
VISI SPELL™

THE 'SMART' SPELLER FOR VISIWORD™



VISICORP™

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VISISPELL™

THE 'SMART' SPELLER FOR VISIWORD™

User's Guide for the IBM® Personal Computer

Program by
fut-heuristix

Manual by
VisiCorp



VISICORP™

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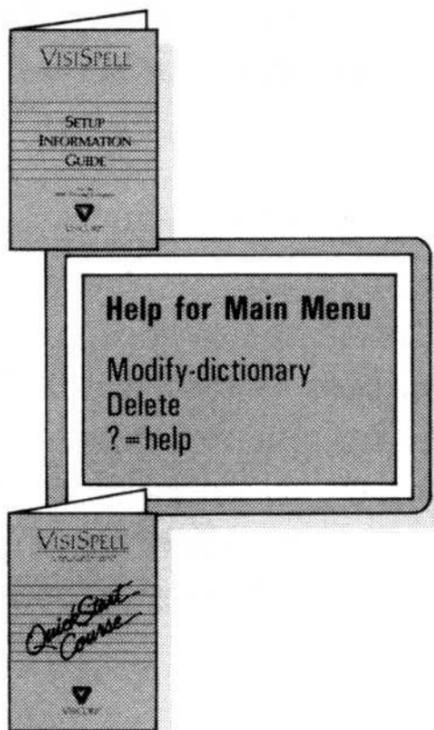
LEARNING TO USE THE VISISPELL™ PROGRAM

The VisiSpell program is as easy to learn as it is to use. You have at your command a set of five important learning tools:

The VisiSpell Setup Information Card
 The VisiSpell Help Instructions
 The VisiSpell QuickStart™ Course
 The VisiSpell User's Guide
 The VisiSpell Pocket Reference

Figure A shows you how each of these tools should be used for maximum efficiency and effectiveness.

Necessary



VisiSpell Setup Information Guide

Follow these instructions before beginning the VisiSpell program.

VisiSpell Help Instructions

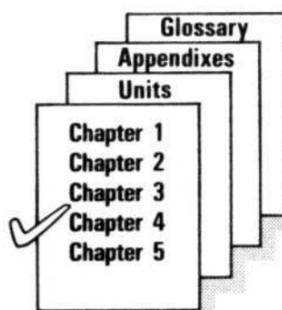
To use on-screen instruction, select ? = help.

VisiSpell QuickStart™ Course

Teaches basic features quickly:

- Finding misspellings
- Finding repeated words
- Finding irregular capitalization
- Making corrections

Optional



VisiSpell User's Guide

- Units: Go directly to the unit for the task you want to do and for details on how to do it.
- Appendixes: Find information on error messages, useful facts, and startup settings.
- Glossary/Index: Find any topic in the User's Guide or any special terms.

VisiSpell Pocket Reference

- Quick refresher of program options

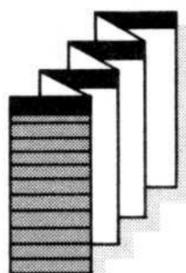


Figure A. The VisiSpell™ Learning Tools

THE VISISPELL SETUP INFORMATION GUIDE: This guide contains all the information you need before you can use the VisiSpell program. The setup procedures for a floppy disk system include putting DOS on the VisiSpell program disk and setting the VisiSpell program to display color. The setup procedures for hard disk systems include installing the VisiSpell program on the hard disk and setting the VisiSpell program to display color. You are also instructed to copy the sample document from the Program disk to the document disk. Follow the directions for your computer carefully.

THE VISISPELL HELP INSTRUCTIONS: The VisiSpell program is self-teaching. You can ask to see Help instructions on the screen at any point. Simply select `?=help` from the list of options (choices). The Help instructions may be all you need to learn the program.

THE VISISPELL QUICKSTART™ COURSE: For a short structured approach to learning the program, use the VisiSpell QuickStart Course. In it, you will check a sample document for spelling errors and correct them as they are found. Together with the Help instructions in the program, this course should be enough to comfortably start you on your own. You do not need to read the User's Guide except to clarify points, to get more practice, or to use more advanced features of the program.

THE VISISPELL USER'S GUIDE: The User's Guide is not intended to be read sequentially. Each chapter is a collection of related topics; for example, Chapter 4 has all the information concerning the VisiSpell dictionaries. Each unit in a chapter is task-related and is self-contained; for example, "Modifying the Personal Dictionary" contains instructions on adding words to and deleting words from your Personal Dictionary. You can go directly to "Modifying the Personal Dictionary" without reading any other chapter or unit.

THE VISISPELL POCKET REFERENCE: This reference card summarizes what the VisiSpell program does. Use this card when you need to refresh your memory about any VisiSpell operation.

ORGANIZATION OF THE VISISPELL USER'S GUIDE

The *VisiSpell User's Guide* has five chapters, two appendixes, and a combined index and glossary. Each chapter is composed of self-contained units that you can read when you need or want specific information. Each unit gives a complete description of a specific task.

CHAPTER 1: "About This Program" is an overview of the VisiSpell program. It describes the equipment you need and the basic features of the VisiSpell program.

CHAPTER 2: "Basic Information" shows you how to load the VisiSpell program and describes the menus, the program Help instructions, the VisiSpell special keys, the startup options, and the way to exit the VisiSpell program.

CHAPTER 3: "Proofreading Documents" describes how to make corrections when the program finds possible misspellings or duplicate words.

CHAPTER 4: "Using VisiSpell Dictionaries" describes the VisiSpell dictionaries and how to modify and save your Personal Dictionary.

CHAPTER 5: "Working with Documents" describes how to load documents and delete files from disk.

The Appendixes cover related topics such as error messages (Appendix A) and additional information about the VisiSpell program (Appendix B).

The Glossary/Index is especially useful for finding any topic quickly or for finding the meaning of special terms used in the manual.

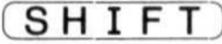
TEXT REFERENCES TO THE KEYBOARD AND THE SCREEN

The keys that you type appear in the manual in **boldface** type. If the first letter of a choice (option) appears in **bold**, it means that you can type that letter to select that option.

Note:

You can also move the cursor and use the  key to select an option (see Chapter 2, Unit 2 for details).

For some keys, such as Esc, a special symbol  is used. When you see this symbol, you should press that key, not type the sequence of letters.

Key	Meaning	Manual Representation
←	backspace	
	enter	
→	tab	
↑	up arrow	
↓	down arrow	
←	left arrow	
→	right arrow	
	shift	

The characters that you see on the screen appear in this manual in light type.

CHAPTER 1

About This Program

Chapter Outline

Overview	1-3
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OVERVIEW

The VisiSpell program finds and corrects spelling errors in VisiWord documents and DOS text files. It highlights possible spelling mistakes and displays an alternate spelling for the word. The program allows you to:

- Accept the current spelling as it is.
- Replace the highlighted word with the alternate spelling.
- Ask the program to search for another alternate spelling.
- Type in your own spelling of the word.
- Edit the surrounding text in the document.
- Mark the word with a special character for later editing in the VisiWord program.

The VisiSpell program has two additional features:

- It lets you know when repeated words, such as “the the,” appear in the document, and lets you delete one of them.
- It highlights irregular capitalization, such as “MAin” or “anD,” and lets you make changes if you choose.

You can create a specialized dictionary containing words you use that are not in the 100,000-word Master Dictionary. The VisiSpell program uses this Personal Dictionary to recognize and accept your special words.

Help screens and descriptive messages for menu options make the VisiSpell program very easy to learn and use. You don't need to memorize keystroke combinations. The program does most of the work for you, searching the document for errors and highlighting them on the screen for your evaluation. With one or two keystrokes, you decide how each error is to be handled.

THE VISISPELL™ AND VISIWORD™ PROGRAMS

The VisiSpell program checks VisiWord documents for spelling errors and repeated words. You can load the VisiSpell program as an option from the Options menu of the VisiWord program. (You can also load the VisiSpell program from DOS.)

EQUIPMENT YOU NEED

To use the VisiSpell program with a floppy disk system, you need the following equipment:

- An IBM Personal Computer with at least 128K of memory.
- Two floppy disk drives.
- A video monitor (color or black-and-white).
- The VisiSpell Program disk and the VisiSpell Dictionary disk.
- The disk containing your VisiWord document or other standard DOS ASCII file to be checked.
- At least one blank formatted 5 1/4" disk.

To use the VisiSpell program with a hard disk system, you need the following equipment:

- An IBM Personal Computer XT with at least 128K of memory.
- One hard disk drive and one floppy disk drive.
- A video monitor (color or black-and-white).
- The VisiSpell Program disk and the VisiSpell Dictionary disk.

Handling Floppy Disks

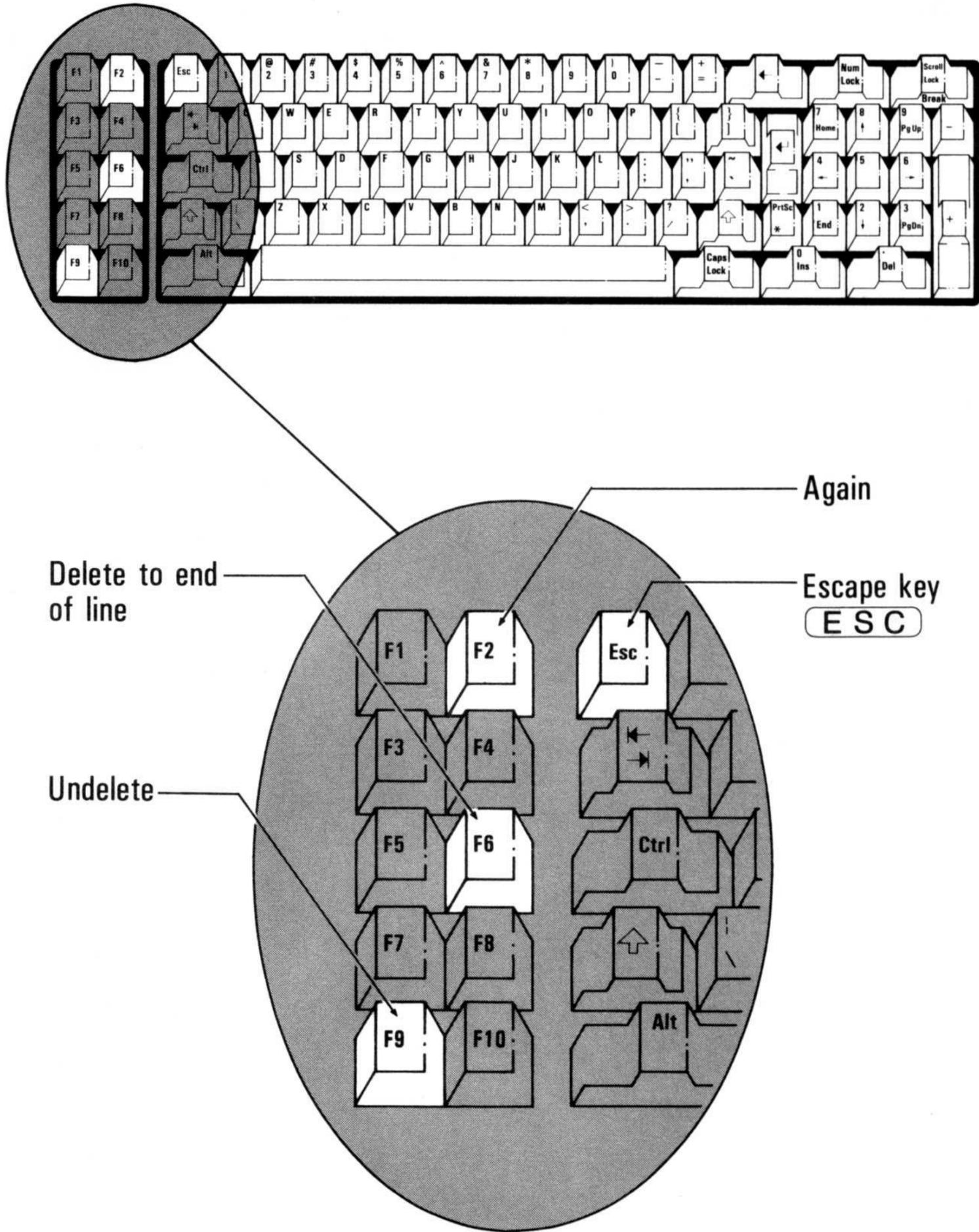
You can't be too careful with your floppy disks. Each disk is magnetically coated and enclosed in a protective plastic cover. You can see the magnetic surface of the disk through the oval cutout in the cover.

Never touch the exposed magnetic surface with your fingers or with anything else. Protect disks from dust by storing them in their paper sleeves. Do not store them within six inches of magnetic fields generated by televisions, audio speakers, or other magnetic devices. Temperature extremes (such as in a car trunk on a warm day) destroy disks.

Never fold, bend, or staple disks. Write on the square plastic cover only with a felt-tip pen (do not use a hard pen or pencil). Store disks in a special disk binder or disk case.

The Keyboard

Most of the characters on the keyboard are self-explanatory. However, the VisiSpell program uses a few keys for special purposes. Figure 1-1 shows these keys and their location on the IBM keyboard.



