

WTML User Manual

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0.1 Glossary

Term	Meaning
Child	An object that has a hierarchical relationship with one or more other objects and is one level below those objects in the hierarchy.
Dependent	An object that has a hierarchical relationship with one or more other objects and is one or more levels below those objects in the hierarchy.
Object	A segment of text having particular significance such as a recommendation, a finding, an action, a definition, a requirement, a finding, a hypothesis etc.
Parent	An object that has a hierarchical relationship with one or more other objects and is one level above those objects in the hierarchy.
Precedent	An object that has a hierarchical relationship with one or more other objects and is one or more levels above those objects in the hierarchy.
Property	A segment of text giving information about an object such as the number of a recommendation, the severity of a finding, the owner of an action etc.
WTML	Word Table Markup Language.
WTML-p	WTML-processor.
Workbook	A spreadsheet file.
Worksheet	A single sheet in a workbook.

0.2 Conventions

The following typographical conventions are used in this manual:

- Key press = `Key press`
- Item to be clicked = **`Item to be clicked`**
- Typed input = `Typed input`

Where Office 2007 instructions differ from earlier versions they are given in brackets.

1. Introduction

1.1 Table Compilation

Documents often have data scattered throughout them, for example:

- Findings
- Requirements
- Definitions...etc

It can be useful to gather this data into tables. WTML automates this process. WTML compiles “virtual” tables (the scattered data) from Word documents into “real” tables in Excel.

- You may then copy the “real” table back into Word as a summary, OR
- Modify the “real” table in Excel and use WTML to update the “virtual” table in Word.

1.2 Requirements Management

Where there are hierarchical relationships in the data WTML can automatically trace the relationships and verify that higher levels in the hierarchy are covered by the lower levels. For example WTML can verify that all findings have recommendations.

A particular application of WTML is requirements management. You can write a requirements specification in Word and use WTML to create a table of requirements, requirements traceability matrices and verify requirement coverage.

1.3 How WTML Works

WTML is a “markup” language for marking text that is part of a virtual table AND it is a processor for marked up text (the processor is referred to as WTML-p). For example here is a crudely “marked up” recommendation:

There continues to be a poor level of consumption of fruit and vegetables throughout the population. Our recommendation is unchanged from last year. <Rec><Num>R-1<\Num><Priority>High<\Priority><Txt>Eat five portions of fruit and vegetables each day.<\Txt><\Rec>

The markup “vocabulary” of WTML is user-defined. Here is the same example with the markup tags more subtly defined (and including colour in the tag definitions and values):

There continues to be a poor level of consumption of fruit and vegetables throughout the population. Our recommendation is unchanged from last year. <R> [Number=R-1] [Priority=High] [Recommendation=Eat five portions of fruit and vegetables each day.]</R>

Tags may also be hidden:

There continues to be a poor level of consumption of fruit and vegetables throughout the population. Our recommendation is unchanged from last year. R-1 High Eat five portions of fruit and vegetables each day.

The WTML processor would create this table from the example above (with a few extra rows

shown for illustration):

Number	Priority	Recommendation
R-1	High	Eat five portions of fruit and vegetables each day.
R-2	Medium	Do not snack between meals.
R-3	High	Eat complex carbohydrates.

1.4 Implementation

WTML-p is implemented via a custom Excel toolbar. It requires Excel (97 to 2007 versions) and works with documents created in Word (97 to 2007 versions). No software other than Word is necessary to prepare or read a WTML document.

2. WTML

2.1 The Markup Concept

“Markup” is a series of codes embedded in text. The codes tell a markup processor what to do with the text. For example the markup below tells a processor that “Oil Price Shock” is to be treated as a level one heading. This is an example of the “hypertext markup language” which is used to create web pages. The “processor” in this case is a web browser.

```
<H1>Oil Price Shock<\H1> The price of oil rose today by $10...
```

...process and view to give:

Oil Price Shock
The price of oil rose today by \$10...

2.2 WTML Markup

2.2.1 WTML Syntax

WTML is a markup language. In WTML text is marked up as either an “object” or a “property” of an object.

- An “object” corresponds to a row in a table.
- A “property” corresponds to an entry in a row.

For example the text below has one marked up object – a “finding” delimited by **<F>** and **</F>** tags and three properties – an “identifier” delimited by **<ID>** and **</ID>** tags, a “severity” delimited by **<S>** and **</S>** tags, and finding “text” delimited by **<T>** and **</T>** tags.

```
The audit examined backup procedures. <F> <ID>F23</ID> <S>Major</S> <T>A backup procedure exists. It is not being followed.</T></F>
```

The corresponding table would be:

Identifier	Severity	Text
F23	Major	A backup procedure exists. It is not being followed.

