

Welcome to Thelma Thistleblossom, Grammar and Style Checker.  
Version 5.08  
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You may print a hard copy of this documentation by using Wordperfect (Shft-F7,1).

Thelma Thistleblossom is a writing aid to help you create strong, readable, and concise documents. When Thelma finds a potential problem, Thelma highlights the problem in context, defines the problem, suggests how to fix the problem, and lets you interactively make changes.

Thelma examines your document for such problems as: passive voice, long sentences, subject-verb agreement, possessive pronouns, cliches, punctuation and spelling (based on an 85,000 word dictionary). Thelma helps you write at the appropriate tone for your audience.

## Introduction

Use Thelma Thistleblossom to check and to correct Wordperfect files. Among other things, check for long sentences, passive voice, cliches, punctuation problems, padding, and consecutive prepositional phrases.

The Problem Option lets you skip a particular problem or skip a general class of problems. For example, Thelma finds padding problems such as the word very (which you usually can delete). When it finds very, Thelma highlights it in context and gives you four choices. If you choose:

- (1) Skip Once, then Thelma continues.
- (2) Skip, then Thelma will not display very any more in this file.
- (4) Edit, then Thelma will let you edit the paragraph.
- (6) Skip Rule, then Thelma will not display any padding in this file.

## Preserving Wordperfect Codes

The editor preserves all Wordperfect codes while you change your text. Thelma always rechecks edited text. Thelma draws Wordperfect codes that act as a blank space as smiley faces. The editor will not let you delete them.

## Formal versus Informal

Thelma begins with all rules working. Try Thelma on several different files to get used to the rules it uses. By turning off various rules, you can either make your document more formal or make your document more informal.

## Problem Display Screen

The Wordperfect Speller and Thelma share similar screen displays. When they find a problem, both programs highlight the problem in context, and place at the bottom of the screen a series of choices:

1 Skip Once   2 Skip   4 Edit   6 Skip Rule   9 Quit

1. Skip Once:   continue.
2. Skip:        skip further displays of this problem.
4. Edit:        edit current paragraph.
6. Skip Rule:   stop further displays of this general problem.
9. Quit:        exit Thelma Thistleblossom.

We have made it easy for you to choose skip Once:

1. press the number 1, or
2. press the Space bar, or
3. press the Return key.

After you chose the document, Thelma checks each sentence for errors in grammar, style, usage, capitalization, and punctuation. When a problem is found, Thelma:

1. highlights the problem,
2. gives a message describing the nature of the problem,
3. gives suggestions for fixing the problem,
4. displays actions similar to those of Wordperfect's speller.

You may accept one of the automated advice choices, or edit the problem, or control whether Thelma displays similar problems in the future.

To edit the problem, press 4. Thelma places the cursor near the point where you need to begin editing. After you finish editing, press the return key <RTN>. Thelma will re-check the sentence.

To choose one of Thelma's automatic choices, press the corresponding letter. For example, when Thelma finds the word agter in a sentence, it will suggest the replacements: (a) after (b) alter (c) apter (d) aster. Thelma will make the replacement automatically.

## System Requirements

Thelma Thistleblossom needs: DOS 3.0, 256 K RAM, a hard disk, and a floppy disk drive. A color monitor is helpful.

Thelma Thistleblossom reads: Wordperfect 5.0, 5.1, and Wordperfect generic files.

### Wordperfect 4.2

We do not recommend using Thelma with Wordperfect 4.2 files. The program displays the codes in detail. If you do use Thelma on Wordperfect 4.2 files, then do not delete or change any strange characters; deleting or changing a strange character may prevent Wordperfect 4.2 from reading the file again. If you make the file a Wordperfect generic file, then the 4.2 codes will not appear (because making a file generic removes all codes from a document).

### ASCII files

Do not use Thelma with most ordinary ASCII text files. Thelma treats all files as Wordperfect files. Wordperfect files use a Soft return (13) at the end of every screen line and a Hard return (10 13) at the end of every paragraph. Most ordinary ASCII text files have a Hard return (10 13) at the end of each screen line. Thelma assumes that every Hard return marks the end of a paragraph. Thelma therefore reads ordinary ASCII text files as a series of one line sentences and falsely displays many problems.

## Install program

Thelma Thistleblossom is easy to install.

1. Turn on the computer.
2. Put disk #1 in the a: drive
3. Type a:install
4. Press the return key.
5. When the install screen appears, follow the instructions.
6. You must press the return key about six times to accept all the default prompts. (To save yourself hassle, let the install program modify your autoexec.bat file.)
7. Remove the disk and put it in a safe place.
8. Type tt and press the return key.

The install.exe program on disk #1 automatically:

1. Creates the directory THELMA on the hard disk;
  2. Transfers the files to the directory THELMA;
- If you let it, install.exe will also update your AUTOEXEC.BAT by adding THELMA to your DOS PATH. If you update your AUTOEXEC.BAT, then reboot your system by pressing the following three keys simultaneously: <CTRL><ALT><DEL>.

## Running Thelma

We give four different scenarios for running Thelma.

Note: Do not type the symbols <RTN>. The symbols <RTN> tell you to press the Return or Enter key.

1. You want to check a file in the directory \wp\march but you cannot remember its name. Type:

```
tt <RTN>
```

When the current directory appears, then as in Wordperfect, change the prompt to the directory you want to examine. In this case, change the prompt to read \wp\march\\*.\*. After the program displays the files, use the down arrow key to move to the file you want to check. Press the return key.

