



# VP SPELLING CHECKER

XEROX

*VP Series Reference Library*  
*Version 1.0*

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*This publication could contain technical inaccuracies or typographical errors. Changes are periodically made to the information herein; these changes will be incorporated in new editions of this publication.*

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# 1. VP Spelling Checker overview

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VP Spelling Checker software is an optional feature that automatically locates and corrects unknown or misspelled words in the illustrations, tables, frames, and text of documents created on 6085 and 8010 workstations.

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## Related information

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The following materials provide information related to the VP Spelling Checker application.

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### VP Series reference library

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- Xerox ViewPoint
- VP Document Editor

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### VP Series training guides

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- VP Spelling Checker

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## Hardware/software requirements

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The following are the hardware and software requirements for VP Spelling Checker:

- A 6085 Professional Computer System, or an 8010 Information system
- Xerox ViewPoint software
- VP Document Editor software
- VP Spelling Checker software

VP Spelling Checker software and all prerequisite software must be installed, enabled, and running on the workstation. Before using the software, open the application loader icon and verify that the appropriate software is loaded and running.

The sub-tab titled "Application Loader" in the VP Series reference library contains additional information on the application loader.

## Spelling checker window

When the spelling checker is activated, a window is opened on the desktop.

Figure 1-1 shows the spelling checker window with the window management and floating item auxiliary menus, and the alternative spellings generator displayed.

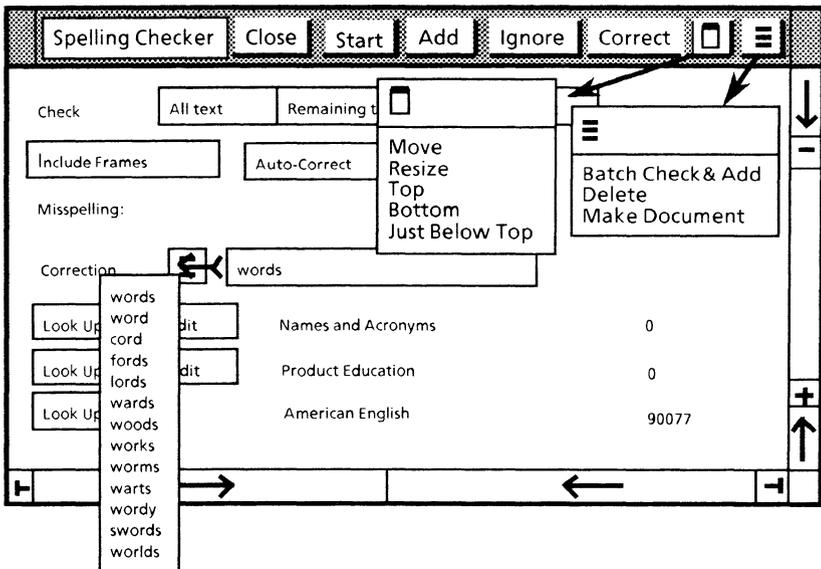


Figure 1-1 Spelling checker window

The commands in the grey area at the top of the window initiate actions. These include closing the window, starting a session, adding words to a dictionary, ignoring words that appear a number of times in a document (for example, an individual's name), and correcting misspelled words that appear in the Correction field.

The window management auxiliary menu controls the placement of the window. The sub-tab titled "Windows" in the VP Series reference library contains a complete description of the items available in this menu.

The floating item auxiliary menu controls the following features: [BATCH CHECK & ADD], which checks for unknown words in a document on a batch basis and adds them to a dictionary; [DELETE], which deletes words from private dictionaries; and [MAKE DOCUMENT], which makes documents from private dictionaries.

The options in the body of the window control which text is checked and which dictionaries are used. These options include a check option to select the amount of text to be checked, a choice to include frames, and a choice to use the auto-correct feature, which automatically corrects subsequent occurrences of the word throughout the session. Additionally, there are lookup choices, which tell the spelling checker what dictionaries to use for reference, and edit choices, which tell the spelling checker what dictionaries to add or delete words from. This area also includes a Correction field, in which all misspelled words are corrected, and an alternative spellings generator, in which alternate spellings of the word in the Correction field are displayed.

Chapter 3 contains a complete description of the features of the spelling checker window.

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## Dictionaries

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When the spelling checker is activated, all dictionaries are prepared for use. When a word is found that is not contained in the designated dictionaries, it is displayed in the spelling checker window. If the word is misspelled, the user corrects it in the window and then selects [CORRECT] to correct it in the document. The corrected word appears in the document with the font style of the first character of the original word. If the word is spelled correctly, it can be added to a dictionary or placed in the list of ignored words. Two types of dictionaries can be used: the system dictionary and custom dictionaries.

