

# WinSpell

**The Ultimate Windows Spelling Supervisor**

**User's Manual**



(319)-362-6242 or (319)-338-0477

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Payment may be in the form of check or money order. R&TH also accepts corporate purchase orders for amounts of \$20 US and over. Payment by personal check requires at least three business weeks for clearance.

To place an order, please use the order form on the following page, or call either of the following numbers:

(319)-362-6242

(319)-338-0477

Shipping is \$2 per copy, to a maximum of \$20 in North America, and \$3 per copy to a maximum of \$24 outside of North America. On orders with printed manuals add \$3 per copy, \$5 per copy outside of North America, to a maximum of \$30 and \$50 respectively. Please call for shipping price on orders with more than 20 printed manuals.

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| <u>Copies</u> | <u>Discount</u> |
|---------------|-----------------|
| 1 to 10       | none            |
| 11 to 20      | 10% discount    |
| 21 to 50      | 20% discount    |
| 51 to 100     | 35% discount    |
| 101+          | 50% discount    |

Multiple copy purchases are essentially bulk purchases and include that many copies of WinSpell on disk (with optional printed manuals), as with single registrations. Site licenses are available (at a very slight reduction in price), which are based on a fixed number of copies, but the site performs the diskette duplication from a master disk and labels supplied by R&TH INC.

The name on the order form is considered the contact and is the person with whom all correspondence will take place.

Remit payment to: R&TH INC.  
 1730 Sherbrook Drive NE  
 Cedar Rapids, Iowa 52402

| Quant. | Item   | US          | Price   |
|--------|--|-------------|---------|
| _____  | WinSpell Registration<br>(includes serial #, registration +<br>program and manual on disk) | @ \$20 each | \$_____ |
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Disk media type: 5.25" [ ] 3.5" [ ] <-----**IMPORTANT!**

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| Shipping/Handling is: ----->          | Shipping        | \$_____        |
| N. America: \$2 per disk (\$20 max)   |                 |                |
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| Iowa orders please add Sales Tax (4%) |                 | \$_____        |
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## Introduction

WinSpell is a spell checking supervisor for Microsoft Windows applications. It supervises by intercepting each word you type and comparing those words with an internal dictionary of words known to be correctly spelled. This supervision can be turned on and off without exiting the program. When WinSpell is on and active, it will notify you of any misspelled words as they are typed by either Beeping the computer's speaker, Flashing the title bar of the window in which the offending word was typed, or both at the same time (Beep/Flash).

In addition, WinSpell can spell check the spelling of documents written with various word processors. Formats currently supported are Windows Write, text files and text copied to the clipboard. When used in this mode, WinSpell finds and lists all words in the text which it considers incorrectly spelled.

One particularly interesting feature of WinSpell is its ability to spell check the clipboard. This allows WinSpell to spell check any Windows application, **including spreadsheets**, on which many presentations are dependant. WinSpell makes a special effort to ignore numerical data and data pertaining to currency. Copy your spreadsheet information to the clipboard and let WinSpell notify you of incorrect spellings before you inadvertently present mistakes.

While performing spelling checks, WinSpell makes maximum use of Windows multi-tasking. While WinSpell is checking your spelling, whether a document, the clipboard or while you type, WinSpell works in the background so you get maximum use of your computer. You need not wait for WinSpell; it will simply continue to work whether you do or don't. In addition, WinSpell is very aware of, and friendly to, your communication downloads. WinSpell continually yields itself to other Windows applications to allow them to run without failure due to lack of computer resource.

The term 'misspelled' is rather important with WinSpell. A misspelled word is one which WinSpell does not already contain its internal dictionary. If you determine that such a word is actually spelled correctly, you may add the word to WinSpell's dictionary of correctly spelled words. In addition, you may save the dictionary with those new words for later sessions. If, after an exhaustive dictionary search, WinSpell has not matched a word you type with those in its dictionary, it treats the word as misspelled and notifies you as stated above. At this point, you may ask WinSpell to guess how the word is really supposed to be spelled and add it to the dictionary.

In addition to watching for misspelled words, WinSpell notifies you when you type the same word twice consecutively. This is useful when interruptions happen during typing sessions. Many times you may start typing after being interrupted and retype the last word typed without noticing. WinSpell notifies you of such an occasion by a double Beep/Flash. Thus, you will know the difference between misspelled words and duplicated words. Misspelled words take precedence here, so if you misspell the same word twice in a row, you'll get a single Beep/Flash.