2. You are in Wordperfect. You are typing the file john.rpt in the directory \wp\student\paper. You decide to check it for grammar and style. Press the function key F7 to exit Wordperfect. Type:

```
tt john.rpt <RTN>
```

3. You have turned on the computer. You decide to check the Wordperfect file john.rpt in the directory \wp\student\paper. Type:

```
cd \wp\student\paper <RTN>
```

to change to the \wp\student\paper directory. Then type:

```
tt john.rpt <RTN>
```

4. You have turned on the computer. You decide to check the Wordperfect file john.rpt in the directory \wp\student\paper. Type:

tt \wp\student\paper\john.rpt <RTN>

## Editor Keys

Thelma Thistleblossom and the Wordperfect Speller share similar editor keys.

Press the left arrow key (<-->) to move to the left.

Press the right arrow key (-->) to move to the right.

Press the Ctrl key and left arrow key to move left one word.

Press the Ctrl key and right arrow key to move right one word.

Press the Delete key to delete under the cursor.

Press the Backspace key to delete to the left of the cursor.

Press the Return key to exit the editor.

Thelma Thistleblossom catches grammar, style and mechanical problems.

Thelma catches such grammar problems as: article agreement (an noun, a empty bucket) subject verb agreement (I talks), split infinitives (to loudly shout), prepositions at the end of a sentence.

Thelma catches such mechanical problems as: capitalization errors (john, boston), ellipsis, interchanged punctuation marks, sentence punctuation, spelling errors (based on an 85,000 word dictionary).

Thelma catches such style problems as: abbreviations, archaic words, cliches, words with derogatory associations, passive voice, long sentences, wordiness, redundancies.



## Backup Files

Thelma Thistleblossom always makes a backup copy of your original file by adding .ttb to the original file name. It makes the backup copy before it makes any changes. You may use the backup copy to return to the original document. Always make a backup of any critical document.

Thelma will not let you correct a .ttb file (otherwise the backup would have the same name as the original).

Suppose you run Thelma on the file john.rpt. After applying Thelma, your directory will contain both john.rpt and john.ttb. John.rpt is the (Wordperfect) file that contains the edited text. John.ttb is the name of your original, unchanged (backup) file.

## License

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## Commonly Asked Questions

? -- Do I run Thelma from Wordperfect?

A -- No! Recall how you run Wordperfect.

- a. You type `cd \wp` and press return from the DOS prompt to change to the directory that holds the Wordperfect program `wp.exe`.
- b. You type `wp` and press the return key.
- c. You call up your document using F5.
- d. You work on writing your document.

It's the same for Thelma Thistleblossom.

- a. You type `cd \thelma` and press return from the DOS prompt to change to the directory that holds the program `tt.exe`.
- b. You type `tt` and press the return key.
- c. You call up your document.
- d. You work on correcting your document.

? -- Why does Thelma recognize a semi-colon (;) as a sentence?

A -- Thelma treats what comes before the semi-colon as an independent sentence (requiring a noun and a verb). Consequently, it considers the punctuation at the end of this sentence as a stopping point. Thelma knows that after a semi-colon, a word need not begin with a capital letter. Thelma does suggest that you provide two spaces after the semi-colon.

? -- Why does Thelma sometimes tell the user to capitalize the first word following an ellipsis?

A -- An ellipsis is indicated by three equally spaced periods . . . Usually, Thelma treats an ellipsis as marking the end of a sentence. Therefore, it checks that the next sentence (in this case, the first word following the ellipsis) is capitalized.

? -- Why can't I use the up arrow key in the editor?

A -- Thelma works like the Wordperfect speller. The Wordperfect speller does not let you use the up arrow or down arrow keys either. In Thelma, you may only examine the text that is on the screen. If you need to do serious editing, underlining, bolding, or moving paragraphs, then use Wordperfect.

? -- Why does this file include instructions for installing Thelma?

A -- If you lose the directions given with the shipping materials, then you can print this file, and create your own hard copy.

? -- What is the difference between the original file, and the new file with the .ttb extension?

A -- Say that you decide to run Thelma on your file named john.wp. After you make your corrections, Thelma saves the original file as john.ttb. The .ttb file

is a backup file, like Wordperfect's .bak files.

? -- Why does Thelma warn about overwriting the .ttb file?

A -- Suppose that you decide to correct john.wp a second time. If you overwrite the old .ttb backup, then you will not have a copy of the original document with which you started working. Instead, the .ttb file will be a copy of your first set of changes.

? -- Why does Thelma sometimes think that headings or items in a list are sentences needing periods and that the first letter of the next line should be capitalized?

A -- Thelma treats a Wordperfect hard return as the end of a paragraph (therefore, the end of a sentence). Wordperfect creates a hard return whenever you press the Enter key.

? -- Why does Thelma flag both informal and formal problems?

A -- Thelma does not know whether you want to make your document more formal or more informal. It therefore flags both types of usage. If you want to make your document more formal, then whenever an informal rule appears, press 6 to turn off the rule. On the other hand, if you want to make your document more informal, then whenever a formal warning appears, press 6 to turn off the rule. Until you are comfortable with the prompts, we suggest that you leave on all rules.

? -- How do I interpret the angle bracket < > symbols in this documentation?

A -- When you are asked to press keys that are not regular numbers or letters, the name of the key is enclosed in angle brackets, such as <Enter> or <RTN> for the enter key. Do not type the brackets.

? -- Do I have to run Thelma again after I make changes?

A -- No. Thelma automatically re-analyzes your sentences after each change.

? -- Is Thelma Thistleblossom always correct?

A -- No! Context, jargon, elliptical style, misspellings, dialect, technical documents, and unusual style may cause Thelma to make errors. Furthermore, Thelma does not find all types of errors. Thelma does point out possible errors and weaknesses. Thelma suggests possible solutions. You decide what recommendations to accept.