

AnyCount Settings – V7R1

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1 Introduction

The main purpose of the guide is to describe and explain settings for each file format currently supported by AnyCount, Version 7.0.

Please, use the following web page to contact us if you have any questions:

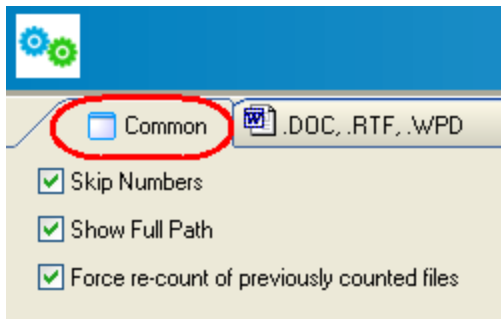
<http://www.aithelp.com/AnyCountSupport>

2 Common Settings

There is a group of **Common** settings which are obligatory for all file formats.

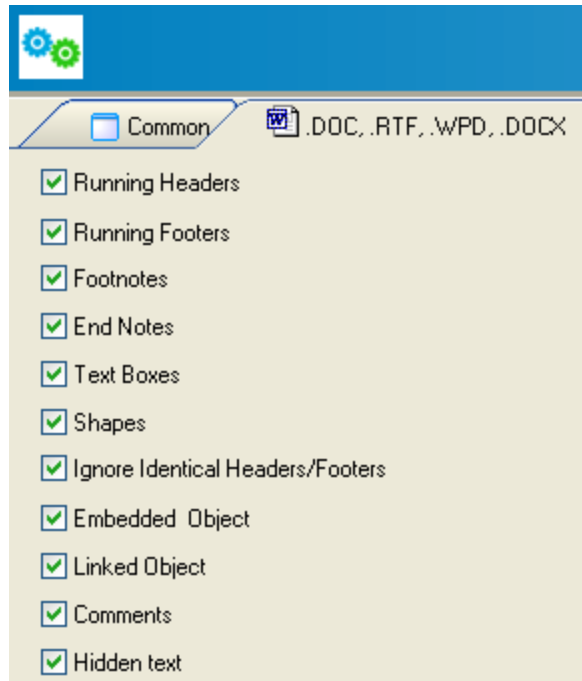
The following common settings can be changed on the **Common** tab of **Settings** window:

- **Skip Numbers** – do not include numbers count in text count results.
- **Show Full Path** – display full path to location of file being counted.
- **Force Re-count previously counted files** – you add files to AnyCount, then count them, and after this add more files to already existing list. Enabling this option will make the program re-count previously added and counted files once again (in other words, count all the files in the list, whether they have been counted or not). Disabling this option will make AnyCount counts only newly added files, ignoring the ones which have been already counted.



3 Format Specific Settings

3.1 .DOC, .RTF, .WPD, .DOCX Settings



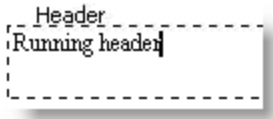
- [Running Headers](#) ⁴
- [Running Footers](#) ⁴
- [Footnotes](#) ⁵
- [End Notes](#) ⁵
- [Text Boxes](#) ⁶
- [Shapes](#) ⁶
- [Ignore Identical Headers/Footers](#) ⁷
- [Embedded Documents](#) ⁸
- [Linked Documents](#) ⁸
- [Comments](#) ⁹
- [Hidden Text](#) ⁹

3.1.1 Running headers and footers

Running Headers

AnyCount counts text in running headers.

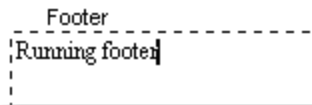
Running header is a small text identifier which runs through the top of the document.



Running Footers

AnyCount counts text in running footers.

Running footer is a small text identifier which runs through the bottom of the document.



As a rule, headers and footers are used to add document title and page numbers. The running headers and footers are formatted as tables. Each table is a single row with three cells, for left, center, and right aligned text.

More information at:

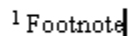
<http://office.microsoft.com/en-us/word/CH010267751033.aspx>

3.1.2 Footnotes and End Notes

End Notes

AnyCount counts text in footnotes.

Footnote is a text placed at the bottom of a page. Footnotes are used to explain or comment some part of the text indicated by a symbol or character.



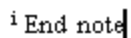
¹ Footnote

[More information...](#)

End Notes

AnyCount counts text in end notes.

End notes can be placed at the end of a document or section. As a rule such end notes can be found at the end of a book.



ⁱ End note

More information at:

<http://office.microsoft.com/en-us/word/HP051894771033.aspx?pid=CH060830061033>

3.1.3 Text Boxes

AnyCount counts text inside text boxes.