The properties of an object must appear between the object tags.

The syntax of WTML markup is “opening tag”, “value”, “closing tag”. WTML allows you to define your own markup tags (see §3.3 “Defining WTML Vocabulary”). For example you may wish to distinguish findings from recommendations so you would define two types of object tags and your markup could look something like this:

```
The audit examined backup procedures. <F> <ID>F23</ID> <T>A backup procedure exists. It is not being followed.</T></F> <R> <ID>R3</ID> <T>A named individual should be trained and assigned responsibility for backup.</T> </R>
```

The corresponding table would be:

Identifier	Text
F23	A backup procedure exists. It is not being followed.
R3	A named individual should be trained and assigned responsibility for backup.

2.2.2 Allowed Tag Characters

The WTML syntax allows the following characters to be used in a tag:

- a-z, A-Z, 0-9
- ' - ! " # \$ % & () , . : ; @ [] _ ` | } + < = > \ /
- space

The following characters may not be used:

- * ? ~ ^

Opening and closing tags need not look the same. In the example below the tags for "ID" are "<ID=" and ">".

The audit examined backup procedures. <F> <ID=F23> <S>Major</S> <T> A backup procedure exists. It is not being followed.</T></F> <R> <ID=R3> <T>A named individual should be trained and assigned responsibility for backup. </T></R>

Warning Be wary of using a tag that may appear in normal text. For example if you choose "]" as a tag it must not appear anywhere in the value of a property.

2.2.3 Coloured Tags

WTML tags and their contents may be coloured. Example:

The audit examined backup procedures. <F> <ID>F23</ID> <S>Major</S> <T>A backup procedure exists. It is not being followed.</T></F> <R> <ID>R12</ID> <T>A named individual should be trained and assigned responsibility for backup.</T></R>

2.2.4 Hidden Tags

WTML tags (and/or their values) may be hidden if required. In the example below the object and property tags have been hidden but their contents are displayed. WTML-p will still find them.

The audit examined backup procedures. F23 Major A backup procedure exists. It is not being followed. R12 A named individual should be trained and assigned responsibility for backup.

Appendix C.1.1 "Hidden Font Effect" describes how to apply the hidden font effect.

3. WTML Processor - Basic Information

3.1 Toolbars

WTML-p is driven from a custom Excel toolbar (or the Add-ins ribbon in Excel 2007). The toolbar becomes available on installation (see Appendix B - "Installation").

The WTML-p toolbar has buttons for each WTML-p function.



In Excel versions prior to 2007 the toolbar may be displayed or hidden by choosing **View**, **Toolbars** and checking or unchecking "**WTML**".

3.2 Processing, Progress and Warning Messages

3.2.1 Log Worksheet

WTML-p keeps a log of what it has processed and any warning or failure messages. For each log entry WTML-p records a timestamp. For warning and failure messages it records as many as possible of (and as accurately as it can determine):

- Location of the origin of problem.
- Description of warning or failure.
- Suggested remedy.

WTML-p tries at all times to continue after a warning and make a best effort to process the remainder of data sensibly.

WTML-p keeps the log in a worksheet called "Log" which it will create if it doesn't already exist. The "Log" worksheet is cleared each time the **To Excel** or **To Word** functions are run.

3.2.2 Progress Messages

The **To Excel**, **To Word** and **Trace** functions of WTML-p display progress in Excel's status bar.

- **To Excel** and **To Word** show which document and which object type is being processed and the current position in the document (as a percentage of the starting length of the document for **To Excel** and as an absolute position for **To Word**).
- **Trace** first has to build a network of linked objects. During this it reports how many objects it has processed as a percentage of the total number to be processed. It then executes the trace. During this it reports which direction it is tracing (to dependents or to precedents), the number of identifiers it has traced and the total number to be traced.

3.3 Defining WTML Vocabulary

In order for WTML-p to process a marked up document it needs to "learn" the markup "vocabulary" you have used. To "teach" it:

- Open an Excel workbook.
- Create a worksheet called "Vocabulary" (see Appendix C.2 "Inserting & Renaming Excel Worksheets").
- Give it column titles as below.
- Define your vocabulary, for example:

	A	B	C	D	E
1	Class	Opening Tag	Type	Closing Tag	Presentation
2	Object	<F>	Finding	</F>	SSS
3	Object	<R>	Recommendation	</R>	SSS
4	Property	<ID>	Identifier	</ID>	BSSS
5	Property	<S>	Severity	</S>	BHSH
6	Property	<T>	Text	</T>	HSH

