3 Spell-checking and thesaurus

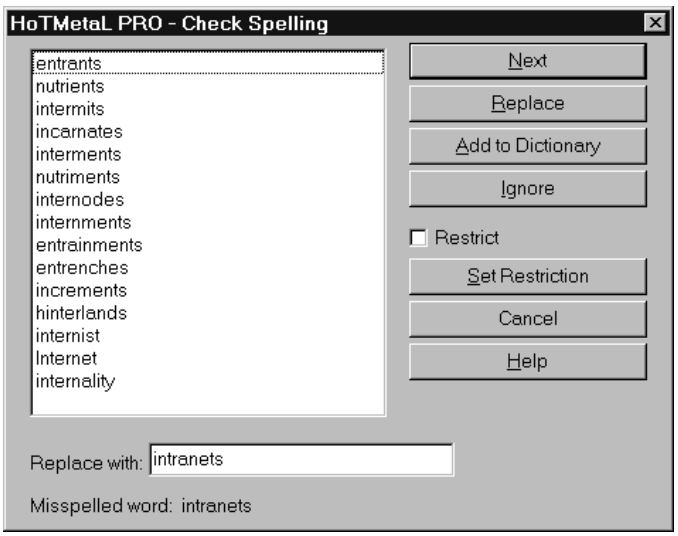
HoTMetaL PRO contains an HTML-aware spell-checker and thesaurus.

Spell checking text

To spell check text, do one of:

- Choose Spelling... from the Tools menu.
- Type F7 .
- Click on the toolbar button.

HoTMetaL PRO spell checks the document, starting at the insertion point, continuing to the end of the document (or the end of the selected text), and wrapping around to the top of the document. If a word is found that has no entry in any of the dictionaries, a dialog box appears: the word is displayed at the bottom of the dialog box next to the label Misspelled Word and is also highlighted in the document.



The dialog box will list a number of possible substitutions, based on words with spelling or pronunciation close to the unrecognized word.

Dealing with misspelled words

If one of the possible substitutions is the correct word, click on that word. The word then replaces the unrecognized word in the Replace with text box. You can also type replacement text directly in the Replace with text box. When you are satisfied with the choice in the text box, click on [Replace] . The word is replaced in the document and spell checking continues.

If the unrecognized word is correct (perhaps it is a proper name or technical term), then do one of the following:

- If you expect this word to appear often (for example, your company name), click [Add to Dictionary] . If there is no current user dictionary, the Load Dictionary dialog box appears. Type a name for your user dictionary (for example, *user.dct*) and click [Open] . At the prompt, click [Create new dictionary] . A user dictionary of that name is created and loaded. After you load the dictionary, click on [Add to Dictionary] again. The word is added to the dictionary and spell check will not stop for this word again.

- If the word appears throughout the current document, but is not a word that will appear regularly in other documents, click on the Ignore button. The word will be added to a temporary list of correctly spelled words and will be ignored for the duration of this HoTMetaL PRO session, but will not be added to the dictionary. The next time you use HoTMetaL PRO with the same dictionaries, spell check will stop at this word.
- If you think this is the only occurrence of the word, click on the Next button. The speck check will resume without changing the word. If the word occurs again, spell check will stop at it.

A notification prompt appears when no more misspelled words are found.

Restricting spell checking

To restrict spell checking to a section of your document, first define the search area and then enable restricted spell checking.

To define the restricted search area:

- Select the section of the document to be spell checked.
- Choose Spelling from the Tools menu.
- Click on the Set Restriction button.

The restricted search area is now defined. Spell checking will be restricted to this area when restricted spell checking is turned on, even if another area of the document is selected.

To turn on restricted spell checking:

- Turn on the Restrict check box in the Check Spelling dialog box. Now, you can proceed with spell checking.

Choosing a spell checking language

HoTMetaL PRO includes *system dictionaries* for both American English and British English. System dictionaries cannot be edited. The default is American English, unless you specified otherwise during the HoTMetaL PRO installation.

To switch to British English:

- There are two parts to this procedure. First, open the file *hmpro4.ini* in a text editor and find the line:

  ```
  spell_checking_language=AMERICAN
  ```

- Change it to:

  ```
  spell_checking_language=BRITISH
  ```

- Save the file.

Then, change the supplementary dictionary and user dictionary options to British English:

- Choose Options... on the Tools menu.
- Click on the Spelling tab.
- Click on the Choose... button beside the User dictionary text box and select the file *userb.dct* in the *lib\spell* folder in the HoTMetaL PRO folder.
- Delete the supplementary dictionary *hmpro4.dct* by selecting it, and clicking on the Delete button.
- Add the supplementary dictionary *hmpro4b.dct* by clicking on the Add button and selecting the file from the *lib\spell* folder in the HoTMetaL PRO folder.
- Click on OK .
- Close HoTMetaL PRO and start it again.

Loading a user dictionary

You can add your own list of words to a personal user dictionary. This is a way to avoid having the spell checker stop repeatedly for proper nouns and jargon that you use regularly.

You can load a different dictionary during a HoTMetaL PRO session, but only one user dictionary can be loaded at a time. The default user dictionary is the file *user.dct*, located in the *lib\spell* folder in the HoTMetaL PRO folder.