## Installation

### System Requirements

In order to successfully install and run WinSpell you will need the following:

- 1) An IBM PC-AT or compatible computer.
- 2) Windows 3.0 or above.
- 3) 900 Kilobytes of space on a Hard Disk installed in your machine.

### Instructions

The WinSpell diskette contains an installation script which essentially automates the following instructions. In order to use the installation script, change to the floppy drive from which you want to install WinSpell using the following command:

x:

where 'x' is the floppy drive that holds the WinSpell distribution diskette. Then type the following command:

```
install x:path
```

where x: represents the disk drive on which to install WinSpell and 'path' represents the path of the directory into which the WinSpell files should be placed. When complete, you will be instructed by the script of any other tasks necessary to complete the installation.

WinSpell installation is relatively simple. There are four tasks necessary to complete the installation. The following explains these steps using the assumption that you want to install WinSpell from a floppy diskette in drive A:, onto the C: hard drive, in a subdirectory called WINSPELL.

- Step 1) Create a subdirectory on your hard drive called WINSPELL. This can be done from the DOS prompt using the DOS mkdir command:

```
mkdir c:\wspell
```

or with a Windows based file manager. For the latter case, see your file manager documentation for details on creating subdirectories on a hard drive.

- Step 2) Copy all the files on the distribution diskette to the WINSPELL subdirectory. This can be done from the DOS prompt using the DOS copy command:

```
copy a:\*.* c:\wspell
```

or with a Windows based file manager. For the latter case, see your file manager documentation for details on copying all files from a floppy to a subdirectory (C:\WINSPELL) on the hard drive.

Step 3) Add the WinSpell program to the program manager you are currently using in Windows. Most likely you are using the program manager which came with Windows and the Windows documentation contains the necessary information to add a program to a program group. The program you will want to install into the program manager is called `winspell.exe` and, given the above example installation, resides in the `C:\WINSPELL\WINSPELL.EXE`. Alternatively, you may add WinSpell to the 'load=' section of the `WIN.INI` file. To do this, edit the `WIN.INI` file (usually `C:\WINDOWS\WIN.INI`) with a text editor capable of storing standard (ASCII) text files. Windows Notepad is one such editor. Edit the line that starts with 'load=' to look like:

```
load=C:\WINSPELL\WINSPELL.EXE
```

See the Windows documentation for further details on the 'load=' option.

Step 4) Add the WinSpell directory to the `PATH` environmental variable. This guarantees Windows Help will be able to locate the WinSpell Help file when necessary. Alternatively, you may copy the `WINSPELL.HLP` file to the Windows system directory (usually `C:\WINDOWS`).

That is all there is to it. Once these steps have been performed, WinSpell will automatically configure itself into the "`WIN.INI`" file (see the **WinSpell and WIN.INI** section of this documentation for more details).

Note that the above explains only hard disk installation. It is not recommended to use WinSpell from a floppy drive. Though WinSpell will not actually harm your floppy drive, it will run excruciatingly slowly.

## Using WinSpell

WinSpell is useful in two different modes. One mode is to have WinSpell check the words in a file. In this mode, WinSpell requests the name of a file to check and displays the unknown words in a list for easy location in a word processor. Another mode is when you will be typing streams of words, such as new documents or long additions to existing documents.

In either case, WinSpell should be placed in the 'Resumed' state by choosing the Settings/Resume menu item. This is the default state when WinSpell is started. When in the 'Resumed' state, WinSpell is supervising your typing and notifies you when it finds a misspelled word.

While supervising your typing, WinSpell does not distinguish windows. This means that it will detect misspelled words in any window, such as telecommunication packages, spreadsheets, databases, etc., as well as in word processing programs. If you are typing a document on a remote computer, through the Windows Terminal program for instance, you can still spell check it as you type. It also means that WinSpell will probably beep a lot in a spreadsheet application where you are entering formulas, since such formulas are rarely made up of typical (correctly spelled English) words. When you want to work in a window where spell checking is not important, choose the Suspend menu item in the Settings menu. This tells WinSpell to suspend, for the moment, the supervision of your typing and not worry about misspellings. This menu item is explained in more detail in the Suspend section below.