- **Class** must be “Object” or “Property”.
- **Opening Tag** marks the start of an object or property.
- **Type** is used to label the rows (objects) and columns (properties) in the Excel table.
- **Closing Tag** marks the end of an object or property.
- **Presentation** The final definition is of the spacing and hidden text effects to be applied when the WTML processor writes to Word.
 - The spacing only applies to properties. This is defined by an optional “B” requesting that the property is prefixed by a Blank space.
 - The hidden text effects are defined by an optional three character code which is a combination of “H” or “S” (Hide or Show) instructions. The first character in the three character code applies to the opening tag, the second to the contents of the object or property and the last character applies to the closing tag. In the case of an object the “contents” are any text not part of a property. This part of the definition is optional and will be interpreted as “SSS” if left blank.

Opening and Closing Tags are case-sensitive. The other parts of the definition are not case-sensitive.

Tag and Type definitions may be coloured. The colours will be applied when the WTML processor writes to Word. For example this definition:

	A	B	C	D	E
1	Class	Opening Tag	Type	Closing Tag	Presentation
2	Object	<F>	Finding	</F>	SSS
3	Object	<R>	Recommendation	</R>	SSS
4	Property	<ID>	Identifier	</ID>	HSH
5	Property	<S>	Severity	</S>	HSH
6	Property	<T>	Text	</T>	HSH

...would lead to this in Word

The audit examined backup procedures. <F> F23 Major A backup procedure exists. It is not being followed.</F> <R> R12 A named individual should be trained and assigned responsibility for backup. </R>

Note: Anything between object tags but not contained in a property tag will be ignored by WTML-p.

Note: There are two property Types in WTML with special meaning – “Identifier” and “Parents”. While the names of these Types are fixed the user defines their own opening and closing tags to use with them. Their use is explained later in this document (§4.3 “To Excel”, §4.4 “To Word” and §5.2 “Markup for tracing hierarchies”).

3.4 Specifying the Documents to be Processed

WTML needs to know which documents you want to process. To “teach” it:

- Open the Excel workbook containing your vocabulary definition.
- Create a worksheet called “Documents” (see Appendix C.2 “Inserting & Renaming Excel Worksheets”).
- Give it column titles as below.
- Use the **Documents** function to select the documents to be processed (see §4.2) or type the document description and document file specification.

	A	B
1	Document Description	Document File Specification
2	System Specification	C:\P454X-SS.doc
3	System Architecture	C:\P454X-A.doc
4	Sub-system A spec	C:\P454X-SSA.doc
5	Sub-system B spec	C:\P454X-SSB.doc
6	Sub-system C spec	C:\P454X-SSC.doc

4. WTML Processor Functions

This section describes the buttons on the WTML-p toolbar.

4.1 About

About displays the WTML-p version number.

1. Click the **About** button.
2. WTML-p will display its version number.
3. Click **OK** to dismiss the display.

4.2 Documents

Documents provides a dialog box via which you may select documents for processing (alternatively you can type the list of documents).

1. Decide at which row in the “Documents” worksheet you wish to start listing documents.
2. Select a cell in that row.
3. Click **Documents**.
4. Navigate to the folder containing the document(s) you wish to process.
5. Select
 - a. a single document (by clicking on it) or
 - b. multiple documents (by clicking on the first document you wish to select, holding down **CTRL** and clicking on each of the other documents) or
 - c. multiple documents that are neighbours in the dialog box (by clicking on the first document you wish to select, holding down **SHIFT** and clicking on the last document you wish to select).
6. Click **Open**.
7. WTML-p will
 - a. write the “File Specification” of each selected document to the “Documents” worksheet, starting at the row you selected,
 - b. if the adjacent “Document Description” cell is empty WTML-p will add the filename as a default document description.
 - c. If the “Document Description” cell is occupied WTML-p will **not** overwrite its contents. This behaviour is designed to
 - i. retain the description even if the filename changes (e.g. if you put a version number in the filename e.g. SysSpec-v3.doc) and to
 - ii. allow you to add a more meaningful file description.

WARNING Be sure to clear the “Document Description” cell prior to clicking **Documents** if you wish to overwrite the existing file description.

4.3 To Excel

To Excel extracts each “hidden” table in Word to Excel.

To be more precise **To Excel** extracts each row of each “hidden” table from each Word document listed in the “Documents” worksheet and places it in Excel. The order of rows in Excel will be the order in which **To Excel** found the rows in Word (it processes all the objects for a document before moving on to the next document). The user can then sort the rows as they wish.

1. Define your markup vocabulary.
2. Mark up your Word document(s). Each object must have a property of the reserved type “Identifier”. Identifiers must be unique across the list of documents being processed.
3. Use **Documents** to choose the document(s) to process.
4. Click **To Excel**.

