

# WinSpell - Windows Spelling Supervisor

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## WinSpell - Windows Spelling Supervisor

**WinSpell** is a spell checking supervisor for Microsoft Windows applications. It can supervise your typing and check each word you type against its internal dictionaries of words known to be correctly spelled.

**WinSpell** 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.

**WinSpell** can also check the spelling of document files and text copied to the Windows Clipboard.

Using these three modes, **WinSpell** can 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.

**WinSpell** can also be used to check single words in its main dialog window. Such lookups may contain wild card characters so **WinSpell** can fill in the blanks for you.

## 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 structures are as follows:

### System Menu

- Lookup Typo...
- Check
  - Clipboard...
  - File...
- Settings...
- Suspend
- Resume
- Beep
- Flash
- Help
- About...

### File

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

### Settings

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

### Guess

- Lookup Typo...
- Lookup Typo...

### Window

- Add...
- Remove...

### Help

- Index
- About...

## Loading (Merging) Words into a WinSpell Dictionary

You may merge words, from a text file, into the currently active Common Dictionary. The file containing the words must be a standard text file with one word per line.

To begin the merge, choose the **File/Load Words...** menu item. Following that, you will be presented with the standard Windows File Open dialog box. 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 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 Load Words from as many word list files as you need.

Once you have Loaded the words, they remain in memory until you either exit WinSpell or ask **WinSpell** to Suspend itself via the **Settings/Suspend** menu selection or Exit **WinSpell** completely. When you choose **Settings/Suspend**, **WinSpell** will ask you if you want to Save the dictionary currently in use since it was modified by the additions.

## **Saving a Dictionary to a Text File**

You can save the currently active dictionary to a text file which can later be read by the LoadWords... menu item.

To save the currently active Common Dictionary to a text file choose the **File/Save Words** menu item. This action presents you with the standard Windows File Save dialog. Using this dialog box, you specify the file to which **WinSpell** should save the words.

This operation saves all the words WinSpell knows in the currently active Common Dictionary to a text file, one word per line. **WinSpell** sorts the list for you, automatically, before saving the words.

## Spell Checking a File

To get WinSpell to check the words in a Windows Write document or text file, choose the **File/Check/File...** menu item. This will present you with the **WinSpell File Checking** dialog box.

Given this dialog box, you specify a file to check and tell WinSpell to begin the actual check by pressing the **Begin** button. If you don't know exactly where the file is, you may press the Browse button which presents you with the Windows File Open dialog box.

After pressing the **Begin** button, WinSpell starts its search for unknown words in the document. As **WinSpell** finds words, it places them into the **Unknown Words:** list box. The box next to the **Unknown Words:** list box (**Occurrences:**) shows how many times the misspelled word was used in the document.

When the spell check of the file is complete, WinSpell notifies you by beeping the computer speaker. At this point, you can review the list to determine if you need to replace any words in your document.

When reviewing the list of words reported as misspelled, use the Lookup... button to get **WinSpell** to guess at the correct spelling.

If **WinSpell** reports any words that are actually spelled correctly, you may Add them to the **WinSpell's** dictionary by pressing the **Add to Dictionary...** button.

When you are done reviewing the misspellings, you quit the file check by pressing the **Done** button. If you added any words to the dictionary, **WinSpell** will ask if you want to Save it.

## Spell Checking The Clipboard

To get WinSpell to check text copied to the Clipboard, choose the **File/Check/Clipboard...** menu item. This will present you with the **WinSpell File Checking** dialog box.

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

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

When the spell check of the clipboard is complete, WinSpell notifies you by beeping the computer speaker. At this point, you can review the list to determine if you need to replace any words in your document.

When reviewing the list of words reported as misspelled, use the Lookup... button to get **WinSpell** to guess at the correct spelling.

If **WinSpell** reports any words that are actually spelled correctly, you may Add them to the **WinSpell's** dictionary by pressing the **Add to Dictionary...** button.

When you are done reviewing the misspellings, you quit the file check by pressing the **Done** button. If you added any words to the dictionary, **WinSpell** will ask if you want to Save it.

## Exiting WinSpell

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



## Setting All WinSpell Parameters

The **Settings/All...** menu item allows you to set most of the available WinSpell options in a single 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 the User's 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 title 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.

The Check Box items are "on" when they have an 'X' in the box.

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 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 **WinSpell's** Hotkey combinations.

The five selections are:

GuessHotkey  
SuspendHotkey  
RestartHotkey  
ClipboardKey

Following the Hotkeys are settings for which wave files to play instead of the Beep and Double Beep sounds. See the **WinSpell User's Manual** for a detailed discussion of Wave Files.

