

L.S.A.T. Auto-Analysis User Guide

Congratulations! You now have access to the LSAT Auto-Analysis Program, the most advanced, comprehensive, and easy-to-use statement analysis application available on-line. In order to successfully use the application, it is critical that you be aware of how to properly utilize it beforehand. By taking just a few minutes to familiarize yourself with the program, you will maximize your success and avoid frustration.

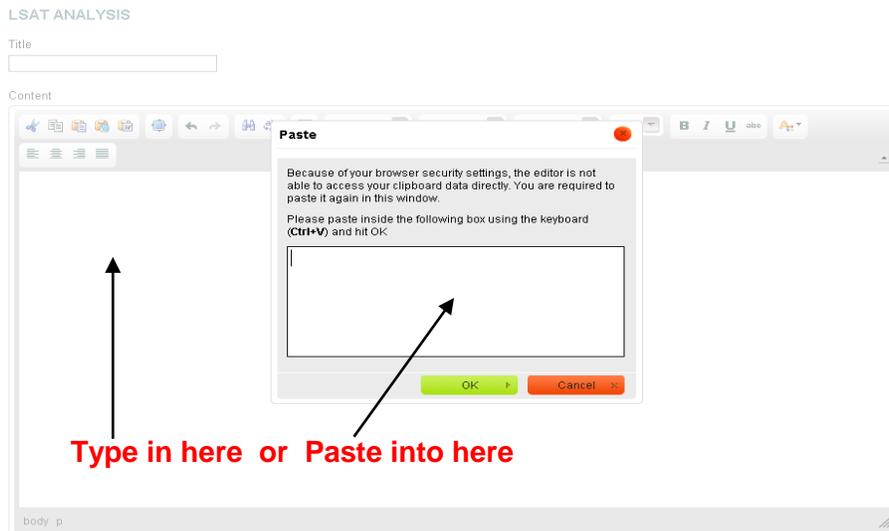
OVERVIEW

From beginning to end, a typical, one page statement will be completed in less than 5 minutes (not including typing or report writing) The LSAT Auto-Analysis Program produces results in only four easy steps:

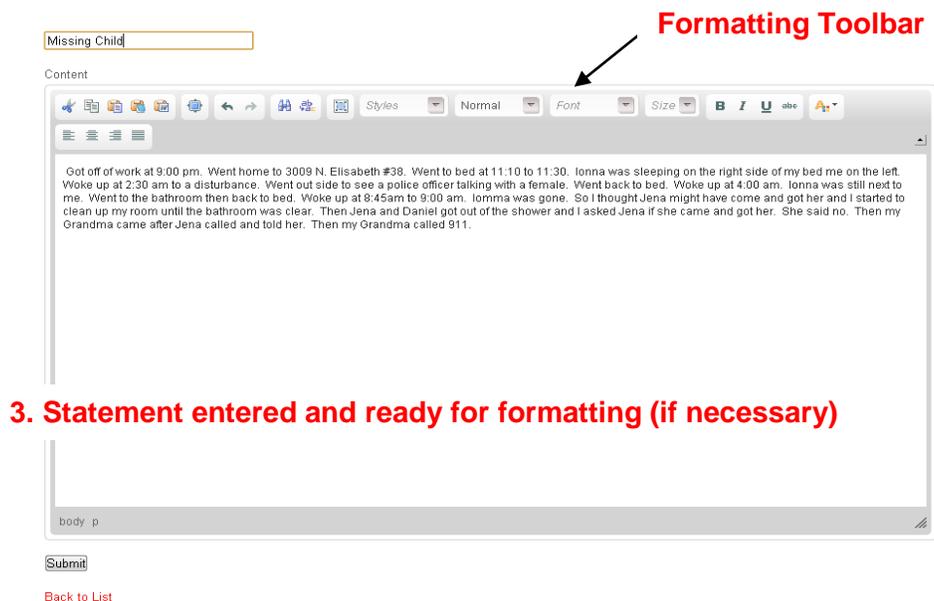
1. Input the statement. You can either type directly into the application or paste in your previously typed statement.
2. Submit the statement into the application with a single button click. The application will take from 30 – 120 seconds to produce the analysis.
3. Examine the results and input your modifications.
4. Save the analysis. This automatically produces a Word document that the user can further modify if desired and input their observations into the report template.