5. Examine the output in the “Log” worksheet. **To Excel** checks for potentially “rogue” tags embedded in property values and reports these in the “Log” worksheet.
6. Examine the output in the “Table” worksheet (WTML-p will create the worksheet if it doesn’t already exist).

The first two columns in the “Table” worksheet will contain the document description given in the “Documents” worksheet and the object type. The subsequent columns contain the properties.

The order in which properties are defined in the “Vocabulary” worksheet determines the columns in which WTML-p places them in the “Table” worksheet. The first defined property will be in the leftmost column of properties.

4.4 To Word

To Word updates each “hidden” Word table from the values in the Excel “Table” worksheet.

For an object to be updated it must have a property of the reserved type “Identifier”. Identifiers **must** be unique across the list of documents being processed.

Prior to opening each Word document **To Word** makes a backup copy of it in the same folder but with the date and time appended to the file specification, e.g. fred.doc processed on 2nd March 2010 at 22:21hrs and 19 seconds will be backed up as fred.doc_2010-3-2_22-21-19.

It is **strongly advised** that you save each document before running **To Word** (**Edit**, **Undo** will not work after **To Word** has been run). **To Word** does not make a backup of any Word document already open. It leaves the document open and **it is incumbent on the user** to ensure processing has been successful prior to closing and saving the document.

To run **To Word**:

1. Define your markup vocabulary.
2. Mark up your Word document(s). Each object must have a property of the reserved type “Identifier”. Identifiers must be unique across the list of documents being processed.
3. Use **Documents** to choose the document(s) to process.
4. Populate the “Table” worksheet (e.g. by using **To Excel**).
5. Make any changes you require in the Excel table.
6. Click **To Word**.
7. Examine the output in the “Log” worksheet.
8. Examine the output in the Word documents.

WTML-p searches through each Word document looking for objects with identifiers:

- When it finds one it looks in the “Table” worksheet for an object with the same identifier.
 - If it finds one it replaces the Word object’s properties with the “Table” version of its properties.
 - If it doesn’t find one it concludes the object has been deleted from “Table” and deletes the object in Word.
- Finally it checks “Table” for any objects with identifiers it hasn’t seen in the document and whose file description in “Table” matches that of the document. If it finds one it concludes it is a new object. It appends the object to the document. The order in which properties are defined in the “Vocabulary” worksheet determines the order in which WTML-p places the properties in the new Word object. The first defined property will be placed first within the object.

4.5 Value

Value displays (in a pop-up window) the properties of an object whose identifier is in the selected Excel cell.

1. Select a cell containing an identifier.

2. Click the "**Display Object**" button on the toolbar.
3. WTML-p will look for the object identifier in the "Table" worksheet and display its properties.

Value is typically used to examine the properties of identifiers on the precedents and dependants worksheets.

5. WTML Processor for Tracing Hierarchies

This section describes the buttons on the WTML-p toolbar used to analyse hierarchical relationships.

5.1 Introduction

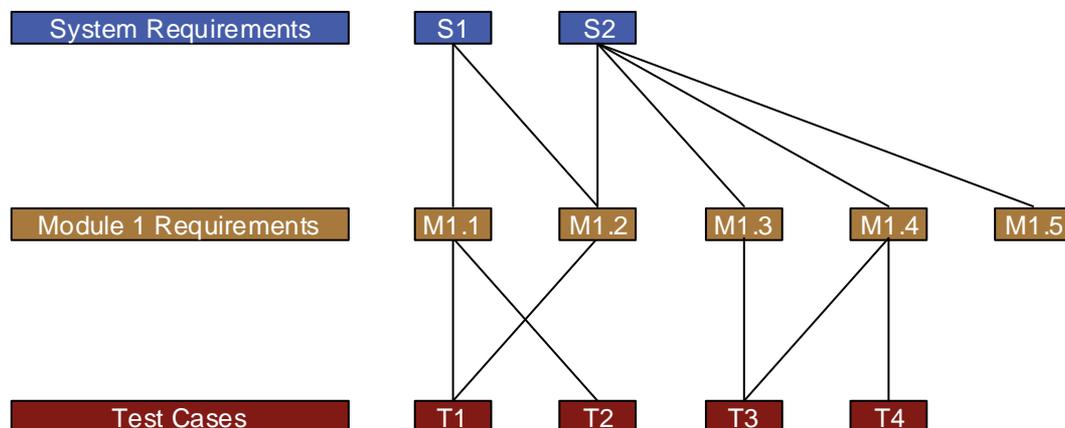
WTML-p is designed to answer questions such as:

- “Are all system requirements traceable to test cases?”
- “If I change a requirement which related requirements may be impacted?”