### System dictionary

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VP Spelling Checker provides a high-quality American English dictionary that contains 90,077 words and occupies 350 disk pages. The name American English appears in the opened spelling checker window and may be selected for look up. This dictionary cannot be viewed or edited.

Some types of words are not available in this dictionary:

- Variations of root words, such as possessives
- Technical terms or proper names
- Slang or foreign phrases

These words can be placed in custom dictionaries.

## Custom dictionaries

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An empty dictionary icon is provided in the basic icons divider in the workstation divider, which is contained in the directory. This icon can be copied and used to create custom dictionaries that contain technical terms, proper names, slang terms, or foreign words not found in the standard dictionary.

Figure 1-2 shows an empty dictionary icon.



Figure 1 - 2 Empty dictionary icon

A custom dictionary is created by copying an empty dictionary icon, changing its name and placing it in a spelling checker dictionaries folder. This folder is discussed in the following section. Each custom dictionary has a [LOOK UP] and an [EDIT] option in the spelling checker window. These options tell the spelling checker how to use the dictionary. Words may be added to or deleted from a custom dictionary through the Correction field or they can be added by selecting [BATCH CHECK & ADD] in the floating item auxiliary menu.

A custom dictionary icon cannot be opened; however, its contents can be viewed or deleted. These procedures are discussed in detail in Chapter 2.

A custom dictionary can hold up to 65 Kbytes of text, or about 22,000 entries.

One or more custom dictionaries can be used in conjunction with the American English dictionary.

Although there is no maximum number of custom dictionaries that can be created and stored on the desktop, there are practical limitations. Each additional dictionary that is selected slows the lookup time because the spelling checker must look through each active dictionary.

## Spelling checker dictionaries folder

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In order to access custom dictionaries through the spelling checker window, a spelling checker dictionaries folder must be maintained on the desktop. This folder is created by renaming a blank folder to Spelling Checker Dictionaries.

Only one such folder should be on the desktop at one time. If more than one exists, the system arbitrarily chooses the folder to be used by the spelling checker.

Figure 1-3 shows a renamed blank folder used to hold custom dictionaries.



Figure 1-3 Spelling checker dictionaries folder

The spelling checker ignores any icon in the spelling checker dictionaries folder except copies of the empty dictionary. The name of each dictionary icon placed in this folder appears in the spelling checker window. An empty dictionary can be added to the folder at any time. The list of dictionaries in the spelling checker window is updated when the window is closed and reopened. The spelling checker window must be closed and reopened to register a new dictionary.

The spelling checker only reads the spelling checker dictionaries folder when the window is first opened.

The American English dictionary name appears in the spelling checker window but does not appear in the spelling checker dictionaries folder.

Dictionaries within the folder cannot be moved or deleted when the spelling checker window is open. The spelling checker dictionaries folder can be opened or copied when the spelling checker window is open, but it can only be deleted when the window is closed.

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## Spelling check process

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The basic spelling check process requires constant interaction with the document being checked. Selecting [SPELLING CHECKER] in the desktop auxiliary menu causes the spelling checker window to open. The appropriate options can then be selected. To specify to the spelling checker which document to check, a selection must be made in the appropriate opened document. [START] is selected in the spelling checker window.

The system then begins checking for spelling errors or unknown words, using the dictionaries whose lookup option is selected. When a word that is not in any of the selected look-up dictionaries is found, the system automatically scrolls to the word, highlights it, and places it in the Misspelling and Correction fields.

If the word is misspelled, it is edited in the Correction field. Then it is corrected in the document by selecting [CORRECT] and [CONTINUE]. The corrected word is inserted in the document and checking proceeds.

In addition to the direct method of editing, the user can select an alternative spelling. Alternative spellings are displayed by selecting the auxiliary menu located near the Correction field.

If the word in the Correction field is not misspelled, two options are available:

- Select [ADD] and [CONTINUE] to add the word to a custom dictionary whose [EDIT] option is selected, and proceed.
- Select [IGNORE] and [CONTINUE] to ignore the word throughout the rest of the checking session.

If neither of these options is desired, selecting [CONTINUE] restarts the checking process.

A spelling checker session may be terminated in several ways:

- Close the document
- Close the spelling checker window
- Change the search range
- Make a change within the document

## **[BATCH CHECK & ADD]**

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The batch spelling check process, in conjunction with a custom dictionary, checks for spelling errors or unknown words in a document on a batch basis and adds them to the dictionary in a non-interactive mode. This process allows the user to create a new dictionary, build a special purpose dictionary, or add a large number of words to an existing dictionary.

