automatically calculate text statistics** will both be grayed out. Also – if this box is not checked, two new buttons will appear in the Statistics window – **Count** and **Analyse**. Also note – the **Analyse** button only appears when the text has not had the full statistics calculated.

Before the document has been analyzed, all statistics will be set to 'N/A' (Figure 4-6).

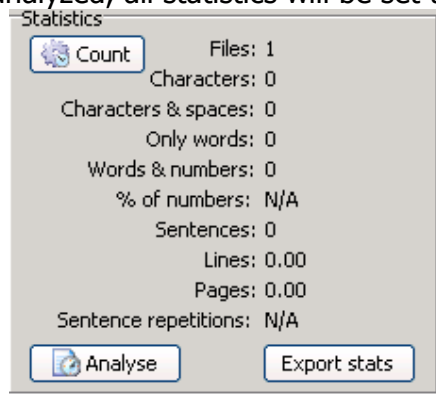


Figure 4-6

**Automatically analyse repetitions** – If this box is checked, then as soon as a file is opened by FineCount, repetitions in the text will be analyzed and the results displayed separately for each file.

**Automatically calculate text statistics** - If this box is checked, then as soon as a file is opened by FineCount, text statistics will be calculated and made available for ALL documents being analyzed.

**Text in program source files window** (Figure 4-7):

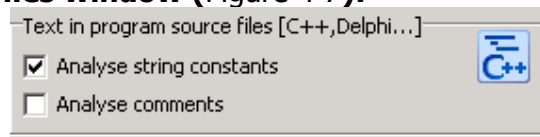


Figure 4-7

**Analyse string constants** – If this box is checked, then the analysis of the source code provided to FineCount will include string constants.

**Analyse comments** - If this box is checked, then the analysis of the source code provided to FineCount will include comments.



### Application window (Figure 4-8):

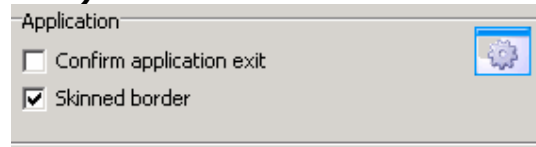


Figure 4-8

**Confirm application exit** – If this box is checked, a popup window will appear (Figure 4-9) when the user attempts to exit out of FineCount, so to confirm the exit.

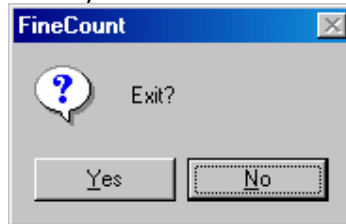


Figure 4-9

**Skinned border** – If this box is checked, then the border of the FineCount window will have a more streamlined appearance. If not checked, then FineCount will have the traditional Windows border. This is purely a cosmetic setting, and has no effect at all on FineCount functionality.

### XML window (for XML files) (Figure 4-3):

If **Attribute values** option is checked - only xml attributes' values will be processed.

**Node values** - only nodes' values will be processed from xml file.

**Both values** - FineCount processes all attributes' and nodes' values from xml file.

### MS Office configuration

This section details configuration options when analyzing Microsoft Office (MS Word, MS Excel, MS PowerPoint) documents with FineCount (Figure 4-10).

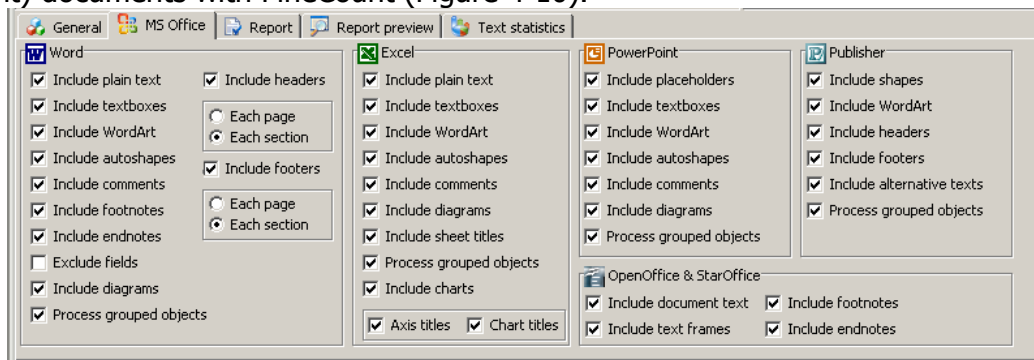
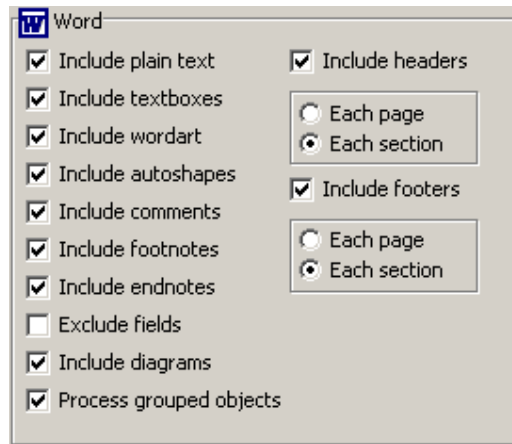


Figure 4-10

### Word window (Figure 4-11):



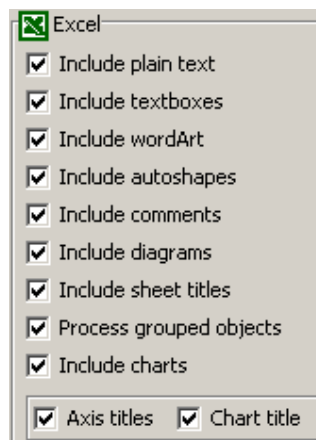
**Figure 4-11**

Here many options can be configured – whether or not the user wants FineCount to include in its processing the following: plain text, Textboxes, WordArt, AutoShapes, comments, footnotes, endnotes, fields, diagrams, and grouped objects. Also processing of headers and footers are configured – and additional configuration is available if the user would prefer to process only unique headers/footers (headers/footers that do not necessarily change every page – only every new section of the document) by selecting **Each Section** – or if ALL headers and footers, regardless if they change or not – are processed – by selecting **Each Page**.

By default, **Exclude fields** is NOT checked – if you wish FineCount to exclude the fields that are contained in the Microsoft Word document, please check this box.

### Excel window

The Excel window (Figure 4-12) allows a user to configure which aspects of Microsoft Excel should be analyzed by FineCount.

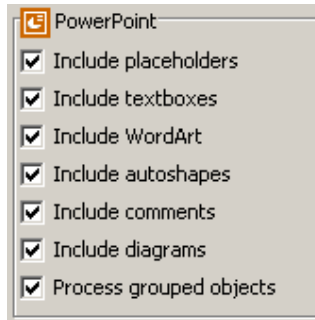


**Figure 4-12**

Configuration options include analysis of: plain text, Textboxes, WordArt, AutoShapes, Comments, Diagrams, Sheet Titles, Charts, Grouped Objects, as well as Axis and Chart Titles.

### PowerPoint window

The PowerPoint window (Figure 4-13) allows a user to configure which aspects of Microsoft PowerPoint should be analyzed by FineCount.

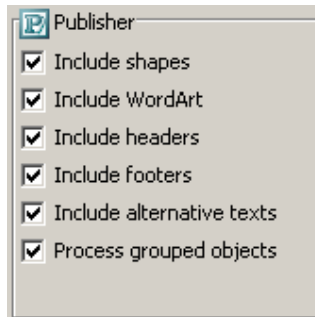


**Figure 4-13**

Configuration options include analysis of the following: PlaceHolders, Textboxes, WordArt, AutoShapes, Comments, Diagrams, and Grouped objects.

### **Publisher window**

The Publisher window (Figure 4-14) allows a user to configure which aspects of Microsoft Publisher should be analyzed by FineCount.

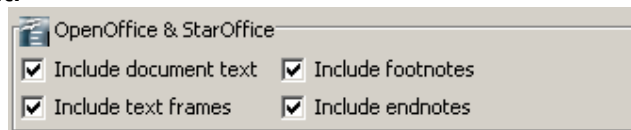


**Figure 4-14**

Configuration options include analysis of the following: Shapes, WordArt, Headers, Footers, Alternative texts, and Grouped objects.

### **OpenOffice & StarOffice window**

The OpenOffice & StarOffice window (Figure 4-15) allows a user to configure which aspects should be analyzed by FineCount.



**Figure 4-15**

Configuration options include analysis of the following: Document text, Text frames, Footnotes and Endnotes.

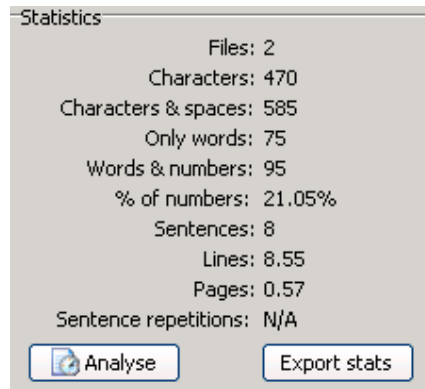
### **Text statistics**

If configured, immediately after loading documents into FineCount, a number of statistics will be displayed, both in the main window – (Figure 5-1) - which displays detailed statistics for each document analyzed.