Consider the illustration below representing a hierarchy of objects where each object has been given a unique identifier:

- System requirement S2 has dependents M1.2, M1.3, M1.4, M1.5, T1, T3 and T4.
- The chains of dependency starting from S2 are:
 - S2 → M1.2 → T1
 - S2 → M1.3 → T3
 - S2 → M1.4 → T3
 - S2 → M1.4 → T4
 - S2 → M1.5.
- Test case T1 has precedents M1.1, M1.2, S1 & S2.
- The chains of precedence from T1 are:
 - T1 → M1.1 → S1
 - T1 → M1.2 → S1
 - T1 → M1.2 → S2.
- There is 80% coverage of Module 1 requirements by test cases (M1.5 being the requirement that has no coverage).

WTML-p can provide all this information from suitably marked up documents.



5.2 Markup for tracing hierarchies

The following are pre-requisites for running WTML-p:

- Objects must contain a property of the reserved type “Identifier”.
- The value of each Identifier must be unique across the set of documents being processed.
- Each child object must contain a property of type “Parents”, the value of the property being a comma delimited list of the identifier(s) of the object’s parents. For example:

[R] [ID=M1.2] [P=S1, S2] [T]Each port shall operate at 10Gbit/s.[/T][/R]

5.3 Trace

Trace builds a set of worksheets each one containing a traceability matrix:

- An “All Dependents” worksheet containing a list, for each object, of **all** the objects dependent on it. For S2 these would be M1.2, M1.3, M1.4, M1.5, T1, T3 and T4.
- A “Chains of Dependents” worksheet containing all the chains of dependency flowing from each linked object. For S2 these would be
 - S2 → M1.2 → T1
 - S2 → M1.3 → T3
 - S2 → M1.4 → T3
 - S2 → M1.4 → T4
 - S2 → M1.5
- An “All Precedents” worksheet containing a list, for each object, of **all** its preceding objects. For T1 these would be M1.1, M1.2, S1 & S2.
- A “Chains of Precedents” worksheet containing all the chains of precedents from each linked object. For T1 these would be
 - T1 → M1.1 → S1
 - T1 → M1.2 → S1
 - T1 → M1.2 → S2

To run **Trace**:

1. Populate the “Table” worksheet (e.g. by using **To Excel**).
2. Click **Trace**.
3. Examine the output in the Log worksheet.
4. Examine the output in each of the worksheets.

5.4 Coverage

Coverage calculates the percentage coverage of one type of object by another. It also lists objects that have no coverage. The output from **Coverage** goes to the Log worksheet.

In order to run the **Coverage** function you need to tell WTML-p the relationship between objects. Relationships are defined in the “Vocabulary” worksheet.

In the following example the user wishes to calculate the coverage of “System Requirement” objects by “Test Case” objects and also coverage of “System Requirement” objects by “Module Requirement” objects. Further relationships may be defined using further columns.

	A	B	C	D	E	F	G
1	Class	Opening Tag	Type	Closing Tag	Presentation	Relationship	Relationship
2	Object	[SR]	System Reqs	[/SR]	SSS	Parent	Parent
3	Object	[MR]	Module Reqs	[/MR]	HSH		Child
4	Object	[T]	Test Case	[/T]	SSS	Child	
5	Property	[ID]	Identifier	[/ID]			
6	Property	[P]	Parents	[/P]			

To run **Coverage**:

1. In the Vocabulary worksheet define the relationships between the objects.
2. Populate the “Table” worksheet (e.g. by clicking **To Excel**).
3. Click **Coverage**.
4. Examine the output in the “Log” worksheet.

Appendix A - Limitations, Additional Information, Tips

A.1 Limitations

- Excel cannot store information about the format of the property values it reads from Word. Property values should be plain text (e.g. no bullets).
- The maximum number of dependents or precedents an object may have is limited to 250.
- The maximum number of levels in a hierarchy of relationships is 20.
- Word 97 has limited colour capabilities compared to later versions. When WTML-p writes to Word 97 it will apply the nearest available colour to that in the vocabulary definition.
- An object cannot straddle cells in a table.

A.2 Additional Information

- In the case of duplicate types being used in the vocabulary definitions only the first will be processed.
- If the “Documents” or “Vocabulary” worksheets do not exist WTML-p will create them but leave them blank and then stop processing, as it has no instructions as to what to process.
- The order of the first two columns in the “Table” worksheet may not be rearranged.