At this point you may be asking yourself, "If WinSpell checks words, what exactly is a word?" WinSpell thinks a word is anything surrounded by spaces, commas, periods and other general punctuation characters. When typed, these particular characters inform WinSpell it should begin the search of its dictionary to find the word just typed. If WinSpell does not find the word, you are notified with the Beep/Flash.

When you are 'hunting and pecking' around a file, WinSpell may beep numerous times, as you will probably be changing parts of words. This is one time to turn WinSpell off by choosing the Suspend menu item, as stated above. WinSpell does not and cannot figure out when you are in the middle of a word that was typed more than a short while ago. As a matter of fact, WinSpell really only knows the last two words you typed. Thus, if you change a part of a word, WinSpell will check only what you type, and parts of words usually will give the infamous Beep/Flash notification.

Why does WinSpell remember only the last two words typed? When you type a misspelled word WinSpell is checking that word while you're still typing the next (or more accurately the 'current') word. Thus, the misspelled word is now one word ago. Then, to fix the misspelled word, you have to backspace a bit to the word before the current word and spell it correctly. When you back up you'll inevitably backspace over the space (or comma, or period, etc...) that sent WinSpell off on its checking algorithm. That space marks the place for WinSpell to recall the misspelled word into the current word. This way, when you attempt to correct the misspelled word, WinSpell will be able to properly check your correction. WinSpell is generally quick enough to notify you before you get two words ahead of it so keeping a third word around is unnecessary.

## WinSpell Menus

Like most Windows-based programs, WinSpell is configured using pull-down menus. WinSpell's menus are capable of performing all option setting and other tasks possible in the program. The following shows the structure of the pulldown menus and the items contained within each.

- File**
  - Check
  - Clipboard
  - File
  - Exit
- Settings**
  - All...
  - Suspend
  - Resume
  - Beep
  - Flash
- Guess...**
- Help**
  - Index
  - About

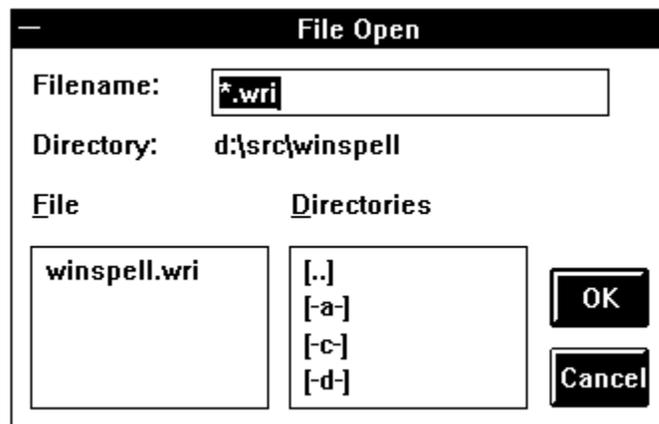
## File

The File menu items perform actions on the external world as far as WinSpell is concerned. This includes checking the words in a file or the clipboard and exiting the program altogether.

## Check

### File...

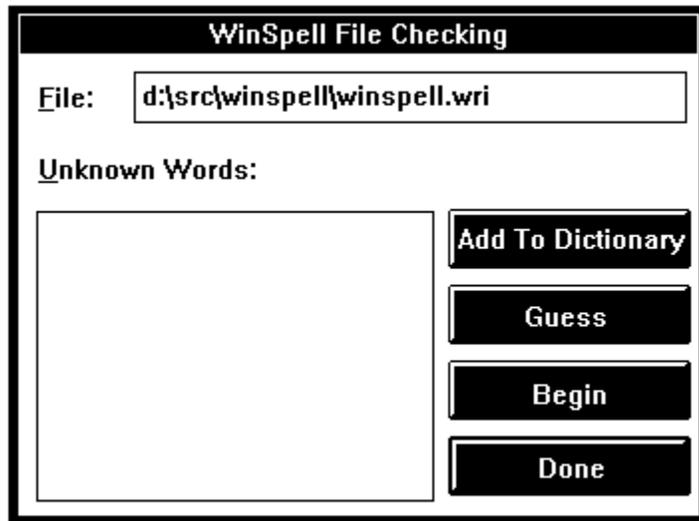
WinSpell can check the spelling of documents stored, in certain file formats, on your disk. In particular, ASCII (plain text) and Windows Write files are supported. To have WinSpell check a document, choose the File/Check/File menu item. This will present you with the following dialog box to request the name of the file:



The dialog box looks for Windows Write files by default. To look for other files, change the file mask in the Filename section of the dialog box, then press the OK button (or press the Enter Key). This will reload the list of files with the files matching the desired mask.

