

SPELLER UTILITY

The speller utility is used to create your own dictionary, add or delete words from a dictionary, display the common word list or find the location of a word.

This document should be read carefully before you use the speller utility because of documentation differences in the Appendix section of the manual. There are several changes to improve ease of use and efficiency of the utility which are as yet undocumented.

STARTING THE SPELLER UTILITY

The Speller Utility cannot run on one sided drive.

ONE DOUBLESIDED DISK DRIVE

To start the Speller Utility:

1. Insert the Speller disk into drive A.
2. Using the mouse, double click on the drive A icon.
3. Doubleclick on SPELLER.PRG.

If the dictionary is on a disk other than Speller, replace the speller disk with the other disk once the program has started.

TWO DISK DRIVES

To start the Speller Utility:

1. Insert a data disk into drive B.

The data disk is used when words are added to or deleted from a dictionary or word list. The disk may contain dictionaries, supplementary word lists, or files of words to be added or deleted. However, for the Speller Utility to work correctly, the disk should have as much empty space as possible.

2. Insert the Speller disk into drive A.
3. Using the mouse, doubleclick on the drive A icon.
4. Doubleclick on Speller.Prg.

HARD DISK

To start the Speller Utility:

1. Using the mouse, doubleclick on the directory where SPELLER.PRG is located. (SPELLER.PRG should be found in the WP directory.)

2. Doubleclick on SPELLER.PRG.

THE SPELLER UTILITY

When you start the Speller Utility, a main menu is displayed. It has eight options to choose from. These options and their descriptions are displayed below.

While in the Speller Utility you will be given options such as Exit, Cancel, Continue, and others. To make the following explanations easier to understand, the messages you will be given are included with the list of options below:

For options 18 on the Speller Utility menu, you can either click on the selection or type the number before it.

Cancel click on cancel, press the cancel key (F1), or type the letter C.

Clear Buffer click on Clear Buffer.

Common click on Common or type the letter C.

Continue click on Continue or type the letter C.

Exit click on Exit, press the exit key (F7), or type the letter E.

Main click on Main or type the letter M.

OK click on OK or press the return key.

Retrieve File click on Retrieve File.

Update Dictionary click on Update Dictionary.

CHANGE/CREATE DICTIONARY

Before you use any of the other options, you can first create a new dictionary or change the path to direct the Utility to one you have already created. The dictionary you specify at this point is the dictionary that will be affected by any changes you make or options you choose from here on. If you do not choose this option and select another dictionary, your WordPerfect dictionary, LEX.WP will be used.

1. Select Change/Create dictionary from the menu (option 1). A dialogue appears asking for the name of the new dictionary.

2. Enter the name for your new dictionary or the name of a dictionary you have already created. You can give a dictionary any name within TOS limitations: up to 8 characters with the option of a period and a 3 character extension.

When entering a dictionary name that does not yet exist, you will be asked if you want to create a dictionary with that name. Answer Yes to create a new dictionary.

ADD WORDS TO DICTIONARY

You can add words to either the main word list or the common word list. Words can be added by typing them in from the key board or retrieving an existing file such as LEX.SUP.

1. Select Add Words to Dictionary. (option 2)

2. Select Common to add to the common word list or Main to add to the main word list.

3. Enter the words you wish to add by typing them, separating each word by pressing the space bar or the enter key, or enter them by retrieving a file containing a list of words. The file can be retrieved by pressing the retrieve key (shiftF10) or selecting the Retrieve File option, then typing in the full path and file name.

4. When words are entered or a file is retrieved, they are added to the dictionary by pressing the save key (F10) or selecting Update Dictionary from your screen.

When words are added to or deleted from the dictionary,

WordPerfect resorts and realphabetizes the entire dictionary so the process can take up to 10 minutes, depending on the number of words being added or deleted and particularly the type of drive(s) you are using.

Words added to the Common word list will be added to both the Common and the Main word lists. Words added to the Main word list will be added only to the Main word list.

When the words are added, the program will return you to the Speller Utility menu.

DELETE WORDS FROM DICTIONARY

Deleting words is done much like adding words. You can delete words from the common word list or the main word list or from your supplementary dictionary. Words can be deleted by typing them in from the key board or retrieving and existing file.

1. Select Delete Words from Dictionary (option 3).
2. Select Common to delete from the common word list or Main to delete from the main word list.
3. The words you wish to delete can be entered on your screen the same way you would to add them as explained in step 3 above for Adding Words to Dictionary.
4. The words are deleted by pressing the save key (F10) or selecting the Update Dictionary option from your screen.

Be sure to delete all the words you wish to delete at once because it will take close to the same amount of time regardless of how many words you are deleting.

When words are deleted from the Common word list, they are deleted from the Common word list only. When words are deleted from the Main word list, they are automatically deleted from both the Common and Main word lists.

When the words are deleted, the program will return you to the Speller Utility menu.

OPTIMIZE DICTIONARY

This option compacts and organizes a dictionary to make it run more efficiently. Use it after adding or deleting words or after creating a new dictionary.

1. Select Optimize Dictionary (option 4).

You only need to use this option once for each dictionary you create. Words added to a dictionary after it has been optimized will be added in an optimized format.

DISPLAY COMMON WORD LIST

This option allows you to view the words in the common word list.

1. Select Display Common Word List (option 5).

To scroll through the list, click on Continue or type the letter C.

To exit the Common word list, click on exit, press the exit key (F7) or type the letter e.

CHECK LOCATION OF A WORD

This option lets you see if a word is found in the Common word list or the Main word list.

1. Select Check Location of a Word (option 6).
2. Type the word you want to look for and press the return key or click on OK.

A dialogue will then appear that will tell you if the word is found in the Common word list, the Main word list or is not found. From here you can click on OK, press the return key or the cancel key (F1). This will return you to the option of entering another word to search for. You can repeat the process or exit to the Speller Utility menu by clicking on Cancel or pressing the cancel key (F1).

LOOK UP

This option works the same as the Look Up option on the

speller menu when the speller is running in WordPerfect. It allows you to find a word when you are not sure of the spelling.

1. Select Look Up (option 7).
2. A dialogue appears like the one in Check Location of a Word. Here you enter a word, substituting the letters you are not sure of with Wild Card characters.

There are two Wild Card characters. An asterisk (*) represents from 0 letters to any number of letters. A question mark (?) represents 0 letters or 1 letter. You can use more than one asterisk or question mark or both in a word. The program will search both word lists and list for you all the words that fit that pattern.

PHONETIC LOOK UP

This option is similar to the Look Up option, but finds all the words that are similar to yours phonetically, rather than grammatically.

1. Select Phonetic Look Up (option 8).

You will see the same dialogue displayed for Check Location of word and Look Up.

2. Enter your word and select OK. The program will search both word lists for any words that are phonetically similar to your word and list them across the screen.

Wild Card characters do not work well with the Phonetic Look Up.

EXITING THE SPELLER UTILITY

To exit the Speller Utility, you must first be at the Speller Utility menu.

You can exit by clicking on Exit, pressing the exit key (F7) or typing the letter E.

You will be returned to the Desktop.