A.3 Tips

- You can change the format of all tags and their contents in your Word documents to the format defined in the “Vocabulary” worksheet by running **To Excel** followed by **To Word**. This can be useful if you wish to hide tags/text for publication but during editing you wish to avoid the complications of editing with formatted text (Appendix C.1 “Word Font Effects”).
- If you delete the value of a property in the “Table” worksheet and then run **To Word** the property and its tags will be removed from the object in Word. If you want to leave the tags in place replace the property value with a space rather than deleting it.
- If you need to further process the output in the “Table” worksheet it is worthwhile inserting another worksheet and using formulae in it to do the processing. The formulae in this worksheet will be immune from being cleared when **To Excel** is run and can stay stable as the data in the “Table” worksheet is updated.
- A simple way to add a property to each object in a document is to:
 - Add the definition of the property to the vocabulary.
 - Run **To Excel**.
 - **To Excel** will create a column in the “Table” worksheet for the new property.
 - Populate the column with the values of the property for each object.
 - Run **To Word**.
 - The property will be added to each object. The position of the property within the object will be determined by the order in which properties are defined in the vocabulary. The order of properties within the object will follow the order in which the properties are defined.

Appendix B - Installation

B.1 System Requirements

The system requirements for WTML-p are Word (97 to 2007 versions) and Excel (97 to 2007 versions) or later.

B.2 Security Settings

In order to install WTML-p Excel's security must be set appropriately, as follows:

Excel 97

- Choose **Tools, Options**.
- Click the **General** tab.
- Uncheck **Macro Virus Protection**.

Excel 2003

- Choose **Tools, Macro, Security**.
- In the **Security** dialog box click the **Trusted Sources** tab.
- Check the **Trust All Installed Add-ins and Templates** box.

Excel 2007

- Click the **Office Button**.
- Choose **Excel Options, Trust Center, Trust Center Settings, Add-ins**.
- Uncheck all the options.

B.3 Installation

To install WTML-p:

- Download the Add-In.
- Choose or create a folder for the add-in file (e.g. create a "C:\Program Files\WTML" folder).
- Place the Add-in (the ".xla") file in this folder.
- In Excel choose **Tools, Add-Ins...** (Excel 2007 choose **Office Button, Excel Options, Add-Ins, Go**). Note: a workbook needs to be open for this step otherwise the Add-Ins... menu option will be greyed-out.
- Click **Browse**.
- Browse to the location of the .xla file and select it.
- Click **OK**. If asked "Copy xxx to Microsoft Excel Add-in library?" (where xxx is the .xla file specification) click **No**.
- Click **OK**.
- Enter the licence key.
- Click **OK**.

The add-in is now installed and the toolbar is available (Excel 2007 the Add-ins ribbon now has the WTML buttons on it).

B.4 Uninstalling

To uninstall the Add-in:

- In Excel choose **Tools, Add-ins...** (Excel 2007 choose **Office Button, Excel Options, Add-Ins, Go**).
- In **Add-Ins available** uncheck the WTML add-in.
- Click **OK**.
- Optionally delete the ".xla" file.

The add-in is now uninstalled and the toolbar is no longer available.

Appendix C - Useful Word & Excel Features

C.1 Word Font Effects

C.1.1 Hidden Font Effect

Alongside well-known font effects such as “Bold”, “Italic” or “Underline” Word provides a “Hidden Text” effect. Depending on how Word’s View options are set “Hidden” text will either be shown (with a dotted line underneath) or hidden.

To set View options:

- choose **Tools, Options, View** (Word 2007 **Office Button, Word Options, Display**),
- check/uncheck **Hidden Text** to view/hide hidden text or
- check/uncheck **All** (Word 2007 **Show all formatting marks**) to view/hide **all** non-printing characters,
- click **OK**.

An alternative is to click the “¶” button on the Standard Menu bar (Word 2007 on the **Home ribbon, Paragraph** tab). This toggles between viewing/hiding **all** non-printing characters.

To apply the “Hidden” effect:

- For existing text:
 - select the text, choose **Format, Font** and choose the **Font** tab (Word 2007 **Home, Font tab, Font dialog box**),
 - check **Hidden**,
 - click **OK**.
- For new text:
 - click where you want to insert the text,
 - choose **Format, Font** and choose the **Font** tab (Word 2007 **Home, Font tab, Font dialog box**),
 - check **Hidden**,
 - click **OK**.

To remove a hidden effect repeat the process, this time unchecking **Hidden**.

STRONG WARNING Be careful while editing a document containing hidden text. If View options are set to hide the text you can mistakenly overwrite it, add to it or delete it. It may be worth considering only using hidden text for final presentation. See Appendix A.3 “Tips”.

