

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

### About Formality Levels for Checking Styles




Each checking style has a default level of formality assigned to it. For example, the default formality level for the Technical or Scientific style is Formal.

Three levels of formality are available.

- ◆ Formal
- ◆ Informal
- ◆ Standard

When you change to a new checking style, the level of formality changes to the default for that checking style.

You can change the default formality for the checking style currently selected.

-  To change the formality of a checking style
-  To edit a checking style
-  Related Concepts

### About Maximum Allowed Values

You can customize a checking style by specifying "maximum allowed" values or other grammar checking parameters.

You can change values for the following parameters.

- ◆ Sentence length
- ◆ Maximum number of consecutive nouns
- ◆ Maximum number of consecutive prepositional phrases
- ◆ Maximum number of words allowed in split infinitive
- ◆ Numbers to be spelled out
- ◆ To specify the range of numbers to be spelled out
- ◆ To specify the number of consecutive nouns allowed
- ◆ To specify the number of words allowed in a split infinitive
- ◆ To specify the number of consecutive prepositional phrases allowed
- ◆ To specify maximum sentence length
- ◆ Related Concepts

### About Rule Classes

Grammatik has organized the thousands of grammar and style criteria it uses to detect common writing problems into groups called "rule classes."

You can choose which rule classes you want applied during a proofreading session. You can also edit existing rule classes. If, while proofreading, you decide you don't want a certain rule to be applied, you can turn off the rule. (Of course you can turn it back on when needed.)

- ◆ To save a set of rules as a new checking style
- ◆ To add a rule class to a checking style
- ◆ To turn on rule classes
- ◆ To turn off a rule during proofreading
- ◆ Related Concepts


### To edit a checking style,

- 1 Click Tools ► Grammatik
- Customize
- Checking Styles.
  - 2 Click a checking style.
  - 3 Click Edit.
  - 4 Select the rule classes to include in the checking style.
  - 5 Define the Maximum Allowed options.
  - 6 Select the Formality Level.
  - 7 Click Save.





### Tips

- ◆ When you save an edited default checking style, an asterisk (\*) is added to the style name.
- ◆ To save the edited checking style with a different name, click Save As (instead of Save), type a name for the style, then click OK.


◆ Related Topics

 About Checking Styles

**To specify the number of consecutive nouns allowed,**

- 1 Click Tools  Grammatik
  -  Customize
  -  Checking Styles
  -  Edit.
- 2            Type a number in the Consecutive nouns text box.





**Tips**

-  Make sure the Consecutive Elements check box in the Rule Classes group is selected.




About Maximum Allowed Values

**To specify the number of consecutive prepositional phrases allowed,**

- 1 Click Tools  Grammatik
-  Customize
-  Checking Styles
-  Edit.

2           Type a number in the Consecutive prepositional phrases text box.





**Tips**

-  Make sure the Consecutive Elements check box in the Rule Classes group is selected.




About Maximum Allowed Values

**To specify maximum sentence length,**

- 1 Click Tools  Grammatik
-  Customize
-  Checking Styles
-  Edit.

2           Type the number of words allowed in the Long sentence length text box.

**Tips**





-  Make sure the Consecutive Elements check box in the Rule Classes group is selected.



About Maximum Allowed Values






**To specify the range of numbers to be spelled out,**





- 1 Click Tools  Grammatik
-  Customize
-  Checking Styles
-  Edit.

2            Type a number in the Spell numbers below or equal to text box.

**Tips**



-  Make sure the Consecutive Elements check box in the Rule Classes group is selected.
-  Set this value to zero if you don't want figures to be flagged as errors.
-  About Maximum Allowed Values

**To specify the number of words allowed in a split infinitive,**

- 1 Click Tools  Grammatik
-  Customize
-  Checking Styles
-  Edit.

2            Type a number in the Words allowed in split infinitive text box.

**Tips**


-  Make sure the Consecutive Elements check box in the Rule Classes group is selected.
-  About Maximum Allowed Values

## About Checking Styles


A checking style is a pre-defined set of writing style rules applied to your document. Choose a writing style to tailor a grammar check for a specific type of writing. Choose from the following predefined checking styles, or create your own.

