WinSpell - Windows Spelling Supervisor

WinSpell Overview

WinSpell is a spell checking supervisor for Windows based applications.   While **WinSpell** is in a <u>resumed</u> state, it will flag misspelled words as they are typed.

When **WinSpell** detects a misspelled a word, it can <u>beep</u> the system speaker and/or <u>flash</u> the title bar of the window in which the word was misspelled.   At that point, you may ask **WinSpell** to <u>guess</u> how the word is really supposed to be spelled.

WinSpell Menus

WinSpell's menus are capable of performing most option setting and other tasks possible in the program.   The following shows the structure of the pulldown menus and the items contained within each.   In addition to the normal pull-down menus, WinSpell adds the most useful menu items to the System Menu.   The Menu structure is as follows:

System Menu
     Guess...
     Check
          Clipboard...
          File...
     Settings...
     Suspend
     Resume
     Beep
     Flash
     Help
     About...

File
     Check
          Clipboard...
          File...
     Exit

Settings
     All...
     Suspend
     Resume
     Beep
     Flash

Guess...

Help
     Index
     About...

Exiting WinSpell

In order to exit **WinSpell**, choose the Exit menu item in the File menu or double click the System menu.

If you have added, words during the time **WinSpell** was active, **WinSpell** will ask if you want to save the dictionary.

About

The about dialog box communicates the version and revision level of **WinSpell** which you are using.   In addition, registration information is available for properly registering **WinSpell**.

WinSpell Word Guess Dialog

There are three methods to get **WinSpell** to guess at a word:

1) Choose the Guess... menu pick
2) Press Ctrl-Spacebar simultaneously.
3) Press the Guess push button in the <u>File</u> and <u>Clipboard</u> Check

When **WinSpell** is asked to guess the correct spelling of a word via either of these methods it presents the user with guesses to the correct spelling of a word in the form of a Dialog Box.

The Word Guess Dialog box shows the misspelled word in the upper left.   Below the misspelled word is a list box which shows **WinSpell**'s guesses.

In addition three buttons are displayed which perform desired actions:

<u>Add</u>
OK
Cancel

OK asks **WinSpell** to send any highlighted word in the Guess List Box to the clipboard.

Cancel removes the Dialog box with no other action.

Spell Checking a File

WinSpell can spell check the spelling of documents stored in certain file formats.   In particular, ASCII files are supported as well as the Windows Write file format.

To get **WinSpell** to check a document, choose the File/Check/File menu item.   This will present you with a 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 File Name section of the dialog box, then press the OK button.   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 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 you with a new 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.

When the checking is complete, you may look over the list and add words to the WinSpell dictionary by highlighting the word and pressing the Add to Dictionarybutton 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.

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.   When finished with the spell check, WinSpell returns the grayed text to its original color, and beeps the system speaker.

Spell Checking The Clipboard

WinSpell can spell check text copied to the Clipboard.

To get **WinSpell** to check the Clipboard, choose the File/Check/Clipboard menu item. **WinSpell** will then present you with a new 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.

When the checking is complete, you may look over the list and add words to the WinSpell dictionary by highlighting the word and pressing the <u>Add to Dictionary</u> 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 <u>Guess</u> button.   This button asks WinSpell to provide guesses as to the correct spelling of the presently highlighted word in the Unknown Words list box.

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.   When finished with the spell check, WinSpell returns the grayed text to its original color, and beeps the system speaker to notify you.

Adding a word to WinSpell

There are two methods to add words to **WinSpell**'s dictionary:

1)   Press the Add button in the Word <u>Guess</u> box.
2)   Press the Add To Dictionary button in the File and Clipboard check.

Either of these actions adds the word shown, which represents the last word **WinSpell** detected as misspelled.

When you add a word to the dictionary, **WinSpell** will remember it until you either <u>Suspend</u> or <u>Exit</u>.   If you do either, **WinSpell** will ask if you want to save the dictionary.

WinSpell Settings

The Settings menu allows you to tailor the way **WinSpell** will act.   There are five options:

All...
Suspend
Resume
Beep
Flash

Setting All WinSpell Parameters

The Settings/All... menu item allows you to set all WinSpell options in a single dialog box. Four CheckBox items in the dialog allow you to choose whether 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 (80386/486 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.

In addition to the CheckBoxes, 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.

When the WinSpell Settings dialog is used to set options, they are saved into the WIN.INI file as default settings for WinSpell.

Memory and WinSpell

Normally, WinSpell is capable of running with very little demands on system memory. The tradeoff for such efficient use of memory is speed of operation.   Many times this will not be noticed.   However, there are times when more speed is desirable, such as spell checking large documents.

WinSpell can be configured to use more memory and run significantly faster by choosing the "Use Memory" check box in the <u>All...</u> menu item in the Settings menu.

Suspending WinSpell

By choosing the Suspend item on the Settings menu, **WinSpell** will stop supervising while you type.   This means that **WinSpell** will stop trying to detect misspelled words and 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 invoked the Add, operation, **WinSpell** will ask if you want to save the dictionary.

To get **WinSpell** to start detecting words again, use the Resume item from the Settings menu.

Resuming WinSpell

The Resume item in the <u>Settings</u> menu tells **WinSpell** to resume the detection of misspelled words.

This menu item also enables the Guess item in the menus to allow you to ask **WinSpell** to make an attempt at <u>Guessing</u> the correct spelling of misspelled words.

Beeping the System Speaker

You can ask **WinSpell** to send a Beep to the system speaker when you misspell a word by choosing the Beep item from the <u>Settings</u> menu.

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 <u>Flash</u> option on in the Settings menu.

The Beep menu item notifies you whether it is on or off by placing a checkmark 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.

Flashing the Active Title Bar

You can ask **WinSpell** to Flash the title bar of the active window when you misspell a word by choosing the last option from the <u>Settings</u> menu.   The active window is the window in which you were typing when **WinSpell** detected the misspelled word.

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.