To run the spelling checker in batch mode, a custom dictionary must exist in the spelling checker dictionaries folder on the desktop. [SPELLING CHECKER] is selected in the desktop auxiliary menu, and [LOOK UP] and [EDIT] are selected for the appropriate dictionaries.

Selecting [BATCH CHECK & ADD] in the spelling checker auxiliary menu starts the batch checking process.

When the checking process is complete, words found in the document that were not in the selected lookup dictionaries are added to the dictionary for which [EDIT] is selected. In order to view this dictionary, it must be selected within the spelling checker dictionaries folder and [MAKE DOCUMENT] must be selected in the floating item auxiliary menu. The cursor assumes the shape of an hourglass. When the process is complete, a document containing the contents of the dictionary appears on the desktop. This document can be used to view the dictionary. It acts as a guide to correct the batch checked document.

Chapter 2 contains the complete procedure for batch checking.

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## Statistics and facts

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### Statistics

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- Number of system-provided dictionaries: One.
- Maximum number of custom dictionaries: No limit.
- Maximum number of entries in a custom dictionary: 66,560 bytes per dictionary, or approximately 22,000 words for all private dictionaries. Each character is a little smaller than 1 byte.
- Maximum number of text frames checked in a spelling check session: Unlimited.
- Maximum number of words checked in a spelling check session: Unlimited.

- Maximum number of letters in Correction field: 40.

## Facts

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- Do not deselect a caption for an illustration, table, or text frame if the spelling checker has found a misspelled word in the caption. Close the spelling checker window first.
- A document that contains tables with many different fonts may cause spelling checker to malfunction.
- Options that are highlighted when the spelling checker window is closed remain selected when the next session is started.
- The spelling checker is able to process in other languages. It can handle international characters and dictionaries. However, there are a number of limitations on the use of the spelling checker's custom dictionaries for non-English languages. Some of the text-processing algorithms built into the spelling checker are specific to English. An example is the construction of plural words from their singular equivalents. Supplying the non-English versions of dictionaries is the responsibility of the appropriate international affiliates.

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## 2. Actions and procedures

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The actions and procedures contained in this chapter provide the information necessary to use the spelling checker on a 6085 or 8010 workstation.

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## Loading and running the spelling checker

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If the spelling checker has not been used on the workstation before, the application must be loaded. To see if it has been loaded, open the application loader icon. If Spelling Checker is displayed in the list that appears, the application has been loaded. If its status is listed as Running, it is ready to use. If it is not listed or its status is listed as Idle, perform one or both of the following procedures.

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### Loading the spelling checker

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The spelling checker can be loaded by means of the application loader (for networked workstations) or a floppy disk (for standalone workstations).

To load the spelling checker by means of the application loader:

Select the spelling checker application folder within a specified file drawer. (If you do not know the name of the specific file drawer, ask your System Administrator or Workstation Administrator.)

Copy the spelling checker application folder to the application loader icon. The cursor assumes the shape of an hourglass. Once it reassumes its normal shape, the software has been loaded.

To load the spelling checker by means of floppy disk:

1. Open the directory icon.
2. Open the workstation divider icon.
3. Open the local devices divider icon.
4. Copy the floppy disk icon to the desktop.
5. Close the directory icon.

6. Place the VP Spelling Checker floppy disk in the workstation floppy disk drive.
7. Select the floppy disk icon and press <OPEN>.
8. Select the VP Spelling Checker icon within the open floppy disk icon window.
9. Move or copy it to the application loader icon. This automatically starts the application.

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## Running the spelling checker

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If the status of the spelling checker inside the application loader is Idle, it can be set to Running on either a temporary or permanent basis.

To set the spelling checker to Running on a temporary basis (until you log off):

1. Select and open the application loader icon.
2. Select VP Spelling Checker.
3. Select [RUN] in the application loader icon window.

To set the spelling checker to Running on a permanent basis:

1. Select and open the application loader icon.
2. Select the VP Spelling Checker folder within the open application loader icon and press <PROP'S>.
3. Select [YES] next to the Auto Run at System Startup option in the resulting property sheet window.
4. Select [DONE] in the property sheet window.

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## Accessing the spelling checker window

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To access the spelling checker window, place the pointer in the desktop auxiliary menu at the top of the screen. Hold down the left mouse button. A list of menu commands appears. Move the pointer to [SPELLING CHECKER], and then release the button. The spelling checker window appears on the desktop.

