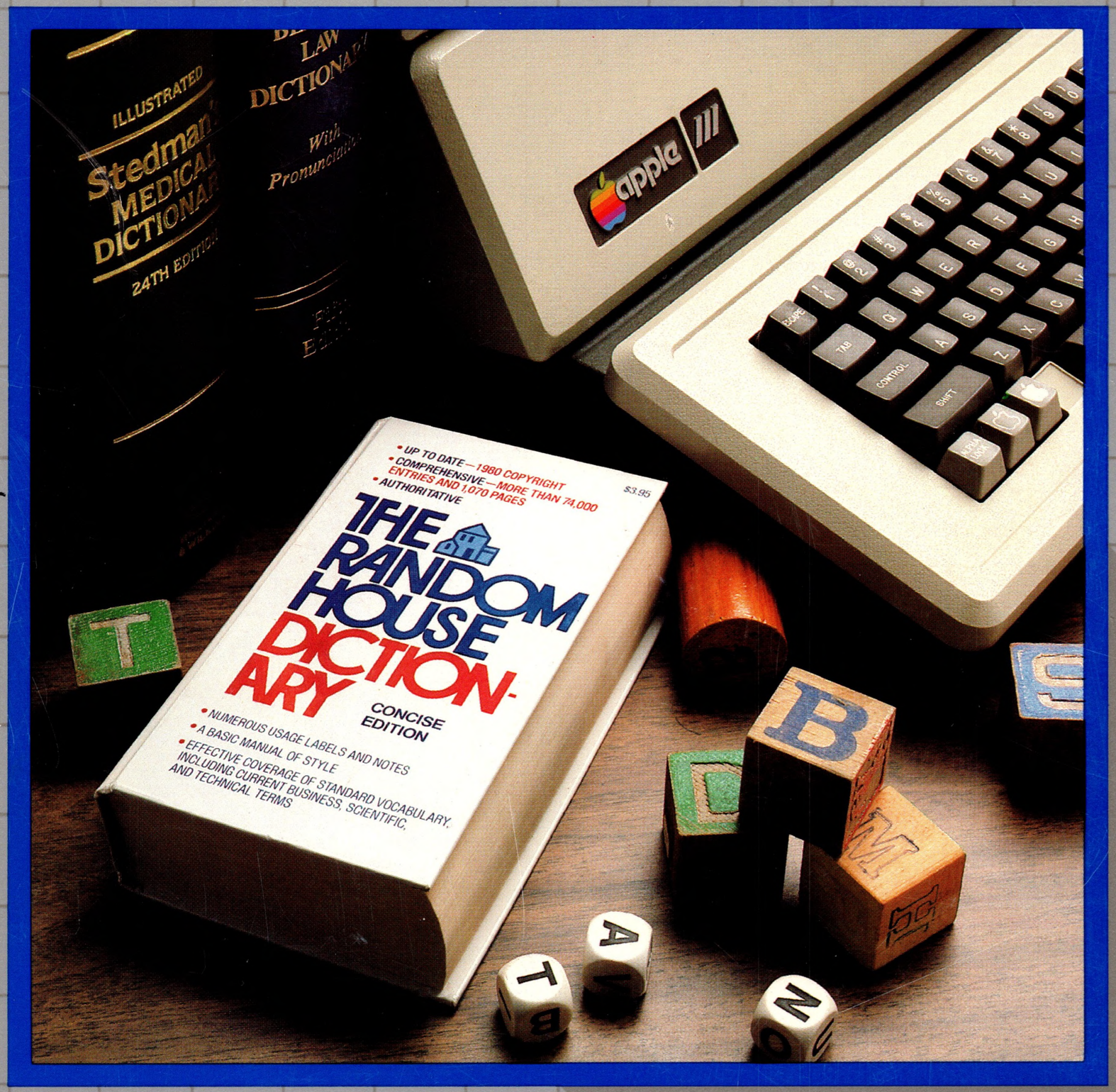
Apple ///

Apple Speller ///



Customer Satisfaction

If you discover physical defects in the manuals distributed with an Apple product or in the media on which a software product is distributed, Apple will replace the documentation or media at no charge to you during the 90-day period after you purchased the product.

In addition, if Apple releases a corrective update to a software product during the 90-day period after you purchased the software, Apple will replace the applicable diskettes and documentation with the revised version at no charge to you during the six months after the date of purchase.

In some countries the replacement period may be different; check with your authorized Apple dealer. Return any item to be replaced with proof of purchase to Apple or an authorized Apple dealer.

Limitation on Warranties and Liability

Even though Apple has tested the software described in this manual and reviewed its contents, neither Apple nor its software suppliers make any warranty or representation, either express or implied, with respect to this manual or to the software described in this manual, their quality, performance, merchantability, or fitness for any particular purpose. As a result, this software and manual are sold "as is," and you the purchaser are assuming the entire risk as to their quality and performance. In no event will Apple or its software suppliers be liable for direct, indirect, incidental, or consequential damages resulting from any defect in the software or manual, even if they have been advised of the possibility of such damages. In particular, they shall have no liability for any programs or data stored in or used with Apple products, including the costs of recovering or reproducing these programs or data. Some states do not allow the exclusion or limitation of implied warranties or liability for incidental or consequential damages, so the above limitation or exclusion may not apply to you.

Copyright

This manual and the software (computer programs) described in it are copyrighted by Apple or by Apple's software suppliers, with all rights reserved. Under the copyright laws, this manual or the programs may not be copied, in whole or part, without the written consent of Apple, except in the normal use of the software or to make a backup copy. This exception does not allow copies to be made for others, whether or not sold, but all of the material purchased (with all backup copies) may be sold, given or loaned to another person. Under the law, copying includes translating into another language.

You may use the software on any computer owned by you but extra copies cannot be made for this purpose. For some products, a multi-use license may be purchased to allow the software to be used on more than one computer owned by the purchaser, including a shared-disk system. (Contact your authorized Apple dealer for information on multi-use licenses.)

Product Revisions

Apple cannot guarantee that you will receive notice of a revision to the software described in this manual, even if you have returned a registration card received with the product. You should periodically check with your authorized Apple Dealer.

© 1983 Apple Computer, Inc.
20525 Mariani Avenue
Cupertino, California 95014

This manual is copyright 1983 by Apple Computer, Inc., 20525 Mariani Avenue, Cupertino, California 95014. The software is copyright 1982 by Sensible Software, 6619 Perham Drive, West Bloomfield, Michigan 48033. *The Random House Dictionary*, Concise Edition, is copyright 1980, 1978 by Random House, Inc.

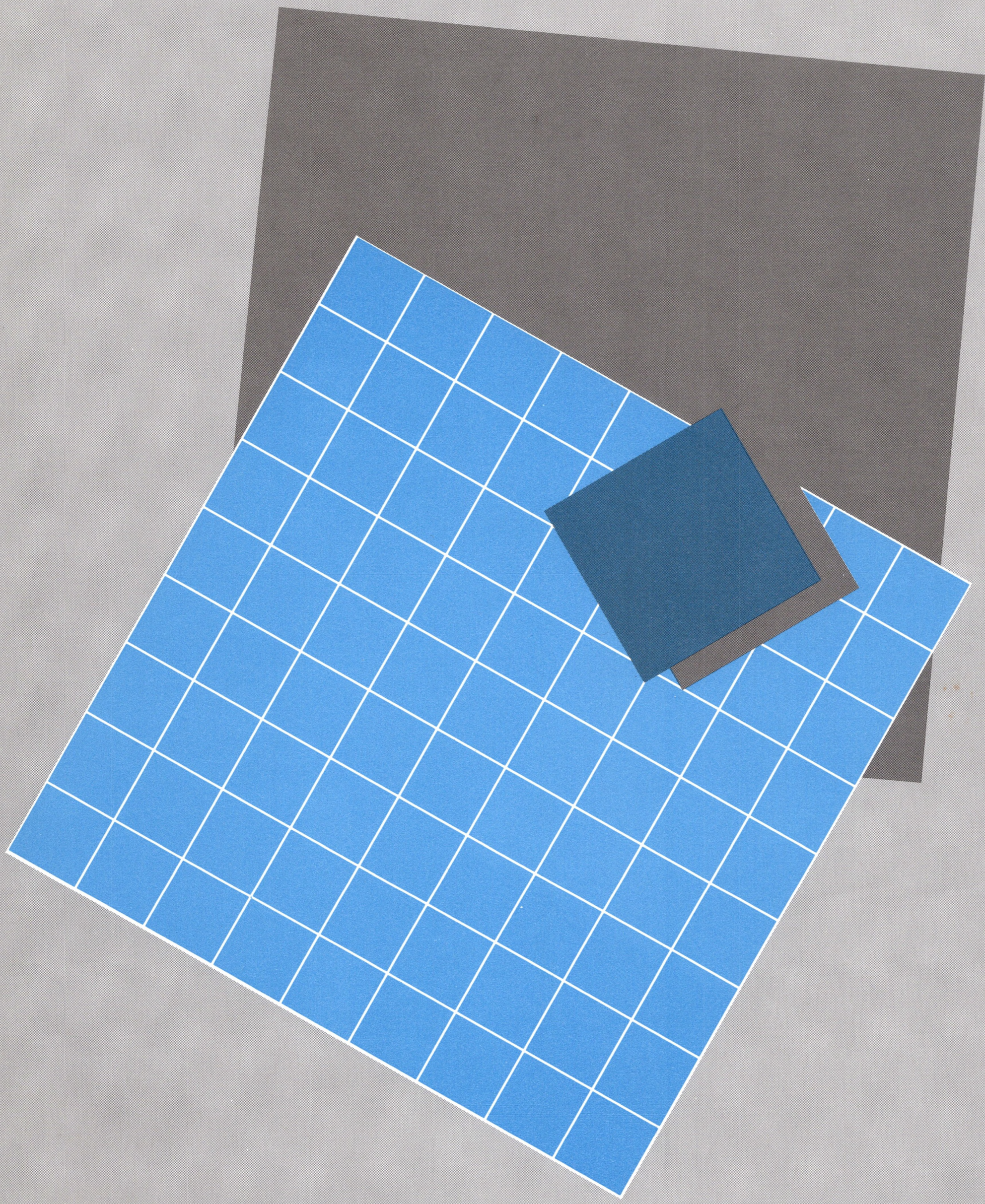
Random House, and Random House Dictionary are registered trademarks of Random House, Inc. Apple and the Apple logo are registered trademarks of Apple Computer, Inc.

Simultaneously published in the U.S.A. and Canada. All rights reserved.

Reorder Apple Product #A3D0024

Apple *III*

Apple Speller III



Contents

How to Use This Manual v

A Personal Note vii

1 Meet Your Apple Speller III 1

A. Introducing Apple Speller III 3
B. How It Works 4
C. What It Won't Do 16
D. Faster and Faster 16
E. Dictionaries, Dictionaries, Dictionaries 17
F. What You Need to Get Started 19

2 A Tutorial on the ABC's of Apple Speller III 21

A. Getting Started 23
B. Reading the Main Menu 26
C. Moving Around the Speller Menu 27
D. Using the Electronic Dictionary 30
E. Checking a Document for Spelling 36
F. Searching the Dictionary 44
G. Guessing at the Spelling of a Word 46
H. Replacing a Word 48
I. Listing Words from a Dictionary 49
J. Ignoring a Word 57
K. Marking a Misspelled Word 58
L. Adding a Word to a Dictionary 59
M. Leaving the Speller Program 68

3 **The Speller Program** 69

A. Overview 71
B. Entering Information 73
C. Locating a Document or Dictionary 75
D. Sending a List to the Screen, a Printer or a File 79
E. Escaping and Quitting 81
F. Checking the Spelling of a Document 82
G. Listing Words from a Dictionary 97
H. Adding Document Words to a Dictionary 99
I. Deleting Document Words from a Dictionary 99
J. Turning Options On or Off 100
K. What Else the Speller Can Do 101
L. What the Speller Can't Do 102
M. Summary of Speller Commands 103

4 **The Utilities Program** 107

A. What the Utilities Program Can Do for You 109
B. Starting the Utilities Program 109
C. Dictionary Maintenance 110
D. Changing the Speller Setup 117
E. Modifying the Speller Character Set 126
F. Saving the New Speller Setup 129

5 **Handling Problems** 131

Appendixes 141

A. Using the Speller on Your ProFile 141
B. Using the Speller from Apple Writer III 142
C. Communicating with Your Printer 143

Some Key Terms 145

Index 153

Quick Reference Card

How to Use This Manual

To Get a Quick Overview

Read Chapter 1, Meet Your Apple Speller III (page 1).

To Learn the Basics

Do the Tutorial on the ABC's of Apple Speller III (Chapter 2, page 21).

For complete details, turn to Chapter 3, The Speller Program (page 69).

To Customize the Speller

To adapt the program to your particular needs, refer to Chapter 4, The Utilities Program (page 107).

If You Run into Problems

To correct errors, turn to Chapter 5, Handling Problems (page 131).

To Find out More

For a definition of a word, or an explanation of a new term, look it up in the glossary, Some Key Terms (page 145).

For more details, please use the Index (page 153).

For a Quick Reference

You can tear out the Quick Reference Card at the back of the manual and prop it up between your monitor and keyboard. That card sums up the commands you need to run the Speller program.

A Personal Note

Skip this if you're in a hurry. This is just something I thought of as I wrote the manual.

The first word I ever spelled was *bus*. I learned it bouncing around in the back seat of my family's Buick, on the six-hour trip home from our summer place, a run-down farm we'd inherited north of Boston. I'd heard about spelling in kindergarten, and I knew my letters, but I wasn't interested in spelling. Then I saw a bus go by, and I said,"How do you spell that?"

My mother said, "B-U-S."

I repeated these sounds about a dozen times. I began to see that those were letters, in a chain.

I asked my uncle how to spell *bus*.

He said, "B-U-S, bus."

So I said, "B-U-S, bus," so many times I forgot what *bus* meant; I just knew how to spell it. Then I learned *car* too. I'd gotten the hang of spelling.

When I was a little older—around six—my uncle sat me on his lap and showed me how to read. Every night he drank his cocktail and we read together. He showed me how to see little words in big ones, and how to sound them out, and how to learn a new one.

"Just say it out loud while you're looking at it. Then spell it out, letter by letter, while you're looking at the letters." And sure enough, it worked. Now I can spell almost anything.

I remember one friend who had trouble with spelling. He always tried to memorize the whole word at once, as if words were a bunch of pictures. Naturally, he had a hard time remembering the ones he didn't see very often. When he grew up, he got a job building and repairing computers.

Learning to use a computer is a little like learning a new language. I still remember the small room at Indian Mountain School where I memorized my lists of Latin words. There were about six of us in there. Big wooden desks, with years of names carved into them. The teacher kept us quiet. I'd whisper the word to myself, and spell it out, and write it, and then I'd cover up the book, and try to write it out right. After half an hour, I'd feel like I was floating. It was like taking a nap but staying awake. Looking back, I'd say that relaxation was what let me learn.

My aunt hated relaxing. It was a bad word for her. If you wanted to say something about it, you'd have to spell it out so she wouldn't notice you'd said it. "Just R-E-L-A-X," my mother would say, raising her eyebrows so I knew my aunt wasn't supposed to hear.

Some parents switch into the language of the old country when they want to hide stuff from the kids. Mine just spelled things out. "C-A-N-D-Y, and B-A-T-H, and B-E-D."

In first grade we had to learn how to spell *See Spot run*. I thought those books were really boring. I wanted to make Spot run right out the door. It was hard enough holding those extra-wide black pencils, and keeping the pulpy paper down. But getting the letters on those blue lines was too much. And remembering which way *d* and *b* went!

I couldn't understand why my letters didn't look like those yellow ones on the green borders over the blackboard. My teacher couldn't either. She said I was sloppy.

My handwriting didn't improve much. I learned a scrawl, and I could print. My grammar school teachers complained a lot. That's why I was so glad to get a typewriter from my father when I graduated from eighth grade. Now anyone could see what I meant—and they could tell it was spelled right, too. Since then, I've typed almost everything except notes and checks.

Using that typewriter, I've written a dozen books and taught people how to write and spell. I used my typing skill to get a job as a secretary. I used it to put myself through graduate school. I'm still using it as a professional writer.

Gradually, I've seen correct spelling become automatic for me—a habit. Of course, I still make typos and overlook them. Not many. But enough so I'd like to get rid of them before I send out an important letter or report.

For instance, I'm writing this manual on the Apple III Personal Computer, using the Pascal Text Editor. Later I'll use the Apple Speller III to check my spelling. I'm sure it will find some goof. I ain't perfect.

But neither is the Apple Speller III. I've seen that it has to learn new words, too. Some aren't in the dictionary. Some are people's names and addresses.

The Speller learns new words pretty fast. And it listens to me when I tell it how I want it to work. It's a good student.

So what's it like to begin using the Speller? Well, I'll tell you one thing. It's easier to learn to use the Apple Speller III than to go through first grade again.

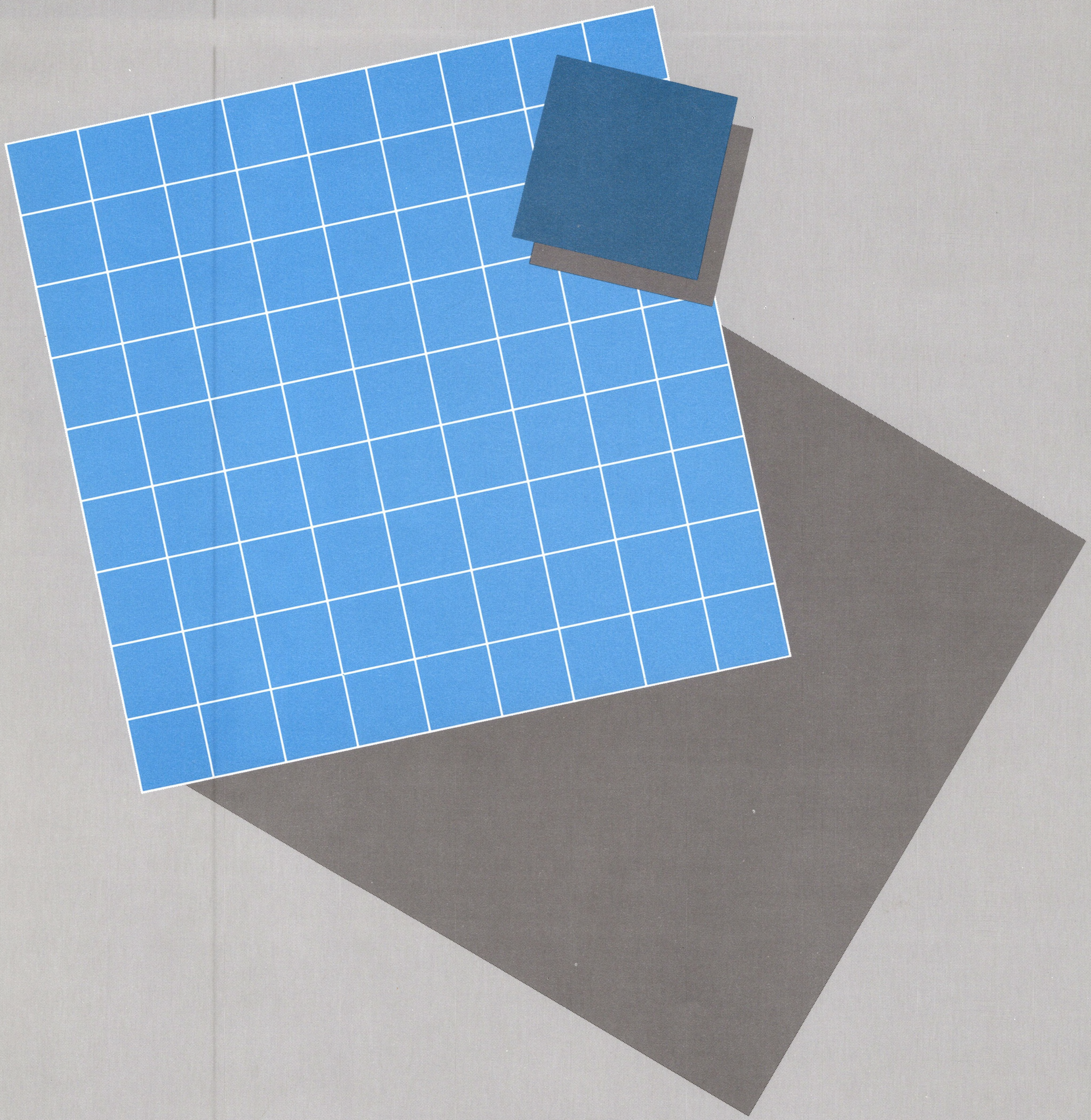
—Jonathan Price

A Personal Note

Chapter 1

Meet Your Apple Speller III

A.	Introducing Apple Speller III	3
B.	How It Works	4
C.	What It Won't Do	16
D.	Faster and Faster	16
E.	Dictionaries, Dictionaries, Dictionaries	17
F.	What You Need to Get Started	19



Chapter 1

Meet Your Apple Speller III

This chapter introduces Apple Speller III. You'll find out how it works, what's in the electronic dictionaries, what the program won't do, and what you need to get started.

