

WinSpell

Version 2.0

The Ultimate Windows Spelling Supervisor

User's Manual



(214)-783-8641 or (319)-362-6242

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Table Of Contents

License	4
WinSpell Ordering/Registration Information	5
<u>CONVENTIONS</u>	8
<u>INTRODUCTION</u>	9
<u>INSTALLATION</u>	12
System Requirements	12
Instructions	12
<u>USING WINSPELL</u>	14
Starting ON-LINE Spell Checking	14
Words	16
<u>WinSpell MENUS</u>	17
<u>F</u> ile	
18	
<u>L</u> oad Words	18
<u>S</u> ave Words	20
<u>C</u> heck	20
<u>C</u> lipboard...	
20	
<u>B</u> egin	20
<u>L</u> ookup	22
<u>G</u> uess Harder	
23	
<u>A</u> dd To Dictionary	24
<u>R</u> eloading Dictionaries	
25	
<u>D</u> one	25
<u>F</u> ile...	
26	
<u>E</u> xit	27
<u>S</u> ettings	
27	
<u>A</u> ll...	27
<u>H</u> OTKEY COMBINATIONS	
30	
<u>G</u> uess Hotkey	30
<u>C</u> rossword Character	
30	
<u>S</u> uspend Hotkey	30
<u>R</u> estart Hotkey	31
<u>C</u> lipboard Key	31
* <u>W</u> AV Files	
32	
<u>S</u> uspend	32
<u>R</u> esume	33
<u>B</u> eep	
33	
<u>F</u> lash	
33	
<u>G</u> uess...	
34	
Last <u>T</u> ypo...	34
<u>L</u> ookup <u>B</u> ox	35

The <u>C</u> ross-Word Lookup	35
<u>H</u> elp	37
Index	37
About	37
<u>T</u>HE SYSTEM MENU	38
<u>T</u>HE WinSpell <u>D</u>ICTIONARIES	39
<u>W</u>inSpell <u>A</u>ND <u>W</u>IN.<u>I</u>N!	40

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To place an order, please use the enclosed order form:

(214)-783-8641
(319)-362-6242

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Remit payment to: R&TH INC.
1700 Rainbow Dr.
Richardson, TX. 75081

Quant.	Item	US	Price
_____	WinSpell Registration (includes serial #, registration + program)	@ \$25 each	\$ _____
_____	WinSpell evaluation disk (includes program and manual on disk, but not registration)	@ \$ 5 each	\$ _____
_____	Printed Manual	@ \$ 5 each	\$ _____

Disk media type: 5.25" [] 3.5" [] <-----**IMPORTANT!**

Iowa orders please add Sales Tax (4%)	\$ _____
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TOTAL	\$ _____

Name: _____

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1 to 10	none	
11 to 20	10% discount	These prices are subject to change so please call for quote.
21 to 50	15% discount	
51 to 100	25% discount	
101+	35% discount	

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

CONVENTIONS

Before continuing, there are a few conventions used in this manual that will help your understanding.

First: If the word "Windows" is capitalized, it is referring to Microsoft Windows as a program and operating environment. If the word "window(s)" is not capitalized, it is referring to an application (program) running in its own window (a program running in the Windows environment). Windows Write will run in its own window. WinSpell will check spelling in one or many windows.

Second: The "current application" refers to the program that is currently "on top" of the Windows desktop. The current application (or window) will always have its title bar highlighted; non-current applications will normally have a differently colored title bar.

Third: When you see the term 'Grayed' in the text, it refers to possible selections in dialog boxes or menus which have been disabled, usually because the use of the selection does not make sense to WinSpell in the current context.

Fourth: Often times we will refer to menu selections in this documentation. The specific format of these references is as follows: We will always refer to the top level menu choice as the first word of a group of words separated by forward slashes '/'. For instance, to perform a Clipboard Check, the sequence in this documentation would look like File/Check/Clipboard.

Fifth: The characters underlined above are the select character as described in your windows documentation. Specific menu selections are always in bold face. When they have an underline selection character, that character will also be underlined in this manual.

Last: The word 'monitoring' as used in this manual refers to WinSpell's ability to check your spelling AS YOU TYPE, and notifying you of potentially misspelled words.

INTRODUCTION



WinSpell is a spell checking supervisor for Microsoft Windows applications. It continuously supervises your spelling by intercepting each word you type and comparing the word with internal dictionaries of words known to be correctly spelled. This function visibly and audibly alerts you to words not recognized. This supervision can be turned on and off at your discretion without exiting the program, either in individual windows, or for all windows currently being monitored. What this means is that, not only can you turn WinSpell on and off, but you can specifically monitor only the windows you want WinSpell to monitor. When you want WinSpell to check your spelling as you type, you simply tell WinSpell to watch the window you are currently using. When you do this (with the **Restart** hotkey), WinSpell will turn itself "On" for that window and becomes active. When WinSpell is active for a window, 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). You can also assign other sounds to WinSpell messages if you have the appropriate speaker drivers. WinSpell will stay in the "On" mode for that window even if you leave to use another window and then come back to the one you are currently using.

Another very useful feature of WinSpell is its ability to check the spelling of any text copied to the Windows Clipboard. This allows WinSpell to spell check any Windows application, **including Electronic Mail and spreadsheets**, on which many presentations are dependant. In addition, WinSpell makes a special effort to ignore numerical data and data pertaining to currency. This means that text created in any document, graphic (in text mode), Electronic Mail, Spreadsheet, Database, Communications, and any

other applications that can copy text to the Windows Clipboard can have the spelling checked. You are no longer tied to having a spell check routine in every single software application you buy, especially the disk space required for dictionaries in each and every application. WinSpell can take care of your spell check needs for virtually all Windows application.

WinSpell can check the spelling of document files written with various word processors which have been saved to disk. Formats currently supported include Windows Write and text files. When used in this mode, WinSpell finds, and lists, all words in the text (file) which it considers incorrectly spelled, and even tells you how many times each misspelled word is used in the file!

Both the 'Clipboard Spell Check' (**F****i****l****e**/**C****h****e****c****k**/**C****l****i****p****b****o****a****r****d**) and the 'File Spell Check' (**F****i****l****e**/**C****h****e****c****k**/**F****i****l****e**), which work essentially identically, are described later in this manual.

WinSpell was designed with Windows in mind . It runs in the background and does not slow down other applications while it spell checks your typing, the Windows Clipboard, or disk files. You can run your CPU-hungry spreadsheets, download files using a modem, and perform any other Windows functions without concern for degraded performance. While performing spelling checks, WinSpell makes maximum use of Window's multi-tasking capabilities. You need not wait for WinSpell to finish file or Windows Clipboard checks; it will simply continue to work whether you do or don't.

Since WinSpell checks your spelling, the term 'misspelled' is rather important. A misspelled word, to WinSpell, is one which WinSpell does not already contain in any of its internal dictionaries. The first dictionary (default COMMON.DCT) contains approximately 1,200 words in the American English version. These are the most often used words in the language for which the dictionary is supplied. The second dictionary (default FULL.DCT) contains a comprehensive listing of words (~110,000 for the American English version). In addition to the two dictionaries supplied, you can merge your own word lists into WinSpell for use when checking your spelling in any of the four modes described previously. WinSpell allows you to add as many words as you wish to the list of correctly spelled words. These lists can be from text files or added as you go from the keyboard.