- ◆ [Spelling Plus](#)
- ◆ [Quick Check](#)
- ◆ [Very Strict](#)
- ◆ [Formal Memo or Letter](#)
- ◆ [Informal Memo or Letter](#)
- ◆ [Technical or Scientific](#)
- ◆ [Documentation or Speech](#)
- ◆ [Student Composition](#)
- ◆ [Advertising](#)
- ◆ [Fiction](#)
- ◆ [To create a checking style](#)
- ◆ [To change the formality of a checking style](#)
- ◆ [To restore an edited checking style](#)
- ◆ [To select a checking style for the current document](#)
- ◆ [To edit a checking style](#)
- ◆ [To delete a checking style](#)
- ◆ [Related Concepts](#)


**To select a checking style for the current document,**

- 1 Click Tools  Grammatik.
- 2 Select a style from the Checking style list box.




**Tips**

 If a checking style has an asterisk (\*) next to its name, it has been edited and may differ from the original checking style included with Grammatik.



 [Related Topics](#)

 [About Checking Styles](#)

**To delete a checking style,**

- 1 Click Tools  Grammatik
  -  Customize
  -  Checking Styles.
- 2 Select a checking style, then click Delete.

**Tips**

-  You can delete the checking styles you create, but cannot delete pre-defined checking styles.
-  About Checking Styles

### About Customizing Grammatik

Grammatik gives you the flexibility to customize how it proofreads text. For example, you can have Grammatik provide spelling suggestions for typographical errors, or you can have Grammatik automatically start whenever you choose Grammatik from a pull-down menu.

- ◆ To proofread headers, footers, and footnotes
- ◆ To view spelling suggestions for misspelled words
- ◆ To automatically start Grammatik
- ◆ To prompt before automatic replacement
- ◆ Related Concepts

**Add**

When spell checking is turned on during a proofreading session, Grammatik flags any word not found in its dictionary or your user word list. If the word is spelled correctly and you use it often in your writing, click the Add button to place the word in your user word list.

### About Language




To check the spelling, grammar, or formatting conventions of a document in another language, you will need to purchase an additional language module.

Every language has specific ways of formatting things such as dates, time, and currency symbols. You can use the Language feature to check formatting conventions of another language. For example, you can have Grammatik format all the dates in your document in the language you select (such as 12 avril 1996 for French).

- ◆ To select a language
- ◆ Related Concepts






**To automatically start Grammatik,**




- 1 Click Tools  Grammatik
-  Customize
-  Auto start.

2 Exit Grammatik, then start it again.


**Tips**

-  By default, Auto start is selected and proofreading starts as soon as you open Grammatik.
-  If you have text selected before you open Grammatik, proofreading begins automatically when you open Grammatik, even if you have not selected Auto start.
-  [About Customizing Grammatik](#)


### To prompt before automatic replacement,

- 1 Click Tools  Grammatik
  -  Customize
  -  Prompt before auto replacement.
- 2 Click Start.

### Tips

 Use this feature when you want to be prompted before Grammatik inserts an automatic replacement. QuickCorrect must be active.

 Related Topics

 About Customizing Grammatik




**To view spelling suggestions for misspelled words,**

- 1 Click Tools ♦ Grammatik
- ♦ Customize
- ♦ Suggest spelling replacements.



**Tips**

- ♦ By default, Suggest spelling replacements is selected. To deselect the options, clicking Customize
- ▶ Suggest spelling replacements.
- ♦ When you deselect Suggest spelling replacements, Grammatik still flags spelling errors. However, to view spelling suggestions for the error, you must click Suggest.
- ♦ [About Customizing Grammatik](#)

**To proofread headers, footers, and footnotes,**

- 1 Click Tools  Grammatik
-  Customize
-  Check headers, footers, footnotes.

**Tips**

-  This option is available only in WordPerfect.
-  About Customizing Grammatik

### About Parts of Speech

When Grammatik analyzes text, it assigns a part of speech to each word in a sentence. Use Part of Speech to view the assignments.

The abbreviations that identify parts of speech are listed below. Click any of the following for a brief explanation.

◆	<a href="#"><u>3v</u></a>
◆	<a href="#"><u>&lt;&gt;</u></a>
◆	<a href="#"><u>abrv</u></a>
◆	<a href="#"><u>adj</u></a>
◆	<a href="#"><u>adv</u></a>
◆	<a href="#"><u>aux</u></a>
◆	<a href="#"><u>bv</u></a>
◆	<a href="#"><u>cj</u></a>
◆	<a href="#"><u>c/s</u></a>
◆	<a href="#"><u>det</u></a>
◆	<a href="#"><u>ij</u></a>
◆	<a href="#"><u>inf</u></a>
◆	<a href="#"><u>mod</u></a>
◆	<a href="#"><u>num</u></a>
◆	<a href="#"><u>pn</u></a>
◆	<a href="#"><u>poss</u></a>
◆	<a href="#"><u>ppt</u></a>
◆	<a href="#"><u>prep</u></a>
◆	<a href="#"><u>pres-p</u></a>
◆	<a href="#"><u>prn</u></a>
◆	<a href="#"><u>pv</u></a>
◆	<a href="#"><u>sn</u></a>
◆	<a href="#"><u>To view parts of speech</u></a>
◆	<a href="#"><u>Related Concepts</u></a>

**Analysis**

Use the features on the Analysis menu to analyze your writing style.