C.1.2 Warning About Font Effects

When you type in Word the format of the next character, by default, is inherited from the format of the character preceding the insertion point. This means that if you have applied a font effect and then start to type immediately next to it the new text will also have the font effect applied.

To revert to “normal” formatting:

- set the font colour at the insertion point to “automatic” and follow the procedure in Appendix C.1.1 “Hidden Font Effect” for hiding new text but uncheck **Hidden**.

You could record a macro to revert to normal formatting. See Appendix D.1.2 “Recording a Word Macro”.

C.2 Inserting & Renaming Excel Worksheets

To insert a new worksheet in an Excel workbook choose **Insert, Worksheet** (Excel 2007 Click the **Insert Worksheet** tab).

To rename a worksheet in an Excel workbook double-click the sheet's tab, then type a new name over the current name.

C.3 Pasting Excel Tables Into Word

- Select all cells in Excel that you wish to copy into Word.
- Choose **Edit, Copy** (Excel 2007, **Home, Copy**).
- Select the insertion point in the document.
- Choose **Edit, Paste** (Word 2007, **Home, Paste**).

The Excel cells will be placed in Word as a Word table.

To paste the table as a picture:

- Select all cells in Excel that you wish to copy into Word
- Choose **Edit, Copy** (Excel 2007, **Home, Copy**).
- Select the insertion point in the document.
- Choose **Edit, Paste Special** (Word 2007, **Home, Paste drop-down, Paste Special**).
- In **As**, select **Picture (Enhanced Metafile)**.
- Click **OK**.

Appendix D - Customising Word and Excel

This section illustrates how to automate routine tasks such as typing tag pairs. It does so via a worked example.

This is intended as an introduction to customisation rather than a comprehensive guide. Comprehensive guidance on customisation is available on the World Wide Web.

D.1 Customising Word - Worked Example

The example in this section shows how to create a custom Word toolbar, a Word macro, a custom button on the toolbar to run the macro and assigns a short-cut key to the macro.

The macro automates typing of the tag pair [ID][ID], leaving the cursor placed between the tags.

D.1.1 Creating a Custom Word Toolbar

This sub-section does not apply to Office 2007. In Office 2007 it is not possible to create custom toolbars without programming (the rest of the sections in this appendix do apply to Office 2007).

To create a custom Word toolbar called "Tags":

- Choose **Tools, Customise**.
- Select the **Toolbars** tab.
- Click **New...**
- In **Toolbar Name** type **Tags**.
- In **Make toolbar available to** select **normal.dot** (or other template as you desire).
- Click **OK**.
- A new, empty, toolbar called "Tags" will appear.
- Click **Close**.
- Left-click on the new toolbar and drag it to your desired position within the Excel window.

If you want to delete the toolbar:

- Choose **Tools, Customise**.
- Select the **Toolbars** tab.
- In **Toolbars** select **Tags**.
- Click **Delete**.
- Click **OK**.
- Click **Close**.

D.1.2 Recording a Word Macro

To record a Word macro to type the tag pair "<ID></ID>":

- Choose **Tools, Macro, Record New Macro...**, (Word 2007 choose **Office Button, Word Options, Popular**, check **Show Developer tab in the Ribbon**, click **OK**, then **Developer, Record Macro**).
- In **Macro name** type **IdentifierTags**.
- In **Store macro in** select **All Documents (Normal.dot)** (or other template of your choice) (Word 2007 **All Documents (Normal.dotm)**).
- In **Description** type **Type Identifier tags, leaving the cursor between the tags**.
- Click **OK**. Type **<ID></ID>**.
- Click **Left-Arrow** five times to leave the cursor between the tags.
- Choose **Tools, Macro, Stop Recording** (Word 2007 **Developer, Stop Recording**).

To run the macro:

- Choose **Tools, Macro, Macros** (Word 2007 choose **Developer, Macros**).
- In **Macro Name** select **IdentifierTags**.
- Click **Run**.

If you want to delete the macro:

- Choose **Tools, Macro, Macros** (Word 2007 choose **Developer, Macros**).
- In **Macro name** select **IdentifierTags**.
- Click **Delete**.
- Click **Yes**.
- Close **Close**.

D.1.3 Adding a Custom Button to a Word Toolbar

This section describes how to add and delete toolbar buttons in pre Office 2007 versions and then, separately, in Office 2007.

To create a custom button to run the “IdentifierTags” macro (pre Office 2007):

- Choose **Tools, Customise**.
- Select the **Commands** tab.
- In Categories select **Macros**.
- In Commands left-click on **IdentifierTags** (which may appear as something like Normal.NewMacros.IdentifierTags) and drag it and drop it on the **Tags** toolbar (or other toolbar of your choice).
- Right-click on the new custom button.
- Replace whatever is in **Name** with **<ID>**.
- Press **ENTER**.
- Click **Close**.

