

Keyboard Aid

IBM Word Proof		
F1 Help Menu		F2 Spell Scan
F3 Spell Word		F4 Syns
F5 Srch Menu		F6 Srch
F7 Insrt Line		F8 Next Word
F9 Erase Line		F10 Cmd. Menu
<u>Anagrams</u> Alt-A <u>Delete</u> Alt-D	<u>Edit</u> Alt-E <u>New Page</u> Alt-N	<u>Repeat Line</u> Alt-R <u>¶ Marker</u> Alt-M

To use on keyboard, cut along
inside and outside lines.



*Personal Computer
Word Processing Series*

Word Proof

**Program by: William Modlin
David Glickman**

First Edition (March 1983)

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About This Book

How to Use This Book

This book is a guide to the installation and use of Word Proof for the IBM Personal Computer.

The book contains four chapters and four appendixes:

Chapter 1 briefly explains what Word Proof can do for you. It also lists the equipment you need to use Word Proof and tells you some important facts to remember about Word Proof.

Chapter 2 tells you what you need to do to start using Word Proof.

Chapter 3 contains step-by-step instructions that teach you how to use Word Proof. Even if you haven't had much experience with your IBM Personal Computer or with a word processor, these instructions make learning Word Proof easy.

Chapter 4 is a complete reference section for Word Proof. It explains how to use many of the Word Proof functions, commands, and options.

Appendix A explains the Word Proof messages and tells you what you need to do to correct problems.

Appendix B tells you how to change the colors used in Word Proof. You'll only use this appendix if you have a color monitor.

Appendix C describes some other ways you can use Word Proof, such as for learning new words and practicing your spelling skills.

Appendix D lists the ASCII codes and their corresponding characters.

Related Books

We assume that you are familiar with the operation of the IBM Personal Computer and the Disk Operating System (DOS). DOS is described in the following publications:

- IBM Personal Computer *Guide to Operations*
- IBM Personal Computer *Disk Operating System*

Hints

We recommend that you use your computer while you read this book.

As you go through the book, set a comfortable pace for yourself. Read the chapters carefully and follow the instructions exactly. The practice exercises teach you how to use Word Proof quickly and easily.

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Chapter 1. Introduction

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About Word Proof

Welcome to the IBM Personal Computer Word Proof program.

Word Proof is designed to help you improve your writing. The program works as a complete writing system. With Word Proof, you can check your spelling and find synonyms (words that have the same meaning) and even anagrams (words that use the same letters).

In addition, you can use the full-screen editor to write, format, and print what you write. Word Proof displays 22 lines of text on the screen and allows you to directly modify the text in any portion of the screen. By using this editor and its features, you can enhance the quality of your documents.

Note: From now on, we'll use the word *text* to mean any written material.

One advantage of Word Proof is that you can use it with documents you've created on other word processors and editors. For example, Word Proof works with text from EasyWriter¹, PeachText², IBM Personal Computer Personal Editor, IBM Personal Computer Professional Editor, and the DOS EDLIN editor.

You'll learn more about what Word Proof does as you go through this book.

¹EasyWriter™ is a trademark of Information Unlimited Software, Inc.

²PeachText™ is a trademark of Peachtree Software Incorporated, an MSA Company

Before You Begin Word Proof

The steps on the next page ask you key questions about your computer and the things you need to do before you can use the Word Proof program. Start at step 1. If you don't know how to do a step, or can't remember how, go to the indicated section and complete the step. Then return to this list.

When you reach the bottom of this list you will be ready to start using Word Proof.

1. Do you have everything you need?

Yes



No or Don't Know



Go to "What You Need"

2. Do you know how to take care of your diskettes?

Yes



No or Don't Know



Go to "How to Care for Diskettes"

3. Do you know how to make a spare copy of your diskettes?

Yes



No or Don't Know



Go to "Copying Diskettes"

Make a spare copy



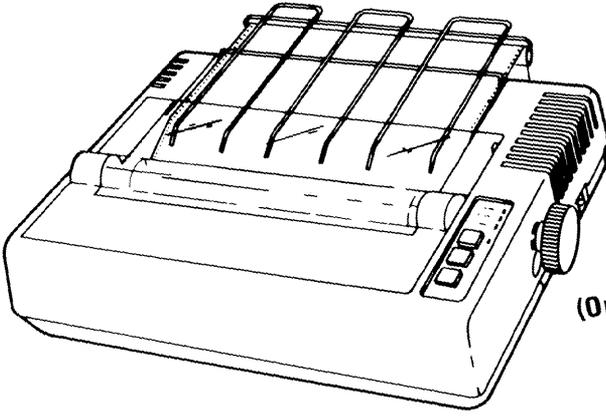
4. You are now ready to begin – go to "Using Word Proof"



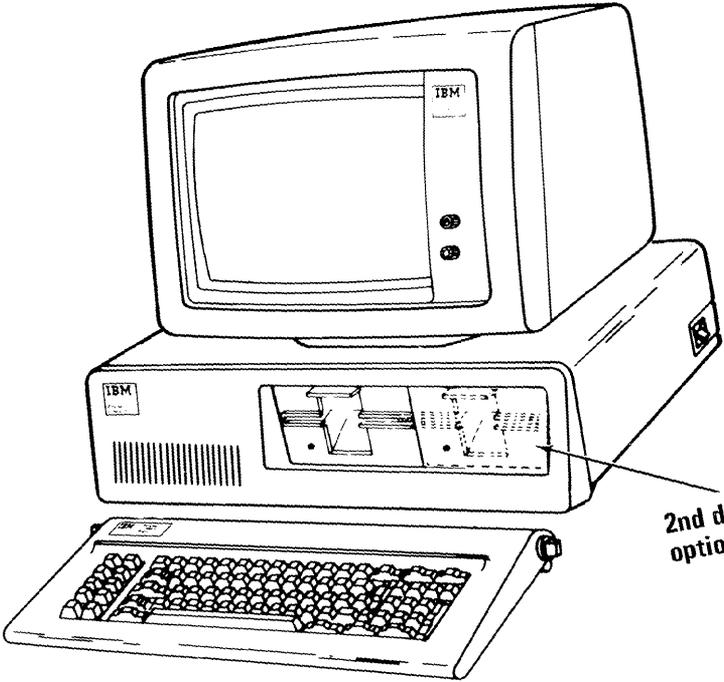
What You Need

To use Word Proof, you need the following items:

- IBM Personal Computer with at least 96KB memory.
- With one diskette drive, you can do all functions except synonyms; to use all of Word Proof's functions, you need two diskette drives. If you have a one-drive system, read "One-Drive Systems" in Chapter 4, "Reference," before you begin the lessons.
- One of the following:
 - An IBM Monochrome Display
 - A 40-column or 80-column black and white display monitor
 - A 40-column or 80-column color monitor with the IBM Color/Graphics Monitor Adapter
- IBM Disk Operating System (DOS).
- Two blank diskettes to make copies of your Word Proof diskettes.
- An IBM Personal Computer Printer, or its equivalent, if you want to print your text.



(Optional)



2nd drive
optional

Some Facts About Your Computer

Now that you have a general understanding of what Word Proof does and how it works, let's take a moment to examine your computer.

Your computer has three major parts – the system unit, the keyboard, and the monitor. You use the keyboard to give the computer instructions and to type your text. These instructions tell the computer what to do and how to do it.

The monitor connected to your computer displays what you've typed.

When you type something, the computer holds this information in its *memory*. This memory is limited and temporary. If the electricity goes off or you turn off your computer, all information in memory is lost.

For this reason, you can save whatever you type by storing this information on a diskette. This type of storage is permanent, inasmuch as you have to either tell the computer to erase the information from the diskette or destroy the diskette to lose the information. If the electricity goes off, you won't lose the information on your diskette. You can retrieve it when the power comes back on.

You'll learn more about how your computer stores information as you go through the lessons in this book. Right now, let's get ready to start using the program.

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How to Care for Diskettes

To keep your diskettes in good condition, please observe the following precautions:

- Always place diskettes back into their protective jackets after use.
- *Never* touch diskettes through the window slots, where the magnetic surface of the diskette is exposed.
- Diskettes are sensitive to extremes of temperature. Keep your diskettes out of direct sunlight and away from other sources of heat. They may be stored at temperatures ranging from 40 to 125 degrees Fahrenheit.
- Pressure from pencils and ballpoint pens damages diskettes. To avoid this problem, use a felt-tip pen to write on diskette labels. Also, don't use paper clips on diskettes.
- Keep diskettes away from magnets (such as those inside color TV's and telephones).
- Do not try to clean diskettes.

Copying Diskettes

We recommend that you make backup copies of your Word Proof diskettes in case of accidental damage to your original diskettes.

- If you purchased DOS Version 1.00 or 1.10, refer to “DISKCOPY – Backing Up a Diskette,” in your IBM Personal Computer *Guide to Operations*. You need two blank diskettes to copy your Program and Main Word List diskette and your Synonym List diskette.
- If you purchased DOS 2.00, refer to “Backing Up a Diskette,” in your IBM Personal Computer *Disk Operating System (DOS)* manual.

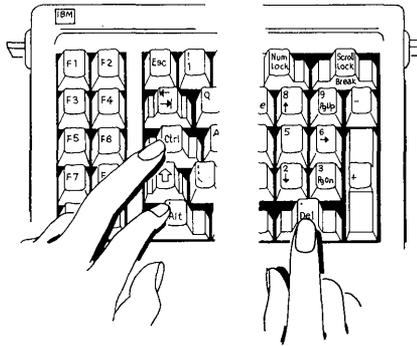
Using Word Proof

You should have made copies of your original diskettes for safekeeping. If you haven't, do so now.

Let's start using Word Proof.

Note: DOS must be started before you can use Word Proof. Depending on how much memory your system has, what size drives you're using, and which version of DOS you have, you may be able to copy DOS onto your program diskette. It is not necessary that you do this, though, because you can load Word Proof from DOS without it being on the program diskette.

1. If the DOS prompt **A>** isn't on your screen, insert your DOS diskette in drive A. (If you have two drives, drive A is the one on the left.)
2. Turn on your computer. If your computer is already on, hold down the Control **Ctrl** and Alternate **Alt** keys and then press the Delete **Del** key.



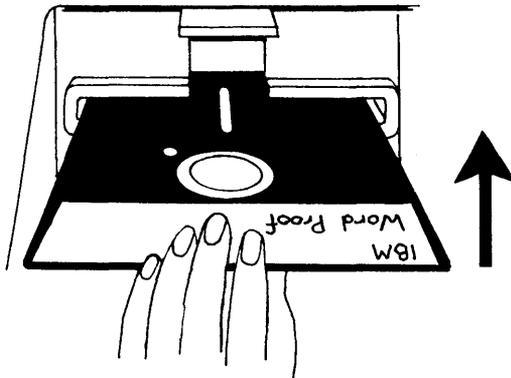
This is called a system reset.

3. When the computer is ready, it asks for the date. Type the date in the form of month-day-year (MM-DD-YY), for example, 3-11-83.

Press the Enter key .

The computer may ask next for the time. If it does, type the time in the form of hour:minutes:seconds (HH:MM:SS), for example, 12:35:04.

4. When the A> is on your screen, put your new copy of the Word Proof Program and Main Word List diskette into drive A.



If you have two diskette drives, remember to use the one on the left (drive A) for your program diskette. Use the one on the right (drive B) for your *working* diskette. This is where you'll save your files, as you will see later.

5. Type **wp** (for **Word Proof**) and press the Enter key . You can type **wp** in either lowercase (small) letters or uppercase (capital) letters.

Specifying Your Display

If you're using something other than a monochrome display, you are shown a special screen that lets you specify the type of display you're using.

The menu you see looks like this:

Select Display Mode

- 1 80 wide on monochrome adapter
- 2 40 wide B/W on color adapter
- 3 80 wide B/W on color adapter
- 4 40 wide Color
- 5 80 wide Color

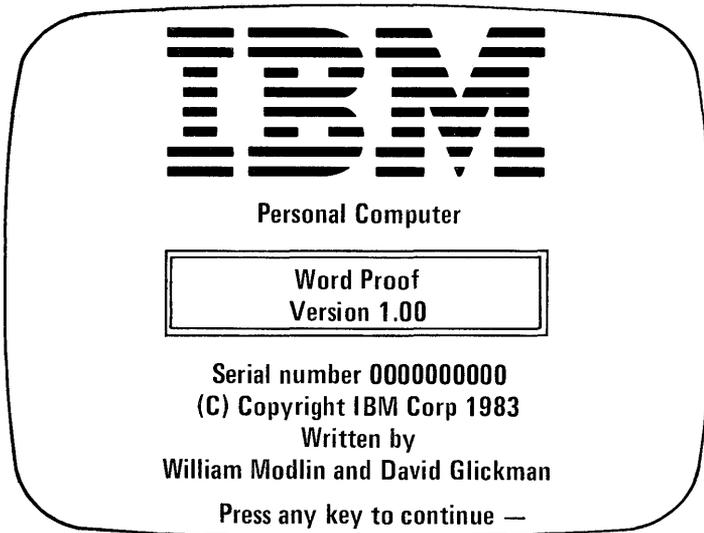
Enter choice: —

Just press the number of the choice that fits your display.

Note: If you ever change the type of display you're using, you have to let the program know. For directions on how to change displays once you've started using Word Proof, see "Changing Displays," in Chapter 4, "Reference."

The Copyright Notice

After you've specified your display, you see the Word Proof copyright notice.



The copyright notice tells you the name of the program and what version it is (1.00). It also tells you the authors' names.

Also on this screen is the serial number of your Word Proof diskette.

At the bottom of the screen, you're told to **Press any key to continue.**

Press any key. In the next chapter, you'll learn how to use the many features of Word Proof.

Chapter 3. Lessons

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Lesson 1. Creating a File

Before You Begin the Lessons

These lessons are designed for a two-drive system. If you have a one-drive system, you have to swap diskettes as directed on the screen. For more information, refer to “One-Drive Systems” in Chapter 4, “Reference.”

Also, the example screens we show are of an 80-column monochrome monitor. If you have a 40-column monitor, some of your screens may look slightly different. You use the program, however, in exactly the same way.

The Main Menu

A message appears briefly at the bottom of your screen, **Word list being read — please wait**, and then your screen looks like this:

Main Menu

- 1 Create, edit, or proof a file
- 2 Show files on current drive
- 3 Change current drive (now A:)
- 4 Edit additional word list
- 5 Set profile values
- 6 Exit to DOS

Enter choice: ___

This is the *Main Menu*. It lists the different choices (*options*) Word Proof offers you. Take a moment to study this screen.

Beneath the list of options, you see the message **Enter choice**. This line is called the *command line*. On this line, you type the number of the option you want. If you ever make an incorrect entry, you hear a short beep. That's Word Proof telling you that what you entered is wrong.

At the end of the command line, you see a short blinking line. This blinking line is called the *cursor*. The cursor shows you where your entry will appear on the screen.

Now that you understand how the Main Menu works, you're ready to start using Word Proof.

Choosing an Option

The first option we'll use is option 1, **Create, edit, or proof a file**. A *file* is a collection of related text, stored on a diskette. In these lessons, each file will represent one document.

In Word Proof, you use option 1, **Create, edit, or proof a file**, to write, edit, spell check, and find synonyms for text.

Let's try this option.

Press .

At the bottom of the menu, you're asked to **Enter filespec**. Under this message, you see (**drive:filename.ext ←**). This explains what you need to enter.

A *filespec* is the letter of the drive your diskette is in, the name of the file, and the extension. You'll learn more about filespecs in Lesson 4. For the moment, we'll tell you what you need to type.

Creating a New File

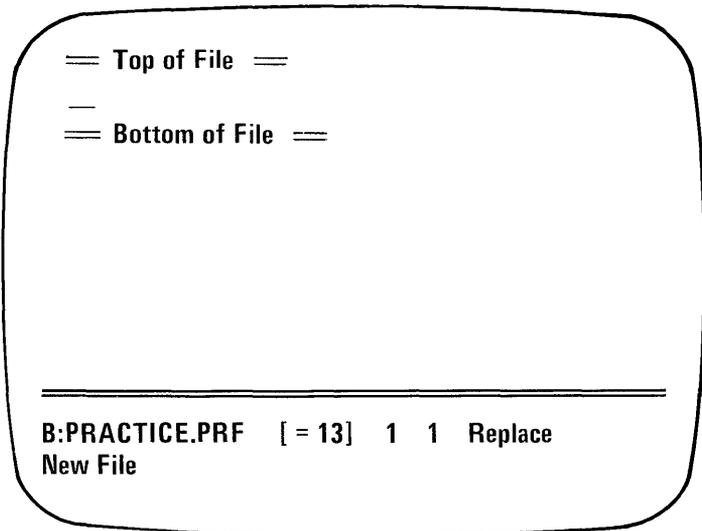
You're ready to create a practice file. You'll use this file throughout the lessons, so follow the instructions carefully.

If you don't already have one there, place a formatted diskette in drive B. If you don't know how to format a blank diskette, refer to your *Disk Operating System (DOS)* manual. You'll use this formatted diskette to save the practice file you're going to create.

Now, type: **B:PRACTICE.PRF** and press Enter .

Remember, you can use either uppercase or lowercase letters when you type information.

Your screen looks like this.



This is the Word Proof edit screen. Let's examine it.

The Word Proof Edit Screen

At the top of your screen, you see this:

== Top of File ==

== Bottom of File ==

These lines serve as text markers. You place your text between these markers. As you type, these markers move and eventually scroll off the screen. These markers tell you when you're near the top or the bottom of your file, so you can always get an idea of where you are in the file.

Between these lines you see the blinking cursor. This cursor shows you where you're typing. As you type, the cursor moves across the screen.

At the bottom of the screen, you see the filespec of the file you're currently working on, **B:PRACTICE.PRF**. Even though you might have entered the filespec in lowercase letters, Word Proof shows it in uppercase letters.

To the right of the filespec, you see this:

[= 13] 1 1 Replace

The first item in the brackets, [], is the character (letter, number, symbol, or a blank space) where the cursor currently is located. Right now, since there is no text, the cursor is under a paragraph marker. You'll learn more about this paragraph marker later.