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## Using the spelling checker

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Using the spelling checker, you can check interactively for spelling errors or unknown words in a document on a word-by-word basis and make corrections, additions, or deletions. The spelling checker can only be run on opened documents in edit mode.

To use the spelling checker:

1. Select [SPELLING CHECKER] in the desktop auxiliary menu. The spelling checker window appears on the desktop.
2. Select one of the Check options on the top line: [ALL TEXT], [REMAINING TEXT], or [SELECTED TEXT].
3. Select additional Check, [LOOK-UP], and [EDIT] options as desired. The [LOOK-UP] option for the American English dictionary should be selected so the spelling checker can refer to its contents for correct spelling. The [EDIT] option for a custom dictionary should be selected if you desire to add words to a custom dictionary. Options remain selected when spelling checker window is closed and reopened.
4. Open the document to be checked, select [EDIT] in the document's command line, and make a text selection within the document. The Check option selected determines what portion of the text is checked.

5. Select [START] in the spelling checker window menu. The system begins the process of checking for spelling errors and unknown words, using the dictionaries for which [LOOK-UP] is selected.

When a word is found in a document that is not in any of the selected dictionaries, the system automatically scrolls to the word, highlights it, and places it in the Misspelling and Correction fields.

6. The unknown word reported by the spelling checker may either be a misspelled word or a correctly spelled word that is not in any of the current lookup dictionaries. If the word is misspelled, continue with step 7. If the word is not misspelled, continue with step 8.
7. If a misspelled word is found, edit the word in the Correction field. (A word may be entered from the alternative spellings generator at this point. This feature is explained in detail in the procedure titled "Displaying alternative spellings.") Then select [CORRECT] in the window menu to correct the word in the document.

**Note:** All editing must be done in the Correction field. If words are edited within the document, the spelling checker process is terminated.

8. Select [ADD] to add a word to a custom dictionary. (The [EDIT] option for a custom dictionary must be selected to add words.) Select [IGNORE] to ignore the word throughout the rest of the checking session. Continue with step 9 if neither of these options is desired.
9. Select [CONTINUE] to go on with the spelling checker process. After [CORRECT], [ADD], or [IGNORE] has been selected, [CONTINUE] must be selected to restart the spelling checker process.

## Using [AUTO-CORRECT]

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Selecting [AUTO-CORRECT] in the spelling checker window indicates to the system that the correction made to the word in the Correction field and applied using [CORRECT] should be made automatically throughout the entire checking session. From that point on, each subsequent occurrence of that misspelling is corrected automatically.

When [AUTO-CORRECT] is selected, the contents of the Correction field become associated with the original misspelled word. For example, if the spelling checker stops at "theri," the word is corrected to "their," and [AUTO-CORRECT] is selected, the system subsequently corrects all instances of "theri" to "their" throughout the document.

When a word is corrected to another word that is not in the dictionary, the spelling checker then places the second word in the Correction field. [AUTO-CORRECT] remembers this change even if the second word is changed back to the original word, and it makes subsequent changes accordingly. Therefore, add the first word to the dictionary or close and reopen the spelling checker window to clear the Auto-Correction list and avoid errors.

Here is a brief example:

If "Charles" is corrected to "Charlies", the spelling checker places "Charlies" in the Correction field when [CONTINUE] is selected. "Charlies" can be corrected back to "Charles" and [CONTINUE] can be selected again. However, if [AUTO-CORRECT] is on when [CONTINUE] is selected, the word that was just changed back to "Charles" gets changed to "Charlies" again, and every subsequent occurrence of "Charles" also gets changed to "Charlies". To prevent errors, add "Charles" to a dictionary or close and reopen the spelling checker window.

The spelling checker handles capitalization while auto-correcting by attempting to maintain the original capitalization. Four kinds of letter cases are considered:

1. All characters are lowercase
2. First character is uppercase
3. All characters are uppercase
4. Mixed capitalization (some character other than the first character is uppercase)

These four letter case possibilities are considered both for the word to be corrected and the original correction that was applied when the first such misspelling was encountered. There are 16 combinations and associated rules. In summary, if both the current misspelling and the original correction are not "mixed," then the correction is given the capitalization of the current misspelling. If either the original word or the correction is mixed, then the original correction always replaces the current misspelling with no change to the original capitalization.

**Note:** Words corrected using [AUTO-CORRECT] are retained by the system until the spelling checker window is closed.

If [AUTO-CORRECT] is selected inside a table and the first correction encountered is in boldface type, subsequent auto-corrections are changed to boldface type.