Text box is a special shape designed to locate a text in a document without the use of regular margins of the page.

To insert text box in **MS Office Word**, on the **Insert** menu click **Text box** command.

Under **AnyCount** settings **WordArt** element can be treated as a text box too.



More information at:

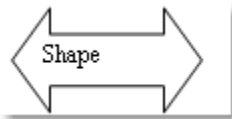
<http://office.microsoft.com/en-us/word/HP052381641033.aspx?pid=CH063446071033>

3.1.4 Shapes

AnyCount counts text inside shapes.

Shapes are elements that belong to "*auto shapes*" like *WordArt*, *ClipArt* elements.

Shapes can be inserted with the help of *AutoShapes* feature in **Microsoft Office**.




More information at:

<http://office.microsoft.com/en-us/word/HP051922881033.aspx>

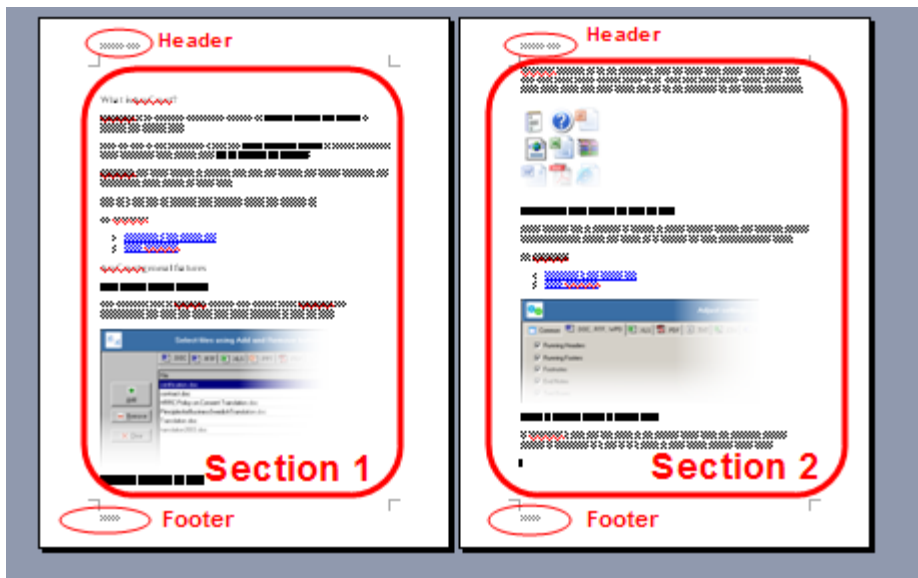
3.1.5 Ignore Identical Headers/Footers

By default AnyCount does not count text in identical headers or footers.

Sometimes document can be divided into several sections. As a rule each section has its own header and footer, but they can be similar. That is why there can be a situation when you have double counts due to those identical footers and headers. To avoid this situation select check box **Ignore Identical Headers/Footers**.

 **Example.** There are two sections and each section has its own header and footer: header in section 1 is similar to header in section 2, the same situation is for footers.

If **Ignore Identical Headers/Footers** check box is cleared, **AnyCount** gives 4 words (2 headers and 2 footers), if the check box is selected, then the result is 2 words (1 header and 1 footer).



3.1.6 Embedded and Linked Objects

Embedded Object

AnyCount counts text in embedded object or document.

Embedded object contains source file which is inserted into destination file you have to count. Once embedded, the object becomes an integral part of the destination file.

To insert embedded object into destination file in **Microsoft Office**, on the **Insert** menu click **Object** command.

Linked Object

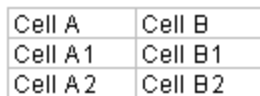
AnyCount counts text in linked object or document.

Linked object is similar to embedded object, but inserted object remains a separate file, and does not become a part of the destination file. All changes made in source file, will be displayed in destination file.


To insert embedded object into destination file in **Microsoft Office**, on the **Insert** menu click **Object** command. Select **Link to file** check box.

An embedded object is created if you do not select the **Link to file** check box.

➔ **Example:** You can embed Excel table in DOC file or link them.



| | |
|---------|---------|
| Cell A | Cell B |
| Cell A1 | Cell B1 |
| Cell A2 | Cell B2 |

 **Note:** Currently AnyCount can not count embedded and linked image objects.

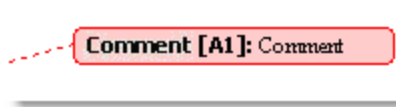
More information at:

<http://office.microsoft.com/en-us/word/HP051901591033.aspx>

3.1.7 Comments

AnyCount counts comments.