Also in the brackets, you see = 13. This is the numeric value of the character the cursor is under. Numeric values are the ASCII codes for characters. Although you can't see it, a carriage return symbol is there. This symbol is ASCII number 013. If you ever need to know more about ASCII codes, refer to Appendix D. For the moment, though, you don't need to do anything with the ASCII numeric values.

When the cursor is positioned under a blank (null) space (beyond the end of a line), a hyphen is shown in the brackets [-] instead of the ASCII value.

The next two numbers you see give you the row and column in which the cursor is located. Your screen is actually like a grid, with horizontal rows and vertical columns. As you move the cursor around the screen, these numbers change. At the moment, the cursor is located in row 1, column 1.

The last word on this line tells you which *mode* you're using. The mode is the way you enter characters. **Replace mode** is used for standard typing. **Insert mode** inserts characters into the text. When you're in insert mode, the cursor turns into a small blinking box.

Note: If you have a 40-column screen, these words appear as **REP** and **INS**.

You can change the mode by pressing the Insert  key in the lower right-hand corner of the keyboard. Try it now. Press the  key.

When you pressed the  key, the word **Insert** appeared on the status line and changed the cursor to a blinking box. Now, press the  key again. The word **Replace** reappears.

Whenever you want to insert characters (a word, a line, etc.), just press the Insert  key.

You need to remember one last point about replace and insert. As you noticed, you changed from one mode to another when you pressed the  key. This key alternates between replace and insert modes. A key that switches from one type of operation to another type of operation is called a *toggle key*.

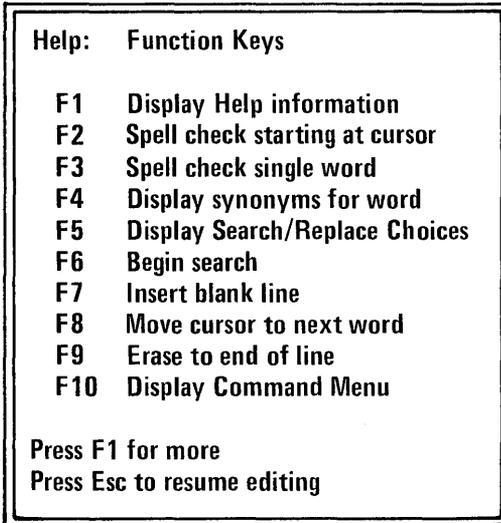
Now, look at the bottom line of the Word Proof edit screen. A message tells you to **Press F1 for Help, F10 for Command Menu**. This message appeared when you pressed the  key.

As this message says, you can get additional information about the program by using the Help key, .

The Help Key, F1

Word Proof has a function key that gives you additional information about the program. This key is the  function key. It is located in the upper left-hand corner of your keyboard. Let's see what information Help gives you.

Press **F1**. This box appears on the edit screen:



This box shows you what each function key does. The ten function keys are located on the left-hand side of your keyboard. They let you perform special editing functions on your files. You can use these function keys whenever you're not on a menu screen.

Study this box for a moment. You'll learn how to use each of these keys as you go through this book.

Notice the two messages at the bottom of the box.

The first message tells you to **Press F1 for more**. There are five boxes in the Help file. Each box gives you different information. Pressing **F1** always moves you to the next box.

The second message tells you to **Press Esc to resume editing**. Whenever you want to stop looking at the Help file, just press the Escape **Esc** key. The Help box disappears, and you return to the Word Proof edit screen.

For now, continue looking at the boxes in the Help file. Press **F1**. The second Help box tells you how to move the cursor. The cursor movement keys are on the numeric keypad, located on the right side of your keyboard. By using these keys in the way explained in this box, you can move the cursor through your file.

Press **F1**. The third box shows you some key combinations you can use in Word Proof. In each case, you use the **Alt** key and one other key. You'll learn more about using these alternate keys later in the book.

Press **F1**. The fourth Help box tells you how to use some miscellaneous keys. As you can see, you use the **Tab** key to tab forward and to tab backwards. You also can delete a character with the Delete **Del** key. Study these keys for a moment.

Press **F1**. The fifth and final box is the **Status Display**. This box explains what the words and numbers at the bottom of the Word Proof edit screen mean. The arrows at the bottom show you which letter goes with each item on the bottom of the screen.

Now that you've reached the last box, press the **Esc** key. The Help box disappears, and you return to the edit screen.

Note: You don't need to try to remember all of the information given to you in the Help boxes. Just remember that **F1** displays the Help boxes. The only time you can't use **F1** is when you're on a menu screen.

The Keyboard Aid

To help you remember what some of the keys are used for, we've included a keyboard aid in the back of this book.

Turn to the back of your book and remove the paper rectangle. Now, place this aid so that it fits around the function keys. Notice that the meanings of the function keys are shown on the left and right sides. At the bottom, the meanings of the Alt keys are given. As you refer to this keyboard aid, remember that the keys shown don't work on any of the menu screens. You'll find this keyboard aid helpful as you use Word Proof.

Entering Text

You're now ready to enter text into your Word Proof file.

Type the following:

This is practice text created with Word Proof.

Press Enter . When you press the Enter key at the end of a line, you make the cursor move to the beginning of the next line.

Pressing Enter does not create a new paragraph inasmuch as it doesn't put a blank line in the text or indent the next line.

When you press Enter, you actually tell the program not to blend this text with the text that follows. If you want to show a new paragraph, you need to either indent the next line or insert a blank line in the text.

To insert a blank line, just press the Enter key when the cursor is on a new line. This adds a blank line to the text. You also can insert a blank line by using .

Let's try adding a blank line now. Your cursor should be at the beginning of a new line. Press Enter . A blank line is inserted into the text.

Now, type this next line exactly as shown. Don't correct the misspelling; Word Proof can correct this error for you later.

Word Proof can check my spelling.

Press Enter .

See how easy it is to enter text with Word Proof. Now, type the following lines, exactly as shown, with the misspellings. Don't press Enter  until you've typed the last word.

Word Proof is easy to learn and to use. Once you've learned how to use Word Proof, you can check the spelling in your files. You also can get synonyms for words. With Word Proof, proofreading your writing becomes easy.

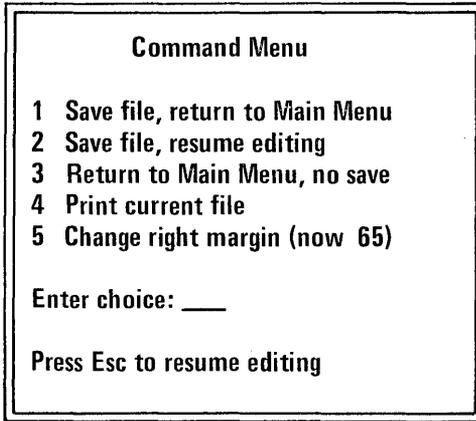
Look at the text you just typed. Notice that the text has been divided into lines. Word Proof did this automatically. This is called *word wrapping*. With word wrapping, Word Proof sets a right margin for your text. When you reach this margin, the words automatically wrap down to the next line. You can type continuously, without having to stop and press Enter at the end of each line.

You can change where the right margin is set. To change this margin, you need to go to the Command Menu.

The Command Menu

At the bottom of the editing screen, you're told that **F10** gives you the Command Menu. Let's look at this menu.

Press **F10**. This menu appears on your screen:



This is called the *Command Menu*. Study the five options for a moment.

- Option 1 saves your file and then returns you to the Main Menu.
- Option 2 saves your file and then returns you to the Word Proof edit screen.
- Option 3 returns you to the Main Menu without saving the file.
- Option 4 lets you print your file.
- Option 5 changes the right margin of your text.

Let's look at option 5.

The Right Margin

The right margin determines how many characters you have per line. You can have a right margin value of up to 165.

When you decide what value you want for the right margin, take into consideration how many columns are on your screen. If you have an 80-column screen, you probably want to have a right margin of 80 or less. If you pick a value higher than 80, you won't be able to see an entire line on one screen. Instead, you'll have to use the Cursor Right key (→) to see material past the 80-character mark.

Your Word Proof program comes with a right margin of 65. Option 5 on the Command Menu, **Change right margin**, temporarily changes the right margin. The right margin changes back to its original value when you stop using the program, for example, when you exit to DOS or turn off the computer. Later, we'll explain how to make a permanent change to the right margin.

To change the right margin for editing and printing, press (↵). This message appears at the bottom of the Command Menu:

Enter new right margin:
(type 1–165 and press ←)
Press Esc to leave unchanged

For now, type **70** and then press the Enter key (↵). The program pauses briefly to readjust your file margin. Your text is now readjusted so that the right margin ends at 70.

Before we go on, change the right margin back to 65. Follow the same steps you used before.

If you ever change the right margin on a file that is very long, you may see a message that tells you **Adjusting text width. . .** When the width has been changed, this message disappears. Because our file is small, you didn't notice this message.

Since we're still on the Command Menu, let's save the **B:PRACTICE.PRF** file.

Saving a File

Right now, the text you typed is in the computer's memory. *Memory* is where the text you type is temporarily saved. To save your text permanently, you need to save it on a diskette.

As we mentioned, there are two ways you can save a file. You can save the file and then return to the Main Menu, or you can save the file and then return to editing.

Let's choose option 2, **Save file, resume editing.**

With your blank diskette still in drive B, press .
This message appears at the bottom of the menu:

Output filespec: ____

(press with no name to
replace input file)

This message tells you that you can either save the file under the same filespec you originally gave it (**B:PRACTICE.PRF**), or you can give the file a new filespec. Remember, your original filespec is shown at the bottom of the screen.

We want to use the original filespec, so all you have to do is press the Enter key.

Press the Enter key now.

After the file is saved, you return to the edit screen, where you see the text you entered. This text is still in memory, even though you saved a copy of it on your diskette.

Summary

In this lesson, you learned how to create a new file. You also learned how to get help and how to save a file.

In Lesson 2, you'll learn how to use the spell check function of Word Proof.

Lesson 2. Checking Your Spelling

Now that you've created a file, you can check your spelling in the text.

When Word Proof checks spelling, it compares each word to a word list that contains over 125,000 entries. These words are standard English words.

Specialized words you use in your writing may not be recognized by Word Proof. For this reason, you can add specialized words to an additional word list. You'll learn more about using the additional word list later. Right now, let's spell check the practice file you created in Lesson 1.

Starting Spell Check

Your **B:PRACTICE.PRF** file should be on the screen at the moment. If it isn't, use option 1 on the Main Menu and enter **b:practice.prf** for the filespec. Now, move the cursor to the top of the file. If you press and hold the Control **(Ctrl)** key and then press the Home **(Home)** key, the cursor moves to the top of the file.

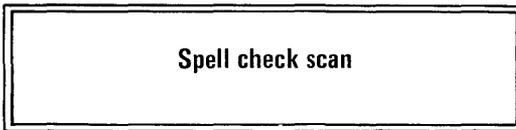
Once this file is displayed, press **(F1)** for Help. The list of function keys appears on your screen. As you can see, F2 and F3 both can be used to check spelling. F2 checks the spelling in an entire file or a part of a file. F3 only checks the spelling of a single word. For this exercise, we'll use F2.

Because F2 checks the spelling from the cursor forward, we had you place the cursor at the top of the file. Now, you can check the entire file. If you only wanted to check part of a file, you'd place the cursor where you wanted spell check to begin.

Press **F2**.

Note: You don't have to return to editing to use the function keys. They work from the Help boxes.

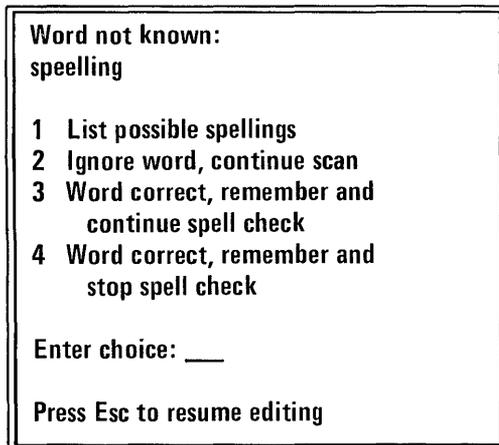
This box appears on your screen:



The words in the file appear in this box. You can see how quickly Word Proof scans by how rapidly the words flash in this box.

Correcting a Word

After a few seconds, the scan stops because the word **spelling** is wrong. **Spelling** is not in the main word list. This box appears near the bottom of the screen:



The misspelled word is shown under the message **Word not known**. Beneath that, you see a list of possible options. Study these options for a moment.

Each option gives **Word Proof** directions:

- Option 1 asks the program to list possible correct spellings for the word.
- Option 2 tells the program to ignore the word and continue to scan the text. Use option 2 if the word is spelled correctly but is one that you rarely use (such as a name).
- Option 3 tells the program that the word is spelled correctly and that you want the program to remember this word. Later, you can include this word permanently in the additional word list. After it remembers this word, the program continues scanning the text.
- Option 4 is like option 3, except that after remembering the word, the program stops spell checking and returns to editing.

Since we know that **spelling** is spelled incorrectly, let's use option 1 to find the correct spelling.

Press . At the bottom of your screen, you see **Word list being read — please wait**. This means that **Word Proof** is searching the word list for possible correct spellings.

After a few seconds, this box appears on your screen:



As you can see, Word Proof gives you a variety of choices. Because **spelling** has nine letters in it, Word Proof gives you several possible substitutes that have nine letters. (Chances are that you typed the correct number of letters but simply had one letter wrong.)

In case this wasn't the reason you misspelled the word (as in our misspelling), Word Proof also gives you related words of different lengths. In our case, Word Proof gives us **spelling** as a choice.

Now that we've found the correct word, we're ready to replace the incorrect word. As you can see, in a second box below the suggested spellings, you're given directions. The box looks like this:

<p>Use the cursor to select a word Press ← to replace word in text Press Esc to resume editing</p>
--

These directions tell you to use the cursor to select a word. This means that you move the cursor until it is under the correct word.

Using the Cursor Down key, , move the cursor down one line so that it is under the word **spelling**. Now, press the Enter key .

Word Proof puts the correct word where the incorrect word was and then adjusts the spacing. In our case, the word is spelled correctly and the period moves to the left one space so that it is directly after the letter g.

You've now corrected a misspelling with Word Proof. Word Proof continues to find the other misspellings in your file. Follow the same directions you did for **spelling** and correct all of the misspellings.

Reminder: Press  to scan for misspelled words.

Things to Remember

You need to remember some things when checking your spelling with Word Proof.

- Word Proof only finds words that are misspelled. It cannot find words that are spelled correctly but misused. For this reason, you should proofread everything you write after you've checked the spelling with Word Proof. To help you correct your writing, we've included a list of some commonly misused words in "Spell Check" in Chapter 4, "Reference."
- If you misspell a word and actually spell another word correctly, Word Proof won't see it as a misspelling. For example, if you leave the **n** off **then**, Word Proof sees **the** and says the word is correct. This type of mistake you have to find when you proofread your text yourself.
- If you misspell a word so badly that it no longer resembles the correct spelling, Word Proof may not be able to tell what you were trying to spell.

Therefore, the possible substitutes it lists may not include the correct word. If this is the case and you're still not sure how to spell the word, try to come a little closer to the actual spelling. Then, spell check that single word with F3, and maybe Word Proof can give you the correct spelling.

Note: Do not remove your main word list diskette from the drive while spell checking. Word Proof won't be able to proceed, and you may have to reload the program.

The Additional Word List

As we mentioned, Word Proof has an additional word list to which you can add specialized words. Word Proof reads the words in the additional word list along with the words in the main word list. By putting specialized words in your additional word list, you can keep Word Proof from reading them as misspellings.

In addition, spell check may occasionally stop on a hyphenated word if one part of the word isn't a real word. For example, **multi** is read as a misspelled word. If you use some hyphenated words quite often, add them to your additional word list.

The additional word list has a size limit. You can permanently add 6,000 characters (roughly 600 words). These words are saved in the file. Besides these 600 or so words, you can temporarily add 2,000 characters (roughly 200 words) to the additional word list. These 200 words are stored in temporary memory and can be used only until you exit from the Word Proof program.

The way to get around the size limits of the additional word list is to create several word lists on different diskettes. Each word list needs to be named **WORDPRF.ADL**, because the program looks for this name. Only *one* of these additional word lists, however, can be used when you check a file.

There are two ways to add words to the additional word list. First, you can add words to your additional word list by using option 4 on the Main Menu. This option works like normal editing, where you type in the words you want to add.

Second, whenever Word Proof finds a word it doesn't recognize but you're sure it's spelled correctly (like filespec), you can choose option 3 on the **Word not known** screen. This tells the program to remember the word for this editing session. If you want to add the word to your additional word list, you can do so later.

Before you look at the additional word list, let's save the corrected **B:PRACTICE.PRF** file.

Press **F10** to get the Command Menu. Since you've corrected all of the misspelled words in your file, you need to save this file. You also want to return to the Main Menu, so the option you use is option 1, **Save file, return to Main Menu**.

Press **F1**. When you're asked for the output filespec, just press the Enter key **↵**. The practice file with the changes is saved, and you return to the Main Menu.

Editing the Additional Word List

Option 4 on the Main Menu lets you **Edit additional word list**. This is the option you want.

Press **F4**. You see the Word Proof edit screen with the word **hath** at the top of the file. **Hath** is the first word in your **WORDPRF.ADL** file.

You edit the additional word list like any other file. You type in any word you want remembered and then save the file. The difference between the additional word list and other files is that this word list is scanned by Word Proof automatically. You don't need to load this file when you spell check.

Let's add some words to this word list. Move the cursor to the space to the right of **hath** and press the Enter key (↵). You go to the beginning of the second line.

Now, type your name and press Enter (↵).

The cursor moves to line 3, and you've added your name to the additional word list. You can add any other words you frequently use that aren't included in a standard word list just as easily. Add as many words as you want to now.

The additional word list only fully handles words that are less than 30 characters long. This size limit shouldn't affect you, since most words are shorter than 30 characters.

You can type the words you want to add to the additional word list anywhere on the screen. Although the words are displayed in column 1, you don't have to type them in that position.

When you've finished adding words to the additional word list, save the file as you would any other file. Press (F10) to get the Command Menu, then choose option 2. This saves your changes to the additional word list and returns you to editing.