File name	Only words	Words & numbers	% of numbers	Charact...
<input checked="" type="checkbox"/> Test.txt	14	14	0.00%	41
<input checked="" type="checkbox"/> InvoiceDec2005.doc	61	81	24.69%	429

**Figure 5-1**

Statistics are also displayed in the statistics window – (Figure 5-2) - which displays total statistics for all documents. Note that this is only available when **Automatically calculate text statistics** has been selected.



**Figure 5-2**

## Main window

Please be aware that there is a scrollbar at the bottom of the main window that allows a user to scroll through all the statistics (Figure 5-3) that have been made available.

File name	Only words	Words & numbers	% of numbers	Charact...
<input checked="" type="checkbox"/> Test.txt	14	14	0.00%	41
<input checked="" type="checkbox"/> InvoiceDec2005.doc	61	81	24.69%	429

**Figure 5-3**

The statistics available are:

(It is advised that the user familiarizes themselves with the Terminology section to fully understand the definition of terms like 'Word', 'Number', 'Sentence', etc.).

**File name** – The name of the file for which statistics are being provided

**Only words** – Number of words in the document

**Words & numbers** – Number of words + numbers in the document

**% of numbers** – Percentage of the document that consists of numbers

**Characters** – Number of characters in the document (not including spaces)

**Characters & spaces** – Number of characters and spaces

**Lines** – Number of lines in the document

**Sentences** – Number of sentences

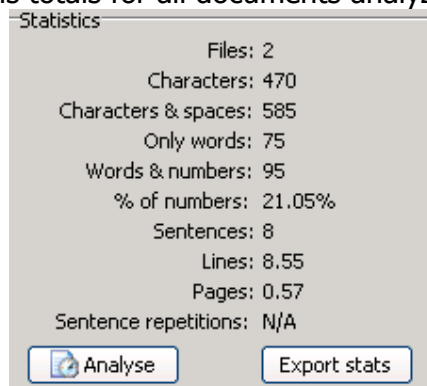
**Sentence repetitions %** - Percentage of sentences that are repeated

**Pages** – Number of pages

**Words (MS Office), Characters (MS Office), Characters & spaces (MS Office), Lines (MS Office), Paragraphs (MS Office), Pages (MS Office)** – Statistics taken directly from the Microsoft Word statistics. Only available when analysing MS Word documents

## Statistics window

This window (Figure 5-4) contains totals for all documents analyzed.



**Figure 5-4**

**Characters** – Number of characters in the document (not including spaces)

**Characters & spaces** – Number of characters and spaces

**Words** – Number of words in the document

**Words & numbers** – Number of words + numbers in the document

**% of numbers** – Percentage of the document that consists of numbers

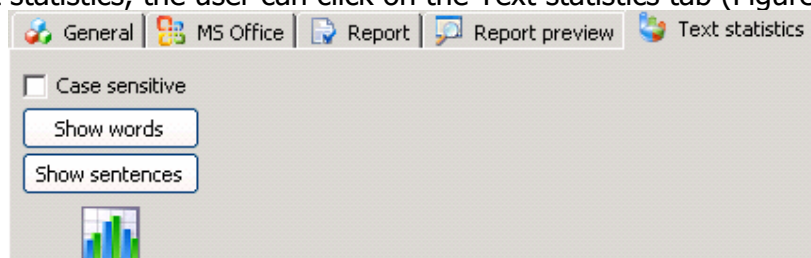
**Sentences** – Number of sentences

**Lines** – Number of lines in the document

**Sentence repetitions %** - Percentage of sentences that are repeated

## Text statistics tab

For additional text statistics, the user can click on the Text statistics tab (Figure 5-5).

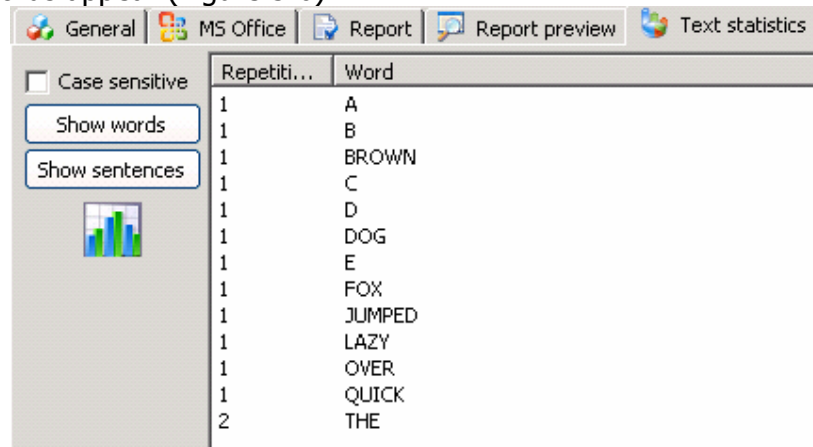


**Figure 5-5**

This tab can provide information about repetition of words and sentences by providing statistics about how many times a certain word or sentence appears in the selected documents.

**Case sensitive** - If this checkbox is checked, then the analysis will be case sensitive. For example 'The' and 'the' will be counted separately. If this button is not checked, then words of the same characters, even if case is different, will be counted as the same – 'The' and 'the' will be counted as the same word.

**Show words** – This will display a list of all words used in the documents, as well as statistics of how many times the words appear (Figure 5-6).



The screenshot shows a window titled 'Text statistics' with a tab labeled 'Report'. On the left, there is a 'Case sensitive' checkbox (unchecked), 'Show words' and 'Show sentences' buttons, and a small bar chart icon. The main area is a table with two columns: 'Repetiti...' and 'Word'.

Repetiti...	Word
1	A
1	B
1	BROWN
1	C
1	D
1	DOG
1	E
1	FOX
1	JUMPED
1	LAZY
1	OVER
1	QUICK
2	THE

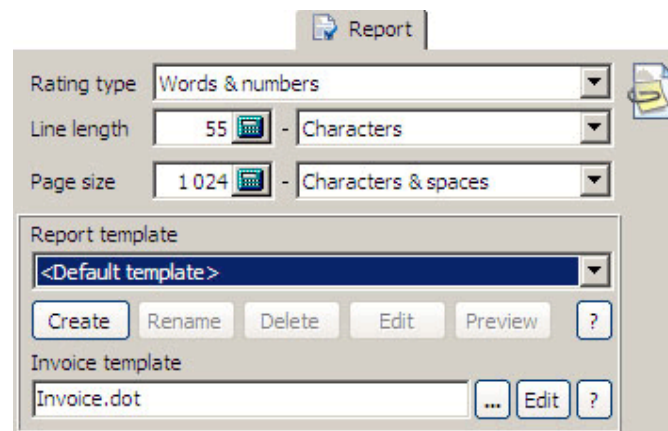
**Figure 5-6**

**Show sentences** - This will display a list of all sentences used in the documents, as well as statistics of how many times the sentences appear.

Note that these statistics can be sorted in alphabetic order, or by number of repetitions (ascending or descending) by clicking on the column header.

## Reports and invoices

FineCount offers powerful reporting functionality to the user. From simple statistical reports to complex invoices, FineCount allows the user to tailor their reporting to fit their exact needs (Figure 6-1).



The screenshot shows a 'Report' dialog box with the following fields and controls:

- Rating type: Words & numbers
- Line length: 55 - Characters
- Page size: 1 024 - Characters & spaces
- Report template: <Default template>
- Buttons: Create, Rename, Delete, Edit, Preview, ?
- Invoice template: Invoice.dot
- Buttons: ..., Edit, ?

**Figure 6-1**

## Report tab

When creating reports, the following options are available to be configured.