Comment is a note that explains some part of text or gives remarks. These are often used by editor and corrector staff.



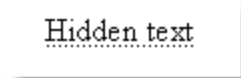
More information at:

<http://office.microsoft.com/en-us/word/HP052565281033.aspx?pid=CH063555981033>

3.1.8 Hidden Text

AnyCount counts hidden text.

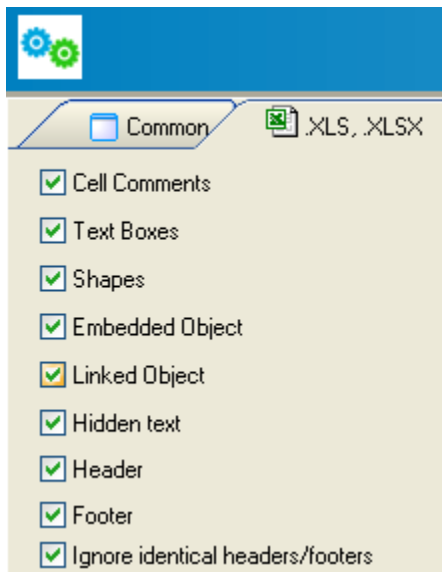
Hidden text is not visible to user.



More information at:

<http://office.microsoft.com/en-us/word/HP051894581033.aspx?pid=CH060830151033>

3.2 .XLS, .XLSX Settings



- [Cell Comments](#)^[11]
- [Text Boxes](#)^[6]
- [Shapes](#)^[6]
- [Embedded Object](#)^[8]
- [Linked Object](#)^[8]
- [Hidden text](#)^[9]
- [Header](#)^[4]
- [Footer](#)^[4]
- [Ignore identical headers/footers](#)^[7]

3.2.1 Cell Comments

AnyCount counts cell comments.

[Cell comment](#) is a note that explains or gives remarks to a cell.



3.3 .CSV Settings

The following options are available:

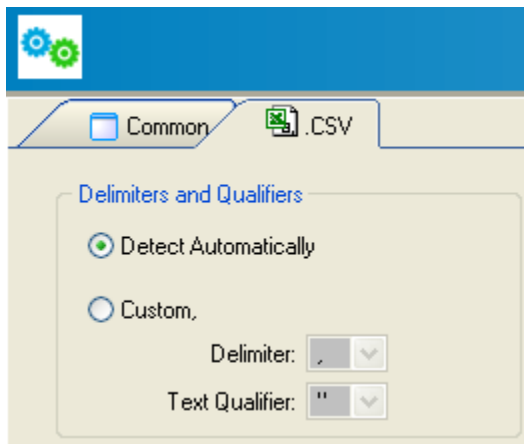
- **Detect Automatically**— set automatic or custom delimiter and text qualifier.
- **Custom** — you can set custom delimiters and text qualifiers in case of non-standard file.

Available *delimiters*:

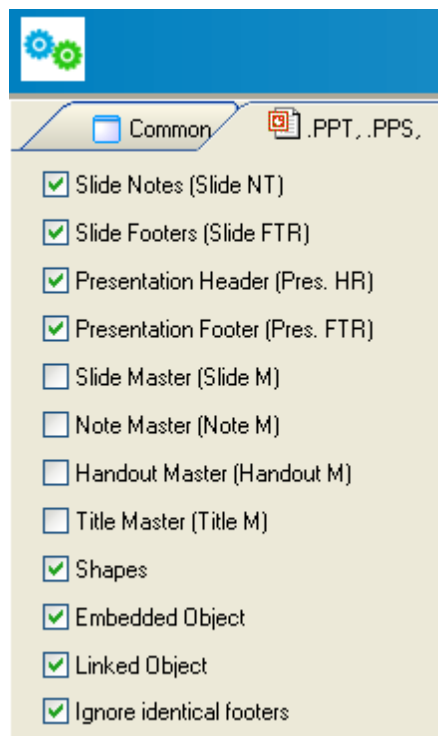
, – comma, ; – semicolon

Available *text qualifiers*:

' – apostrophe, " – quotation marks



3.4 .PPT, .PPS Settings



- [Slide Notes \(Slide NT\)](#) ^[14]
- [Slide Footers \(Slide FTR\)](#) ^[14]
- [Presentation Header \(Pres. HR\)](#) ^[14]
- [Presentation Footer \(Pres. FTR\)](#) ^[14]
- [Slide Master \(Slide M\)](#) ^[14]
- [Note Master \(Note M\)](#) ^[15]
- [Handout Master \(Handout M\)](#) ^[15]
- [Title Master \(Title M\)](#) ^[16]
- [Shapes](#) ^[6]
- [Embedded Object](#) ^[8]
- [Linked Object](#) ^[8]
- [Ignore identical footers](#) ^[16]

3.4.1 Slide Notes

AnyCount counts text in slide notes.