To choose a file, click on the file and press the OK button. Alternatively, double click the filename in the File list box. If the file is in another directory, double click the correct directory in the Directories list box. This will change directories and reload the File list with files in the new directory.

Upon choosing a file to spell check, WinSpell will present the following dialog box:



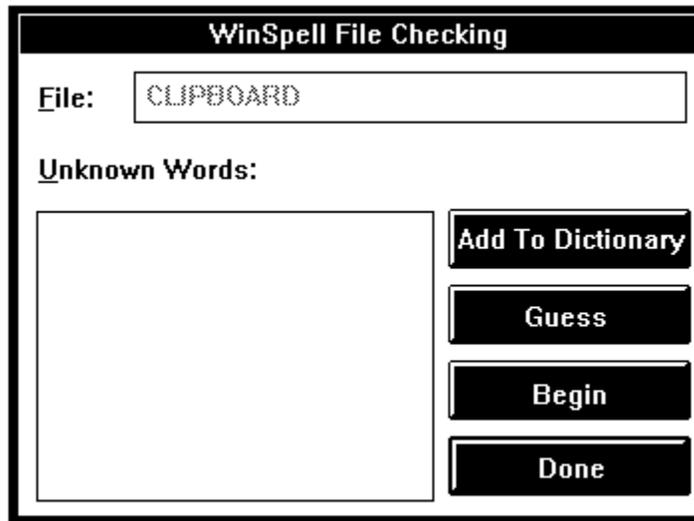
Given this dialog box, you tell WinSpell to begin the actual check by pressing the Begin button. As WinSpell finds the unknown words in the file, it places them into the Unknown Words list box. At that point, you may look over the list and add words to the WinSpell dictionary by highlighting the word and pressing the Add to Dictionary button or double clicking the desired word. For words not added, use the word processor used to create the document to find and correct the words corresponding to those in the list. When you are finished looking over the words in the list, press the Done button to leave the dialog box.

If you are not sure of the spelling of one of the words in the list, yet want to correct it in your document, you can press the Guess button. This button asks WinSpell to provide guesses as to the correct spelling of the presently highlighted word in the Unknown Words list box. For more information on Guess, see the section concerning Guess below.

Note that the time required for spell checking a file can range from a few seconds to several minutes depending in the size of the document. While WinSpell is checking your document, it disables input to the above dialog box by graying the text. When finished with the spell check, WinSpell returns the grayed text to its original color, and beeps the system speaker.

### **Clipboard...**

WinSpell can check the spelling of text stored in the Windows Clipboard. To get WinSpell to check a document, choose the File/Check/Clipboard menu item. This will present you with the following dialog box:



Given this dialog box, you tell WinSpell to begin the actual check by pressing the Begin button. As WinSpell finds unknown words in the clipboard, it places them into the Unknown Words list box. At that point you may look over the list and add words to the WinSpell dictionary by highlighting the word and pressing the Add to Dictionary button or double clicking the desired word. For words not added, use the program used to copy the text into the clipboard to find and correct the words corresponding to those in the list. When you are finished looking over the words in the list, press the Done button to leave the dialog box.

If you are not sure of the spelling of one of the words in the list, yet want to correct it in your document, you can press the Guess button. This button asks WinSpell to provide guesses as to the correct spelling of the presently highlighted word in the Unknown Words list box. For more information on Guess, see the section concerning Guess below.

Note that the time required for spell checking the Clipboard can range from a few seconds to several minutes depending on the amount of text copied. While WinSpell is checking your document, it disables input to the above dialog box by graying the text. When finished with the spell check, WinSpell returns the grayed text to its original color, and beeps the system speaker to notify you.

## Exit

The Exit menu item informs WinSpell that it should remove itself from your computer's memory. This will free any associated memory WinSpell allocated for itself and unhook WinSpell from your keyboard. Thus, there will be no supervision of typing until WinSpell is run again.