## Suspending WinSpell

When you choose the **Settings/Suspend** menu item, **WinSpell** will stop supervising while you type. This is a **WinSpell** system wide function which means that **WinSpell** will stop trying to detect misspelled words and will not notify you if you do misspell a word in any window.

To Suspend **WinSpell** for a single window only, use the Window/Remove menu item or the SuspendHotkey

This command also asks **WinSpell** to release all 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 monitoring your typing again, use the Resume item from the Settings menu.

## Resuming WinSpell

If you choose the **Settings/Resume** item **WinSpell** will resume the detection of misspelled words in all the windows it has been told to monitor via the Window/Add menu item or the RestartHotkey. This function automatically rehooks **WinSpell** to any window it was monitoring when **WinSpell** was Suspended.

## Beeping the System Speaker

You can ask **WinSpell** to send a Beep to the system speaker when you misspell a word by choosing the **Settings/Beep** menu item. If you have specified a wave file in the Settings Dialog box, **WinSpell** will play that instead of beeping.

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 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.

**WinSpell** only **Beeps** in windows you have asked it to monitor via the Window/Add or the RestartHotkey.

## 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 **Settings** 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.

**WinSpell** only **Flashes** in windows you have asked it to monitor via the Window/Add menu item or the RestartHotkey.

## 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 **WinSpell** copyright information is provided.

## Guessing at the Last Keyboard Typo

The **Guess/Lookup Typo...** and the GuessHotkey tells **WinSpell** to perform a Lookup on the word most recently typed at the keyboard in any window **WinSpell** has been told to monitor via the Window/Add menu item or the RestartHotkey.

## WinSpell Word Guess Dialog

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

- 1) Choose the **Guess.../Last Typo...** menu pick
- 2) Press GuessHotkey Combination (Ctrl-Alt-/ be default).
- 3) Press the **Lookup...** push button in the File and Clipboard Check
- 4) Press the **Lookup...** push button in the **WinSpell** main dialog window or choose the **Guess.../Lookup Box...** menu item

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

If method 4) was used and the **Crossword Lookup:** Check Box is checked in the **WinSpell** main window, you will get the CrosswordLookup, sometimes called WildCard lookup.

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

In addition the following buttons are displayed which perform desired actions:

Add To Dictionary  
Guess Harder  
OK  
Cancel

If the correct word appears in the list box, you may send it to the clipboard by highlighting it and pressing the **OK** button. Alternatively, double-click the word with your mouse.

Pressing the **Cancel** button removes the Dialog box with no other action.



## Adding a Window to WinSpell's Keyboard Monitor

To get **WinSpell** to add a window to its list of monitored windows choose the **Window/Add** menu item or select the desired window as the currently active window and press the RestartHotkey combination.

If you choose the **Window/Add** menu item, **WinSpell** temporarily replaces the mouse cursor with a Check-Mark cursor. Place this cursor over the window you wish to have monitored and press the left mouse button. The original cursor is replaced and **WinSpell** adds the application running in the window to its list of monitored windows.

You may add as many windows as you wish and **WinSpell** will only monitor your typing in those windows. All other windows are ignored by **WinSpell**.

**WinSpell** will not add itself or the Windows Desktop.

## Removing a Window from WinSpell's Keyboard Monitor

To get **WinSpell** to remove a window from its list of monitored windows choose the **Window/Remove** menu item or select the desired window as the currently active window and press the SuspendHotkey combination.

If you choose the **Window/Remove** menu item, **WinSpell** temporarily replaces the mouse cursor with a Check-Mark cursor. Place this cursor over the window you wish to stop monitoring and press the left mouse button. The original cursor is replaced and **WinSpell** removes the application running in the window from its list of monitored windows.

Removing a window which is not currently monitored by **WinSpell** will cause no harm.

## **Adding a word to a Dictionary**

When you add a word via any of the **Add to Dictionary** buttons in **WinSpell**, you are telling **WinSpell** to add the specified word to the Common Dictionary currently loaded in memory. After **WinSpell** has inserted the word into the dictionary it will ask if you want to save the dictionary to disk.

If you elect to save the dictionary, you are presented with the standard Windows File Save dialog box. Using this dialog box, specify the name of the file you would like to which you would like save the Common Dictionary.