You may now run the macro by clicking on the **<ID>** button.

If you want to delete the button (pre Office 2007):

- Choose **Tools, Customise**.
- Left click on the **<ID>** button and drag it off the toolbar.

In Office 2007 unless you resort to programming it is only possible to add buttons to the Quick Launch Toolbar. In Office 2007 to create a custom button on the Quick Launch Toolbar:

- Choose **Office Button, Word Options, Customise**.
- In Choose Commands From select **Macros**.
- In the list of Macros select **IdentifierTags** (which may appear as something like Normal.NewMacros.IdentifierTags).
- Click **Add**.
- Click **Modify**.
- Replace whatever is in **Display Name** with **<ID>**.
- Click **OK**.
- Click **OK** again.

If you want to delete the button (Office 2007):

- Choose **Office Button, Word Options, Customise**.
- In Choose Commands From select **Macros**.
- In the list of items under Customise Quick Access Toolbars select **IdentifierTags**.
- Click **Remove**.
- Click **OK**.

D.1.4 Assigning Shortcut Keys to a Word Macro

To assign a shortcut key sequence to the “IdentifierTags” macro:

- Choose **Tools, Customise** (Word 2007 Choose **Office Button, Word Options, Customise**).
- Select the **Commands** tab, Click **Keyboard....** (Word 2007 click **Customise**).
- In Categories select **Macros**.
- In Macros select **IdentifierTags**.
- Click in **Press new shortcut key** (Word 2007 Click **Customise**).
- Press a key-combination such as **CTRL-ALT-SHIFT-I**. If the key-combination is already in use the dialogue box will show its current use – you would normally avoid using already used key-combinations.
- When you have selected an appropriate key-combination click **Assign**.
- Click **Close**.
- Click **Close** (Word 2007 click **OK**).

You may now run the macro by pressing **CTRL-ALT-SHIFT-I**.

To reset all shortcut key assignments:

- Choose **Tools, Customise** (Word 2007 Choose **Office Button, Word Options, Customise**).
- Select the **Commands** tab, Click **Keyboard....** (Word 2007 click **Customise**).
- In Categories select **Macros**.
- In Macros select **IdentifierTags**.
- Click **Reset All**.

D.2 Customising Excel

The process for customising Excel is similar to that described above.

Note: It is not advisable to add buttons to the WTML-p toolbar as the toolbar would be replaced and your buttons lost during an upgrade of WTML-p.

Appendix E - Typical Uses of WTML

WTML-p has the effect of compressing “wordy” documents into short lists e.g. a fifty page specification in a Word document may reduce to a list of 100 requirements in an Excel worksheet, making for simpler discussions with the customer.

- Example Application Areas
 - Project planning (extract a list of actions from Word to Excel for import to Project).
 - Project time and cost estimation (add cost or timescale properties to requirement objects, assign values and use WTML-p to draw up a table of time and cost).
 - Impact analysis & risk management (If I change a requirement what connected requirements are impacted?).
 - Product roadmaps (define a release property for requirement objects in a Word document and export to Excel to produce a list of requirements per release).
 - Progress tracking (e.g. assign a “progress” property for a “requirement” object with values of specified, designed, built, tested; use Excel to summarise progress and **To Word** to update the document at any time).
 - Demonstrating system requirements coverage by sub-system specifications, design documents, or test documents (assign requirements as parents of sub-system requirements, design objects or tests and then run the “Coverage” function).
 - Creating document catalogues – define title, author, date and version properties within a “document information” object and use these to build a catalogue.
 - MoSCoW analysis (Must, Should, Could, Won't – use WTML-p to create a table of requirements for discussion during MoSCoW analysis, define a MoSCoW property and mark each requirement as Must, Should, Could, Won't).
 - Demonstrating traceability from specification through design to test.
 - Interfacing to tools that accept Excel as an input format (e.g. Microsoft Access, Microsoft Project, HP Quality Center, DOORs).
- Examples of Objects
 - findings
 - actions
 - conclusions
 - recommendations
 - requirements
 - test cases
 - definitions
 - assumptions
- Examples of Properties
 - text (of a finding)
 - severity (of a finding e.g. critical, major, minor)
 - priority (of an action e.g. high, medium, low)
 - owner (of an action)
 - status (of a requirement e.g. agreed, under discussion)
 - release (product release number in which a requirement will first be supported)
 - identifier (for a requirement)