If, after an exhaustive dictionary search, WinSpell has not matched a word you have typed with those in its dictionaries, it considers the word misspelled and notifies you with a Beep/Flash (defined later).

When WinSpell alerts you to a potentially misspelled word, you can ask WinSpell to Lookup (**G****u****e****s****s**) how the word is really supposed to be spelled.

This will alleviate your having to look the word up in a dictionary to ensure a correct spelling.

If you determine that a word flagged by WinSpell as misspelled is actually spelled correctly, you may add the word to WinSpell's dictionary of correctly spelled words, or you can save it to an entirely different (personal) dictionary for inclusion in spell checking during later sessions. This feature is described in the **File/Check/Clipboard/Add to Dictionary** section of this manual.

In addition to watching (monitoring) for misspelled words, WinSpell notifies you when you type the same word twice consecutively. Occasionally interruptions will occur 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. You can assign specific .WAV files to the double Beep/Flash function if your hardware will support .WAV files. Refer to the ***.WAV Files** section of this manual for a complete discussion of this option.

One note on duplicate words: misspelled words take precedence here. If you misspell the same word twice in a row, you'll get a single Beep/Flash notifying you of the misspelling, not the double Beep/Flash notifying you of a repeated word.

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 3.1 or above.
- 3) Two (2) MegaBytes of Hard Disk space available on your machine.

Instructions

Installation of WinSpell is carried out from the Windows Program Manager. In the following instructions, we assume you will be using the A: floppy drive for the installation. You may use any of your floppy drives, but in such cases, replace the "A:" with the name of the floppy drive you'll be using. First, place the WinSpell distribution disk into the A: disk drive. If Windows is not running, run Windows. From the Windows Program Manager Main Menu, select **F**ile/**R**un and then type

A:INSTALL<Enter>

The installation program will ask you to name the drive and directory to which you want to install WinSpell. The default is C:\WINSPELL and we suggest you use the default. After typing the Drive and full path to the desired Directory, Press the **OK** button. When the installation routine is finished, WinSpell will be loaded on your hard disk and will be run automatically.

You can then add the WinSpell program icon the program manager you are currently using in Windows. Most likely you are using the Program Manager which came with Windows. Windows documentation contains the necessary information to add a program icon to a Program Manager Group. The program file you will need to install into the Program Manager is called WINSPELL.EXE and, given the above example installation, the starting directory should be C:\WINSPELL.

If you want Windows to automatically load WinSpell when you first run it, you can 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, for instance, Windows Notepad. Edit the line that starts with 'load=' to look like:

load=C:\WINSPELL\WINSPELL.EXE

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

Alternatively, you may add WinSpell to the Startup group of the Program Manager.

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 manual 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.

Also note that you cannot load WinSpell without following this procedure. WinSpell is distributed in compressed (archived) format and none of the files will work properly until you have installed them with the installation routines provided on your original distribution disk.

USING WINSPELL



WinSpell can be used in a number of modes. One mode is to have WinSpell spell-check the words in a file.

A second, and similar mode of operation is to spell check any text copied to the clipboard.

In another mode, WinSpell monitors your spelling as you are typing on the keyboard.

The fourth mode is to check the spelling of a single word. This check actually has two different sub-modes. You can request a normal lookup or perform a "Crossword Lookup" where all characters in a word can be entered and those that you don't know can be replaced by a Wildcard.

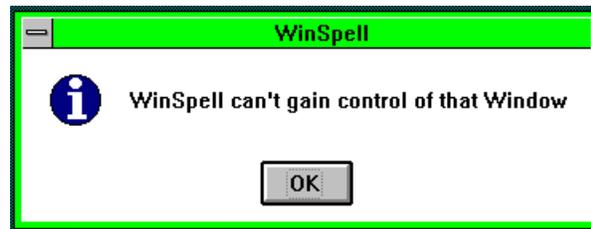
This manual covers all of these modes in terms of how to activate them and what they can do for you to help you create better documents.

Starting ON-LINE Spell Checking

In order to monitor your spelling as you type in the current application, WinSpell must be placed in the active state by either of two methods. The first is to use the **Restart hotkey** combination. When you **'Restart'** WinSpell, you activate WinSpell's on line monitoring for the currently active window. Until you decide you don't want this supervision, WinSpell notifies you when it detects that you have typed a misspelled word. To use the **Restart Hotkey** combination, simultaneously press the Ctrl, Alt, and the specified **Restart Hotkey** character. WinSpell defaults to in the current window is the '=' character for restarting. Thus, you would press Ctrl-Alt-= all at the same time to activate WinSpell in the current application (window).

Another way to get WinSpell to check your typing is to use the **Window/Add** function from the WinSpell main menu. When you select **Window/Add**, the mouse pointer is replaced by WinSpell's Check-Mark cursor. Simply place this cursor in the window you want WinSpell to start monitoring, and click your mouse. There are some windows that will not allow WinSpell to monitor your spelling. For instance, you can't have WinSpell monitor itself. If you try,

you will be notified with the following dialog box:



If you receive this dialog box, WinSpell cannot monitor as you type in that specific window (or application). You will probably never see this message unless you try to ask WinSpell to monitor itself or the Desktop Window.

WinSpell distinguishes among windows. That is to say, the supervision is only active in those windows you tell WinSpell to monitor. You may add any window you wish, such as those running telecommunications, spreadsheets, databases, e-mail, word processing programs, etc. An interesting ramification of this is that 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, even though the document is on the other computer!

In some applications, WinSpell's keyboard monitoring will probably beep a lot. For instance, if you are entering a lot of formulas in a spreadsheet application you will hear lots of beeping since such formulas are rarely made up of typical (correctly spelled English) words. In such cases, you will want to turn WinSpell "on" and "off" in that window a lot. Use the Hotkeys for this operation. The restart key was discussed above. To turn WinSpell "off" in a window simply use the **Suspend Hotkey** combination. Simultaneously press the Ctrl, Alt, and the **Suspend Hotkey** character. The character WinSpell defaults to for **Suspending** in the current window is the '-' character. Thus, you would press Ctrl-Alt-- all at the same time to suspend WinSpell's on-line spell checking feature in the current application (window).

Alternatively, you can suspend on-line spell checking of a window by using WinSpell's menus. Choose **Window/Remove** from WinSpell's menu. When you select **Window/Remove**, the mouse pointer will be replaced by WinSpell's Check-Mark cursor. Simply place this cursor in the window you want WinSpell to stop monitoring, and click you mouse. WinSpell will then stop monitoring your spelling in that specific window.

Words

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, **Surround** characters specified in the WIN.INI file, and other general punctuation characters. When typed, these particular characters instruct WinSpell to 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 during an edit session, WinSpell may beep numerous times, as you will probably be changing only parts of words. This is one (possibly) good time to turn WinSpell's monitor function "Off" by **Suspending** its operation. WinSpell does not and cannot figure out when you move to the middle of a word with the arrow keys or the mouse and then correct it. When you 'navigate' about a document with the mouse and arrow keys, you should expect to hear more beeping than normal. To WinSpell, the most recently typed word will be the few characters you type and/or delete to correct a word you know to be misspelled. In these cases, WinSpell will think you have misspelled a word and will beep.