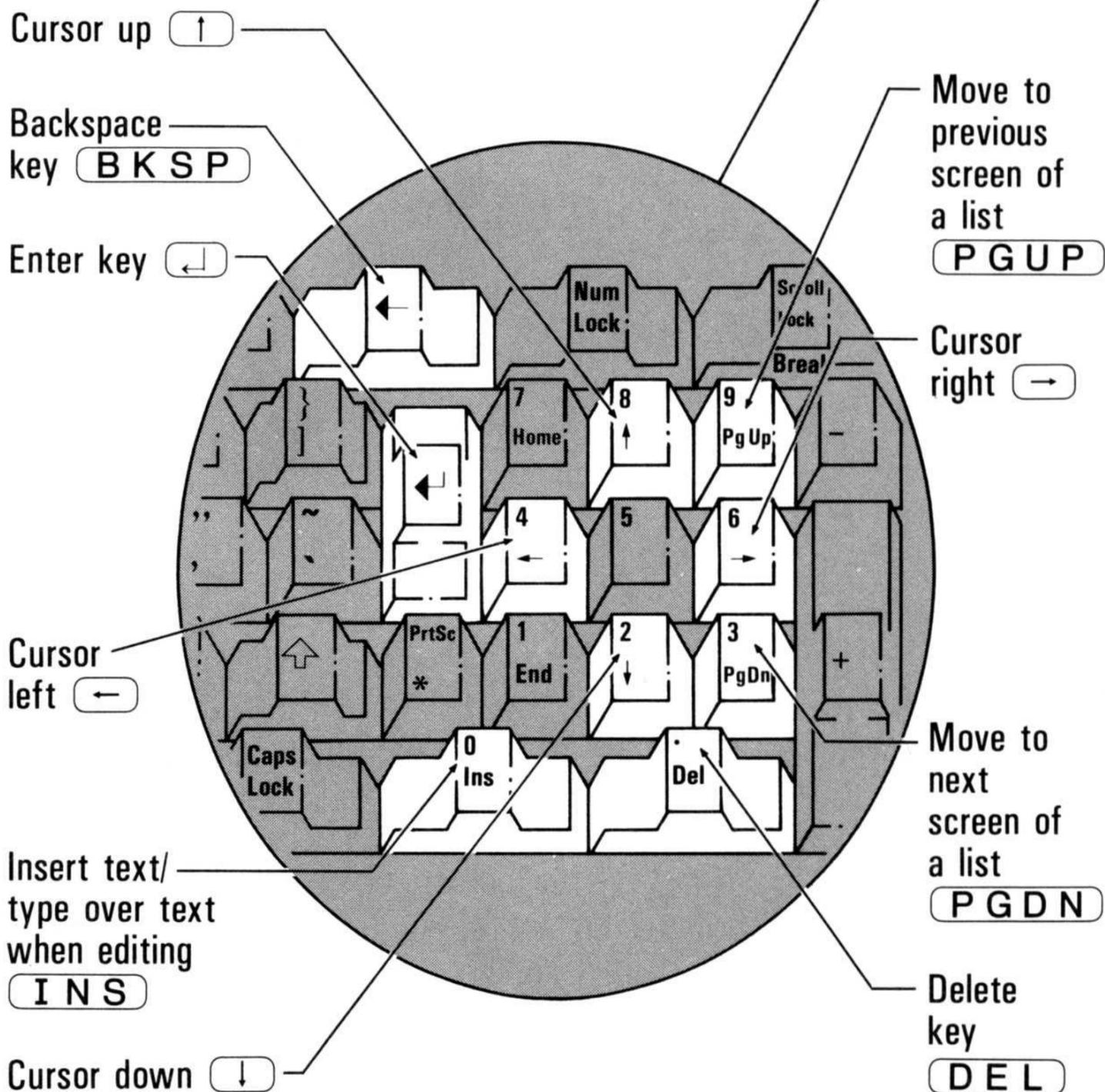
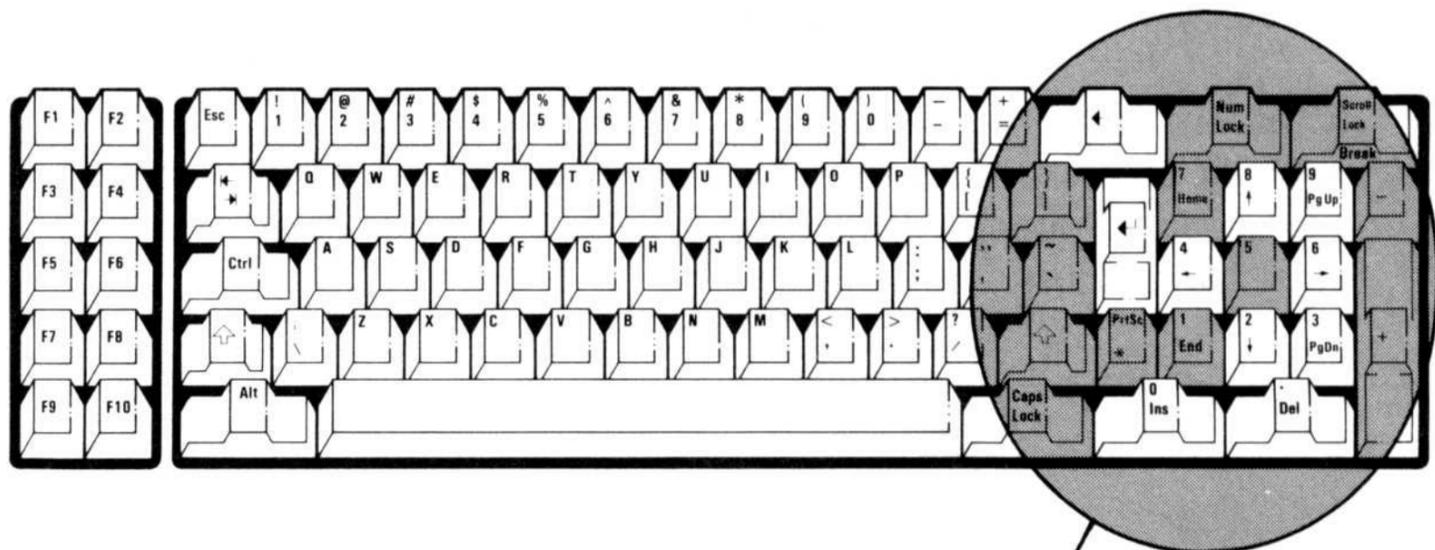
026-002

Figure 1-1. The IBM® Keyboard

The VisiSpell program uses three of the special-function keys available in the VisiWord program—F2 (Again), F6 (Delete to EOL), and F9 (Undelete). If you press any VisiWord special-function keys that are not used in the VisiSpell program, the computer beeps to remind you that they are not used.

WARNING:

DO NOT PRESS THE **NUM LOCK** KEY. PRESSING **NUM LOCK** DEACTIVATES THE **PGUP**, **PGDN**, AND ARROW KEYS. IF YOU TRY TO USE ANY OF THESE KEYS AFTER PRESSING **NUM LOCK**, EITHER THE NUMBER PRINTED ON THE KEY APPEARS ON THE SCREEN OR THE COMPUTER BEEPS. IF THIS HAPPENS, PRESS **NUM LOCK** AGAIN.



The VisiSpell program often asks you to *select* options from the menu. A *menu* is a list of options that is displayed on the bottom line of the screen. The *menu cursor* is an inverse video bar that highlights the current option. (For more information on menus and options, see Chapter 2, Unit 2.)

You can select an option two ways:

- Type the first letter of the option. (The position of the menu cursor does not matter.)
- Use the  and  keys to position the menu cursor on the correct option; then press .

In this manual, the word *select* means to use one of these two methods to choose an option. The first letter of the option appears in **boldface** type in the manual. Typing that letter will select the option.

CHAPTER 2

Basic Information

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UNIT 1

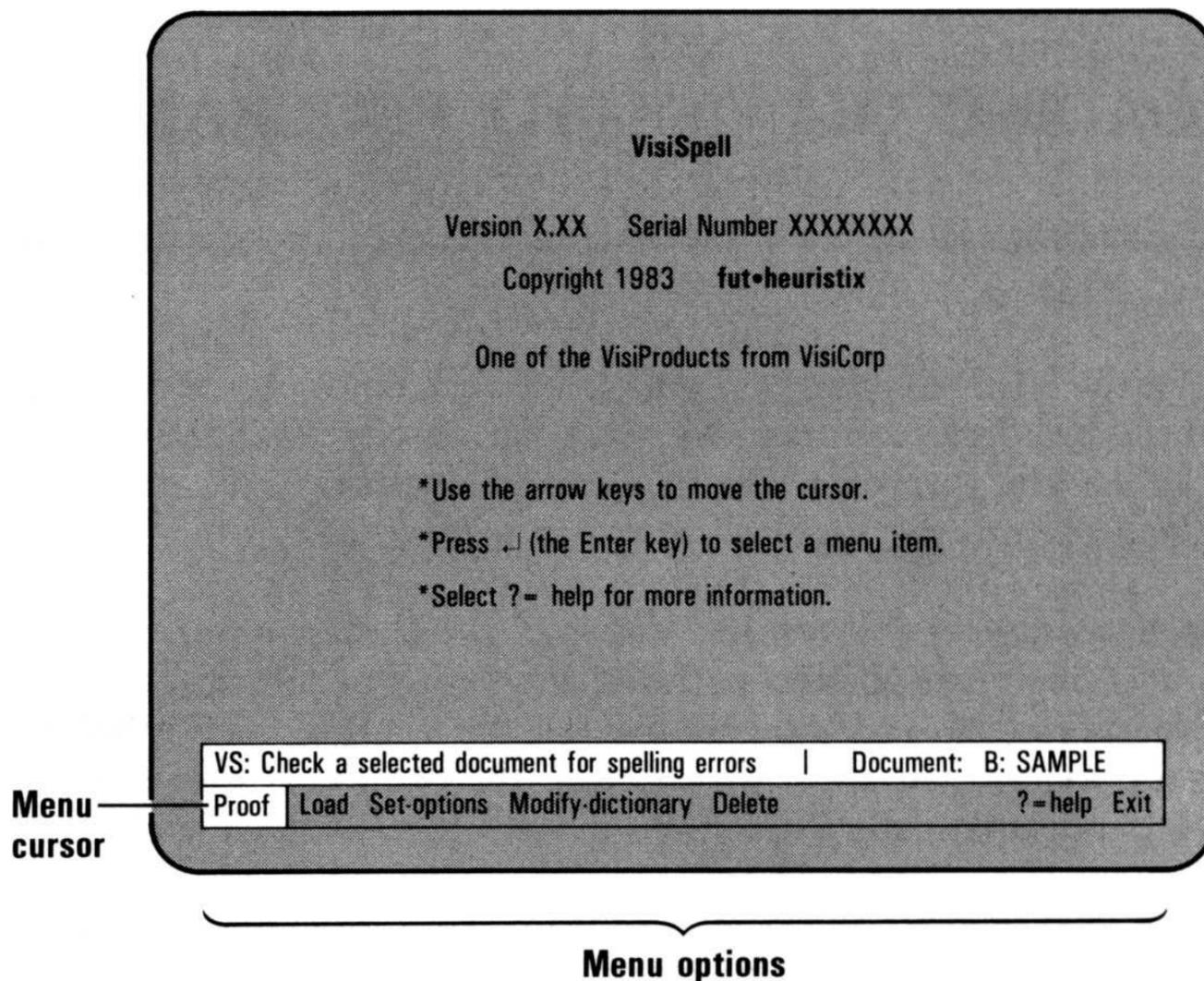
LOADING THE VISISPELL PROGRAM

Loading the VisiSpell program puts it into the computer memory. When the program is in memory, you can do any VisiSpell operation. When you turn off the computer, or leave the program to use another program, the VisiSpell program is no longer in memory.

In most cases, you will use the VisiSpell program to check a document you have just written with the VisiWord program. The VisiWord program has a special option for loading the VisiSpell program. When you select this option, the document you last named is automatically loaded along with the VisiSpell program.

You can also load the VisiSpell program from DOS. If you load the program this way, you will also need to load the document that you want to check for errors. (See Chapter 5, Unit 1, "Loading a Document.")

When you have finished loading the VisiSpell program, you will see the startup screen, with the Main menu at the bottom. If you have loaded the program from the VisiWord program, the name of the loaded document is displayed on the right end of the line above the menu. If you loaded from DOS, that area is blank. Figure 2-1 shows the VisiSpell startup screen when the program is loaded from the VisiWord program.



026-004

Figure 2-1. The VisiSpell™ Startup Screen

LOADING THE VISISPELL PROGRAM WITH A FLOPPY DISK SYSTEM

You need the VisiSpell Program disk and the Dictionary disk to use the VisiSpell program on a floppy disk system. The VisiSpell Program disk must have DOS on it. Make sure you have completed the instructions in the *Setup Information Guide* for making the VisiSpell Program disk self-loading.

The program is first loaded from the Program disk. When you are prompted, replace the Program disk with the Dictionary disk. The program searches the Dictionary disk to look up words in the Master dictionary. To load the VisiSpell program, you must have a document disk in drive B.

Note:

Leave the VisiSpell Dictionary disk in drive A unless otherwise instructed. The VisiSpell program searches this disk to check to see if a word is correctly spelled. The Dictionary disk must be in drive A while a document is being proofed.

From the VisiWord Program

If you use the VisiSpell option of the VisiWord program, the name of the document you were working on is transferred to the VisiSpell program as the document to be checked.

To load the VisiSpell program from the VisiWord program:

1. Select **O**ptions from the VisiWord Main menu. The Options menu is displayed with the VisiSpell option highlighted.
2. Select **V**isiSpell.
3. When prompted, remove the VisiWord disk from drive A and insert the VisiSpell Program disk into drive A. Make sure your document disk is in drive B.
4. Press **↵**. After the VisiSpell program loads, you are prompted to insert the VisiSpell Dictionary disk.
5. Remove the Program disk from drive A and insert the Dictionary disk into drive A.
6. Press **↵**. The VisiSpell program displays the initial startup screen with the Main menu and the name of the document to be checked.

From DOS

Once you have made the VisiSpell Program disk self-loading (see the *VisiSpell Startup Information Guide*), you can load the VisiSpell program by turning on your computer when the Program disk is in drive A. (If the computer is already turned on, you can press the **CTRL**, **ALT**, and **DEL** keys all at the same time.)

To load the VisiSpell program from DOS:

1. Insert the VisiSpell Program disk in drive A. Close the drive door firmly.
2. You begin loading by one of the following:
 - a) Turning on the computer.
 - b) Pressing **CTRL-ALT-DEL**.
 - c) If the DOS prompt (**>A**) is on the screen, typing **vs ↵**.