If you have added any words to WinSpell's dictionary during the time WinSpell was active, WinSpell will ask if you want to save the dictionary with the new (added) words. If you choose to save the new dictionary, the old one is

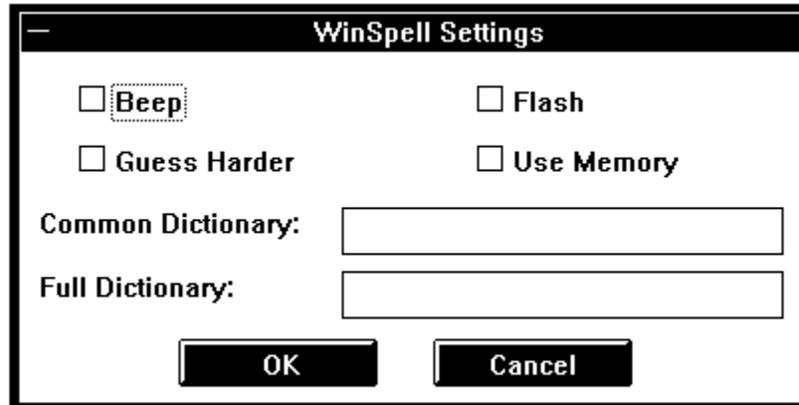
overwritten in favor of the new. This being the case, it is a good idea to backup the WinSpell dictionary from time to time.

## Settings

The Settings menu allows you to tailor the way WinSpell will act as you type, and whether WinSpell should supervise your typing.

### All...

The Settings/All... menu item allows you to set all WinSpell options in the following dialog box:



Check box items in the dialog allow you to choose if WinSpell will Beep and/or Flash when a misspelled word is detected, how hard to guess at misspelled words and whether to use more memory to run faster.

The check box displayed as "Guess Harder" tells WinSpell to make a very thorough search for alternatives to misspelled words. This is useful on very fast machines (Intel 80386/486 based machines in particular). For somewhat slower machines, some time is saved by not asking WinSpell to be so thorough.

The check box displayed as "Use Memory" tells WinSpell to attempt to use more memory in order to run much faster. This is very useful when spell checking large documents.

These four options are on when the box is marked with an 'x'. To toggle the value of the options, simply click the mouse on or near the desired box. Alternatively, use the tab key to highlight the desired check box and press the space bar.

In addition to the check boxes, two edit fields are present: Common Path and Full Path. These are used if and when you decide to change dictionaries. In order to use a different dictionary, type the full path and filename into the desired edit area. See [The WinSpell Dictionary](#) section of this User's Manual for a complete discussion on the use of dictionaries.

When the WinSpell Settings dialog is used to set options, they are saved into the WIN.INI file as default settings for WinSpell (see the [WinSpell and WIN.INI](#)

section later in this document).

## **Suspend**

The Suspend menu item asks WinSpell to suspend its actions. WinSpell will stop supervising while you type. This means that WinSpell will stop trying to detect misspelled words and therefore will not notify you if you do misspell a word.

This command also asks WinSpell to release most of the memory it requires in order to check words you type against its internal dictionary. This can be useful in situations where Windows informs you that memory is getting low.

If you have added any words to WinSpell's dictionary, you will be asked if you want to save the dictionary including the new words. If you choose to save the new dictionary, the old one is overwritten in favor of the new. This being the case, it is a good idea to backup the WinSpell dictionary from time to time.

Note that suspending WinSpell does not exit the program. It simply asks WinSpell to release as much memory as possible back to Windows and not supervise your typing.

## **Resume**

The Resume item in the Settings menu tells WinSpell to resume the detection of misspelled words. This menu item also enables the menu option to allow you to ask WinSpell to make an attempt at guessing the correct spelling of misspelled words.

## **Beep**

The Beep menu item asks WinSpell to send a Beep to the system speaker when you misspell a word. This option is particularly useful in situations where the sound of a Beep will bother others around you. In this case, you can still get WinSpell to notify you of misspelled words by setting the Flash option on.

The Beep menu item notifies you whether it is on or off by placing a check mark to the left of the menu item. Choosing this menu item will toggle its on/off state. Beeping is on if the check mark is by the menu item.