To clarify this situation, WinSpell really only knows the last two words you typed. Thus, if you place the cursor in the middle of a word with the mouse or arrow keys and change only a part of that word, WinSpell will check only what you have typed, and these subsections of whole words usually will give the Beep/Flash notification.

Why does WinSpell remember only the last TWO words typed? When you type a misspelled word, WinSpell checks that word while you're typing the following (or more accurately the 'current') word. Thus, the potentially misspelled word is now one word ago. 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 (USING BACKSPACE!) 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

- Load Words
- Save Words
- Check
 - Clipboard
 - File
- Exit

Settings

- All...
- Suspend
- Resume
- Beep
- Flash

Guess...

- Last Typo
- Lookup Box

Window

- Add
- Remove

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 Windows Clipboard and exiting the program altogether.

In many cases, you will type documents that contain several (sometimes a lot) of words that are not in the standard dictionaries. In these cases, it is often frustrating to check through the document using the built in spell checkers that come with word processors because they stop you every single time they find an unknown word. With WinSpell, you can get a very fast, complete look at all of the 'misspellings'. Also, WinSpell's dictionaries are quite large and many times there are only a few words that need fixing. If this is the case, you can fix the few words that are misspelled with the (typically) built-in search and replace features found in your word processor and/or text editors, and not spend time on all the correctly spelled words their dictionaries don't know.

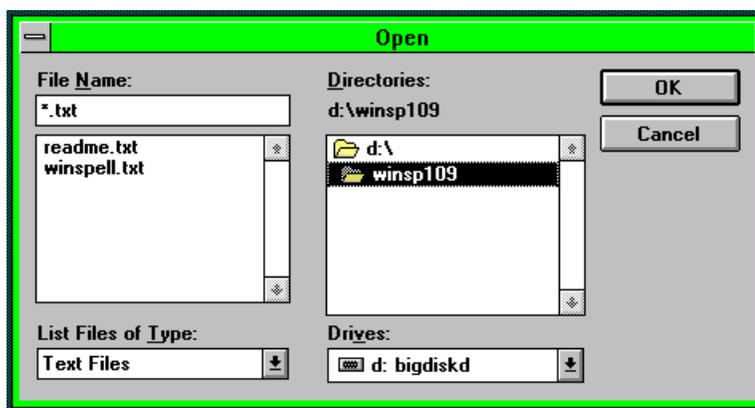
Load Words

Another big convenience feature included in WinSpell is the ability to add words to the list of correctly spelled words already loaded into memory from WinSpell dictionaries. The additional words are added from simple text files. You can create your own lists of words with a text editor, which edits pure text files, such as the Windows NotePad application, that are specific to a particular subject.

For instance, you may work in a field where the 'jargon content' in your normal writing is high. For instance: MEDICINE, LAW, PHYSICS, BIOLOGY, ASTRONOMY, ENGINEERING, COMPUTER PROGRAMMING, and many others. In these cases, you can build word lists, as text files, and have WinSpell read those word lists into the Common Dictionary currently in use. This way, you can 'compartmentalize' dictionaries into neatly divided subjects.

Compartmentalizing dictionaries allows WinSpell to utilize only as much memory as needed when working on specific tasks.

When you select **File/Load Words** from the WinSpell Menu, you are presented with a dialog box similar to the following:



Using this dialog, you specify the file which contains the word list you wish to add to the currently active Common Dictionary.

Highlight the file you wish to add and click on the OK button. The words listed in that file will then be inserted into memory as correctly spelled words. This essentially creates a modified version of the Common Dictionary in memory which can be saved or thrown away as you see fit. Note that this is one way of loading 'multiple' dictionaries. Simply **L**oad **W**ords from as many word list files as you see fit.

Once you have **L**oaded the words into memory, they remain there until you either exit WinSpell or ask WinSpell to **S**uspend itself via the **S**ettings/**S**uspend menu selection. When you choose **S**ettings/**S**uspend WinSpell will ask you if you want to save the dictionary currently in use since it was modified by the additions. If you want do not want to save the words you loaded into the WinSpell dictionaries, simply choose **N**o. This essentially tells WinSpell you only wanted to use the **L**oaded words temporarily. Saving the new dictionary has interesting ramifications which are discussed in the following section of this manual.

Whether you save the dictionary or not, by **S**uspending WinSpell's on-line spell checking features, you tell WinSpell to unload all its dictionaries from memory and go to sleep for a little while. For details on **S**uspend, see the description of the menus (**S**ettings/**S**uspend) section later in this manual.

Once WinSpell is suspended, you then choose **S**ettings/**R**esume. This tells WinSpell to rehook itself to all the windows it was monitoring and reload the dictionaries specified in the **S**ettings dialog box. The overall effect of this procedure is that it clears out all the dictionaries from memory and reloads the original ones. If you saved the modified dictionary, the loaded words get loaded also, since they are now part of the dictionary file.

The other method for 'cleaning' out your memory based dictionaries is to completely unload WinSpell from memory (and Windows) by choosing the **File/Exit** menu selection. If you do this, you will need to run WinSpell again from your program manager shell (usually Program Manager).

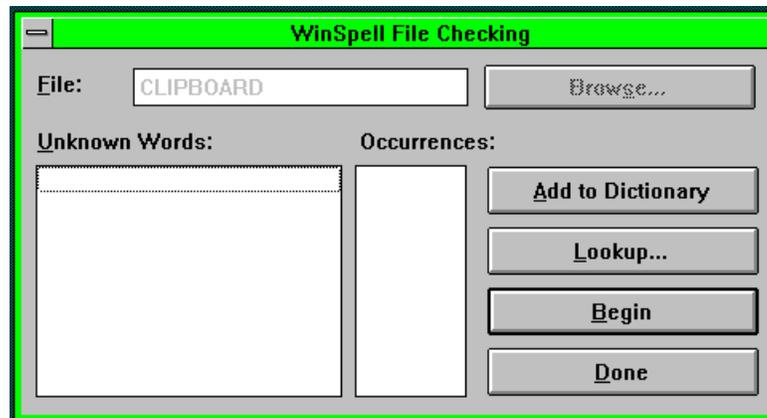
Save Words

WinSpell was designed by licensed engineers and abiding by Newton's law of equal and opposite action/reaction, you can also save the currently active dictionary to a text file which can later be read as discussed above. This is what you do when choose the **File/Save Words** menu item. This operation saves all the words WinSpell knows in the currently active Common Dictionary to a text file, one word per line. To be nice, WinSpell sorts the list for you, automatically, before saving the words.

Check

Clipboard...