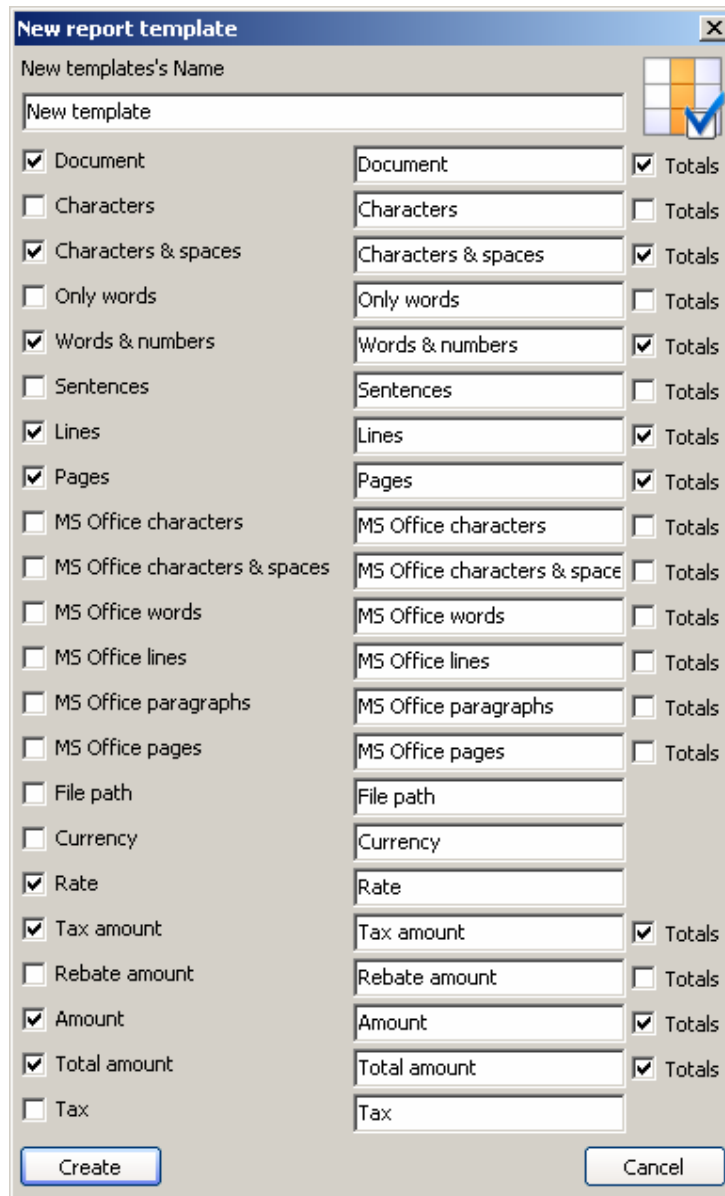
**Rating type:** The type of document analysis to be used in the report or invoice generated. Options include: Words with numbers, characters, characters with spaces, lines, pages, words.

**Line length:** Here the length of a line in the report or invoice to be created can be specified. Default value is 55, but this is configurable as necessary. Also there is a drop down window that indicates what this figure actually represents – default value is characters, though this can be changed to characters with spaces, words, or words with numbers.

**Page size:** This setting indicates the size of the output page. The default is 1024, and can be configured as necessary. Also there is a drop down window that indicates what this figure actually represents – default value is characters with spaces, though this can be changed to characters, words, or words with numbers.

**Report template:** In this section, the user can select a template for the report to be created. There is a default template provided, or users can create their own template. The template created will be in HTML format – for easy additional to web documents and online reports.

If the user clicks on the **Create** button, a new window will appear (Figure 6-2).



**Figure 6-2**

This window configures the report fields. The user can give the template a unique name in the 'New Template's Name' text box.

This window allows the user to configure all the fields that will appear in the report. For a field to appear in the report, the check box next to the name must be checked. In the above picture, the field 'Characters' will appear, but the field 'Character & spaces' will NOT appear.

Also, the user has the option to change the name of the column header in the report as well. By default, the column name that will be displayed in the report is the same name as the parameters – for example 'Characters'. However, the column header can be changed by changing the value in the text box.

The user also has the option of configuring whether or not the totals for all documents are displayed in the report. For the totals for any particular configuration option to be displayed, the 'Totals' checkbox for that parameter must be checked.



Once the user has configured the report output to be as needed, the 'Create' button can be pressed, and a new template will be created.

Pressing **Cancel** will close this window and no changes will be saved.

The user also has the option to edit existing templates (however, the Default template can NOT be edited). By selecting a user-created template (Figure 6-3), the additional buttons will be activated:

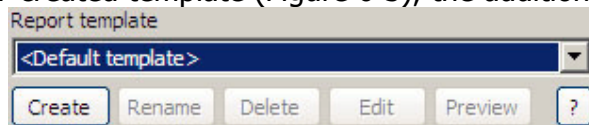


Figure 6-3

The user can now **Rename** the template, **Delete** the template, as well as **Edit** and **Preview** the template.

If the user selects **Edit**, then the template will appear in HTML format, and the user will have to edit the actual HTML.

Clicking on the '?' will display a complete list of tags that can be in the HTML report.

**Invoice template:** The user can configure an invoice template so to be able to quickly and easily generate ready invoices to be sent to clients. The invoice template must be created in Microsoft Word, and it must contain the tags to be displayed in the invoice.

For example, if the user were to create a MS Word template document (Figure 6-4) (with extension .dot) that contained only:

<%files\_data%>

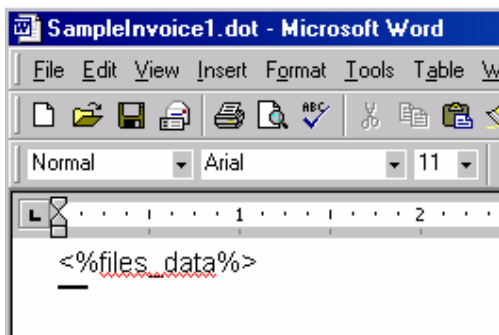


Figure 6-4

then the user must open that document template in FineCount by clicking on the '...' button (Figure 6-5).



Figure 6-5

This will open an explorer window. The user must then navigate to the location of the file and open it. The name of the file, as well as its location, will now appear in the **Invoice template** text box (Figure 6-6).

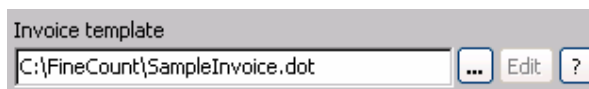
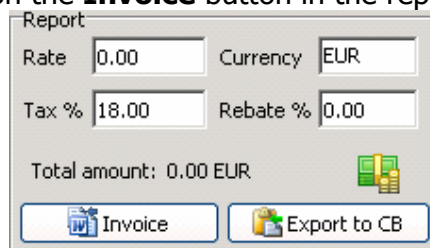


Figure 6-6

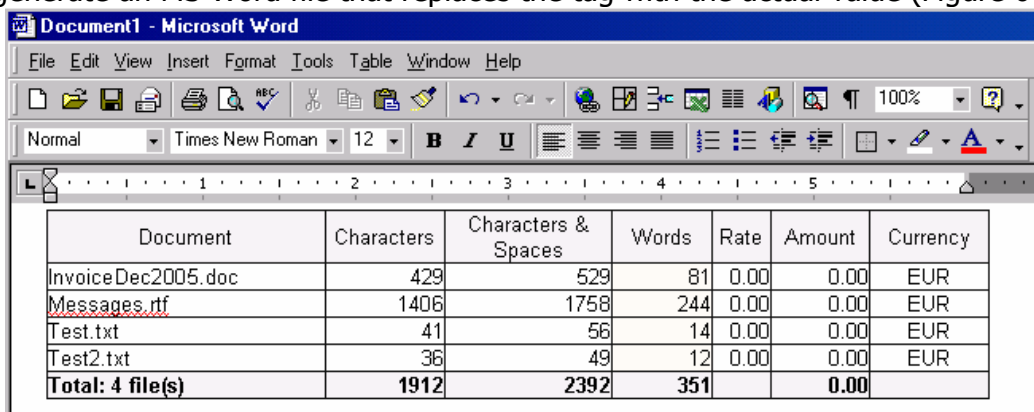
Clicking on **Edit** will open the MS Word document template for editing.

At this point, the user can click on the **Invoice** button in the report window (Figure 6-7).



**Figure 6-7**

That will generate an MS Word file that replaces the tag with the actual value (Figure 6-8).



Document	Characters	Characters & Spaces	Words	Rate	Amount	Currency
InvoiceDec2005.doc	429	529	81	0.00	0.00	EUR
Messages.rtf	1406	1758	244	0.00	0.00	EUR
Test.txt	41	56	14	0.00	0.00	EUR
Test2.txt	36	49	12	0.00	0.00	EUR
<b>Total: 4 file(s)</b>	<b>1912</b>	<b>2392</b>	<b>351</b>		<b>0.00</b>	

**Figure 6-8**

There are many tags available that can be added to the MS Word invoice template. The full list can be viewed by clicking on the **?** button in the **Invoice template** section of the Reports configuration window.

## **HTML tags**

This is a complete list of HTML tags that are available in FineCount:

This tags are usable in HTML report templates.

Please note that all tags are case sensitive!