**To select a language,**

- 1 Click Tools ♦ Grammatik
- ♦ Customize
- ♦ Language.

2 Select a language from the list box, then click OK.

**Tips**

♦ If you want to proofread or spell check a document written in another language, you must purchase an additional language module, which contains files for that language.

♦ [About Language](#)

**Exit**

Use Exit to exit any open documents and then exit Grammatik.



**QuickCorrect**

Use QuickCorrect to substitute correct words for misspelled or mistyped words in the text of your document. QuickCorrect does not prompt you for confirmation.

**Replace**

Use Replace to substitute a replacement word or phrase for a problem Grammatik has detected.

### About Parts of a Sentence

When analyzing a sentence, Grammatik assigns a sentence part to each word or group of words. You can view the assignments using Parse Tree.

The abbreviations that identify parts of a sentence are listed below. Click any of the following for a brief explanation.

- ◆ [adv](#)
- ◆ [cj](#)
- ◆ [direct object](#)
- ◆ [ij](#)
- ◆ [indirect object](#)
- ◆ [main clause](#)
- ◆ [phrasal](#)
- ◆ [prep phr](#)
- ◆ [relative clause](#)
- ◆ [rel prn](#)
- ◆ [subject](#)
- ◆ [subordinate clause](#)
- ◆ [that clause](#)
- ◆ [verb or verb phrase](#)
- ◆ [wh- clause](#)
- ◆ [To view a parse tree](#)
- ◆ [Related Concepts](#)



### About Analyzing Your Document

Grammatik analyzes the grammatical structure of your writing. Grammatik assigns a part of speech to each word in a sentence, and assigns each word or group of words to a sentence part (such as subject, noun phrase, verb). You can use this information to decide how to correct any possible errors.

In addition, Grammatik analyzes your writing style to determine its readability statistics. You can use these statistics to see how readable your document is. Grammatik offers three statistical summaries: Basic Counts, Flagged List, and Readability Report.

- ◆ [To analyze the readability of a document](#)
- ◆ [To view a list of error types flagged](#)
- ◆ [To view parts of speech](#)
- ◆ [To view basic word counts](#)
- ◆ [Related Concepts](#)

**To view a parse tree,**

**1** Make sure the insertion point is in the sentence for which you want to view the parse tree.

**2** Click Tools ♦ Grammatik

♦ Analysis

♦ Parse Tree.

**Tips**

♦ You can drag the Parse Tree window to an empty space on your screen and view it while editing.

♦ The Parse Tree window automatically updates as new errors are found.

♦ [Related Topics](#)

♦ [About Parts of a Sentence](#)

**To view parts of speech,**

- 1 Click Tools ♦ Grammatik
- ♦ Analysis
  - ♦ Parts of Speech.

**Tips**

- ♦ You can drag the Parts of Speech window to an empty space on your screen and view it while editing.
- ♦ The Parts of Speech window automatically updates as new errors are found.
- ♦ Related Topics
- ♦ About Parts of Speech

**To view basic word counts,**

- 1 Click Tools ♦ Grammatik
- ♦ Analysis
- ♦ Basic Counts.

**Tips**

- ♦ Basic Counts does not consider text in tables, headings, footers, lists, or other specially formatted text.
- ♦ If you need a count of every word in your document, use the Summary/Info feature in WordPerfect 7.
- ♦ Related Topics
- ♦ About Basic Counts



## About Readability

Use Readability to estimate the amount of skill required for a reader to understand your document.

Grammatik analyzes readability by comparing your document with a comparison document. You can select one of the three Grammatik comparison documents or one that you have added.