Slide notes give additional information or explain slide contents.



More information at:

<http://office.microsoft.com/en-us/powerpoint/HP051953221033.aspx?pid=CH010486481033>

3.4.2 Slide Footers

AnyCount counts text in slide footers.

Slide footer is a text that runs at the bottom of each slide and gives references to current presentation.



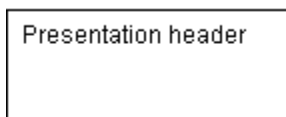
More information at:

<http://office.microsoft.com/en-us/powerpoint/HP030762041033.aspx?pid=CH063500611033>

3.4.3 Presentation Header and Footer

AnyCount counts text in notes and handouts of a presentation.

To insert header and footer in **MS PowerPoint**, on the **View** menu click **Header and Footer** command.



More information at:

<http://office.microsoft.com/en-us/powerpoint/HA010451131033.aspx?pid=CH062556631033>

3.4.4 Slide Master

AnyCount counts text in slide master.

Slide master stores information about template design, such as style, placeholder and color.

To edit slide master in **MS PowerPoint**, on the **View** menu point to **Master**, and then click **Slide Master**.



More information at:

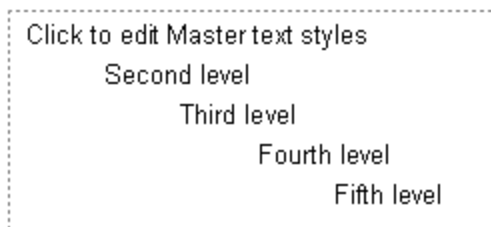
<http://office.microsoft.com/en-us/powerpoint/HP051954061033.aspx?pid=CH063500581033>

3.4.5 Note Master

AnyCount counts text in note master.

Note Master stores information on slide notes layout.

To edit note master in **MS PowerPoint**, on the **View** menu, point to **Master**, and then click **Notes Master**.



More information at:

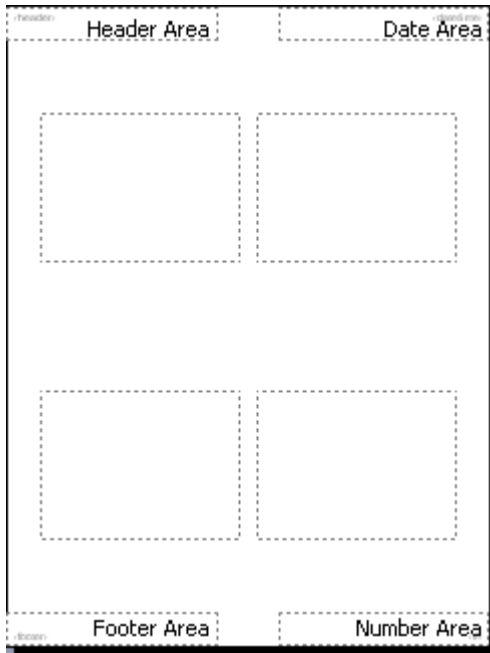
<http://office.microsoft.com/en-us/powerpoint/HP051953221033.aspx?pid=CH010486481033>

3.4.6 Handout Master

AnyCount counts text in handout master.

Handout master defines how handouts will look when printed.

To edit handout master in **MS PowerPoint**, on the **View** menu point to **Master**, and then click **Handout Master**.



More information at:

<http://office.microsoft.com/en-us/powerpoint/HP051929221033.aspx?pid=CH010486481033>

3.4.7 Title Master

AnyCount counts text in title master. Title master stores information on title slides layout.



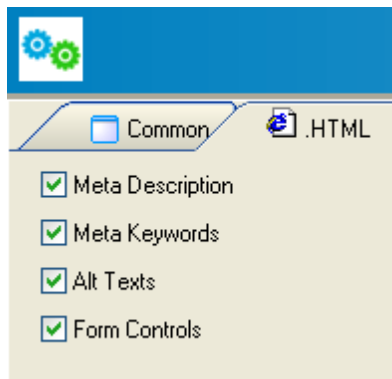
More information at:

<http://office.microsoft.com/en-us/powerpoint/HP030822941033.aspx?pid=CH063500581033>

3.4.8 Ignore Identical Footers

AnyCount does not count text in identical footers. If each slide of the presentation contains the same footer, AnyCount will count them only once.