### **General tags**

<!-- %document\_lines\_start%--> - tag indicates, that file block started (only in templates)

<!-- %document\_lines\_end%--> - tag indicates, that file block finished (only in templates, this section will be copied for every file)

### **Global tags:**

%date% - insert current date

%rate% - insert rate

%currency% - insert currency

%tax% - insert tax percentage

%discount% - insert discount percentage

%rating\_object% - insert rating object title (pages, sentences, lines...)  
%rating\_object\_item% - insert rating object's subtype title (only for line and page, for other objects this value is the same as object)  
%rating\_object\_item\_size% - insert rating object's subtype element count (only for line and page, for other objects this value is 1)  
%line\_objects% - insert line's element title  
%page\_objects% - insert page's element title  
%line\_size% - insert line's element count  
%page\_size% - insert page's element count  
%program\_name% - insert program name (FineCount)  
%program\_version% - insert program version

#### **Document tags:**

%document\_file\_name% - current file's name  
%document\_words% - words in current file  
%document\_words\_with\_numbers% - words with numbers in current file  
%document\_lines% - lines in current file  
%document\_pages% - pages in current file  
%document\_sentences% - sentences in current file  
%document\_characters% characters in current file  
%document\_spaces% spaces in current file  
%document\_characters\_with\_spaces% - characters with spaces in current file  
%document\_hangul% - han ideograph and hangul syllable in current file  
%totals\_ms\_words% - MS Office words in current file  
%totals\_ms\_lines% - MS Office lines in current file  
%totals\_ms\_paragraphs% - MS Office paragraphs in current file  
%totals\_ms\_pages% - MS Office pages in current file  
%totals\_unique\_words% - unique words in current file  
%totals\_unique\_sentences% - unique sentences in current file  
%document\_sentence\_repetitions% - sentence repetitions in current file  
%document\_file\_path% - file's path  
%document\_currency% - currency  
%document\_amount% - amount without tax and discount in current file  
%document\_tax\_amount% - tax amount in current file  
%document\_discount\_amount% - discount amount in current file  
%document\_amount\_all% - total amount in current file

#### **Total tags:**

<%totals\_words%> - total words  
<%totals\_words\_with\_numbers%> - total words with numbers  
<%totals\_lines%> - total lines  
<%totals\_pages%> - total pages  
<%totals\_sentences%> - total sentences  
<%totals\_characters%> - total characters  
<%totals\_spaces%> - total spaces  
<%totals\_characters\_with\_spaces%> - total characters with spaces  
<%totals\_ms\_characters%> - total MS Office characters  
<%totals\_ms\_spaces%> - total MS Office spaces  
<%totals\_ms\_characters\_with\_spaces%> - total MS Office characters with spaces  
<%totals\_ms\_words%> - total MS Office words  
<%totals\_ms\_lines%> - total MS Office lines  
<%totals\_ms\_paragraphs%> - total MS Office paragraphs  
<%totals\_ms\_pages%> - total MS Office pages  
<%totals\_hangul%> - total han ideograph and hangul syllable

<%totals\_unique\_words%> - total unique words  
<%totals\_unique\_sentences%> - total unique sentences  
<%totals\_sentence\_repetitions%> - global sentence repetitions  
<%totals\_amount%> - total amount without tax and discount  
<%totals\_tax\_amount%> - total tax amount  
<%totals\_discount\_amount%> - total discount amount  
<%totals\_amount\_all%> - total amount  
<%totals\_file\_count%> - total file count

## **Microsoft Word tags**

This is a complete list of Microsoft Word tags that are available in FineCount:

This tags are usable in Microsoft Word invoice template.  
Please note that all tags are case sensitive!

### **General tags:**

<%files\_data%> - insert file list with information  
(place this some where in your MS Word template if needed)

### **Document tags:**

11/10/2006 - insert current date  
<%rate%> - insert rate  
<%currency%> - insert currency  
<%tax%> - insert tax percentage  
<%discount%> - insert discount percentage  
<%rating\_object%> - insert rating object title (pages, sentences, lines...)  
<%rating\_object\_item%> - insert rating object's subtype title  
(only for line and page, for other objects this value is the same as object)  
<%rating\_object\_item\_size%> - insert rating object's subtype element count  
(only for line and page, for other objects this value is 1)  
<%line\_objects%> - insert line's element title  
<%page\_objects%> - insert page's element title  
<%line\_size%> - insert line's element count  
<%page\_size%> - insert page's element count  
<%program\_name%> - insert program name (FineCount)  
<%program\_version%> - insert program version

### **Total tags:**

<%totals\_words%> - total words  
<%totals\_words\_with\_numbers%> - total words with numbers  
<%totals\_lines%> - total lines  
<%totals\_pages%> - total pages  
<%totals\_sentences%> - total sentences  
<%totals\_characters%> - total characters  
<%totals\_spaces%> - total spaces  
<%totals\_characters\_with\_spaces%> - total characters with spaces  
<%totals\_ms\_characters%> - total MS Office characters  
<%totals\_ms\_spaces%> - total MS Office spaces

<%totals\_ms\_characters\_with\_spaces%> - total MS Office characters with spaces  
 <%totals\_ms\_words%> - total MS Office words  
 <%totals\_ms\_lines%> - total MS Office lines  
 <%totals\_ms\_paragraphs%> - total MS Office paragraphs  
 <%totals\_ms\_pages%> - total MS Office pages  
 <%totals\_hangul%> - total han ideograph and hangul syllable  
 <%totals\_unique\_words%> - total unique words  
 <%totals\_unique\_sentences%> - total unique sentences  
 <%totals\_sentence\_repetitions%> - global sentence repetitions  
 <%totals\_amount%> - total amount without tax and discount  
 <%totals\_tax\_amount%> - total tax amount  
 <%totals\_discount\_amount%> - total discount amount  
 <%totals\_amount\_all%> - total amount  
 <%totals\_file\_count%> - total file count

## Report preview tab

Prior to creating a report or an invoice, the user can preview the report in the **Report preview** tab (Figure 6-9).

Document	Characters	Words	Lines	Currency	Rate	Amount
TestExcel.xls	60	12	1.09	EUR	0.00	0.00
TestWord.doc	39	9	0.71	EUR	0.00	0.00
	99	21	1.80			0.00

Total: 2 file(s)

**Figure 6-9**

The data shown in the **Report preview** tab is dependant upon which report template has been selected in the **Report** tab.

## Report calculations

This section details the calculation of the total amount in the **Report** window. These parameters can be changed, as the user requires (Figure 6-10).

Report

Rate: 0.00 Currency: EUR

Tax %: 18.00 Rebate %: 0.00

Total amount: 0.00 EUR

Invoice Export to CB

**Figure 6-10**

The options available here are:

**Rate** – The price per object (note that this depends on the setting of Rating Type in the Report tab in the FineCount bottom window – Words, Words & Numbers, Characters, etc).

**Tax %** - What percentage tax rate should be applied to the total amount.

**Currency** – The currency to be used in the invoice (note that the currency setting has no effect on the calculations).

**Discount %** - What discount will be applied to the final total.

The following formulas are used in calculations:

Net Amount = Object Count \* Rate

Discount Amount = Net Amount \* Discount %

Tax Amount = (Net Amount – Discount Amount) \* Tax %

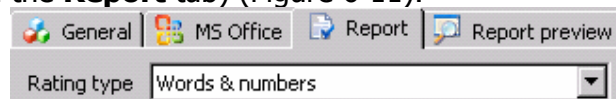
Total Amount = Net Amount – Discount Amount + Tax Amount

Complete Formula:

Total Amount = (Net Amount – (Net Amount \* Discount %) ) \* (1 + Tax %)

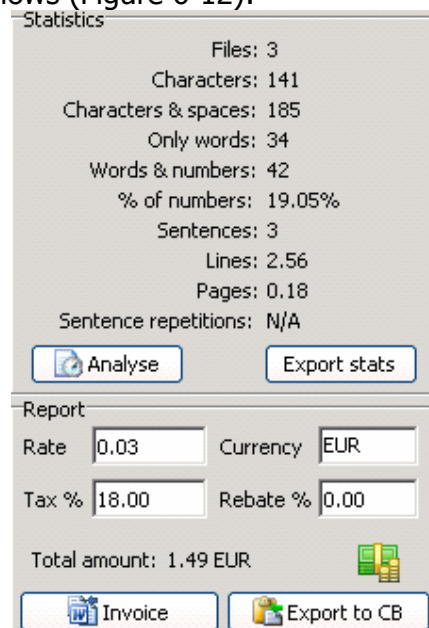
### A complete example:

Documents submitted to FineCount, with Total Amount to be calculated based upon the number of Words & Numbers (Set in the **Report** tab) (Figure 6-11).



**Figure 6-11**

The resulting statistics are as follows (Figure 6-12):



**Figure 6-12**

Rate = 0.06 EUR / Word/Number

Tax % = 15%

Discount % = 5%

The calculation would look like:

2027 (Words with numbers) \* 0.06 (Rate) = 121.62 EUR (net amount)

Discount = 121.62 \* 0.05 = 6.08 EUR

Amount after discount = 115.54 EUR

Tax = 115.539 \* 0.15 (tax rate) = 17.33 EUR

Total amount = 115.54 + 17.33 = 132.87 EUR

## Toolbar

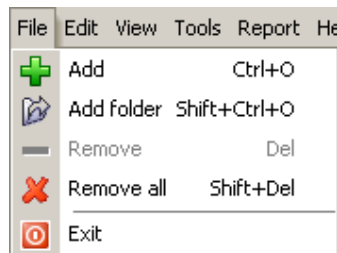
The following options are available on the FineCount toolbar (Figure 7-1).



**Figure 7-1**

## File menu

If the user clicks on the **File** drop down menu, the following menu will appear (Figure 7-2).



**Figure 7-2**

The options here are very similar to the FineCount quick access toolbar.

**Add** – Adds a document to be analyzed.

**Add folder** – Adds a folder (including all documents contained in that folder) to be analyzed.

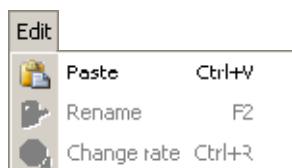
**Remove** – Removes the selected document from the FineCount window.

