Click the Help Topics button to return to the list of topics.

About User Word Lists

A word list is a list of words or phrases accessed by WordPerfect* when you proof your document using the writing tools. For example, Spell Checker scans all active word lists when you spell-check a document.

WordPerfect scans two types of word list: <u>user word lists</u> and <u>main word lists</u>. You can have ten lists of each type active when you use the writing tools. WordPerfect first scans the active user word lists. If the word or phrase is not found there, WordPerfect scans the active main word lists.

Click for information on how to create main word lists using the Spell Utility.

<u>To activate a user word list</u>

<u>To add a list of alternative words to a user word list</u>

<u>To add a replacement word to a user word list</u>

<u>To add a word you want skipped to a user word list</u>

<u>To delete a word from a user word list</u>

<u>To edit a word or phrase in a user word list</u>

<u>To select a user word list for another language</u>

<u>Related Concepts</u>

To edit a word or phrase in a user word list,

1 From Spell Checker or Grammatik*, click Customize ▶ User Word Lists.

      2   Select the word list containing the word or phrase you want to edit.

      3   Select the word or phrase you want to edit.

      4   Edit the word or phrase in the Replace with box.

      5   Click Replace Entry.

Tips

    ◆   If the word list you want to edit does not appear in the Word lists box, use Add List to open the list.

        Related Topics

        About User Word Lists

To activate a user word list,

1 From Spell Checker or Grammatik*, click Customize ▶ User Word Lists.

      2   Click the check box next to the word list you want to activate.

Tips

♦   The user word list for your language and the Document Word List do not have check boxes because are always active.

♦   An "x" appears in the check box next to an active word list.

       Related Topics

       About User Word Lists

To create/add a user word list,

1 From Spell Checker or Grammatik*, click Customize User Word Lists.
      2   Click in the list box where you want to position the new user word list.
      3   Click Add List.
      4   Specify a filename for the new user word list, then click Open.

Tips

The filename extension for a user word list is .uwl.

You can create and add any number of user word lists, but you can activate only ten user word lists at one time.

When you spell-check or proofread, WordPerfect* scans your user word lists in the order you indicate in step 2. Use Remove List and Add List to change the order of the word lists. (Remove List does not delete the actual word list files.)

Related Topics

About User Word Lists

To remove a user word list from the Word lists box,

1 From Spell Checker or Grammatik*, click Customize ![book] User Word Lists.
     2   Select the list in the Word lists box.
     3   Click Remove List.

Tips

![book]   When you remove the word list from the Word lists box, the word list file is not deleted.

![book]   When you spell-check or proofread, WordPerfect* scans your user word lists in the order they appear in the list box. Use Remove List and Add List to change the order of the word lists.

![book]   Related Topics

![book]   About Using Word Lists Together

To add a word you want skipped to a user word list,

1 From Spell Checker or Grammatik*, click Customize 📖 User Word Lists.
       2   Select the word list to which you want to add the word or phrase.
       3   Type the word or phrase you want skipped in the Word/Phrase box.
       4   Click Add Entry.

Tips
📖   Use this feature to add words that you want skipped during spell checking or proofreading.
📖   When you are spell-checking text, you can add a word to the user word list selected in the Add to drop-down list by clicking Add. This is especially useful when you are spell-checking or proofreading text and WordPerfect* stops on a word you want to add.
📖   Related Topics
📖   About User Word Lists

To add a replacement word to a user word list,

1 From Spell Checker or Grammatik*, click Customize ▥ User Word Lists.

      2   Select the user word list you want to edit in the Word lists box.

      3   Type the word or phrase you want to replace in the Word/Phrase box, then type its replacement in the Replace with box.

      4   Click Add Entry.

Tips

▥   The replacement word is inserted only if you have QuickCorrect* turned on.

▥   When you are spell-checking text, you can add a word to the user word list selected in the Add to drop-down list by clicking Add. This is especially useful when you are spell-checking or proofreading text and WordPerfect* stops on a word you want to add.

▥   Related Topics

▥   About Replacement Words

To add a list of alternative words to a user word list,

1 From Spell Checker or Grammatik*, click Customize User Word Lists.

    2   Select the word list you want to edit.

    3   Type a word or phrase you want replaced in the Word/Phrase box, then type its replacement in the Replace with box.

    4   Click Add Entry.

    5   Repeat steps 3 and 4 for each additional alternative.

Tips

Alternative words appear in the Replacements or Suggestions list box in Spell Checker and Grammatik.

