

FOR ADMINISTRATORS

Creating Watch Words

What are Watch Words?

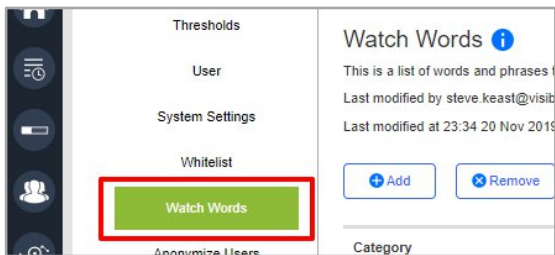
Watch Words help you flag terms and phrases for review by your authors/writers.

How to create your Watch Word list?

1. Click on the **Settings** button on the sidebar



2. Click on **"Watch Words"**

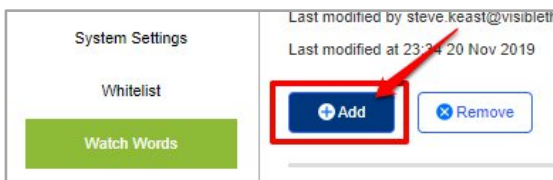


There are two primary ways to build your Watch Word lists. These are:

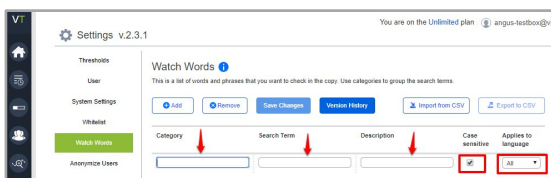
- Manually adding your watch words individually with VT Readability.
- A **Bulk import** from .CSV (Comma Separated Value) formatted text file.

Manually Add your Watch Word Terms

1. Click on the **"Add"** button in the Watch Words window



2. A new row is displayed for your input.
3. Insert your new term details. Click the Case Sensitive box if your term requires this. Language is set to "All" by default.
4. Click **"Save Changes"**



You can add multiple terms by clicking the **"Add"** button prior to saving the Watch Word list.

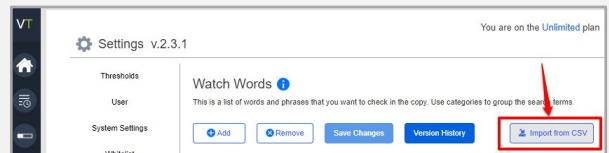
Import Watch Words from .csv

Write your list of Watch Word terms within MS Excel before creating in VT Readability

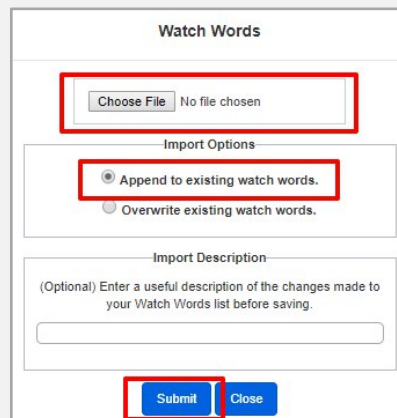
1. Create a new MS Excel file.
2. Populate Column A with the Category name/s.
3. Populate Column B with the Search Term.
4. Populate Column C with Advice.
5. Populate Column D with TRUE or FALSE. (Insert TRUE if the term is case sensitive.)
6. Save the file as a .csv file to your local desktop.

Import your Watch Word Terms

1. Click on the **"Import from CSV"** button in the Watch Words window



2. The Watch Word dialog box is displayed
3. Select **"Choose File"** and browse to your csv file location
4. Select your import option. You can **Append** or **Overwrite** existing watch words. Keep the default option for your first watch word list.
5. Click **"Submit"**



6. Your watch word list is displayed on screen.