**Remove all** – Removes all documents currently in the FineCount window.

**Exit** – Exits FineCount.

## Edit window

If the user clicks on the **Edit** drop down menu, the following menu will appear (Figure 7-3).



**Figure 7-3**

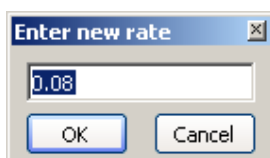
The options here are **Change rate**, **Rename** and **Paste**.

**Rename** – When a file has been selected in the FineCount window, this option allows the user to rename the file.

**Paste** will paste a copied file or text from the clipboard to the FineCount window for analysis.

## Change rate

Clicking on **Change rate** will offer to change the rate's value for documents in the FineCount window (Figure 7-4).



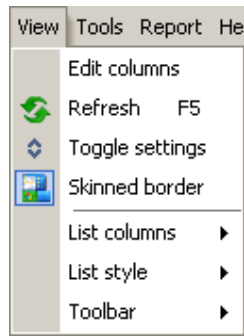
**Figure 7-4**

After clicking **OK** rate's value updating takes place automatically for all selected documents.

## View menu

Clicking on the **View** menu in the FineCount toolbar will show the following options (Figure 7-5).

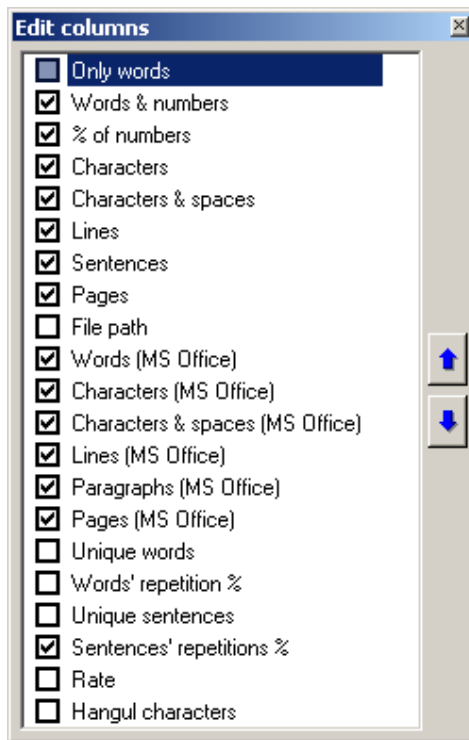




**Figure 7-5**

## **Edit columns**

**Edit columns** – Allows the user to manually configure which columns will be visible, as well as their order (Figure 7-6).



**Figure 7-6**

The user can check or uncheck any of the available columns. The up arrow and down arrow moves a particular column up or down the list (this is if the user wishes to change the order of the columns that are displayed).

Changes are automatically applied.

## Refresh

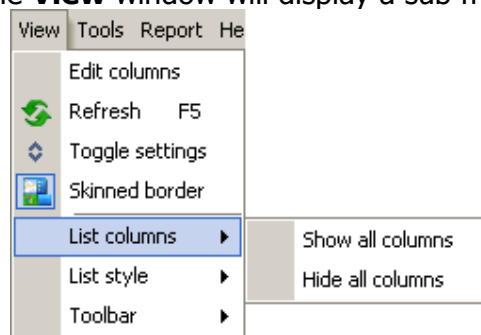
FineCount offers the user the ability to refresh all statistics as well as the list of documents currently being analyzed by FineCount by using the **Refresh** command (or by pressing the F5 key). This is useful when the user wants to remove files that no longer exist from the list of files. Note – if **Automatically analyse file statistics** is not checked, then the statistics will NOT be refreshed – only files that no longer exist will be removed.

## Toggle settings

Much like the **Settings** button in the FineCount main window, **Toggle settings** hides and shows the configuration settings section of the FineCount window.

## List columns

Clicking on **List columns** in the **View** window will display a sub menu (Figure 7-7).



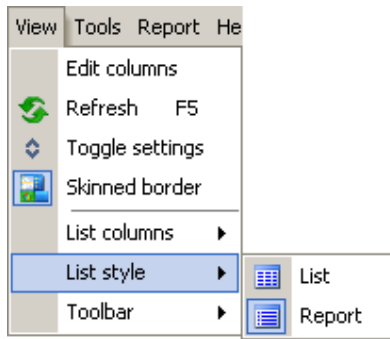
**Figure 7-7**

**Show all columns** – Displays all available columns.

**Hide all columns** – Removes all columns from the display. The only column remaining will be File Name.

## List style

Clicking on **List style** under the **View** menu, the user will see two additional menu items (Figure 7-8).



**Figure 7-8**

These options give the user to opportunity to change the appearance of the FineCount main window.

**List** – Only displays the names of the files being analyzed.

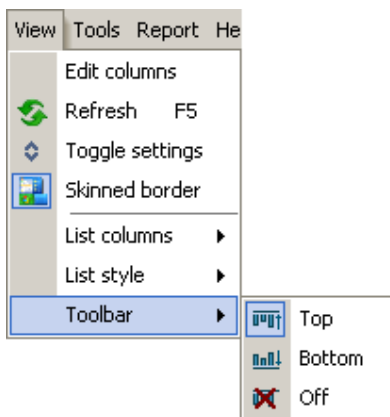
**Report** – Displays detailed information about the files being analyzed.

### Skinned border

**Skinned border** allows the user to alternate between the standard Windows border and a more streamlined appearance. This is purely a cosmetic setting, and has no effect at all on FineCount functionality.

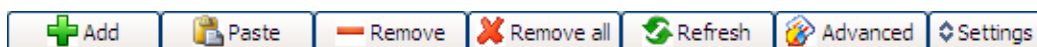
### Toolbar

Clicking on **Toolbar** under the **View** menu will display the following sub-menu (Figure 7-9).



**Figure 7-9**

This gives the user the option of where, if at all, to display the FineCount toolbar (Figure 7-10).



**Figure 7-10**

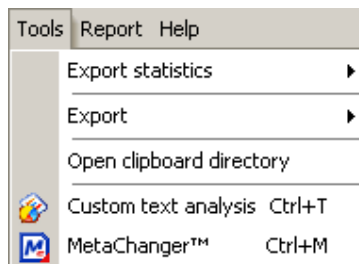
**Top** – Toolbar is displayed above the FineCount main window.

**Bottom** – Toolbar is displayed below the FineCount main window.

**Off** – Toolbar is not displayed at all.

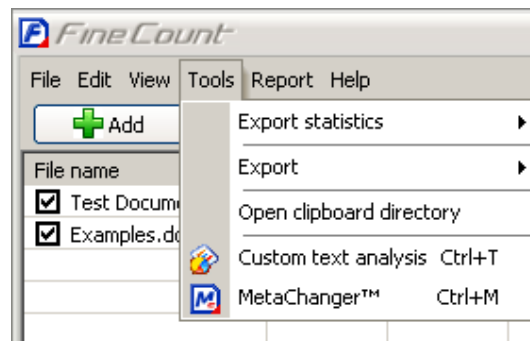
## Tools menu

The **Tools** menu gives the user access to the exporting and analysing functionality of FineCount (Figure 7-11).



**Figure 7-11**

Note that there will be an extra menu item – **Count** under the Tools menu if **Automatically analyse file statistics** under the **General** tab in the configuration section is NOT checked (Figure 7-12).



**Figure 7-12**

## Export statistics

The **Export statistics** option in the **Tools** menu allows the user a choice of methods for exporting the FineCount output – as text, as HTML, or exporting the results to the clipboard (Figure 7-13).

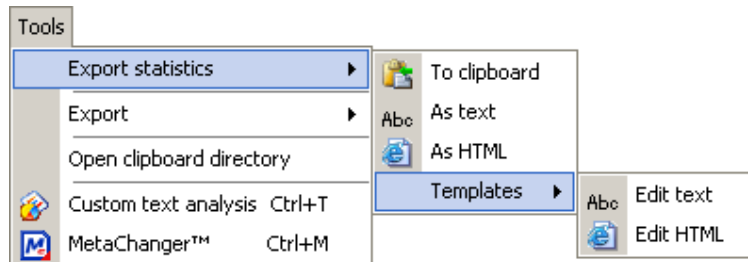


Figure 7-13

Note that the output exported is the contents of the FineCount statistics window. You can customize output with **Edit text** and **Edit HTML** commands like report templates.

## Export

This menu option actually exports the contents of a file to a new file (Figure 7-14). The contents of multiple files being analyzed by FineCount will be exported to one single file.

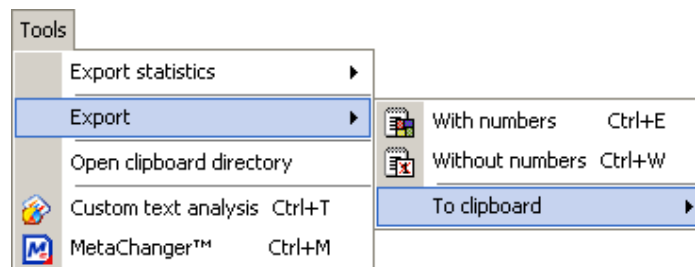


Figure 7-14

**Export with numbers** – This indicates that all the text will be exported – including numbers.

**Export without numbers** – This indicates that the text will be exported WITHOUT numbers.

Clicking on either of the two above options will prompt the user to select a directory and enter the name of the text file to be created. The contents of the documents will be exported in plain Unicode text format.