**Note:** This only occurs when [AUTO-CORRECT] is selected inside a table.

## Using [IGNORE]

---

Selecting [IGNORE] in the spelling checker window menu indicates to the system that the word listed in the Correction field should be ignored throughout the entire checking session. From that point on, all subsequent occurrences, regardless of capitalization or typeface, are ignored. Words to be ignored are retained until the spelling checker window is closed.

**Note:** [IGNORE] must be selected for each word to be ignored.

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## Displaying alternative spellings

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In addition to finding incorrect or unknown words, the spelling checker has a feature that allows the user to display a list of alternative spellings of the word displayed in the Correction field.

To display alternative spellings:

1. Place the pointer over the auxiliary menu preceding the Correction field in the spelling checker window and hold down either mouse button. The cursor takes the shape of an hourglass while the list of alternative spellings is prepared.

**Note:** If the mouse button is released before the list appears, repeat the procedure after the pointer returns to its normal appearance.

2. When the list appears, move the pointer to the desired spelling and release the mouse button. The selected word will appear in the Correction field. If none of the proposed spellings are acceptable, move the pointer off the auxiliary menu and release the mouse button.
3. Select [CORRECT] and [CONTINUE]. The word will be corrected and checking will proceed.

**Note:** If no alternatives are found, three question marks are displayed.

---

## Creating a spelling checker dictionaries folder

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There must be a spelling checker dictionaries folder maintained on the desktop in order to access private dictionaries through the spelling checker window. To create a spelling checker folder, change the name of a blank folder to the following: Spelling Checker Dictionaries.

Only one spelling checker dictionaries folder should be on the desktop.

**Note:** The spelling checker dictionaries folder must be named exactly as specified. Spacing and capitalization are significant.

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## Creating custom dictionaries

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To create custom dictionaries, an empty dictionary icon must be copied from the directory and placed on the desktop.

To create a custom dictionary:

1. Select and open the directory icon.
2. Open the workstation divider icon.
3. Open the basic icons divider.
4. Select the empty dictionary icon and copy it to the desktop.
5. Select [CLOSE ALL] to close the directory icon.
6. Rename the dictionary .

---

## Adding custom dictionaries to the spelling checker dictionaries folder

---

To add a custom dictionary to the spelling checker dictionaries folder, move the renamed empty dictionary icon to the folder. Once a dictionary has been added to the folder, it appears in the spelling checker window.

**Note:** If the spelling checker window is open when a dictionary is added to the spelling checker dictionaries folder, the dictionary name does not appear in the spelling checker window. The spelling checker window must be closed and then reopened for the new dictionary name to be displayed.

In order to use custom dictionaries, the spelling checker dictionaries folder and its contents must be maintained on the desktop.

Custom dictionaries within the folder retain their last lookup and edit state when the spelling checker window is closed.

---

## Adding words to a dictionary

---

Initially, all custom dictionaries placed in the spelling checker dictionaries folder are empty. To add words to a dictionary, the dictionary's [EDIT] option must be selected. Once [EDIT] is selected, words can be added to a dictionary using the following procedures.

---

### Adding words during a spelling check

---

When the spelling checker locates a word not found in the selected dictionaries, it displays it in the Correction field. To add a word, select [ADD] and [CONTINUE] in the window menu to add the word to the dictionary and restart the spelling checker process.

## Adding words by typing

---

To add words by typing, select inside the Correction field and type the word to be added. Then select [ADD] in the window menu to add the word. The word is added to the dictionaries for which [EDIT] is selected.

**Note:** Several words may be added at one time. Enter the words with a space between each one. The words are entered individually in the dictionary. The correction field can recognize up to 40 characters at one time.

Words cannot be added to the American English dictionary.

## Adding words using [BATCH CHECK & ADD]

---

To add words to a custom dictionary in batch mode, [EDIT] must be selected in the dictionary before the spelling check process begins. To create a new dictionary, refer to the procedure titled "Creating custom dictionaries."

To add all words that were selected by the spelling checker:

1. Select [BATCH CHECK & ADD] in the spelling checker auxiliary menu. The following message appears in the desktop message area: "Please confirm batch add operation: [YES/NO]."
2. Select [YES]. The system begins the process of checking for spelling errors and unknown words, using the dictionaries selected. The following message appears in the desktop message area: "Checking/adding words to edit dictionary."

When the spelling checker process is completed, words found in the document that were not in the selected custom dictionary are added to the newly created dictionary.

3. To view the contents of the dictionary, or to correct spelling errors, the contents of the dictionary can be viewed. Refer to the procedure titled "Viewing the contents of a dictionary."