After the VisiSpell program loads, you are prompted to insert the VisiSpell Dictionary disk.
3. Remove the VisiSpell Program disk from drive A and replace it with the Dictionary disk.
4. Press **↵**. The VisiSpell program displays the initial startup screen with the Main menu.

LOADING THE VISISPELL PROGRAM WITH A HARD DISK SYSTEM

If you are using the VisiSpell program with the VisiWord program, you must have both programs in the same directory on the hard disk. See the *Setup Information Guide* for instructions on putting the VisiSpell program on the hard disk.

The VisiSpell program and the document you want to check must also be in the same directory.

From the VisiWord Program

If you use the VisiSpell option in the VisiWord program, the name of the document you were working on is transferred to the VisiSpell program as the document to be checked.

To load the VisiSpell program from the VisiWord program:

1. Select **O**ptions from the VisiWord Main menu. The Options menu is displayed with the VisiSpell option highlighted.
2. Select **V**isiSpell.
3. After the VisiSpell program loads, it displays the VisiSpell startup screen with the Main menu and the name of the document to be checked.

From DOS

To load the VisiSpell program from DOS:

1. Load DOS. If you do not know how to load DOS, see the instructions in the *IBM Disk Operating System Manual*. The screen displays `C >` when ready.
2. Type **vs** . After the VisiSpell program loads, it displays the initial startup screen with the Main menu.

UNIT 2 MENUS

A *menu* is a list of optional tasks that a program can perform. In the VisiSpell program, the menu appears at the bottom of the screen. You can choose an option from the menu, or you can go on to another menu. The last options on each menu are ?=help and Quit (or Exit in the Main menu). Figure 2-2 shows the other options in each of the menus.

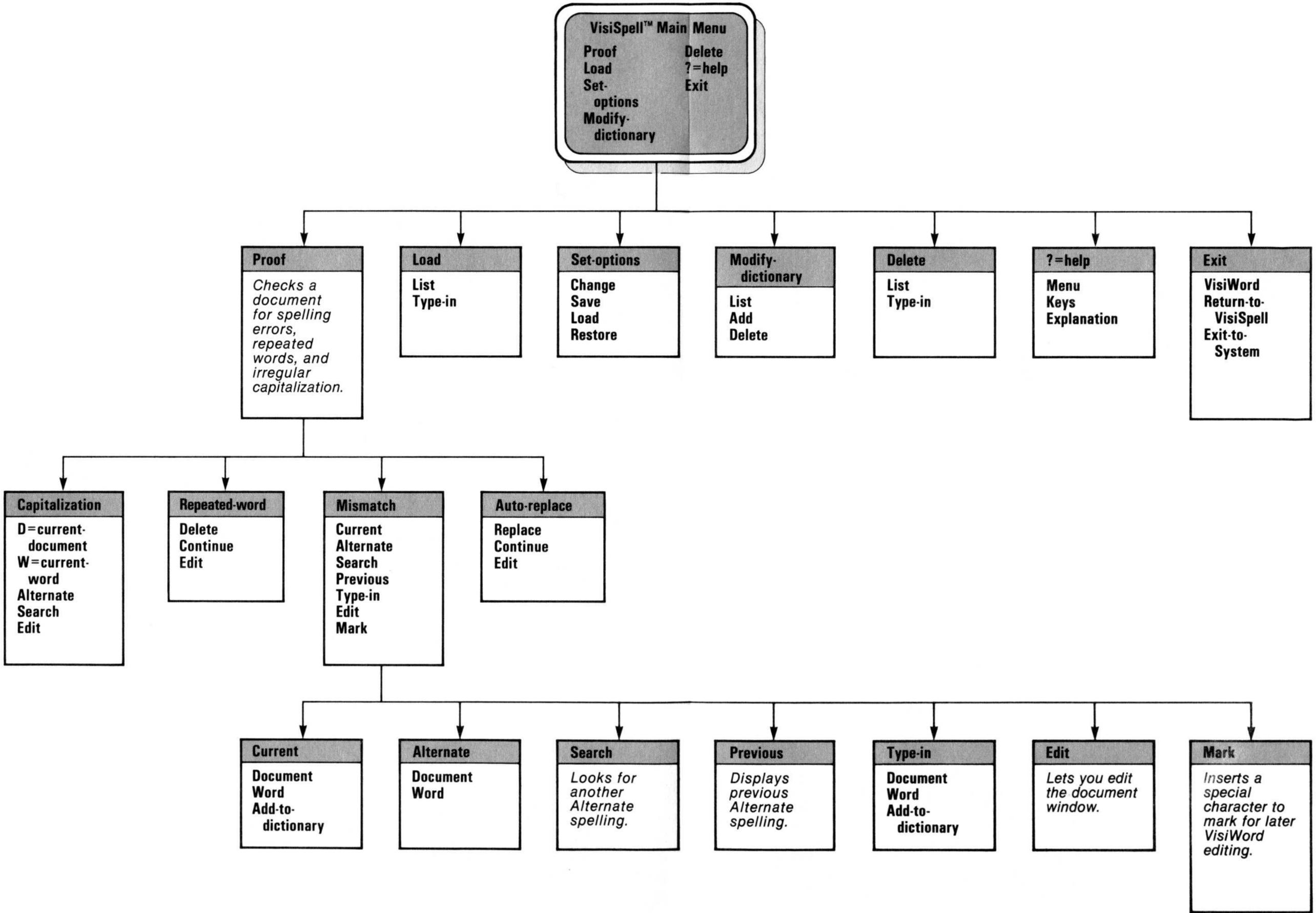


Figure 2-2. The VisiSpell™ Menu Structure

UNIT 3

THE HELP OPTION

To help you learn and use the VisiSpell program, on-screen Help messages give you important information or instructions. These Help messages are displayed:

- On the initial VisiSpell screen.
- On each menu screen as prompt messages that describe what each highlighted menu option does.
- In the space above the menu area.
- On separate Help screens that you can select to get instructions about how to do various tasks.

If you want to know what an option does, use the arrow keys to highlight that option with the menu cursor. Then look at the line above the menu for the description of that option. If you need to know more about what happens when you select the options on a menu or what to do next, select `?=help`. The Help instructions for that menu are displayed. At the bottom of each Help screen are the Menus, Keys, and Quit options.

Menus	Displays an overview diagram of all VisiSpell menus. Use this screen to see where any option or menu is located and how you get to it.
Keys	Displays what each VisiSpell special key does.
Explanation	Redisplays the Help screen describing the options and how to use them.
Quit	Returns you to the menu you were in when you selected <code>?=help</code> .

UNIT 4 SPECIAL-FUNCTION KEYS

Some of the special keys used by the VisiWord program are also used by the VisiSpell program. Table 2-1 lists each VisiSpell function key, the special function, and a brief description of what each function does.

Table 2-1. Table of Special-Function Keys

Key	Function	Description
F 2	Again	Repeats the last sequence of options (displayed two lines above the menu).
F 6	Delete to end of line	Deletes from the cursor to the end of the line.
F 9	Undelete	Restores the last text deleted with F6.
DEL	Delete character	Deletes the character at the cursor.
BKSP	Backspace	Deletes the character to the left of the cursor.
INS	Insert/Over-type	Insert adds text to existing text/Over-type types over and erases existing text.
ESC	Return to menu from editing	Returns the cursor to menu from the editing screen.
PGDN	Next page	Displays on the screen the next screen of file names or dictionary words.
PGUP	Previous page	Displays on the screen the previous screen of file names or dictionary words.

Note:

The VisiSpell program does not use the rest of the VisiWord special-function keys. If you press one of those keys, the computer beeps to remind you that they are not used in the VisiSpell program.

The Again key is very useful when you are proofing documents. The last sequence of options is displayed centered two lines above the menu. Pressing **F 2** (the Again key) uses that sequence again. For example, if for the last suspect word you used the Current spelling for the entire document (Current/Document), you can press **F 2** to use Current/Document again.

The Insert/Over-type key (**I N S**) operates the same in the VisiSpell program as in the VisiWord program. If the screen displays INSERT on the line above the menu, pressing **I N S** changes INSERT to OVER-TYPE and lets you type directly over existing text. If the screen displays OVER-TYPE on the line above the menu, pressing **I N S** changes OVER-TYPE to INSERT and lets you add new text without erasing existing text.

In the VisiSpell program, you can edit only one line at a time—there is no text wraparound. If you delete with **F 6** (Delete to EOL), or insert text, the text will not be reformatted until you return to the VisiWord program.

The VisiSpell program displays two kinds of lists—lists of files on the document disk and lists of words you have added to the Personal dictionary. If the list is longer than one screen, the **P G U P** and **P G D N** keys give you the next or the previous page in the list. These keys do not give you another page of text. You can edit only the lines of text displayed on the screen. To edit more than the text displayed on the screen, mark the text (with the Mark option—see Chapter 3, Unit 9, “Marking Text for VisiWord Editing”) and edit it later with the VisiWord program.

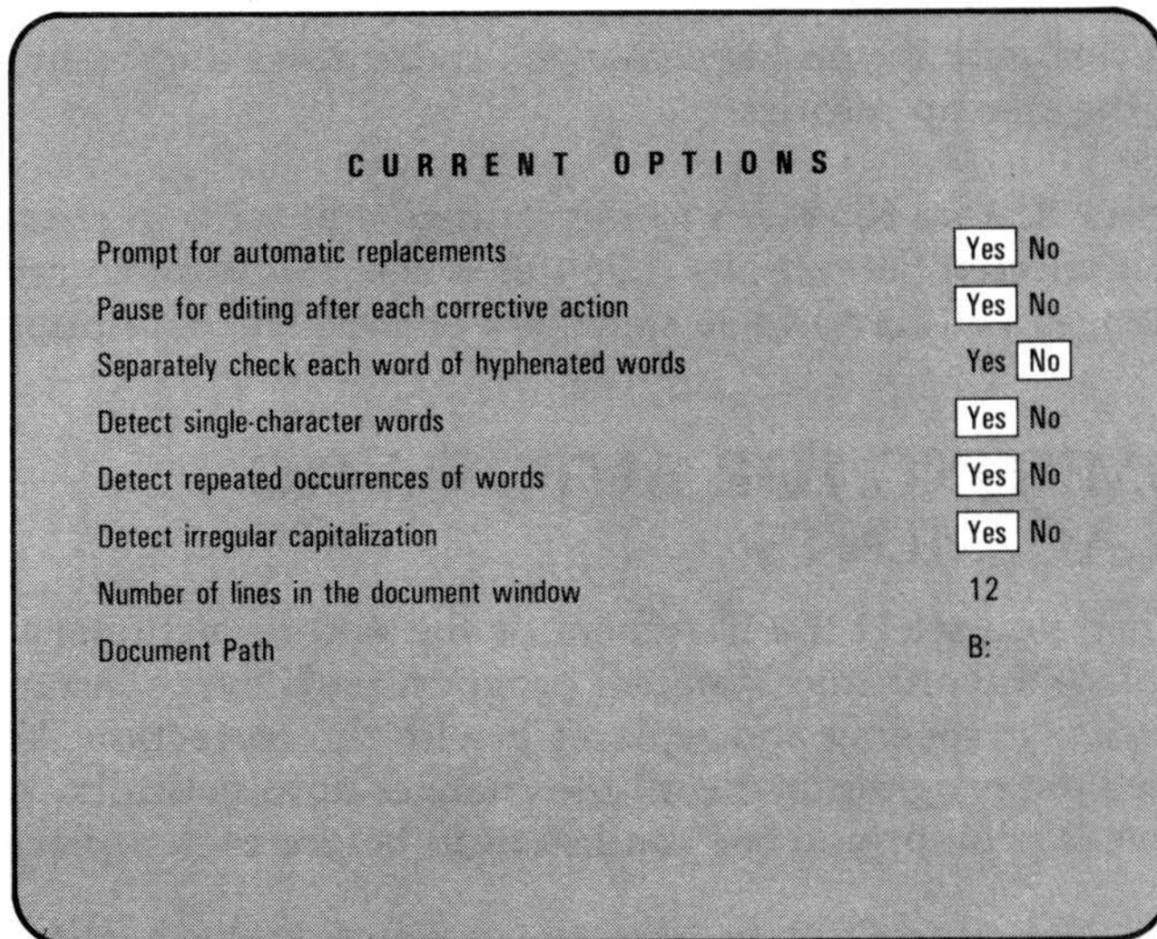
UNIT 5 CHANGING VISISPELL STARTUP OPTIONS

MENU PATH: VS/Set-options

When the VisiSpell program proofs a document, it uses several options that you may want to change to meet your own requirements. These options are all designed to provide safeguards that let you make sure your document is correct. Several of these options take extra time. If you don't need them, you can speed up the proofing of a document by not using them. (See the description of each option below.)

Select *Set-options* from the Main menu to display the current default settings. The setting in effect for each option is highlighted in inverse video.

Figure 2-4 shows the startup options. Each option is discussed later in this unit.



026-007

Figure 2-4. The Startup Options

Select **C**hange to alter the settings.

Use the \uparrow and \downarrow to move the cursor up and down the list. Use \rightarrow and \leftarrow to change a Yes to a No or a No to a Yes. To change the number of lines in the document window, simply type a new number between 2 and 16. When a setting has been changed, an asterisk marks the option.

Press **ESC** to accept all changes and return to the Set-options menu. These settings will remain in effect until you change them or exit the program.

If you select Set-options while proofing a document, you are warned that options cannot be changed while proofing. In response to Quit proofing current document, you can choose **Y**es to quit proofing the document, change the options, and begin proofing again from the beginning. Choose **N**o to return to the Main menu and select **P**roof to continue proofing from where you left off.

Select **S**ave to save the new startup settings in memory, replacing the old startup settings. When you exit the VisiSpell program, you are prompted whether to update these settings on disk. If you select **Y**es, the next time you load the program these new settings will be used.

Select **L**oad to get the startup settings from memory. You need to do this only if you have changed the settings and want to go back to the startup settings.

Select **R**estore to return to the settings that were in effect when you selected Set-options. Use this when you want to cancel all the changes you have made since you entered the Set-options menu.