Grammatik creates a report that shows the readability of your document. The following information appears in the Readability report:

### ◆ Flesch Reading Ease Score

This number is high for readable writing and low for complex writing. Many companies require writing that matches a certain Flesch Reading Ease Score. Interpret the score for your document as follows:

Score	Reading Difficulty
90 – 100	Very easy
80 – 90	Easy
70 – 80	Fairly easy
60 – 70	Standard
50 – 60	Fairly difficult
30 – 50	Difficult
0 – 30	Very difficult

The Flesch Reading Ease Score formula is as follows:

$206.835 - (1.015 \times \text{average words / sentence}) - (84.6 \times \text{average syllables / word})$

### ◆ Passive voice

Too many passive constructions can make your work boring or difficult to understand.

### ◆ Sentence complexity

Long sentences or sentences with complex structure are often difficult to understand.

### ◆ Vocabulary Complexity

Long words or unusual words may be too difficult for most readers.

### ◆ To analyze the readability of a document

### ◆ To add a comparison document

### ◆ Related Concepts

**To add a comparison document,**

**1** Open the document you want to use as a comparison document.

**2** Click Tools ♦ Grammatik

♦ Analysis

♦ Readability

♦ Add Document.

**Tips**

♦ You can add only one custom comparison document to the comparison document set at a time. If you add a second document, it overwrites your first custom comparison.




♦ The comparison documents included with Grammatik are a Dickens Novel, a Churchill Speech, and a Life Insurance Policy.

♦ You can use this feature to track your writing progress by comparing one version of your document to the next revision.

♦ Related Topics




♦ About Readability

**To analyze the readability of a document,**


- 1 Click Tools  Grammatik
-  Analysis
-  Readability.

- 2 Choose a comparison document from the Comparison document list box.


**Tips**

-  These statistics are meant as helpful indicators of potential problems. They are not absolute rules.
-  Related Topics
-  About Readability


**To replace a word or phrase,**

- 1 Click Tools  Grammatik.
- 2 When Grammatik stops on a word, select a replacement from the Replacements list box.
- 3 Click Replace.


**Tips**

 By default, Auto start is selected and proofreading begins as soon as you open Grammatik. To turn off Auto start, click Customize

► Auto start.

 Sometimes advice is unavailable and no replacement is offered. If this happens, use your best judgment and edit text manually.

 [Related Topics](#)

 [About Grammatik](#)

**To view a list of error types flagged,**

- 1 Click Tools ♦ Grammatik
- ♦ Analysis
- ♦ Flagged.


**Tips**







- ♦ Use the information shown in the Flagged report to find what grammar problems you tend to repeat in your writing.
- ♦ Related Topics
- ♦ About the Flagged Errors List

## About Grammatik


Use Grammatik to proofread documents, parts of documents, and text entry boxes for grammar and style errors. You can choose a checking style designed for the type of writing you are checking, or you can create a customized checking style.

When Grammatik finds a grammatical error, you can replace the sentence with a sentence Grammatik suggests, or you can skip the error one time or for the rest of the current proofreading session. You can also turn off the rule associated with the error, so that Grammatik will no longer flag errors of the same type.


Grammatik also analyzes the grammatical structure of your writing and provides statistics to help you analyze your writing style. Click  to get detailed information on grammar and writing rules, including definitions of grammar terms, detailed descriptions of checking styles and rule classes, and writing tips.

-  To always skip a specific writing error
-  To replace a word or phrase
-  To turn off a rule during proofreading
-  To proofread text
-  To skip a writing error once
-  Related Concepts

### To proofread text,


- 1 Click Tools  Grammatik.
- 2 To specify a user words list to add words to, click the Add to drop-down list and select an option.
- 3 To specify a range of text to check, click the Check drop-down list and select an option.
- 4 Click the Customize drop-down list and select any options.
- 5 Select the Checking style you want applied during proofreading.
- 6 Click Start.

### Tips

 By default, Auto start is selected and proofreading begins as soon as you open Grammatik. To turn off Auto start, click Customize

► Auto start.

 [Related Topics](#)

 [About Grammatik](#)

**Replace All**

Use Replace All to substitute a replacement word or phrase for every occurrence of a problem.



**Resume**

Use Resume to continue checking your document after you have edited text manually.

**Skip**


Use Skip when Grammatik identifies a problem that you don't want to change. Grammatik skips the current problem but flags other occurrences of the problem.


**To skip a writing error once,**

1 Click Tools  Grammatik.

2 When Grammatik stops on a writing problem, click Skip Once.


**Tips**

 Use Skip Once when Grammatik identifies a writing problem that you don't want to change. Grammatik will skip the current problem, but it will flag other occurrences of the same problem.