A very useful ability of WinSpell is that it can check the spelling of any text stored in the Windows Clipboard. To get WinSpell to check the Clipboard, choose the **File/Check/Clipboard** menu item. This will present you with the following dialog box:

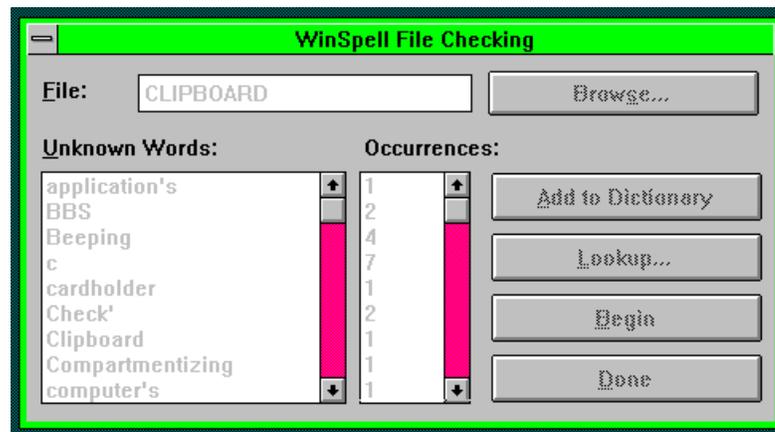


Given this dialog box, you tell WinSpell to begin the actual check by pressing the **Begin** button.



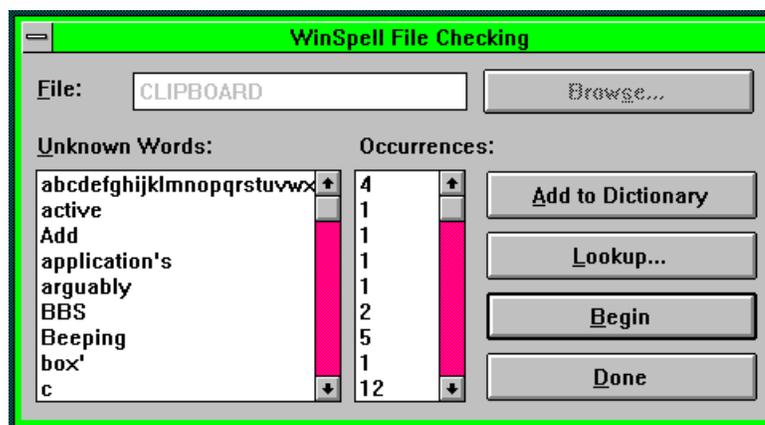
After pressing the **B**egin button, WinSpell starts its search for unknown words in the clipboard. As WinSpell finds words, it places them into the **U**nknown Words: list box. The box next to the **U**nknown Words: list box (**O**ccurrences:) shows how many times the misspelled word was used in the document.

During the time period WinSpell is checking the file, all of the buttons and the words being added to the list are 'grayed'. Since WinSpell does all of its work in the background (so you can keep working on other things), this lets you know that WinSpell is still at work (rather than displaying the irritating hourglass icon and locking you out of continued productive work). Below is an example of what the dialog box looks like DURING the spell check.



Again, notice that all of the keys and the words in the list boxes are 'grayed'. This is your clue that WinSpell is still looking for misspelled words (that it's not done yet).

When the spell check of the clipboard is complete, WinSpell will notify you by **B**eeping the computer speaker. As soon as the spell check is complete, the file list will no longer be 'grayed'; all of the buttons and the words in the **U**nknown Words: list will be back to their normal colors (generally black on white). A completed **F**ile/**C**heck/**C**lipboard will look something like:



An important thing to remember is that even though WinSpell is checking the Windows Clipboard (or a file), you can return to other applications and continue working. WinSpell will check in the background and allow you all of the CPU horsepower you need to work effectively in any other application you may want to use during the clipboard or file check. You will probably never notice that WinSpell is out checking your file.

Also note that even though WinSpell is performing a spell check of a file, it continues to monitor your spelling at the keyboard, without missing a beat, in any of the windows it is active.

Once WinSpell has completed the **File/Check**, you can review the list to determine if you need to replace any words in your document. A feature that can assist in this replacement is the **Occurrences** part of the dialog box. This lets you know how many times the misspelled word occurred in your document. (Some programs ask you how many times you want to replace a word.) WinSpell conveniently lets you know how many times you may have to replace a misspelled word in your text.



When reviewing the list of words reported as misspelled, you may find several for which you are unsure of the correct spelling. WinSpell has three separate **Lookup...** levels for ensuring that it finds the word you need. The first time you press the Lookup button, WinSpell will perform what is commonly called a root word search. It will try to determine if any words start with the first few characters of the 'misspelled' word. The words that match (within reason) are then displayed in the dialog box which will look something like the one below.



Keep in mind that WinSpell tries some other tricks during this first lookup to see if any other combinations might work. This list is always displayed in alphabetical order. If you find the correct spelling in this box, you can copy it to the clipboard by highlighting the word and pressing the OK button. Then, you can return to your other application program, hit 'Paste' from the application menu (usually Shift-Insert), and the correct spelling will be 'Pasted' into your other document. There is also another way to copy the correct word to the Clipboard. If you double click the correctly spelled word with your mouse, the word will be copied directly to the Clipboard for easy **Pasting** into your other application. If you hit the **C**ancel button, nothing is copied to the clipboard; the clipboard will not be any different than before you performed the word lookup.

If, after scrolling through this list you don't find the word, you can ask WinSpell to **G**uess harder.



The first time you press **G**uess Harder, WinSpell performs a phonetic search. What this means is that WinSpell tries to figure out what the word 'sounds' like and then attempts to find other words that might sound like what you spelled.

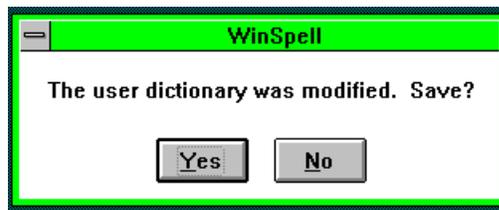
If you still don't see the word you need, you can press **G**uess Harder again. The second time you press **G**uess Harder, WinSpell may perform a more exhaustive root word search as well as some other combinations. This search is usually quite fast, but occasionally can take a while. If you have already tried the phonetic search and it didn't find the word you want,

you might try this search. WinSpell lets you know when it can't guess anymore.

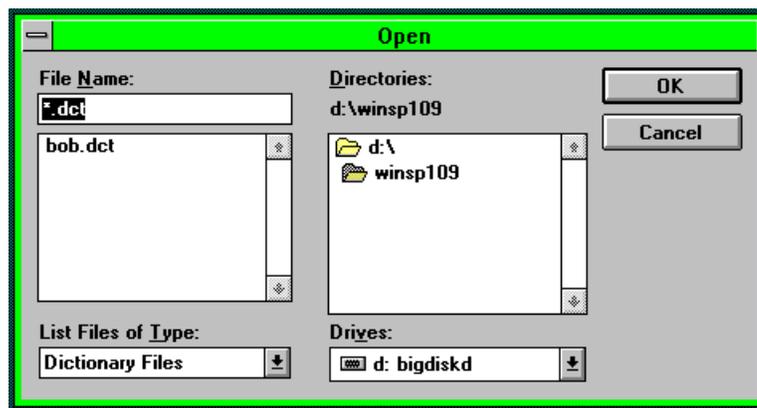


There will be cases where you want to add a word to the dictionary. WinSpell will never know every word in the world, so you can 'teach' it new words you know to be correctly spelled when you need to. For words you want to add to the dictionary, simply click on the word (once) and click on the **Add to Dictionary** button.

You can repeat this process for as many words as necessary in the list box. When you leave the dialog box by pressing **Done** (as described below), you will be presented with this dialog box (only if you have **Added** any words to the dictionary).