A. Introducing Apple Speller III

Correct spelling's no virtue. But it can add a little polish to your prose.

Misspelled words tend to make your writing look unfinished, slapdash. Typos, cross-outs, penciled corrections—these all draw attention to themselves. They distract the reader from your point.

That's why we developed Apple Speller III. It spots any word that's not in *The Random House Dictionary*, Concise Edition. And it helps you pick out the right spelling by showing you a list of similar words that are in the dictionary. It will even take a guess at the correct spelling.

It also lets you add words to the dictionary—specialized terms, brand names, project titles. You can create small dictionaries for people's names, addresses, special abbreviations. In this way, you can develop a personal spelling checker, one that seems to know your business, and can help you clean up anything you write.

What are the advantages of using Apple Speller III?

- Accuracy. After using Apple Speller III, you can feel confident that you haven't let any misspellings creep through.
- Speed. Apple Speller III is much faster than a proofreader.
- Helpfulness. It provides the correct spelling of words you're not sure of.
- Neatness. No more white-outs and scratch-overs. All your presentations will look professional.
- Expandability. You can make up a new dictionary with technical terms you use a lot—even if they aren't in *The Random House Dictionary* yet.

B. How it Works

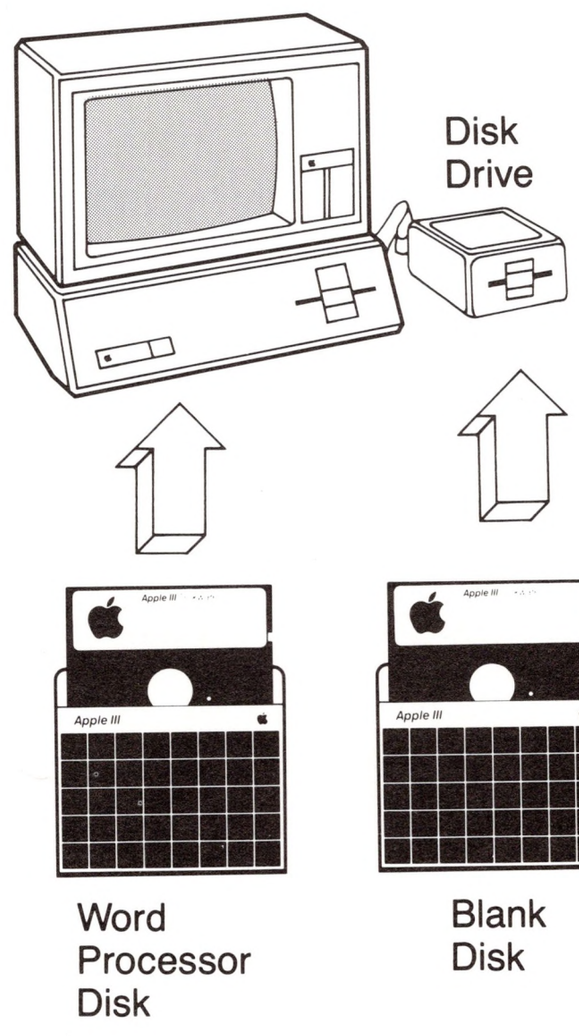
In general, Apple Speller III works by reading through a document, making a list of the words in it, checking those against the dictionary, then letting you deal with the words that weren't found in the dictionary. Here's what you do:

1. Use your word processor to create a document.
2. Save that document on your disk.
3. Put your Apple Speller III program disk in the built-in drive and your document disk in the external drive.
4. Tell the Speller which document on that disk you want checked for spelling. The Speller then reads the document, and makes up a list of the words in that document—excluding duplicates.
5. Remove your program disk and put in your dictionary disk. (This has several dictionaries on it.)
6. Tell the Speller which dictionary to use. The Speller then checks each document word against the dictionary to find which words aren't in the dictionary.

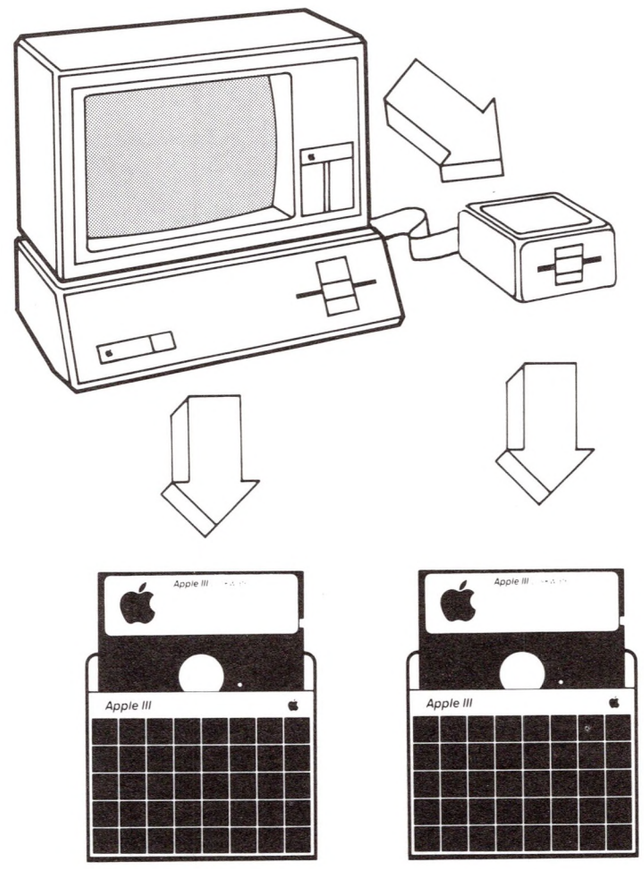
7. Repeat steps 5 and 6 as often as you want, checking the words against several dictionaries. In this way you'll find more words get recognized, so you've reduced the number of words you have to deal with when you start correcting them.
8. Look at each suspect word—in context. (The Speller shows you three lines of text at a time, with the unrecognized word highlighted.)
9. Have the Speller guess the word you meant. Or, if you think you've mistaken more than one or two letters, have the Speller give you a list of all similar words in the dictionary. In this way, you can pick out the correct spelling.
10. Decide what to do about the highlighted word. You can
    - Replace it with the correct spelling.
    - Mark it as misspelled. (Then you can find the mark later, using your word processor, and correct the spelling.)
    - Ignore it for now. (Perhaps it's spelled right, even though it's not in the dictionary.)
    - Add it to a dictionary. (Perhaps it's right, and you want it recognized from now on.)
11. Repeat 8, 9, and 10 until you've handled every suspect word.
12. Use your word processor to correct any words you marked.

Here are a series of diagrams showing you what you have to do and what the Speller does in response as you have it check the spelling in your document.

These sketches cover the basics—you'll find more details in our tutorial (Chapter 2) and in the reference material (Chapter 3).

You Do This	The Speller Does This
1. Start your word processor. Apple III  Put your word processing program disk in the built-in drive and a blank disk in the external drive.	

2. Send text to disk.

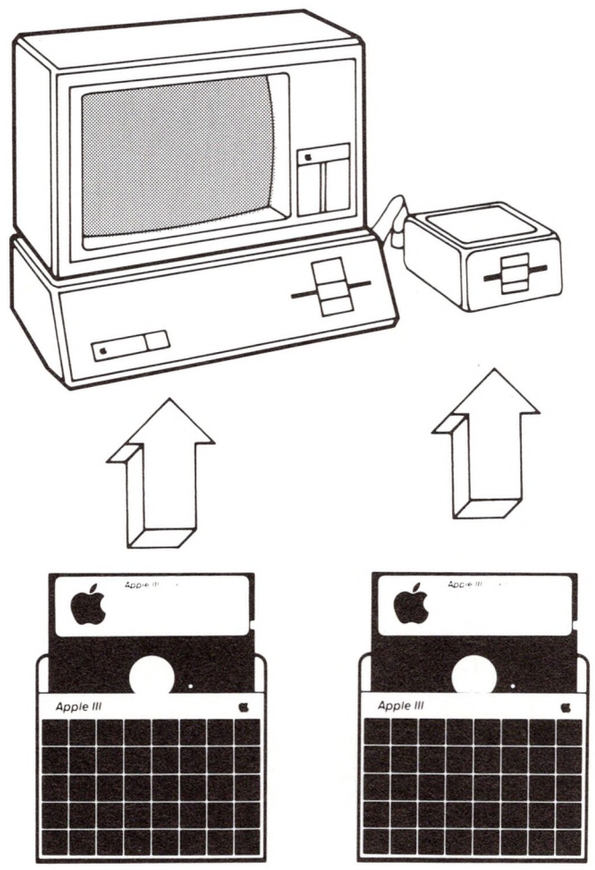


Word Processor Disk

Letter Disk

Write a letter and send it to the disk in the external drive. Remove your word processing program.

3. Start Apple Speller III.

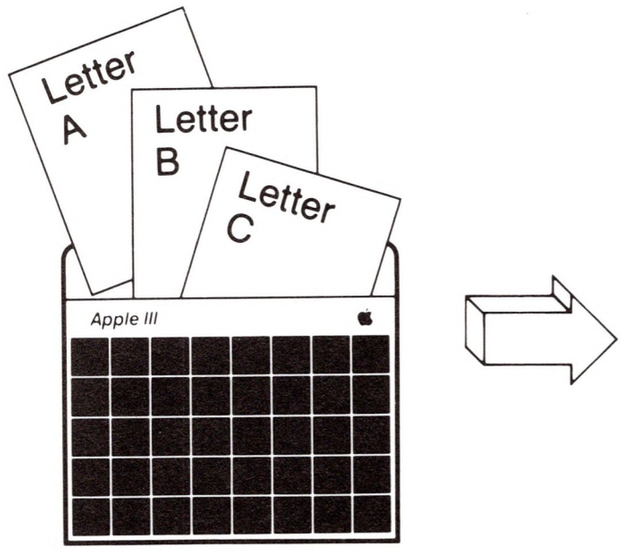


Apple Speller III Disk

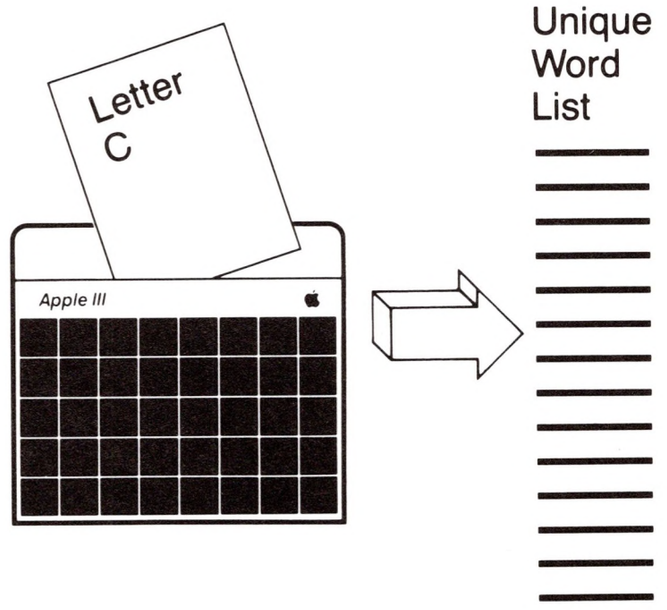
Letter Disk

Put Apple Speller III into your built-in drive. Leave the disk containing your letter in the external drive.

4. Select document.

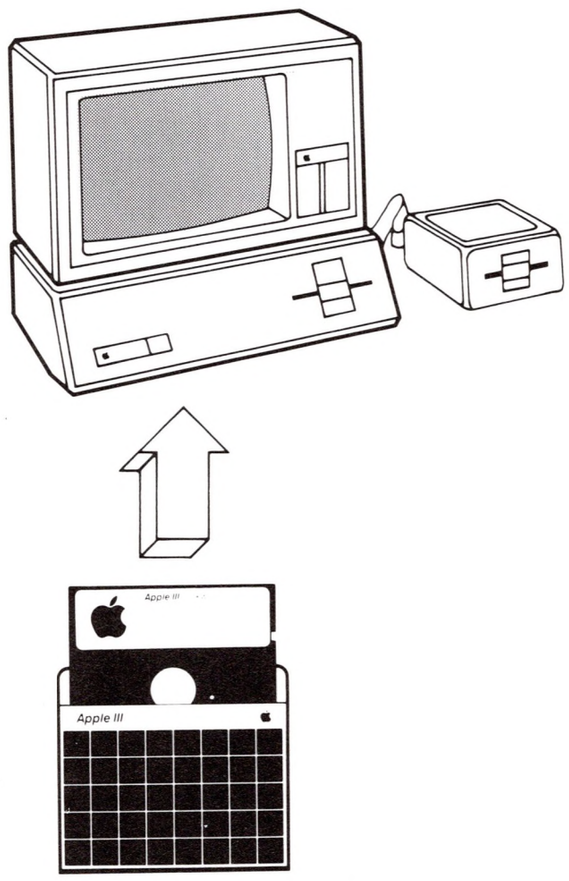


Tell the Speller which document on that disk you want it to check.



The Speller makes an alphabetical list of the words in your document—excluding duplicates. We call this your unique word list.

5. Put in dictionary disk.

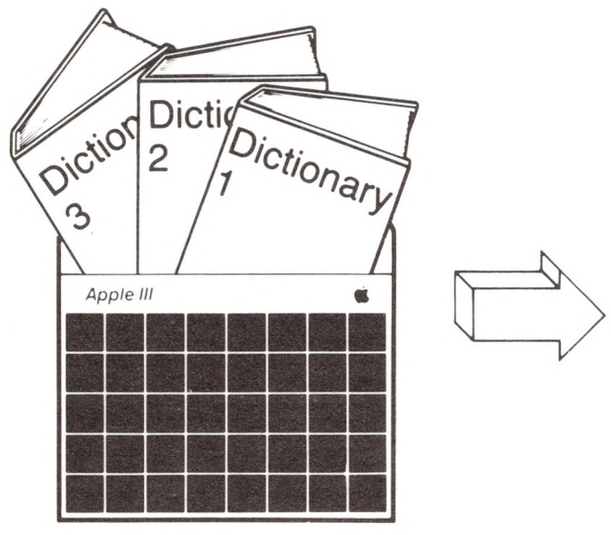


Dictionary
Disk

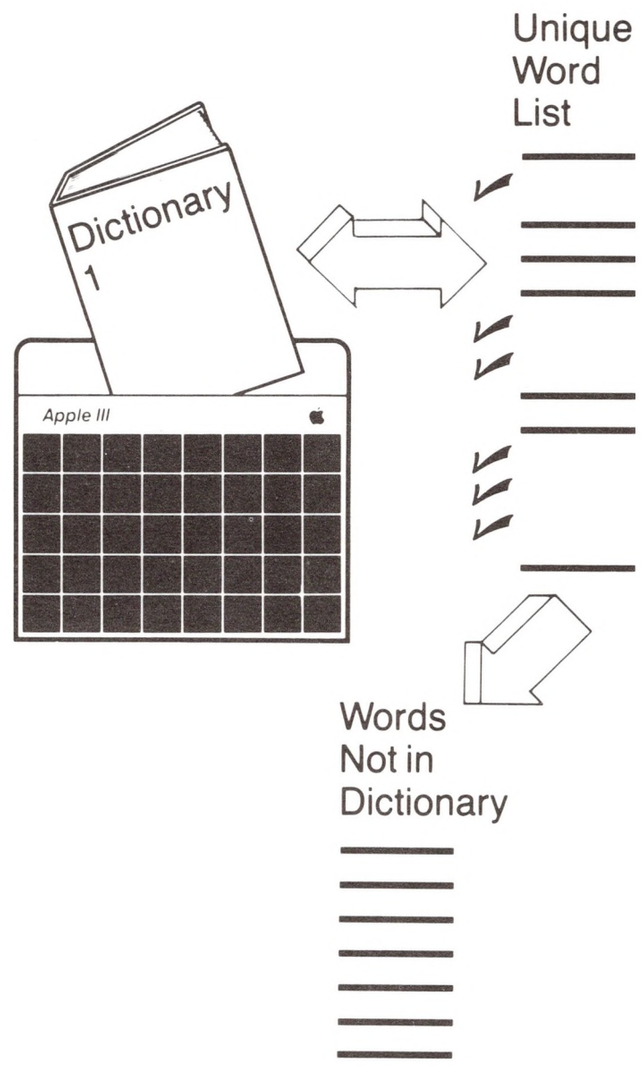
Remove Apple Speller III program disk and put in a Random House dictionary disk.

How It Works

6. Select a dictionary.



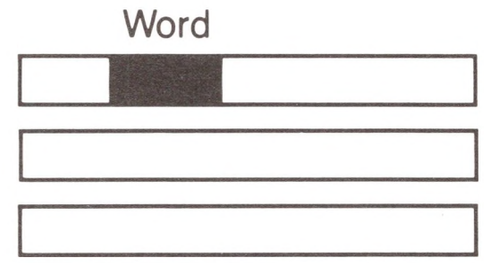
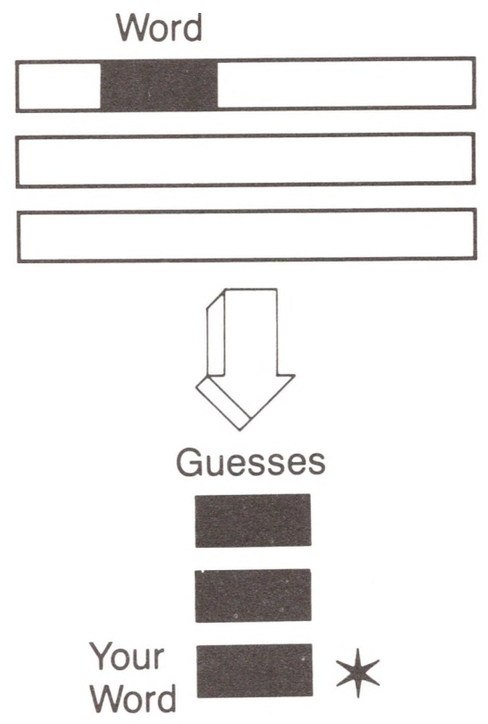
You pick the dictionary you want to use. (There are several on the disk.)



The Speller compares the unique word list with the dictionary to discover which words aren't there.