STATEMENT INPUT AND FORMATTING

The user can 1) choose to type the statement directly into the application's entry page or 2) copy and paste into the application from a previously typed Word document.



Once the statement is entered (see image below) the user can make necessary changes using the formatting tools for strikeouts (corrections), underlines, italics, bolding, and most other format occurrences one would expect to use in any Word document. If the statement was previously typed, formatted and pasted in, the user may skip this part and submit the statement.



To ensure accuracy, it is important to follow the suggestions in this section, “Allowing for Unique Occurrences” before submitting the statement for analysis.

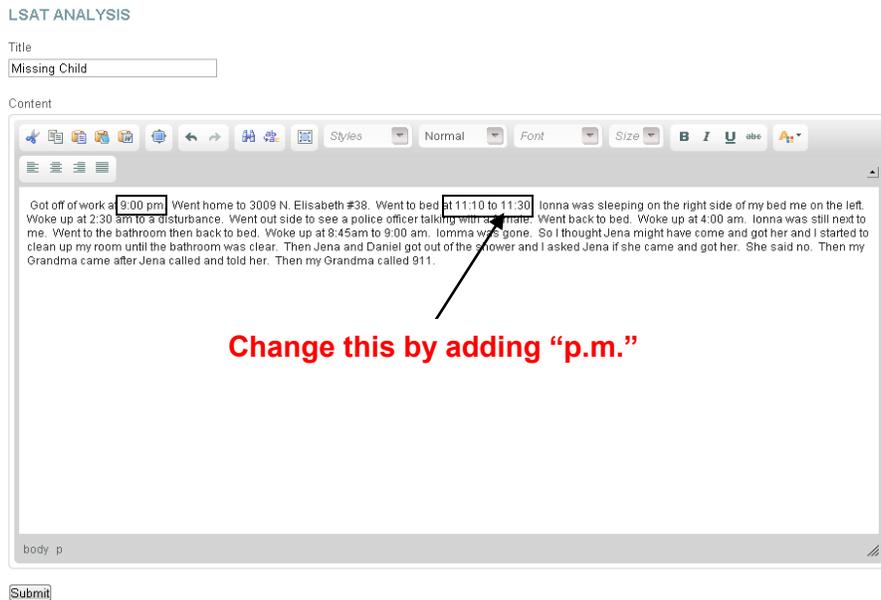
Allowing for Unique Occurrences

The application cannot “think” or interpret the author’s intent. It only identifies language occurrences. When you input your statement and prior to submitting it for analysis, you may need to modify it slightly so all of it will be recognized by the program. When inputting your statement, you must:

1) **Enter clock times in an “a.m.” or “p.m.” format with the proper punctuation.** There are many ways to write a time, but only one will be recognized by the program as a time. Consider these options:

- a) **9:00 a.m.**
- b) 9:00 am
- c) 9am
- d) 9:00
- e) 0900
- f) 9
- g) Nine o’clock in the morning

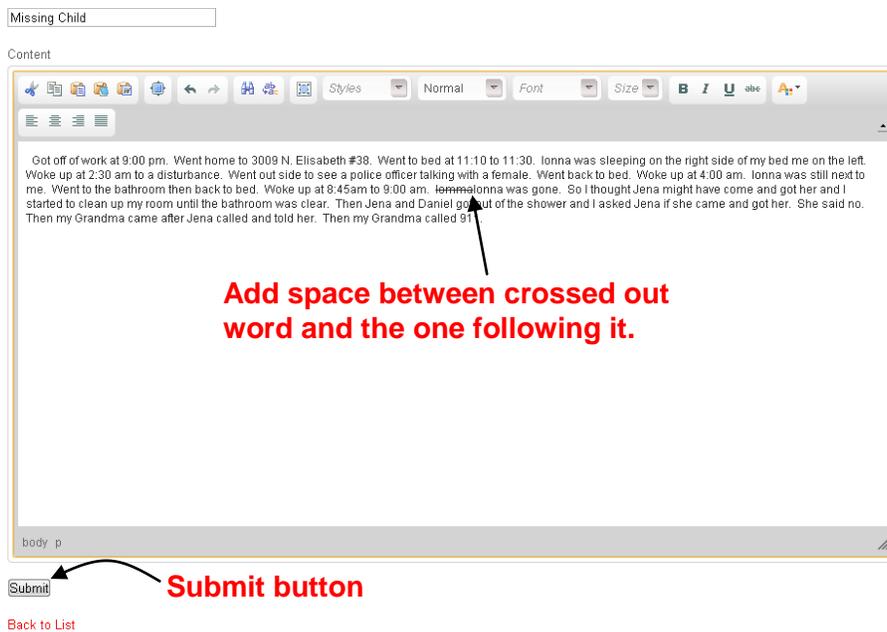
The application will only recognize the correct format which is **option “a”** because it includes the correctly written “a.m.” or “p.m.” designator and proper punctuation. The analyst might want to enter the the time in the statement as the author wrote it, but also manually inject the time in the correct format so the program will recognize as a time. Do this by injecting the correct format within parentheses (see point 3 below) prior to the author’s time. Be sure to include a space between the parentheses and the time: ***I got home at (9:00 a.m.) 9am.***