PROMPTING FOR AUTOMATIC REPLACEMENTS

When you select the **D**ocument or the **A**dd-to-dictionary options to replace a word, the VisiSpell program finds every instance of that particular spelling and replaces it with the correction. You can have the program make all the changes automatically, or you can have it prompt you for confirmation before each replacement.

If you set this option to **Y**es, the program highlights the suspect spelling each time it occurs in the document, and displays the Replacement word. It waits for you to select from the Auto-replace menu. You can **R**eplace the Current spelling with the Replacement spelling, **C**ontinue without changing anything, or **E**dit the text surrounding the word.

If you set this option to **No**, the program highlights the suspect spelling each time it occurs in the document, automatically replaces it with the **Alternate** word, and then goes on proofing.

The proofing is faster if this option is set to **No**, because the program doesn't wait for your response. In most cases, you do not need to confirm all the replacements. However, to guarantee that you don't replace the wrong words with the automatic replacement, leave this option set to **Yes**.

PAUSING FOR EDITING AFTER EACH CORRECTIVE ACTION

As you go through a document correcting spelling mistakes, you may see places where you want to change more than just the highlighted word. With the **pause for editing** set to **Yes**, the VisiSpell program waits for a few seconds after accepting or replacing a word before it continues proofing your document. During this time you can press the space bar to enter the **Edit** menu. If you do not press the space bar, the program goes on checking the rest of the document.

If you don't want to wait each time you make decisions about suspect words, set this option to **No**. You can still edit by selecting the **Edit** option from the **Mismatch**, **Replace**, or **Repeated-word** menus.

CHECKING HYPHENATED WORDS

Hyphenated words in documents are intentionally combined words or words broken at the end of a line. You can set the VisiSpell program to check a hyphenated word as a single word (twenty-two), or first as a single word and then as two or more separate words (twenty and two).

When **Separately check each word of a hyphenated word** is set to **Yes**, the VisiSpell program checks each hyphenated word in a document first to see if it is in the dictionaries in hyphenated form. If it is not in the dictionaries, the VisiSpell program checks each portion of the hyphenated word to see if it is spelled correctly. If all words are spelled correctly, the hyphenated word is considered correct. This setting saves you from having to confirm a lot of hyphenated words. However, the program will verify correctly spelled words in your document that are incorrectly hyphenated. For example, the word "air-tight" will be considered correct even though it should not be hyphenated.

When this option is set to **No**, the VisiSpell program checks each hyphenated word against its list of hyphenated words. If it is not there, the word is displayed as a suspect word. If you decide the hyphenated word is correct, you can add it to the **Personal Dictionary** for future reference.

Words that are hyphenated at the end of a line are treated in a special way. First, the word is checked as a hyphenated word. If it is not found, the word is checked as if it were a single word without a hyphen. If it is still not found, the next procedure depends on whether you have set *Yes* or *No*.

With *Yes*, the program checks both halves of the hyphenated word and if either part is incorrect, it displays the incorrect part as a suspect word. If you decide to change the word, you replace the highlighted part of the word.

With *No*, only the first half of the suspect word with the hyphen is highlighted. You can change it using the options on the menu line. You must use the **Edit** option to correct the second half on the next line.

DETECTING SINGLE-CHARACTER WORDS

The VisiSpell dictionaries have only two single-character words—*a* and *I*. When this option is set to *Yes*, all other single-character words will be challenged as suspect words.

If you use single characters, for example in outlining, you may want to set this option to *No* to speed up the proofing. The VisiSpell program will then accept all single characters as correct words.

Although you can add single-character words to your Personal Dictionary, this can cause errors to be accepted. Accepting each single-character word as it occurs or setting this option to *No* is generally better than adding a single-character word to the dictionary.

DETECTING REPEATED OCCURRENCES OF WORDS

A common typing error is typing the same word twice, such as “the the.” With Detect repeated occurrences of words set to *Yes*, the VisiSpell program stops each time it finds repeated words and highlights the second word. You decide whether to **Delete** the highlighted word, **Continue** without changing anything, or **Edit** the text on the document screen.

If you intentionally repeat words in your document, you can speed up the proofing by setting this option to *No*. The VisiWord program then ignores all repeated words.

DETECTING IRREGULAR CAPITALIZATION

You usually see three types of capitalization in documents:

- Words without any capital letters.
- Words with only the first letter capitalized.
- Words with all capital letters.

When this option is set to *Yes*, the VisiSpell program challenges any other capitalization, such as "THE" or "VisiCorp," as a suspect word.

When this option is set to *No*, the VisiSpell program accepts words in any combination of capital and small letters.

CHANGING THE NUMBER OF LINES IN THE DOCUMENT WINDOW

When the VisiSpell program finds a suspect word, it displays the word on the document screen along with 12 lines of your document. When the document window displays fewer lines, proofing goes faster. If you want to speed up the proofing by displaying less text, or if you want to see more of the text displayed, you can change the number of lines in the document window.

The portion of your document that is displayed can be from 2 to 16 lines long. Change the size of the document screen by:

1. Putting the cursor over the Number of lines option.
2. Typing a number between 2 and 16.

CHANGING THE DOCUMENT PATH

The Document Path indicates the drive that the VisiSpell program checks for the document you want to load or proof. When you load the VisiSpell program on a floppy disk system, the Document Path is set as drive B. If you have a hard disk system, the Document Path is set as the hard disk, which is usually drive C.

If you want to proof documents on an additional drive, you can change the Document Path to that drive. (With a floppy disk system, the Dictionary disk must always remain in drive A; you cannot use that drive as the Document Path.)

You can change the Document Path by:

1. Putting the cursor over the Document Path option.
2. Typing the letter of the additional drive (A, B, C, or D).

You can specify a document in a different drive by selecting **Type-in** and typing the drive specification along with the file name. For example, if you are using the VisiSpell program on a hard disk and the default Document Path is C:, you can proof a document on the floppy disk by typing A:filename to load the document name.

UNIT 6

LEAVING THE VISISPELL PROGRAM

MENU PATH: VS/Exit

When you are finished using the VisiSpell program, you can leave it and either return to the VisiWord program or return to IBM DOS.

Select the **Exit** option from the Main menu.

You are asked if you want to update your Personal Dictionary and the default startup options. The Personal Dictionary and startup options are not updated on the document disk until you exit the program.

- All words for which you selected the Add-to-dictionary option are merged with your current Personal Dictionary to create an updated Personal Dictionary. If you answer **Yes**, new words are added to your current Personal Dictionary. If you used the Save option to save a new set of startup options, they are also written on the document disk.
- If you answer **No**, the Personal Dictionary and startup options on your disk remain unchanged.

(See Chapter 4, Unit 3, "Saving a Personal Dictionary for Future Use," for more information on saving Personal Dictionaries.)

When you are proofing a document, the VisiSpell program reads the text from the original file, leaving it unchanged. It writes the corrected document to a work file (with the extension .\$\$\$).

When you stop in the middle of proofing, the work file contains all your corrections up to the place where you stopped. If you have started proofing a document but exit without finishing, you are prompted whether to save the work file and rename the original file.

- Select **Yes** to save the partially corrected document with the original file name and rename the original as a backup (by adding the extension .SBK).
- Select **No** to leave the original file unchanged and erase the work file. All the corrections are erased.

When you have answered these prompts, the Exit menu is displayed.

- Select **V**isiWord to return to the VisiWord program.
- Select **E**xit-to-system to return to DOS. You are prompted to insert a disk containing DOS.
- Select **R**eturn-to-VisiSpell to return to the VisiSpell Main menu without exiting.

CHAPTER 3

Proofreading Documents

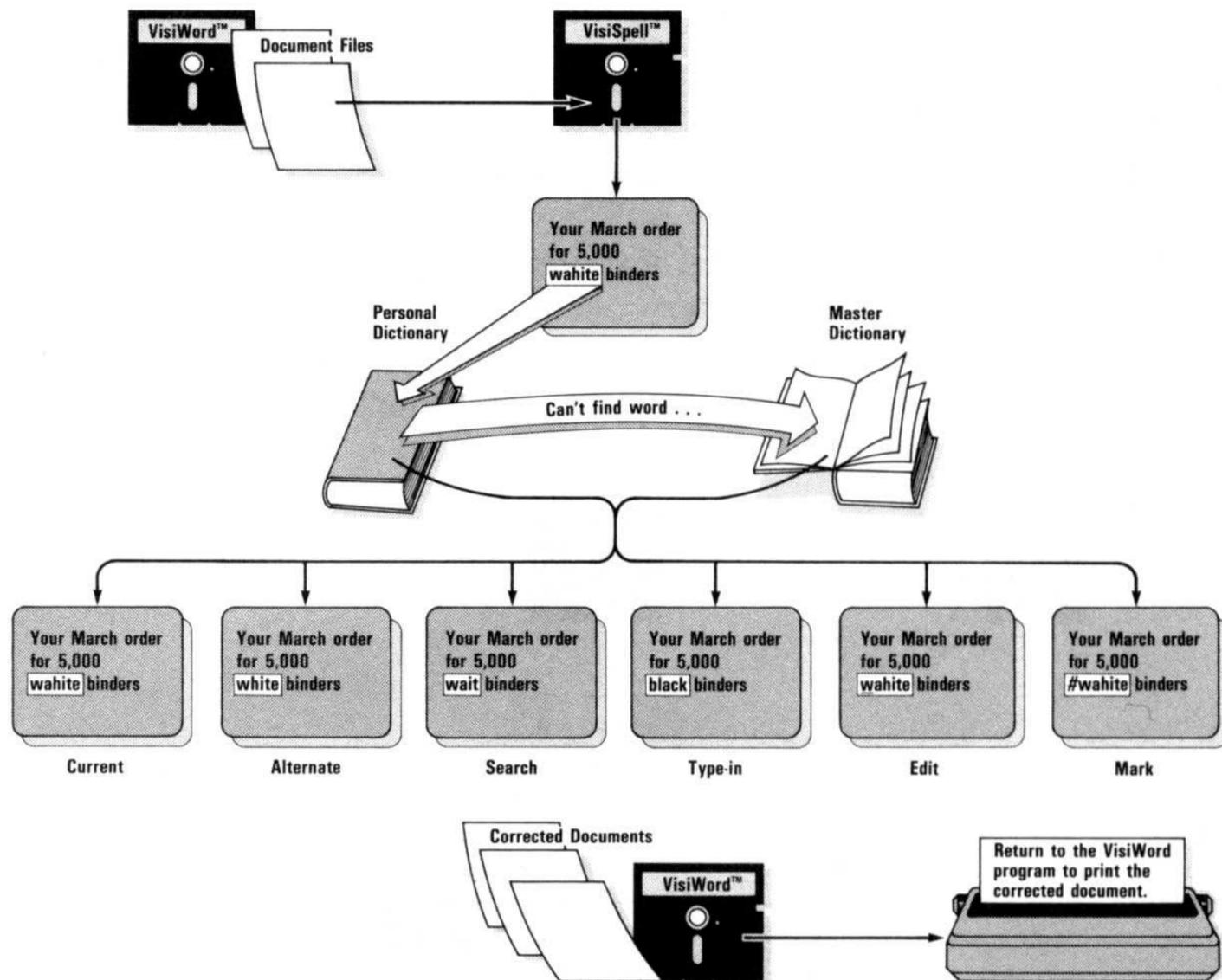
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OVERVIEW

MENU PATH: VS/Proof

Almost everyone makes spelling and typing mistakes when writing a document. Overlooking these errors is very easy when you are rereading the document. The VisiSpell program proofreads your document by checking for spelling errors, repeated words, and irregular capitalization.



026-008

Figure 3-1. Finding Spelling Errors

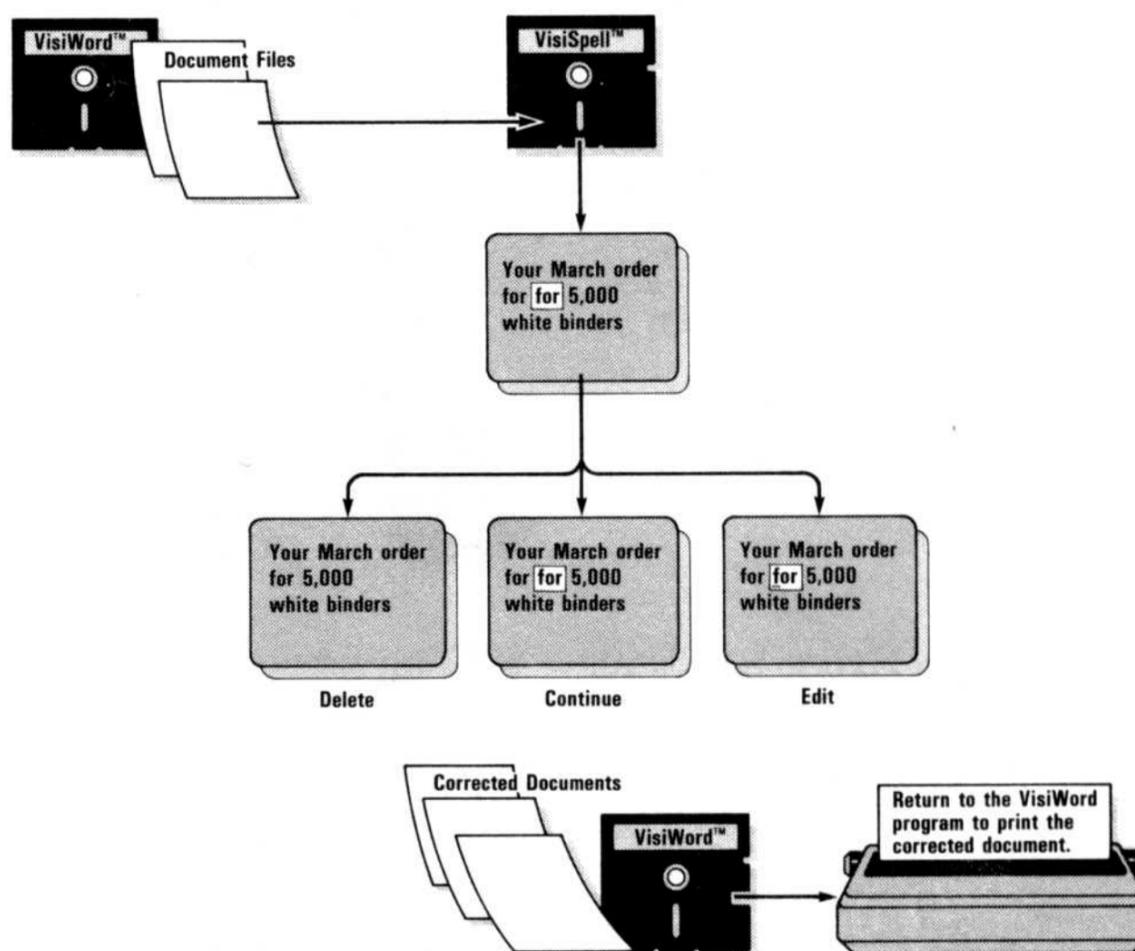
By looking up each word of a document in its dictionaries, the VisiSpell program finds possible spelling errors. It first checks the 15,000-word Personal Dictionary. If the word is not there, it checks the 100,000-word Master Dictionary. If a word is not in the dictionaries, the program displays it on the screen in context with surrounding text. The original word (the Current spelling) and a suggested correction (the Alternate spelling) are displayed below the document screen. The Mismatch menu appears on the menu line.