**Never save a Common Dictionary to the same file as your Full Dictionary.**

If you specify a new file, **WinSpell** creates a completely new Common Dictionary compatible file containing all the words from the currently active Common Dictionary, which generally includes all of the words of **WinSpell**'s standard COMMON.DCT plus any you have added.

## 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 and the desire for virtually instant guess lookups.

**WinSpell** can be configured to use more memory and run significantly faster by choosing the "Use Memory" check box in the Settings Dialog, accessible from the **Settings/All...** menu item.

## Saving Common Word Dictionaries

**WinSpell** can be configured to use any of a number of Common Word Dictionaries. The term Common Word Dictionary is simply **WinSpell**'s term for its memory and/or user defined dictionaries. From time to time, **WinSpell** will ask you if you want to save the Common Dictionary.

If you answer yes, by pressing the **Yes** button provided, **WinSpell** will present you with the standard Windows File Save dialog box. Using this dialog box, you specify the name of the file **WinSpell** should save the dictionary in. Generally, you will save to the file **WinSpell** usually uses (COMMON.DCT), but you may save others if you want to have specific dictionaries for specific purposes. You load the different dictionaries via the Settings Dialog **Common Path** edit field.

Saving a Dictionary saves every word **WinSpell** currently has stored in its Common Word Dictionary in memory. The dictionary is stored in a high speed binary format so it is not editable. If you want to edit the dictionary, use the File/Save Words... to save the dictionary as a text file.

## Browsing for Files

There are a number of places **WinSpell** presents you with a **Browse** button. When pressed, this button presents you with a standard Windows File Open or Save dialog box. This dialog box can be used as a convenient method of filling in edit fields which require a full path name.

## Making WinSpell Guess Harder

In **WinSpell**'s Guess dialog box, there is a button called **Guess Harder**. When pressed, this button tells **WinSpell** that the list of guesses it has presented does not contain the correct word you are looking for and you want it **WinSpell** to take a harder look at what the correct spelling might be.

The first time you press **Guess 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 **Guess Harder** again.

The second time you press **Guess 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.

## Crossword (WildCard) Lookups

When this **Cross-Lookup** Check Box is checked **WinSpell** performs what is sometimes called a 'Wildcard' lookup on the word typed into the **Word to Check:** edit field.

In this type of lookup, you replace any characters in a word you don't know with a wild card character, which is the '?' character by default. When the word is complete, including any wildcards, press the **Lookup...** button and **WinSpell** looks for all words which match the pattern.

Note that this is an exact length match, that is to say, **WinSpell** locates all correctly spelled words which fit the length and pattern specified by the (wildcard) word to lookup. For instance, the wildcard word:

th?s

matches "this" and "thus" but not "these".



## The WinSpell Guess HotKey

The **GuessHotkey** 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 **GuessHotkey** combination and **WinSpell** will look up the offending word. When WinSpell has finished looking up the word, the **WinSpell** Guess 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.

## The WinSpell Suspend HotKey

The **SuspendHotkey** is used to suspend **WinSpell**'s on-line spell checking in the current window. When you use this hotkey combination, **WinSpell** will 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 use the Settings/Suspend menu item.

Again, the suspend hotkey only removes WinSpell's monitoring from the current (Active) window and/or application.

## The WinSpell Restart HotKey

The **RestartHotkey** is used to either start or restart **WinSpell**'s on-line spell checking in the current window. When you use this hotkey combination, **WinSpell** will begin, or resume, checking your spelling as you type in the current window, no other windows will be affected.

The default **RestartHotkey** combination is the Ctrl-Alt-= character. Thus you should press the Control, Alt and = (equals) key simultaneously.

If you have suspended **WinSpell** from all windows via the **Settings/Suspend** menu item, You may want to use the **Settings/Resume** menu item to restart WinSpell, as that will rehook all previously monitored windows automatically.

Again, the suspend hotkey only removes WinSpell's monitoring from the current (Active) window and/or application.

## The WinSpell Clipboard HotKey

The **ClipboardHotkey** is a hotkey combination that will immediately bring up the Clipboard Check dialog box.

By default, the **ClipboardHotkey** combination is Ctrl-Alt-\. Thus you would press the Control, Alt and \ (backslash) keys simultaneously.

## Creating New Common Word Dictionaries

There are times when a completely new dictionary is desired which is not based on the default COMMON.DCT file. To do this:

- 1) Use the **Settings** dialog box to tell WinSpell to use a **Common Dictionary** file that does not exist.
- 2) 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.
- 3) Add words via the **File/Load Words** menu item and/or the **Add to Dictionary** button.
- 3) 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 in the **Settings** dialog box.

**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.