- 2) **Correct misspelled significant words.** The program will not recognize misspelled words for what the author intended them to be. Some misspellings will not be relevant so there may be no point in correcting them. However, some will be highly relevant. Example: “*Afterwerd*”. The word “*afterward*” was misspelled with the letter “e”. The program will not recognize it as a significant linguistic signal because it is misspelled and will miss it. Correcting this misspelling will not have any negative impact on the rest of the analysis and should be done.
- 3) **Include a single space between words and: corrections, quotation marks, ellipses and parentheses.** Example:
 - a) AfterX (the X represents a correction)
 - b) (After)
 - c) Afterthat (a typical typo)
 - d) “After....”
 - e) After....

The program mistakes parentheses, quotes, ellipses and the “X” as part of the word itself. By adding a single space between the word “after” and the “X”, the (), the “ “, or the word *that*, it will cause the word itself to stand alone as the word *after* and the auto-analysis program will highlight it appropriately as shown below:

- a) After X
- b) (After)
- c) After that
- d) “ After “
- e) After



4) **Account for the author having blacked out information** by using a series of lower case “x”. The application has been programmed to recognize this for what it represents and will skip it. BE SURE to include a single space between this and the words surrounding it.

“ I feel that maybe the person had xxxxxxxxxxxxxxxxxxx observed me approach the house. “

If you can read the corrected information beneath the crossout, use the "strikethrough" feature in the toolbar at top of the initial entry page to show this occurrence. It will look like this:
~~corrected information~~

THE ANALYSIS

When the statement is submitted by clicking on the “Submit” button in the lower left corner of the page (see image above), you will notice it will reappear in a different page and format, this time with a different set of formatting tools. Highlights, boxes, pronoun circles, and times will have been automatically added to identify significant linguistic signals. Now you may change, add, or delete these to customize the analysis.

Note: Communication words which are normally highlighted orange according to LSAT training, will now be represented in GRAY highlight.

The screenshot displays the 'LSAT ANALYSIS' interface. On the left, a 'Highlighted Tool' panel lists categories: Communication (checked), Negative, Person, Emotion, Sensitivity, and Connection. The central area, titled 'Title: Instruction statement', shows a paragraph of text with various highlights in gray, green, and orange. On the right, a 'Toolbox' panel offers 'Colors & Shapes' with a grid of color swatches and icons for erasing, drawing shapes, and underlining. A red arrow points from the 'Toolbox' label to the toolbox panel.

Analysis Work Page: Statement submitted and ready for analyst's input

USER INPUT TOOLS

Once the analysis appears, you will see a “toolbox” in the margin next to it. Inside the toolbox are several icons and highlighting options that allow the user to make corrections to highlights, boxes, pronoun circles, and underlines.

Adding and Deleting Highlights. To add a highlight, simply left click on the word or block out a sequence of words needing highlights and then left click on the corresponding color in the toolbox. The page will refresh in about 2-3 seconds and the highlights will be added. The highlights can also very easily be modified when the analysis is saved to the Word document by using the tools available in Word 2007.

To remove a highlight, simply left click on the highlighted word and click again on that color in the toolbox. The page will refresh in 2-3 seconds and the highlight will be removed.