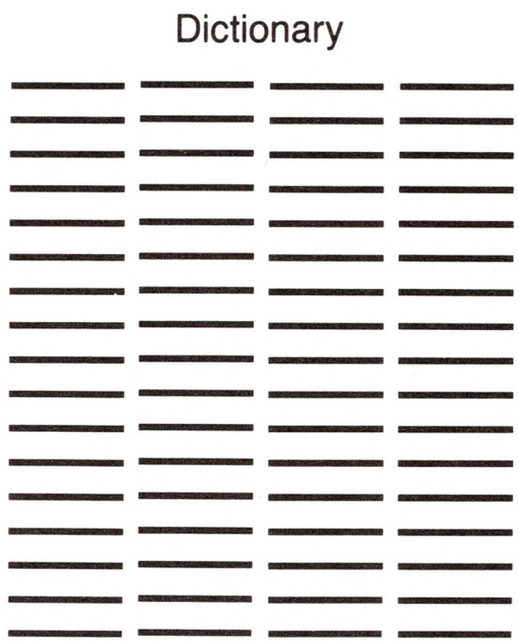
7. Repeat 5 and 6 as often as you want, with various dictionaries, to reduce the number of unrecognized words.

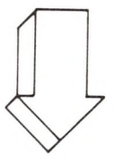
Using more dictionaries means more words will be recognized as correct. (That way you'll have fewer words to look at when correcting.)

8. Examine highlighted words. You look at the unrecognized word in context and decide what to do about it.	 The Speller shows you three lines of your text with highlighting around the unrecognized word.
9. Have Speller guess word. If you're not sure of the spelling, you can now have the Speller guess which word you meant—or list out similar words from the dictionary.	 The Speller guesses at the correct spelling of your word. (But it will not guess right if you mistyped more than one or two letters.)

9. (alternate)

List words from a dictionary.





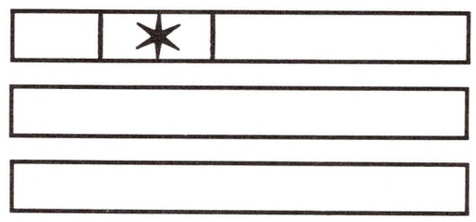
Possible Words with PPL

```
APPLE
APPLICA------
APPL---
--PPL------
--PPL---
--PPL----
------
----
----------
```

If the Speller can't guess what you meant, you can have it look up all the words that come close. Spell out the pattern you want matched; the question mark stands for a single letter you are not sure of, the equal sign for any number of letters.

The Speller shows you every dictionary word that matches the pattern. You spot the word you're after.

10. Replace misspelling with correct spelling.



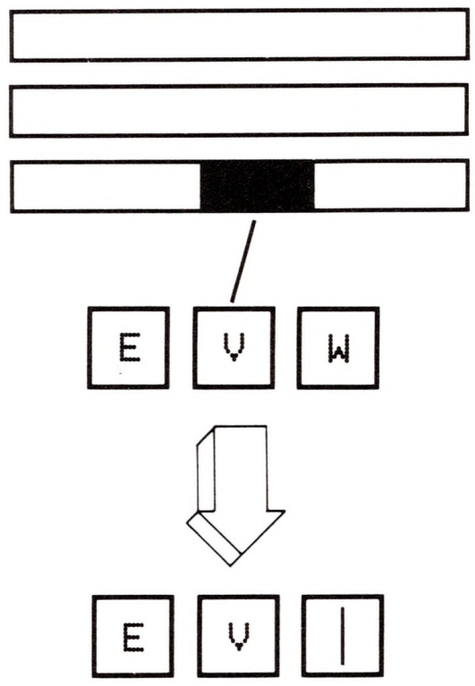
You can now do something about the spelling of the word. In this case, you type in the correct version.

The Speller replaces the misspelling with the correct spelling.

10. (alternate)

Mark the word as misspelled.

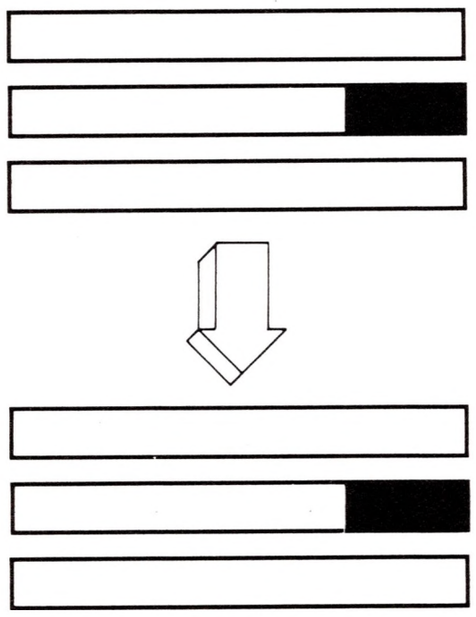
You tell the Speller to replace the last letter of the word with a distinctive symbol—the vertical bar, here. Then when you go back to your word processor, you can search for the mark and correct the word.



10. (alternate)

Ignore the word.

If you decide the word's spelled right, even if it's not in the dictionary, you can leave it as it is. It's OK.



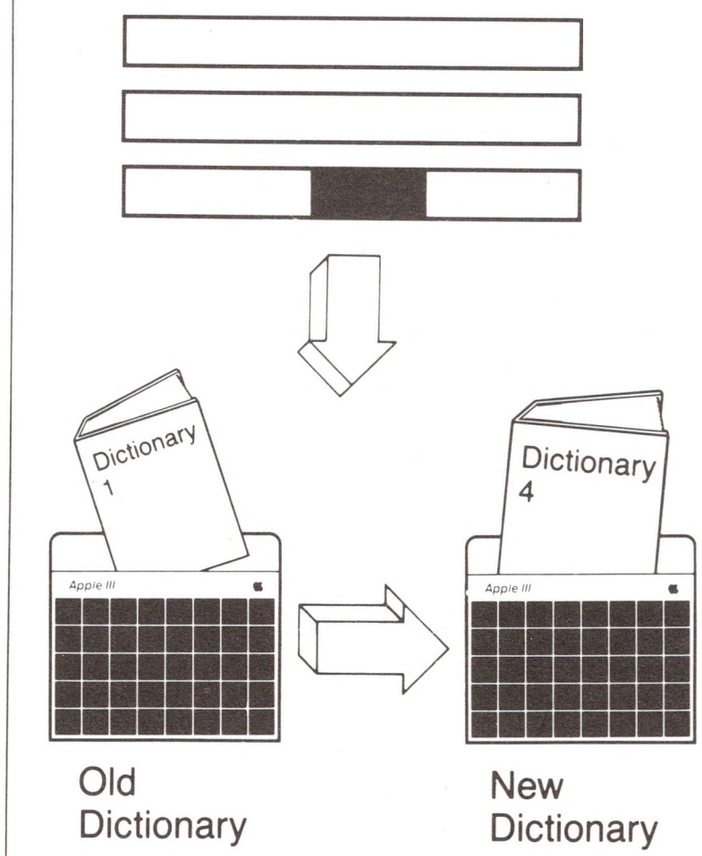
10. (alternate)

Add the word to a dictionary because it's correct and will be used in the future.

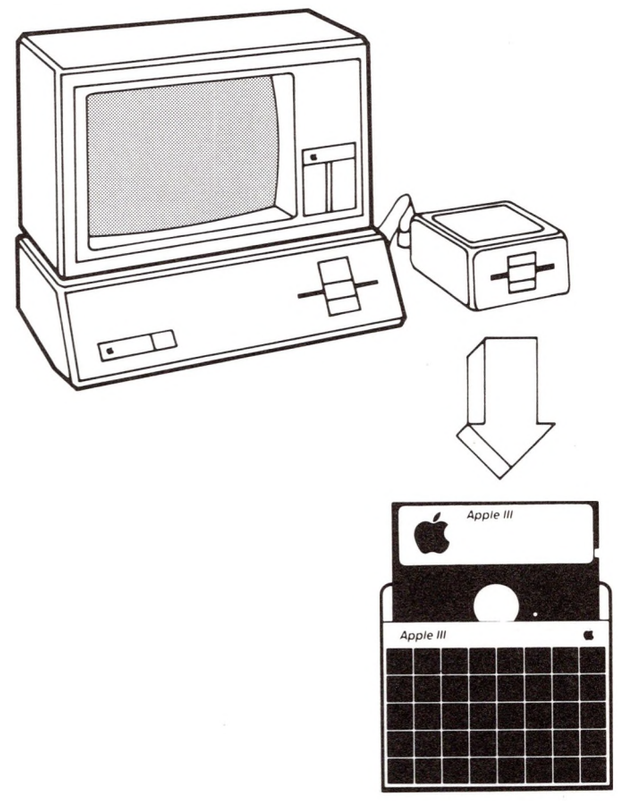
a. Decide what dictionary to add word to.

b. Tell the Speller the new dictionary's name.

You can tell the Speller that this word is all right and should be added to the dictionary.



11. Repeat 8, 9, and 10 until all words have been looked at.

12. Remove cleaned-up text. You can remove your corrected document now. And if you marked some words, you can now go back to your word processing program, search for the marks, and correct those words, too.	 Letter Disk

In addition to checking a document for spelling, Apple Speller III can help you in a number of other ways:

- Looking up a word. When you're writing something and want to know how to spell a word, you can look it up in the electronic dictionary. Faster than paging through a book.
- Expanding a dictionary. You can expand your dictionary to include special terms, abbreviations, people's names and addresses—whatever words you use a lot, that aren't in *The Random House Dictionary*, Concise Edition.
- Creating new dictionaries. You can create small special dictionaries of words you only use once in a while—terms you don't want cluttering up your main dictionary. You can add every word in a document to a dictionary, or subtract words from a dictionary; you could use this function when you rename a whole line of products.
- Grooming dictionaries. You can combine two dictionaries, subtract one from another, or create a totally empty dictionary (ready for any new words you come up with while checking the spelling of a document). And you can have the Speller make sure that a dictionary has not been garbled—that it still works properly.

- Customizing the Speller. You can modify the assumptions the program makes, so that it expects your document or dictionary to be in a certain drive or volume. You can have the video turned off at times to speed up processing, change the character set used by the program, or change the symbol used to mark misspelled words. In this way, you can tailor the program to your own tastes.

C. What It Won't Do

Apple Speller III won't spot grammatical booboo's. If it's in the dictionary, the program figures it's OK. For instance, the system wouldn't know there's something wrong with

- I have there report.
- Its two much.
- Your write.

Every word's in the dictionary, so they all pass.

And the Speller won't warn you about questions of taste. The system does not act as an editor—it just checks your spelling.

D. Faster and Faster

Apple Speller III works on any Apple III with any word processing software that uses Apple's Sophisticated Operating System (SOS).

You'll find Apple Speller III reads most documents and dictionaries faster than other spelling programs. But we've designed it so that it can move even faster when you turn off a lot of your options (by using the Utilities program), faster still when you write with Apple Writer III, and much faster when you expand your Apple III computer's memory to 256K or add a ProFile.

The Utilities program lets you tell the Speller where to look for your document and dictionaries. That way you don't have to type in their locations and names every time. And since filling up the screen with text takes time and slows down the process of checking the spelling, the Utilities program gives you the option of having the screen go blank while the computer looks up words. That speeds up the process. (You can also turn off the screen at any point while using Apple Speller III by pressing the CONTROL key at the same time as the 5 on the numeric keypad.)

And you can get the Speller program to run a little faster if you use Apple Writer III. If you're drafting a letter with Apple Writer and you want to stop to check the spelling, you can do so without leaving Apple Writer. That way, the Speller will already know what document to check for spelling and won't have to stop to ask you its name and location.

If you add a ProFile rigid disk, it's so big you can put all your dictionaries together and read them very quickly. That eliminates the job of pulling one dictionary disk out and putting in the other. It also speeds up the process of searching your document.

E. Dictionaries, Dictionaries, Dictionaries

With your Apple Speller III you get the electronic version of *The Random House Dictionary*, Concise Edition. We've sorted its 81,000 words into three main categories: common, not-so-common, and rare. Those groups show up on the two disks as RANDOM.HOUSE.1, 2, and 3.

You can use RANDOM.HOUSE.1, containing common words, for most work—rough drafts, ordinary letters. It contains most of the words you use but it might not have some rare but perfectly correct words like *calyx, Camelot,* and *camomile*. You'd have to tell the Speller to ignore those— or, if you figure you'll use them a lot, add them to RANDOM.HOUSE.1.

You might wonder why we've divided the dictionary up like this. With spelling, more is not always better. Why spend valuable time searching through more than 80,000 words when you really only need 40,000? This way you can do a search of that first dictionary quickly, and in most cases this will be enough.

But on a very complex technical document, you'll tend to get a long list of words that the dictionary didn't recognize. To thin that list out before you look through it to make corrections, you might use some of the other dictionaries provided.

You might start with RANDOM.HOUSE.2 and RANDOM.HOUSE.3, containing the not-so-common and rare words, then turn to some much smaller dictionaries we've included. These hold

- Numeric forms, such as fractions, Roman numerals, and adjectives derived from numbers. This dictionary is called FIGURES.
- Placenames and the names of the inhabitants. (Continents, countries, states, and their citizens, plus abbreviations.) This dictionary is called GEOGRAPHY.
- Common first and last names. That way the Speller won't figure *Benny* is a misspelling. This dictionary is called NAMES.
- Common abbreviations, including postal codes. The name of this dictionary is ABBREV.

By the time you've gone through all of these—although in most cases you won't need more than two or three of them—you'll have shrunk your list of unrecognized words so that it only holds typos, some uncommon words or proper names, and serious misspellings. That way you don't have to weed through a lot of correct but unrecognized words such as technical terms or product names. The order in which you use these smaller dictionaries will depend on your document.

The first few times you use Apple Speller III, you'll probably want to use several dictionaries. As you see which ones are most useful to you, you can start combining them so you have one main dictionary that meets most of your needs.

Using Apple Speller III is much faster than looking up every word in the hardbound dictionary. But there are a few words on which you'll want some more information. That's why we include a hardbound copy of *The Random House Dictionary*, Concise Edition, in this package. Using this volume, you can discover a word's

- Pronunciation
- Syllables (useful for hyphenating)
- Part of speech
- Variations (for instance, its past tense or superlative)
- Definition

- Usage (Is this the popular form of the word, or an old one that's fallen out of favor?)
- Etymology (where the word came from, historically)
- Synonyms (words that mean the same, or almost the same)

F. What You Need to Get Started

To use Apple Speller III, you'll need the following.

Software:

- The program disk, marked APPLE SPELLER III PROGRAM.
- The two dictionary disks, named RANDOM HOUSE DICTIONARY DISK #1 and RANDOM HOUSE DICTIONARY DISK #2.
- A word processing program to create the documents you will check. Apple Speller III works with any word processor that uses Apple's Sophisticated Operating System (SOS), in versions 1.1 or 1.2. For instance, it works with Apple Writer III, version 2.0. The Speller can read the following:
  - — Apple Writer III documents.
  - — Pascal Text Editor documents.
  - — Any document in an ASCII file.
  - — Some binary data files. But not all data files work with Apple Speller III. So make an extra copy of your document, then use the copy to make sure that the Speller can insert corrections before trying it on an important letter.

Hardware:

- An Apple III Personal Computer with a minimum of 128K RAM.
- Any video monitor that is compatible with your Apple III.
- An external disk drive or a ProFile rigid disk. If you have only one disk drive—the one built into your computer—you'll find the Speller works there, but you'll have to shuffle disks several times.

Extra Disks:

- At least one blank formatted disk to use in creating a new dictionary. (Of course, if you are going to be using a ProFile rigid disk, then you won't need this since it already has plenty of room.)
- Three blank formatted disks on which to make backup copies of your Apple Speller III program and two Random House Dictionary disks. (To find out how to format and copy disks, see your *Apple III Owner's Guide*.)

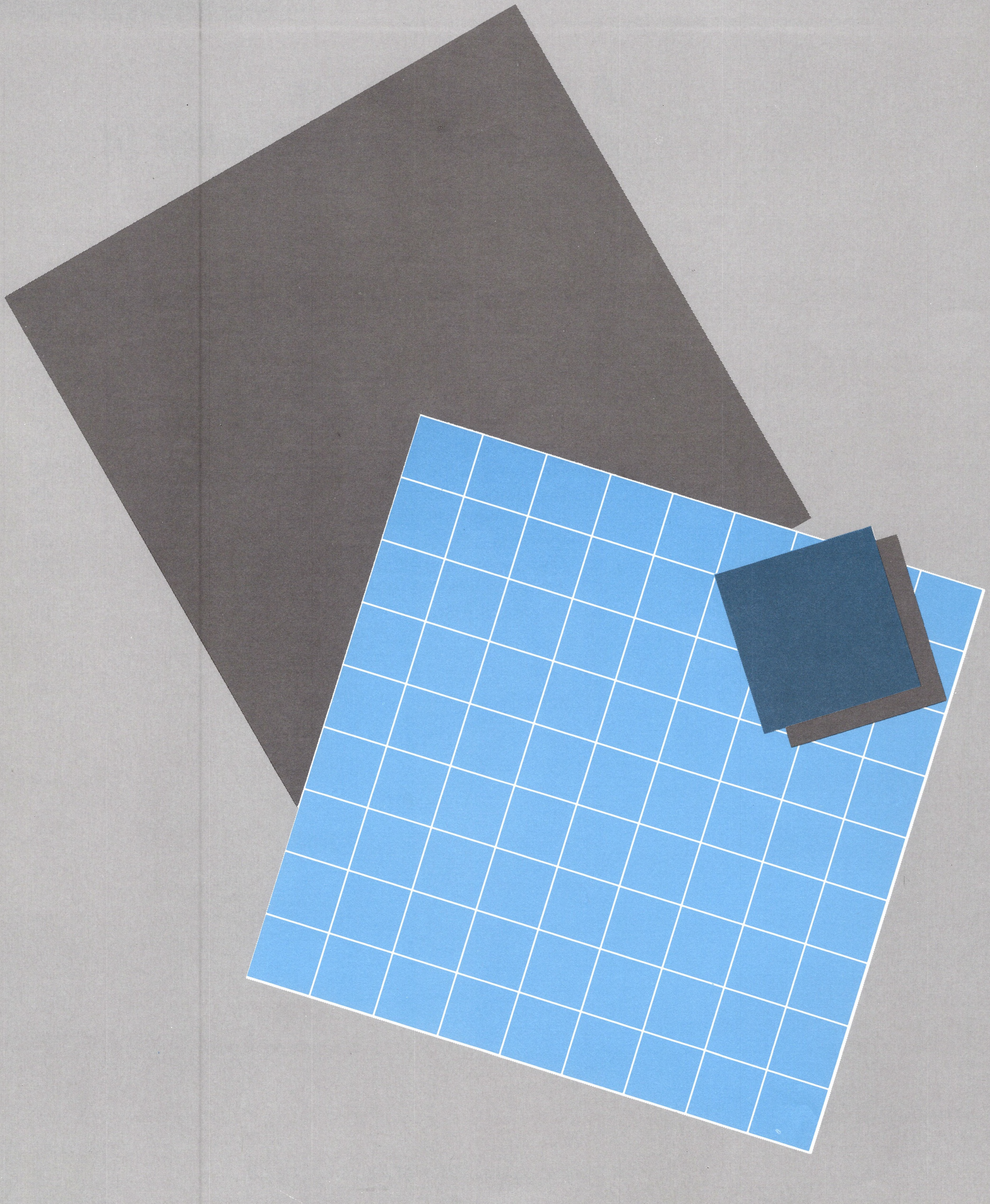
Books:

- This manual.
- *The Random House Dictionary*, Concise Edition. You don't have to use this, but it's very helpful for figuring out pronunciation, hyphenation, and definitions.
- The *Apple III Owner's Guide*. You may want to refer to this if you're not familiar with the way the system files your documents.