From the Mismatch menu you can:

- Leave the Current spelling unchanged.
- Use the Alternate spelling.
- Ask the VisiSpell program to suggest another Alternate spelling.
- Display the previous Alternate spelling.
- Type in your own spelling.
- Edit the document surrounding the suspect word.
- Mark the text for later editing in the VisiWord program.

These are all explained in the following units.

You can accept the Current spelling or replace it for one occurrence of a word, or for every occurrence of the word in the remainder of your document. You can also add a Current or typed-in spelling to your Personal Dictionary.

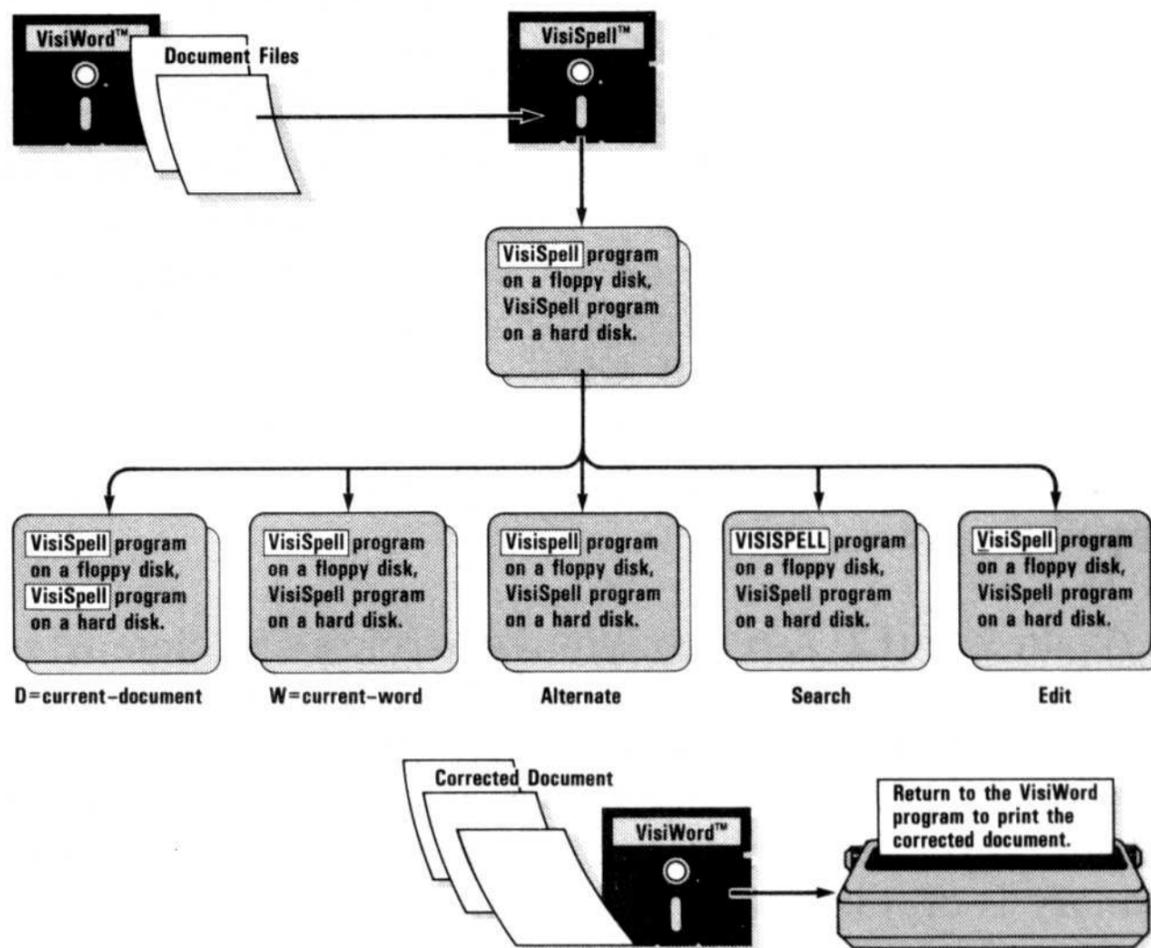


026-009

Figure 3-2. Finding Repeated Words

When the VisiSpell program finds a repeated word (such as “for for”) it displays the repeated word in context with the surrounding text and highlights the second repeated word. The Repeated-word menu appears on the menu line.

You can delete the highlighted word, continue proofing the document without changing it, or edit the text surrounding the words. This process is explained in Unit 6.



026-010

Figure 3-3. Finding Irregular Capitalization

Words are usually used in all lowercase letters, all capitals, or with an initial capital letter. When the VisiSpell program finds a word that uses a capital letter in another way, it highlights it on the document screen. The Capitalization menu appears on the menu line.

You can use the Current capitalization throughout the document, use it for this word only, use the Alternate capitalization for this word only, search for another Alternate capitalization, or edit the text on the screen. This process is explained in Unit 7.

The VisiSpell program does have some proofreading limitations. If a spelling is in the VisiSpell dictionaries, it is considered correct. For example, if you type "hear" instead of "here" or "too" instead of "two," the VisiSpell program will not catch the mistake. Similarly, if you use the wrong tense of a word ("run" instead of "ran" or "write" instead of "writes"), the VisiSpell program will not find the error.

While the VisiSpell program will find most misspellings, you should still read your document for content and style.

The VisiSpell program does not display VisiWord formatted text, character attributes, or headers and footers. (See the *VisiWord User's Guide* for information on these features.) Formatted text is not affected by the VisiSpell program—it will be formatted when you return to the VisiWord program. If you replace a word that has character attributes, the new word will have the same attributes as the original word. However, any text you add while editing has no attributes. It is a good idea to look over your document when you return to the VisiWord program to check that the attributes are correct. Headers and footers are not checked by the VisiSpell program.

The Again key (F2) can save you keystrokes and time when you are proofing a document. The last sequence of options you selected from the Mismatch menu is displayed above the prompt line. If for the previous highlighted word you decided to accept the Current spelling and put the word in the dictionary, Current/Add-to-dictionary is on the line above the menu. To accept the same option for the currently highlighted word, press **F 2**.

If you loaded the VisiSpell program from the VisiWord program, the document last named in the VisiWord program is loaded as the document to be checked. If you loaded the VisiSpell program from DOS, or if you want to check a different document, load the new document with the **Load** option from the Main menu. (See Chapter 5, Unit 1, "Loading a Document," for information on loading documents.)

To begin checking the currently loaded document, select **Proof** from the Main menu.

When you are proofing a document, the VisiSpell program reads the text from the original file, leaving it unchanged. It writes the corrected document as a work file (with the extension **\$\$\$**). The original file remains, ensuring that you still have a copy of your document if something happens during the proofing.

Before the VisiSpell program begins proofing a document, it checks to see that there is enough room on the disk to write the work file. If there is not, you are prompted whether to continue without a backup. If you select **Yes**, the VisiSpell program writes over the original file as it proofs the document. If you select **No**, you are returned to the Main menu. You can use the **Delete** option to delete files from the disk, or copy the document to a blank formatted disk using DOS.

UNIT 1

REPLACING A SINGLE WORD

MENU PATH: VS/Proof/Mismatch/Alternate/Word
VS/Proof/Mismatch/Type-in/Word

When a suspect word is displayed, you may decide whether to change only this occurrence of the word or to change it every time it occurs. When you change a word for all occurrences in the document, you may occasionally change something you really don't want to change. If you change only this occurrence, you give yourself the option of changing each later occurrence. (See Unit 2, "Correcting a Misspelling throughout the Document," for information on changing the word every time it occurs.)

Use this option if you might have other words in your document that could be misspelled the same way; for example, "te" could be a misspelling of "the," "to," or "ten."

You replace single words with the **Word** option of either the **Alternate** menu or the **Type-in** menu. The **Current** word is highlighted in the document and displayed below the document screen. The suggested **Alternate** word is displayed to the right of the **Current** word. The **Mismatch** menu is displayed on the menu line. To replace a single word:

1. a) Select **Alternate** to choose the **Alternate** word. The **Alternate** menu is displayed on the menu line.
b) Select **Word** to replace only this word.

or

2. a) Select **Type-in** to enter your own spelling.
b) Select **Word** to replace only this word.
c) Type your own spelling and press . If the word is not in the **VisiSpell** dictionaries, you are prompted to confirm that the word is correctly spelled. The **Type-in** menu is then displayed on the menu line.

The **Alternate** or typed-in word replaces the **Current** word on the document screen, and the **VisiSpell** program continues proofing your document.

UNIT 2

CORRECTING A MISSPELLING THROUGHOUT THE DOCUMENT

MENU PATH: VS/Proof/Mismatch/Alternate
VS/Proof/Mismatch/Type-in/Document

If a highlighted word is one you know you have misspelled several times, the VisiSpell program can replace it with the correct spelling in the rest of the document. The program replaces the word every time it occurs from the current instance to the end of the document. If you have allowed this spelling earlier in the document, the earlier spelling will not be changed.

When you choose to replace a word throughout the document, you still have a chance to look at each replacement and decide whether you want to change it. See Chapter 2, Unit 5, "Changing VisiSpell Startup Options," for an explanation of the two ways the VisiSpell program handles the automatic replacement of words.

The **D**ocument option of the Alternate menu or the Type-in menu lets you replace all occurrences of a word with your choice of spellings. The Current word is highlighted in the document and displayed below the document screen. The suggested Alternate word is displayed to the right of the Current word. The Mismatch menu is displayed on the menu line.

1. a) Select **A**lternate to choose the Alternate word. The Alternate menu is displayed on the menu line.
b) Select **D**ocument to replace all the misspellings in the document.

or

2. a) Select **T**ype-in to enter your own spelling.
b) Select **D**ocument or **A**dd-to-dictionary (to use the word in the entire document and add it to your Personal Dictionary).
c) Type your own spelling and press . If the word is not in the VisiSpell dictionaries, you are prompted to confirm that the word is correctly spelled. The Type-in menu is then displayed on the menu line.

The Alternate or typed-in word replaces the Current word on the document screen, and the VisiWord program continues proofing your document.

The next time the same misspelling occurs, the word is highlighted and the **C**urrent word and the **A**lternate word you used before (**R**eplacement) are displayed below the document screen. The **R**eplace menu appears on the menu line. You have three options:

- Select **R**eplace to replace the **C**urrent word with the **R**eplacement word.
- Select **C**ontinue to go on proofing without making the change.
- Select **E**dit to edit the document screen. (See Unit 8, "Editing Text," in this chapter.)

When you have completed your selection, the VisiSpell program continues proofing.

UNIT 3

ACCEPTING THE CURRENT SPELLING OF A WORD

MENU PATH: VS/Proof/Mismatch/Current

One of the most frequent choices you will make, especially before you have added many words to your Personal Dictionary, is whether to accept a certain spelling that exists in your document. You can add these spellings to your Personal Dictionary as you proof, and the VisiSpell program will recognize them the next time it finds them. (See Chapter 4, Unit 2, "Modifying the Personal Dictionary.")

The Current word is highlighted in the document and displayed below the document screen. The suggested Alternate word is displayed to the right of the Current word. The Mismatch menu is displayed on the menu line.

ACCEPTING THE CURRENT SPELLING ONCE

You may often use special terms, company names, or certain abbreviations that are similar to other words. If you tell the VisiSpell program to accept one of these words throughout the document, you could possibly get spelling mistakes. To avoid this, you should handle each individually rather than accepting it throughout.

To accept the Current spelling for one instance of a word:

1. Select **C**urrent to choose the Current word. The Current menu is displayed on the menu line.
2. Select **W**ord to accept only this word.

The Current word is accepted, and the VisiSpell program continues proofing your document.

ACCEPTING THE CURRENT SPELLING THROUGHOUT THE DOCUMENT

The VisiSpell program may often find a correctly spelled word that is not in its dictionaries. You can tell the VisiSpell program to accept this spelling every time it occurs in the rest of the document, and it will not be displayed again unless it is spelled differently.

To accept the Current spelling throughout the document:

1. Select **C**urrent to choose the Current word. The Current menu is displayed on the menu line.
2. Select **D**ocument to accept this word every time it occurs in the remainder of the document.

The Current word is accepted, and the VisiSpell program continues proofing your document.

ADDING THE CURRENT SPELLING TO THE DICTIONARY

You will probably want most of the words you accept as valid spellings throughout one document to be accepted in other documents. You can tell the VisiSpell program to recognize a word every time it proofs any document by adding the word to your Personal Dictionary.