Why would the application incorrectly highlight a word? There are many, many words that have multiple meanings, but the application does not know the author's intent. It can only

recognize the word and will highlight it regardless of how it's used. For instance, the word "like" can be used to describe:

- a) an emotion: *"It was something I really like"*
- b) things that are similar: *"He looked like my brother"*
- c) a slang term for communication: *"I was like, 'leave me alone!'"*

The application will highlight the word purple regardless of its meaning. You would have to manually remove it except from example "a" where it is properly applied to identify an emotion.

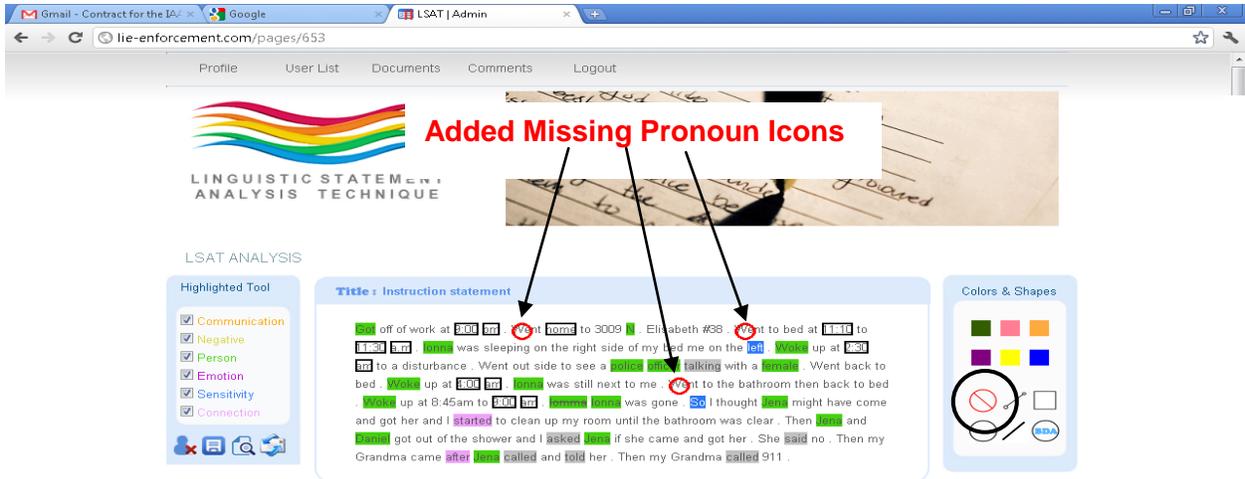
Boxing, underlining and circling words. The application will automatically box or circle words it has been programmed to identify as either a linguistic signal or a word that is significant to a particular type of crime. For instance, the application will automatically circle important pronouns (we, us, our) and box most descriptions of weapons, vehicles, residences, times, and other occurrences.

Adding boxes and circles is accomplished the same as adding and removing highlights. Notice the shape will only be around one key word and not a series of words. Usually this is sufficient to alert the analyst to the occurrence and reduces the amount of unnecessary clutter on the page. If the user desires that there be a box around a series of words, he/she can accomplish this when the statement is converted to the Word Report document. The user can remove the shape by clicking on it and then on the icon in the toolbox. The screen will refresh in 2-3 seconds and the box will be gone.

The toolbox also contains options for the user to input subjective additions including connecting lines (for modified terminology), locators for BDA ratio calculations, and missing pronoun indicators. It is important to remember that the application cannot "think". Therefore, the user is required to make some decisions and manually input the subjective aspects of the analysis. The user must decide and input:

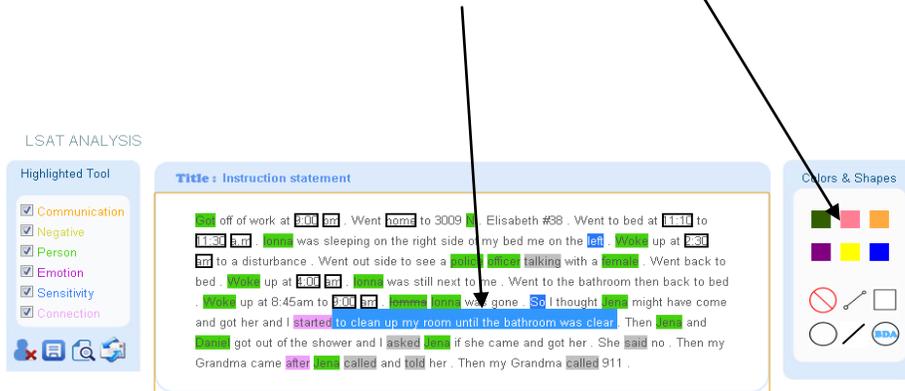
- the location of missing pronouns
- Repeated phrases
- BDA location indicators
- Modified terminology connections