Note: Always save your additional word list file when you've finished editing. If you don't, the words you've typed and entered won't be added permanently to the word list.

As you add words to the additional word list, remember that capitalization can affect the words you asked to be added to the additional word list. For example, if you capitalized the first letter of a word, Word Proof assumes that this word is correct only when the first letter is capitalized. If you want a word accepted regardless of the way it's capitalized, you need to enter the word in all small letters (lowercase).

If you have added a word to your additional word list that you later decide you want to delete, just move the cursor to the first letter in the word and press **F9**. Let's try this now.

Move the cursor to the first letter in your name. Press **F9**. Your name is deleted from the additional word list.

As you may have noticed, at the bottom of your screen you're told to **Press Alt-F9 to restore**. Whenever you delete something from your file, you can restore whatever you last erased by pressing and holding the **Alt** key and then pressing the **F9** key.

This won't work if you use Ctrl-End to delete an entire line. **Alt** - **F9** only works after **F9** (it restores to the end of the line) and after the **Del** key (it restores the last character). You have to use **Alt** - **F9** immediately after erasing. If you do something else in between, **Alt** - **F9** won't work.

Press and hold the **Alt** key and then press **F9**. Your name is replaced in the file.

Press **F10** to return to the Command Menu. Then, choose option 1, **Save file, return to Main Menu**. Press the Enter key **↵** to save this file.

Note: The words you save in your additional word list won't be included in spell check until you reload the program. To do this, choose option 6, **Exit to DOS**, on the Main Menu. Then, type **wp** and press Enter **↵**. The new words are now included when you spell check.

Remembering Words from Files

The second way to add words to your additional word list is to tell the program to remember a word during spell checking. After you've completed spell checking, you can use option 4 on the Main Menu to go into the additional word list file and then save this file. This adds the new words permanently to the additional word list.

Let's try this method. First, load your practice file, **B:PRACTICE.PRF**, using option 1 on the Main Menu. Then move the cursor down to a new line, and type **Mainstreet**.

Now, spell check this single word (use F3). **Mainstreet** isn't a word Word Proof knows, so the **Word not known** screen appears. Since you know this word is correct, pick option 4, **Word correct, remember and stop spell check**.

Now, use to get to the Command Menu and choose option 3, **Return to Main Menu, no save**. This message appears on your screen:

```
File changed since last save
Exit without saving (Y/N)?
```

This message appears whenever you try to return to the Main Menu without saving a file after you've made changes to that file. Word Proof displays this message so you won't forget to save files after you've changed them.

If you're sure you don't want to save the file, just press . Since we don't want to save the change made to our file (**Mainstreet**), press .

By not saving this file, the word **Mainstreet** isn't included in your **B:PRACTICE.PRF** file.

The word **Mainstreet**, however, is now in temporary memory for the additional word list. To include it permanently in the additional word list, you have to save the additional word list file.

Use option 4 on the Main Menu, **Edit additional word list**, to load the additional word list file. As you can see, **Mainstreet** is listed in the additional word list.

Press **F10** to get to the Command Menu, and then save this file.

The word **Mainstreet** now is included in your additional word list. If you decide you want to delete this word, use option 4 on the Main Menu to load the word list, and then erase **Mainstreet** using **F9**. After you've finished, remember to save the additional word list file again.

Summary

In this lesson, you learned how to check the spelling in your files and how to get possible substitutions for incorrect words. Then, you learned how to replace a misspelled word with a word from this list of substitutions.

You also learned how to add specialized words to your additional word list.

In the next lesson, you'll learn how to find synonyms for words. With this feature, you'll be able to add variety to your writing by using different words.

Lesson 3. Finding Synonyms for Words

Another way Word Proof helps you with your writing is by giving you synonyms for words. A *synonym* is a word that is similar in meaning to another word.

Properly used, synonyms improve your writing by adding variety to the text. A synonym may be more specific than the general term you were considering using. Synonyms also prevent you from using the same word over and over again.

Note: If you have a one-drive system, you may have difficulty using the synonym function. Please refer to “One-Drive Systems” in Chapter 4, “Reference,” before you proceed.

An Important Point About Synonyms

Before you start finding synonyms for words, there is an important point to remember. Synonyms sometimes do not mean exactly the same thing as the source word. For example, recall is often used as a synonym for remember. In some cases, however, these two words cannot be used as synonyms. For example, although you can use either word in this sentence, “I _____ my first camping trip,” you wouldn’t say “Recall your sweater when you go home tonight.”

Because synonyms can sometimes have slightly different meanings, you may want to look in a dictionary for the exact meaning of a synonym before you use it. By checking the meaning, you can learn a new word and learn how to use it correctly at the same time.

Loading the Synonym List

F4 is the function key that gives you synonyms for words. You find synonyms in much the same way you spell check single words.

First, you load the file you want to use with option 1 on the Main Menu, **Create, edit, or proof a file**. Next, you place the cursor under the word you want synonyms for, and then you press **F4**. Let's try it.

If your **B:PRACTICE.PRF** file isn't in memory, load this file using option 1 on the Main Menu. When the file is displayed on the screen, move the cursor until it is under the word **easy**.

Press **F4**.

You're told that the word list is loading. Then, this message, **Enter drive for B:WORDPRF.SYN (or Esc)**, appears on your screen.

WORDPRF.SYN is the filename for the synonym list. This file is located on the second diskette that came with your Word Proof package. Remove your storage diskette from drive B and insert the Synonym List diskette.

Press **B**.

The Synonym Screen

After a few moments, two boxes appear on your screen. The first box lists synonyms.

Synonyms for easy
Adjective
–effortless, facile, ready, royal, simple, smooth, snap
–light
–comfortable
–easygoing, casual, informal, relaxed
–tolerant, charitable, clement, forbearing, indulgent, lax, lenient, merciful, soft
–exploitable, gullible, naive
–wanton, fast, libertine, light, loose

As you can see, the synonyms are listed by part of speech. Easy is an adjective, so you're given synonyms that are adjectives. If a word can serve as more than one part of speech (for example, a noun, a verb, and an adjective), you're given synonyms that fit each part of speech.

Let's take a look at the various synonyms you got for easy. The synonyms are divided into related groups. Each group is shown by a hyphen (-) at the beginning of the line.

Each group of synonyms has slightly different meanings from the other groups. This is because the word easy can be used to mean a variety of things, depending on how you use the word. This is why we recommend that you know the exact definition of a synonym before you use it.

In our case, the best synonym for easy is **simple**. Using **simple** as a synonym, our sentence reads – **Word Proof is simple to use and to learn**. Now that you've found the synonym you want, you're ready to place it in the text.

To replace a word with a synonym, you move the cursor to the synonym you want and press the Enter key (↵). The box at the bottom of the screen explains this procedure to you:

Use the cursor to select a word
Press ← to replace word in text
Press Esc to resume editing

Moving the Cursor

To move the cursor, you use the cursor movement keys on the numeric keypad. When you're working with synonyms, the Cursor Left (←) and Cursor Right (→) keys make the cursor move from word to word instead of one space at a time.

Press (→) to move the cursor to the right. Notice how rapidly the cursor moves forward. When it reaches the end of a line, the cursor moves to the beginning of the next line. If you hold the (→) key down, the cursor keeps moving through the box until it reaches the end of the last line. It then returns to the beginning of the first line.

Also notice that the word the cursor is under is highlighted, so you can see where the cursor is located.

You can slow down the cursor by pressing the (→) key lightly and then releasing it immediately. Try moving the cursor slowly from word to word.

The (←) key moves the cursor to the left, or backwards. If you find that you've passed the word you want to use, you can use (←) to back up. Try using (←) to move back through the list. Like (→), (←) circles the cursor through the file. When it reaches the beginning of the first line in the box, it next moves to the end of the last line in the box.

You can also use the Cursor Up  and the Cursor Down  keys to move the cursor from one line to another. When you use these keys, though, the cursor moves to the beginning of either the previous line (with ) or the following line (with 

With these four keys, you rapidly can find the synonym you want. Right now, use  and  to move the cursor until it is under the word **simple**.

Press the Enter key . **Easy** is replaced by the synonym **simple**.

As you use the synonym option, you may find some words that don't have synonyms. In a case like this, the message **Synonyms not available** appears on your screen.

Right now, let's look at words that have so many synonyms that they take up more than one screen.

When You Have Multiple Screens

As you use the synonym option in Word Proof, you'll notice that some words have so many synonyms that they fill more than one screen. In cases like this, a message appears at the bottom of the screen that tells you to **Use PgDn and PgUp for more words**. By using the Page Down  and Page Up  keys, you can keep moving between the screens until you find the synonym you want. This message appeared when we found synonyms for **easy**.

Words such as **good**, **bad**, **big** and **small** have more than one "page" of synonyms. In cases such as these, you need to use  and  to see all of the synonyms.

When you've finished finding synonyms for words in the file, you need to save the file. You save this file in the same way you saved it after spell check. Remove your Synonym List diskette from drive B and insert your working diskette (the one with your PRACTICE.PRF file on it). Press **F10** to get the Main Menu, and then choose option 1.

Remember: Whenever you make changes to a file, save it. Otherwise, you lose your changes.

Summary

In this lesson, you learned how to find synonyms for words. You also learned how to move the cursor to the synonym you want and then replace the old word with this synonym.

In the next lesson, you'll learn how to get a directory for your files on a diskette. A *directory* lists the filenames and other important information.

Lesson 4. The Current Drive and the Directory

In Lesson 1, we briefly explained the meaning of files and filespecs. Now, let's learn some more about these two terms.

Files and Filespecs

As we mentioned, you save text in a file. Each file has a name (*filename*) that is 1 to 8 characters in length. For example, you could save a letter you wrote in a file named *letter*.

Files also can have extensions at the end of their names. A filename *extension* starts with a period and can be 1 to 3 characters in length.

For example, when you save a file in EasyWriter, you give it a filename with no extension. The program then adds the extension .EWF to the file. So, for your file named *letter*, EasyWriter would add .EWF to it, and the complete name of the file would be LETTER.EWF.

Besides the filename and extension, you need to know the letter of the drive in which the diskette containing the file is placed. This is called the *device*.

For example, if you have a two-drive system, you might place your program diskette in drive A and your storage diskette (the one with your files on it) in drive B. In this case, the device would be *B*. You show the device by typing the letter of the drive and then a colon (:). This tells the program that it should look on the diskette in drive B for the file it wants.

When you put these three pieces of information together – the device, the filename, and the extension – you have a *filespec*. Whenever you see this, *d:filename.ext*, you need to type the filespec.

Notes:

1. If you enter more than eight characters for the filename (not including the device and the extension), the extra character(s) is ignored.
2. If you enter invalid characters in the filename, they are dropped. All letters and most symbols are valid characters. Your *DOS* book lists which characters you can use.

For more information about files and how you name them, refer to your *DOS* book.

Now that you understand more about files and filespecs, let's learn what Word Proof means by "current drive."

Changing the Current Drive

The *current drive* is the one your computer automatically looks at for information. DOS calls this current drive the *default drive*. When you started Word Proof, you saw the DOS prompt, **A>**, on your screen. The letter **A** in this prompt stands for drive A. This meant that the current drive was drive A.

Your Word Proof program comes with drive A as the current drive. You can see which drive is now the current drive by looking at option 3 on the Main Menu, **Change current drive (now B:)**. In parentheses, you're told which drive is the current drive. In this case, **B** is the current drive because we just saved a file to drive B.

Let's try changing this to drive A.

Press **[# 3]**. This message appears on your screen:

Enter drive letter:

Press **[A]**. Now, look at option 3. The letter of the current drive has changed to A. You can change the current drive any time you're on the Main Menu by using this option.

Note: Option 3 doesn't affect the DOS default drive.

No message appears if you enter an incorrect drive letter. Therefore, always look in the parentheses to the right of option 3 to make certain you changed the drive to the one you wanted. If you make a mistake, it's easy to correct. Just press **[# 3]**, enter the correct drive letter, and the change is made.

Now that you know how to change the current drive, let's get a directory for the files on drive A.

The Directory

Option 2 on the Main Menu, **Show files on current drive**, lets you look at a list of the files you have on a diskette. This list is called a *directory*. If you've used the **DIR** directory function in DOS, you'll find that the directory Word Proof gives you is slightly different.

At the moment, the Main Menu should be on your screen. If it isn't, press **[F10]** to get the Command Menu and then choose one of the options that returns you to the Main Menu.

When you reach the Main Menu, press . Your screen looks like this:

== Top of File ==			
File Directory			
Filespec	Size	Last Revision	
A:WORDPRF.WDL	000	00-00-00	00:00
A:WP.EXE	0000	00-00-00	00:00
A:LIBERTY.DOC	000000	00-00-00	00:00
A:WORDPRF.PRO	00000	00-00-00	00:00
A:WORDPRF.ADL	000	00-00-00	00:00

== Bottom of File ==

* DIRECTORY [A= 65] 5 1 Replace
Use Alt-E to edit, Alt-D to delete, or Esc

This is called a *file directory*. It lists the filespec (*d:filename.ext*), the size, and the last date and time you revised each of your files.

Note: On a 40-character monitor, you won't be able to see the time. If you press the  key, you can move the cursor to the right and see the time.

On your own screen, numbers appear where we show zeroes(0). In addition, the files may be in a different order from what we show here. As long as you have all of these files on your diskette, the order isn't important.

Whenever you want to know what files you have on a diskette or any information about those files, just display a directory.

Notice that * **DIRECTORY** appears on the status line at the bottom of the screen. This always appears on the directory screen, regardless of the drive for which you get a directory.

If you don't see the **Bottom of File** marker on your directory screen, you can use **3 PgDn** to see the rest of your filespecs. Then, use **8 PgUp** to move back to the top of the file.

The directory has another use besides giving you information about your files. You actually can use the directory to load files into memory, where you can edit them. Let's see how this works.

Loading a File from the Directory

At the bottom of this directory, you see **Use Alt-E to edit, Alt-D to delete, or Esc**. The Alt-E message tells you how to load a file so that you can edit it.

To choose the file you want to edit, simply use the cursor movement keys on the numeric keypad to position the cursor under the file you want to edit. For our example, let's use the **WORDPRF.ADL** file. This is the additional word list file. As we mentioned in Lesson 2, you can edit this file like any other file.

Move the cursor under the filespec for **WORDPRF.ADL**. You can place the cursor anywhere under this entry, even to the right of the **Last Revision** information, and Alt-E still works. When you have the cursor somewhere on this line, press and hold the **Alt** key and then press the **E** key. The **WORDPRF.ADL** file is loaded into memory, and you can edit it.

Another way to load files from the directory is by typing the name of a file that's on a different diskette over a filename shown on the directory. Then, by using Alt-E, you can load this file even though it isn't on the directory.

For example, the file we have listed is on drive A. If you want to edit a file on drive B, all you have to do is type the filespec for the file you want over the filespec of a file in the directory. Then press Alt-E. The file whose name you typed is loaded into memory, and you can edit it.

Another thing you can do with the directory is delete a file. To delete a file, move the cursor under the filespec for the file you want to delete and press and hold **Alt** and then press **D**.

Important: You need to be careful when you use Alt-D. This actually erases an entire file from the diskette. Once you delete a file, you cannot retrieve it, so use Alt-D with care. Before it erases the file, Word Proof tells you **Delete is permanent - - Are you sure (Y/N)?** This message gives you a chance to verify your decision to delete.

You also can use the **Esc** key to leave the directory and return to the Main Menu.

Summary

In this lesson, you learned how to change the current drive. You also learned how to get a directory of your files and how to load a file from this directory.

In the next lesson, you'll learn how to print your files.

Lesson 5. Using the Print Option

If you have a printer connected to your IBM Personal Computer, you can print your files. To print a file, you use option 4 on the Command Menu, **Print current file**. Let's try this option.

At the moment, the Main Menu should be on the screen. Load the **B:PRACTICE.PRF** into memory.

Now, press **F10** to get the Command Menu.
Press **4** to print.

The Print Menu

When you press **4**, this menu appears on your screen:

Print Menu

- 1 Print file**
- 2 Change left margin (now 0)**
- 3 Change page length (now 60)**
- 4 Feed page on printer**

Enter choice: ____
Press Esc to cancel print

This is the *Print Menu*. Study this screen for a moment.

Option 1 tells the program to print your file. Options 2 and 3 tell the program what left margin and page length you want on your printed page. Finally, option 4 advances one page on your printer.

Before we print the **B:PRACTICE.PRF** file, let's change the left margin.

Changing the Left Margin

The left margin option on this menu controls how much blank space you have on the left side of a printed page. This margin only affects printed text; it does not affect screen text. No matter what left margin you specify here, your screen text still starts in column 1.

Right now the left margin is set at 0. This means that your text starts printing at the leftmost position on your printer. Let's change this left margin to 5.

Press . This message appears at the bottom of the Print Menu:

Enter new left margin:
(type 0–164 then press ←)

Although the program accepts a left margin as large as 164, this is more than you need. On most files, a left margin of 5 or 10 is all you want to use.

One point you need to remember is that the larger your left margin is, the less material that fits on a line. Your left margin, then, has to depend partly on text width. If you entered your text with a right text margin of 80, then with a 5-space left margin, your printed text would take up 85 characters (80 characters plus 5 blank spaces for a left margin).

An IBM Personal Computer Printer only prints 80 normal size characters per line, so with a left margin of 5, you'd run out of room. Some of your text would wrap around and print on the far left edge on the paper.

To handle this problem, you can set your right text margin at 60 or 65 and then set your left print margin at 5. This way, your text can fit on the printer and the pages are neater. Your Word Proof program comes with the right margin set at 65. This allows you to have a 5 or 10 space left margin if you want one. Let's set the left margin at 5.

Type 5 and press the Enter key (↵). Now, option 2 tells you that the left margin for printing is 5.

The change you make here is only effective until you return to DOS or turn off your computer. This is a change made specifically for printing.

In the next lesson, you'll learn how to change the left and right margins so that they last until you decide to change them again. Right now, let's return to the Print Menu and learn how to change the page length.

Changing the Page Length

Changing the page length is as simple as changing the margin. Once again, this option only affects printed text. The page length determines how many lines are printed per page.

Word Proof allows you to have up to 150 lines per page. The IBM Personal Computer Printer allows up to 66 lines of normal size print before it skips to a new page.