The user also has the option of exporting the data to the clipboard (Figure 7-15).

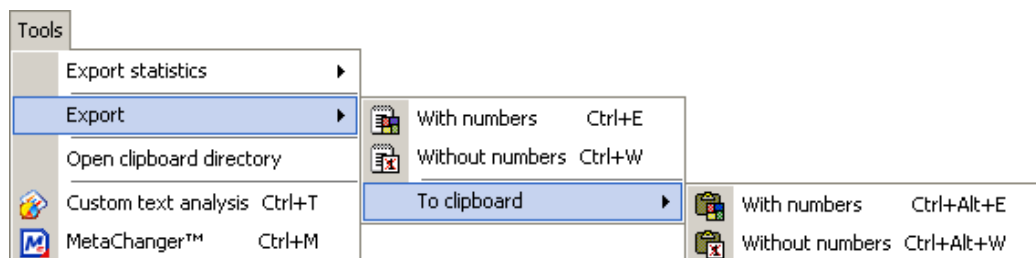
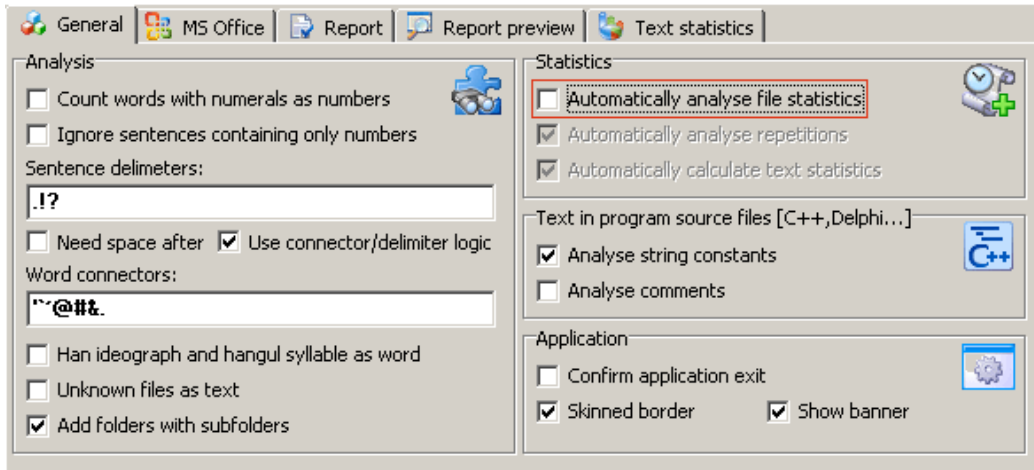


Figure 7-15

The user has the same options – export with numbers, or export without numbers. Once the data has been exported to the clipboard, the output can be copied to the application of the user's choosing.

## Count

Count only appears if **Automatically analyse file statistics** under the **General** tab in the configuration section is NOT checked (Figure 7-16).



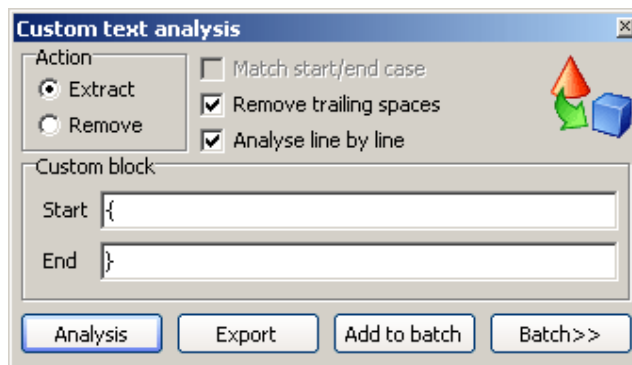
**Figure 7-16**

**Count** will recalculate statistics for all selected documents.

## Custom text analysis

**Custom text analysis** allows the user to analyse a specific portion of a submitted text.

Selecting **Custom text analysis**, the user will see the following window (Figure 7-17).



**Figure 7-17**

With this, the user can analyse the text both in specific blocks (**Extract**), as well as the inverse – analyse all text, EXCLUDING the specified blocks (**Remove**).

The **Match case** checkbox allows the user to configure whether or not it is necessary to differentiate between lowercase and uppercase letters in the values of the **Start** and **End** parameters. For example, if the Start parameter was 'The' and **Match case** was checked, then a 'the' would not be considered as a valid **Start** value, as the 't' is lowercase.

If **Remove trailing spaces** is checked, then all trailing spaces from the document will be removed after custom analysis.

The user can also specify the starting and ending text or characters by specifying them in the **Start** and **End** text boxes. Analysis will only take place of text that is between the **Start** and **End** characters – the text contained in the Start and End boxes will be analyzed too.

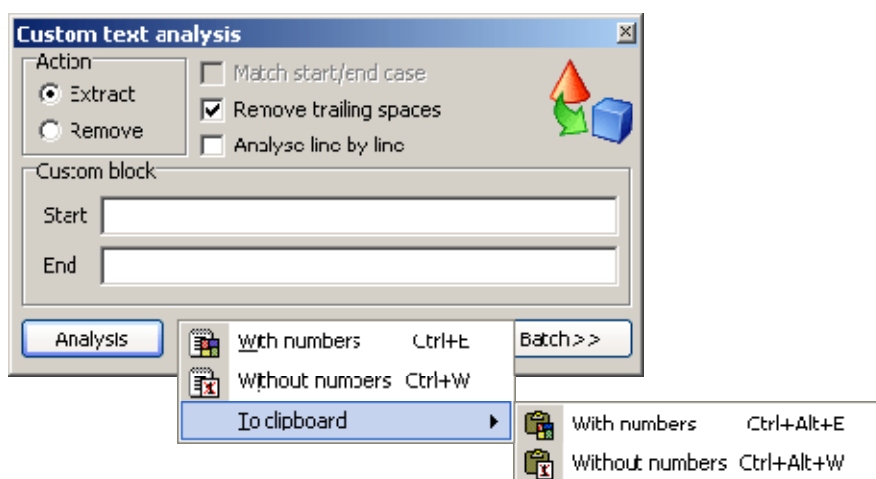
Pressing on the **Analyse** button will commence the custom file analysis, keeping in mind the user's specified requirements.

Note – if either or both **Start** or **End** are blank, then automatically the program will consider these to be either the end-of-paragraph delimiter or the end of the file.

If **Analyse line by line** box is checked, the text will be analyzed line by line sequentially.

The **Export** button works similarly to the other export functionality in FineCount, however, it will only export the data analyzed in this custom text analysis.

Clicking on **Export** will display an additional menu (Figure 7-18).



**Figure 7-18**

**With numbers** – This indicates that all the custom text will be exported – including numbers.

**Without numbers** – This indicates that all the custom text will be exported WITHOUT numbers.

**To clipboard** – This brings up an additional menu where the user can select how the text will be exported to the clipboard (Figure 7-18).

**With numbers** – This indicates that all the custom text will be exported to the clipboard including numbers.

**Without numbers** – This indicates that all the custom text will be exported to the clipboard WITHOUT numbers.

## Examples

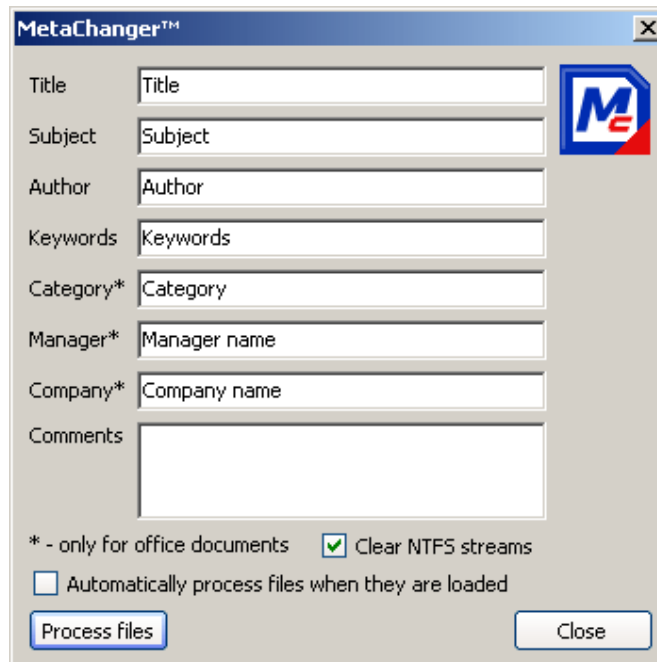
The text to be analyzed was the following:

The quick fox  
jumped over the  
lazy dog.