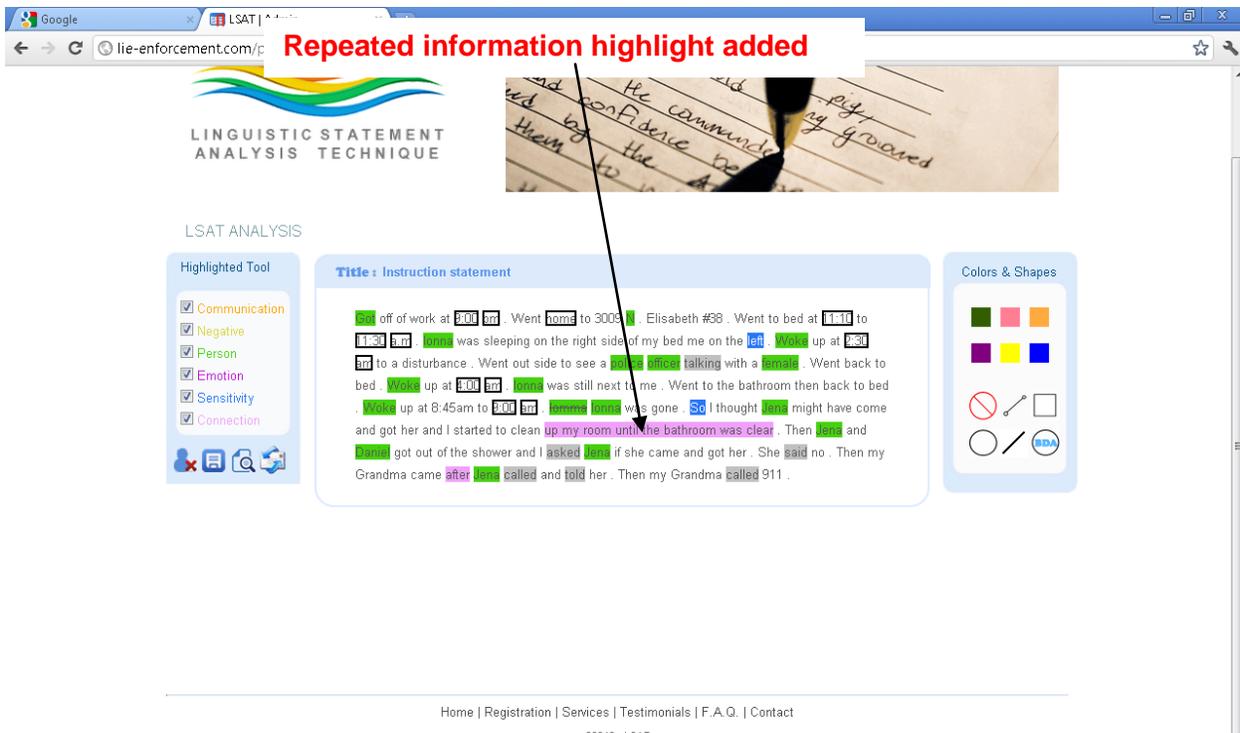
Missing pronouns. To add the missing pronoun icon, click on the word or punctuation next to where the pronoun should have been included. In the tool box, click on the red circle and the statement will refresh with the red circle  appearing where the pronoun was omitted. To remove the circle, click on it and then again on the icon.



Repeated phrases. To add a pink highlight over the repeated phrase, click and block out the highlight, click anywhere on it and then again on the icon.

Repeated information: Block out desired words; Click on pink





BDA indicators. The issue of where the crime begins and ends is subjective. **The application will do the calculations automatically**, but requires the user to dictate where the crime begins and ends and add the markers themselves.