At the moment, the page length is set at 60 lines. The maximum number of lines you can have on a page depends on the type of paper you're using. You'll have to experiment with the page length to determine what length you prefer.

Because our practice file only contains a few lines, we won't bother changing the page length. When you work with larger files, be sure to try this option. If you don't want page breaks, enter 0 (zero) for the page length.

Now, let's try printing our file.

Printing a File

Before you print a file, always make sure your printer is turned on and is online. To tell if your IBM Personal Computer Printer is on and online, look at the button panel on top of the printer. The Power and Ready lights should be on and the light next to the Online button should be on.

Once you're sure your printer is ready, press . Your file starts printing. When the file is finished printing, the Print Menu disappears, and you return to editing.

Starting a New Page

In Word Proof, you can tell the printer to begin a new page without changing the page length. Whenever you want a new page, move the cursor to a new line and press and hold the  key and then press the  key. This symbol ♀ appears on the line. This is the page eject symbol. It tells the printer to start a new page. Let's try this in the practice file.

Move the cursor to the second line and press **F7**.
F7 inserts a blank line into your text. Now, press and hold the **Alt** key and then press the **N** key. The page eject symbol appears on the blank line.

Press **F10** to get the Command Menu. Next, press **§4** to get the Print Menu. On the Print Menu, press **1**. Your file starts printing.

When it reaches the ♀ symbol, your printer stops printing and goes to a new page. Then, it continues printing. This new page feature is helpful when you have a figure or a diagram that you don't want to be split between two pages.

You also can start a new page with option 4 on the Print Menu, **Feed page on printer**. This option is like the form feed button on your printer. One sheet of paper rolls up. Unlike Alt-N though, you can't use it to make the printer eject a page during printing. Option 4 only can be used when you're not printing.

Summary

In this lesson, you learned how to print a file. You also learned how to change the left margin and the page length. In addition, you learned how to make the printer start a new page.

In Lesson 6, you'll learn how to make certain changes to your Word Proof program, such as setting the right margin.

Lesson 6. Setting the Profile Values

The WORDPRF.PRO file on your program diskette contains instructions to the program, such as how many columns your monitor has, what text margins you want to use, and whether you want paragraph end signs to show. By setting the values in this file, you can customize your Word Proof program.

Note: Your WORDPRF.PRO file has to be located in the DOS default drive in order to operate.

Let's look at the WORDPRF.PRO file.

If the Main Menu isn't on your screen, use **F10** to get to the Command Menu and then return to the Main Menu. As you can see, option 5 on the Main Menu lets you **Set profile values**.

The Profile Screen

Press . Your screen looks like this:

Profile Values	
1	Replace/Insert mode at start (R)
2	Show/conceal paragraph markers ()
3	Right margin for edit [0-165] (065)
4	Left margin for print [0-164] (000)
5	Page length for print [0-150] (060)
6	Spill file drive (A)
7	Main word list drive (A)
8	Synonym list drive (B)
9	Additional word list drive (A)
A	Control word prefix ()
B	Characters to ignore for spell check ()
C	Display mode (0)
D	Go to color selection

Select item to change: ____

Press ← to save on diskette
Press Esc to return to Main Menu

In the parentheses to the right of the items, you see the default values. By *default values*, we mean the values these items are set to originally.

Notice that item D, **Go to color selection**, doesn't have a default value. This is because pressing leads you to another menu where you make your selections. For information about changing the colors your program uses, see Appendix B. We'll look at the rest of these items now.

Note: Any values you give these items do not take effect until you reload the program.

Let's examine this file and see what kind of changes you can make to the program.

Replace/Insert

The first line asks you whether you want to start the program in replace or insert mode. By deciding which mode you use most often and setting that value in the profile, you save yourself time when you edit.

As you can tell from the **R** in parentheses to the right of this first choice, the value is originally set for replace mode. To change it, you just press . The change is made automatically. This message, **Item 1 changed**, appears near the bottom of the box.

Try changing this value from replace to insert. Press . Now, look at the letter in the parentheses. Instead of **R**, you now see the letter **I**. This means that your default is insert.

Let's change back to replace mode. Press again. The **I** in the parentheses changes to an **R**, and you're once again in replace mode.

Of course, you don't have to go into the profile every time you want to switch from replace to insert. You can use the key on your keyboard to change back and forth. The profile value for this key only determines what mode you're in when you first start the program.

Paragraph Markers

The second item asks you if you want the paragraph markers to be visible. Although you can't see it, a paragraph marker, ¶, is placed at the end of a line whenever you press Enter . The marker tells the program to stop word wrapping your text and to move to a new line.

The default value for this item is to conceal, or not to show, the paragraph marker. Let's change this so that you can see what this marker looks like.

Press . Once again, the change is made automatically. The message, **Item 2 changed**, appears near the bottom of the box.

Now, look in the parentheses to the right of item 2. You see the paragraph marker symbol, ¶. If you reloaded the program and started to edit text now, this symbol would appear wherever you pressed Enter .

In addition, at the end of your file, you'd see a "smiling" character, ☺. This character moves with the cursor.

If you want to change the paragraph marker value back to conceal, just press  and the change is made.

Right Margin

The third item sets the right margin for your text. The only difference between setting the right margin here and setting it on the Command Menu is that the value you give here can be saved. The next time you start Word Proof, this value automatically takes effect.

You change the right margin in the profile by pressing . This message appears at the bottom of the box:

Item 3 selected
Enter new value: ____

You type the value you want and press Enter . Right now, we won't change the right margin, so press .

One point to remember about changing the right margin value is that when you change this value and reload the program, any files you bring into memory to edit are reformatted to adjust to the new right margin.

This means that if you write a file with a right margin of 65, and you change the right margin to 80, the lines in the file expand to 80 characters per line when you reload the file to edit it.

Left Margin

The fourth item sets the left margin for your text when you print it. This margin only applies to printing.

This is the same as the left margin option on the Print Menu, except that the value you give in the profile doesn't change when you stop using the program. To change the left margin on the profile, you press .

You're asked to **Enter new value**. You type the value you want and press Enter . Don't change the left margin now. Instead, just press .

Page Length

The fifth item, **Page Length**, also can be changed from the Print Menu. Once again, the only difference between changing the value here and changing the value on the Print Menu is that this value lasts when you stop using Word Proof. The next time you reload the program, the page length you specified in the profile takes effect.

To change the page length in the profile, you press . You're asked to **Enter new value**. We won't change this value now, so press .

Spill File

When you have a file that exceeds the available memory, the remaining text is stored temporarily on a diskette in what is called a *spill file*. You still can edit this text and save it. As a rule, though, you should try to keep your files to a reasonable length. Whenever a file becomes unusually long, consider breaking it into two files.

The spill file is created as needed on the diskette in the drive you specify in the profile. If you specify a hyphen in the profile, the program asks you for the drive desired when the spill file is needed. You should specify a drive so a spill file can be created in case you ever need one.

Let's change the drive used for the spill file. At the moment, the spill file is placed on the diskette in drive A. If you would rather place this file on a diskette in a different drive, you would just change the drive.

To change the drive, press . At the bottom of your screen, you see these messages:

**Item 6 selected:
Enter drive letter:
(Space=DOS default, Hyphen=null)**

You're asked to enter the letter for the drive you want. You also can enter a blank space if you want to use the current drive or a hyphen if you don't have or don't want to have a spill file.

At the moment, the spill file is placed on the diskette in drive A (our current drive). You change this to drive B by pressing . Try this now.

Notice that the letter in the parentheses has changed to B. To change this back to A, press **(6)**, and then press A. The spill file drive changes back to A.

Note: If you leave your spill file on drive B, make sure you don't have your synonyms on the same drive. If you do, the file spills onto your synonym diskette.

Your spill file should never appear on a directory since this is a temporary file. If, for any reason, this file does appear on the directory for a diskette, you need to exit into DOS and use the ERASE command to delete this file. After you delete the file, use the DOS CHKDSK command to remove the blank space. See your *DOS* book for more information.

The Word Lists

You also can change the drive where the program looks for the different word lists.

Choice 7 changes the drive for the main word list.

This is the word list you use for spell checking. If you always place the program diskette containing this word list in drive A, then you should leave the value at A. If you move this word list, be sure to tell the program where the diskette containing this word list is placed.

The same rules apply to the synonym list and the additional word list. The program needs to know where these files are located.

You change the drive for all these word lists in the same way you changed the drive for the spill file. First, press the number for the choice you want. Then, press the letter of the drive you want. The default drive changes.

If you want the program to always go to the current drive, regardless of what the current drive is, you can enter a blank space by pressing the Spacebar. If you don't have or don't want to use any of these word lists, then enter a hyphen by pressing the  key.

Control Word Prefix

In many word processors and editors, you use certain symbols before commands to tell these programs that what follows is a command. Usually, control word prefixes are placed at the beginning of a line.

For example, in PeachText, you put a backward slash \ before certain commands, such as np for new page. This backward slash is called a *control word prefix*. Word Proof reads np as a misspelled word unless you first tell it the word is allowable in text. You enter the \ in the profile for item A. Then, you enter the whole command, \np, in your additional word list.

By entering this information in both places, you tell Word Proof that np is acceptable as long as it is preceded by a \. This way, if you make a mistake and type np without the backward slash, Word Proof considers it misspelled. For more information about control word prefixes, see "Other Editors and Word Processors" in Chapter 4, "Reference."

If you're using a word processor or an editor with a control word prefix, you can enter it now.

Press . This message appears at the bottom of the profile box:

Item A selected
Enter control prefix:

Type the control word prefix that your editor uses and then press the Enter key (↵).

If the program you're using doesn't have a control word prefix, don't enter anything here.

Note: You can enter only one control word prefix. In most word processors and editors, you only have one control word prefix.

Characters to Ignore

Besides control word prefixes, some word processors and editors have certain characters that are known as *recognition characters*. These characters can be placed anywhere in the text, even in the middle of a word.

Notice that the parentheses for recognition characters (item B) are in a different place from the other parentheses on the profile menu. This is because you can enter up to 15 recognition characters.

For example, if you used PeachText, you could enter all of the recognition characters @~><& at one time. For more information about recognition characters, see "Other Editors and Word Processors" in Chapter 4, "Reference."

If you know of some recognition characters your word processor or editor uses, you can enter them now.

Press (B). Then type the recognition characters your program uses and press the Enter key (↵). Your recognition characters are included in the profile.

Display Mode

The next value you set is the display mode. When you first start Word Proof, you have to state the type of display you're using (unless you are using a monochrome display). The number of the display you're using is shown here.

We won't do anything to this value here, but if you want more information about this value, see "Changing Displays" in Chapter 4, "Reference."

Color Selection

Word Proof lets you change the colors that appear on the screen by using item D, **Go to color selection**, in the profile. You only change the colors if you're using a color display.

We won't look at this function right now. Instead, if you want more information, refer to Appendix B, "Changing Colors."

Making the Changes Take Effect

The changes you make to the profile don't take effect until you save and then reload Word Proof. At this time, let's return to DOS and then reload Word Proof. This way, the new values you gave will take effect.

At the bottom of the profile screen, you're told to **Press** ← to save on diskette. Press  now.

The Main Menu appears on your screen. Notice that option 6 lets you **Exit to DOS**. This is the option you want.

Press **F6**. The Main Menu disappears from your screen, and you see the DOS prompt **A>** now.

To reload Word Proof, type **wp** and press Enter **↵**. The copyright notice appears on your screen. Next, press any key and you're back to Word Proof's Main Menu.

If you know the filespec of the file you want to edit, you can type **wp** followed by the filespec of the file you want to edit.

Note: As long as you don't turn off your computer, you won't have to reload DOS. If you do turn off your computer, or if for some reason you don't see the DOS prompt when you use option 6, you have to load DOS again. Insert your DOS diskette into drive A. If your computer is still on, press and hold down the **Ctrl** and **Alt** keys and then press the **Del** key. If your computer is off, just turn it on.

Summary

In this lesson, you learned how to change the default values in the Word Proof profile.

In the next lesson, you'll learn how to use Word Proof's search and replace feature.

Lesson 7. Using Search and Replace

At the moment, the Main Menu should be on your screen. Choose option 1 or option 2, and load your **B:PRACTICE.PRF** file into memory. When this file appears on the Word Proof edit screen, you're ready to begin.

What Search and Replace Do

As you'll recall from the help box for the function keys, F5 and F6 are used to **Display Search and Replace Choices** and to **Begin search**. By *search and replace*, we mean that you can ask Word Proof to find certain characters, for example a word in your file, and replace these characters with new characters. A group of characters is called a *string*.

For example, let's say you write an invitation to James and then later decide to send this same invitation to Mary. You can have Word Proof search the file for the name **James** and replace this name with **Mary**.

Now that you have some understanding of how search and replace work, let's try using this feature.

The Search and Replace Choices

F5 displays the search and replace choices for you.
Press **F5**. This box appears on your screen:

Search/Replace Choices

1 Enter search characters:
()

2 Enter replace characters:
()

Enter characters to find:
—

Press ← when finished
Press Esc to leave unchanged

Study this box for a moment. Notice that search and replace are given as separate choices. This is because you don't have to replace characters whenever you search. You can search for a group of characters without replacing them.

When you first press **F5**, you automatically are asked to enter the search character(s). You don't have to tell the program that you want choice 1. Later, you'll see that sometimes you may have to press **↓** to let the program know what you want to do.

An important point to remember about search and replace is that the operation begins at the cursor location. This means that if your cursor is in the middle of the file, only the characters from the cursor forward are searched. If you want to search your entire file, you need to move the cursor to line 1, column 1 by using **Ctrl-Home** and then begin the search.

Since you just loaded the **B:PRACTICE.PRF** file into memory, your cursor is already in the correct position.

Let's try doing a search. We'll use **word** as our string of characters.

Searching for Characters

Type **word** and press the Enter key (↵).

Note: You can type your search strings in either uppercase or lowercase. If you type in lowercase, however, Word Proof finds all occurrences of the string regardless of the capitalization style. If you use a combination of uppercase and lowercase letters or all uppercase, Word Proof looks for words that exactly match this style.

When you've finished typing the required characters, you have to press the Enter key (↵) to let the program know that you don't want to enter anything else.

If you look below choice 1, you see that **word** now appears in parentheses. This is so you can see what characters you asked Word Proof to find.

Let's search for **word**. When you pressed the Enter key after entering the search string, a message, **Press F6 to begin search**, appeared at the bottom of the box.

Press (F6).

The program finds the first occurrence of **word** and puts a small highlighted box around it so you can see it on your screen. Now, you're given three choices:

Press ← to replace

Press F6 to begin search

Press Esc to resume editing

In our case, since we don't have any characters to replace, pressing Enter would cause the search string, **word**, to be removed. We don't want to use this choice now. If you press **F6** again, Word Proof moves on and looks for the next occurrence of **word**. If you press **Esc**, you return to editing. Let's use **F6** to continue searching for **word**.

Press **F6**. Word Proof moves on to the next occurrence of **word**. Each time you see Word Proof find **word**, press **F6**.

After you reach the last occurrence of **word** in the file, a message appears in the search/replace box that tells you that the characters you entered are **Not found**. You get this message both when the characters you're searching for don't occur any more in the file and when the characters don't exist in the file at all.

At the bottom of the box, you're told to **Press Esc to resume editing**. You also can press **Ctrl-Home** to move the cursor to the top of the file, then use **F6** to continue search and replace. If you press 1 or 2 on the Search/Replace Choices screen, you can change the search or the replace characters.

If you decide to search for something else, you first need to press **Ctrl-Home** to return the cursor to the top of the file. Then, press **I** and enter the new search characters you want to use.

Note: As you use the search function, you may notice that it highlights your string even if it is part of another string. For example, if you're searching for the word **place**, Word Proof highlights this string in other words, such as **replacement**.

Let's leave **word** as the string we want to find. This time, let's enter a replacement string and actually change the text.

Replacing Characters

Press **F2**. You're asked to **Enter replacement characters**. So you can easily see when the characters have been replaced, let's replace **word** with **green**.

Type **green** and press Enter **↵**.

Note: Unlike the search string, the replace string has to be entered exactly as you want it to appear in the text. If you want uppercase characters, you have to enter the string with uppercase characters. (The same applies to lowercase.)

As with the search characters, the replacement characters are placed in the parentheses beneath the option you chose.

Press **Ctrl-Home** to move the cursor to the top of the file. Then, press **F6** to begin searching. When **word** is highlighted, press the Enter key **↵** to replace it with **green**. The replacement is made immediately, and the spacing is adjusted. You return to the edit screen.

To continue searching and replacing, press **F6**. The Search/Replace Choices appear on your screen again, and both **word** and **green** are given the default characters.

If you want to continue search and replace and want to use the same strings, use **F6**. This begins the search using the same strings you gave before.

If you want to change either string, press the number shown to the left of the choice you want (1 for search, 2 for replace), enter the new string, and press Enter (↵). Then, press (F6).

We won't bother doing the rest of the file, since you should now understand how search and replace work.

To return to editing, press (Esc).

Summary

In this lesson, you learned how to search for specific characters and replace them with other characters.

This was the last lesson. In the next chapter, you'll find reference information about the topics we covered in the lessons.

You should now be able to use Word Proof. We recommend that you practice the Word Proof functions until you feel comfortable using them.

Chapter 4. Reference

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Using the Reference Chapter

This chapter gives you a quick explanation of how to use the Word Proof functions. The material is listed alphabetically so you easily can find the information you need.

As you go through this reference chapter, remember that this information should be used along with the material covered in the lessons. If you have problems following any of the explanations, return to the appropriate lesson, and follow the detailed directions given there.

Alt Keys

You can use some keys in combination with the **Alt** key to perform editing functions. To use these combinations, press and hold the **Alt** key and then press the other key.

The meaning of the **Alt** combination keys are as follows:

General Editing

Keys	Function
Alt - N	Places a page-eject character in your text. When you print this file, a new page begins where you placed the page-eject character.
Alt - R	Repeats the current line directly below the original.
Alt - M	Controls the display of the paragraph marker. You turn the marker both on and off by pressing these keys.
Alt - A	Gives you anagrams for the word the cursor is under. An <i>anagram</i> is a word that uses every character of another word. For example, tea and ate are anagrams for the word eat.