Chapter 2

A Tutorial on the ABC's of Apple Speller III

A. Getting Started 23
B. Reading the Main Menu 26
C. Moving Around the Speller Menu 27
D. Using the Electronic Dictionary 30
E. Checking a Document for Spelling 36
F. Searching the Dictionary 44
G. Guessing at the Spelling of a Word 46
H. Replacing a Word 48
I. Listing Words from a Dictionary 49
J. Ignoring a Word 57
K. Marking a Misspelled Word 58
L. Adding a Word to a Dictionary 59
M. Leaving the Speller Program 68

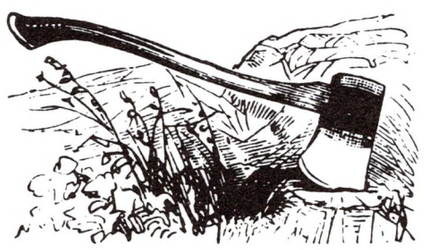


A Tutorial on the ABC's of Apple Speller III

This chapter takes you step by step through the most common functions of your new Speller program. By the end of this chapter you'll have a good working knowledge of the basics of Apple Speller III.

A. Getting Started

A a



Ax

For the purposes of this tutorial, we assume you have an external disk drive and a blank formatted disk.

From here on, you'll sometimes find the page divided in two. On the left you'll see what to do, and on the right, what that means or what happens on screen and in the computer.

1. The first thing to do is safeguard your dictionaries and program by making backup copies.

That way you can practice on copies without worrying about your originals.

Use your SYSTEM UTILITIES disk to copy the two dictionary disks (RANDOM HOUSE DICTIONARY DISK #1 and DISK #2), and the main program disk (APPLE SPELLER III PROGRAM).

If you're not sure how to do this, see your *Apple III Owner's Guide.*

Put your originals away in a safe place.

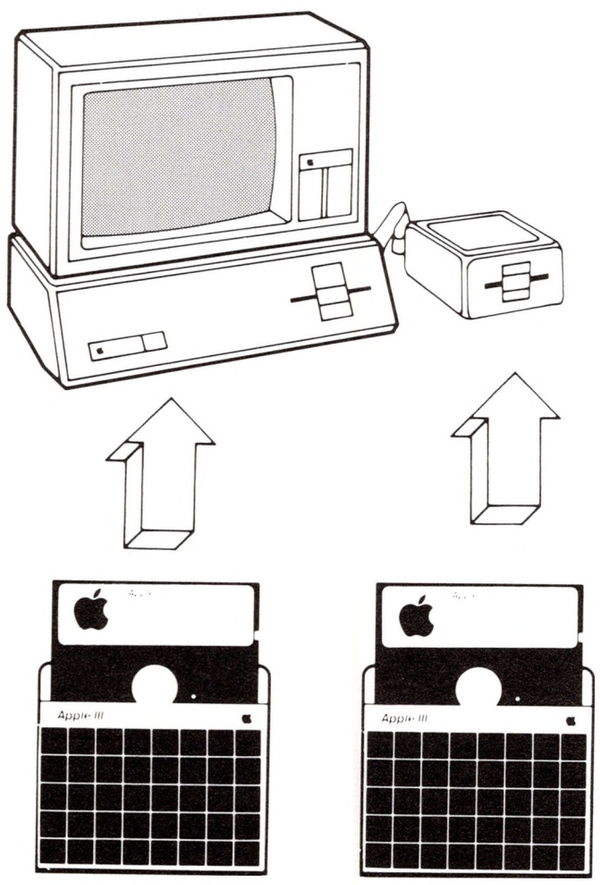
---

2. Use the SYSTEM UTILITIES disk to format one more disk.

You will use this to create a new dictionary.

---

3. Put your copy of the main program disk in your built-in drive and the copy of RANDOM HOUSE DICTIONARY DISK #2 in the external drive.



Apple Speller III

Random House Disk #2

This dictionary disk also contains a short sample text we'll be using during the tutorial.

4. If the computer's off, just turn it on.

If the computer's already on, then press the (RESET) button at the top edge of your keyboard while holding down the (CONTROL) key.

This tells the computer to start reading the Speller.

After a few seconds of whirring, you'll see this display flash up:

```
                              APPLE ///

          SOS 1.3                          01-NOV-82

      COPYRIGHT 1980,1981,1982  APPLE COMPUTER, INC
```

That disappears quickly. After a few seconds, you see the main menu of Apple Speller III.

```
Apple Speller ///      Copyright 1982, Sensible Software, Inc.

--------------------------------------------------------------------------------

                    S - Speller Program

                    U - Utilities Program

                    Q - Quit


--------------------------------------------------------------------------------

                  Which would you like to do?  [   ]
```

B

b

Boy

B. Reading the Main Menu

In this section you'll learn how to choose a program on the display we just called up, the main menu.

---

1. Look at the three lines in the middle of the display.

The Speller program helps you check your spelling.

The Utilities program helps you tailor the Speller program to your own needs.

Quitting clears the computer so you can pull out your Speller disk and start another program.

This display lets you choose which you want to do.

---

2. Look at the bottom line, where there is a lit-up square in the brackets.

This lit-up square is called a cursor. It indicates where you can type. Whenever the program needs information from you, it puts the cursor after a question.

BY THE WAY: As you go through this tutorial, you'll see various instructions appear on the screen. Don't follow any of them until we tell you to. You might jump ahead three steps or go back to the very beginning without meaning to.

3. Type just one letter—
(S).

This starts the Speller program.

If you're used to other programs, you might automatically press the (RETURN) key after entering the letter. You don't need to here.

Soon you see the Speller menu—but don't type anything yet!

```
      C - Check the spelling of a document

      L - List words from a dictionary

      A - Add document words to a dictionary

      D - Delete document words from a dictionary

      O - Options (ON)

      Q - Quit Speller Program

-------------------------------------------------

     Which would you like to do?  [C]
```

C

c Cat

C. *Moving Around the Speller Menu*

In this section you'll learn how to move around in the Speller menu.

1. Look at the bottom line.

You see that the program has already suggested that you might want to enter a `C` to perform the most common function, checking spelling. We call this `C` the default response. It's a standard or expected response.

You can type over that to enter any other option. If you make a mistake, press (ESCAPE) and you'll come back to this display.

2. Type in the letter (O).

Notice that the word ON changes to OFF, meaning that you have turned off a wide range of options. You might do this if you've already used the Utilities program to tell the Speller exactly which options you want.

3. Type the letter (O) again.

Note that the OFF after Options turns back to ON. Typing (O) is like flipping a toggle switch. None of the other commands are like this. They all take you to another display.

Make sure you leave the Options ON for now.

That way we can show you the effect of all the options that are available.

Note that the C returns to the brackets after you've toggled the O's. That's because the Speller figures you'll still be likely to want to check spelling.

4. Now type an (L), meaning you want to list some words from the electronic dictionary.

Remember that whenever you enter a letter, you don't need to follow it with a (RETURN). If you did, the Speller would take the (RETURN) as an answer to its next question.

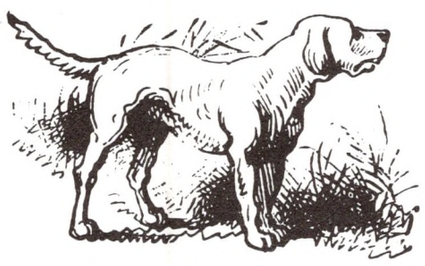
You'll soon see this display:

```
Apple Speller ///                    Listing Dictionary Words

--------------------------------------------------------------------------------

Can't find /DICTIONARY.1

--------------------------------------------------------------------------------

Enter the pathname of the dictionary to list words from:
     [/DICTIONARY.1/RANDOM.HOUSE.1                                          ]
```

Don't worry about this message. The Speller can't find this dictionary because you haven't put it in yet. So you don't have anything to type now. (The pathname leads the Speller to the dictionary, once you put the right disk in.)

D

d



Dog

D. Using the Electronic Dictionary

In this section you'll use the electronic dictionary to find out how to spell a word.

---

1. Open your built-in drive and take out the Speller program disk. Replace it with your RANDOM HOUSE DICTIONARY DISK #1.

That's the dictionary the Speller is looking for.

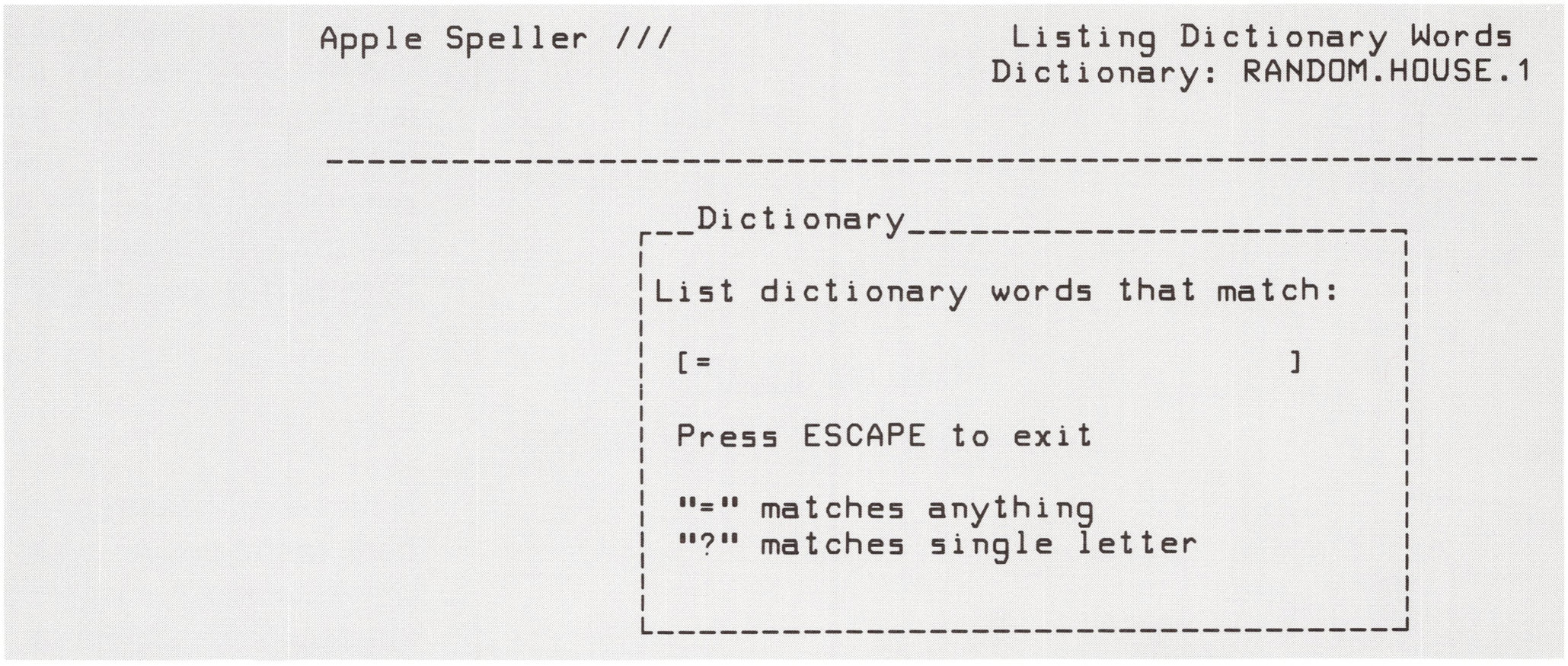
---

2. Press RETURN to accept that dictionary.

Note that when you like what the Speller suggests in brackets, you don't have to type anything new; pressing RETURN accepts what's there.

The Speller now goes to the disk and makes sure it can read the dictionary. If it can't, it tells you to insert the disk. Check to make sure you have the right disk securely in the built-in drive, with the door shut.

Once the Speller finds that dictionary, it flashes the filename of the dictionary, then settles down to this display:



This is the Dictionary box. Notice that the cursor is over the first equal sign, indicating that you can type in a word you want looked up in the electronic dictionary.

---

3. Type

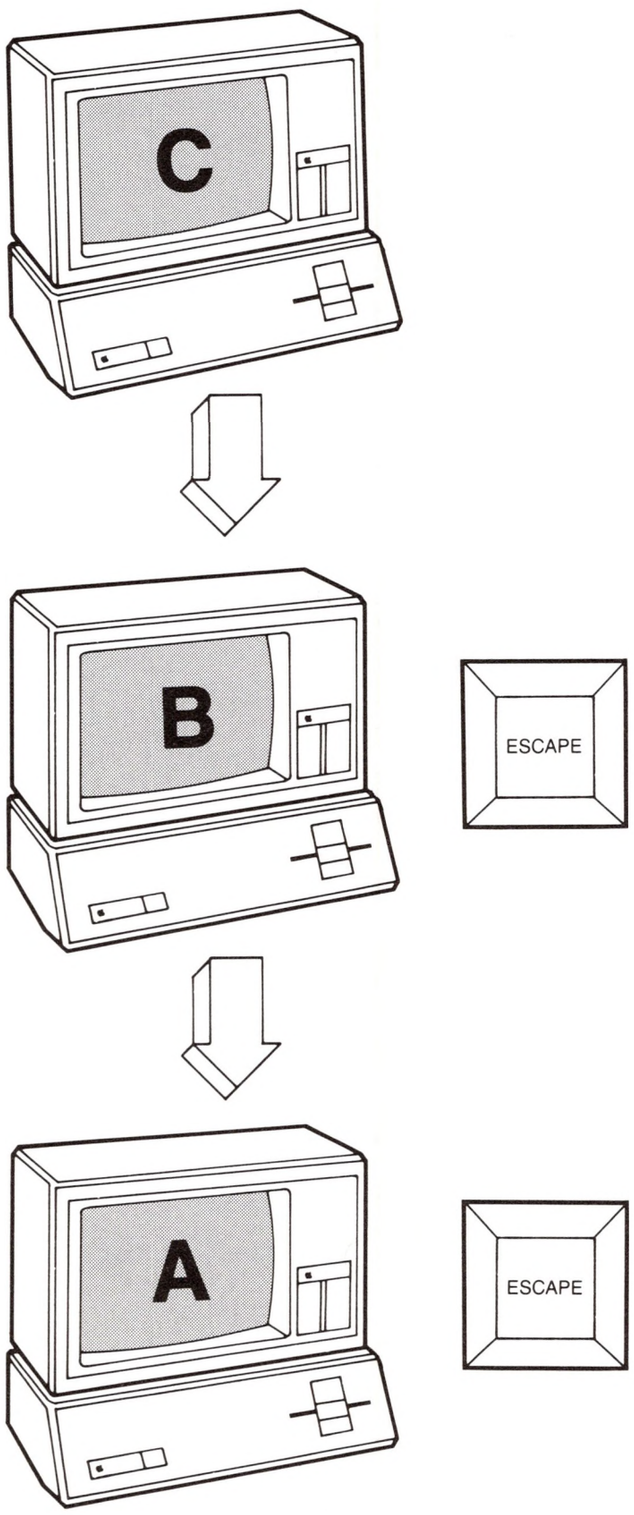
QWERTY

That's a string of letters near the top of your keyboard.

We know you don't want to check that word. We're just showing you a few features that will help you from now on.

First of all, you don't have to worry about shifting up and down to get capitals or small letters. You can type anything in upper- or lowercase. The Speller reads *House, HOUSE,* and *house* as the same word.

ESCAPE takes you back



Now tap ESCAPE lightly—once.

If you make a typo, you can use the arrow keys to move left and right without disturbing the other letters. You can erase what's under the cursor and from there on to the right by pressing your **SPACE** bar.

Notice that the cursor moves back to the beginning of the brackets and the letters disappear, leaving room for you to type something new in.

If you lean on the **ESCAPE** key too long, the Speller may assume you want to go farther back and may return you to the Speller menu. If this happens to you, all you have to do is type **L** again and press **RETURN** to accept Listing from the dictionary you just put in.

BY THE WAY: Whenever you want to move back, press **ESCAPE**. In some cases, if you keep pressing it you'll get the question `Start over? [N]`. If you type **Y** to that, you go back to the Speller menu to start over. If **N** you go forward.

You might be losing some of the work you've already done if you go back and start over. The question demands a **Y** or **N** answer so you won't risk throwing away a lot of work by pressing **ESCAPE** once too often by mistake.

Now we'll go back to looking up words.

4. Let's say you aren't sure of the last two letters in the word *apple.* Type in the first three, followed by two question marks:

(A)(P)(P)(?)(?)

Each question mark stands for a missing letter.

The brackets should look like this:

```
[APP??                    ]
```

Press (RETURN).

The Speller now goes to the dictionary on the disk to find every word that begins with *app* and has two more letters.

Results:

```
APPLY
APPLE
Press SPACE BAR to continue.
```

Faster than leafing through the pages, isn't it?

5. Let's say you're pretty sure that *apple* is spelled *epple*, and you want the dictionary to confirm that. Press the (SPACE) bar, then type in

(E) (P) (P) (L) (E)

The brackets should look like this:

```
[EPPLE                                    ]
```

Press (RETURN).

Result:

```
No Matches.
Press SPACE BAR to continue.
```

That means there's no such word in the dictionary.

Press (SPACE) bar.

---

6. If you're not sure about some letters and you're not even sure how many you're talking about, you can use the equal sign (=).

Let's say you think *apple* might begin with *uh,* or maybe *eh,* or maybe just *u*. Type in

(=PPLE)

The equal sign stands for any number of missing letters.

Your brackets will look like this:

```
[=PPLE                                                    ]
```

Press (RETURN).

The Speller will now go through the whole dictionary from A to Z looking for every word—no matter how long—that ends in *pple.*

You can get a sense of how long it takes the Speller to look through the whole dictionary, as you see each new word emerge.

You'll see this list:

```
APPLE
CRIPPLE
GRAPPLE
NIPPLE
PINEAPPLE
RIPPLE
SUPPLE
Press SPACE BAR to continue.
```

When you've read the list, press the (SPACE) bar.

---

7. Want to see if your name's in *The Random House Dictionary*? Type it in and press (RETURN).

If your name's there, it should appear. If not, you'll see that there are `No Matches`.

Press (SPACE) bar.

That brings you back to the Dictionary box again.

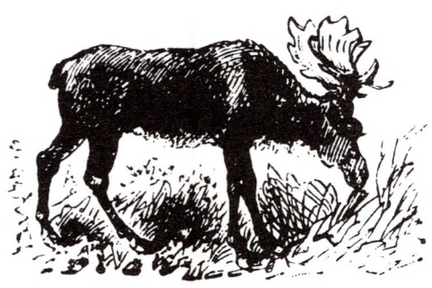
8. Press the ESCAPE key.

This takes you back to the Speller menu.

```
C - Check the spelling of a document

L - List words from a dictionary

A - Add document words to a dictionary

D - Delete document words from a dictionary

O - Options (ON)

Q - Quit Speller Program

--------------------------------------------------

Which would you like to do?  [C]
```

You don't need to enter anything yet. In the next section, we'll start to check the spelling in a document.

E



e Elk

E. Checking a Document for Spelling

In this section you'll tell the Speller where to find a document you want checked for spelling. The Speller will then collect all the unique words in that document and show them to you.

1. Press RETURN to accept the C, meaning you want to check the spelling of a document.

The Speller now gives you a chance to choose a symbol to mark misspelled words in your text.

```
Enter new marking character or press RETURN: [|]
```

The standard marking character is |. When you're using the Speller on your own documents, you can change that mark or accept it. Don't change it now.

Later you'll use this character to mark a misspelled word, then use your word processor's Search function to find this unusual character, and correct the word.