Adding BDA locators is exactly like adding a missing pronoun indicator. First, click on the word where you have determined the crime started. Then click on the black BDA circle icon in the toolbox. You will see a bold black circle **○** appear at that place in the statement. Then click on the word where you have determined the crime ended. Click on the black BDA circle in the toolbox. You will see a second bold black circle appear in the statement. When you save the analysis using the “Save” icon on the left side of the page, the analysis will be converted to a Word 2007 document with the BDA ratios calculated at the bottom of the statement.

Modified Terminology connections. Without unreasonably expensive and complicated software, it is virtually impossible for a program to know if two different word occurrences are describing the same thing (a computer wouldn't know that “*man*” and “*Bill*” are the same person). The program will identify the words and highlight them appropriately, but will leave the determination as to whether they are the same person, up to the user.

LSAT ANALYSIS

Highlighted Tool

- Communication
- Negative
- Person
- Emotion
- Sensitivity
- Connection

Colors & Shapes

Title: Instruction statement

Got off of work at 8:00 am . Went home to 3009 N. Elisabeth #36 . Went to bed at 11:10 to 11:30 am . [redacted] was sleeping on the right side of my bed me on the left . Woke up at 2:30 am to a disturbance . Went out side to see a [redacted] [redacted] talking with a [redacted] . Went back to bed . Woke up at 11:00 am . [redacted] was still next to me . Went to the bathroom then back to bed . Woke up at 8:45am to 9:00 am . [redacted] was gone . So I thought [redacted] might have come and got her and I started to clean up my room until the bathroom was clear . Then [redacted] and [redacted] got out of the shower and I asked [redacted] if she came and got her . She said no . Then my Grandma came after [redacted] called and told her . Then my Grandma called 911 .

To add a line Click here, then here and then on the icon

Home | Registration | Services | Testimonials | F.A.Q. | Contact

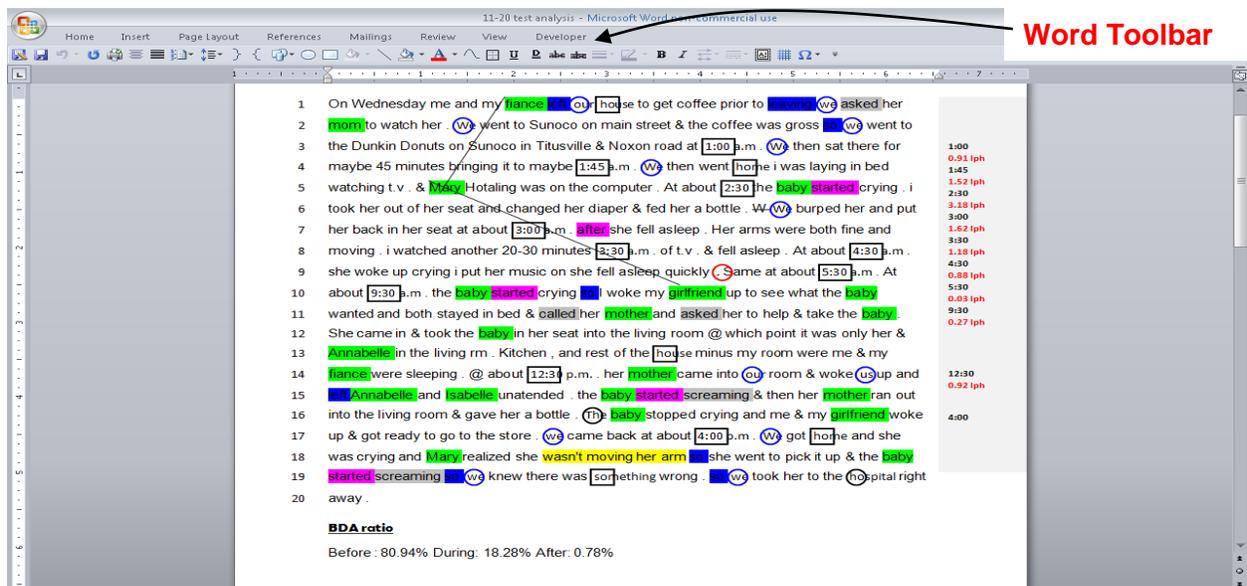
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To add connecting lines, left click once on the the first word you wish to connect and then on the second word. In the toolbox, left click on the line icon that has circles on the ends. It will refresh with the line shown connecting the two words. These lines can also be added easily once the analysis is converted to the Word document. To remove it, click on either end of the line. Then click on the line icon in the toolbox. The analysis will refresh with the line removed.