 By default, Auto start is selected and proofreading begins as soon as you open Grammatik. To turn off Auto start, click Customize

► Auto start.






 [Related Topics](#)

 [About Grammatik](#)

**To always skip a specific writing error,**

- 1 Click Tools  Grammatik.
- 2 Click Skip Always in the Grammatik main window.

**Tips**

-  Use Skip Always when you want Grammatik to ignore a writing problem for the rest of the proofreading session.
-  By default, Auto start is selected and proofreading begins as soon as you open Grammatik. To turn off Auto start, click Customize
-  Auto start.
-  Related Topics
-  About Grammatik

**To create a checking style,**

- 1 Click Tools ♦ Grammatik
- ♦ Customize
- ♦ Checking Styles.
  - 2 Select Very Strict from the list box, then click Edit.
  - 3 Deselect the Rule classes you do not want included in the checking style.
  - 4 Define the Maximum allowed options.
  - 5 Select the Formality level.
  - 6 Click Save As, type a name for the new checking style, then click OK.

**Tips**

- ♦ When you save an edited default checking style, an asterisk (\*) is added to the style name.
- ♦ Related Topics
- ♦ About Checking Styles

**To restore an edited checking style,**

- 1 Click Tools ♦ Grammarik
- ♦ Customize
- ♦ Checking Styles.
  - 2 Select a checking style, then click Edit.
  - 3 Click Restore ♦ Save.

**Tips**

- ♦ To save a restored checking style with a new name, click Restore
- ♦ Save As, then type the new name.
- ♦ Custom checking styles saved with new names cannot be returned to default settings.
- ♦ Related Topics
- ♦ About Checking Styles

**consecutive nouns**

Use this setting to tell Grammatik how many consecutive nouns to allow before it flags an error. For example, if you set the value to three, the following phrase would be flagged as an error:

quality assurance analysis report

**consecutive prepositional phrases**

Use this setting to tell Grammatik how many consecutive prepositional phrases to allow before it flags an error. For example, if you set the value to three, the following sentence would be flagged as an error: One of the many duties of the office of President of this company is to appear at all press conferences.



**sentence length**

Use this setting to tell Grammatik how many words to allow in a sentence before it flags an error.

**spell numbers below or equal to**

Use this setting to tell Grammatik the range of numbers that should be spelled out ("nine") instead of written as a numeral ("9"). Set the value to zero if you don't want any numerals to be flagged as errors.

**words allowed in split infinitive**

Use this setting to tell Grammatik how many words to allow in a split infinitive before it flags an error. Grammatik counts the number of words between the first word ("to") and the last word (base verb) of an infinitive, and reports an error when the number exceeds the maximum allowed. For example, if you set this value to one, the phrase "to boldly go" is not flagged because only one word comes between "to" and the verb "go." However, the phrase "to very boldly go" is flagged because two words are between the split infinitive.




**Skip All**

Use Skip All to ignore the selected word or phrase for the rest of the proofreading session.




**Start**

Use Start to begin proofreading.

**To turn on rule classes,**

- 1 Click Tools  Grammatik
-  Customize
-  Turn On Rules.
- 2 Select the rule you want to turn on, then click OK.

**Tips**


-  Turn On Rules is available only when you have turned off a rule during proofreading. Otherwise, it is dimmed.
-  Related Topics
-  About Rule Classes


**To turn off a rule during proofreading,**


1 Click Tools  Grammatik..

2 During proofreading, when Grammatik alerts you to an error you no longer want flagged, click Turn Off.


**Tips**

 When you turn off a rule, Grammatik ignores all the errors associated with that rule during the current proofreading session.

 By default, Auto start is selected and proofreading begins as soon as you open Grammatik. To turn off Auto start, click Customize

 Auto start.

 [Related Topics](#)

 [About Rule Classes](#)

### About the Flagged Errors List

When Grammatik proofreads a document it creates a list of the types of errors flagged in the document. It also lists the number of times each error was flagged in the document. This feature can be useful for identifying the types of grammar problems that often appear in your writing.

- ◆ [To view a list of error types flagged](#)
- ◆ [Related Concepts](#)



### About Basic Counts

When Grammatik proofreads a document it also analyzes your writing style and creates a report called Basic Counts. You can use Basic Counts to determine if you use many long words in your writing, or if your paragraphs are too long for the reader to easily understand.