Directory Editing

Keys	Function
Alt - E	Loads the file the cursor is under into memory so you can edit it.
Alt - D	Deletes the file from diskette. This permanently erases the file, so be careful when you use this key combination.

Changing Displays

If you decide to change the type of display you're using with **Word Proof**, you have to change the display value in the profile.

The best way to change displays is to go into the profile while you're still using the old display and change the value of **C**.

The following box appears on your screen when you first start the program, unless you have a monochrome display. Refer to this list to see what the values are for the various monitors:

<p style="text-align: center;">Select Display Mode</p> <ul style="list-style-type: none">1 80 wide on monochrome adapter2 40 wide B/W on color adapter3 80 wide B/W on color adapter4 40 wide Color5 80 wide Color <p>Enter choice: ____</p>
--

If you have to change the display value when you're no longer using your original display, you must delete the WORDPRF.PRO file from the diskette using the DOS ERASE command. Deleting the profile causes Word Proof to use the default values. As a result, when you next start the program, you'll receive the Select Display Mode screen again, and you then can specify the type of display you're using. When the Main Menu appears, we recommend that you choose option 5, **Set profile values**, and then save this file again by pressing Enter (↵).

Another way to change displays is to go into the profile and set the value of C to zero (0). With 0 as the default value, the Select Display Mode screen appears every time you start the program, even if you're using a monochrome display.

Note: If your screen is ever blank after entering wp, it is possible that your profile specifies a monitor other than the one you have connected. Delete your profile using the DOS ERASE command, and start the program again.

Changing Drives

The Current Drive

Option 3 on the Main Menu tells you, in the parentheses at the end of the line, which drive is the current (default) drive for Word Proof.

To change the current drive, press . This message appears on your screen:

Enter drive letter:

Type the letter for the new drive you want and press Enter . The letter of the current drive changes.

The Word Lists Drives

You also can change the drive where the program looks for the different word lists. To change the drive for a word list, you have to go into the profile.

Use option 5, **Set profile values**, on the Main Menu. The profile screen appears, and by using choices 7 through 9, you can change the default drive for any of the word lists.

Once you find the list you want to change the drive for, press the number shown to the left. You're asked to **Enter drive letter** at the bottom of the screen. Type the letter of the drive you want and press Enter . The drive for that word list changes. You change the drive for all of the word lists in the same way.

If you want the program to always go to the current drive, regardless of what the current drive is, you can enter a blank space. If you don't have or don't want to use any of these word lists, then enter a hyphen.

Notes:

1. When you first start Word Proof, the program looks for the profile on the DOS default drive.
2. If the Word Proof program is not in the DOS default drive when you start the program, you need to type the drive (*d:*) followed by **wp**.

Columns of Text

If you want to make columns of text in Word Proof, keep these hints in mind:

- Make the paragraph markers visible so you can see where each line of text ends. You can do this either in the profile or by using Alt-M.
- End each line with a paragraph marker (press Enter ).
- Make certain your columns of text do not go beyond your right margin. If the text goes beyond this margin, text wraps to the next line. If you push characters to the next line, use the  key to erase these characters. Then, either increase your right margin or move the right column of text farther to the left.
- Type corrections in replace mode and use the Spacebar to delete characters. Do not use the  or  keys on a line with text. If you use these keys, a whole line of text will be shifted.
- Do not use the Enter key  to replace misspelled words or select synonyms unless the replacement is exactly the same length as the original word. Instead, press  to resume editing and then type in the correct word. If you press Enter  , the spacing may shift, causing the columns to not line up.

Here's an example of text in columns. Notice where the paragraph markers should be placed:

A	B	C	D
xxx	xxx	xxx	xxx ¶
xxx	xxx	xxx	xxx ¶
xxx	xxx ¶		
xxx ¶			

Ctrl Keys

You can use some keys in combination with the **Ctrl** key to perform certain functions. To use these key combinations, press and hold the **Ctrl** key and then press the other key.

The meaning of the **Ctrl** combination keys are as follows:

Keys	Function
Ctrl - ←	Deletes the line where the cursor is currently located.
Ctrl - Home	Places the cursor at the top of the file in row 1, column 1.
Ctrl - End	Places the cursor at the bottom of the file in the last row, column 1.
Ctrl - O	Places Word Proof in a special mode that accepts the next ASCII character you type as data, instead of as control information. For example, if you use Ctrl-O and then press the Esc key, an arrow (←) is printed. This is a special character in EasyWriter.

Cursor Movement Keys

Numeric Keypad Keys

Cursor Down

The Cursor Down key, , moves the cursor to the same column on the line below, except on the synonym screens. On these screens, this key moves the cursor to the beginning of the line below.

Cursor Up

The Cursor Up key, , moves the cursor to the same column on the above line, except on the synonym screens. On these screens, the cursor moves to the beginning of the line above.

Cursor Left

The Cursor Left key, , moves the cursor one character to the left, except on the synonym screens. On these screens, this key moves the cursor to the left, word-by-word.

Cursor Right

The Cursor Right key, , moves the cursor one character to the right, except on the synonym screens. On these screens, this key moves the cursor to the right, word-by-word. The Cursor Right key will move off the screen, regardless of where your right margin is set. If you use the Spacebar, the cursor will wrap to the next line when it reaches the right margin.

End Key

The End key, , moves the cursor to the end of the current line.

You also can use the  key in combination with the  key to move the cursor to the first column in the last line of the file (Ctrl-End).

Home Key

The Home key, , moves the cursor to the beginning of the current line.

You also can use the  key in combination with the  key to move the cursor to the first column in the first line of the file (Ctrl-Home).

PgDn Key

The  key moves the cursor to the next screen.

PgUp Key

The  key moves the cursor to the previous screen.

Miscellaneous Keys

Backspace

The Backspace key, , moves the cursor back one space and deletes the character in that space.

Forward Tab

The Forward Tab key, , moves the cursor to the right, eight columns at a time. To tab forward, just press the  key.

If the cursor is between tab positions, it moves less than eight characters to the nearest tab position. With the Forward Tab key, you can move the cursor the entire width of the screen. The cursor doesn't wrap at the right margin.

Reverse Tab

The Reverse Tab, which is on the same key as the Forward Tab (⇧→), moves the cursor to the left, eight columns at a time. To tab backwards, hold down the Shift key, (⇧←), and press the tab key (⇧→).

If the cursor is between tab positions, it moves less than eight characters to the nearest tab position. With the Reverse Tab key, you can move the cursor the entire width of the text to column 1.

Demo File

Your Word Proof program diskette contains a file with Patrick Henry's "Liberty or Death" speech. This text can be used to demonstrate how spell checking in Word Proof works.

To look at this file, either get a directory of the files on your program diskette and use **Alt** - **E** to load **d:LIBERTY.DOC** or choose option 1 on the Main Menu and load this file. (*d* stands for your drive letter.)

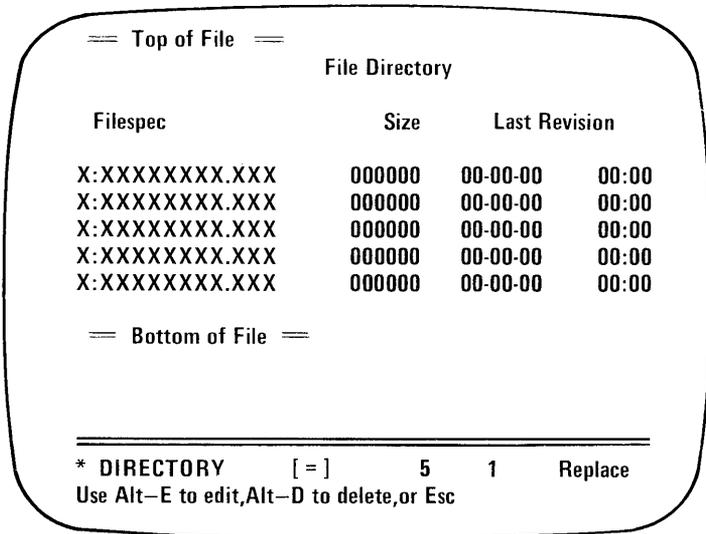
Once you have the file in memory, try using **F2** to spell check the text. Several errors have been placed in the file. When Word Proof finds these errors, press **i** to receive possible spellings.

Directory

The directory lists the files you have on a diskette. Besides the filespecs, it also tells you the size of each file, and what date and time you made the last revision.

The Directory Screen

To get a directory of your files, use option 2 on the Main Menu, **Show files on current drive**. Press . The directory appears on your screen:



== Top of File ==			
File Directory			
Filespec	Size	Last Revision	
X:XXXXXXXXX.XXX	000000	00-00-00	00:00
X:XXXXXXXXX.XXX	000000	00-00-00	00:00
X:XXXXXXXXX.XXX	000000	00-00-00	00:00
X:XXXXXXXXX.XXX	000000	00-00-00	00:00
X:XXXXXXXXX.XXX	000000	00-00-00	00:00

== Bottom of File ==

* **DIRECTORY** [=] 5 1 Replace
Use Alt-E to edit, Alt-D to delete, or Esc

Reference

Notice that *** DIRECTORY** appears on the status line at the bottom of the screen. This appears on the directory screen, regardless of the drive for which you get a directory.

In place of the X's, the filespecs for your files appear. The zeroes (0) stand for the numbers shown on the directory.

Whenever you want to know what files you have on a diskette or any information about these files, just display a directory.

If you have more than 22 files on a diskette, use the **9 PgUp** and **3 PgDn** keys to see the entire directory.

Note: If you have a 40-column monitor, the time information isn't displayed. If you want to see what time your last revision was made, press the **1 End** key. The cursor moves to the end of the line, and the time information is visible.

Using the Directory

Editing Files

You can use the directory to load files into memory, where you can edit or proof them.

At the bottom of the directory, you're told Use **Alt-E** to edit, **Alt-D** to delete, or **Esc**. This message tells you how to load a program so that you can edit it. All you have to do is press and hold the **Alt** key and then press the **E** key.

To choose the file you want to edit, simply use the cursor movement keys on the numeric keypad to position the cursor under the file you want to edit. Next, press and hold the **Alt** key and then press the **E** key. The file the cursor was under is loaded into memory and you can edit it.

Another way to load files from the directory is by typing the name of a file that's on a different diskette over a filespec shown on the directory. Then, by using Alt-E, you can load this file even though it isn't on the directory.

Deleting Files

You can delete files from diskettes by using Alt-D. To delete a file, you move the cursor under the filespec you want to delete and press the **Alt** key and the **D** key at the same time.

Warning: You need to be careful when you use Alt-D. This actually erases an entire file from the diskette. Once you delete a file, you cannot retrieve it, so use Alt-D with care.

Exiting the Directory

The directory is like any other file you can edit.

To remove it from the screen, press **F10** to get the Command Menu, and then choose option 3, **Return to Main Menu, no save**.

If you want to save the directory for a reference listing of your files, press **F10** and choose option 1 or option 2 on the Command Menu. You'll have to enter a filespec for this directory list, since now this is not a true directory. It is just a normal file. You cannot load or delete files from this directory list. You have to get another directory by using option 2 on the Main Menu if you want to load or delete files or if you want an updated list in the future.

Dividing Large Files

Your system has a limit on how large a file it can handle. This limit depends on the size of your drives and how much memory you have.

If you keep adding text to a file, eventually this file may become too big for your unit to handle. When this happens, Word Proof stores some of the material in a special file called the *spill file*.

This diskette file is named **WORDPRF.TMP**, and it contains the overflow text. Whenever you have to use the spill file, make sure you have a relatively empty diskette in the drive that was specified in your profile as the spill file drive.

We recommend that you try to keep your files to a size that fits in memory. Using the spill file slows down the program's processing. For this reason (and for easier handling in general), it is a good idea to break a very large file into several smaller files.

To break a file into smaller files, you need to save it under a second filespec. For example, if the filespec for the large file is **B:LARGE.PRF**, you would load this file into memory, get the Command Menu by using **F10**, and then choose option 2 to save the file and return to editing.

When you're asked for the output filespec, give the file a new name, for example, B:LARGEA.PRF. The file would be saved again under the new filespec. At the moment, you would have the same file saved twice on your diskette. Then, you could delete the last half of one file and the first half of the other.

Note: When you divide a large file, make certain you delete the right information from each file. For instance, don't delete lines 1 through 500 in both files. If you do this by mistake, you'll have lost part of your original file.

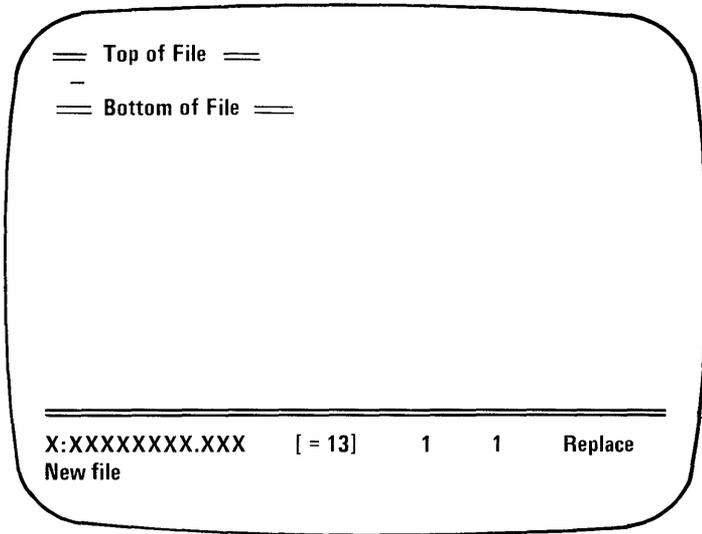
Return to editing the B:LARGE.PRF file. Now, using **F9**, delete half of the text of this file, for example, lines 501 through 1000. Get the Command Menu and save this file using option 1, **Save file, return to Main Menu**. When you're asked for the output filespec, just press Enter **↵**.

B:LARGE.PRF now contains only lines 1 through 500. Next, use option 1 or option 2 on the Main Menu to load B:LARGEA.PRF into memory. This time, delete lines 1 through 500 and save the file using the same filespec, B:LARGEA.PRF.

You now have two files, B:LARGE.PRF and B:LARGEA.PRF. Each of these files contains half of the original file.

Edit Screen

You edit your files on the Word Proof edit screen. The edit screen looks like this:



The lines at the top of your screen mark the top and the bottom of your file. As you type, the text appears between these lines.

Between these lines you see the blinking cursor. This cursor shows you where you're typing. As you type, the cursor moves across the screen.

Farther down the screen, you see the filespec of the file you're currently working on. To the right of this filespec, you're told what character the cursor is under, what the ASCII code is for that character, what row and column the cursor is in, and the mode (replace or insert) you're using.

As soon as you press a key, a message tells you to **Press F1 for Help, F10 for Command Menu**. As this message explains, you press **F1** to get the Help screens and **F10** to get the Command Menu.

Function Keys

Each of the ten function keys has a specific use in Word Proof. Below, you see an illustration of the function keys. Next to each key, there is an explanation of what the key does in Word Proof.

Displays Help Information	F1	F2	Spell Checks Starting at Cursor
Spell Checks Single Word	F3	F4	Displays Synonyms
Displays Search/Replace Choices	F5	F6	Begins Search
Inserts Blank Line	F7	F8	Moves Cursor to Next Word
Erases to End of Line	F9	F10	Displays Command Menu

Note: If you use **F7** to insert a blank line into the middle of a paragraph and then type on that line, it destroys the word wrap. To restore the word wrap, delete the paragraph marker (¶) that exists at the end of the text you inserted. If your paragraph markers don't show, press Alt-M to display them, then go to the end of the inserted text and press the **Del** key to delete the ¶.

Margins

Left Margin

The left margin can be changed either on the Print Menu or in the profile.

The left margin you choose should take into consideration where your right margin is set and how many characters your printer prints on a line.

On the Print Menu

Option 2 on the Print Menu, **Change left margin**, changes the left margin just for printing. This change is temporary, inasmuch as the left margin changes back to its original value when you stop using the program.

To change the left margin for printing, press . This message appears at the bottom of the Print Menu:

Enter new left margin: ____
(type 0–164 then press)

When you decide what left margin you want for printing, type the number and then press the Enter key . The margin changes until you return to DOS.

In the Profile

The fourth choice in the profile also sets the left margin for your text when you print it.

When you change the left margin value in the profile and then save this file, the left margin value stays the same until you change it again. Even if you turn off your computer or return to DOS, the value of the left margin doesn't change from the value shown in the profile. The next time you start Word Proof, this value will still be in effect.

Press **[F4]**. You're asked to **Enter new value**. Type the value you want and press **Enter** (**[↵]**). The number in the parentheses changes, and you have a new left margin if you save the profile. This value takes effect when you reload the Word Proof program from DOS.

Right Margin

The right margin can be changed either from the Command Menu or in the profile. The right margin determines how many characters you have per line. You can have a right margin value up to 165 characters per line.

When you decide what value you want for the right margin, you should take into consideration how many columns are on your screen. If you have an 80-column screen, you probably want to have a right margin of less than 80. If you pick a value higher than 80, you won't be able to see an entire line on one screen. Instead, you'll have to use the **Cursor Right** key (**[→]**) or the **Forward Tab** key (**[⇧+→]**) to see material past the 80-character mark.

Your Word Proof program comes with a default right margin of 65.

On the Command Menu

Option 5 on the Command Screen, **Change right margin**, changes the right margin. This change is temporary inasmuch as the right margin changes back to its original value when you stop using the program.

To change the right margin for editing and printing, press $\left(\frac{06}{5}\right)$. This message appears at the bottom of the Command Menu:

Enter new right margin: ____
(type 1–165 and press \leftarrow)

When you decide what right margin you want, type the number and then press the Enter key $\left(\leftarrow\right)$. There is a brief pause while the program readjusts your file margin.

The margin changes for the moment. To change this margin so that it doesn't change back when you exit to DOS, you have to change the margin value in the profile.

In the Profile

You change the right margin in the profile by pressing $\left(\frac{\#}{3}\right)$. This message appears at the bottom of the box:

Item 3 selected
Enter new value: ____

Type the value you want and press Enter $\left(\leftarrow\right)$. The number in the parentheses changes and you have a new right margin.