**Note:** Once the contents of the dictionary have been viewed and the desired corrections made, the dictionary's contents may be deleted and recreated in the Correction field and then used to spell check additional documents. For information on how to delete the contents of a dictionary, refer to the procedure titled "Deleting the contents of a dictionary."

---

## Deleting words from a dictionary

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To delete words from a custom dictionary:

1. Select [EDIT] for the dictionary.
2. Select inside the Correction field.
3. Type the word or words to be deleted.
4. Select [DELETE] in the auxiliary menu.

**Note:** Words cannot be deleted from the American English dictionary.

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## Deleting the contents of a dictionary

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To delete the entire contents of a custom dictionary:

1. Select [EDIT] for the appropriate dictionary.
2. Delete any words from the Correction field.
3. Select inside the Correction field and type an asterisk.

4. Select [DELETE] in the auxiliary menu. The message "Please confirm deleting all words in Edit Dictionaries: [YES/NO]" appears in the desktop message area.
5. Select [YES] to delete the contents.

---

## Viewing the contents of a dictionary

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There are several reasons to view the contents of a dictionary: to correct spelling errors in a dictionary that has been created using [BATCH CHECK & ADD], to delete unnecessary words, or to add new words.

To view the contents of the dictionary:

1. Open the spelling checker window.
2. Open the spelling checker dictionaries folder and select the icons of the dictionaries to be viewed.
3. Select [MAKE DOCUMENT] in the spelling checker auxiliary menu. A document containing the contents of each dictionary selected, in alphabetical order, appears on the desktop.
4. Press <OPEN> to view the contents of the document. This document can be edited and printed.

**Note:** The contents of the American English dictionary cannot be viewed.

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### 3. Property/option sheets and windows

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This chapter describes the property sheets, option sheets, and windows related to VP Spelling Checker.

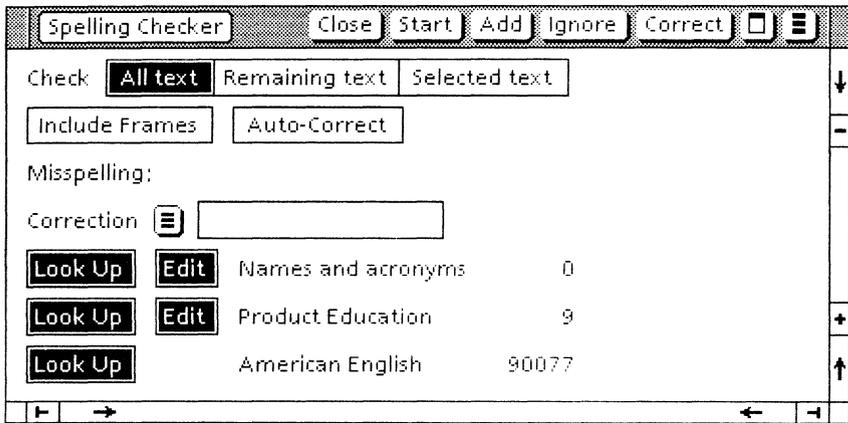


Figure 3-1 Spelling checker window

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## Spelling checker window

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The spelling check process is controlled by selecting commands and options within the spelling checker window. Like other windows associated with the 6085/8010 workstation, this window can also be adjusted and moved.

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### Window commands

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The following is a description of the window menu commands located at the top of the spelling checker window in the gray area.

#### **[CLOSE]**

Closes the spelling checker window and clears both the Auto-Correction list and the Ignore list.

#### **[START]**

Initiates the spelling checker process on the document in which text is selected. This command is replaced by [CONTINUE] once [START] has been selected.

#### **[CONTINUE]**

Restarts the spelling checker process at the point where it stopped to display a misspelled or unknown word. This command replaces [START] in the window menu once [START] has been selected. After the current word has been corrected, [CONTINUE] must be selected before the session is continued. If text is corrected within the document instead of in the Correction field, the session is canceled, [CONTINUE] is replaced with [START], and a message is posted requesting the user to restart checking. When the session is complete, [START] replaces [CONTINUE].

**[ADD]**

Adds the word(s) listed in the Correction field to the dictionaries specified. Words longer than 40 characters cannot be added to the dictionaries. The word-count display for each edited dictionary is updated to reflect each edit.

**[IGNORE]**

Indicates to the spelling checker that the word listed in the Correction field should be ignored when subsequently encountered in this session.

**[CORRECT]**

Replaces the misspelled word displayed in the spelling checker window with the word manually corrected by the user in the Correction field.

**Note:** Selecting [CORRECT] without correcting the word in the Correction field has no effect.



Causes the window management commands to appear when the pointer is placed over the window management auxiliary menu and the left mouse button is held down. The sub-tab titled "Windows" in the VP Series reference library contains detailed information of the window management commands.