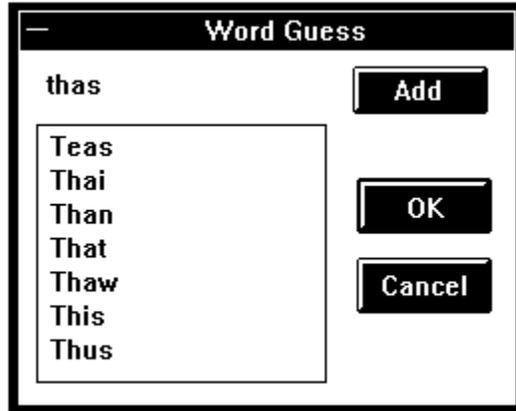
## **Flash**

You can ask WinSpell to Flash the title bar of the active window when you misspell a word by choosing the Flash option from the Settings menu. The active window is the window in which you were typing when WinSpell detected the misspelled word. This option is particularly useful in situations where the sound of a Beep will bother others around you.

The Flash menu item notifies you whether it is on or off by placing a check mark to the left of the menu item. Choosing this menu item will toggle its on/off state. Flash is on if the check mark is by the menu item.

## Guess...

The Guess menu item asks WinSpell to make guesses for the correct spelling of the most recently misspelled word. When the guessing is complete, you are presented with WinSpell's guesses in the following dialog box:



The misspelled word is displayed in the upper left corner. Below the misspelled word is a List Box of words which show WinSpell's guesses.

The Add button tells WinSpell that the word is actually correct and should be added to the dictionary of known words. Note that this adds the word shown in the upper left of the dialog box.

When you add a word to the dictionary, WinSpell will remember it until you either Suspend or Exit. If you do either, WinSpell will ask if you want to save the dictionary, including any new words that have been 'Add'ed.

The OK button asks WinSpell to send any highlighted word in the List Box to the clipboard. When sending the word to the Clipboard, WinSpell follows the capitalization of the misspelled word. This can be used to replace the misspelled word in your document. For instance, in the Windows Write program, you can use the Ctrl-Shift-LeftArrow keys to highlight the offending word, then press Shift-Insert to replace it with WinSpell's correction.

You can also double click a word in the List Box which contains WinSpell's guesses. This performs the same action as the OK button.

The Cancel Button removes the Dialog box with no other action.

## Help

The Help menu choice has two picks. Both provide you general information concerning WinSpell.

## Index

The Index pick invokes the Windows Help facility with WinSpell's help information file. This presents you with the standard Windows Help window and an index to WinSpell's help topics.

## About

The About pick presents you with a dialog box which communicates the version of WinSpell which you are running. In addition, R&TH INC. company and copyright information is provided.

## The System Menu

The Windows System Menu (the 'minus box' or dash above the file menu and the menu raised from clicking on WinSpell's minimized icon) contains quick access menu items for most of the above items. For information on these items, see the associated section as specified by the "Reference Menu" in the following table:

| Menu Item | Reference Menu   |
|-----------|------------------|
| Guess     | Guess...         |
| Check     | File/Check       |
| Settings  | Settings/All...  |
| Suspend   | Settings/Suspend |
| Resume    | Settings/Resume  |
| Beep      | Settings/Beep    |
| Flash     | Settings/Flash   |
| Help      | Help/Index       |
| About     | File/About...    |

Note that the '/' character separates popup menu and menu items from the main window's menu bar. For instance, File/Check means the Check item in the File menu.

### **WinSpell Hotkey for Guessing**

WinSpell contains a second option for requesting a guess at a misspelled word. If you are typing in a window and WinSpell gives you notification of a misspelled word, you may press the Control key and Space Bar simultaneously to request a spelling guess. This action will send winspell off on its guessing algorithm. From that point on, WinSpell acts as if you had chosen the Guess... menu pick. For further details see the Guess... section in the menu discussion above.

## The WinSpell Dictionary

The WinSpell dictionary is actually stored in two file sets. One is relatively small and is loaded into the computer's memory whenever WinSpell is placed in the resumed state. This Memory-Based Dictionary (MBD) contains many of the most common words used in general documents. The purpose behind this is that it allows WinSpell to search very quickly for frequently used words in documents before embarking on a more exhaustive search through the second dictionary.