One point to remember about changing the right margin value is that, when you change this value and reload the program, any files you bring into memory to edit are reformatted to adjust to the new right margin.

This means that if you originally wrote a file with a right margin of 65, and you change the right margin to 80, the lines in the file expand to 80 characters per line when you load the file to edit it.

Remember, when you change the margin values in the profile, the new values don't take effect until you save the profile, exit to DOS, and then return to your file.

Menus

Word Proof has two menus that you see each time you use the program—the Main Menu and the Command Menu:

<p style="text-align: center;">Main Menu</p> <ol style="list-style-type: none">1 Create, edit, or proof a file2 Show files on current drive3 Change current drive (now A:)4 Edit additional word list5 Set profile values6 Exit to DOS <p>Enter choice: ____</p>

<p style="text-align: center;">Command Menu</p> <ol style="list-style-type: none">1 Save file, return to Main Menu2 Save file, resume editing3 Return to Main Menu, no save4 Print current file5 Change right margin (now 65) <p>Enter choice: ____</p> <p>Press Esc to resume editing</p>
--

One-Drive Systems

If you have a one-drive system, you use Word Proof in a slightly different way than with a two-drive system. You'll have no problem using all of Word Proof's options, however, except synonyms.

If you have enough room on your program diskette, you can put the synonym list on the same diskette as your program and main word list.

To find out if you have enough room, use the DOS CHKDSK command. Then, to put the synonym list on your program diskette, use the DOS COPY command. Refer to your *Disk Operating System (DOS)* manual for further information.

Regardless of the type of diskette drive you have, we recommend that you specify your files to be on drive B. When you do this, the system reminds you to remove your program diskette and insert your storage diskette (the one with your files on it). You receive these messages:

Insert diskette for A:, Press any key

and

Insert diskette for B:, Press any key

The diskette for drive A is your Word Proof program diskette. The diskette for drive B is your storage diskette.

Other Editors and Word Processors

General Facts

Word Proof should work with most editors and word processors, but you should remember some facts when working with files created with a different program.

If you are using a word processor that doesn't create ASCII format files but gives you this capability, you must convert the file to ASCII format before using it with Word Proof. For EasyWriter, use the TRANSFER command to change the file to ASCII format.

Another point to remember is that some editors and word processors truncate (break) long lines. For this reason, it is a good idea to do any extensive editing while using the *original* editor or word processor. Word Proof can handle minor changes, such as correcting spelling, without causing you problems when you return to your word processor. For additions, though, return to your original editor or word processor.

When working with an editor that has special ASCII characters, such as the Esc (←) character, you can enter these characters in Word Proof using Ctrl-O, followed by the special character. You can use this when you're entering data on the edit or search/replace screens.

If you want to print a file you created with a different editor or word processor, you may prefer to print it with your original program. Word Proof won't recognize the unique characters your file may have in it.

If you are working with an editor or a word processor that lets you place commands in the text, you need to follow certain procedures so Word Proof won't read these commands as misspelled words.

Commands in the Text

Some editors and word processors have commands that you can place in the text. These commands give the program instructions, such as to skip a line or to print a word in bold type.

When you place a command in the text, you use symbols to let the program know that what it is reading is a command. There are two ways to specify a command: control word prefixes and recognition characters.

Control Word Prefixes

A *control word prefix* is a symbol that comes before a control word (a command). For example, in .EJECT in EasyWriter, the prefix is the period (.) and the control word is EJECT. Control word prefixes, then, are symbols that tell the program that what follows is a command.

The control word prefix used by PeachText is a backward slash (\). This slash works the same way the period works in EasyWriter.

If you're using an editor or a word processor other than EasyWriter or PeachText that lets you place commands in the text, you may have a different control word prefix. This prefix will be an ASCII code character between the numbers 1 and 128 (refer to Appendix D for a list of these ASCII code characters).

Recognition Characters

The second method of specifying a command involves what some word processors call *recognition characters*. Rather than introducing a command, recognition characters are themselves commands.

For example, ←G are recognition characters in EasyWriter. Used in this combination, they tell EasyWriter to print the text that follows in double strike mode. In PeachText, @ tells the program to print the text that follows in bold type.

Because control word prefixes and recognition characters are symbols instead of words, you need to follow special procedures to prevent Word Proof from reading these characters as errors.

Changing Your Profile

Much in the same way you enter specialized words in the additional word list, Word Proof allows you to enter control word prefixes and recognition characters in your profile so that these characters won't interfere with spell checking.

To get to the profile screen, you use option 5, **Set profile values**, on the Main Menu. On the profile screen, items A and B let you enter control word prefixes and recognition characters that are contained in your text.

To enter your control word prefix, press . This message appears at the bottom of the profile box:

Item A selected
Enter control prefix: ____

Type the control word prefix that your editor or word processor uses and then press the Enter key . For example, if you enter a period, Word Proof now includes the period if it comes immediately before a word that isn't known. You can enter only one control word prefix in your profile, since most word processors and editors have only one control word prefix.

To enter your recognition characters, press . Then, type the recognition characters your program uses and press the Enter key . Word Proof now ignores these recognition characters. Enter all of your recognition characters at one time, and do not leave blank spaces between them.

Once you've entered your control word prefix and recognition characters in the profile, you need to enter some control words in the additional word list. This is because some control words are not standard English and Word Proof won't recognize them.

Entering Control Words

When you enter a control word in the additional word list, include the control word prefix before the control word. Enter the word in the same style (uppercase or lowercase) that you use it in your text. If you use both uppercase and lowercase in your text, enter the word twice.

For example, if you are using a control word like **.FORMSTOP**, you should include **.FORMSTOP** in your additional word list, because **FORMSTOP** is not a standard English word. When you enter this control word, include the period before it. This way, **FORMSTOP** will be accepted by Word Proof only if a period precedes it. **FORMSTOP** without the period will be considered a "word not known."

For the prefix specified in your additional word list to be included during spell check, you have to specify the prefix in your profile.

As we mentioned, PeachText uses a backward slash as the control word prefix, for example, \sp1. To use \sp1 with Word Proof, enter the backward slash (\) in the profile as a control word prefix.

Since Word Proof already ignores numbers, you don't have to enter the 1, but sp is shown as incorrect. Therefore, you need to enter \sp in your additional word list. This tells Word Proof that sp is only correct when it is preceded by a backward slash. If sp is ever found by itself without the backward slash, it will be read as incorrect.

Note: You don't need to enter control words if they are standard English. For example, .EJECT will be accepted by Word Proof. This is because EJECT is a standard English word.

Besides needing to enter control words in your additional word list, there is another procedure you need to follow to make Word Proof operate correctly. This involves recognition characters and some problems they can cause if they are placed within words.

Hints About Recognition Characters

Some editors and word processors let you place recognition characters within words. When you spell check files with recognition characters placed in such a manner, you may have some problems.

Characters Before Words

When recognition characters come before a word, Word Proof sometimes won't read the characters as misspellings. For example, ←Odog in EasyWriter tells the program to print the text **dog** in 8-lines-per-inch mode. Since Word Proof accepts numbers, it temporarily ignores the ←0 and then spell checks the word. You don't see the program ignore the ←, but Word Proof does. By removing these characters, Word Proof is able to spell check **dog**.

When the recognition character is a letter, it may cause Word Proof to read a word as misspelled. For example, ←Gdog causes Word Proof to ignore only the arrow. Therefore, Word Proof reads the word as **Gdog**.

One way to correct this is to separate the recognition character **G** from the word by a space, ←G dog. The program still ignores the arrow, but now it reads both the **G** and the word **dog** separately. Since any single letter is considered valid in Word Proof, neither the recognition character nor the word is read as misspelled.

Note: Because Word Proof accepts single letters as valid, you don't include any single letters in the list of characters to ignore.

The problem with putting the space between the recognition character and the word is that this space shows up when you print your text. If you don't want a space added to your printed text, then just leave ←Gdog as it is, and press 2 to **Ignore word, continue scan** when spell checking text. Word Proof then can skip this word and continue scanning your text.

Characters Within Words

If you have control characters placed in a word, Word Proof will divide the word. For example, in EasyWriter, if you decide to switch to double-width mode in the middle of a word (pl  ot), Word Proof ignores the  character. Then, instead of reading plot, Word Proof reads pl ot as two words, both of which are found incorrect.

To solve this problem, you can include the control character in your profile as a *character to ignore*. After you reload the program, Word Proof ignores the symbol when it spell checks and reads plot as one word.

In PeachText, a hyphen may appear within a word. If you decide to list this as a character to ignore, the hyphen is ignored. This may cause a problem with words that are hyphenated. For example, if the hyphen is ignored, Word Proof reads right-handed as righthanded. Since righthanded is wrong, you're told that this word is not known.

To continue spell checking when this occurs, press  to return to editing, and then move the cursor beyond the hyphenated word. When you press  again, spell checking continues. Another possible solution is to request spellings for the hyphenated word. The word itself probably will be listed as a possible spelling, and you can just press the Enter key  to replace the word.

Prefixes and Special Characters

The following is a list of prefixes, nonstandard control words, and recognition characters used by EasyWriter and PeachText.

Prefixes

Easywriter .

PeachText \

Recognition Characters to Ignore

EasyWriter	Command	Symbol
	Ctrl O Ctrl N	
	Ctrl O Ctrl T	¶
	Ctrl O Ctrl O	
	Ctrl O Ctrl R	
PeachText		Symbol
		@
		&
		<
		>
		—

Notes:

1. In PeachText, you don't need a command to produce these characters. They all appear on the keyboard.
2. If the recognition characters are placed directly before or after a word, Word Proof will ignore them, even if you don't enter them into the profile.
3. Remember, do not enter letters as **Characters to ignore**.

Nonstandard English Control Words

Here are some of the control words used in EasyWriter and PeachText that are not standard English words. Enter them in the same style (uppercase or lowercase) that you use in your text. If you use both styles, enter the control word twice.

EasyWriter

.eol
.formstop
.formstopoff
.pagelines

PeachText

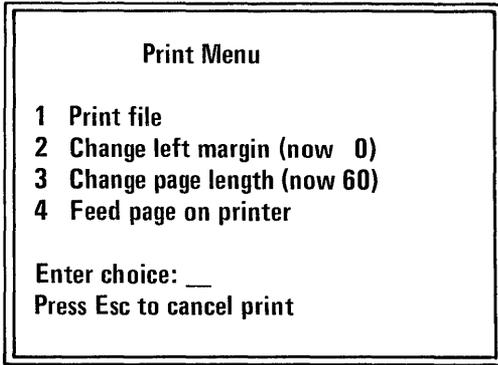
\ctr
\cpi
\db
\df
\ds
\dv
\diskon
\diskoff
\endff
\endffon
\endffoff
\ff
\formc
\formfeed
\formfeedon
\formfeedoff
\fsize
\hsize
\justc
\lm
\lpi
\lw

`\nl`
`\np`
`\pg`
`\pi`
`\pl`
`\printon`
`\printoff`
`\propon`
`\propoff`

Printing Files

If you have a printer connected to your IBM Personal Computer, you can print your files. To print a file, you use option 4 on the Command Menu, **Print current file**.

When you press , the Print Menu appears on your screen:



Option 1 tells the program to print your file. Before you print a file, always make sure your printer is turned on and online. To tell if your IBM Matrix Printer is on and online, look at the button panel on top of the printer. The Power and Ready lights should be on and the light next to the Online button should be on.

Once you're sure your printer is ready, press . Your file starts printing. When the file is finished printing, the Print Menu disappears, and you return to editing.

Remember, when you print a file, your margin and text width must be less than the line length. If your left margin plus your text width exceeds your printer line length on your printer, your characters are printed on the next line, starting at position 1.

In addition, it is best not to use Word Proof to print files that were created with a different editor or word processor. The other program may have unique characters that Word Proof won't handle in the same manner.

Replace/Insert Mode

Replace and insert are the two modes that come in Word Proof. *Replace* lets you type new characters over old characters. *Insert* lets you put new characters in front of old characters. When you're in insert mode, the cursor becomes a small rectangle.

You change modes by pressing the  key in the lower right corner. When you press the  key, the mode shown on the edit screen status line changes. This key is a toggle key, because it alternates between two functions.

You also can change modes in the profile. The value you set in the profile only controls what mode you start using when you load the program. By deciding which mode you use most often and setting that value in the profile, you can save yourself time when you edit. The mode value in the profile is originally set to Replace. To change this, press . To change this value back, press  again. The change is made automatically. This message, **Item 1 changed**, appears near the bottom of the box.

Remember, though, this change won't take effect until you reload Word Proof.

Saving Files

To save text permanently, you need to save it on a diskette. There are two ways you can save a file. You can save the file and then return to the Main Menu, or you can save the file and then return to editing.

Both options write the text on the specified diskette. The only difference between these options is where you return after the file is saved.

With both options, you're asked for an output filespec. The text is saved with this filespec as its name. This message appears at the bottom of the Command Menu:

Output filespec: ____

(press ← with no name to
replace input file)

If you're editing a file that has already been saved before, or if you entered a filespec when creating a new file, you can use the old filespec. You don't have to retype the original name. Instead, just press the Enter key (↵) and the file is saved with the original filespec.

Search and Replace

If you want to find a specific group of characters in your file, you use the search function. You also can use the replace function to replace these characters with new characters.

Function keys **F5** and **F6** are used to **Display Search and Replace Choices** and to **Begin search**.

You begin by pressing **F5**. The search and replace choices appear on your screen. On this screen, search and replace are given as separate choices because you don't have to replace characters. You can search for a group of characters without replacing them.

As you use both search and replace, you're asked to **Enter characters to find**. When you first press **F5**, you automatically are asked to enter the search characters. You don't have to tell the program that you want to select option 1.

When you enter the characters you want for search or replace, they appear in the parentheses beneath the choice you picked. Remember, you have to press the Enter key **↵** after you type the characters you want. By pressing the Enter key **↵**, you let the program know that you are through typing.

To begin searching, press **F6**. When the program finds the characters you asked for, it puts a small highlighted box around the characters so you can see them.

At this point you can do one of the following:

Press **←** to replace

Press **F6** to begin search

Press **Esc** to resume editing

Press the Enter key **↵** if you want to replace the characters. If you don't want to use replace, press **F6** again, and Word Proof moves on and looks for the next occurrence of the search characters you gave. If you press **Esc**, you return to editing.

When you reach the last occurrence of the search characters, a message appears in the search/replace box that tells you that the characters you entered are **Not found**. You get this message whenever either there are no more occurrences of the characters you're searching for or the characters don't exist in the file at all.

At the bottom of the box, you're told to **Press Esc** to resume editing. You also can press **Ctrl-Home** to move the cursor to the top of the file and then pick either choice 1 or choice 2 on the Search/Replace Choices screen.

Spell Check

Using the Function Keys

F2 and **F3** both can be used to check spelling. **F2** checks the spelling in an entire file or a part of a file. **F3** only checks the spelling of a single word.

Remember, when you use **F2**, it checks the spelling from the cursor forward, so place the cursor where you want spell checking to begin.

The words in the file appear in the spell check scan box. When it finds a word it doesn't know, Word Proof displays another box that shows you the questioned word and lists the options you have.

Each option gives Word Proof directions:

- Option 1 asks the program to list possible correct spellings for the word.
- Option 2 tells the program to ignore the word and continue to scan the text. Use option 2 if the word is spelled correctly, but it is one that you rarely use (such as a name).

- Option 3 tells the program that the word is spelled correctly and that you want Word Proof to remember this word. Later, you can include this word permanently in the additional word list. If you don't add this word permanently to your additional word list, it's considered valid only until you exit to DOS.

After it remembers this word, the program continues scanning the text.

- Option 4 is like option 3 except that after remembering the word, the program stops spell checking and returns to editing.

If you choose option 1, Word Proof searches the main word list and then shows you possible correct spellings for the questioned word. At the bottom of your screen you're given directions.

This box looks like this:

Use the cursor to select a word
Press ← to replace word in text
Press Esc to resume editing

These directions tell you to use the cursor to select a word. This means that you move the cursor until it is under the correct word.

If you press Enter (↵), Word Proof puts the correct word where the incorrect word was and then adjusts the spacing. After correcting a word, Word Proof continues scanning the file.

If you don't find the word you want in the suggested spelling list, use the **Esc** key to return to edit. Then, change the word and press **F2** to continue to scan.

Note: Do not remove your main word list diskette from the drive while spell checking. Word Proof won't be able to proceed, and you may have to reload the program.

One point to remember when you use Word Proof is that the program can only find words that are misspelled. It cannot find words that are spelled correctly but misused.

Some Commonly Misused Words

The following is a list of some commonly misused words. These words won't be caught by Word Proof because they are usually spelled correctly but often used incorrectly.

For each word, we give you the most common meaning(s) and usage of the word, followed by an example of how to use it. Because many of these words are difficult to explain without a lengthy discussion of the parts of speech, we have simplified some of the usage rules. If you need more information about the usage of any of these words, refer to a dictionary.

affect, effect

Use **affect** as a verb to mean to influence. For example, "Cold weather affects [influences] my arthritis." **Affect** also can be used as a verb to mean to pretend or imitate. For example, "I affected a calm attitude."

Use **effect** as a verb to mean to accomplish or to bring about an action. For example, “The people effected [accomplished] the task.” Usually, **effect** is used as a noun to mean a result or an accomplishment. For example, “The program produced marvelous effects.”

bare, bear

Bare, used as an adjective or a verb, means exposed, without covering. For example, “We removed the paint, leaving the wood bare.”

Bear, used as a noun, refers to the animal. For example, “The bear ate the honey.” **Bear**, used as a verb, means to tolerate. For example, “The pain was more than I could bear.”

chose, choose

When using these words, remember that **chose** is the past tense form. For example, “Choose the option you want to use,” and “Yesterday, I chose a yellow car.”

imply, infer

Imply means to suggest. **Infer** means to deduce. When you use these words, remember that a writer or a speaker **implies**, while a reader or a listener **infers**. For example, “I implied in my letter that the cost was too much,” and “I inferred from what you said that you liked my report.”

irregardless, regardless

Always use **regardless**. **Irregardless** is grammatically incorrect. **Regardless** means anyway, despite. For example, “Regardless of the weather, we’re going on a picnic.”

its, it's

Its is possessive. For example, “The tree lost its leaves.”