- ◆ [To view basic word counts](#)
- ◆ [Related Concepts](#)

**Turn Off**

Use Turn Off to ignore a grammar rule for the rest of the proofreading session.

**How can I proofread just a portion of my document?**

If Grammatik always checks an entire document (instead of only a word or sentence), you probably have Auto Start selected in the Customize drop-down list. Auto Start tells Grammatik to check the entire document whenever you open Grammatik.

To check a portion of a document when Auto Start is on, click outside the Grammatik window to stop Grammatik, click the area you want to check, choose an option from the Check list box, then click Start.

If you rarely check an entire document you may want to turn off Auto Start by clicking Customize in the Grammatik window, then deselecting Auto Start.

◆ To proofread text


**To resume an interrupted Grammatik session,**

- 1 Click Resume in the Grammatik main window.


**Tips**


- ◆ You can use this feature to continue proofreading a document after you have edited text manually.
- ◆ Related Topics
- ◆ About Grammatik


**To edit text manually,**

- 1 Click Tools  Grammatik.
- 2 When Grammatik stops on an error, click in your document where you want to make changes.
- 3 Edit the text, then click Resume.

**Tips**

 By default, Auto start is selected and proofreading begins as soon as you open Grammatik. To turn off Auto start, click Customize

 Auto start.

 [Related Topics](#)

**Undo**

Use Undo to remove the last replacement word or phrase you placed in the document.

**Suggest**

Use Suggest to see suggested spellings for misspelled words. (This button appears when you have Provide Spelling Suggestions turned off).

**abbreviation**

A shortened version of a word. Examples: etc., St.



**adjective**

Modifies a noun. Example: a "good" book.

**adverb**

Modifies a verb or an adjective. Examples: go "quickly," a "very" good book.

**auxiliary verb**

A form of "be," "have," or "do." Examples: "is" coming, "had" not run, "did" he say.

**determiner**

A special type of adjective. Examples: a, an, the, some, these, any.

**comparative or superlative**

Forms of adjectives or adverbs that indicate a degree of comparison. Examples: happier, slowest.

**conjunction**

Joins words, phrases, or clauses. Examples: the book "and" the pen, "because" it is late.

**infinitive**

Verb form using "to" plus a base verb. Examples: to read, to go.

**interjection**

An exclamation. Examples: hi!, oh, hey.



**modal**

A type of auxiliary verb. Examples: will, must, can, should, might.

**number**

Examples: three, 497, 6:00.

**past**

Past tense of a verb. Examples: He "wrote" the book. We "went" to the store.

**past participle**

A past-tense form of a verb. Examples: The note was "written" in ink.

**plural noun**

Examples: books, children.

**possessive noun**

Possessive form of a noun, indicating ownership. Examples: "dog's" leg, "students'" cars, "Joe's" son.

**preposition**

Relates nouns and pronouns to other words. Examples: folder "of" notes, gift "for" you.

**third person**

Third-person present form of a verb. Examples: he "waits," she "brushes" her hair, "does" it sing.



**present participle**

A form of a verb, usually created by adding "ing." Examples: He is "writing" a book. She is "going" to bed.

**pronoun**

Takes the place of a noun. Examples: I, me, you, mine, yourself, these, who, which.

**punctuation**

Marks a phrase or statement. Examples: period (.), comma (,), question mark (?)

**singular noun**

The name of one person, place, thing, or idea. Examples: Tom, Canada, pen, health.

**verb**

Shows action or existence. Examples: "read" the book, it "is" informative.

**main clause**

Referred to as "Clause #1." This clause contains a complete meaning without any other sentence component. Example: "We will have the meeting today."

**subordinate clause**

Referred to as "Clause #Subord." This is another name for a dependent clause. A subordinate clause cannot stand alone. It depends on another clause to complete its meaning. Example: We will have the meeting today, "since everyone is here."

**relative clause**

This is a type of subordinate clause that acts like an adjective, describing a noun or pronoun before it. A relative clause usually starts with a relative pronoun like "who," "whom," or "what." Example: The employees "who used the dental plan" appreciated the change.



**wh- clause**

Referred to as "Clause #WH." A specialized subordinate clause starting with "when," "how," "why," or "where." A wh-clause can act like a noun, an adverb, or an adjective. Examples: We knew "where she would go," I will tell you "when I go."

**that-clause**

A specialized subordinate clause starting with "that." Example: We were sure "that you would pay us."

**subject**

The subject of a clause performs the action. A subject can be one word or several. Examples: "John" ran, "The cats" meowed, "All the children and their mothers" took naps.