2. Press (RETURN) to accept the vertical line as your mark.

Now the program looks for your document. You'll see this message—very briefly—at the bottom of the display:

```
Searching for the document to check for spelling
```

When you first use the program, it expects to find your document in the external disk drive. You can change this assumption by using the Speller Utilities program. (We'll show you how in Chapter 4 on the Utilities program.)

BY THE WAY: If the program can't find a disk in your external disk drive, it will say so:

```
Can't find .D2
```

If you get this message, put RANDOM HOUSE DICTIONARY DISK #2, which contains the sample document to check for spelling, in the external drive and press (RETURN). As here, you'll usually be putting the disk with your document into the external drive.

The Speller shows you the directory of files on the disk in your external disk drive:

```
Apple Speller ///                                  Checking Document Spelling
-------------------------------------------------------------------------------
        File                Filetype          Size   Modified   Time
.D2
   *RANDOM.HOUSE.2          Datafile           140     12/14/82  10:10
   *RANDOM.HOUSE.3          Datafile           102     12/06/82  13:38
    MEMOS                   Directory            2     12/06/82  15:49
   *ABBREV.DICT             Datafile             6     12/06/82  11:09
   *FIGURES.DICT            Datafile             2     12/06/82  11:10
   *SPECIAL                 Datafile             2     12/13/82   8:46

-------------------------------------------------------------------------------
Enter the pathname of the document to check for spelling:
[.D2/=                                                            ]
```

A pathname tells the program how to find your document. It consists of a device name or volume name, a slash, name of a subdirectory if there is one, a slash, and the filename.

If you pressed **RETURN** now, you would accept the default, `.D2/=`, which means you want to see the directory of everything on drive 2. But you've already got that information.

---

3. After the slash, type over the equal sign, entering the following in upper- or lowercase:

M E M O S

That means you want to check the spelling in a document in that collection.

The brackets should look like this:

```
                                    [.D2/MEMOS                    ]
```

Press (RETURN).

The program goes out to read a document called MEMOS, but finds it's a subdirectory. So it opens up the subdirectory and asks you which document in there you want checked.

Take a look at the display and then we'll say what to type.

```
Apple Speller ///                                  Checking Document Spelling
-------------------------------------------------------------------------------

        File                Filetype        Size    Modified     Time

        .D2/MEMOS
          SAMPLE.TEXT    Textfile         4         11/10/82      16:16
          SURPRISE.TEXT  Textfile         4         11/07/82       0:00


-------------------------------------------------------------------------------

Enter the pathname of the document to check for spelling:
[.D2/MEMOS/=                                                              ]
```

4. After the second slash, type in

(S) (A) (M) (P) (L) (E) (.) (T) (E) (X) (T)

That means you want the Speller to check the spelling in the document called SAMPLE in the subdirectory called MEMOS.

Your brackets should look like this:

```
[ .D2/MEMOS/SAMPLE.TEXT                    ]
```

That is the full pathname leading to your document.

Press (RETURN).

The Speller now reads each word in the document. You should hear the disk drive whirring and see this message flash onscreen while the Speller reads the document:

```
COLLECTING DOCUMENT WORDS
```

The system is making an alphabetical list of every word you used in the document —excluding duplicates.

Soon you should get the totals, like this:

```
Apple Speller ///                          Checking Document Spelling
Document: SAMPLE.TEXT
--------------------------------------------------------------------------------


60 words were read from the document.

Excluding duplicates, you have 51 unique words.


--------------------------------------------------------------------------------
          Would you like to list these words?   [N]
```

You might want to see how many times you've used each word—to help you avoid repetition. If so, you'll want to take a look at this list.

5. Type (Y) for yes.

This will let you see the list of the unique words in your document, with a number showing how many times you've used each one. But first...

At the bottom of the display, the Speller asks where you want to see the words.

```
List the words on the SCREEN?  [Y]
```

The Speller suggests showing these words on screen so you can glance over them. (By entering an (N) here you could direct the list to a file on a disk or to your printer.)

6. Press (RETURN) to see the words on the screen.

You now see the list begin:

```
                List of unique words

(    2)  A
(    1)  AM
(    1)  AN
(    1)  AT
(    1)  ADVANCE
(    1)  AMOS
(    1)  BETTER
(    1)  BOSS
(    1)  BROWN
(    1)  BURT
(    1)  CALL
(    1)  DATE
(    1)  DEAR
(    1)  DESERVE
(    1)  EVN
(    1)  FAR
(    2)  FROM
Continue listing?  [Y]
```

The numbers in parentheses tell you how many times you've used each word.

By looking at the numbers, you can tell if you've over-used any one word. If you've used one word eight times and all the rest once or twice, you might wonder if you're going to sound repetitious.

At the bottom, the Speller asks you whether you want to continue with the list. There are more words than can fit on the screen at once.

---

7. To see the others, press (RETURN) or type (Y).

```
                    List of unique words

                    (   1)  HERE
                    (   2)  I
                    (   2)  IN
                    (   1)  I'LL
                    (   1)  INCREESED
                    (   1)  INVESTMENT
                    (   1)  ITZAK
                    (   1)  LET
                    (   1)  MARKIT
                    (   1)  MILLION
                    (   1)  MONDAY
                    (   1)  NEXT
                    (   2)  ON
                    (   1)  ONE
                    (   1)  ORDERS
                    (   1)  OUTSTANDING
                    (   1)  POINT
                    Continue listing?  [Y]
```

8. To see the rest, press RETURN.

```
List of unique words

(   1)  PROFITABILITY
(   1)  RAISE
(   1)  RECORD
(   1)  RETURN
(   1)  SO
(   1)  SEPTEMBUR
(   1)  SHARE
(   1)  SINCERELY
(   1)  STUDY
(   3)  TO
(   1)  TALK
(   1)  THINK
(   1)  WE'VE
(   1)  WENT
(   1)  WHY
(   3)  YEAR
(   1)  YOU
Continue listing?  [Y]
```

9. Press RETURN, then the SPACE bar.

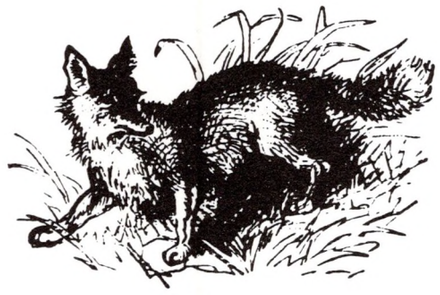
This moves you forward to check those words in a dictionary.

You see this display:

```
Apple Speller ///                                  Checking Document Spelling
Document: SAMPLE.TEXT
--------------------------------------------------------------------------------

File                          Filetype        Size     Modified      Time

 DICTIONARY.1
*RANDOM.HOUSE.1               Datafile        246      12/06/82       13:33




--------------------------------------------------------------------------------

Enter the pathname of the dictionary to be searched:
     [/DICTIONARY.1/RANDOM.HOUSE.1                                    ]
```

The Speller assumes that you will want to check the main Random House dictionary first, so it has gone to your disk drives and looked for a disk named /DICTIONARY.1 and a dictionary named RANDOM.HOUSE.1. That's the one with the most common words.

F. Searching the Dictionary



F Fox

f

In this section you'll tell the Speller what dictionary to check. The Speller will look up your list of unique words in that dictionary, and report on the words the dictionary did not recognize.

---

1. Press RETURN to show that RANDOM.HOUSE.1 is indeed the dictionary you want.

The screen shows that filename briefly, then tells you that it is searching the dictionary:

```
Apple Speller ///                          Checking Document Spelling
Document: SAMPLE.TEXT                      Dictionary: RANDOM.HOUSE.1
--------------------------------------------------------------------------------

                    SEARCHING DICTIONARY
```

When the Speller has looked each unique word up in the dictionary, you get the results:

```
          7 document words have not yet been found in a dictionary.

--------------------------------------------------------------------------------

          Check against another dictionary?  [Y]
```

This means that seven of your unique words were not in the dictionary. They *may* be misspelled.

The Speller wants to know whether to look through another dictionary. If there were 70 or even 700 words that had not been found, you might want to check them against another dictionary to weed out the rare but correct ones before you started handling them one by one.

But one dictionary's enough for us now.

---

3. Type (N) for no.

That means you don't want to look up the words in another dictionary.

A new message appears:

```
You have 7 word(s) that were not recognized.

-----------------------------------------

Would you like to list these words?  [N]
```

In some circumstances, you might want to type (Y) to look through this list to see how many words you actually have to correct. Some unrecognized words may turn out to be people's last names, for instance—not in the dictionary, but perfectly correct. If there turned out to be nothing you had to correct, you'd be all done.

This list's so short, though, we won't bother.

Press (RETURN) or type (N).

G

g

Girl

G. Guessing at the Spelling of a Word

The Speller assumes that you now want to look at each word in context and make some decision about correcting it—or leaving it alone. In this section you'll see how the Speller can help you by guessing at the correct spelling of a word.

---

1. Look at the top box onscreen, named `Document`.

The highlighted word is the one you'll be working on at the moment. The Speller shows you the text around it so that you can recall what you meant.

```
Document
DATE: Septembur 15, 1982 Dear Boss: I think I deserve a raise.
Here's why: * We've increesed markit share from 10 to 25%
in one year.  * Profitability went from 11 to 22% return on

Command Menu
The above highlighted word was
not found in a dictionary.

G - Guess at spelling
L - List words from dictionary

A - Add it to a dictionary
I - Ignore it
R - Replace it with a new word
M - Mark it as misspelled

What would you like to do? [ ]

Dictionary
```

2. Look at the lower box on the left, called

Command Menu.

This box offers you different ways to handle each word the dictionary did not recognize. We'll start with guessing.

Type (G) for guess.

We're telling the Speller to try to guess what word the writer meant when he wrote *Septembur.*

But first it has to find out which dictionary to search. It assumes you will want to use RANDOM.HOUSE.1.

```
Enter pathname for dictionary to be searched.
[/DICTIONARY.1/RANDOM.HOUSE.1     ]
```

3. Press (RETURN) .

This acknowledges that the Speller should use the first Random House dictionary to search as it guesses the correct spelling of *Septembur.*

Soon you see the results:

```
SEPTEMBER
Press SPACE BAR to continue.
```

4. Press the (SPACE) bar.

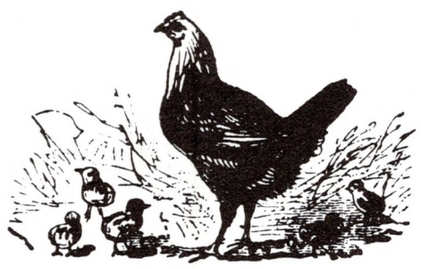
Your cursor now moves back over to the Command Menu so you can correct *Septembur*. We'll do that in the next section.

H. Replacing a Word

Now we'll replace the misspelling with the correct spelling. You are looking at this display:

```
Document
DATE: Septembur 15, 1982 Dear Boss: I think I deserve a raise.
Here's why: * We've increesed markit share from 10 to 25%
in one year.  * Profitability went from 11 to 22% return on

Command Menu
The above highlighted word was
not found in a dictionary.

G - Guess at spelling
L - List words from dictionary

A - Add it to a dictionary
I - Ignore it
R - Replace it with a new word
M - Mark it as misspelled

What would you like to do? [ ]

Dictionary
SEPTEMBER
```

H



h Hen

1. Type Ⓡ for replace.

The bottom of the command menu shows you the misspelled word, giving you a chance to retype it.

```
Enter replacement for word:
[Septembur]
```

2. Use your → key to move the cursor over the letter u.

Type in an E.

Your brackets should now look like this:

```
[September]
```

Press RETURN.

Note that you can press RETURN when your cursor is on one of the letters and not lose the rest of the word. RETURN accepts the whole line.

The Speller gives you a chance to change your mind:

```
Ok?[Y]
```

3. Press RETURN or type Y.

That tells the Speller to correct the word in the text. You'll see that it has when the highlighting moves on to the next unrecognized word.

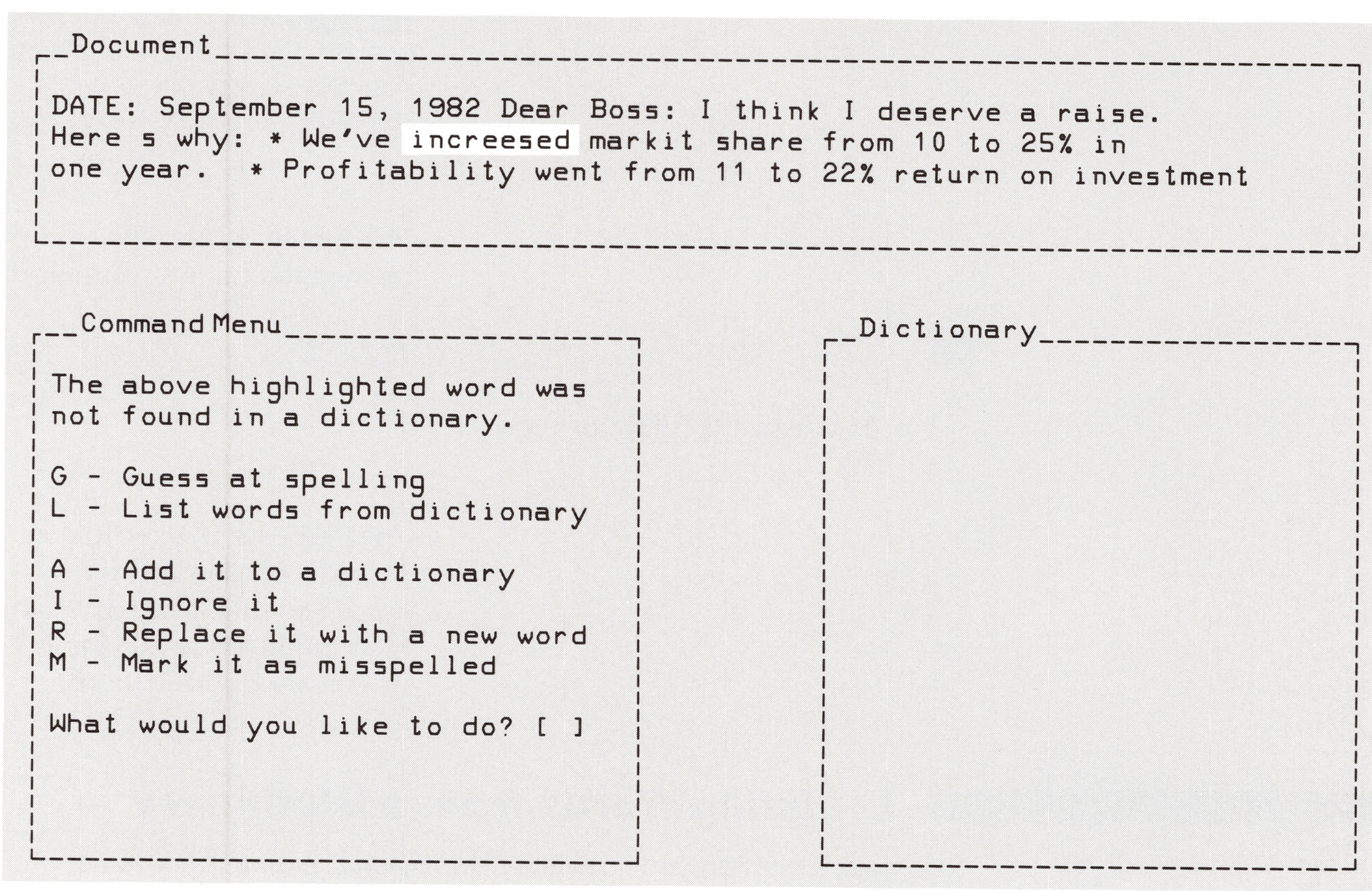
I. Listing Words from a Dictionary

In this section you'll review how to ask the dictionary to list words similar to the word you misspelled so you can find the correct one.

You've tried out this function already, at the very beginning of the tutorial when you first used the electronic dictionary. Now you'll see that the function works the same way when you're in the middle of a document.

1. Look at the highlighted word in the Document box.

Let's say you're not sure how to spell *increased*. You feel there's something tricky in the middle. You'd like a list of words that begin with *incr* and end with *sed*. Those parts you're sure of. Let the dictionary figure out what can go in between. This way you may discover the correct spelling.



Your cursor is now in the Command Menu.

2. Type in (L) for list.

This will let you see words that match the pattern you type in.

But first the Speller wants to know which dictionary to use.

```
List from RANDOM.HOUSE.1?  [Y]
```

3. Press (RETURN) or type (Y) to accept the main dictionary.

The Dictionary box now changes to let you enter your pattern.

```
_Dictionary_____________
 List dictionary words
 that match:
 [increesed     ]


 Press ESCAPE to exit.

 "=" matches anything
 "?" matches single letter
```

4. Use the → key to move the cursor over the first e.

Hold down the ⌘ key and tap the → key.

That gets rid of one e.

Type in an equal sign in place of the other e.

The equal sign stands for any number of letters.

You should end up with:

```
[incr=sed                    ]
```

5. Press RETURN .

Now the Speller goes to the dictionary to find every word that begins with *incr* and ends with *sed*, no matter how many letters come between.

Result:

```
_Dictionary_________________
|                          |
| List dictionary words    |
| that match:              |
| [incr=sed        ]       |
|                          |
|                          |
| INCREASED                |
|Press SPACE BAR to continue|
|                          |
|                          |
|                          |
```

8. Use the → to move your cursor over the second e in `increesed`.

Type A and then press RETURN.

The Speller asks if this spelling is correct:

```
[increased]
Ok? [Y]
```

Press RETURN or type Y to agree.

You'll see the misspelling corrected as the highlighting moves on to the next unrecognized word.

```
__Document_____________________________________________________________

 September 15, 1982 Dear Boss: I think I deserve a raise.
 Here's why: * We've increased markit share from 10 to 25% in
 one year. * Profitability went from 11 to 22% return on investment
_______________________________________________________________________


___Command Menu_____________________   ___Dictionary_____________
                                    |  |                          |
 The above highlighted word was     |  |                          |
 not found in a dictionary.         |  |                          |
                                    |  |                          |
 G - Guess at spelling              |  |                          |
 L - List words from dictionary     |  |                          |
                                    |  |                          |
 A - Add it to a dictionary         |  |                          |
 I - Ignore it                      |  |                          |
 R - Replace it with a new word     |  |                          |
 M - Mark it as misspelled          |  |                          |
                                    |  |                          |
 What would you like to do? [ ]     |  |                          |
                                    |  |                          |
                                    |  |                          |
                                    
```

9. Type (L) to get another list of words from the dictionary.

Let's say you're not sure if the word should be *market* or *markut*. Listing will help resolve this kind of question.

Type (Y) or press (RETURN) to accept the same dictionary again.