No	Settings	Result
1	<b>Action:</b> Extract; „Analyse line by line“ is checked; <b>Start</b> set is empty; <b>End</b> set is empty.	"The quick fox jumped over the lazy dog."
2	<b>Action:</b> Extract; „Analyse line by line“ is checked; <b>Start:</b> „fox“; <b>End:</b> „over“;	-
3	<b>Action:</b> Extract; „Analyse line by line“ is checked; <b>Start:</b> „fox“; <b>End</b> set is empty.	"fox"
4	<b>Action:</b> Extract; „Analyse line by line“ is checked; <b>Start</b> set is empty; <b>End:</b> „over“.	"jumped over"
5	<b>Action:</b> Extract; <b>Start</b> set is empty; <b>End</b> set is empty.	"The quick fox jumped over the lazy dog."
6	<b>Action:</b> Extract; <b>Start:</b> „fox“; <b>End:</b> „over“.	" fox jumped over"
7	<b>Action:</b> Extract; <b>Start:</b> „fox“; <b>End</b> set is empty.	" fox jumped over the lazy dog."
8	<b>Action:</b> Extract; <b>Start</b> set is empty; <b>End:</b> „over“.	"The quick fox jumped over"
9	<b>Action:</b> Remove; „Analyse line by line“ is checked; <b>Start</b> set is empty; <b>End</b> set is empty.	-
10	<b>Action:</b> Remove; „Analyse line by line“ is checked; <b>Start:</b> „fox“; <b>End:</b> „over“;	"The quick fox jumped over the lazy dog."
11	<b>Action:</b> Remove; „Analyse line by line“ is checked; <b>Start:</b> „fox“; <b>End</b> set is empty.	"The quick jumped over the lazy dog."
12	<b>Action:</b> Remove; „Analyse line by line“ is checked; <b>Start</b> set is empty; <b>End:</b> „over“.	"The quick fox the lazy dog."







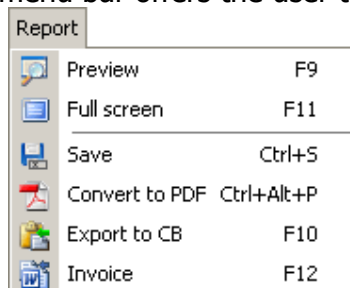
**Figure 7-20**

To manage metainformation it is necessary to select files and edit information in MetaChanger form. **Process files** button updates checked files.

If **Automatically process files when they are loaded** option is checked - files will be appended or updated with metainformation automatically.

## Report menu

The Report menu in the FineCount menu bar offers the user the following options (Figure 7-21).

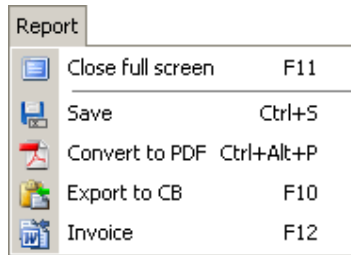


**Figure 7-21**

**Preview** – This opens the **Report preview** tab in the FineCount bottom window.

**Full Screen** – This will display the report in full screen format.

When in **Full screen** view, the user has the following menu options available (Figure 7-22).



**Figure 7-22**

To close the Full Screen, click on **Close full screen** or press F10.

**Save** – Saves report in .html format.

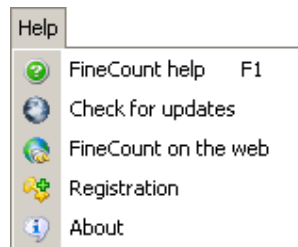
**Convert to PDF** – Creates an invoice and then converts it to pdf file (Free CutePDF Printer is required. You can obtain it at <http://www.cutepdf.com>).

**Export to CB** – Exports the report information to the clipboard.

**Invoice** – Creates an invoice in Microsoft Word based upon the data in the report. Please note that an **Invoice template** (in the **Report** tab) must be configured for the invoice to be properly created!

## Help menu

Clicking on **Help** in the FineCount menu bar will display (Figure 7-23).



**Figure 7-23**

**FineCount help** – Displays help contents.

**Check for updates** - Checks and updates FineCount.

**FineCount on the web** - Brings you to FineCount web site.

**Registration** - offers to register FineCount program by inserting serial number (Figure 7-24).



Figure 7-24

**About** – Displays FineCount version information and registration state (Figure 7-25).



Figure 7-25

## Messages and Errors

### File Import

#### HTML file import

Message:

**HTML Loading Not Completed In 10 Seconds. Please Select Action:  
Yes - Continue loading, No - Stop Loading Content, Cancel - Skip Content.**

Description:

If, when loading HTML documents, the loading process takes more than ten seconds, FineCount will display this informational message to the user, at which point the user can cancel the loading if it is deemed necessary. At times there are HTML documents that load ad infinitum in FineCount (note that FineCount uses Internet Explorer to load HTML documents), and the user will not see the notification "Document loading finished" displayed by the FineCount software. This is because FineCount waits for a "Done" message from Internet Explorer. In the case that the documentation loading takes longer than 10 seconds, FineCount will ask the user if loading should continue.

**PDF file import**

Message:

(When Opening a PDF file).

**PDF Processing Requires that Acrobat Reader and Acrobat be Closed!  
To Close Acrobat Programs Press [Yes], Or [No] To Cancel Processing Files.**

Description:

For FineCount to properly analyse a PDF document, Adobe Acrobat and Reader must be closed. Clicking Yes will close the specified applications. No will ignore the PDF files and continue processing.

Message:

**Acrobat Reader must be installed to analyse PDF files!**

Description:

Adobe Acrobat Reader must be installed for FineCount to be able to analyse the submitted file.

Solutions:

Ensure that, at a minimum, Acrobat Reader version 6.0 is installed (version 7.0.0.5 is the recommended version).

Close all instances of Acrobat Reader and Acrobat (if installed) services and tasks (via Task Manager), and then try again.

Restart FineCount.

Message:

**Cannot start Acrobat application!**

Description:

The Adobe Acrobat Reader cannot be started.

Solutions:

Ensure that, at a minimum, Acrobat Reader version 6.0 is installed (version 7.0.0.5 is the recommended version). Close all instances of Adobe applications.

### **Microsoft Office file import**

Message:

**Cannot start Word application! Microsoft Word must be installed to analyse Word files!**

Description:

FineCount could not start Microsoft Word.

Solutions:

Microsoft Word must be installed to analyse Word files  
Close all instances of Microsoft Word, and processes via Task Manager as necessary  
Ensure that enough memory is available to load application and document  
Restart FineCount

Message:

**Cannot open Word document!**

Description:

FineCount could not open the specified Word document.

Solutions:

Microsoft Word must be installed to analyse Word files  
Close all instances of Microsoft Word, and processes via Task Manager as necessary  
Ensure that enough memory is available to load application and document  
Ensure that the specified document is in fact a Microsoft Word document  
Restart FineCount

Message:

**Cannot start Excel application! Microsoft Excel must be installed to analyse Excel files!**

Description:

FineCount could not start Microsoft Excel.

Solutions:

Microsoft Excel must be installed to analyse Word files  
Close all instances of Microsoft Excel, and processes via Task Manager as necessary  
Ensure that enough memory is available to load application and document  
Restart FineCount

Message:

**Cannot open Word document!**

Description:

FineCount could not open the specified Excel document.

Solutions:

Microsoft Excel must be installed to analyse Excel files  
Close all instances of Microsoft Excel, and processes via Task Manager as necessary  
Ensure that enough memory is available to load application and document  
Ensure that the specified document is in fact a Microsoft Excel document  
Restart FineCount

Message:

**Cannot start PowerPoint application! Microsoft PowerPoint must be installed to analyse PowerPoint files!**

Description:

FineCount could not start Microsoft PowerPoint.

Solutions:

Microsoft PowerPoint must be installed to analyse Word files  
Close all instances of Microsoft PowerPoint, and processes via Task Manager as necessary  
Ensure that enough memory is available to load application and document  
Restart FineCount

Message:

**Cannot open PowerPoint document!**

Description:

FineCount could not open the specified PowerPoint document.

Solutions:

Microsoft PowerPoint must be installed to analyse Excel files  
Close all instances of Microsoft PowerPoint, and processes via Task Manager as necessary

Ensure that enough memory is available to load application and document  
Ensure that the specified document is in fact a Microsoft PowerPoint document  
Restart FineCount

### **Internet Explorer related**

Message:

**Cannot start Internet Explorer application! Microsoft Internet Explorer must be installed to analyse Word files!**

Description:

The Microsoft Internet Explorer application could not be started.

Solutions.

- Ensure that Microsoft Internet Explorer is installed
- Close all IE windows
- Ensure that enough memory is available to load application and document
- Restart FineCount

### **File export**

Message:

**Text cannot be exported to a file that is included in the export list!**

Description:

Exported data cannot be exported to a file that has already been opened by FineCount

Message:

**File Already Exists! Replace?**

Description:

The file to be exported to already exists. The user has the option of cancelling this action or replacing the existing file.

Message:

**File Access Error!**



Description:

FineCount is unable to export to the specified file – this can be due to security settings (the user does not have the authorization to write to the specified file).