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## Auxiliary menu commands

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Causes the window commands that have been placed in the floating items auxiliary menu to appear when the pointer is placed over the menu and the left mouse button is held down. Window commands are placed in the floating items auxiliary menu when the window is not wide enough to accommodate the commands. There are also features that reside permanently in this menu and are unique to this application. They are described in the following paragraphs.

### [BATCH CHECK & ADD]

Adds all words not found in the dictionaries selected for lookup to the dictionary whose [EDIT] option is selected. This command can be used to create new dictionaries, build special-purpose dictionaries, add words to existing dictionaries, or to create a temporary dictionary for misspelled words.

### [DELETE]

Deletes the word(s) listed in the Correction field from the dictionaries whose [EDIT] option is selected. An asterisk causes all words in the editable dictionaries to be deleted. The word count display for each edited dictionary is updated to reflect each edit.

### [MAKE DOCUMENT]

Creates a document from the selected dictionary. The document icon contains the date and time it was created and how many words are in the document. Each word in the dictionary is listed in the resulting document.

**Note:** Capitalization may not match the original word entered; proper names and acronyms appear in lowercase letters.

## Window contents

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The window options, which are contained in the main area of the spelling checker window, are used to specify what text is checked for spelling errors and which dictionaries are used. This area also contains a field in which misspelled words can be corrected. The following is a description of the window options.

### Check

One of the following three options must be selected at any given time:

#### **[ALL TEXT]**

Checks all text in the document containing the caret. No matter where the caret is placed in the document, the spelling checker checks the document from the beginning to the end. If the caret is inside a text frame or table, only text in that frame or table is checked.

#### **[REMAINING TEXT]**

Checks all remaining text after and including the current selection. If the caret is inside a text frame or table field, only the remaining text in that frame or table field is checked. To use this option on an entire table or frame, the anchor of that table or frame must be selected.

**Note:** If the selection is in the middle of a word, the second half of the word is treated like a complete word.

#### **[SELECTED TEXT]**

Checks all text currently selected.

The following options can be selected when necessary:

#### **[INCLUDE FRAMES]**

Checks all text contained in anchored and unanchored text and graphic frames, tables, and captions within the document or frame being edited.

**[AUTO-CORRECT]**

Indicates to the spelling checker that the correction made to the word in the Correction field should be made automatically throughout the rest of the checking session. [AUTO-CORRECT] can be deselected if the user does not want the spelling checker to remember a specific correction. The Auto-Correct list is cleared when the spelling checker window is closed.

**Misspelling**

Separately displays each word not found in the dictionaries specified for lookup, in read-only format.

**Correction**

Initially displays the same word as the Misspelling field. After this word is edited, [IGNORE], [CORRECT], [ADD], or [DELETE] should be selected. The spelling checker reads the first 40 characters in the Correction field.



The alternative spellings generator is represented by the auxiliary menu symbol near the Correction field in the spelling checker window. When the pointer is over this menu and either mouse button is held down, the menu lists alternative spellings for the word currently listed in the Correction field. Selecting one of the alternatives listed causes the word in the Correction field to be replaced by the word selected. These alternatives are generated algorithmically by the spelling checker, using the dictionaries selected for lookup as the source.

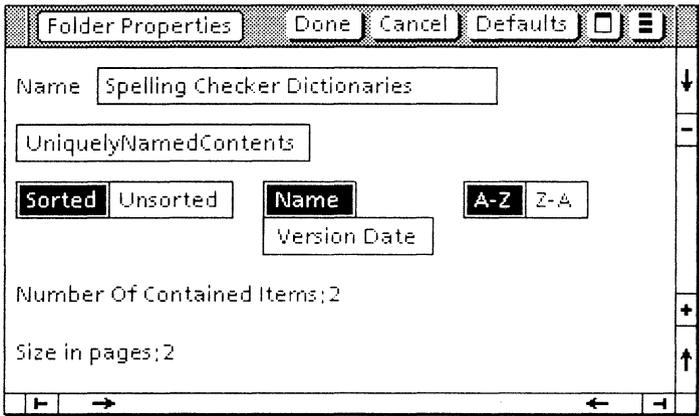
**[LOOK UP]**

When a dictionary's [LOOK UP] option is selected, it indicates that the dictionary is used to look for unknown words.

**[EDIT]**

When a dictionary's [EDIT] option is selected, it indicates that the contents of the dictionary will be modified when [ADD], [BATCH CHECK & ADD], or [DELETE] is selected. The word-count display for each edited dictionary is updated to reflect the edits.