You'll see this appear in the Dictionary box:

```
_Dictionary_____________
|                       |
| List dictionary words |
| that match:           |
| [markit         ]     |
|                       |
|                       |
| Press ESCAPE to exit. |
|                       |
| "=" matches anything  |
| "?" matches single letter
|                       |
|                       |
|                       |
|_______________________|
```

10. Use your (→) to move the cursor over the `i` in `markit`.

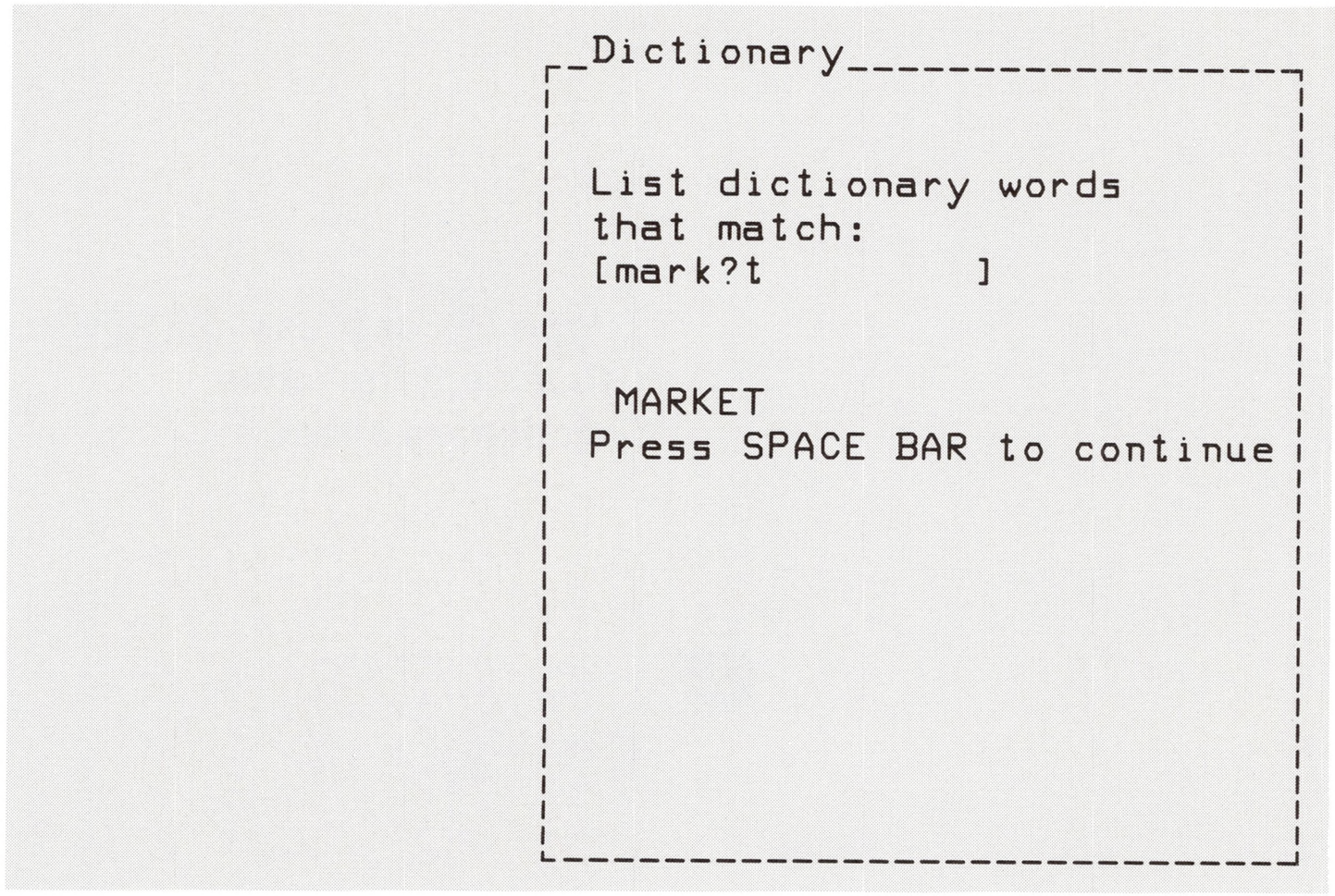
Type a question mark in its place.

Your brackets will look like this:

```
[mark?t         ]
```

Press (RETURN).

The Speller searches for words that match the pattern, then displays the results.



11. Press the (SPACE) bar, then type (R) to replace the misspelled word.

Use the (→) to move your cursor over the `i` in `markit`.

Type in an (E).

Your brackets should look like this:

```
[market]
```

Press (RETURN).

The Speller wants to know if that's OK:

```
Ok? [Y]
```

Press (RETURN) again to assure the Speller that's the correct spelling.

The word is changed in the Document box, and the highlighting moves on.

```
Document
to 25% in one year.  * Profitability went from 11 to 22% return
on investment in a year.  (Amos Itzak's study).  * Outstanding
advance orders point to an evn better record next year.  ($3

Command Menu
The above highlighted word was
not found in a dictionary.

G - Guess at spelling
L - List words from dictionary

A - Add it to a dictionary
I - Ignore it
R - Replace it with a new word
M - Mark it as misspelled

What would you like to do? [ ]

Dictionary
```

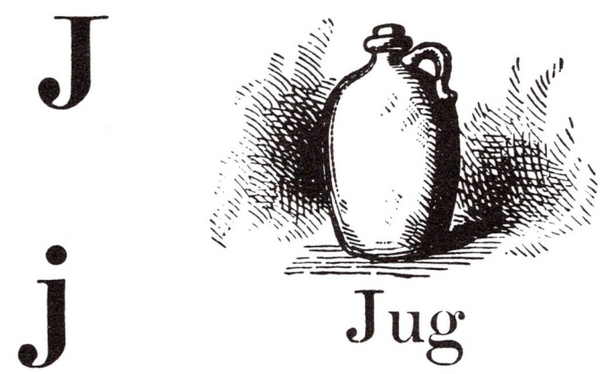
J. Ignoring a Word

Sometimes the highlighted word is someone's name. You've spelled it right, so you don't want to change it. In this section, you'll see how easy it is to ignore the word and move on.

Let's assume that Amos Itzak was a one-time consultant. He won't be hired again because he was so expensive. So Burt probably won't be mentioning him again.

1. Type (I) for ignore.

The highlight moves on to `Itzak's`. Nothing else changes.

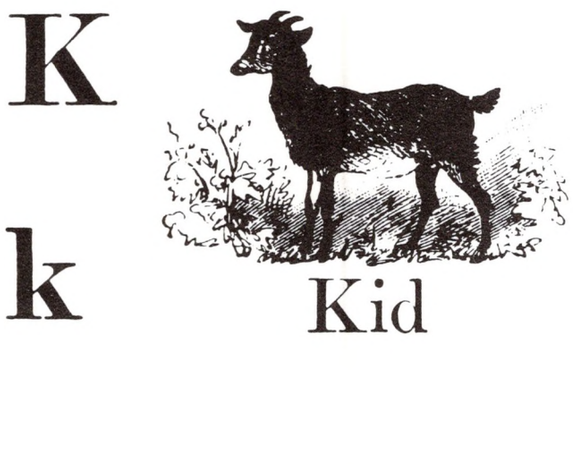


2. Type (I) for ignore.

The highlight moves on again.

So much for Amos Itzak.

K. Marking a Misspelled Word



Sometimes you won't be able to use the Speller to replace a misspelling with a longer correction. (You can do that only if you're using Apple Writer III, Version 2.0, on a machine with 256K of memory.)

In this section you'll learn how to mark a misspelled word so you can search for it later using your word processor, then correct it. Some people prefer to make all corrections that way.

1. Look at the word that's been highlighted in the Document box.

```
Document
in a year.  (Amos Itzak's study). * Outstanding advance orders
point to an evn better record next year.  ($3 million so far).
Let's talk on Monday.  I'll call you at 9:00 am.  Sincerely,

Command Menu
The above highlighted word was
not found in a dictionary.

G - Guess at spelling
L - List words from dictionary

A - Add it to a dictionary
I - Ignore it
R - Replace it with a new word
M - Mark it as misspelled

What would you like to do? [ ]

Dictionary
```

`Evn` is a typo for `even`. But you would have to add a letter to replace the misspelling with the correct version.

2. Type (M) to mark `evn` as a misspelled word.

The Speller replaces the last letter with your special marking character—in this case, the vertical bar.

The Speller anticipates that you'll want to mark every occurrence of this misspelling and asks you:

```
Mark every instance of this word? [Y]
```

3. Press (RETURN) or type (Y) to have the Speller do that.

The Speller turns the word into `ev|` and moves quickly on to the next unrecognized word.

L. Adding a Word to a Dictionary

L

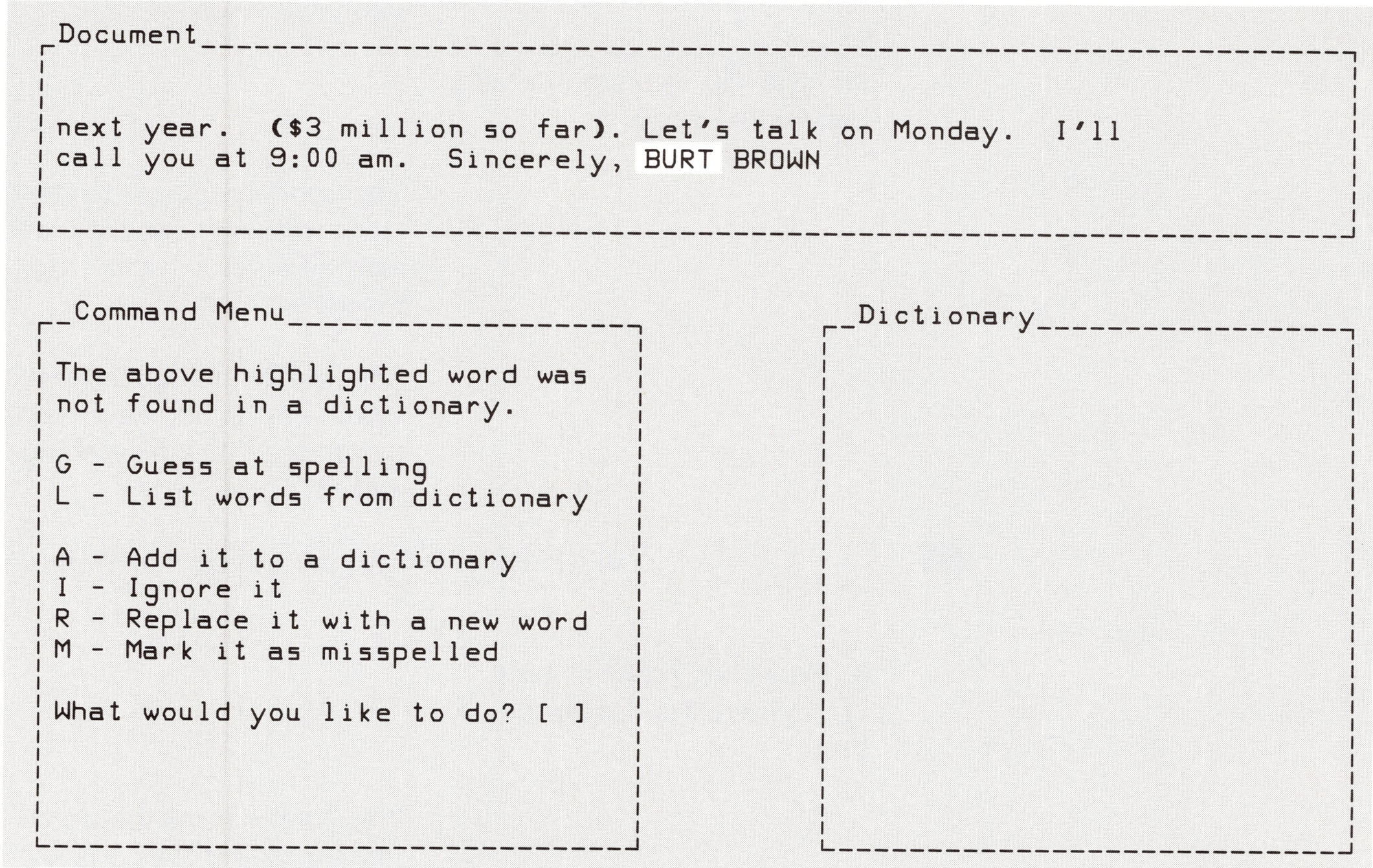
l

Lark

Sometimes the highlighted word is correct—it just isn't in the dictionary. If you think you're going to use it often, you can add it to the dictionary so the Speller can check it from now on.

In this letter, Burt signed his name. He's likely to use that a lot, and it could get inconvenient having the Speller highlight that over and over. So let's add it to the dictionary.

1. Look at the Document box.



2. Type (A) for add.

That's all you need to do now.

The actual addition will be done a little later, at the end of the session.

You have now gone through each word the dictionary did not recognize.

So the Speller gives you some totals.

```
Apple Speller ///                    Checking Document Spelling
Document: SAMPLE.TEXT                Dictionary: RANDOM.HOUSE.1

-------------------------------------------------------------------------

1 marked word(s)

3 replaced word(s)

-------------------------------------------------------------------------

Press SPACE BAR to continue
```

This message reminds you that you did mark something, so you'll have to use your word processing program to make corrections.

3. Press (SPACE) bar.

You get another total, and begin the process of adding words to a dictionary.

```
Apple Speller ///                    Adding Words to a Dictionary
Document: SAMPLE.TEXT                Dictionary: RANDOM.HOUSE.1

-------------------------------------------------------------------------

You have 1 new dictionary word(s)

-------------------------------------------------------------------------

Would you like to list these words?  [N]
```

You might want to list the new dictionary words to see if you want to add them all at once. That way you wouldn't have to check each one in the next phase.

But in this case we only have one word, so we'll skip the listing.

4. Press (RETURN) or type (N) to skip the list.

The Speller then gives you a chance to confirm that you do—or don't—want to add each word to the dictionary.

This way, you can leave out a word you now realize you don't want in the dictionary after all.

This process is called verifying.

```
Do you want to verify each new dictionary word?  [N]
```

Type (Y) for yes.

The display changes so you can verify that you want to add each word to the dictionary:

```
Do you want to add this word to a dictionary?

(1) BURT                                          ?  [Y]
```

5. Press (RETURN) or type (Y) to send *BURT* to the dictionary.

Press the (SPACE) bar to continue.

Now the Speller wants to know which dictionary to add the word to.

```
Add the words to an existing dictionary?  [Y]
```

Usually you'll say yes to this, as you expand your Random House dictionaries.

But sometimes you'll want to create a brand new dictionary. Say you only use accounting terms for reports you make once a quarter. You might not want these terms cluttering up your other dictionaries in the meantime. In this case, then, you would answer (N) to this question and the Speller would make up a new dictionary based on your list of accounting terms.

---

6. Press (RETURN) or type (Y) to show that you want to add the words to an existing dictionary.

But which one?

The Speller figures that you'll probably want to expand your main Random House dictionary, so it goes to the disk drives, looking for that disk.

The Speller finds that disk and tells you what's on it, while asking you to enter the pathname of the dictionary you want to add words to. In other words, you have a choice.

```
Apple Speller ///                    Adding Words To A Dictionary
Document: SAMPLE.TEXT
-------------------------------------------------------------------

File                        Filetype     Size   Modified        Time

/DICTIONARY.1
*RANDOM.HOUSE.1             Datafile      246    12/06/82        13:33




-------------------------------------------------------------------

Enter the pathname of the dictionary to add words to:
[/DICTIONARY.1/RANDOM.HOUSE.1                                      ]
```

7. Use your ← to move the cursor backward over the leftmost slash inside the brackets—just before the word DICTIONARY.

We'll add the word to a small dictionary, so you can see how this process works.

The Speller needs to know its full pathname—device or volume name plus filename.

But what if you aren't sure of the exact filename?

Type

. D 2

Your brackets should look like this:

```
[.D2                        ]
```

Press RETURN .

You're telling the Speller to go look at the disk in the external drive and list the files on it, so you'll know exactly what that dictionary is called.

You see this phrase:

```
SEARCHING FOR THE DICTIONARY TO ADD WORDS TO
```

Then you see this display:

```
Apple Speller ///                    Adding Words To A Dictionary
Document: SAMPLE.TEXT

--------------------------------------------------------------------------

File                      Filetype    Size    Modified        Time

.D2/
  *RANDOM.HOUSE.2         Datafile     140     12/14/82       10:10
  *RANDOM.HOUSE.3         Datafile     102     12/06/82       13:38
   MEMOS                  Directory      2     12/06/82       15:49
  *ABBREV.DICT            Datafile       6     12/06/82       11:09
  *FIGURES.DICT           Datafile       2     12/06/82       11:10
  *SPECIAL                Datafile       2     12/13/82        8:46


--------------------------------------------------------------------------

Enter the pathname of the dictionary to add words to:
[.D2/=                                                              ]
```

8. Type

(S) (P) (E) (C) (I) (A) (L)

Your brackets should look like this:

```
[.D2/SPECIAL                                                        ]
```

Press (RETURN).

SPECIAL is a little dictionary we designed especially for this tutorial. We'll add *BURT* to a copy of SPECIAL and send that new, slightly larger dictionary to a new file.

The Speller wants to know what you'll call the new dictionary and where you're going to put it.

```
Enter a pathname for the new dictionary
[.D2/SPECIAL                                    ]
```

---

9. Open the built-in drive, take out the disk, and replace it with one of your freshly formatted disks—or any disk that has a little space left on it.

We'll put the new dictionary here.

Use your ← to move back to the period, then change `.D2/SPECIAL` **to** `.D1/SP2`**.**

(If you need to wipe out some letters, use arrow keys to move to the leftmost letter you want to get rid of, then tap your SPACE bar to erase each letter.)

Your brackets should look like this:

```
[.D1/SP2                                        ]
```

Your new dictionary's going to be in the built-in drive, and its name will be SP2.

Press RETURN.

Just to make sure, the Speller asks you:

```
Is this the correct new dictionary?          [N]
```

10. Type (Y) to say that yes, this is the correct name for the new dictionary.

The Speller sets about creating the new dictionary.

When the process starts, you see this message while it works:

```
BUILDING DICTIONARY
.D1/SP2
```

If by chance there is not much room on your disk, you may get this warning:

```
There may not be enough room on that disk--proceed?  [N]
```

If so, put in another disk. (This dictionary won't fill more than four blocks.) Then type (Y).

When the Speller is through, you get this message:

```
DICTIONARY CREATED
Press SPACE BAR to continue.
```

Press the (SPACE) bar.

You return to the Speller menu. You've now finished checking the spelling in Burt Brown's letter, and you've created a new dictionary.

M. Leaving the Speller Program

You can exit Apple Speller III by turning off the machine or by quitting. Here's how to quit.

---

1. Type (Q) to quit the Speller menu.

You get the message:

```
Please insert the "Speller program" disk: /APPLE.SPELLER
```

You can't quit yet because the computer needs the program disk.

---

2. Remove the disk in the built-in drive and replace it with the APPLE SPELLER III PROGRAM disk.

Press the (SPACE) bar.

---

3. Type (Q) again to leave Apple Speller III.

Your computer is now free for any other program you want to run.