Related Topics

About Replacement Words

user word list

A list of words and phrases that you want Spell Checker or Grammatik* to skip, replace, or display alternatives for. For example, you can specify replacements for words you often mistype or misspell. Or, you can add words (such as your name) that you want WordPerfect* to skip when you use Spell Checker or Grammatik.

You can create multiple user word lists. User word list files have the extension .uwl. The word list that ships with WordPerfect is Wt61XX.uwl (where "XX" is the code for your language).

Each document has its own user word list to which you can add words and phrases that pertain specifically to that document.

Spell Checker and Grammatik always scan the document user word list first.

To delete a word from a user word list,

1 From Spell Checker or Grammatik*, click Customize User Word Lists.

    2   Select the word list you want to edit.

    3   Select the word or phrase you want to delete.

    4   Click Delete Entry.

 Related Topics

 About User Word Lists

To disable a user word list,

1 From Spell Checker or Grammatik*, click Customize ![icon] User Word Lists.
    2   Deselect the check box next to the word list.

Tips

![icon]   The user word list for your language and the Document Word List do not have check boxes because they are always active.

![icon]   An "x" appears in the check box next to an active word list.

![icon]   Related Topics

![icon]   About Using Word Lists Together

About Using Word Lists Together

You can activate as many as ten <u>user word lists</u> and ten <u>main word lists</u> for spell-checking and proofreading. For example, if you want Spell Checker to scan both the U.S. English and the Canadian English main word lists, select both main word lists. If you work in the medical profession, you can select a third-party medical word list that is compatible with WordPerfect* 7.

WordPerfect first scans the active user word lists in the order they appear in the Word lists box, and then scans the active main word lists in order. You can change the order of word lists by removing them and then adding them again in the Word lists box (removing a word list does not delete it from your hard drive or network).

Unless you have a main word list (.mor or .lex file) added for your language, you cannot activate other main word lists you have added. (Activating multiple word lists is also known as chaining word lists.)

 <u>To activate a user word list</u>

 <u>To create/add a user word list</u>

 <u>To disable a user word list</u>

 <u>To remove a user word list from the Word lists box</u>

 <u>To select a user word list for another language</u>

 <u>Related Concepts</u>

To select a user word list for another language,

 1 From Spell Checker or Grammatik*, click Customize ![book icon] User Word Lists.
　　2　　　　Select a language in the Language drop-down list box.

Tips
![book icon]　　　To use a word list for another language, you must have a WordPerfect* language module for that language.
![book icon]　　　Related Topics
![book icon]　　　About User Word Lists

About Replacement Words

You can define replacement words and phrases in a user word list. If you want QuickCorrect* to replace a word automatically as you type it, define only one replacement for the word. If you define more than one replacement for a word, you can choose the replacement you want when Spell Checker stops on the word. Here are some examples of how you can use this feature:

If there is a word you often type incorrectly, you can define the correctly spelled word as a replacement. For example, you could specify "the" as a replacement for "hte".

You can replace abbreviations or acronyms with spelled out words or phrases. For example, you could define Chief Executive Officer as the replacement for the acronym CEO.

You can define lists of alternatives for a word. For example, you could type "hc" and have the alternative words "Halva International Corporation," "Halva International," and "Halva" appear in the Replacements list box. Then, during a spell-check or proofreading session, you could select which alternative phrase you want to replace "hc."

To add a list of alternative words to a user word list

To add a replacement word to a user word list

Related Concepts

About Language

As you use Spell Check or Grammatik, you can use the Language feature to check formatting conventions of another language.

For example, you can have Grammatik* or Spell Checker format all the dates in your document in the language you select (such as 12 avril 1996 for French).

You do not need an additional language module to check formatting conventions in another language. However, if you want to check the spelling or grammar of a document in another language, you must purchase the module for that language.

To select a user word list for another language

Related Concepts

main word list

A large list of specialized words used by Spell Checker for a particular language, profession (such as legal and medical lists), or company. The main word list file included with the English, French, Spanish, Italian, German, and Dutch versions of WordPerfect* is wt61XX.mor (where "XX" is the code for your language). You can create your own main word list file using the Spell Check Utility.