This is asking if you want to save the currently active Common Word dictionary, which now includes any **Added** words, to disk. In some cases, you may have accidentally **Added** a word you didn't intend to add by selecting an incorrectly spelled word from the misspelled words list. In these cases, it is smart to press the **No** button so you don't end up with a dictionary, on your disk, filled with misspelled words. If you decide that all of the words you '**Added**' to the dictionary are correctly spelled, and you press **Yes**, you will be presented with the following dialog box:



In this dialog box, you specify the name of the file in which WinSpell

should save the modified dictionary. This has certain ramifications that must be understood. If you save to an existing dictionary, the results are obvious. You are telling WinSpell that, from now on, you want the old dictionary to be superseded by the Currently Active common dictionary. If you specify a new name, you are creating a whole new dictionary. Either file will contain a dictionary that has all the words currently known to WinSpell's Currently Active common word dictionary.

For instance, say you have WinSpell load the standard COMMON.DCT that came on your distribution disks. Then you **A**dd some words by the mechanisms discussed above. When WinSpell asks you to save the modified dictionary, you could specify COMMON.DCT in the above dialog box. This would save everything the old COMMON.DCT file had in it, as well as the words you added into the a new COMMON.DCT file. Then, every time WinSpell loads COMMON.DCT, it will automatically know the new words you added.

If, however, you were to specify a new filename, WinSpell would save all the words that exist in COMMON.DCT as well as the words you added to a completely new dictionary. This is one way to 'departmentalize' dictionaries.

Whether or not you save the dictionary, WinSpell will hold the words you added in memory until you either exit WinSpell completely, or choose the **S**ettings/**S**uspend menu item, but it won't ask again if you want to save the dictionary unless you add some more words later.

Reloading Dictionaries

If you don't save the dictionary, you can reload the original dictionaries, that is, those without the newly added words. To do so you must **S**uspend and **R**esume WinSpell by choosing either the **S**uspend menu item from the system menu or the **S**ettings/**S**uspend item from WinSpell's main menu. Then repeat this process, only the this time, select the **R**esume instead of **S**uspend. This causes WinSpell to reload the Common and Full dictionaries you specified in the Settings dialog box.

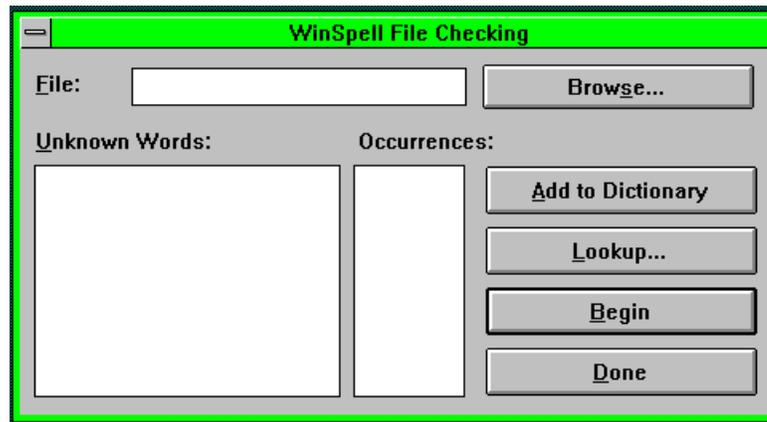


When you are finished looking over the words in the list, added any appropriate words to appropriate dictionaries, and generally completed your work, press the **D**one button to leave the dialog box.

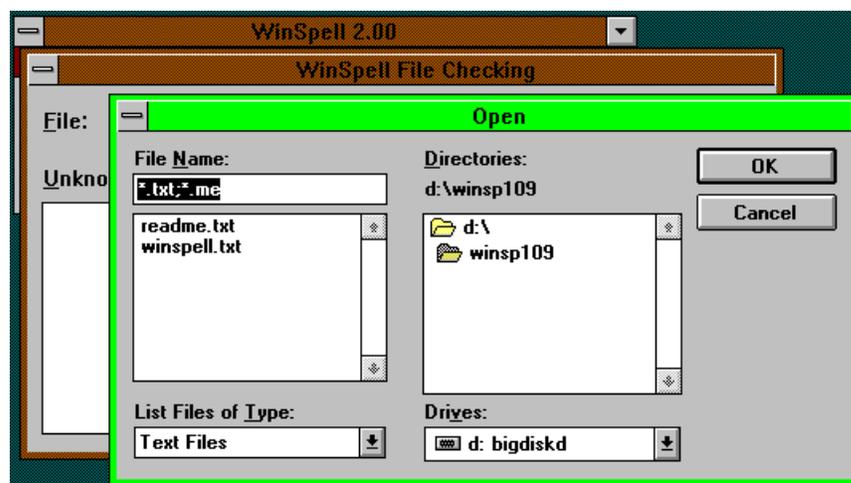
File...

WinSpell can check the spelling of documents stored on your disk. Specifically, ASCII (plain text) and Windows Write files are supported. In some cases, you can check files that aren't explicitly supported by WinSpell, but the results will vary. The bulk of the process is exactly the same as the Clipboard spell check described previously. The only difference is that WinSpell doesn't fill in the file name for you.

To have WinSpell check a document (file), choose the **File/Check/File** menu item. This will present you with the following dialog box to request the name of the file:



If you know the full file name (including the drive and path if it's not in the current directory) you can enter it into the "File Name:" edit box. If you prefer, you can use the **Browse** button to search for the file in your directories. If you click on the **Browse** button, you will be presented with the following dialog box:



Note the entry which is already included in the **File Name:** edit box. These are the default file extensions WinSpell will look for. You can edit this list (using a semi-colon to separate multiple entries) to find the specific file listings you want. Alternatively, you can choose some other predefined extension settings by clicking on the **List Files of Type:** Combo Box and choose another file type. Use this dialog to search through your disk(s) until you find the right file. Once you find AND HIGHLIGHT the right file, press the **OK** button and the file name will be automatically entered in the edit box of the previous dialog box.

From the dialog box shown previously, you tell WinSpell to begin the actual spell check by pressing the **Begin** button. The rest of the Lookup is the same as that found in the Clipboard section. Rather than repeat the entire process, you can refer to the Clipboard Check section to understand the rest of the File Check feature.

Exit

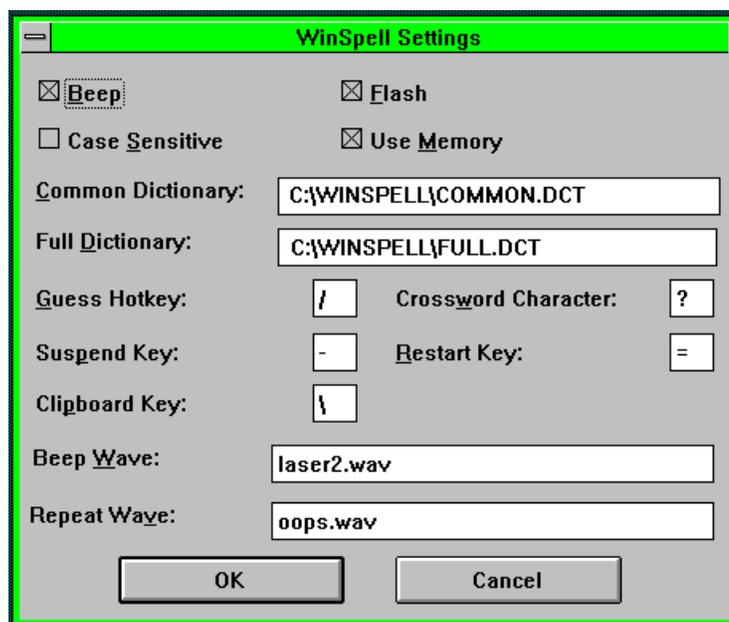
The Exit menu item informs WinSpell that it should notify Windows that you are done with WinSpell for now would like to put it away. This will free any memory WinSpell allocated for itself and completely unhook WinSpell from all of your applications and your keyboard. Thus, there will be no supervision of typing in any window until WinSpell is run again.