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**Figure 3-2 Spelling checker dictionaries folder window**

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## Spelling checker dictionaries folder window

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This window displays a list of custom dictionaries, their version number, and the date the spelling checker was last used. This information is updated each time a dictionary is changed, added, or deleted. Like other windows associated with the 6085/8010 workstation, this window can also be adjusted and moved.

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### Window commands

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The following is a description of the window menu commands located at the top of the folder window in the gray area.

#### [CLOSE]

Closes the spelling checker dictionaries folder window and clears both the Auto-Correction list and the Ignore list.

#### [REDISPLAY]

Updates the contents of the window and displays its current state.



Causes the window management commands to appear when the pointer is placed over the window management auxiliary menu and the left mouse button is held down. The sub-tab titled "Windows" in the VP Series reference library contains detailed information of the window management commands.



Causes the window commands that have been placed in the floating items auxiliary menu to appear when the pointer is placed over the menu and the left mouse button is held down. Window commands are placed in the floating items auxiliary menu when the window is not wide enough to accommodate the commands. There are also features that reside permanently in this menu and are unique to this application. They are described in the following paragraphs.

**[SHOW COVER SHEET]**

Causes the document's cover sheet to appear when the document is opened.

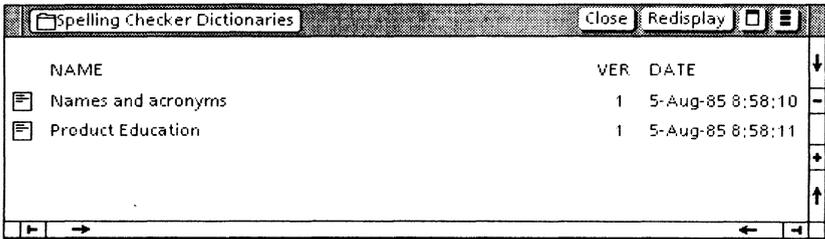
## Window contents

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The following shows the format and type of information displayed in the main display area of the folder window.

	NAME	VER	DATE
	Names and acronyms	1	30-Jul-85 9:24:56
	Product Education	1	30-Jul-85 9:24:56

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**Figure 3-3 Spelling checker dictionaries folder property sheet**

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## Spelling checker dictionaries folder property sheet

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The spelling checker dictionaries folder is controlled by selecting commands and options within its property sheet. Like other windows associated with the 6085/8010 workstation, this window can also be adjusted and moved.

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### Window commands

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The following is a description of the commands located at the top of the property sheet in the gray area.

#### [DONE]

Closes the property sheet and applies the properties set on it. If any information is incorrect, the property sheet remains open and displays an error message.

#### [CANCEL]

Closes the property sheet without applying any changes to the properties.

#### [DEFAULTS]

Resets the properties to the preassigned settings.



Causes the window management commands to appear when the pointer is placed over the window management auxiliary menu and the left mouse button is held down. The sub-tab titled "Windows" in the VP Series reference library contains detailed information of the window management commands.



Causes the window commands that have been placed in the floating items auxiliary menu to appear when the pointer is placed over the menu and the left mouse button is held down. Window commands are placed in the floating items auxiliary menu when the window is not wide enough to accommodate the commands. There are also features that reside permanently in this menu and are unique to this application. They are described in the following paragraphs.

## Properties

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The following is a list of the properties.

### Name

Provides a means of identifying the folder. It appears on the icon and in filing windows. To change the name, edit the text in the box in the normal way (select it, delete it, type new text, and so forth.)

### [UNIQUELYNAMEDCONTENTS]

Ensures that all objects placed in the folder have unique names. An object whose name matches an object already in the folder will not be allowed to be moved or copied into the folder.

**Note:** This option can be selected only for an empty folder or one that contains uniquely named objects.

### [SORTED/UNSORTED]

[SORTED] instructs the system to sort the objects contained in the folder.

[UNSORTED] instructs the system not to sort the objects contained in the folder.

When [SORTED] has been selected, the following additional options appear:

**[NAME]**

[NAME] (sorting by name) designates a method by which the objects of the folder may be sorted. The folder objects may be sorted in ascending [A-Z] or descending [Z-A] order.

**[A-Z Z-A]**

[A-Z] [Z-A] indicate methods by which the objects of the folder may be sorted (ascending or descending order).

**[VERSION DATE]**

[VERSION DATE] (sorting by date) designates a method by which the objects of the folder may be sorted.

**Number Of Contained Items**

Shows the number of objects contained in the folder.

**Size in pages**

Shows the number of pages contained in the folder.

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