To select a default user dictionary:

- Choose Options... from the Tools menu. The Options dialog box appears.
- Click on the Spelling tab.
- Click on Choose... to select a user dictionary.

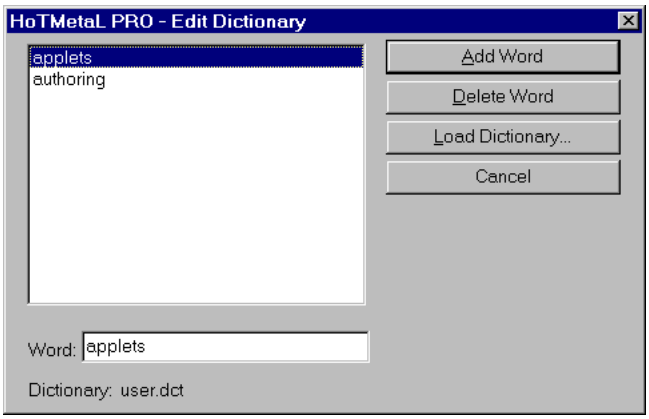
To create a new user dictionary or load an existing user dictionary:

- Choose Edit Dictionary... from the Tools menu.
- If no dictionary is currently loaded, the Load Dictionary dialog box appears. If there is a dictionary loaded, the Edit Dictionary dialog box appears. Click on the Load Dictionary... button. The Load Dictionary dialog box appears.
- Select the name of the dictionary you want to load. If you enter the name of a file that does not exist, you will be prompted to create a new dictionary.

User dictionaries are binary files and cannot be modified with a text editor.

To edit a dictionary:

- Create or load the user dictionary. The Load Dictionary dialog box appears.
- Choose Edit Dictionary.... The Edit Dictionary dialog box appears, containing a list of words in the current user dictionary.



Edit Dictionary dialog box

- To add a word to the dictionary, type the word in the Word text box and click on the Add Word button.
- To delete a word from the dictionary, click on the word in the list and then click on the Delete Word button.

You can also add words to the user dictionary as they are found by the spell checker.

Changes to the user dictionary will be saved automatically when you exit HoTMetaL PRO, save the current file, or switch dictionaries.

Supplementary dictionaries

You can specify up to 24 *supplementary dictionaries*, or lexicons, of specialized terminology for your specific field. Unlike user dictionaries, supplementary dictionaries cannot be modified during a spell checking session. Supplementary dictionaries are created and edited using Edit Dictionary, like other dictionaries.

Enter the names of supplementary dictionaries that you want to use in the Spelling section of the Options dialog box. HoTMetaL PRO includes a default supplementary dictionary containing Internet-related terms, *hmpro4.dct*.

Using the thesaurus

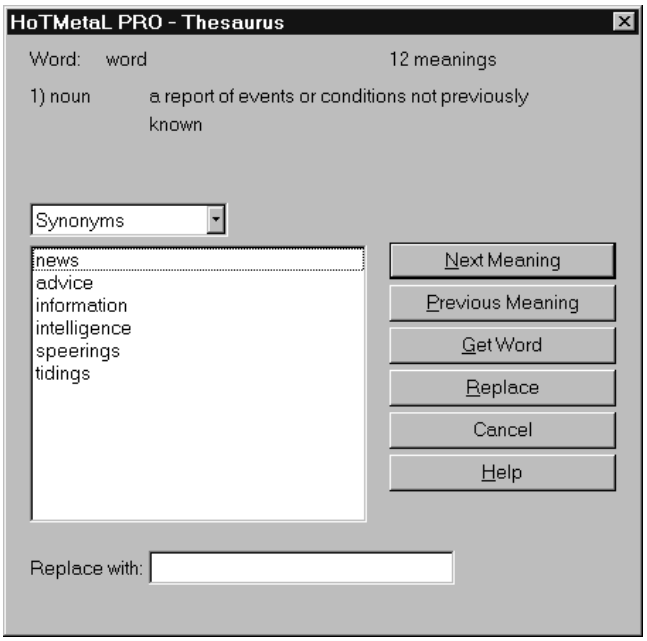
HoTMetaL PRO includes an online thesaurus. You can look up a word in your document and display meanings for that word. You can also view any of the following lists of related words:

- Synonyms – Words that have the same or similar meaning as the current selection.
- Antonyms – Words that have the opposite or near opposite meaning to the current selection.
- Related Words – Words that have similar meanings, but are not as close as synonyms.
- Contrasted Words – Words that oppose the current selection, but are not direct opposites.
- See Also – Words that describe ideas related to the current selection.

To look up a word in the thesaurus:

- Highlight the word in the document to look up.
- Do one of:
  - Choose Thesaurus... from the Tools menu.
  - Type Shift+F7 .
  - Click on the toolbar button.

The Thesaurus dialog box appears, with the selection listed at the top. If the thesaurus does not contain the selected word, a message appears to indicate this.



- To see another meaning for the selected word, click the Next Meaning button.
- To view a list of related words, select the type of list from the menu. If you want to replace the current selection with a word from one of these lists, click on the word in the list or type any word into the Replace with text box and then click on the Replace button.
- If you want to view thesaurus information for a new word, select the word in the document and click on the Get Word button.