Settings

The Settings menu allows you to tailor the way WinSpell will act as you type, and whether or not WinSpell should supervise your typing in the windows you currently have specified. The following section describes in detail each section of the WinSpell Settings dialog box and the actions each takes.

All...

The **Setings/All...** menu item allows you to set most of the available WinSpell options in the following dialog box:



All of these entries affect the WinSpell section of the WIN.INI file. For more information, you can also review the **WinSpell and WIN.INI** section of this manual.

Check box items at the top of the dialog box allow you to tell WinSpell whether or not to Beep and/or Flash the menu bar of the current application when a misspelled word is detected. They also dictate whether or not to consider upper or lower case when spell checking, and whether to use memory to store the dictionaries or look words up from the default disk.

Beep: The Check Box displayed as "Beep" tells WinSpell whether or not to sound your computer's speaker when WinSpell detects a misspelled word entered from the keyboard or a double (repeated) word entered from the keyboard. If the box has an 'X' in it, WinSpell will sound the computer speaker any time WinSpell is active in the current window (application) and:

1. the word most recently typed is not recognized by WinSpell and/or
2. the word just typed is an identical word to the one typed just previous to the current word.

Flash: tells WinSpell whether or not to flash the menu bar and border of the current application when WinSpell detects a misspelled word entered from the keyboard or a double (repeated) word entered from the keyboard. If the box has an 'X' in it, WinSpell will flash the menu bar and border of the current application any time WinSpell is active in the current window (application) and:

1. the word most recently typed is not recognized by WinSpell and/or
2. the word just typed is an identical word to the one typed just previous to the current word.

Case Sensitive: tells WinSpell to pay attention to the case of the text you are spell checking. Normally this option would be set to "Off" (no 'X' in the box). The primary occasions when this would be useful is when you are checking a document that contains a lot of acronyms which should all be upper case. For instance, you wouldn't want to send a proposal to IBM and have a couple instances of Ibm in your text. In this situation, you can set **Case Sensitive:** to "On" and WinSpell will identify any of these possible case problems.

Use Memory: tells WinSpell to, if possible, load all of the dictionaries into memory. This allows WinSpell to run much faster than having WinSpell look words up on disk. Specifically, Use Memory tells WinSpell to load the FULL.DCT file into memory for lookups. If this box is not checked, WinSpell will access FULL.DCT via the disk which will SIGNIFICANTLY degrade the speed of lookups. In general, it is recommended to set this option to on (use memory).

Any of these four options are "On" when the box is marked with an 'X'. To toggle the value of the options (On or Off), 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.

The next section of the dialog box contains two edit fields: **Common Path and Full Path**. These are used if and when you decide to change the default dictionaries WinSpell uses for word lookups. If you want to use a different dictionary than is currently used, 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.

The next section of the settings dialog box allows you to set up specific keystroke combinations for 5 WinSpell functions.

The five selections are:

Guess Hotkey
Crossword Character
Suspend Hotkey
Restart Hotkey
Clipboard Key

Understanding of each of these selections is fundamental to understanding the use of WinSpell. We will discuss each of these key combinations in detail in the next section of the documentation.

HOTKEY COMBINATIONS

Understanding hotkey combinations for any of the five above selections is a fundamental part of understanding the basic operation of WinSpell.

Any hotkey combination requires you to hold down both the **Ctrl** and the **Alt** keys at the same time as you press the **character** key specified in any of the selection boxes of the settings dialog box.

Guess Hotkey

The guess hotkey is used to quickly look up a word that WinSpell has identified as incorrectly typed at the keyboard. Immediately after identifying the Beep/Flash of a misspelled word, type the Guess Hotkey combination and WinSpell will look up the word. When WinSpell has finished looking up the word, a dialog box with possible corrections will be displayed. Pressing the Guess Hotkey combination has the same effect as pressing the lookup button described in the Clipboard Check section. Refer to the Clipboard Check section for a complete description of further options.

Crossword Character

This is the 'wildcard' character you want to use when using the crossword lookup feature. This is the character you will use as a 'place holder' for the letters you don't know. The default crossword character is a question mark '?'.

Suspend Hotkey

The Suspend Hotkey is used to suspend WinSpell's on-line spell checking in the current window. When you use this hotkey combination, WinSpell will stop checking your spelling as you type, **but only in the current window**. WinSpell will only stop its on-line features in the current window, no other

windows will be affected.

You can suspend WinSpell's on-line spell checking operations from all currently actively monitored windows, but to do so, you must go through the main menu to do this. This is described in the **S**ettings/**S**uspend section of this manual. The suspend hotkey only removes WinSpell's monitoring from the current (Active) application.

Restart Hotkey

The Restart Hotkey is used to tell WinSpell to start monitoring your spelling, as you type, in the current (Active) application. Use this combination when you want WinSpell to monitor your spelling as you type in the application in which you are currently working in.

Clipboard Key

The Clipboard Key is a hotkey combination that will immediately start the Clipboard Check routines. When you press this hotkey combination WinSpell will automatically present you with the clipboard check dialog box. From there, you can either start the clipboard check by hitting 'Enter' or by clicking on the **B**egin button. In general it is much quicker to press the Clipboard Key hotkey combination and then quickly pressing the Enter key. That way you don't have to take your hands off the keyboard. If you decide, after all, that you don't want to check the clipboard, just press the **D**one button in the clipboard check dialog box.

***.WAV Files**

If your computer system supports playing wave (*.WAV) files, WinSpell will use the .WAV file you specify in the **Beep Wave:** box to identify words considered misspelled by WinSpell. The second entry is for a .WAV file to be used when a word is double entered. The sounds may or may not be different, depending on your tastes. There is one important point on *.WAV files however: If your computer cannot play the wave file asynchronously, you need to be careful to specify a .WAV file with a fairly short time span for both of the *.WAV files, especially the **Beep Wave** selection. The reason for this is that, if you are typing real fast (as some people can do), you will invariably type a word WinSpell doesn't recognize. WinSpell then tries to sound the specified .WAV file. If the specified .WAV file takes a long time to sound, you may be finished typing two or three more words. If this happens, you won't be able to use WinSpell's lookup feature for the (now ancient for WinSpell's purposes) potentially misspelled word. It is worth testing the .WAV files you want to use prior to going into serious word processing sessions.

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).

To select specific .WAV files for error reporting, enter the full name of the file, including the Drive, full path, and file name of the .WAV file for the specific error report.