WORD REPORT GENERATION

Once the analysis modification work has been completed, the analyst is now ready to save the analysis in the archives and convert it to a Word document. By left clicking on the “Save” icon in the toolbox on the left side of the page, this will be accomplished. The analysis will automatically be saved to the user’s website archive and the analysis will appear in a Word document that you can save to your own hard drive.

You can manually adjust the highlights, shapes and lines in Word using the toolbar. Shapes are found in the “Objects” icon in the “Insert” tab. Highlights are found in the “Paragraph” tab. You can modify the shapes simply by clicking on the shape and dragging it to represent the size you desire. Keep in mind that a box or circle merely identifies the presence of the signal. If it does not encompass the entire word, it is not critical or necessary. It is a matter of personal preference.

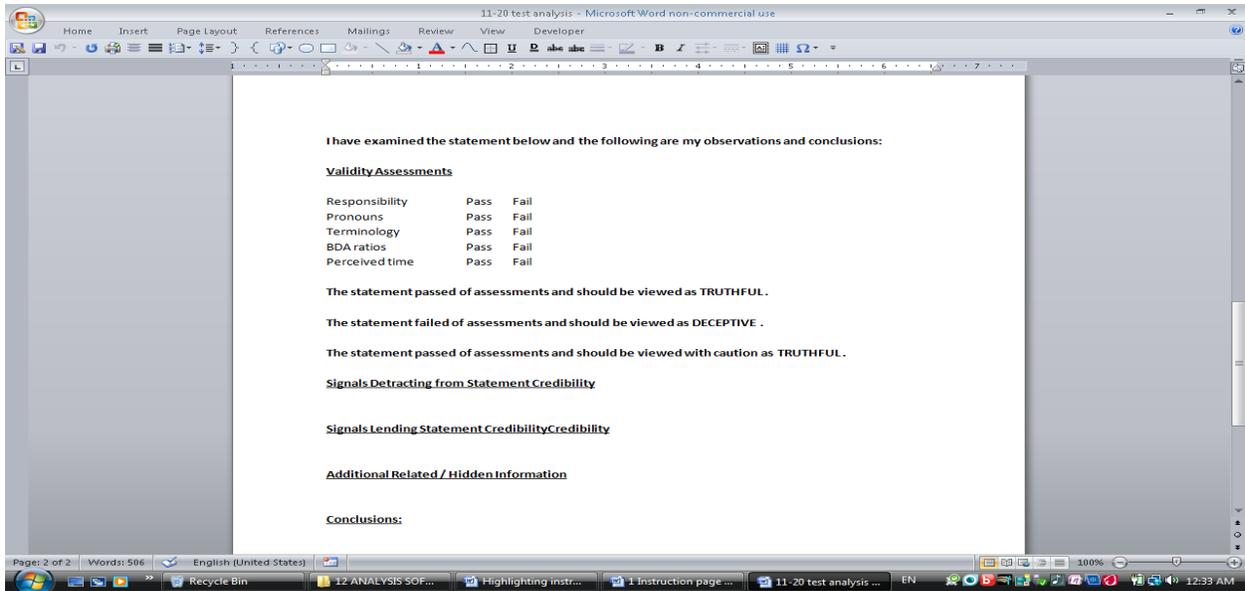


Perceived Time calculations and **BDA ratios** have automatically been calculated and appear in the margin notes and below the analysis. The margin box only extends down about three-quarters of the page. If your notes or the perceived times are not visible, **you may have to extend the box to the bottom of the page in order to see all the items.** If desired, the analyst can further modify the analysis using Word tools in the toolbar at the top of the page.

Report Writing

Below the Word Report, a Report Template is in place (See image below) ready for the analyst to input their observations and conclusions and to save in their own Word files. **You may have to scroll down below the analysis to view the template.**

REPORT WRITING TEMPLATE found by scrolling down below analysis



Once you have noted your observations and conclusions, you can save the report as you would any Word document, into your harddrive.

When you access this report again in the LSAT Auto-Analysis site, it will appear as the workpage and not the Word document so it is important to save your work in a Word document each time if you have made changes you don't want to lose.