To add the Current spelling to the Personal Dictionary:

1. Select **C**urrent to choose the Current word. The Current menu is displayed on the menu line.
2. Select **A**dd-to-dictionary to accept this word throughout the document and add it to your Personal Dictionary.

The Current word is accepted, and the VisiSpell program continues proofing your document. (See Chapter 4, "Using VisiSpell Dictionaries," for more information.)

UNIT 4

SEARCHING FOR OTHER ALTERNATE SPELLINGS

MENU PATH: VS/Proof/Mismatch/Search

Very often, the suggested Alternate spelling is the correct spelling for the highlighted word. However, if the Alternate word is not the one you want, you can search for the next most likely spelling. You can repeat the search until the program runs out of possibilities and displays asterisks in place of the Alternate spelling.

To search for another Alternate spelling, select **S**earch. The program chooses another possible spelling and displays it on the screen. You can then select **A**lternate to use that spelling or select any of the other options on the Mismatch menu.

If you go past the spelling you want, you can go back to a previous Alternate word by selecting **P**revious. You can display up to seven previous Alternate words. Selecting **S**earch again starts you going forward through the list of Alternates from the current word.

UNIT 5

ENTERING YOUR OWN SPELLINGS

MENU PATH: VS/Proof/Mismatch/Type-in

If you don't want to use the Alternate word, you can type in your own Alternate word.

To type in your own spelling:

- Select **Type-in**.
- Select **Document**, **Word**, or **Add-to-dictionary**, depending on how you want this word used.
- Type your spelling. Use the **(BKSP)** key to make corrections.
- Press **(↵)**.

The VisiSpell program checks your word. If it is not in its dictionaries, you are prompted to confirm that the word is correctly spelled. If it is not correct, you can select **No** and retype the word. If you select **Yes**, the word is considered correct.

USING A TYPED-IN WORD ONCE

Select **Word** to use your spelling for this word only. The VisiSpell program replaces the Current word with your word and continues proofing the document.

USING A TYPED-IN WORD THROUGHOUT THE DOCUMENT

Select **Document** to replace all the misspellings in the document with the typed-in word.

The typed-in word replaces the Current word in the document window, and the VisiSpell program continues proofing your document.

If you have the Prompt for automatic replacements option set to Yes (see Chapter 2, Unit 5, "Prompting for Automatic Replacements"), the next time the same misspelling occurs, the word is highlighted in the document window. The Current word and the Alternate word you typed in are displayed. The Replace menu appears on the menu line. You have three options:

- Select **R**eplace to replace the Current word with the Alternate word.
- Select **C**ontinue to go on proofing without making the change.
- Select **E**dit to edit the document window. (See Unit 8, "Editing Text," in this chapter.)

When you have completed your selection, the VisiSpell program continues proofing.

If the option is set to No, the next time the misspelling occurs, the VisiSpell program highlights the word, replaces it, and goes on.

ADDING A TYPED-IN WORD TO THE DICTIONARY

Most of the words that you type in as replacement words can be added to your Personal Dictionary to be used in other documents. Select **A**dd-to-dictionary to replace every occurrence of a spelling with the typed-in word and add the spelling to your Personal Dictionary.

This option operates like the **D**ocument option. The typed-in word replaces the highlighted word, and the VisiSpell program continues proofing your document. The next time this misspelling is found, the word is highlighted in the document window. See "Using a Typed-in Word throughout the Document" above for information on the Replace menu.

USING SPECIAL SEARCH CHARACTERS TO FIND A CORRECT SPELLING

The VisiSpell program only presents Alternate spellings from the Personal Dictionary. You can use **T**ype-in and the search characters to look for correct spellings in the Master Dictionary as well as the Personal Dictionary.

When you want to type in an Alternate spelling but are not sure of the correct spelling, you can use special search characters in place of letters you are not sure of. You can replace up to four characters in a word.

The search characters are:

- ? The question mark is replaced by all the letters of the alphabet plus the apostrophe and the hyphen.
 - * The asterisk is replaced by all the letters of the alphabet, the apostrophe, the hyphen, and the null character (no character should be there) in order of most common use (eisartnolcdupgmhybfvwxz-qj').
 - ,
 - / The slash is replaced by the set of ordered consonants (srtnlcdpvmhybfvwxz-qj') and the null character.
 - .
- The period is replaced by the null character and the character to the left of the period. This checks to see if the previous letter should be a double letter.

To use a search character, type it in place of letters when you are prompted to type in a replacement word. When you press , the word appears opposite the word Replacement:. The search characters are replaced by other characters until the VisiSpell program finds a word that is in one of its dictionaries.

For example, if you type "improb,ble," the VisiSpell program replaces the comma with vowels until it finds "improbable," which is a correctly spelled word. If you type "par.al.el," the program checks the dictionary for words with both the "r" and the first "l" either single or double. It displays "parallel" as the Replacement word.

You can use the Replacement word by selecting **R**eplace or continue searching for replacement words by selecting **C**ontinue. There are some words that have more than one correct match. If you type "station,ry", the first replacement word is "stationery." If you select **C**ontinue, the word "stationary" is displayed.

If there are no more correct matches in the VisiSpell dictionaries, asterisks are displayed in place of the Replacement word, and a prompt appears on the line above the menu. Pressing lets you type in another word.

UNIT 6

CORRECTING REPEATED WORDS

MENU PATH: VS/Proof/Repeated-word

Typing a word twice is a common mistake. A repeated word is especially hard to find if the words are on two different lines. The VisiSpell program checks for repeated words and lets you change them if you choose.

If you have special applications that use repeated words, you can turn off this feature. (See Chapter 2, Unit Five, "Changing VisiSpell Startup Options.")

When the Repeated-word option is in effect, the VisiSpell program displays the repeated words and the surrounding text in the document window, highlighting the second word. The Repeated-word menu appears on the menu line. You have three options:

- Select **D**delete to remove the highlighted word.
- Select **C**ontinue to go on proofing without making the change.
- Select **E**dit to edit the document window. (See Unit 8, "Editing Text," in this chapter.)

When you have completed your selection, the VisiSpell program continues proofing.

UNIT 7

CORRECTING IRREGULAR CAPITALIZATION

MENU PATH: VS/Proof/Capitalization

You usually see three types of capitalization in documents:

- Words without any capital letters.
- Words with only the first letter capitalized.
- Words with all capital letters.

The VisiSpell program looks for words with any other capitalization and lets you change them if you choose.

If a word has a preceding backslash (\), the VisiSpell program assumes you pressed the backslash instead of the shift key. It highlights the word for irregular capitalization and displays the Alternate with the first letter capitalized. For example, if the suspect word is "\march," the VisiSpell program displays "March."

If you frequently use words with irregular capitalization, such as "VisiSpell" and "VisiCorp," you can turn off this feature. (See Chapter 2, Unit 5, "Changing VisiSpell Startup Options.") However, if you accept such capitalizations for the entire document (Current/Document), they are highlighted only once in each document.

When the Capitalization option is in effect, the VisiSpell program displays irregularly capitalized words and the surrounding text in the document window, highlighting the suspect word. The Capitalization menu appears on the menu line. You have five options:

- Select **D**=current-document to use the Current capitalization throughout the document.
- Select **W**=current-word to use the Current capitalization for this word only.
- Select **Alternate** to use the Alternate capitalization for this word only.
- Select **Search** to display another Alternate capitalization.
- Select **Edit** to edit the document window. (See Unit 8, "Editing Text," in this chapter.)

When you have completed your selection, the VisiSpell program continues proofing.

If the word highlighted for irregular capitalization is also a possible misspelling, the VisiSpell program highlights it again and displays the Mismatch menu.

UNIT 8

EDITING TEXT

MENU PATH: VS/Proof/Mismatch/Edit
VS/Proof/Replace/Edit
VS/Proof/Repeated-word/Edit
VS/Proof/Capitalization/Edit

When you replace a word in specially formatted text, you can disturb the format. For example, a new word in a column that is longer than the original word may move words or numbers in the next column out of alignment.

You may also find minor errors in the surrounding text as you make proofing corrections.

The VisiSpell **E**dit option lets you edit text in the document window. This option is a limited version of the editing functions available in the VisiWord program. You can insert characters until the line limit (256 characters) is reached; text will not wrap around. You can delete individual characters. The text is not reformatted until you return to the VisiWord program.

If your text needs more than minor editing, mark it using the **M**ark option for later editing when you return to the VisiWord program. (See Unit 9, "Marking Text for VisiWord Editing," in this chapter.)

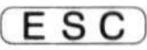
The following editing options are available in the VisiSpell program:

- Delete the character at the cursor with **DEL**.
- Delete the character to the left of the cursor with **BKSP**.
- Delete from the cursor to the end of the line with **F6**.
- Use **F9** to restore text deleted with **F6**.
- Change between INSERT and OVER-TYPE with **INS**.
- Insert text at the cursor by typing in INSERT mode.
- Type over text by typing in OVER-TYPE mode.

You can edit only the lines of text that are displayed in the document window. If you have more than 76 characters in a line, an arrow at the border of the document window indicates more text to the left or the right. You can scroll left and right using  and . The screen will not scroll up and down to display more text.

You can select the **Edit** option from the Mismatch menu, the Auto-replace menu, the Capitalization menu, and the Repeated-word menu. If you have the Pause for editing feature of the search options turned on, you can also edit text by pressing the space bar after you have made a correction. Pressing the space bar is the same as selecting the **Edit** option.

When you select **Edit**, the flashing edit cursor appears on the first letter of the highlighted word in the document window. You can move the cursor with the arrow keys and edit by inserting or deleting characters. (Characters you add while editing have no VisiWord character attributes.)

When you have finished editing, press  to return to the menu. The VisiSpell program reproofs the document window for any new errors. If none are found, it continues proofing the document. If you accepted any Current spellings in the text displayed in the document window, you may have to accept them again when the VisiSpell program reproofs the document window.

UNIT 9

MARKING TEXT FOR VISIWORD EDITING

MENU PATH: VS/Proof/Mismatch/Mark

As you are proofing your document, you may see places where you want to rewrite or change more text than that displayed on the screen. In such a case, you can insert a special character that you can later find in the text with the **Find** option of the VisiWord program.

To insert a special mark:

- Select **Mark** from the Mismatch menu.
- The mark character is set as the pound sign (#). You can change it by typing in any character on the keyboard, but you should choose a character not in your document.
- Press .

The mark character is inserted to the left of the highlighted word. When you return to the VisiWord program, you can use the **Find** option to search for the mark and then edit the text.

Note:

You must delete these marks from the document when you return to the VisiWord program, or they will appear in your final document.

CHAPTER 4

Using VisiSpell Dictionaries

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UNIT 1

ABOUT VISISPELL DICTIONARIES

When checking for spelling errors, the VisiSpell program searches three different sources:

- The Personal Dictionary, which contains approximately 15,000 words. It is loaded into memory from the document disk. By updating your Personal Dictionary with new words each time you proof a document, you can create one or more Personal Dictionaries specific to your needs.
- The Master Dictionary, which contains over 100,000 words. It resides on disk.
- The Spelling Memory™ feature, which stores the spelling and typing habits (such as transposing characters) you have used in proofing your document and bases the selection of an alternate word on those spelling habits as it proofs the document.

When the VisiSpell program is checking for a word, it first searches the Personal Dictionary, then the Master Dictionary.

You add words to the Personal Dictionary when:

- You select the **Add-to-dictionary** option (VS/Current/Add-to-dictionary or VS/Type-in/Add-to-dictionary).
- The VisiSpell program retrieves a spelling from the Master Dictionary.

The Personal Dictionary, initially a subset of the Master Dictionary, contains the 15,000 most commonly used English words. As you proof a document, the correctly spelled words you use replace some of these original words in your Personal Dictionary. (The special words that you add are never replaced.) After you have proofed a number of documents, many of the words in the Personal Dictionary will have been replaced, thus creating a special dictionary specific to your needs.

The VisiSpell program presents Alternate words only from the Personal Dictionary. To find Alternate words from the Master Dictionary, type in the word using the special search characters (see Chapter 3, Unit 5, "Using Special Search Characters to Find a Correct Spelling").

UNIT 2

MODIFYING THE PERSONAL DICTIONARY

MENU PATH: VS/Modify-dictionary

You can add words to and delete words from your Personal Dictionary using the Modify-dictionary option of the Main menu. When you enter the Modify-dictionary menu, the name of the current Personal Dictionary is displayed at the right on the line above the menu. (See Unit 3, "Saving a Personal Dictionary for Future Use," for information on dictionary names.)

To list the words you have added to the Personal Dictionary:

1. Select the **List** option of the Modify-dictionary menu.
2. Enter the first character of the word at the start of the list. If you are looking for a specific section of the list, type the first letter or letters of the words you are looking for. For example, if you are looking for "monetary," type "m," "mon," or "monetary."
3. Press . If you want to start at the beginning of the list, just press without typing a letter.

The first word in the list (or designated part of the list) is displayed at the top of the screen. You can use the and keys to view the previous or next pages of the list.

To add a word to your Personal Dictionary without proofing a document:

1. Select the **Add** option of the Modify-dictionary menu.
2. Type in the word to be added.
3. Press .

If the word is not already in the VisiSpell dictionaries, it is automatically added in the correct alphabetical order in the Personal Dictionary.

Note:

Words you add to your Personal Dictionary are considered correct spellings. Make sure any word you add is spelled correctly!

If you want to delete a word from your Personal Dictionary, you can remove it using the **Delete** option of the Modify-dictionary menu. You can delete up to ten words at a time. To delete words:

1. Use the **List** option to display the words you have added to your Personal Dictionary. Enter the starting character(s) of the word you wish displayed, or press  to display the beginning of the list.
2. Use the arrow keys and the  and  keys to move the cursor to the word you want to delete.
3. Press the space bar to mark the word to be deleted with an asterisk.
4. Repeat steps 2 and 3 to mark up to ten words.
5. To remove the asterisk marking the word, press the space bar again.
6. Press  to delete all the marked words.

The Personal Dictionary is updated in memory. The changes are written on the document disk when you exit the VisiSpell program (see Chapter 2, Unit 6, "Leaving the VisiSpell Program").