Suspend

The **Suspend** menu item tells WinSpell to suspend its on-line spell checking activities in ALL windows. The **Suspend** function suspends WinSpell in all of the windows it is currently added to.

Even though WinSpell is suspended, it still keeps track of all the windows for which you requested monitoring. If and/or when you **Resume** WinSpell from the main WinSpell menu, all of the windows you were monitoring before will become active (for WinSpell on-line checking) again. If you quit any of the applications in the windows WinSpell was monitoring, while WinSpell is suspended, it recognizes this fact and automatically removes such windows from its list of things to remember.

The **Suspend** command also asks WinSpell to release all of the memory it requires in order to check words you type. This can be helpful in situations where Windows informs you that memory is getting low.

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. You can still use WinSpell to perform Windows Clipboard and disk file checks, WinSpell simply won't be monitoring your spelling as you type.

Resume

The **Resume** item in the Settings menu tells WinSpell to resume the detection of misspelled words in all windows you had previously specified using the **Restart** hotkey. When you **Suspend** WinSpell as described above, WinSpell still remembers all of the windows you were monitoring. When you **Resume**, WinSpell will load the dictionaries and you will be monitoring your spelling as you type in all of the windows you had previously specified.

Beep

The **Beep** menu item asks WinSpell to send a beep to the system speaker when you misspell a word. Turning the Beep option off 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 from the icon menu. See the section on ***.WAV** files for other options with **Beep**.

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. Having this option turned "On" and **Beep** "Off" 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...

Last Typo...

The **Guess/Last Typo...** menu item asks WinSpell to make guesses for the correct spelling of the word most recently entered from the keyboard. There are two possible situations here. The first and most normal is when a word has been recently typed and flagged by WinSpell as misspelled. If you choose **Guess/Last Typo...** in this case, WinSpell will look up the word and then present you 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. Note that the guesses are in alphabetical order.

The **Add to Dictionary** 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 corner of the dialog box, just to the left of the 'Add to Dictionary' button.**

When you add a word to the dictionary, WinSpell will remember it until you either Suspend or Exit, **even if you don't save the dictionary to disk.**

The **OK** button asks WinSpell to send the highlighted word in the **Matched Guesses** list box to the clipboard. **NOTE: When sending the word to the Clipboard, WinSpell always follows the capitalization of the misspelled word.** This mechanism 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 key combination to highlight the potentially misspelled word, then press Shift-Insert to replace it with WinSpell's correction, which had been copied to the Windows Clipboard.

Note: You can also double click a word in the **Matched Guesses** 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. The Windows Clipboard remains unchanged when you choose the **Cancel** button.

Lookup Box

This item allows you to look up the spelling of a word that you aren't sure of. **Lookup Box** is only available when WinSpell is maximized (not displayed as an icon). When WinSpell is maximized, there is a space available for you to type a word you want to look up. The space looks like this:

A screenshot of a dialog box element. It consists of a grey rectangular background. On the left side, the text "Word to Check:" is written in a bold, black, sans-serif font. To the right of this text is a white rectangular input field with a thin black border. The input field is currently empty.

To use this option, click your mouse in the white box and enter the word you want to look up. Then press the **Lookup...** button. After doing this you will be presented with the list of possible words as described in the Check Clipboard section. Refer to that section for specific details on your options.

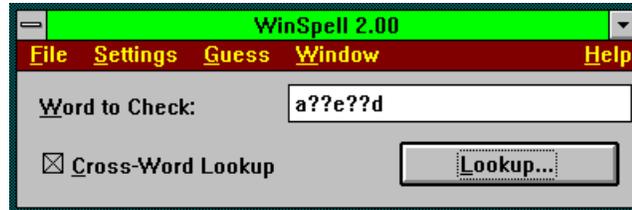
An important note: Entering a word in this box for either a regular or a crossword-type lookup, and the status of the crossword lookup check box, have no effect on on-line spell checking features of WinSpell or on the file and clipboard check features. You can leave this box in any state and still continue checking files and your spelling as you type.

A screenshot of a checkbox control. It features a small, empty square box to the left of the text "Cross-Word Lookup". The text is in a bold, black, sans-serif font. The entire control is set against a grey rectangular background.

The Cross-Word Lookup

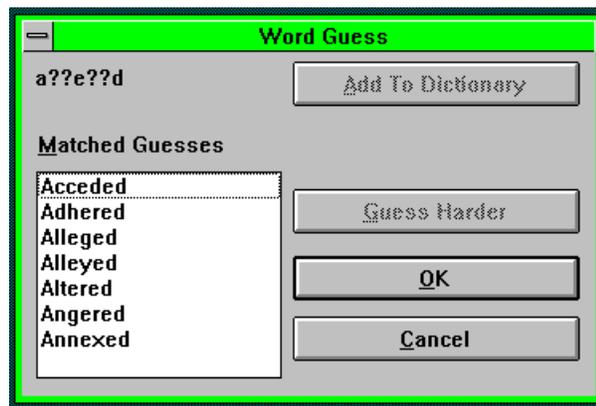
In the WinSpell main dialog box, you might notice a section at the bottom left with a check box. This selection allows you to do a unique sort of lookup. When this box is checked, you can tell WinSpell to perform what is

sometimes called a 'Wildcard' lookup. As an example, let's say you are doing a crossword puzzle and you just can't get a 7-letter word for "ADDED TO" that starts with 'A', has an 'E' in the fourth position, and ends with a 'D'. You would use your **Crossword Character** to fill in the letters you don't know. For the case presented above, you would make the dialog box look like this:



Note that the **Crossword Character**, '?', is used to mark the spaces for the letters you don't know. Also note that the **Cross-Word Lookup** check box is checked. You must check this box for WinSpell to fill in the blanks for you. If you don't have this box checked, WinSpell would not find any words for this lookup because not very many words use a question mark as a character!

When you are ready, you then click on the **Lookup...** button to see if anything matches. In the case above, there are indeed some matches. WinSpell will present the familiar dialog box with all of the matches as shown below:



And there, at the bottom of the **Matched Guesses** box, is the very word you were looking for. A 7-letter word that means "ADDED TO" which starts with 'A', has an 'E' in the fourth position, and ends with a 'D'; ANNEXED! Note that the **Add to Dictionary** and **Guess Harder** buttons are 'grayed', indicating that you can't select them. This is because they have no meaning when you have entered wildcard characters into the word. You wouldn't want them in any of your dictionaries, and WinSpell certainly can't figure out how the word sounds if all of the characters aren't there, so Guessing Harder wouldn't work either.

Make sure you return to the normal lookup mode if you don't want to do Crossword-type lookups. To do this, simply click in the **Cross-Word Lookup** box to remove the 'X'. Then WinSpell again to look up all words instead of specific length words. Any time you have the crossword lookup feature turned 'On', WinSpell's main window **Lookup...** function will only find words that are EXACTLY the same length (i.e., number of characters) that are entered into the **Word to Check:** field.

Again, the state of WinSpell's main window has no bearing on the monitoring, guessing and file/clipboard checking abilities. It is simply a convenient place to look up specific words.

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. Refer to your Windows users manual for information about how to use the help facility.