3.5 .HTM, .HTML Settings



- [Meta Description](#)¹⁸
- [Meta Keywords](#)¹⁸
- [Alt Texts](#)¹⁸
- [Form Controls](#)¹⁹

3.5.1 Meta Description

AnyCount counts text in meta-description tags.

Meta-description tag is a hidden HTML tag that allows some search engines to display a description of your site in search results.

```
<html>
<head>
  <title>
    Download Word Count and Character Count Software
  </title>
  <meta name="description" content="Download current version of AnyCount">
  <meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1">
  <LINK href="wordcounting.css" type=text/css rel=stylesheet>
  <LINK href="wordcount.css" type=text/css rel=stylesheet>
  <style type="text/css">
```

This text will be counted.

3.5.2 Meta Keywords

AnyCount counts text in meta-keywords tag.

Meta keywords tag is an HTML tag which can be used to explicitly tell a search engine what the page's keywords are.

```
<html>
<head>
  <title>
    Projetex: Order Project Management Software for Translation Agencies
  </title>
  <meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1">
  <META NAME="description" content="Project Management Software for Translation Agencies">
  <META NAME="keywords" content="project management, translation job">
</head>
```

This text will be counted

3.5.3 Alt Texts

AnyCount counts text in alt attribute.

Alt text is an attribute that provides alternative text when non-textual elements, typically images, cannot be displayed for some reason.

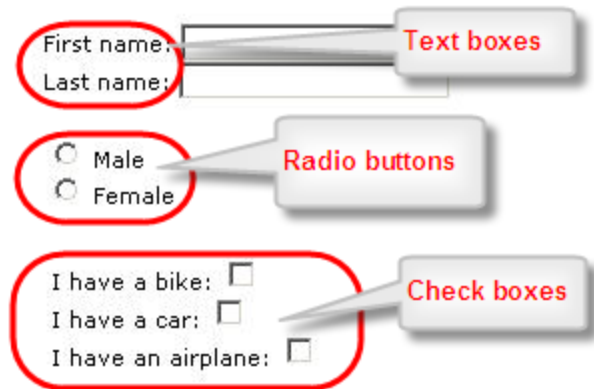
```
f="http://www.anycount.com/wordcount.gif" target="blank">
nt2.gif" width="50" height="71" alt="Word Count" border="0" />
nt3.gif" width="44" height="71" alt="Line Count" border="0" />
nt4.gif" width="41" height="71" alt="Page Count" border="0" />
nt5.gif" width="46" height="71" alt="Character Count" border="0" />
nt6.gif" width="45" height="71" alt="Software" border="0" />
```

This text will be counted.

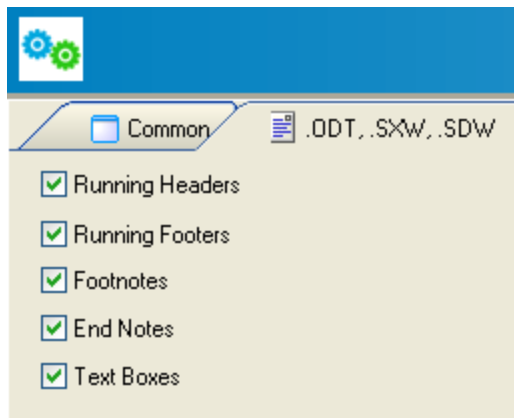
3.5.4 Form Controls

AnyCount counts text in form controls.

Form controls are buttons, input boxes, radio buttons, etc.



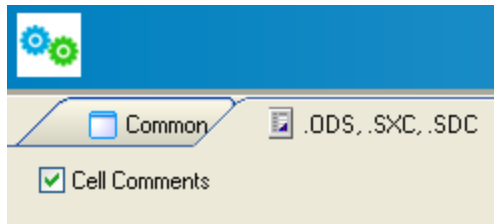
3.6 .ODT, .SDW, .SXW Settings



See:

- [Running Headers](#) ⁴
- [Running Footers](#) ⁴
- [Footnotes](#) ⁵
- [End Notes](#) ⁵
- [Text Boxes](#) ⁶

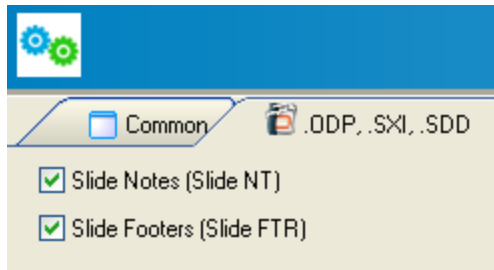
3.7 .ODS, .SXC, .SDC Settings





See:

- [Cell comments](#)

3.8 .ODP, .SXI, .SDD Settings



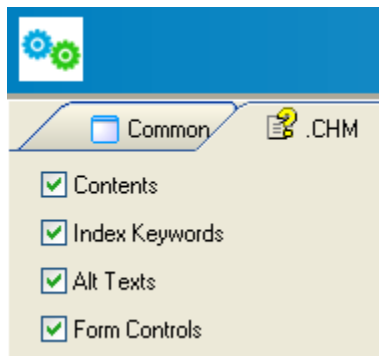
See:

- [Slide Notes \(Slide NT\)](#) 
- [Slide Footers \(Slide FTR\)](#) 

3.9 .HLP, .PDF, .XML, .TXT, .ZIP, RAR Settings

These formats do not require special settings.

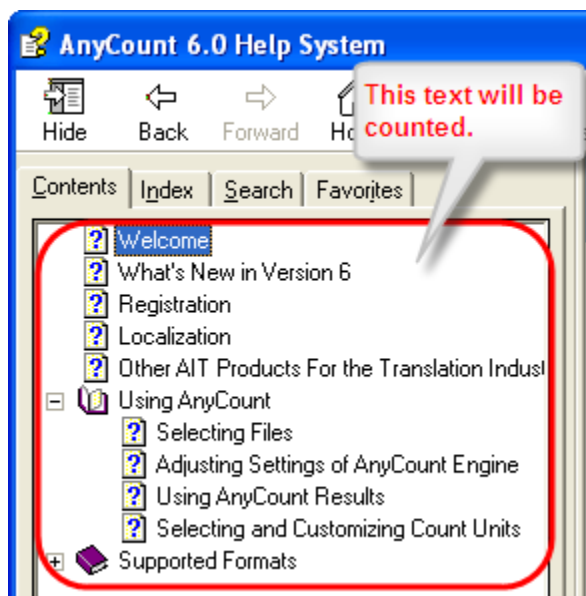
3.10 .CHM Settings



- [Contents](#) ²⁵
- [Index Keywords](#) ²⁵
- [Alt Texts](#) ²⁵
- [Form Controls](#) ¹⁹

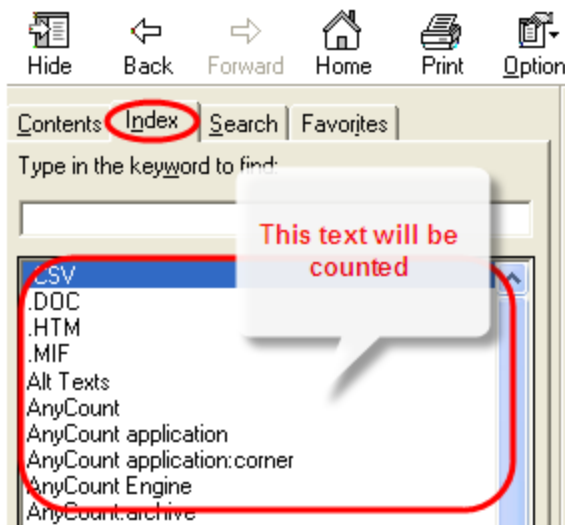
3.10.1 Contents

AnyCount can optionally count text on Contents tab.



3.10.2 Index Keywords

AnyCount can optionally count text on Index tab.



3.10.3 Alt Texts

AnyCount can optionally count alternative text.

As a rule, image inserted to .CHM file has alt-attribute which provides alternative text when it can not be displayed. Alt text can also be visible when pointing to image.

Client Job Statuses

Jobs in the list are marked colors depending on its status:

Green — client job is *not completed* yet, but its *deadline is*

Blue — client job is *not completed* and *due today*.

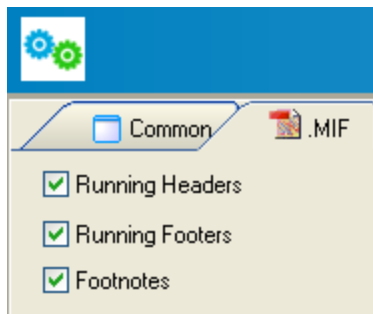
Red — client job is *not completed* and *overdue* (its deadline is past)

Black — client job is *completed*.