That's why you now get the message:

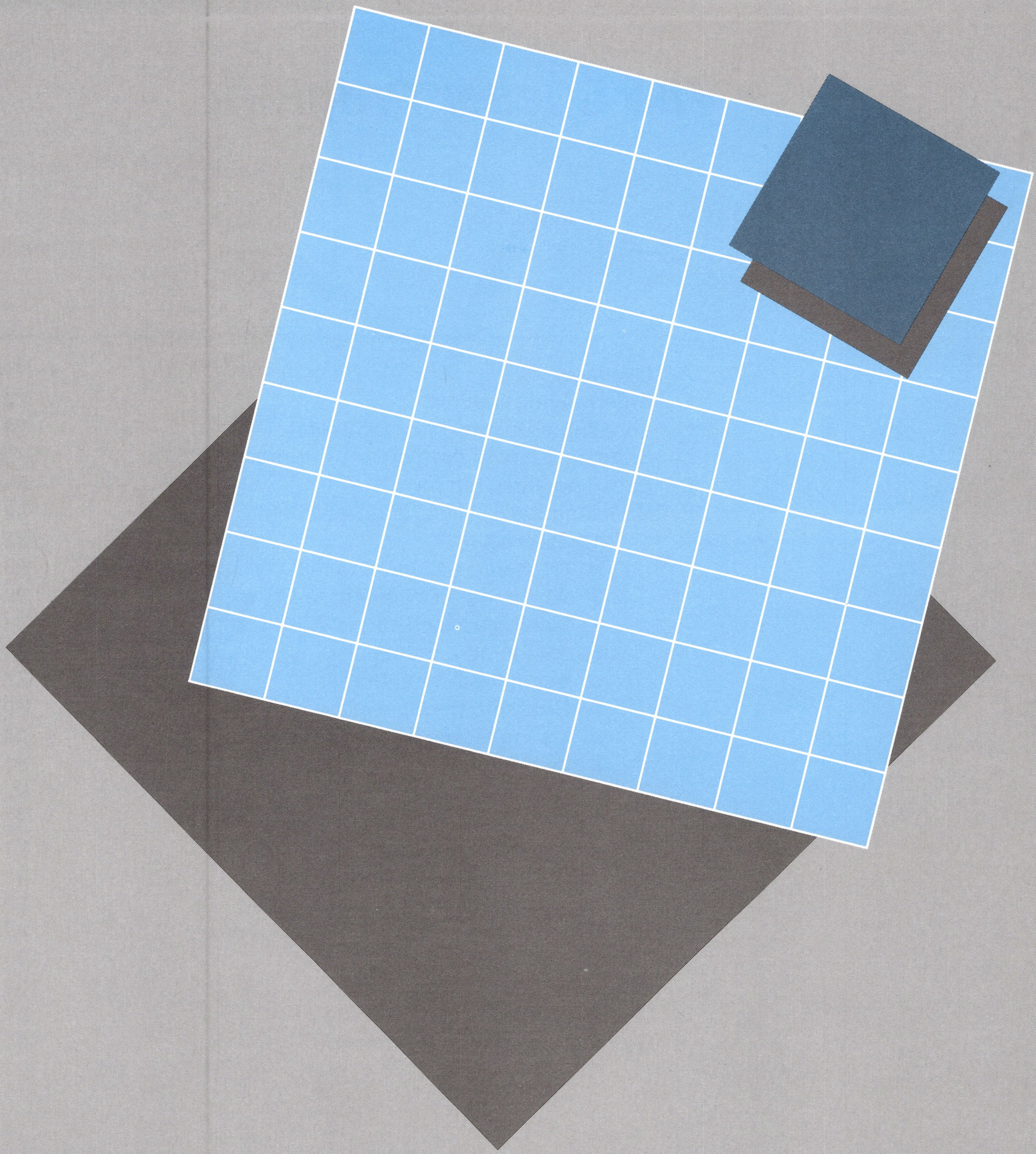
```
INSERT SYSTEM DISKETTE AND REBOOT
```

That means you should insert the disk with the next program you want to use, then press (CONTROL) and (RESET) at the same time.

Chapter 3

The Speller Program

A. Overview 71
B. Entering Information 73
C. Locating a Document or Dictionary 75
D. Sending a List to the Screen, a Printer, or a File 79
E. Escaping and Quitting 81
F. Checking the Spelling of a Document 82
    1. Starting 82
    2. Choosing a Symbol to Mark Misspelled Words 83
    3. Assigning a Document to Check 83
    4. Making up the Unique Word List 84
    5. Assigning a Dictionary 85
    6. Using the Action Screen 87
    7. Guessing the Spelling 89
    8. Listing Words from a Dictionary 90
    9. Ignoring a Word 91
    10. Replacing a Word 92
    11. Marking a Word as Misspelled 93
    12. Adding a Word to a Dictionary 94
G. Listing Words from a Dictionary 97
H. Adding Document Words to a Dictionary 99
I. Deleting Document Words from a Dictionary 99
J. Turning Options On or Off 100
K. What Else the Speller Can Do 101
L. What the Speller Can't Do 102
M. Summary of Speller Commands 103



Chapter 3

The Speller Program

Apple Speller III comes with two programs—the Speller and the Utilities—on one disk. The Speller program does the work and the Utilities program tells it how. This chapter is all about the Speller program.

A. Overview

When you put the program disk into your computer and turn the machine on, you see a display that offers you three choices. We call this the main menu:

```
Apple Speller ///        Copyright 1982, Sensible Software, Inc.
------------------------------------------------------------------------

          S - Speller Program

          U - Utilities Program

          Q - Quit

------------------------------------------------------------------------

Which would you like to do?   [ ]
```

If you have Apple Speller III on a ProFile, you can execute Apple Speller III from Pascal and you'll reach the same screen. (For details, see Appendix A.) When you reach this screen, type (S) to get the Speller menu.

If you're using Apple Writer III, these choices appear on the screen you reach by pressing (CONTROL) and typing (Q). (For details, see Appendix B.) Type (K) to get the Speller menu.

The Speller menu offers you these functions:

```
Apple Speller ///        Copyright 1982, Sensible Software, Inc.
------------------------------------------------------------------------

        C - Check the spelling of a document

        L - List words from a dictionary

        A - Add document words to a dictionary

        D - Delete document words from a dictionary

        O - Options (ON)

        Q - Quit Speller Program

------------------------------------------------------------------------
Which would you like to do?   [C]
```

In this chapter you'll find out how to use each function in the Speller program. First we'll look at some common routines—tasks that show up in almost every function. If you're familiar with the Pascal Text Editor and Filer, or the System Utilities, you will feel at ease with these:

- Entering information
- Locating a document or dictionary
- Sending a list to the screen, printer, or file
- Escaping and quitting

Then we'll go through each function, keystroke by keystroke.

- Checking the spelling of a document
- Listing words from a dictionary
- Adding document words to a dictionary
- Deleting document words from a dictionary
- Turning options on or off
- Quitting the Speller program

The Speller Program

At the end of this chapter, you'll find details on

- What else the Speller can do
- What the Speller can't do
- A summary of Speller commands

B. Entering Information

You don't have to enter much information to use the Speller. Mostly you can use one finger to

- Pick an option by typing one letter or pressing RETURN .
- Type in the filename of your document or dictionary.
- Answer Y or N for yes or no.

When you're looking at a screen full of options—a menu—the Speller asks you which one you want to use. Each option begins with a key letter, like this:

```
C - Check the spelling of a document
```

At the bottom of the screen you'll see some brackets, around the lit-up square called the cursor. (The cursor shows you where you're going to type.) That's where you can type in the letter of the option you want.

For instance, the bottom of the Speller menu looks like this:

```
Which would you like to do?     [C]
```

The Speller suggests that you'll probably want to choose option C—checking the spelling of a document. That's the standard response, and if that's the option you want, all you have to do is press RETURN to accept it.

Or you could type C again. If you type in a letter—perhaps you want another option—then you don't need to press RETURN afterward.

That's important, because sometimes the Speller lets you type ahead. In this case it would accept the letter as your answer to this question, and then it would remember the RETURN and figure that was your answer to its next question—even though you hadn't even seen it. Type-ahead can be useful if you know exactly what screens will appear and in what order. But leave it off until then. (It's off when you get the program. Your Utilities program lets you turn this feature on and off.)

You'll also be entering information when you tell the Speller what document or dictionary to read. Often the Speller suggests your most-used dictionary, like this:

```
Enter the pathname of the dictionary to be searched:
[/DICTIONARY.1/RANDOM.HOUSE.1                    ]
```

If that's the dictionary you want, you just press RETURN to accept it.

If you want to type in another pathname, you can use the arrow keys to move the cursor back over the letters without disturbing them, and then you can type that new name in. For instance, tapping the ← key once will move the cursor one character to the left without wiping anything out.

If you start typing all the way at the left of the brackets, the Speller will figure you want to put in a whole new word, and will erase the rest. So you're typing into darkness.

But if you use the arrow keys to swoop into the middle of `/DICTIONARY.1/RANDOM.HOUSE.1` you can replace a 1 with a 2 and not upset the rest of the text. That's helpful when you want to change `/DICTIONARY.1/RANDOM.HOUSE.1` into `/DICTIONARY.2/RANDOM.HOUSE.2`.

Some other tricks:

- If you are looking at the original default response and you want to jump to the beginning of the line, press ESCAPE once.
- If you've typed something in, and then decide you want to restore the original default response, press ESCAPE once.
- If you want to eliminate whatever text you have between the brackets, press CONTROL and X at the same time.

- If you want to accept whatever is within the brackets, press (RETURN) . (It doesn't matter where your cursor is; the Speller accepts the whole line.)
- If you want to delete the character just to the left of the cursor, press ⌘ and ← at the same time.
- If you want to delete the character just to the right of the cursor, press ⌘ and → at the same time.
- If you want to insert a character in the middle of a word without retyping, press ⌘ and I at the same time. You can then type your insert. When you're through, press ⌘ and I again to return to regular text entry.

If you're familiar with the System Utilities, you've probably encountered these features already. Basically, they help speed up your editing as you enter pathnames to your dictionary and document.

C. Locating a Document or Dictionary

Sometimes you'll want to have the Speller read a document or dictionary whose pathname you've forgotten. A pathname tells the Speller how to find a particular file, such as a dictionary of legal terms or your last memo to the boss. The path leads first to a device (your external disk drive, say), then to a directory (a group of memos), then to a local filename (the name you gave to the particular memo you want to check). A pathname consists of a device name or volume name, slash, subdirectory name if any, slash, and local filename.

If you don't remember the full pathname, the Speller can help you out by displaying a list of the files on a particular disk. You can then copy the pathname letter for letter, which is essential. Here's how that works.

When the Speller asks you to enter the pathname for a document, you see something like this:

```
Enter the pathname of the document to check for spelling:
[.D2/=                                                   ]
```

`.D2` is a device name.

- The period indicates you're about to tell the program to go look at a device, such as a printer or disk drive.
- The `D` indicates a disk drive.
- The `2` says it's the external disk drive.
- The slash separates the device name from a filename; if you knew the filename, you'd type it in right after the slash. (You don't need the slash now, because you don't know which filename to put in after it. But it won't hurt to leave the slash in for now.)
- The equal sign is a wild card, indicating any file you have out there on your external disk drive. Again, you don't need this, but you can leave it in for now.

Put your document disk in your external drive and press **RETURN** . (If you want to put your document in another disk drive, just type in the right device name and press **RETURN** .)

The Speller goes to the disk in that drive and reads its directory—the list of files on that disk. In a few seconds, it shows the directory to you on the screen. For example:

```
  File                  Filetype          Size    Modified  Time

.D2
  ALLAN.MEMO.TEXT   Textfile            43     8/10/81    17:00
  QUESTIONS.TEXT    Textfile            51     9/11/81     0:00
  LETTERA.TEXT      Textfile            33     6/10/81    24:00
  LETTERB.TEXT      Textfile             1     7/11/82    18:00
  LETTERC.TEXT      Textfile             4     9/11/82    22:00
  LEGALDICT         Datafile             8     9/14/82     2:00
  FALL.DATA         Datafile             4     10/17/82    3:00
  BROCHURES         Directory            4     5/9/82      5:10

Continue listing? [Y]

--------------------------------------------------------------------------------
Enter the pathname of the document to check for spelling:
[.D2/=                                                                         ]
```

You could also get the directory by entering the volume name—the name you assigned to that particular disk—and pressing **RETURN** . A volume name begins with a slash, like this: /DICTIONARY.

These displays seem full of information. Here's what the different fields contain, from left to right:

- FILE. First comes the abbreviation for the disk drive (for example, .D2) or the volume name (such as /DICTIONARY.1). This is what you typed in. Or it can be supplied by the system after you tell it what to expect, in the Speller Utilities program.

  Just below the device name or volume name come the titles you've given your document files.

  (If a title is preceded with an asterisk, the system knows not to write over this file. If you pick that document to check for spelling, the Speller will warn you it is protected and ask if you want to proceed. If you answer yes, you can have the Speller override that protection and write in corrections and marks indicating misspelled words. Afterwards, you'll find the file is no longer write-protected. So you'll have to use the System Utilities if you want to set protection again.)

- FILETYPE. You can use the Speller on ASCII and text files.

  If you see the word `Directory` here, you can open that directory to find the names of the files inside. Enter the device or volume name, then a slash, then the name of the directory and a slash, followed by an equal sign. For example:

  ```
  .D2/BROCHURES/=
  ```

  If the Speller can't read the file, you won't find any type mentioned. (Probably it's a computer program.)

- SIZE. Number of blocks this document occupies on your disk. (A block is a section on the disk; it holds about 512 characters. There are 280 blocks on most disks.)
- MODIFIED. Last date you modified this document.
- TIME. The time the clock showed when you last modified the document.

Sometimes the disk directory is so long it takes two displays to show all the filenames. If that's the case, you'll see a question at the bottom:

```
Continue listing? [Y]
```

If you want to use a different disk drive or volume name, just type (N) for no and then enter the device name or volume name and press (RETURN) . The system then provides you with that directory.

To see more, press (RETURN) ; the program will figure you mean yes. If you've already spotted your document, enter an (N) for no.

When you see the document you want listed there, just enter its title after the `.D2/` and press (RETURN) so the system can find it.

If you type in a pathname and the Speller can't find your document, you see this message:

```
Can't find the document to check for spelling.
Check to see if you entered the correct name.

------------------------------------------------------------

Enter the pathname of the document to check for spelling:
  [(WHATEVER YOU TYPED IN)]
```

Make sure you've copied the pathname from the directory letter by letter. And check to see that the disk with the document is in the correct disk drive. If you get confused, replace the filename in your pathname with a single equal sign and press (RETURN) , and you'll get to look at the directory again.

When you come to use a dictionary, the Speller expects to search Random House Dictionary 1 first. You may confuse the Speller by putting some other dictionary disk in the drive. If so, you'll get this message:

```
Can't find /DICTIONARY.1

------------------------------------------------------------

Enter the pathname of the dictionary to be searched:
[/DICTIONARY.1/RANDOM.HOUSE.1]
```

This reminds you to put that dictionary disk in or to change the pathname to lead to the dictionary you want.

If you get a message such as `Can't find .D2`, that means the Speller cannot contact that drive or finds no disk there. Make sure that device is hooked up. Open and close the door a few times to make sure the disk is securely seated.

The Speller Program

If you get a message saying `[FILENAME] is protected--proceed?`, that means the Speller won't write corrections on that file until you give the go-ahead. You've used the System Utilities to protect the file from change, so you may want to pause a moment before telling the Speller to do this. If you say to, the Speller will remove the write protection from that file, so it can send corrections.

If you get the message `WRITE PROTECTED`, that means the whole disk has been protected by a write-protect tab. If you're sure you want to write corrections onto that disk, take off the write-protect tab and proceed.

If you get the message that a certain file already exists and you're about to overwrite it, you will wipe that one out if you tell the Speller to proceed. To save that file, just enter a different pathname for the material you're trying to save.

D. Sending a List to the Screen, a Printer, or a File

The Speller draws up a number of lists as it goes through your documents and dictionaries:

- All the words in your document, with an indication of the number of times you've used each one.
- Those words that were not recognized by the dictionaries you consulted.
- The words you're about to add to a dictionary.
- The words you're about to delete from a dictionary.

You may want to look at one of these lists

- To make sure you're not using any one word too often.
- To see what words weren't recognized. If they're mostly proper names, you won't want to bother using another dictionary. But if they're fairly common words, you will probably want to have another dictionary look them over before you settle down to correcting them one by one.
- To make sure you're not adding any typos to your dictionary. (If you did that, it would assume those typos were correct.)
- To make sure you're not wiping out some perfectly good words when you delete words from the dictionary.

Each time the Speller prepares one of these lists, it asks you if you want to see the list.

```
Would you like to list these words?  [N]
```

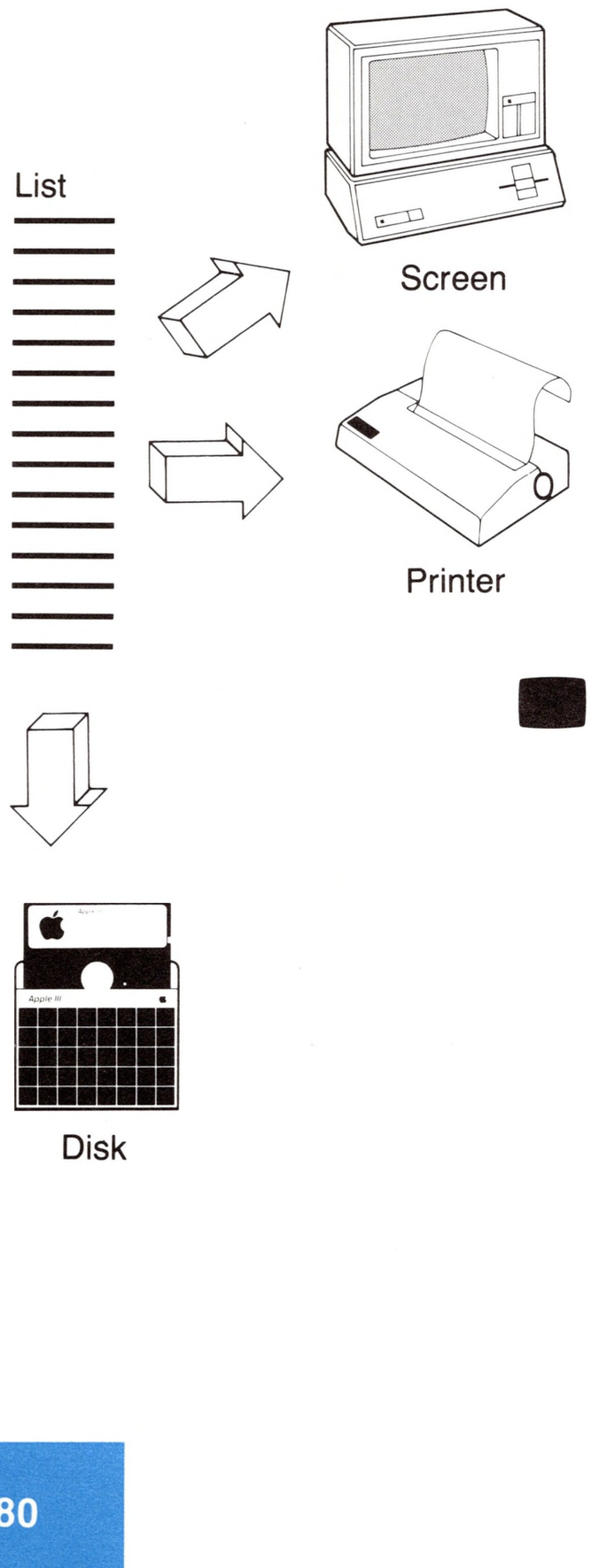
You can skip the list and move on by pressing **RETURN** or typing **N** . If you do want to look at or save the list, type **Y** in the brackets. Then the Speller wants to know where you want the list.

```
List the words on the SCREEN?  [Y]
```

If that's what you want, just press **RETURN** . If not, type **N** . The Speller then wants to know where you want the list sent.

```
Send the list of words to:
[.PRINTER          ]
```

Sending out lists



The Speller can send the list to your regular printer or Silentype because the Speller contains two special programs called the Silentype driver and the Printer driver. To send the text to the Silentype, enter `.SILENTYPE` in place of `.PRINTER` and press **RETURN** .

BY THE WAY: If you are going to use a Silentype, use the Speller Utilities to make sure the computer sends a line feed along with the text so the Silentype won't type the whole text on one line. The line feed advances the paper at the end of each line. (For more information about communicating with a printer, turn to Appendix C.)

If you type in the name of some other device here and the Speller does not have that driver, you will get a message like this:

```
Unable to write to .PRINTERXYX
Press SPACE BAR to continue
```

Pressing the **SPACE** bar will give you another chance to enter the pathname. (If you did not mistype and you still get this message, you'll have to add the appropriate device driver to whatever disk *you* use to start your system with, following the instructions in the *Apple III Standard Device Drivers Manual*.)