**verb or verb phrase**

The verb generally shows the action. Verbs can contain one or several words. VERB is used for a single word; VERB PHRASE is used when several words make up the verb. Examples: John "ran" (VERB), He "has gone" (VERB PHRASE).

**direct object**

The direct object receives the action. The verb that acts on this object is shown in angle brackets (< >) after the direct object.  
Example: Bob gave "an apple". DIRECT OBJECT: an apple <gave>.

**indirect object**

The indirect object tells "to whom" or "for whom." The verb acting on the indirect object is shown in angle brackets (< >).  
Example: Bob gave an apple "to her." INDIRECT OBJECT: her <gave>.

**prepositional phrase**

Example: "to the office," "of the President"

**relative pronoun**




Examples: "who," "that," "which," "what"








**phrasal**

A preposition that is part of a verb phrase, but separated from it. Example: put the book "down."

**To change the formality of a checking style,**

- 1 Click Tools  Grammatik
-  Customize
-  Checking Styles.
  - 2 Select a checking style, then click Edit.
  - 3 Select a formality level, then click Select.

**Tips**

-  To save the edited checking style with a different name, click Save As, type a name for the style, and click OK.
-  Each formality level focuses on a different style of writing. You can choose from Formal, Informal, and Standard formality levels.
-  When you change to a new checking style, the level of formality changes to the default for that checking style.
-  Related Topics
-  About Checking Styles

**Formal formality level**

A formality level that uses strict rules of diction and usage.




**Informal formality level**

A formality level that checks for relaxed usage of the language; allows colloquial expressions.



**Standard formality level**



A formality level that checks for moderate, everyday language.

**To delete a rule class from a checking style,**

- 1 Click Tools  Grammatik
-  Customize
-  Checking Styles.
  - 2 Click a checking style, then click Edit.
  - 3 Select a rule class .
  - 4 Click Save.

**Tips**

-  When you save an edited checking style, an asterisk (\*) is added to the style name.
-  To save the edited checking style with a different name, click Save As (instead of Save), type a name for the style, and click OK.

-  [Related Topics](#)
-  [About Rule Classes](#)

**checking style**




A predefined writing style that Grammatik refers to when proofreading text. For the checking style you select, Grammatik uses a specific set of proofreading criteria to check your document.

**rule class**



A group of related grammar and style rules. Grammatik uses rule classes to detect common writing problems.





### To add a rule class to a checking style,

- 1 Click Tools  Grammatik
-  Customize
-  Checking Styles.
  - 2 Click a checking style, then click Edit.
  - 3 Select a rule class.
  - 4 Click Save.

### Tips

-  When you save an edited default checking style, an asterisk (\*) is added to the style name.
-  To save the edited checking style with a different name, click Save As (instead of Save), type a name for the style, and click OK.

-  Related Topics
-  About Rule Classes

**Fiction checking style**

A checking style that makes allowances for the writer's artistic license. Many rule classes are turned off, and informal language is acceptable. The level of formality is Informal.

**Advertising checking style**

A checking style for advertising copy and other marketing literature designed to make a sale. The emphasis is on mechanics and grammatical accuracy rather than style. Certain rule classes are turned off to give the writer flexibility in creating appealing ads. The level of formality is Informal.

**Documentation or Speech checking style**

A checking style for documentation targeted for a general, non-scientific audience. Jargon and special terminology are challenged. It has a low passive voice threshold. The level of formality is Standard.

**Technical or Scientific checking style**

A checking style appropriate for scientific publications containing long, complex noun phrases and a technical vocabulary. The passive voice threshold is reasonably high. The level of formality is Formal.

**Informal Memo or Letter checking style**

A checking style for less formal memos and letters. This style allows industry-specific jargon. The level of formality is Informal.

**Formal Memo or Letter checking style**

A checking style that requires a formal tone and a strict interpretation of grammar and style rules. This style is appropriate for items such as correspondence, meeting minutes, and legal documents. It requires language that is more formal than an inter-office memo. The level of formality is Formal.

**Student Composition checking style**

A checking style designed for longer documents. The level of formality is Formal.



**Spelling Plus checking style**

A checking style that quickly checks for spelling errors and simple rules such as punctuation and capitalization. The level of formality is Standard.


**Quick Check checking style**

The default checking style. This style is appropriate for most types of documents written for a general audience, such as general correspondence, informal reports, essays, and speeches. The level of formality is Standard.