The second dictionary is a Disk-Based Dictionary (DBD) which is much larger than the MBD and contains many more words. The DBD is searched in a similar manner to the MBD, but takes longer to search (in computer time, which is still quite fast). When the DBD is being searched, you may notice a 'flurry' of disk activity for a very short time. This is normal and should not invoke any fears. The search algorithm used for the DBD is very fast and moves the computer's disk components as quickly as possible as it 'hones' in on a word. If a disk caching system is used on your system, this 'flurry' of activity will tend to be less noticeable as the DBD will remain in the cache memory.

When you add a word to the dictionary, WinSpell adds it to the MBD. This dictionary has enough room for approximately 3500 more words. Thus, as stated previously, if you save the MBD very often, it is a good idea to back it up.

Two utility files have been included in the distribution diskettes of WinSpell. The first, DCT2ASC.EXE, converts a WinSpell dictionary file to an ASCII file, one word per line. The other, ASC2DCT.EXE, converts a file of sorted words to a proper dictionary file for use with WinSpell. Using these utilities with a merging and sorting program allows one to combine dictionaries.

DCT2ASC.EXE requires two arguments. The first argument identifies the name of the dictionary file you wish to convert text. The second argument is the name of the output text file to produce. For instance, if you want a text listing of the standard WinSpell FULL dictionary, the following command could be used:

**dct2asc full.dct full.txt**

ASC2DCT.EXE requires three arguments. The first argument identifies the name of a text file which contains the words for the desired WinSpell dictionary. This file must have the words in sorted order with **ONLY** one word per line. The second argument identifies the name of the output dictionary file to produce. The third argument identifies the filename of the new index file which will be created. For instance, if you want to re-convert the "full.txt" file produced from the above command to a WinSpell compatible dictionary, the following command could be used:

**asc2dct full.txt full.dct full.ndx**

## WinSpell and WIN.INI

When run for the first time, WinSpell adds a new section to your WIN.INI file. The WIN.INI file is the initialization file that Windows uses to configure itself and other programs and is located in the Windows System directory (usually C:\WINDOWS). The new section WinSpell adds to your WIN.INI file looks something like the following:

```
[WinSpell]
Beep=1
Flash=1
GuessLevel=0
LoadIndex=0
Common=c:\wspell\common.dct
Full=c:\wspell\full.dct
```

The first line in this example [WinSpell] section tells WinSpell it should turn the Beep option on when starting up. The '1' (one) may be replaced with a '0' (zero) to have WinSpell start with the Beep off.

The second line tells WinSpell it should turn the Flash option on when starting up. The '1' (one) may be replaced with a '0' (zero) to have WinSpell start with the Flash off.

The third line specifies whether WinSpell should use a more exhaustive search when guessing at the correct spelling of a misspelled word. GuessLevel=1 will use the more exhaustive search; GuessLevel=0 will use a slightly less exhaustive algorithm, but still relatively good. This option is included in order to accommodate computers which (some people think) run like 'molasses in winter.'

The fourth line specifies whether WinSpell should use extra memory in order to run faster. LoadIndex=1 instructs WinSpell to load its internal indexing information into memory. As shipped, WinSpell will use approximately 200 KiloBytes of additional memory when the indexes are placed into memory. LoadIndex=0 instructs WinSpell to get its index information from disk as it needs it, thereby reducing memory requirements by the amount stated above. LoadLevel has the greatest impact on how long it takes to spell check a file or the clipboard and is included for the same reason as GuessLevel.

The fifth line tells WinSpell the name of the dictionary file to use as the MBD. This may be changed to another file saved with WinSpell. This allows you to use different common word lists for different settings. For instance, in a paper for a Professional Engineer, the common words will differ from a paper for a Chemist.

The sixth line tells WinSpell the name of the dictionary file to use as the DBD. This file is an alphabetically sorted list of words, separated by 'nul' characters ('\0' to C language programmers). In addition to the named file, a search index file is required and carries the same name with a ".ndx" extension. For the above case, the index file would be "c:\wspell\full.ndx". This file is automatically generated by WinSpell if it does not exist. If you change full dictionaries, you must be sure to use the correct index file, or use none at all and let WinSpell generate one. If an incorrect index file is used, unexpected results are sure to occur.