Solutions:

Ensure that the user has the proper permissions to be able to export this file  
Close all instances of Acrobat Reader and Acrobat (if installed) services and tasks (via Task Manager), and then try again

Message:

**Error Occurred While Exporting the File <...>! Output File May Be Corrupt!**

Description:

FineCount will notify the user if there were problems during the export by letting the user know that the export file that has been created may be corrupt.

Solutions:

Ensure that the user has the proper permissions to be able to export this file  
Ensure that all necessary Microsoft Office components are working properly. Close all any existing instances of Microsoft Office programs (verify via Task Manager that no processes are running)  
Ensure that the program has enough memory to be able to load the selected file  
Restart FineCount

Message:

**Operation Cancelled!**

Description:

The specified operation has been cancelled by the user. No action has been taken.

Message:

**File <...> Doesn't Exist!**

Description:

One of the exported files no longer exists...The file specified does not exist. The user must verify that the specified file exists.

Solutions:

Recreate list of files to analyse  
Restart FineCount

Message:

### **Failed To Open Clipboard!**

Description:

Fine Count was unable to open the Clipboard – the user will need to verify that the Windows clipboard functionality is working properly.

Solutions:

- Retry operation
- Restart FineCount

Message:

### **Failed To Rename File!**

Description:

Fine Count was unable to rename the specified file.

Solutions:

- Ensure that a file with that name does not already exist

## **Report generation**

Message:

### **Error Generating Report!**

Description:

There was a problem when generating the report file. The user will need to verify all report settings, and attempt to generate the report again.

Solutions:

- Check Internet Explorer's ability to display pages
- Check modify permissions for FineCount program folder
- Restart FineCount

## **General**

Message:

**It is recommended to restart the program after seeing an exception.**

Description:

If when using FineCount, the user encounters a FineCount exception, please close and restart the program.

## **Analysis**

Message:

**Analyse Completed In 0 Min 0 Sec 0 Ms!**

Description:

A notification message to let the user know that the document has been successfully analyzed, as well as how long the analysis took to perform.

## **Template**

Message:

**Template file already exists! Replace?**

Description:

A prompt to the user as to whether or not the specified template really should be deleted.

Message:

**Failed To Rename File!**

Description:

FineCount was unable to rename the specified file.

Solutions:

Try another template name

Check permissions for FineCount\Templates folder

Message:

**Error saving template! Filename may be incorrect!**

Description:

FineCount was unable to save the template with the specified name.

Solutions:

Try another template name

Check permissions for FineCount\Templates folder

**Report export**

Message:

**Please Select Invoice Template File First!**

Description:

A Report Template must be selected before an invoice can be generated.

Message:

**Report Invoice Template File Doesn't Exist!**

Description:

The specified template does not exist. The user must specify an existing template.

Message:

**Error Connecting To MS Word Server!**

Description:

Unable to open MS Word program – ensure that MS Word is installed and running properly on the machine.

Solutions:

Install MS Word

Close all Word instances and processes

Restart FineCount

## **Export statistics**

Message:

### **File Already Exists! Replace?**

Description:

The file to which the user wishes to export statistics already exists – this prompt asks the user whether the existing file should be replaced or not.

Message:

### **New filename:**

Description:

Allows the user to specify the name of the new file.

## **List operations**

Message:

### **Failed To Rename File!**

Description:

The specified file could not be renamed.

Solutions:

Check permissions for the selected file and ensure that the file exists

## **Profile**

Message:

### **Profile With This Name Already Exists! Replace?**

Description:

The profile name specified by the user already exists – the user is queried as to whether or not to replace the existing profile.

Message:

### **Error Saving Profile!**

Description:

Profile could not be saved.

Solutions:

Check permissions for Folder FineCount\Config

Message:

### **Failed To Rename Profile!**

Description:

Profile could not be renamed.

Solutions:

Check permissions for the folder FineCount\Config

Message:

### **New Name For Profile ...:**

Description:

If a user wishes to change the name of a profile, this message box appears and queries the user for the new name of the profile.

## **Profiles**

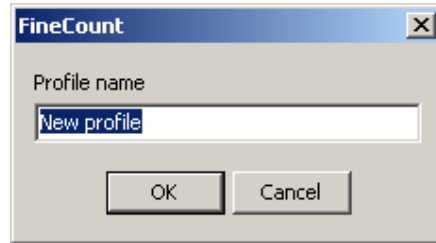
FineCount allows the user to set up different profiles. Certain users will have changed the layout and settings of FineCount, and will want those changes to be available when restarting FineCount (Figure 8-1).



**Figure 8-1**

The FineCount active profile is stored in the file FineCount.ini. When a new profile is loaded, it will overwrite the existing profile.

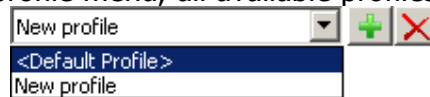
To create a new profile, make the necessary changes in the FineCount that are to be saved. Then press the green plus button. This will bring up the new profile creation window (Figure 8-2).



**Figure 8-2**

Name the profile accordingly, then press OK.

Upon clicking on the dropdown profile menu, all available profiles will be displayed (Figure 8-3).



**Figure 8-3**

Select the desired profile from the profile drop down window. Note that when selecting profiles, the FineCount window will disappear briefly.

Changes made in an existing profile can be saved. Press the green plus button again, and enter the existing name of the file. The program will prompt the user to confirm the overwriting of the existing profile.

If a user saves a new profile, the information is stored in the file Config\<>name\_of\_profile>.ini. Any changes upon exiting will be stored in that profile. The information is also stored in the active profile, and every time FineCount is closed, the information is updated in the active profile as well.

To remove a profile from the list of profiles, select the profile to be deleted from the dropdown list, and then click on the red X button. Note that the default profile CANNOT be deleted.

## **FAQ**

### **Q: Why is the analysis result zero for any file after it has been added to the file list?**

A: It is possible that you do not have the option "Automatically analyse files" turned on. That must be turned on if you would like files to be automatically analyzed.

Also check that there are no invalid symbols in the file name – specifically symbols that are different than the system language. For example, if system language is Russian, then allowed characters are Russian and English characters. If other symbols are used in the file name (which Windows allows, but will cause problems in FineCount processing) – so for example if a file name contains Latvian characters, FineCount will not process the file.

Correct:

abcdefghijklmnopqrstuvwxyz\_йцукенгшщзхъфывапролджэячсмитьбюё.txt

Incorrect:

āčēū.txt

**Q: How can we analyse Word, Excel, or PowerPoint documents if we do not have these programs installed on all machines?**

A: The only option is to use Microsoft Word, Excel, or PowerPoint viewer and copy the necessary text into the clipboard, then, from the clipboard, copy into FineCount. This method can be used with all other documents that are not supported by FineCount.

**Q: If there is a certain section of a document that I do not wish to analyse – for example, a section of text in the document that begins with “[” and ends with “]” – is there any way to remove this section from the analysis?**

A: For this you will need to use Tools -> Custom Text Analysis. Set Start to “[” and End to “]” (omitting the quotation marks), Remove spaces = false and Remove = true. See the Custom Text Analysis section for more detailed information.

**Q: How can I configure invoices for my needs?**

A: This is detailed in the section Reports and invoices.

**Q: How can I configure HTML templates for my needs?**

A: This is detailed in the section Reports and invoices.

**Q: How can I determine the mechanism for calculating the Total Amount in the Report window?**

A: The formula for calculations is described in the section Report calculations.

**Q: I get a zero count result for a certain PDF file though there is text in it. What's wrong?**

A: Please check that the system requirements for Acrobat software are adhered to and this is not a scanned (e.g. a fax) or protected PDF file. If this is a scanned image, you will need to use OCR software first before you will be able to count the files with FineCount. The file might be protected from copying and text extraction. In this case it cannot be counted as well, you will need to remove the protection first.

**Q: What is the difference between Standard and Business versions?**

A: Please see the version comparison here.

**Q: Why does analysis of a Microsoft Office document take a long time?**



A: This is dependant on the power of the machine. If you are using anti-virus software, then you have the opportunity to close Office plug-ins (if such exist).

**Q: Why are Word and PowerPoint statistics indicating a smaller word count than FineCount?**

A: Word, Excel and PowerPoint do not count text in headers, footers, comments, Textboxes, autoshapes and other objects. FineCount can count this text with the proper settings set.

**Q: Can I request a feature in FineCount that I find necessary?**

A: Of course. Our employees will carefully consider all request and will work to improve FineCount so that it fulfils all of a client's needs. Please send feature requests to [software@tilti.com](mailto:software@tilti.com).

**Q: Why do certain files not have MS Word statistics columns?**

A: The MS Word statistics are only available to MS Word documents being analyzed.

**Helpful tips**

- You do not need to buy Microsoft Office to analyse documents using FineCount, you can simply install the free Microsoft Word, Excel, PowerPoint Viewer and use the clipboard to put the text of the documents into FineCount (ctrl+c in the associated viewer program and then ctrl+v in the FineCount program).
- You can process also other file formats with FineCount using the clipboard.
- With FineCount, you can extract or delete unwanted text blocks (for example, you can remove comments from and html file) using the FineCount Custom text analysis.