UNIT 3

SAVING A PERSONAL DICTIONARY FOR FUTURE USE

Your Personal Dictionary may be updated each time you proof a document. When you exit the VisiSpell program, you can replace your old Personal Dictionary with the new one, using the same file name.

Each time you load the VisiSpell program, it looks to see if the Personal Dictionary is on the document disk. If there is more than one Personal Dictionary on the disk, it uses the first one it finds there. If it doesn't find one, it loads the default Personal Dictionary from the Program disk.

The default Personal Dictionary has the file name `personal.vs`. This is also the name your Personal Dictionary will be given unless you change the name.

You may want to keep several different specialized dictionaries for different purposes. For example, you may have one dictionary containing engineering terms, another containing business terms, and another with all the product names your company uses. You can differentiate these dictionaries by giving them different file names. When you highlight `Modify-dictionary` on the Main menu, the name of the current Personal Dictionary is displayed at the right on the line above the menu.

The VisiSpell program recognizes a special file name format for a Personal Dictionary. You can change the file name of your Personal Dictionary within the limitations of this format to keep different versions of the Personal Dictionary.

The Personal Dictionary file name format is: `personal.*`. The asterisk can be replaced with any three numbers or letters. Some examples of valid Personal Dictionary names are:

<code>personal.003</code>	numbered dictionaries
<code>personal.eng</code>	for an engineering dictionary
<code>personal.med</code>	for a medical dictionary

To change the name of a Personal Dictionary, use the DOS `RENAME` command described in the *IBM Disk Operating System* manual.

The VisiSpell program loads the first Personal Dictionary it finds on the document disk in the Personal Dictionary format. Therefore you should have only one Personal Dictionary on each document disk or hard disk directory. If the VisiSpell program updates a Personal Dictionary when you exit, it writes it back onto the disk with the same file name it loaded.

You can copy a Personal Dictionary to a new document disk or hard disk directory using the DOS COPY command described in the *IBM Disk Operating System* manual.

Note:

To save time proofing documents, copy your Personal Dictionary onto your VisiWord document disk using the DOS COPY command before you start proofing your document.

CHAPTER 5

Working With Documents

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UNIT 1

LOADING A DOCUMENT

MENU PATH: VS/Load

If you enter the VisiSpell program from the VisiWord program, the name of the VisiWord document you were working on is loaded with the VisiSpell program.

If you want to check another document, or if you load the VisiSpell program from DOS, you need to use the **Load** option to load the new document name.

In the VisiSpell program, loading a document puts that document name in the computer memory. It does not load the document itself into memory. When you proof the document, the program goes to that file on the document disk and loads part of the document, proofs that part, and writes it back into a work file. It then continues loading, proofing, and saving until the entire document has been checked.

The VisiSpell document name requirements are the same as those for the VisiWord program. A name can be:

- Up to 8 characters followed by an optional period (.) plus a 3-character extension. (Do not use the extensions .VW, .VS, .SBK, or .COM.)
- Any letters a through z in uppercase, lowercase, or both.
- Any digits 0 through 9.

Uppercase letters and lowercase letters are treated as the same letter. For example, Memo.ext and memo.ext refer to the same document. If you supply a name that contains too many characters, the program asks you to try again.

The VisiSpell program adds the extension .SBK to a file name when it renames the original document as a backup. (See Chapter 2, Unit 6, "Leaving the VisiSpell Program"). If you use a file name extension, the extension .SBK replaces your extension. For example, the files TEST.1, TEST.2, and TEST.3 would all be renamed TEST.SBK. To avoid overwriting a backup file, use unique file names rather than adding extensions. The files TEST1, TEST2, and TEST3 would be renamed TEST1.SBK, TEST2.SBK, and TEST3.SBK.

To load a document:

1. Select **L**oad from the Main menu.
2. Two options appear: List and Type-in.
 - a) If you select **L**ist, use the \uparrow and \downarrow keys to put the cursor on the name you want from the list of file names. Use the PGUP and PGDN keys to see a list that is longer than one page. Press \leftarrow to choose the name, or press ESC to return to the menu without choosing a name.
 - b) If you select **T**ype-in, type the name of the document and press \leftarrow .
3. When you have loaded a document name, the VisiSpell program returns you to the Main menu. The name of the document you loaded is displayed at the right end of the prompt line.

UNIT 2 DELETING FILES

MENU PATH: VS/Delete

The VisiSpell program writes the corrected document to a work file, leaving the original unchanged. You can use the VisiSpell **Delete** option to delete files from the disk to make room for both the work file and the original document. (See Chapter 3, "Proof-reading Documents," for more information on the work file.)

The document(s) you select will be deleted from the disk specified as the Document Path on the Options screen (see Chapter 2, Unit 5) unless you type in the file name, specifying a different drive with a prefix.

To delete a document:

1. Select **Delete** from the Main menu.
2. Two options appear: List and Type-in. If you want to delete more than one file at a time, choose List. If you only want to delete one file, choose either List or Type-in.
 - a) If you select **List**, use the or keys to put the cursor on the name you want from the list. Use the and keys to see a list that is longer than one page. (Prompts appear on the screen when these keys will display more of the list.) Press the space bar to mark each name with an asterisk (*). You can erase the asterisk by moving the cursor to that name and pressing the space bar again. You can mark up to 10 files. When you have finished choosing documents to be deleted, press . (The file name highlighted by the cursor is deleted when you press , even if it is not marked.)
 - b) If you select **Type-in**, type the name of the document and press .

If you do not want to provide a document name, press to return to the List/Type-in menu.

3. When you finish marking files, you must verify that you want to delete each file. If you select **Yes**, the file is deleted immediately. If you select **No**, it is not deleted.

When you have selected **Yes** or **No** for each document, the screen displays the Main menu.

Appendixes

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APPENDIX A ERROR MESSAGES

Additional characters cannot be inserted.

You can add a maximum of 128 characters when editing the document window. Mark the text for further editing with the VisiWord program.

Are you sure this spelling is correct?

The VisiSpell program did not find the word you typed in either the Personal Dictionary or the Master Dictionary. If you are sure the word is correct, answer Yes and the word is accepted. Answer No to type another spelling.

Cannot delete the document being proofed.

The VisiSpell program will not allow you to delete either the document being proofed or its work file (with the extension .\$\$\$).

Cannot find Help file, HELP.VS.

Make sure the Dictionary disk is in drive A. If you have a hard disk system and see this prompt, the dictionary was improperly installed. Follow the instructions in the *VisiSpell Setup Information Guide* to re-install the program.

Cannot find original copy of <filename>.

The VisiSpell program is trying to write the Personal Dictionary onto the document disk. You have removed the original document disk from the document drive, or changed the document path to a drive that does not contain the Personal Dictionary you were using. The VisiSpell program will write the Personal Dictionary on the current document disk.

Cannot proof files on the Master Dictionary disk in drive A:.

With a floppy disk system, you must leave the Dictionary disk in drive A. Put your document disk in another drive and make sure the Document Path (on the Set-options screen) is set correctly.

Cannot proof files with extension .SBK, .EXE, or .COM.

The VisiSpell program proofs VisiWord files and DOS text files. It will not proof files with the extensions .SBK, .EXE, or .COM. If you want to proof a file with the .SBK extension, rename it first.

Default options cannot be changed while proofing a document.

Quit proofing current document?

These prompts appear if you try to change the options while you are proofing a document. If you want to change the options, you must quit proofing the document—select Yes. You can then begin proofing the document again from the beginning. If you select No, you can continue proofing your document from the last highlighted word.

Disk space exhausted.

The document disk is full, and the VisiSpell program cannot write the rest of the document on it. Too many editing changes (approximately 50 to 70 lines of additional text) have made the document too large. Pressing returns you to the Main menu. If you have the original file, it will be unchanged. The work file is deleted. If you do not have a backup file, the last part of your document is lost.

Drive X: is not accessible.

You have specified a drive that is not in your computer configuration. See your DOS manual for information on drive specifications.

File not found <filename>.

You typed in a file name that is not on the document disk. Select List from the Load menu to display a list of the files on the document disk. Your file may be on another disk.

<filename> on document disk is unusable.

The VisiSpell program checked the Personal Dictionary on the document disk and found it could not be used. The program will use the default Personal Dictionary on the Dictionary disk. You should remove or rename this file with DOS so it will not be used again.

<filename> on Program disk is unusable.

The default Personal Dictionary on the Dictionary disk has been damaged. The program cannot continue. If you copy a valid Personal Dictionary onto the document disk, you may be able to start over.

Insert disk with <filename> in drive X.

The VisiSpell program did not find the Append file on the document disk. Insert the correct disk and press .

Insert disk with dictionary in drive X.

The VisiSpell program tried to write the Personal Dictionary on the document disk and did not find the file name. You do not have the original document disk. Press to write the Personal Dictionary on the document disk.

Insert Master Dictionary disk in drive X.

Put the Dictionary disk in the designated drive and press . This is a standard prompt on a floppy disk system. If you have a hard disk system and see this prompt, the dictionary was improperly installed. Follow the installation instructions in the *VisiSpell Setup Information Guide* to re-install the program.

Insert VisiSpell Program disk in drive X.

The VisiSpell program cannot find a Personal Dictionary either on the document disk drive or on the drive with the program. On a floppy disk system, make sure the Dictionary disk is in the correct drive. On a hard disk system, the program was probably installed incorrectly. Follow the instructions in the *VisiSpell Setup Information Guide* to re-install the program.

Insufficient disk space to write <filename>.

Insert another disk in drive X.

The document disk is too full to write the Personal Dictionary. This usually happens when the default Personal Dictionary was loaded from the Program disk. Insert another disk in the document drive to save the Personal Dictionary.

Insufficient disk space to write a backup copy.

Do you wish to proceed without a backup copy?

The document disk is too full to write the work file and keep the original file. Answer Yes to continue proofing, writing the corrections back to the original file. Answer No to return to the Main menu. You can use DOS to copy the document onto a blank disk so that the VisiSpell program can write a work file and leave the original unchanged.

Must wait for Alternate word.

You have selected the Alternate option before the VisiSpell program displayed an Alternate word. Wait for an Alternate to be displayed, or select another option.

No Ready Task.

The VisiSpell program has been damaged. You can no longer use this copy of the VisiSpell program.

No User-added words in Personal Dictionary.

This message appears when you try to list or delete words from the default Personal Dictionary before you have proofed a document. The Modify-dictionary option only lists words you have added to the Personal Dictionary.

No more Previous words.

You have either reached the first Alternate word displayed or have gone back seven previous words. The VisiSpell program will only display seven previous words.

No more possibilities.

The VisiSpell program can find no more possible Alternate words. This prompt appears when you select Search and asterisks are displayed as an Alternate word, or when you use special search characters in the Type-in option and the program can find no more matches.

Only 10 items at a time may be deleted.

This message appears in either the Delete menu or in the Modify-dictionary menu when you try to select more than ten files or dictionary words to delete. To delete more than ten items, select Delete again.

Save corrected document and rename original copy?

This prompt appears when proofing is completed, or when you quit in the middle of proofing a document. Yes saves the corrected or partially corrected document with the original file name and gives the backup the extension .SBK. No gives the backup the original file name and erases the file with the corrections.

The VisiSpell program requires 128K of memory.

You cannot use the VisiSpell program on a 64K system.

There are no files on the disk.

There are no files on the document disk to list. Make sure the correct document disk is in the document drive.

Too many ambiguous characters.

You can use only four special search characters when you are looking for a spelling in the Type-in menu. Retype the word with fewer special characters.

Use Load menu to select document to be proofed.

You have selected Proof without loading a document to be checked. Use the Load option to load a document.

Value must be in the range 2 thru 16.

The document window can only be 2 through 16 lines long. Retype a number in this range.

VisiSpell is not compatible with 40 column display.

Your computer is set for a 40-column display. To use the VisiSpell program, you must have an 80-column display.

<word> is already in dictionaries.

The word you typed is already in the VisiSpell dictionaries.

APPENDIX B PERTINENT FACTS ABOUT THE VISISPELL PROGRAM

- The Master Dictionary contains over 100,000 words.
- The Personal Dictionary contains 15,000 words.
- The document window is 76 columns wide. It can be set to 2 through 16 lines long.
- The program startup options are:

Table B-1. VisiSpell™ Startup Settings

Option	Startup Value	Range of Possible Values
Prompt for automatic replacements	Yes	Yes, No
Pause for editing after each corrective action	Yes	Yes, No
Separately check each word of hyphenated words	No	Yes, No
Detect single-character words	Yes	Yes, No
Detect repeated occurrences of words	Yes	Yes, No
Detect irregular capitalization	Yes	Yes, No
Number of lines in the document window	12	2-16
Document Path	B:	A, B, C, D

The options may be viewed but not changed while proofing a document.

- A maximum of 128 characters can be added to the document window when editing.
- The maximum number of characters in a line is 255.
- The Previous option will display up to 7 previous Alternate words.
- Up to 10 file names or words in the Personal Dictionary can be deleted at one time.
- A file name can be 8 characters long with a 3-character extension.

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Alternate: A possible correct spelling displayed by the VisiSpell program.

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Current: The spelling that is
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cursor: 1) The menu cursor: a
bar of inverse video
highlighting a menu
option. 2) The editing
cursor: a screen character
(blinking underscore) that
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where the next character
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document: Any text file, especially a document file created by the VisiWord program.

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file: A set of information, such as a document, that is stored on disk.

file name: The name used to refer to a file loaded from or stored on a disk.

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- load*: To put a program or document into computer memory.
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- Main menu, 2-3, 2-9, 2-22
- Mark*: To add a special character to the highlighted word so that it can be found for more extensive editing with the VisiWord program.
- mark character, 3-21
- Mark option, 2-9, 2-14, 3-19, 3-21
- marking
 - files, 5-5
 - list words, 4-5
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- Marking Text for VisiWord Editing, 3-21
- Master Dictionary*: The 100,000-word dictionary that resides on disk.
- Master Dictionary, 1-3, 3-3, 4-3, B-1
- memory, 1-4, 5-3
- menu*: A list of program options.