It's is a contraction of the words **it is** or **it has**. For example, “It's fun to go to the beach.”

lay, lie

Lay means to put or place something on a surface. **Lay** always needs an object for the action. For example, “Please lay this book on the counter.” **Lay** generally is used with inanimate (nonliving) objects.

Lie means to recline, to assume a prone position. **Lie** doesn't need an object for the action. Often, **lie** is used with the word **down**. For example, “I like to lie down in the afternoon.” In addition, **lie** generally is used with animate (living) objects.

The confusion between **lay** and **lie** happens because **lay** is the past tense form of the verb **lie**. For example, “I lay on the scaffold and painted the ceiling.”

lead, led

Lead, used as a noun, means the material in a pencil. For example, “The lead in my pencil broke.” **Lead** also is a present tense verb that means to guide. For example, “I often lead the children across the street.”

Led is the past tense form of **to lead**. For example, “Yesterday, we led the class in a discussion.”

that, which

Use **that** and **which** when you're talking about things (inanimate objects), plants, or animals (if they don't have a given name like Spot).

Use **that** when the information you're giving needs to be included to help explain or describe the subject. For example, "The car that is green is new." The phrase, that is green, tells you which car I'm talking about.

Use **which** when the information you're giving is not necessary. For example, "My bike, which is new, is fun to ride." Since the point of the sentence is to tell you that my bike is fun to ride, you don't need to know that my bike is new. This information is not necessary.

their, there, they're

Their is a plural possessive that means belonging to several people. For example, "Their house is beautiful."

There is used to show location or to introduce a clause. For example, "The keys are over there."

They're is a contraction of the words **they** and **are**. For example, "They're going to the party."

to, too, two

To is a preposition and has a variety of meanings. The best rule to remember when using **to** and **too** is that **too** means also or having something extra (in the case of the word **too**, you have an extra letter **o**). For example, "I, too, like to read science fiction."

The last word, **two**, is the number 2. This is the only meaning of the word **two**. For example, "Two cats climbed up the tree."

were, we're, where

Were is a past tense verb used with plural nouns. For example, "We were happy to hear the news."

We're is a contraction of the words **we** and **are**. **We're** is used when you're concerned with present or future tense. For example, "We're leaving next week."

Where is generally used to show location. For example, "Where did you hide the present?"

who, whom

Use **who** and **whom** when you're talking about people or animals with a given name (like Rover).

Use **who** when referring to the subject of a clause, a phrase, or a sentence. For example, "My brother, who is home on vacation, is a student."

Use **whom** when it is the object of a preposition or the object of a verb. For example, "The man to whom you sent the letter was surprised."

whose, who's

Whose is the possessive form of **who**. For example, "Whose car is that?"

Who's is a contraction of either **who is** or **who has**. For example, "Who's coming to the meeting?"

your, you're

Your is the possessive form of **you**. It means belonging to you. For example, "Your dog is friendly."

You're is a contraction of **you** and **are**. For example, "You're going shopping."

Synonyms

You use **F4** to get synonyms for words. You find synonyms in much the same way as you spell check a single word. First, you load the file you want to use with option 1 or option 2 on the Main Menu. Next, you place the cursor under the word you want synonyms for, and then you press **F4**.

You're told that the synonym list is loading. If your synonym list is on the diskette in a drive other than the one you specified in the profile, the message, **Enter drive for B:WORDPRF.SYN (or Esc)**, appears on your screen. Also, if you specified a hyphen as the value for the synonym list in the profile, you're asked this same question. A hyphen in the profile tells Word Proof to ask for the needed drive when the file is loaded.

WORDPRF.SYN is the filename for the synonym list. This file is located on the second diskette that came with your Word Proof package. Remove your storage diskette from drive B and insert the Synonym List diskette.

Press **B**.

After a few moments, two boxes appear on your screen. The first box lists synonyms, and the second box explains how to replace a word with one of the synonyms.

To replace a word, move the cursor to the synonym you want and press the Enter key **↵**.

To move the cursor, use the **Cursor Left** (←) and **Cursor Right** (→) keys on the numeric keypad. When you're working with synonyms, these keys make the cursor move from word to word instead of one space at a time.

You also can use the **Cursor Up** (↑) and **Cursor Down** (↓) keys to move the cursor from one line to another. When you use these keys, though, the cursor moves to the beginning of either the previous line (with (↑)) or the following line (with (↓)).

As you use the synonym option in **Word Proof**, you'll notice that some words have so many synonyms that they fill more than one screen. In cases like this, you'll be told to **Use PgDn and PgUp for more words**. By using (PgDn) and (PgUp), you can keep moving between the screens until you find the synonym you want.

When you're ready to save the changes you made to your file, remember that your synonym list currently is in drive B. If you're saving the file to this drive, remove the synonym list diskette and insert your text storage diskette. If you don't remember to swap these diskettes, you'll save the file to your synonym diskette.

Note: Whenever you make changes to a file, remember to save it. Otherwise, you lose your changes.

Word Lists

Word Proof has three word lists it uses to spell check and give you synonyms—the main word list, the additional word list, and the synonym list.

Main Word List

When Word Proof checks spelling, it compares each word to a word list that contains over 125,000 entries. This is the main word list. The words in the main word list are standard English.

As it scans your file, words first are compared against entries in the main word list. If a word in your file doesn't match an entry in this word list, the additional word list then is searched.

With the exception of highly specialized words, the main word list contains almost all of the words you use in normal writing. You cannot add words to the main word list. Instead, you add words to an additional word list.

Additional Word List

The additional word list contains all of the specialized words you use in your writing. These are words that aren't included in the main word list. The additional word list is used along with the main word list to check your spelling.

As Word Proof spell checks your file, it can store these specialized words temporarily in the additional word list. Then, when you're through editing, you can add these specialized words to the additional word list by saving this file.

The additional word list is in a file named **WORDPRF.ADL**. You can edit this file like any other file. If you know some words you'd like to add, pick option 4 on the Main Menu, **Edit additional word list**. This loads the additional word list into memory, and then you can edit it like any other file.

When you're finished, save this file. Then, the next time you load the program, these words are used along with the words in the main word list for spell checking.

Besides actually typing words in the additional word list, you can add words to this list while the program is spell checking. Every time Word Proof stops on a word you want to add to the additional word list, choose either option 3 or option 4. Both options tell the program to remember this word in the additional word list.

After the spelling scan is finished, return to the Main Menu and choose option 4, **Edit additional word list**. Double check the words added to this file, and then save the file. The next time you load the program, these additional words will be used during spell check.

Notes:

1. The additional word list doesn't handle abbreviations where a period is part of the abbreviation.
2. Capitalization can affect words you asked to be remembered for the additional word list. For example, if you ask for a word that is the first word in a sentence to be remembered, Word Proof assumes that this word is correct only when the first letter is capitalized.

If you want a word accepted regardless of the way it is capitalized, you need to enter the word in all small letters (lowercase).

3. If you want both the singular and the plural forms of a word accepted by Word Proof, you have to enter both forms.

Synonym List

The synonym list is on the second diskette that came with your Word Proof package. It groups words that have similar meanings.

Synonyms are divided by part of speech. The following parts of speech are given:

- **Noun**—used to name a person, place, or thing. **House** is a noun.
- **Verb**—used to show action, being, or state of being. **Run** is a verb.
- **Adjective**—used to modify (describe) a noun or a pronoun. **Blue** is an adjective.
- **Adverb**—used to modify (describe) an adjective, a verb, or another adverb. **Slowly** is an adverb.
- **Preposition**—used to join a noun or a pronoun to a sentence. **To** is a preposition.
- **Interjection**—used to show emotion, such as surprise or anger. **Oh** and **darn** are interjections.
- **Conjunction**—used to join words, clauses, or phrases. **And** is a conjunction.

Whenever you request synonyms for a word, the program scans this list and gives you all of the synonyms it can find. You cannot add words to the synonym list.

As you work with the synonyms, you may notice that the list sometimes repeats a word several times. This is because each line that begins with a hyphen (-) represents a different usage of the word, and some words have more than one usage.

Word Wrap

Word Proof can move the words you type to the next line, based on your right margin.

With word wrap, you don't have to press the Enter key except when you end a paragraph, a heading, or a sentence you want to stand alone.

Whenever you need to add words or sentences in the middle of a paragraph, press the  key until you are in insert mode. Then, type the text you want to add. The paragraph is automatically reformatted so that the text fits within the margins without any additional action on your part.

Appendixes

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Appendix A. Messages

This appendix lists the Word Proof messages. Beneath each message, you're given a brief explanation of what it means. In addition, if the message appears because of an error, you're told how to solve the problem.

Additional word list full

Current word:

XXXXXXXX

**This word and all following words
not added to list**

Press any key to continue

You've tried to add a new word to the additional word list by choosing option 3 or option 4 on the "Word not known" screen. There is no room left in the additional word list so the word can't be added. You also can receive this message if you have created a word list that is too long to fit into memory.

Select option 2 (ignore word) and go on spell checking. Since this word can't be added, you'll have to tell the program to ignore it every time it's encountered. If you want to permanently add this word to your additional word list, use option 4 on the Main Menu to get the WORDPRF.ADL file, delete a word, and add this new word. Then, save this file. The change will take effect the next time you load Word Proof.

You also can solve this problem by creating a new **WORDPRF.ADL** word list on a different diskette, for example, your storage diskette. Then, choose option 5 on the Main Menu to edit the profile and change the drive for the additional word list. Each of the additional word lists you create still has a 6,000 character limit, but you can use different diskettes for working with different documents.

Adjusting text width...

On the Command Menu, you've asked that the right margin be changed to a new value. This message always appears, but on short files it appears and disappears so quickly that you may not notice it.

When the text width of your file has been changed, this message disappears.

Blank screen

If your screen is ever blank after entering **wp**, it is possible that your profile specifies a monitor other than the one you have connected. Delete your profile using the **DOS ERASE** command and start the program again. You'll be asked to specify the correct display.

Changes take effect when you reload

This message appears when the additional word list is displayed.

It reminds you that the changes you make to the additional word list don't take effect until you start Word Proof again. You have to return to **DOS** by using option 6 on the Main Menu and then restart the program by typing **WP**.

Remember, you need to save any changes you made on the diskette. If you don't, when you reload, there will be no new information to read.

Defective Profile

You have an incorrect entry in your profile.

Your profile is loaded from the DOS default drive. If you have an old profile, you could be causing this message.

To recover, follow the screen directions, and the program continues with these defaults: replace mode, conceal paragraph markers, right margin = 65, left margin = 0, page length = 0, spill file = A, main word list = A, synonym list = B, additional word list = A, no control word prefixes, no characters to ignore, display mode = 0. If you want to change these values, use option 5 on the Main Menu to **Set profile values**, make the changes you want, and save the profile. When you restart the program, the new values take effect.

Delete is permanent- -Are you sure (Y/N)?

You've tried to delete a file from the diskette. Because you won't be able to get the file back once you delete it, you're asked if you're sure.

If you're sure you want to delete the file, press **Y** and the file will be erased from the diskette. If you decide you don't want to delete the file, press **N** to cancel the command.

Enter drive for *d:filename.ext* (or Esc)

The program has looked for either the main word list file, the synonym list file, or the additional word list file and it can't find it. You're asked to tell the program where the file can be found (after first inserting the proper diskette, if needed). The X's are replaced with the appropriate filespec.

Press the letter of the drive in which the diskette containing the correct word list can be found. If you pressed a key by mistake and didn't mean to spell check or get synonyms, press .

Error writing output file

An unrecoverable disk error was detected while attempting to save an edited file. Your diskette may be defective, or there may be a problem with your drive. You return to editing and no text is lost.

Replace the diskette with a good one and try to save again.

File changed since last save Exit without saving (Y/N)?

You've made changes to the file since you last saved it to the original file. You're now asked if you're sure it's okay to lose the changes you made.

If you're sure you don't want to save the changes, press . If you decide you want to go back and check what you changed, press , and you'll return to editing.

File not saved- - disk is full

Your diskette is full, so there is no room left to save the file. You return to the edit screen.

Insert a diskette with enough room and save the file.

Insert diskette for B:, Press any key

You get this message if you have a one-drive system. It reminds you to insert the needed diskette.

Item C selected

Enter display mode:

(0 means ask at load time)

You're asked to enter the type of display you're using.

If you enter a zero (0) and you have something other than a monochrome monitor, an option screen appears when you first start Word Proof. You can specify the type of monitor you are using from this screen.

Item *n* selected

Enter drive letter:

(Space=DOS default, Hyphen=null)

You've asked to change the value of one of the files shown on the profile. The *n* in the message gives you the number of the value you picked.

You can enter a letter, a space, or a hyphen. If you enter a space, the program looks on the DOS default drive for the file. If you enter a hyphen, the program asks for the appropriate drive when needed.

Line too long

The program tried to word-wrap a line and found more than 168 characters without a space (blank character).

The program inserts a space at position 165, divides the line into two lines, and continues normal operation.

Loading file . . .

When Word Proof is loading a file into memory, it gives you this message so you'll know what it's doing. As soon as the file is in memory, the message disappears.

Make drive *d*: ready, press any key

The program cannot do what you requested because of some error, such as the drive door is open or the diskette is upside down.

Correct the problem and try again.

Make printer ready

You've asked to print a file and the printer is not available. It could be turned off, out of paper, disconnected, etc.

Check your printer and correct the problem. Printing begins automatically when the problem is corrected. If you want to cancel the print operation, press **Esc**. After pressing **Esc**, there may be a delay before printing stops.

Notes:

1. This message may flash momentarily if you have a full-page skip. The message, however, disappears immediately and printing continues with no effect on your text. You only need to respond to this message when it stays on the screen and printing stops.
2. You can stop the printer during an operation by pressing the Online button on the printer to off if you want to read what's printed. Printing should resume with no loss when you turn the printer back online. However, if the power is lost (turned off or unplugged) buffered data already sent to the printer is lost, so it is best to cancel the printing and restart in this case.

New File

This message appears at the bottom of the edit screen when you first create a new file. This new file exists only in memory until you save it.

No valid anagrams found

You get this message when you request anagrams for a word that is not in the main word list and has no transposition of letters that is in the word list. Even if this word is in your additional word list, it is read as an incorrect word.

Not enough storage available

Your computer doesn't have at least 96KB of memory. You won't be able to run Word Proof without 96KB.

>>>>> Not found <<<<<<

You asked Word Proof to search for a word in your file. Either it has found all occurrences of this word from where you began the search, or the word doesn't exist in your file.

You can either search for other words or press to resume editing.

Output filespec:

(press with no name to
replace input file)

This message appears when you save a file. You need to enter the filespec the file is to be saved under.

If you want to use the original filespec, just press Enter . If you want to name the file, refer to "Files and Filespecs," in Lesson 4.

Press Alt-F9 to restore

This message appears after any delete (a line, a partial line, or a character).

If **Alt** - **F9** is pressed before any other key, the last deleted text is restored. If you do multiple deletes, only the material from the last delete can be restored.

Press Esc to resume editing

This message appears in many of the boxes. It tells you that you can stop the current operation and return to editing by pressing the **Esc** key.

Press F1 for Help, F10 for Command Menu

This message stays on the bottom line of the edit screen unless a different message is needed. It tells you which function keys to use for Help (F1) and to get to the Command Menu (F10).

Printing . . .

Word Proof is printing your file. When it finishes printing, this message disappears.

Profile not found

The file WORDPRF.PRO was not found in the DOS default drive.

Press any key, and the program continues with these defaults: replace mode, conceal paragraph markers, right margin = 65, left margin = 0, page length = 0, spill file = A, main word list = A, synonym list = B, additional word list = A, no control word prefixes, no characters to ignore, display mode = 0. If you want to change these values, use option 5 on the Main Menu to **Set profile values**, make the changes you want, and save the profile. When you restart the program, the new values take effect.

Searching. . .

You've asked Word Proof to search for a string. This message tells you that it is currently scanning your file. This message disappears when Word Proof either finds the string or reaches the end of your file.

Spell check scan

This message lets you know that the program is checking your file against the word list(s). This message disappears when spell check stops—either because Word Proof has come across a word it doesn't know or because it has reached the end of the file.

Spelling confirmed

You asked for a single-word spell check (F3) and the word was found to match a word in either the main word list or your additional word list.

Spelling scan completed (F10-Commands)

A spell check scan was done on your text, and the bottom of the document has been reached.

This does *not* mean that all of the words in the text match the word lists. Whether all of the words match the word lists depends on where you started the scan and what you did with the words the program said were misspelled.

Spill file opened

The current file is, or has become, too large to fit in available memory. A diskette file named **WORDPRF.TMP** has been opened to contain the overflow text. Whenever you have to use the spill file, put it in the specified drive on a diskette that has a lot of room left.

Remember to specify the spill drive in your profile. **WORDPRF.TMP** is created on the specified drive.

We recommend that you try to keep your files to a size that fits in memory. Using the spill file slows down the program's processing. For this reason (and for easier handling in general), it is a good idea to break a very large file into several smaller files. For directions on how to divide a file, see "Dividing Large Files," in Chapter 4, "Reference."

Spill file overflow--restart program

The current file is larger than your system, including diskette spill file space, can handle. Processing cannot continue, and the program is cancelled.

When the spill file overflows, load DOS and then start the program again. This time, direct your spill file (by adjusting the profile) to a diskette that is relatively empty.

Next, divide the large file that caused this error into smaller files. For directions on how to divide a file, see “Dividing Large Files,” in Chapter 4, “Reference.”

Synonyms not available

You asked for synonyms for a word that has none, or you pressed when asked to specify the drive for the synonym word list. You also can get this message if you specified a drive for the synonym list, but the diskette in that drive doesn't contain WORDPRF.SYN.

**This file already exists. Do you
want to write over it (Y/N)?**

The output filespec you entered already is used for a different file. This is not the original filespec you gave to the file currently in memory. If you write over this existing filespec, you will destroy the other file.

If you want to write over the old file, press . If you don't want to write over the old file, press . The message disappears, and you can give another filespec.