**Very Strict checking style**

A checking style for writing that requires a formal tone and a strict interpretation of grammar and style rules. This style is appropriate for correspondence, meeting minutes, and legal documents. The level of formality is Formal.

### To automatically replace misspelled words,

- 1 Click Tools  Grammarik.
- 2 When Grammarik stops on a writing error, click QuickCorrect.

### Tips

-  By default, Auto start is selected and proofreading begins as soon as you open Grammarik. To turn off Auto start, click Customize
-  Auto start.
-  Use QuickCorrect to automatically substitute replacement words in the text of your document without requiring confirmation.
-  When you replace one word or phrase during a proofreading session, Grammarik replaces every occurrence of the word or phrase in the text being checked.
-  Turn on Prompt before automatic replacement in the Customize drop-down menu if you want to be prompted before Grammarik corrects each misspelled word.
-  [Related Topics](#)

**Customize**

Use the options on the Customize menu to specify how Grammatik proofreads your documents.

**split infinitives**

A verb in its infinitive form (to be, to run) that is split by intervening modifiers. For example, in the split infinitive "to boldly go" the adverb "boldly" splits the infinitive "to go."




**To select a checking style for all documents,**

- 1 Click Tools ♦ Grammatik
  - ♦ Customize
  - ♦ Checking Styles.
- 2 Select a style from the list box, then click Select.

**Tips**




- ♦ The checking style you select becomes the default checking style until you choose another style.
- ♦ If a checking style has an asterisk (\*) next to its name, it has been edited and may no longer resemble the original checking style included with Grammatik.
- ♦ Related Topics
- ♦ About Checking Styles

**To save a set of rules as a new checking style,**

- 1 Click Tools  Grammatik
  -  Customize
  -  Save Rules.


- 2 Click Save As, type a name for the new checking style, then click OK.

**Tips**



-  When you save an edited default checking style, an asterisk (\*) is added to the style name.
-  Related Topics
-  About Rule Classes




**To add a word to a user word list in Grammatik,**

- 1 Click Tools  Grammatik.
- 2 Click Add when Grammatik stops on a word you want to add.



**Tips**

-  You can specify the user word list you want to add to in the Add to drop-down list box.
-  [About Adding Words \(Grammatik\)](#)


**To check a portion of a document,**

- 1 Click Tools  Grammatik.
- 2 Click the Check drop-down list and select an option.
- 3 Click Start or Resume.






**Tips**

-  The options available vary according to the type of document you are checking.
-  [About Grammatik](#)

**To replace a passive sentence with an active sentence,**

- 1 Click Tools  Grammatik.
- 2 When Grammatik stops on a passive sentence, select a replacement, then click Replace.
- 3 If you select a replacement beginning with <SUBJECT>, type a new subject for the sentence.

**Tips**

-  By default, Auto start is selected and proofreading begins as soon as you open Grammatik. To turn off Auto start, click Customize
-  Auto start.
-  Grammatik flags passive sentences only when the Passive Voice rule is on.
-  [Related Topics](#)
-  [About Passive Voice Rewrite](#)

### About Passive Voice Rewrite

When Grammatik finds sentences written in the passive voice, it displays suggestions for rewriting them in the active voice. For example, Grammatik suggests three replacements for the sentence "A good time was had."

- ◆ They had a good time.
- ◆ We had a good time.
- ◆ <SUBJECT> had a good time.


If you choose a replacement beginning with <SUBJECT>, Grammatik prompts you to type a new subject for the sentence.


- ◆ To replace a passive sentence with an active sentence


### About Adding Words (Grammatik)

When Grammatik detects an unknown word or phrase, it treats it like an error. You can add such words or phrases to your user word list so that Grammatik will recognize them as valid.

You can also add replacement words for QuickCorrect. This means that you can identify a word you often misspell and have it replaced with the correct spelling. For example, if you often misspell "ocurance" for occurrence, you can add "ocurance" to the user word list and have QuickCorrect replace it with the correct spelling.

Click  for more information on adding replacement words for QuickCorrect.

Click  to get more information on user word lists.

 To add a word to a user word list in Grammatik

**To undo your last change,**

**1** Click Undo in the Grammatik main window.

**Tips**



After inserting a replacement word or phrase, you can use Undo to cancel the replacement.

About Grammatik

**user word list**

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

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

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

The document user word list is the first list WordPerfect scans if you have more than one word list activated.

**base verb**

The form of a verb that comes after **to** in an infinitive, or after a modal like **would**.