Also, if a job has any status other than **Normal**, it will be marked with a status icon.

| | |
|------------------------|-----------------------------|
| Job Name | |
| Engine scheme ER-34221 | This Job has On Hold status |
| Veni Vidi Vici | This Job has Planned status |
| Nam tempus | jobs_on_hold_planned |

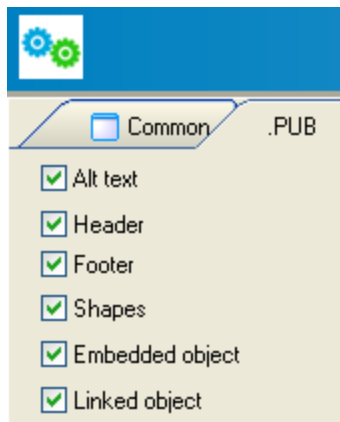
3.11 .MIF Settings



See:


- [Running Headers](#) ⁴
- [Running Footers](#) ⁴
- [Footnotes](#) ⁵

3.12 .PUB Settings

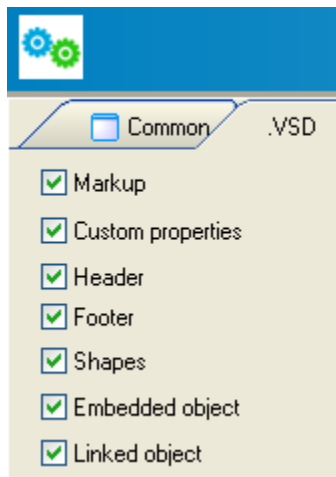


See:


- [Alt text](#) ^[18]
- [Header](#) ^[4]
- [Footer](#) ^[4]
- [Shapes](#) ^[6]
- [Embedded object](#) ^[8]
- [Linked object](#) ^[8]

 **Note:** To count .PUB file format, MS Publisher has to be installed.

3.13 .VSD Settings



- [Markup](#) ^[30]
- [Custom properties](#) ^[30]
- [Header](#) ^[4]
- [Footer](#) ^[4]
- [Shapes](#) ^[31]
- [Embedded object](#) ^[8]
- [Linked object](#) ^[8]

 **Note:** To count .VSD file format, MS Visio has to be installed.

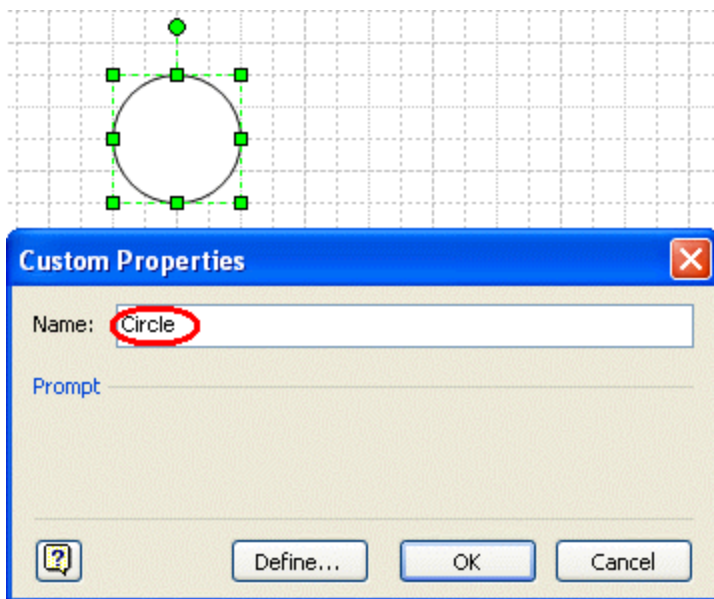
3.13.1 Markup

Within the <%PROGRAM_NAME%> settings, **markup** means comments inserted in the document.

| | | |
|----|----------------------|------------|
| T1 | A T3 | Kic |
| T2 | Test Test comment | 11/12/2008 |

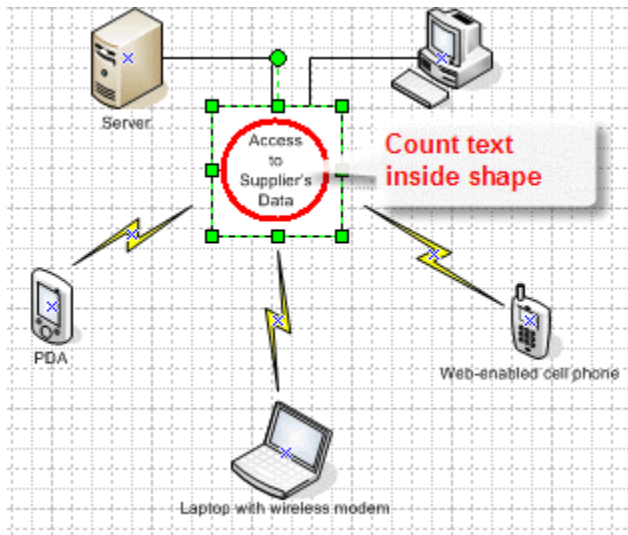
3.13.2 Custom properties

AnyCount counts text in **Custom properties** window of the shape. To view **Custom properties** dialog box, right-click necessary shape and on the **Shape** menu click **Custom properties...** command.