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monitor: The video display
 unit of the computer.
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option: The choices available
 in a command or a menu.

option description, 2-11
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 User's Guide, ix

over-type: To add text by
 typing directly over and
 deleting existing text.

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page down key (**PGDN**),
 1-7, 2-13 to 2-14, 4-4,
 4-5, 5-4, 5-5

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 2-13 to 2-14, 4-4, 4-5,
 5-4, 5-5

path: 1) The place (disk drive)
 to or from which infor-
 mation, documents, or
 data is being transferred.
 2) The set of options
 chosen to get to the
 current menu (menu
 path); for example,
 VS/Proof/Mismatch/
 Current.

path, 2-19 to 2-20, 5-5, B-1

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Pausing for Editing after Each
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Personal Dictionary: The
 15,000-word dictionary
 that resides in computer
 memory. This dictionary
 is modified with the words
 you use in your
 documents.

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program limitations, 3-5 to 3-6

prompt: A question or
 comment written by the
 program that appears on
 the line above the menu
 or elsewhere on the
 screen.

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save: To store a document on
 a data disk for later
 retrieval.

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.SBK, 2-21, 5-3, A-6

screen: The video display of
 the computer.

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- for other Alternate spellings, 3-12
- the Master Dictionary, 3-14 to 3-15

select: To choose a menu option:

- 1) by moving the cursor over the option and pressing  or
- 2) by pressing the first letter of the option.

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Spelling Memory™: The program feature that adapts choices of Alternate words to your spelling habits.

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text: A set of characters.

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wraparound: Automatic move-
ment of text from one line
to the next line as it's
being entered.

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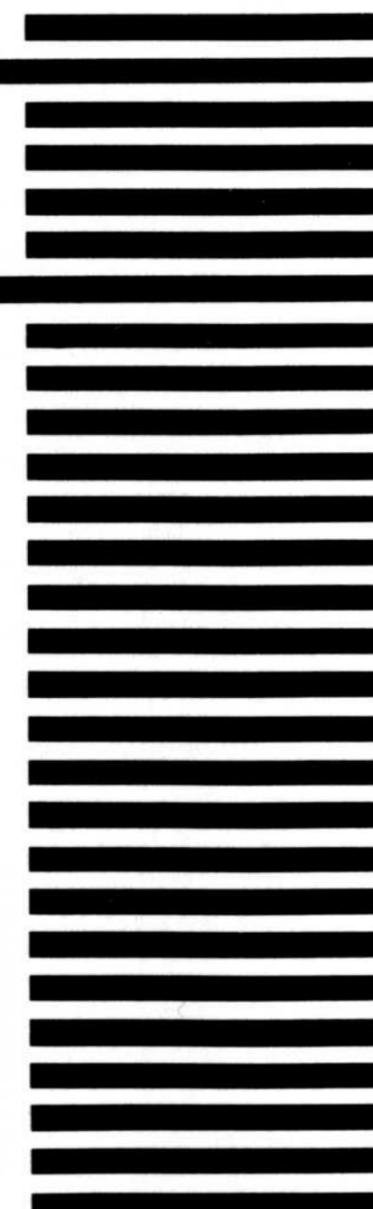
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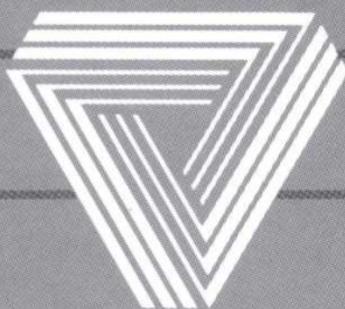


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by Darren Brown

For several decades, **industri** and agricul
become more productive by using increasi
equipment. In comparison, however, the p
workers has increased only slightly.

A major factor affecting the slow rate of
productivity is the phenomenon of constan
information required in business situations

Current: industri

F2 = Current/

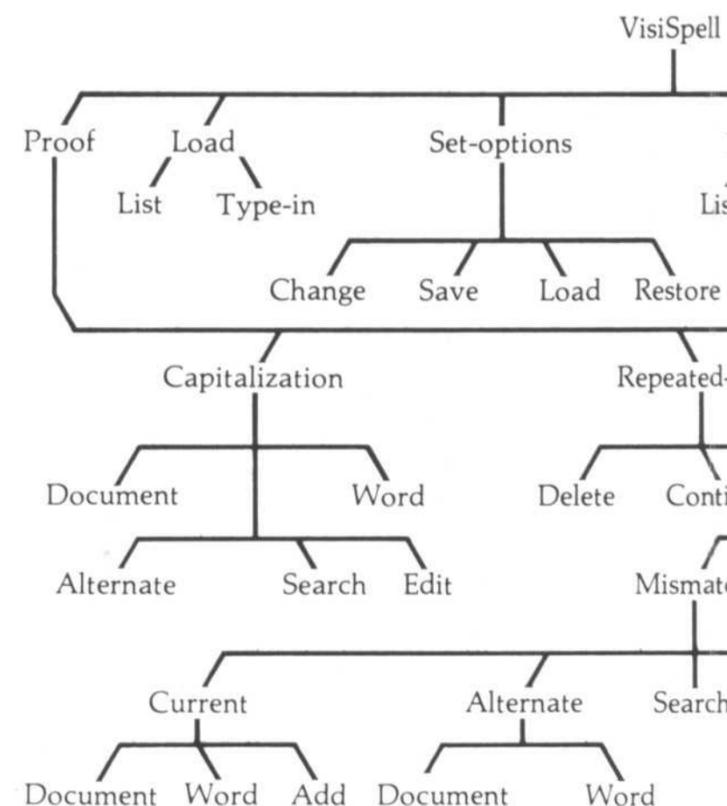
VS/Proof/Mismatch: Use the Current spelling

Current Alternate Search Previous Type-

Menu name

Menu cursor

Menu op



SPECIAL SEARCH CHARACTERS

When you are typing in a word in the Type-in menu, you can replace up to four characters with special search characters. The VisiSpell program replaces these characters and compares the resulting words in its dictionaries until it finds a correctly spelled word. That word is displayed as the Replacement word.

- ? Replaced by all letters, the apostrophe, and the hyphen.
- * Replaced by all letters, the apostrophe, the hyphen, and the null character (no character should be there).
- , Replaced by vowels (eiaouy) and the null character.
- / Replaced by consonants (srtnlcdpghmybfvkwzx-qj') and the null character.
- . Replaced by the null character and the character to the left of the period. Checks to see if the previous character should be a double letter.

STARTUP SETTINGS

Option	Startup Value	Range of Possible Values
Prompt for automatic replacements	Yes	Yes, No
Pause for editing after each corrective action	Yes	Yes, No
Separately check each word of hyphenated words	No	Yes, No
Detect single-character words	Yes	Yes, No
Detect repeated occurrences of words	Yes	Yes, No
Detect irregular capitalization	Yes	Yes, No
Number of lines in the document window	12	2-16
Document Path	B:	A, B, C, D

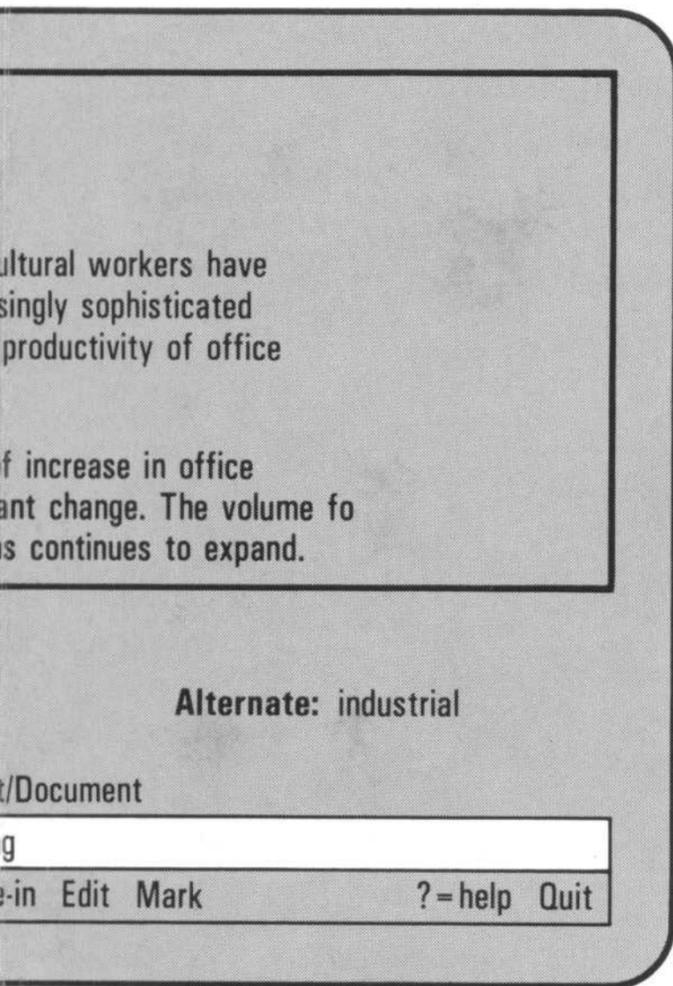
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SPECIAL KEYS



ptions

026-011

ESC

Moves from the screen to the menu.
Moves from a menu or prompt to the previous menu.

BKSP

Deletes the character to the left of the edit cursor.

INS

Changes the method of entering text (Insert or Over-Type). Insert adds text to existing text. Over-Type types over and replaces existing text.

PGDN

Displays the next screen of file names or dictionary words.

PGUP

Displays the previous screen of file names or dictionary words.

DEL

Deletes the character at the edit cursor.

←

Moves the cursor left.

→

Moves the cursor right.

↓

Moves the cursor down.

↑

Moves the cursor up.

FUNCTION KEYS

F 2

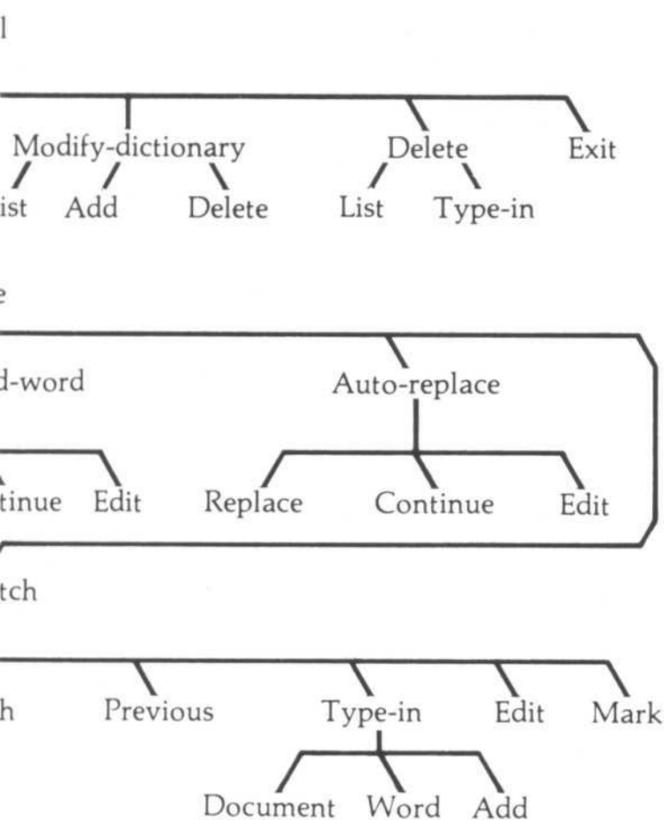
Repeats the last series of options.

F 6

Deletes from the edit cursor to the end of the line.

F 9

Restores the last text deleted with F6.



MENU FUNCTIONS

To select a menu option, type the first letter of the option, or move the cursor to the option and press .

To use the menu from the editing screen, press **ESC**.

MAIN MENU

Proof	Checks the current document for errors.
Load	Selects a document to be checked.
Set-options	Displays the current default settings and allows changes.
Modify-dictionary	Allows listing, adding, and deleting words in the Personal Dictionary.
Delete	Deletes documents from a disk.
Exit	Leaves the VisiSpell program.

CAPITALIZATION MENU

D=current-document	Uses the Current capitalization throughout the document.
W=current-word	Uses the Current capitalization for only this word.
Alternate	Uses the Alternate capitalization for only this word.
Search	Displays another Alternate capitalization.
Edit	Allows editing of the document window.

REPEATED-WORD MENU

Delete	Erases the highlighted word.
Continue	Continues proofing without changing the repeated words.
Edit	Allows editing of the document window.

AUTO-REPLACE MENU

Replace	Replaces the highlighted word with the Replacement word.
Continue	Continues proofing without changing the highlighted word.
Edit	Allows editing of the document window.

MISMATCH MENU

Current	Accepts the Current spelling.
Alternate	Replaces the highlighted word with the Alternate spelling.
Search	Displays another Alternate spelling.
Previous	Displays up to seven previous Alternate spellings.
Type-in	Allows use of a typed-in spelling and use of special search characters to find a correct spelling in the Master Dictionary.
Edit	Allows editing of the document window.
Mark	Inserts a special character in front of the highlighted word to mark it for further editing with the VisiWord program.

CURRENT MENU

Document	Accepts the Current spelling every time it occurs in the remainder of the document.
Word	Accepts the Current spelling for this word only.
Add-to-dictionary	Accepts the Current spelling every time it occurs in the remainder of the document and adds the word to the Personal Dictionary.

ALTERNATE MENU

Document	Replaces the suspect word with the Alternate spelling every time it occurs in the remainder of the document.
Word	Replaces this suspect word with the Alternate spelling for this word only.

TYPE-IN MENU

Document	Replaces the suspect word with the typed-in word every time it occurs in the remainder of the document.
Word	Replaces this suspect word with the typed-in word for this word only.
Add-to-dictionary	Replaces the suspect word with the typed-in word every time it occurs in the document and adds the word to the Personal Dictionary.