**Abbreviation Replacement Word Add-in Usage Manual**

[**1. Introduction 2**](https://docs.google.com/document/d/1jBzeMYQdH5obA7xAIrHbVeXdPg_ih_Mm/edit#heading=h.ubem6p2g76ko)

[**2. Features and Implementation 2**](https://docs.google.com/document/d/1jBzeMYQdH5obA7xAIrHbVeXdPg_ih_Mm/edit#heading=h.nym8hxjtlkg2)

[Feature 1: Highlight (Exact) 2](https://docs.google.com/document/d/1jBzeMYQdH5obA7xAIrHbVeXdPg_ih_Mm/edit#heading=h.jfl178f6a48d)

[Feature 2: Highlight (Like) 3](https://docs.google.com/document/d/1jBzeMYQdH5obA7xAIrHbVeXdPg_ih_Mm/edit#heading=h.lr9zxj9n70q7)

[Feature 3: Replace All 3](https://docs.google.com/document/d/1jBzeMYQdH5obA7xAIrHbVeXdPg_ih_Mm/edit#heading=h.flgncwozltzi)

[Feature 4: Auto-Replace on Typing 3](https://docs.google.com/document/d/1jBzeMYQdH5obA7xAIrHbVeXdPg_ih_Mm/edit#heading=h.59czl9id7zky)

[**4. User Interface 4**](https://docs.google.com/document/d/1jBzeMYQdH5obA7xAIrHbVeXdPg_ih_Mm/edit#heading=h.qjdemmtjcj7n)

[Add-in Ribbon 4](https://docs.google.com/document/d/1jBzeMYQdH5obA7xAIrHbVeXdPg_ih_Mm/edit#heading=h.exwim4sodicm)

The **Abbreviation Replacement Tool** is a powerful Word Add-in that simplifies the process of managing and replacing abbreviations in documents. By leveraging an Excel file for configuration, users can easily customize the abbreviations and their replacements. The four key features  **Highlight (Exact)**, **Highlight (Like)**, **Replace All**, and **Auto-Replace on Typing**, provide flexibility in highlighting and replacing text, making it a valuable tool for document editing.

1. Introduction

The add-in is designed to streamline the process of managing abbreviations in Word documents. It uses an Excel file as a data source for abbreviations and their replacements. The add-in provides the following features:

1. **Find and Replace Abbreviations:** The add-in allows users to manage and replace abbreviations in Word documents based on a predefined Excel file.

1. **Ribbon Menu:** The add-in offer the below functionalities the following options through the ribbon menu:

* **Enable (Abbreviation Auto Replacement):** Activates automatic abbreviation replacement while typing in real time.
* **Disable (Abbreviation Auto Replacement):** Deactivates the auto-replacement functionality when not required.
* **Highlight All (Abbreviation Eligible Phrases):** Highlights all phrases in the document where abbreviations can be applied.
* **Replace All (Abbreviation Eligible Phrases):** Replaces all phrases in the document where abbreviations are applicable.

The functionality may be controlled from MS Word. Users can easily control the functionality through the ribbon menu, ensuring a smooth and intuitive experience.

2. Features and Implementation

Feature 1: Highlight (Exact)

* **Description**: Highlights exact matches of abbreviations in the document.
* **Implementation**:
  1. The document is processed **chunk by chunk** to ensure efficient performance.
  2. For each chunk, the text is searched for exact matches of the keys in the dictionary.
  3. If a match is found, the text is highlighted with a **red underline**.
* **User Flow**:

1. Open a Word document.
2. Click the **Highlight (Exact)** button in the add-in ribbon.
3. All exact matches of abbreviations are highlighted in red.

Feature 2: Highlight (Like)

* **Description**: Highlights words that are similar to the abbreviations in the dictionary.
* **Implementation**:
  1. The document is processed **chunk by chunk**.
  2. For each chunk, the text is searched for partial matches of the keys in the dictionary.
  3. If a partial match is found, the text is highlighted with a **yellow underline**.
* **User Flow**:

1. Open a Word document.
2. Click the **Highlight (Like)** button in the add-in ribbon.
3. All similar matches of abbreviations are highlighted in yellow.

Feature 3: Replace All

* **Description**: Replaces all occurrences of abbreviations with their corresponding replacements.
* **Implementation**:
  1. The document is scanned for exact matches of the keys in the dictionary.
  2. All matches are replaced with their corresponding values.
* **User Flow**:

1. Open a Word document.
2. Click the **Replace All** button in the add-in ribbon.
3. All abbreviations are replaced with their corresponding values.

Feature 4: Auto-Replace on Typing

* **Description**: Automatically replaces abbreviations as the user types.
* **Implementation**:
  1. The add-in listens for the **Tab key** press event.
  2. When the user types an abbreviation and presses the Tab key, the abbreviation is replaced with its corresponding value from the dictionary.
* **User Flow**:

1. Open a Word document.
2. Type an abbreviation (e.g., "tam").
3. Press the **Tab key**.
4. The abbreviation is replaced with its corresponding value (e.g., "tomorrow").

4. User Interface

Add-in Ribbon

The add-in provides a custom ribbon with the following buttons:

* **Highlight (Exact)**
* **Highlight (Like)**
* **Replace All**
* **Auto-Replace**