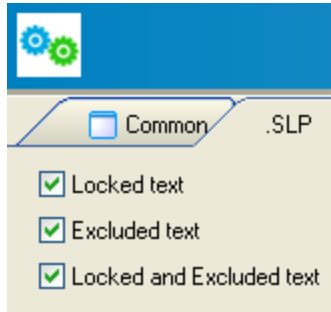
3.13.3 Shapes

AnyCount counts text inside shapes in VSD files.




3.14 .SLP Settings

<%PROGRAM_NAME%> counts text in **Original** column of **Sisulizer** project file. The column contains text in source language. You can optionally include locked and excluded text to your counts.



- [Locked text](#)^[33]
- [Excluded text](#)^[33]
- [Locked and Excluded text](#)^[33]

 **Note:** To count .SLP file format, **Sisulizer** has to be installed. **Sisulizer** can be downloaded from the following location: <http://www.sisulizer.com/downloads.shtml>

3.14.1 Locked Text

AnyCount can optionally count text in [locked rows](#).

| Flags | Context | Status | Original | Russian |
|-------|--|----------|-----------------------------|-------------------------------|
| 🔒 | Forms.TFORMMIRRORSELECT.pnlBtn.btnOk.Caption | | OK | OK |
| 🔒 | Forms.TFORMMIRRORSELECT.pnlBtn.btnCancel.Caption | Complete | Cancel | Отмена |
| | Forms.TFORMMIRRORSELECT.Panel2.Label1.Caption | Complete | Select any download server: | Выберите сервер для загрузки: |

Count text with locked status only.

3.14.2 Excluded Text

AnyCount can optionally count text in [excluded rows](#).

[Excluded row](#) contains text which should not be translated within the current [Sisulizer](#) project.

| Context | Status | Original | Russian |
|--|----------------|------------------|-----------------------------|
| Forms.TFORMSHUTDOWNOP.Caption | Complete | Shutdown Options | Параметры завершения работы |
| Forms.TFORMSHOWLOGGED.Panel1.Label1.Caption | Not translated | List Type: | |
| Forms.TFORMSHOWLOGGED.Panel1.cbListType.Items.Strings[1] | Not translated | Offline users | |

Count text in excluded rows

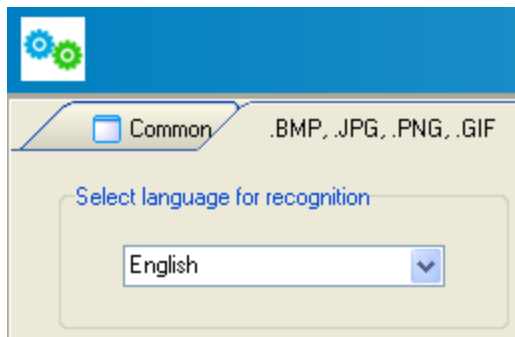
3.14.3 Locked and Excluded Text

AnyCount can optionally count text rows which have both [locked](#) and [excluded](#) statuses simultaneously.

| Flags | Context | Status | Original | Russian |
|-------|--|----------------|---------------------|----------------------|
| 🔒 | Forms.TFORMMIRRORSELECT.pnlBtn.btnOk.Caption | Complete | OK | OK |
| | Forms.TFORMMAIN.pnlBtn.showLoggedUsers.Font.Style | Not translated | [] | |
| | Forms.TFORMMAIN.pc.TabSheet3.Panel5.Label9.Caption | Complete | Regular Operations: | Регулярные операции: |


Count text which is both locked and excluded


3.15 .BMP, .JPG, .PNG, .GIF Settings



- Select language for recognition

AnyCount can count image files due to built-in *Optical Character Recognition (OCR)* module. Image files which contain image data are converted to text data when performing recognizing process. Before counting image files, ensure that you select target language for recognition with the help of **Select language for recognition** drop-down list.

 **Note:** Make sure that the image file is of high enough level of quality, so that it can be properly recognized and then counted by AnyCount.

 **Note:** Currently AnyCount can not count image objects embedded to other files.