Use Alt-E to edit,Alt-D to delete,or Esc

This message appears when the edit screen for the directory is first displayed. It tells you which key combinations to use to edit a file and to delete a file .

Place the cursor anywhere on the line where the filespec you want to edit or delete is shown, and press the necessary keys.

Esc can be used to exit from the directory screen and return immediately to the Main Menu.

Use PgDn and PgUp for more words

There is another screen of synonyms for you to see. You use the **PgDn** and **PgUp** keys to switch between the screens. You hear a beep if there are no additional words to see.

Warning: file too large

This message can occur when you're editing a file. The file is larger than the amount of storage and diskette spill file space you may have.

To save this file, you need to save the file on a diskette with enough empty space to contain the file. After saving, you should divide this large file. See "Dividing Large Files" in Chapter 4, "Reference."

Word list being read--please wait

The program is reading the appropriate word list to find either the spellings or synonyms you need. Sometimes, this takes a few moments, so the program lets you know what it's doing.

Word list read error

An unrecoverable disk error was detected while reading either the main word list or the synonym word list.

Recopy the file from your original diskette. You can do this by using either the DOS DISKCOPY command, which copies the entire diskette, or the DOS COPY command, which copies a single file.

Word list record number error

For some reason, a record number beyond the limits of the file was accessed by the spelling routines. This error is most likely caused by a problem with the word list file.

Make another backup copy of your original program or synonym diskette, and try again using this new diskette.

Word not available

You asked for a spell check for a word for which the program can find no possible substitutions, or you pressed  when asked to specify the drive for the main word list.

Writing output file. . .

This message appears whenever you save a file. Word Proof is telling you what it is doing. When the file has been saved, the message disappears from the screen, and you can continue using the program.

Appendix B. Changing Colors

If you have a color display, you can change the colors Word Proof uses on your screens.

To change the colors, choose option 5 on the Main Menu, Set profile values. When the profile appears on your screen, press D to Go to color selection.

This menu appears (in color) on your screen:

Color Selection		
Item	Codes	Sample
1 Text screen regular	17	xx
2 Text screen highlight	71	xx
3 Boxed data regular	71	xx
4 Boxed data highlight	17	xx
5 Box lines	74	==
6 Line 23 divider	74	==
7 Status line	17	xx
8 Message line regular	71	xx
9 Message line highlight	70	xx
0 Border	1	■

The two digits of color codes select a background and a character color:

0= 1= 2= 3= 4= 5= 6= 7=
8= 9= A= B= C= D= E= F=

Select item to change:

Press Esc to return to profile

On this screen, you change the colors used in Word Proof. Take a moment to study your choices.

Items 1 through 0 are the various parts of the Word Proof screen that you can change. With the exception of the border, all of these parts of the screen use two colors—a background color and a foreground color. The background color is the color of the screen, and the foreground color is the color of the characters on that screen.

For example, your Word Proof program comes with blue as the background color and white as the foreground color on the regular text screens. This means that the text appears as white letters on a blue background.

After the list of items you can change, you see a column of numbers with the heading Codes. The codes are the color values for each item. The first digit is the background color. The second digit is the foreground color.

For example, for Text screen, regular, the background number is 1 (blue). The foreground number is 7 (white).

If you look to the right of the Codes, you see a sample of this color combination. Notice that this sample shows you both the background and the foreground colors.

You also can see what the code for each color is by looking at the color codes shown near the bottom of this screen. Each possible color is shown, and to the left of each color, you see the code that goes with the color.

The type of color display you're using influences how each of these colors appears. For this reason, you should experiment with color combinations until you find the one you like best.

To change colors, press the number of item you want to change. This message, **Enter background color**, appears at the bottom of the Color Selection screen.

Press the number or the letter shown to the left of the color you want to use for the background.

This message, **Enter character color**, then appears on your screen.

Once again, press the number or the letter shown to the left of the color you want to use for the foreground (characters).

You change all of the items on this screen in the same way, except for the border. The border is the line around all of the screens. Since you can't type characters on the border, you only need to give a background color for this item.

Notes:

1. Colors can blend with each other. If they do, they may end up looking different than what you want. If this happens, just try a different color combination.
2. With items 1, 2, 3, 4, 7, 8, and 9, do not specify the same color for both the background and the foreground. If you do, you won't be able to read the text. If this happens and you can no longer read your screen, use **Ctrl** - **Alt** - **Del** to go into DOS, erase **WORDPRF.PRO**, and reload the program. The default color values take effect.

3. If you use codes 8 through F for the background, your text characters blink. These are highlighted colors. You can use these colors for the foreground, however, and the characters won't blink.
4. If you use codes 8 through F (highlighted colors) as background colors, they appear as their color counterpart. For example, if you use A (highlighted green) as a background color, it appears as 2 (regular green). Therefore, if you use A as the background with 2 as the foreground, you won't be able to read the text.

Once you're through changing the colors, press **Esc** to return to the profile. Then, save the profile. When you reload Word Proof, your new colors take effect.

To help you decide on possible color combinations, we've developed some suggested colors you can use. The following charts show three color schemes you may want to try.

<u>Item</u>	<u>Codes</u>
1 Text screen regular	17
2 Text screen highlight	71
3 Boxed data regular	71
4 Boxed data highlight	17
5 Box lines	76
6 Line 23 divider	16
7 Status line	17
8 Message line regular	71
9 Message line highlight	70
0 Border	1

Item	Codes
1 Text screen regular	17
2 Text screen highlight	74
3 Boxed data regular	0F
4 Boxed data highlight	74
5 Box lines	70
6 Line 23 divider	06
7 Status line	16
8 Message line regular	06
9 Message line highlight	1C
0 Border	1

Item	Codes
1 Text screen regular	3F
2 Text screen highlight	74
3 Boxed data regular	0F
4 Boxed data highlight	74
5 Box lines	01
6 Line 23 divider	31
7 Status line	17
8 Message line regular	1F
9 Message line highlight	1C
0 Border	3

You can use these color combinations or develop your own. Since you can change the colors used by Word Proof as many times as you want, experiment with the colors until you find a combination you like.

Appendix C. Other Ways to Use Word Proof

Word Proof can do more than check your spelling and give you synonyms. For example, you can use this program to help you or your children improve your spelling or increase your vocabulary.

In this appendix, we show you some different ways to use Word Proof. Word Proof can work with you to make learning fun.

Improving Your Spelling

If you want to improve your spelling ability, Word Proof can help.

One way to improve spelling is to have someone read words aloud, and then you can try to spell them by typing them into a file. When you're done, use Word Proof to check your spelling. If you misspell a word, practice it until you feel confident that you'll remember how to spell it.

Another way to improve your spelling is to edit your writing before you use Word Proof, and try to check the spelling yourself. Then, use Word Proof to verify that you've spelled everything right. If you do find a misspelled word, try to remember it for the next time.

One point to remember about spelling is that almost everyone has problems with some words. If certain words always give you trouble, you need to study these words and see if you can develop a special memory game to help you remember a problem word. For example, “i before e except after c” is a memory game. By remembering this rule, you know that **achieve** has the **i** before the **e**.

One problem with general rules such as “i before e...” is that there are exceptions, for example, the word **seize**. In cases such as this, you need to develop a specific memory game for that particular word. For **seize** you could remember that “with **seize**, the **e** overtakes the **i**.” Since **seize** means to capture or overtake, you can associate the meaning of the word with the spelling.

You also can use Word Proof to help you spell certain words. For example, if you know only the first few letters of a word, you can type in what you know. Then, type in a few “dummy” or false letters to make the word approximately the right length. When you run this word through Word Proof, you may get the word you were looking for originally.

Increasing Your Vocabulary

- You can use the synonym option in Word Proof to help you increase your vocabulary.

As you write, use this option frequently to discover new words. Whenever you find a word you’ve never heard of before, look it up in a dictionary. Then repeat the word and the definition several times until you can remember it.

Word Proof also can help you find synonyms for crossword puzzles. For example, if you’re asked for an eight letter word meaning **happy**, you can use the synonym list to find the word **cheerful**.

Creating Word Games

You can use the anagram feature of Word Proof to create word games.

For example, you and your friends can have a contest to see who can come up with the most anagrams for a word. Then, type this word on the screen and use Alt-A to get an anagram list. Using this list, you can see which of you came up with the most anagrams. You also can see which words you missed.

Another fun game is to randomly choose some letters, and then see who can come up with a word using all of the letters. After everyone is through, type the “jumbled” letters and then use Alt-A to get anagrams.

As you work with Word Proof, try to think of new ways the program can help you. Working and playing with words is both fun and educational.

Appendix D. ASCII Codes

The following list gives you all of the ASCII codes (in decimal and hexadecimal) and their associated characters.

If you refer to your Word Proof edit screen, you'll notice that the ASCII value and the character for the word the cursor is under appear on the status line.

ASCII Value	Hex Value	Character	Control Character
000	00	(null)	NUL
001	01	☺	SOH
002	02	☹	STX
003	03	♥	ETX
004	04	♦	EOT
005	05	♣	ENQ
006	06	♠	ACK
007	07	• (beep)	BEL
008	08	■ (backspace)	BS
009	09	○ (tab)	HT
010	0A	◻ (line feed)	LF
011	0B	♂ (home)	VT
012	0C	♀ (form feed)	FF
013	0D	🎵 (carriage return)	CR
014	0E	🎵	SO
015	0F	☼	SI
016	10	▶	DLE
017	11	◀	DC1
018	12	↕	DC2
019	13	!!!	DC3
020	14	¶	DC4
021	15	§	NAK
022	16	▬	SYN
023	17	⤴	ETB
024	18	⤴	CAN
025	19	⤵	EM
026	1A	➡	SUB
027	1B	⬅	ESC
028	1C	⤴ (cursor right)	FS
029	1D	⤵ (cursor left)	GS
030	1E	⤴ (cursor up)	RS
031	1F	⤵ (cursor down)	US

ASCII Value	Hex Value	Character	ASCII Value	Hex Value	Character
032	20	(space)	064	40	@
033	21	!	065	41	A
034	22	"	066	42	B
035	23	#	067	43	C
036	24	\$	068	44	D
037	25	%	069	45	E
038	26	&	070	46	F
039	27	'	071	47	G
040	28	(072	48	H
041	29)	073	49	I
042	2A	*	074	4A	J
043	2B	+	075	4B	K
044	2C	,	076	4C	L
045	2D	-	077	4D	M
046	2E	.	078	4E	N
047	2F	/	079	4F	O
048	30	0	080	50	P
049	31	1	081	51	Q
050	32	2	082	52	R
051	33	3	083	53	S
052	34	4	084	54	T
053	35	5	085	55	U
054	36	6	086	56	V
055	37	7	087	57	W
056	38	8	088	58	X
057	39	9	089	59	Y
058	3A	:	090	5A	Z
059	3B	;	091	5B	[
060	3C	<	092	5C	\
061	3D	=	093	5D]
062	3E	>	094	5E	^
063	3F	?	095	5F	_

ASCII Value	Hex Value	Character	ASCII Value	Hex Value	Character
096	60	'	128	80	Ç
097	61	a	129	81	ü
098	62	b	130	82	é
099	63	c	131	83	â
100	64	d	132	84	ä
101	65	e	133	85	à
102	66	f	134	86	á
103	67	g	135	87	ç
104	68	h	136	88	ê
105	69	i	137	89	ë
106	6A	j	138	8A	è
107	6B	k	139	8B	ï
108	6C	l	140	8C	î
109	6D	m	141	8D	ì
110	6E	n	142	8E	Ä
111	6F	o	143	8F	Å
112	70	p	144	90	É
113	71	q	145	91	œ
114	72	r	146	92	Æ
115	73	s	147	93	ô
116	74	t	148	94	ö
117	75	u	149	95	ò
118	76	v	150	96	û
119	77	w	151	97	ù
120	78	x	152	98	ÿ
121	79	y	153	99	Ö
122	7A	z	154	9A	Ü
123	7B	{	155	9B	€
124	7C		156	9C	£
125	7D	}	157	9D	¥
126	7E	~	158	9E	Pt
127	7F	☐	159	9F	f

ASCII Value	Hex Value	Character	ASCII Value	Hex Value	Character
160	A0	á	192	C0	ˆ
161	A1	í	193	C1	˜
162	A2	ó	194	C2	˘
163	A3	ú	195	C3	˙
164	A4	ñ	196	C4	˚
165	A5	Ñ	197	C5	¸
166	A6	ª	198	C6	¸
167	A7	º	199	C7	¸
168	A8	¿	200	C8	¸
169	A9	¸	201	C9	¸
170	AA	¸	202	CA	¸
171	AB	½	203	CB	¸
172	AC	¼	204	CC	¸
173	AD	ı	205	CD	¸
174	AE	«	206	CE	¸
175	AF	»	207	CF	¸
176	B0	░	208	D0	¸
177	B1	▒	209	D1	¸
178	B2	▓	210	D2	¸
179	B3	ı	211	D3	¸
180	B4	ˆ	212	D4	¸
181	B5	˜	213	D5	¸
182	B6	˘	214	D6	¸
183	B7	˙	215	D7	¸
184	B8	˚	216	D8	¸
185	B9	¸	217	D9	¸
186	BA	¸	218	DA	ˆ
187	BB	¸	219	DB	■
188	BC	¸	220	DC	■
189	BD	¸	221	DD	■
190	BE	¸	222	DE	■
191	BF	¸	223	DF	■

ASCII Value	Hex Value	Character
224	E0	α
225	E1	β
226	E2	Γ
227	E3	π
228	E4	Σ
229	E5	σ
230	E6	μ
231	E7	τ
232	E8	Φ
233	E9	ϑ
234	EA	Ω
235	EB	δ
236	EC	∞
237	ED	∅
238	EE	€
239	EF	∩
240	F0	≡
241	F1	±
242	F2	≥
243	F3	≤
244	F4	∫
245	F5	∫
246	F6	÷
247	F7	≈
248	F8	°
249	F9	•
250	FA	.
251	FB	√
252	FC	n
253	FD	²
254	FE	■
255	FF	(blank 'FF')

Glossary

Here are some terms you may need to know:

A>: The DOS prompt telling you that drive A is the default drive. DOS will look to drive A for more information about your computer.

B>: The DOS prompt that tells you drive B is the default drive. DOS will look to drive B for more information about your commands.

back up: To make copies of your important files, and diskettes. It is good to have duplicate copies of your diskettes in case something happens to your original.

byte: A piece of information your computer recognizes as a character (like a letter or number). Single-sided diskettes can hold 160,000 bytes, while a dual-sided diskette can hold up to 320,000 bytes of information.

character: A letter, number, or any special punctuation symbol found on the keyboard, including the blank (space). This is also equivalent to one byte in storage.

command: An instruction to the program telling it to take some specific action.

command line: The place on the screen where you enter information.

create a file: To make a new file using Word Proof. You use option 1 on the Main Menu to create a file.

current drive: The drive where Word Proof automatically looks for files or commands when no drive is specified.

data: Information that a command or program uses.

DATE: A DOS command which displays the computer's current date and lets you change this date.

default: A predetermined value or specification. If no new value is entered, this predetermined value is in effect. For example, your default drive is A unless you specify a different drive.

default drive: The drive where Word Proof automatically looks for a command or file if you don't specify a particular drive.

DIR: A DOS command which displays information about your files and directories.

directory: Information about the files on a diskette, such as the filespec, the size, and the date and time of the last revision.

DISKCOPY: A DOS command that copies all information from one diskette to another. An *exact* copy of the diskette is made, and any information already on the target diskette is replaced by the new information.

diskette: A storage device used to store data and programs that can be used by your computer. Inside the square protective jacket is a round thin wafer with a magnetic surface.

DOS: Disk Operating System for your IBM Personal Computer. DOS is a collection of programs that allows your applications to be run. It also lets you communicate with your computer by using DOS commands.

drive: The device in which your diskettes are inserted.

edit: To change, review, or modify existing text in a file. In Word Proof, you edit lines by using option 1 on the Main Menu, **Create, edit, or proof a file.**

EDLIN: The DOS editor which lets you create, save, and modify files.

extension: One to three characters added to the end of a filename, preceded by a period (.).

file: A collection of related data which resides on a diskette. The data can be information for use by a program, or it can be a program. Each file has a name (filename).

filename: A name given to a file. A filename can be from one to eight characters long, and it may have an extension.

FORMAT: A DOS command which formats, or prepares, your diskette so that it can be used by your computer. **FORMAT** also erases information that might already be on the diskette.

input: Data that is being received by a command or program to be used (processed) by that command or program.

insert mode: In Word Proof, you can add new lines any place in your file when you are in insert mode. To enter insert mode, press the  key when you're on the edit screen. You also can specify insert mode in the profile.

invalid: A wrong or incorrect value, command, or entry. **Invalid command** messages can sometimes result from typing mistakes or having the wrong diskette inserted.

memory: Storage inside your computer that the computer can access very quickly. Many times, data from your diskette is loaded into memory, where it is used or modified by the computer. Then the data is returned to your diskette.

one-drive system: A computer with one diskette drive.

output: Data that is produced by a command or program. The output is the result of that command or program after the command or program has been executed.

program: A file that contains instructions for the computer to perform certain actions.

prompt: The character or characters on the screen that tell you that the computer is waiting for you to enter a command. In DOS, the prompt tells you which drive is the default drive, such as drive A in the A> prompt.

read: When the computer obtains information it needs for commands from the keyboard or from a diskette.

restore: The process of replacing the original file with its backup.

save: Storing information on a diskette.

screen: The video display where output is sent from Word Proof commands.

source diskette: The diskette that contains the information to be copied or backed up.

spill file: A diskette file where text is stored when available memory has been exceeded.

storage capacity: The amount of space available on a diskette for storing information. This amount is specified in bytes.

target diskette: The diskette that is to receive information, such as a backup diskette.

TIME: A DOS command that allows you to find out what the current system time is and enables you to reset this time.

two-drive system: A computer with two diskette drives, where the left one is known as drive A and the right one is drive B.

write: When the computer saves information on a diskette.

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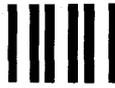
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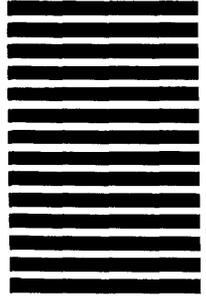
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