



Repindex User Guide

Document Inspection



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1. Introduction

Repindex Document Inspection (RDI) can be used to review, compare and edit all types of documents ranging from contracts to reports, academic articles and many more.

Using the Definition feature, you can also use RDI as a teaching and learning tool, as well as an aide memoire for experienced users.

You can build concept lists with which to run a variety of queries on your documents. We have a number of ready-made concept lists which we can help you with.

1.1 Example uses

Example uses include

- Contract review and comparison
- Academic article review and comparison
- Patent and patent application review and comparison
- Teach and learn definitions in the technical, business and legal fields as well as the humanities

2. Import a File

In order to import a file to work on, first create a folder by right clicking on Text List over on the left. Then right click on the folder and follow the instructions. You can import a file from your local drive or by copying in a url.

To import a concept list, first create a folder by right clicking on Concept List over on the left. Then right click on the folder to import a concept list (.txt file) from your local drive.

2.1 File types you can import

Create a folder in Text List (on the left), right click on it and import file in any of these formats.

- docx
- .txt
- pdf
- url

Create a folder in Concept List (on the left), right click on it and import a .txt file.

2.2 Import a batch of files

Highlight a number of files in your local drive and upload a batch.

2.3 Query and Result Types

Right click on folders and files on the left to delete them.

You can also delete all the text files in a folder by checking a folder over on the right. When you check a folder, you will see all the files checked. You will then be able to delete them all by left clicking on the trash icon (top right).

3. Query and Result Types

A query may be made on texts imported remotely or from your local drive. If we have connected Repindex to your own database, you will be able to run queries on any documents you have imported from there (remote).

There are four types of queries and associated results.

- Concept
- Concept self combination
- Document Comparison
- Frequency

3.1 Concept Query

Here you can run a concept query on a document. To do this, go to a concept list on the left and right click on a concept. Follow the instructions and insert the concept into the search field. Next select a text (on the right) and press Run.

3.1.1 Concept Query – Results

If you have run a concept query and there are no results (the concept is not found in the document(s) you have selected), the results field at the bottom will continue to say “No data available”.

If there are results, they will be displayed in a table below.

The table will show

- The file (roll the cursor over the Text List name on the left to see the full name of the text)
- The term in the centre (covered by the concept)
- A context of 100 words, 50 left and 50 right of the term (roll the cursor over the term to display)
- Head (the concept under which the term occurs)
- Combination (the concept(s) which co-occur with the Head within a horizon of 7 words left and right of the search term)
- View Results
 - o Click on View Results
 - o The document opens in our editor
 - o See automatic Jump to the search term in the document

Press Save Results to download the results to a csv file, and then open it in Excel.

3.1.2 Concept Query – View Result and Jump to Term, edit and save

When you click on View Result you will be taken to the term in the document itself. You will then be able to edit the document, save it, and download it to your local drive where you will be able to open it in Word.

When you import a document into Repindex it is taken into the editor. In the case of Word documents the editor closely emulates the properties of Word but is not exact (especially when it comes to formatting).

In the editor you can edit and save your changes. You can then download the document and open it in Word on your local drive.

Since our editor does not exactly emulate Word (especially with regard to formatting), it can perhaps be most useful when you want to edit a draft which you will later finalise in Word itself.

3.1.3 Concept Query – Set Context Horizon

Press the tools icon (top right) and you will see a pop-out box. In this box it is possible to enter a different context horizon, with a maximum limit of 50 words left and right of the search term (the default is set at 7).

This means that in the results display of a concept query a horizon of up to 50 words left and right of the search term will be displayed. If you have selected a large horizon, there may well be a number of concepts found in the Combination field (next to Head).

3.2 Concept Self-Combination Query

In this query each concept is combined with every other. This means that Repindex checks through the concepts one by one to see if there is another concept found within a horizon of 7 words left or right of each term covered by the concept.

3.2.1 Concept Self-Combination Query – Results

The results of a concept self-combination query are similar to that of a concept query. You can scroll down the results to see the combinations found. There may be more than one combined concept with the search term.

Press Save Results to download the results to a csv file, and then open it in Excel.

3.3 Document Comparison Query

This query allows you to compare the concept structure of one or more reference documents with that of many others.

Select the query and a concept list. Choose a reference text from a folder in the first box that appears and then choose one or more texts for comparison from a folder in the second box below.

The result will show a table of concepts with their occurrences in each document. Roll over a number and click to see the context lines just as you do when running a concept query.

3.4 Frequency Query

Select Frequency query and a concept list. The results will appear very quickly.

3.4.1 Frequency Query Results

The results of a frequency query include a list of concepts with their frequency of occurrence (including those with no occurrence). Press on Export Results and the results will be downloaded to a csv file which you can open with Excel.

3.4.2 Visualise Result

Press Visualise Results and a graphic will appear. The graphic will give you a quick idea of the balance of concepts found in the text.

4. Concept Lists

Some users like to create their own concept lists and import them. Other users prefer that we pre-load appropriate concept lists for their needs.

5. Create a Concept List

A concept list consists of a .txt file which contains a list of concepts.

The configuration of this file needs to be exactly as in this example.

```
IP[]->ip,intellectual property,patent,patents,patented,patenting,trade mark,trade  
marks,copyright,copyrights,licence,licences,licenced,licencing  
MARKET RESEARCH[]->market research,market survey,market investigation
```

Our convention to write the name of the concept, sometimes called concept umbrella, in upper case and the terms which instantiate it in lower case.

It doesn't matter to Repindex if you write the terms in upper or lower, or a mix of case, but it is better to keep to the convention if you can for the sake of clarity (although when typing fast anything can happen!).

5.1 Add a Definition to a Concept

You can type in a definition of a concept between the square brackets, as in this example.

```
IP[all types of assets that are intangible and may or may not be protected in law]->ip,intellectual  
property,patent,patents,patented,patenting (etc)
```

You can type in the definition in the .txt file itself before you import it. You can also type in a definition in the system. Right click on a concept and you will see the option.

6. More on Concept Lists

Concepts are at the heart of Repindex. When carefully crafted, they produce excellent query results.

We have a large number of concepts which we can make available to you. Please drop us a mail and enquire.

Otherwise, we are working on an artificial intelligence solution to generate concepts automatically.

7. System specifications

In order for Repindex to work best, you need to have

- 8 Gb RAM
- Base processor frequency of at least 3GHz
- The biggest and fastest internet capacity you can get!

7.1 Limitations

File sizes

The largest file size for upload is 1.5mb. However, larger files compressed under this limit are fine.

The largest batch upload is 10 files.

Concept list size

You may upload a concept list with a maximum of 200 concepts.

Navigation - Queries

You can normally switch between queries without having to click on New Query. However, too many clicks may confuse the system so just click on New Query and start again.

Clear your cache

Stuff in your cache may hinder performance so we recommend that you go to settings in your browser and clear the cache on a regular basis.