About

The About menu item 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
Lookup Typo	<u>G</u>uess...
Check	<u>C</u>lipboard or <u>F</u>ile
Settings	<u>S</u>ettings/<u>A</u>ll...
Suspend	<u>S</u>uspend
Resume	<u>R</u>esume
Beep	<u>S</u>ettings/<u>B</u>eep
Flash	<u>S</u>ettings/<u>F</u>lash
Help	<u>H</u>elp/<u>I</u>ndex
About WinSpell	<u>F</u>ile/<u>A</u>bout...

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.

THE WinSpell DICTIONARIES

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 default name for the MBD is COMMON.DCT. To change this, use the **Settings/All** dialog box to change the **Common Path** entry.

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.

Adding words to the dictionaries is covered in the File/Check/Clipboard/Add to Dictionary section of this manual. Refer to that section for specifics pertaining to adding words to the dictionaries.

Many times, users want to have multiple dictionary capability. WinSpell effects this by allowing you to load words from text files. You can use **File/Load Words** as many times as you need. WinSpell will simply add the words to the dictionary in memory. In this way, you can consider the text files as secondary dictionary file formats. WinSpell just merges them in with its MBD.

There are also times when a completely new dictionary is desired which is not based on the default COMMON.DCT file. To do this, use the Settings dialog box to tell WinSpell to use a dictionary file that does not exist. Then when WinSpell attempts to load this non-existent file, WinSpell will complain about it's inability to open the dictionary. That is just fine. WinSpell recovers from this by creating an empty dictionary in memory, to which you can add words via the **File/Load Words** menu item and/or the other methods discussed throughout this manual. The DBD is still active and spell checking should go well for most cases. When WinSpell asks you if you want to save the Common Dictionary, because its been modified, specify the same file name

that you told WinSpell to use. WinSpell will then save only the words added to the empty dictionary, thus making a completely new dictionary file. The next time you run or resume WinSpell, the new dictionary will exist and all will be well.

WinSpell AND WIN.INI (Customizing WinSpell)

After installing WinSpell, there is more that you can do to make WinSpell more suited to your needs. During installation, a section is added to the WIN.INI file (normally located in the C:\WINDOWS directory). This section may look like this:

```
[WinSpell]
Beep=1
Flash=1
Common=C:\WINSPELL\COMMON.DCT
Full=C:\WINSPELL\FULL.DCT
CaseSensitive=0
LoadIndex=1
HotKeyChar=/
RestartKeyChar=\
SuspendKeyChar=-
CrossWordChar=?
Table1=abcdefghijklmnopqrstuvwxy
Table2=ABCDEFGHIJKLMNPOQRSTUVWXYZ
Table3='&
Table4=1234567890
Surround=<>[]{}'""'`||
Weighting=15
```

The various entries in this section significantly affect how WinSpell 'acts' when running.

Each line of this list is important. The first line (**Beep=1**) tells WinSpell whether or not to use the speaker when misspelled words are identified. If the number is set to 0, the WinSpell will not beep when a misspelled word is identified. If it is set to any other value, WinSpell will beep whenever it identifies a misspelled word. This setting will be changed if its entry in the Settings Dialog box is changed.

The second line (**Flash=1**) tells WinSpell whether or not to flash the menu bar of the current window when it detects a misspelled word entered from the keyboard. If this entry is set to 0, WinSpell will not flash the title bar of the current application (as described later). If it is set to any other value, WinSpell will flash the title bar of the current application when a misspelled word is detected. This setting will be changed if its entry in the Settings Dialog box is changed.

The third line (**Common=C:\WINSPELL\COMMON.DCT**) tells WinSpell where to look for the common words dictionary. This entry needs to contain the full disk drive, path and file name of the common words dictionary you want WinSpell to use. The entry above is the default dictionary entry that WinSpell automatically places in the WIN.INI file for the common words dictionary. This setting will be changed if its entry in the Settings Dialog box is changed.

The fourth line (**Full=C:\WINSPELL\FULL.DCT**) tells WinSpell where to look for the complete dictionary. This entry needs to contain the full path and file name of the complete dictionary you want WinSpell to use. The entry above is the default dictionary entry that WinSpell automatically places in the WIN.INI file for the complete dictionary. This setting should be left off unless you are going to check files, as most words in the dictionary assume capitalization. This setting will be changed if its entry in the Settings Dialog box is changed.

The fifth line (**CaseSensitive=0**) tells WinSpell whether or not to pay attention to upper or lower case when checking words. This can be useful if you have documents with a lot of acronyms (like IBM) that you want to be sure are spelled right and have the correct case. This setting will be changed if its entry in the Settings Dialog box is changed.

The sixth line (**HotKeyChar=/**) tells WinSpell which key to use to look up a misspelled word in any application. This character is used in conjunction with the Control and Alt keys on the keyboard as described earlier. To look up the last identified word, you hold down the Ctrl and Alt (Ctrl-Alt) keys and press the Hot Key identified in this line. This setting will be changed if its entry in the Settings Dialog box is changed.

The seventh line (**RestartKeyChar=**) tells WinSpell which key (in combination with the Control Key) will **Resume** or start WinSpell's on-line spell checking features in the current window. This setting will be changed if its entry in the Settings Dialog box is changed.

The eighth line (**SuspendKeyChar=-**) tells WinSpell which hotkey character will stop WinSpell's on-line spell checking feature in the current window, as described earlier in this manual. This setting will be changed if its entry in the Settings Dialog box is changed.

The ninth line (**CrossWordChar=?**) tells WinSpell which character you want to use as a 'WildCard' or placeholder character in the Crossword lookup. The Crossword lookup is described earlier in this manual.

NOTE: All of the lines starting with `TableX=` tell WinSpell which characters to consider as 'text type' characters. They are broken up into the following tables for convenience. You could just as easily combine all of the 'TableX' entries into a single `Table1=` entry.

The eleventh line (`Table1=abcdefghijklmnopqrstuvwxy`) is a very important line. This (obviously) lists all of the lower case characters in the particular alphabet you are using. This line can only be modified by editing the WIN.INI file from a text editor (such as Windows Notepad).

The twelfth line (`Table2=ABCDEFGHIJKLMNPNOPQRSTUVWXYZ`) is the upper case equivalent of the eleventh line. The same rules apply for editing this line as apply in Table 1

The thirteenth line (`Table3='`) indicates the apostrophe character. This character is often used in contractions. WinSpell does have some contractions in its dictionaries. If you don't have the apostrophe in the `TableX` section, WinSpell will always flag these contractions as misspelled.

The fourteenth line (`Table4=1234567890`) tells WinSpell which characters to consider as numeric.

The fifteenth line (`Surround=<>[]{}()''''''`|)` tells WinSpell which characters are used to surround words. It is important that you include both the front and back end in order. This is how WinSpell knows that the characters are being used to bound a set of words.

The last line (`Weighting=15`) is an integer value used by the phonetic search algorithms. It essentially is a limiting metric value which tells WinSpell how picky to be as it tests the phonetic representations of words against its internal dictionaries. This value can be changed if the phonetic search isn't working as desired. Higher values make the phonetic searches more picky. Lower values allow looser comparisons. For the general cases, values between 10 and 20 will give relatively good results. Values outside that range will tend to give either too many choices, or not enough. The default value of 15 will generally give quite good results and this value rarely needs modification.