You can also send the list of words to a file. Just specify the pathname, and the system creates a new file just for this list. Or you can send the list to an old file, but if you do that, the new list will wipe out whatever is already in that file. We recommend inventing a new pathname for each list.

BY THE WAY: If you think that you'll usually be sending lists to a file, not a printer, use the Speller Utilities program to turn off the extra line feed to the printer; otherwise you'll use up a lot of space on your disk because your list will be double-spaced.

E. Escaping and Quitting

In general, the Speller lets you get out of an activity by pressing the ESCAPE key. If you're in the middle of typing in a pathname, the ESCAPE will take you back to the beginning of the line and will restore the original text. If you press ESCAPE again, you'll move back to the last choice you made, so you can change that.

But the Speller won't let you go on banging away at ESCAPE so often that you lose your work. If you press ESCAPE at a time when moving backward means giving up some of the work you've done, the Speller asks you if you want to `Start over?`. This warns you that you will be wasting some of the work that's been done. And to go any farther back, you have to make a deliberate choice, answering Y for yes or N for no. If you answer Y you go back to the Speller menu to start over. If you answer N you move forward a step.

You may be used to starting a new program by putting in that program disk and pressing CONTROL - RESET. But that won't work here. You have to exit the Speller first.

When you type Q for quit, you exit part or all of the program. This takes longer than escaping, because more information has to be read in and out of the computer's memory. So you can ESCAPE back to the Speller menu, then exit the Speller program, then exit Apple Speller III altogether.

Basically, when you exit from the Speller's main menu by typing Q you return to whatever situation you were in before starting the Speller.

- If you entered the Speller program from Apple Writer III you return to the document you were writing.
- If you entered the Speller program from the Pascal command line, you return there.

- If you started by putting the Speller program disk into your built-in drive and turning the computer on, you can exit by typing Q to go back to the main menu, and Q again to clear the computer.

You can always exit by turning the computer off. But remember, this wipes the program—and your recent work—off of the computer's memory.

F. Checking the Spelling of a Document

This is the function you'll probably use the most. We assume that you've already created a document, using some word processor that's compatible with the Apple III Sophisticated Operating System (SOS)—for example, Apple Writer III or the Pascal Text Editor.

1. Starting

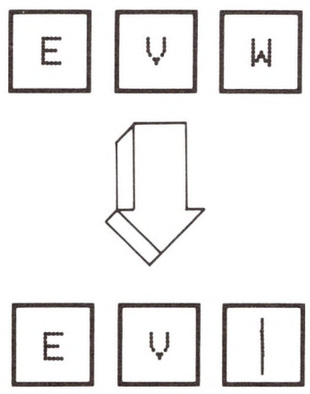
To check the spelling of a document, enter the Speller program by selecting S on the main menu. You get this display:

```
Apple Speller ///          Copyright 1982, Sensible Software, Inc.
------------------------------------------------------------------------

        C - Check the spelling of a document

        L - List words from a dictionary

        A - Add document words to a dictionary

        D - Delete document words from a dictionary

        O - Options (ON)

        Q - Quit Speller Program

------------------------------------------------------------------------

Which would you like to do?  [C]
```

Press RETURN or type C to check the spelling in your document.

2. Choosing a Symbol to Mark Misspelled Words

Marking a word



The program now asks you what symbol you want to use to mark misspelled words in your document. When you first use the program, the Speller suggests you use a vertical line (|), but allows you to select a substitute. Later, when you mark a word, the Speller takes out the last letter and replaces it with the symbol, like this:

```
financin                    financi|
```

The words you can't or don't want to correct on the spot, you mark. Then when you return to your word processor, you can search for that symbol, find the misspelled word, and correct it.

BY THE WAY: We recommend that you do not use any letter or common punctuation mark for your symbol. If you do, your word processor's Search function will find the symbol you've chosen on almost every line—but it may be 15 lines before you run into a misspelled word.

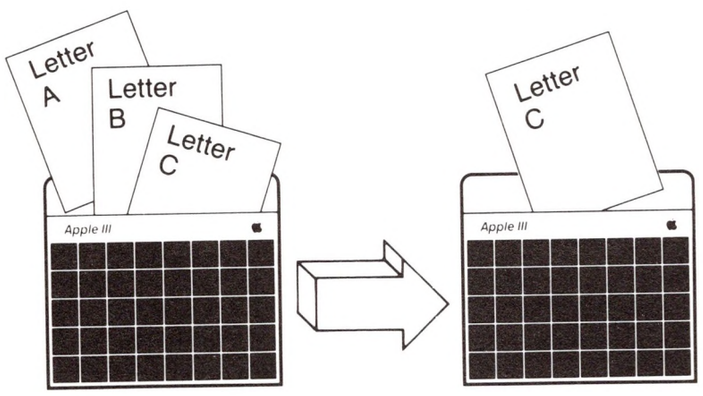
Press **RETURN** to accept the suggested mark. Or type in one you prefer.

3. Assigning a Document to Check

The Speller now wants to know what document to check. If you're entering the Speller from Apple Writer on a 256K system, the Speller just goes back to whatever document you were writing before you entered the Speller. If there is no document in memory, the Speller looks for one on a disk:

```
Enter the pathname of the document to check for spelling:
[.D2/=                                                   ]
```

Choosing a document



When you first use the Speller, it expects your document to be in your external disk drive; the Speller shows you the directory of that disk, so you can pick out the document. (You can modify this expectation by using the Utilities program.)

When you spot the document, enter its full pathname. Examples:

```
Enter the pathname of the document to check for spelling:
[.D2/MEMOS/NOV12.TEXT]

OR

Enter the pathname of the document to check for spelling:
[/CORRESPONDENCE.1/MEMOS/NOV12.TEXT]
```

If you need help recalling the pathname, refer to section C of this chapter, about locating a document or dictionary.

Once you've entered the pathname, press **RETURN** .

4. Making Up the Unique Word List

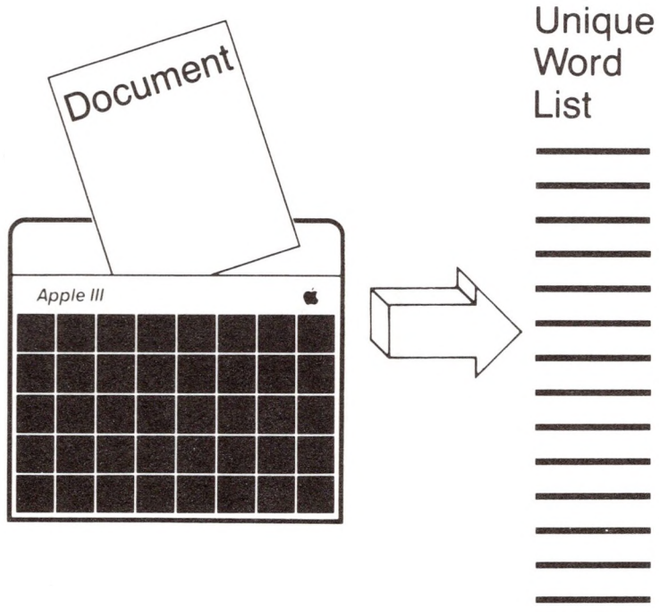
The Speller now makes up a list of every word you've used in your document. You'll see this message while it reads:

```
COLLECTING DOCUMENT WORDS
```

And when it's through, you'll get some totals:

```
2669 words were read from this document.

Excluding duplicates, you have   567 unique word(s)

----------------------------------------------------

Would you like to list these words?  [N]
```

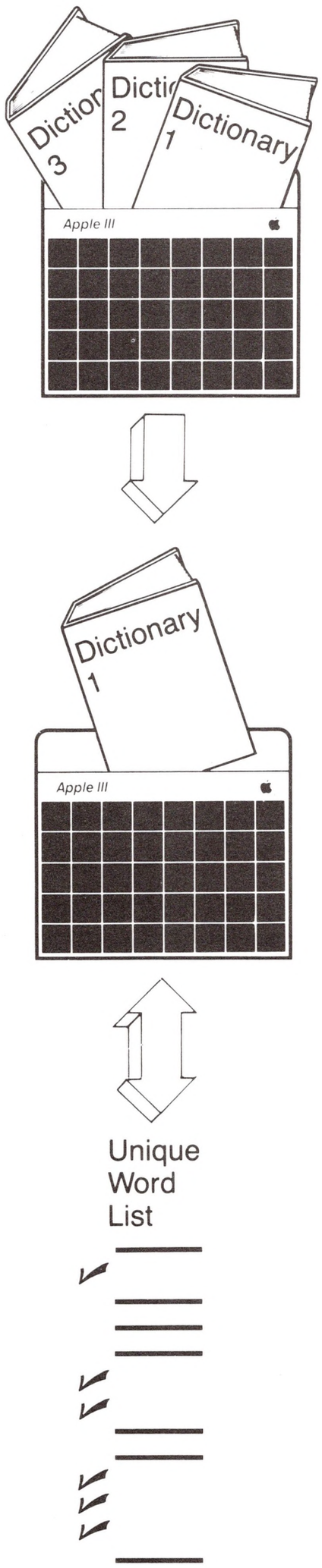
Making a unique word list



If you're not interested in the list, that's fine. Take your program disk out of the built-in drive and replace it with your RANDOM HOUSE DICTIONARY DISK #1. Then press **RETURN** .

If you do want to see the list, type **Y** . Then continue to answer the questions about where you want the list sent. (For more details, see section D of this chapter, about sending a list to the screen, printer, or file.) Before pressing the **SPACE** bar at the end of your listing, put your RANDOM HOUSE DICTIONARY DISK #1 in the built-in drive.

Picking a dictionary



5. *Assigning a Dictionary*

When you've finished listing or not listing the unique words in your document, the Speller looks for the last dictionary you used in this session—or the one that's been assigned in the Utilities program. When you first use the program, the Speller looks for the main Random House dictionary—RANDOM.HOUSE.1. That's the one with the most commonly used words.

If you forgot to put the dictionary disk in before finishing up your list, you'll get this message:

```
Can't find /DICTIONARY.1
```

The Speller expects to find RANDOM.HOUSE.1 on the disk known as /DICTIONARY.1. If that's the dictionary you want it to search, put the disk in and press **RETURN**. If you want to use another dictionary, put that disk in, type its pathname, and press **RETURN**.

If you need help figuring out the pathname of a dictionary, see section C of this chapter, about locating a document or dictionary.

Once you've entered the pathname for the dictionary, you'll see a confirming screen showing its filename, filetype, size, last date modified, and time of modification. That just reassures you that it's reading the right dictionary. Then you'll see this message flash briefly:

```
Searching for dictionary to be searched.
```

Then you'll see:

```
SEARCHING DICTIONARY
```

The Speller now compares your document words with the words in the dictionary to find out which of your words aren't there. These may be misspelled—or just not in that dictionary. For instance, your brother's nickname might show up as a word that was not recognized by Random House Dictionary 1. But it might be in our little dictionary of names, called NAMES.

Searching through a small dictionary such as NAMES looking for one word will take a few seconds; searching for several hundred words in the large Random House Dictionary 1 could take a few minutes. When the Speller gets through making these comparisons, you'll see some results:

```
15 document words have not yet been found in a dictionary.

Check against another dictionary?  [Y]
```

That means the Speller couldn't find 15 of your unique words in that dictionary. If you have a lot of these unrecognized words, you may want to check them against another dictionary. It may have some of these words; if so, you won't have to review so many later.

To check another dictionary, put its disk into the disk drive you used for the first dictionary, and then type **Y**. Then you can enter the full pathname and press **RETURN**. The Speller then looks up the remaining unrecognized words in that dictionary to see how many it can recognize, and asks if you want to check another dictionary.

When you finally tell the Speller **N**, meaning, "No, I don't want to check these words against another dictionary," you'll get your final totals:

```
You have    12 word(s) that were not recognized.

-----------------------------------------------

Would you like to list these words?  [N]
```

You may want to look at this list to see how many unrecognized words are actually OK, just not in the dictionary—somebody's name and address, for instance. This will give you an idea how many corrections you'll have to make later. And in fact you may find you don't need to make any corrections. If so, you can leave the Speller program.

You can send the list of words to your screen, printer, or a file. (For details, see section D of this chapter, about sending a list to the screen, printer, or file.)

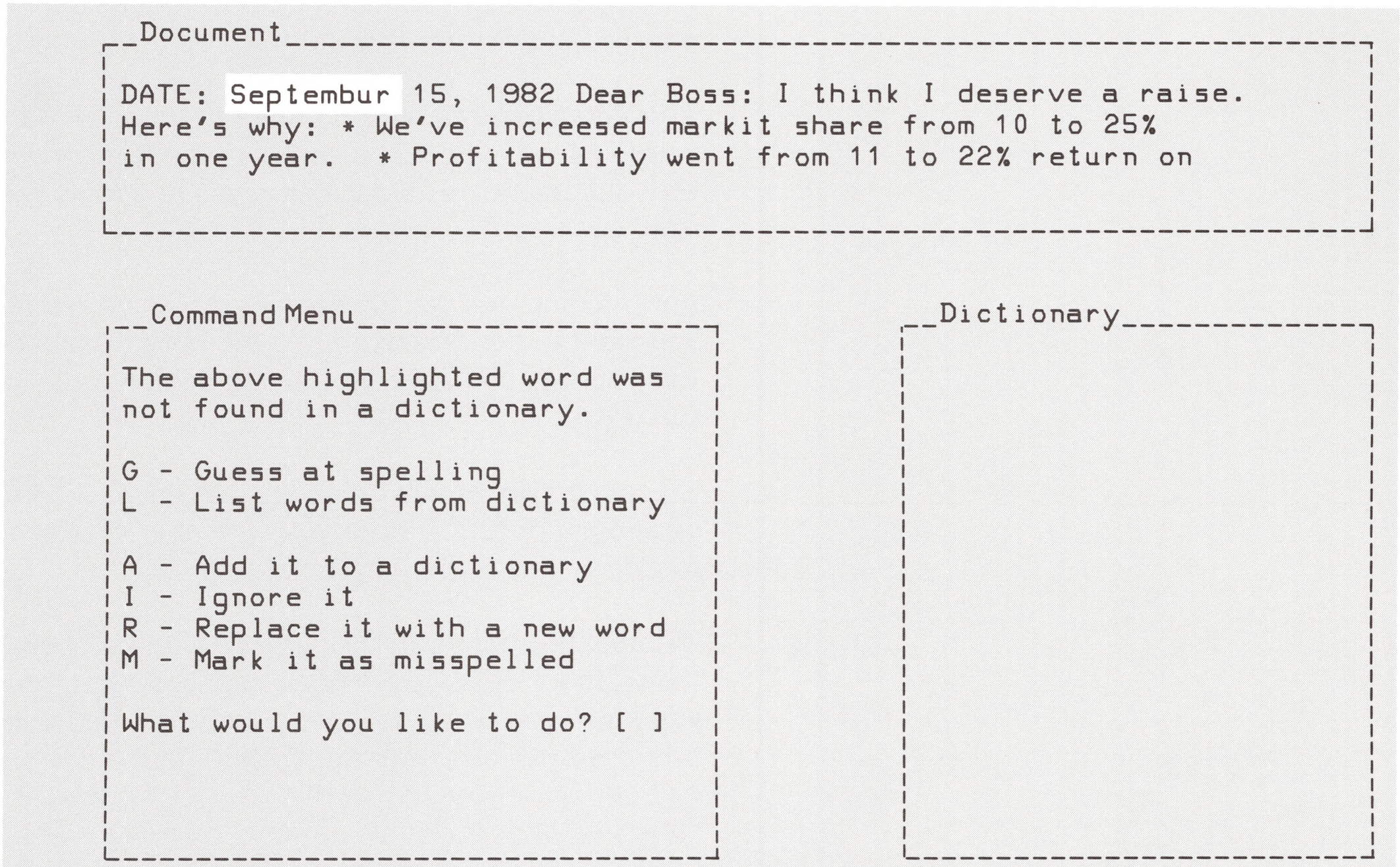
When you refuse the chance to list the words or when you finish listing, the Speller gives you the opportunity to make some corrections.

The Speller Program

BY THE WAY: Don't take out your document disk. Normally the Speller works by reading short portions of the text from your disk, displaying those on your screen, and highlighting the unrecognized word. If by chance you remove the disk that has the document on it, the Speller can't function, so you'll get the plea to insert that volume in that drive again and press the ALPHA LOCK key twice to get going again. (This won't happen if you're using Apple Writer III on a 256K machine, because it can store the whole document in memory at once.)

6. Using the Action Screen

Now you're ready to decide what to do about each word that wasn't in the dictionary. You'll be presented with the action screen:



At the top of your screen you'll see a few lines of text from your document. The system ignores blank lines and empty spaces so it can squeeze more meaningful text in. Understanding the context helps you decide whether to leave the highlighted word as it is, mark it as misspelled, or correct it on the spot.

The left-hand box suggests what you might want to do about the suspect word. That's why we call this little box the Command menu. Here we'll give brief descriptions of each action you could take, then expand on each in subsequent sections.

G Guess the spelling of the word. As long as your misspelling only involves one or two letters, the Speller may be able to guess what word you meant.

L List dictionary words. If you're not sure of the correct spelling, you can do more elaborate guessing by substituting the wildcard characters = and ? for the portions of a word you're unsure of. The Speller lists any dictionary words that match this pattern in the box marked `Dictionary`. That way you can pick out the correct spelling.

A Add it to a dictionary. You'll want to do this if it's a word you use a lot—one you'll want checked in future documents. But make sure you're adding the right spelling.

For the moment, the Speller just remembers that you want to add this word to a dictionary. The actual process of adding words to a dictionary takes place later.

Since the system now assumes that this is a correct spelling, it doesn't bother you with any other sentences in which you may have used it.

I Ignore it. Perhaps you're deliberately misspelling the word for effect. Perhaps it's spelled right, but you know you won't use that word very often in the future, so you don't want to bother adding it to a dictionary. So you just leave it as is. If the word shows up later in this document, the system will not bother to alert you again.

R Replace it with a new word. If you can correct the word without making it any longer, go ahead. Equal length or shorter is OK. (If you are using Apple Writer on a 256K machine, you can replace the word with a word of any length.)

M Mark it as misspelled. If the correct version of the word takes more letters than the misspelled version, you must mark it so you can come back to it in your word processing program using the Search function and correct it.

If you are using Apple Writer on a 256K machine, you won't have to mark anything; you can just correct in place.

In the next sections, we discuss how to carry out these actions.

7. Guessing the Spelling

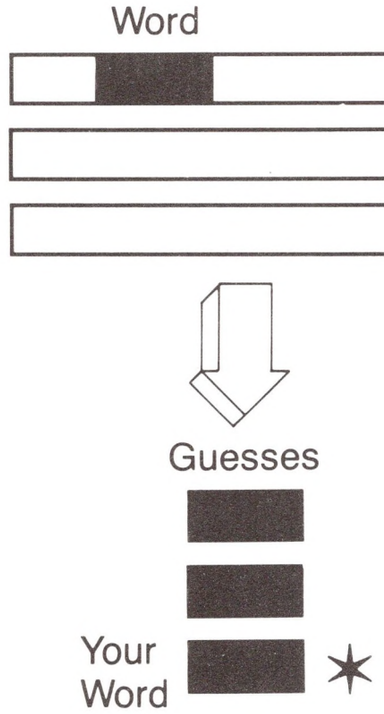
By typing (G) you get the Speller to guess at the correct spelling. The Speller asks if you want to use the last dictionary you consulted:

```
Enter the pathname of the dictionary to be searched:
[/DICTIONARY.1/RANDOM.HOUSE.1                          ]
```

Usually that'll be fine, so you can accept that by pressing (RETURN).

But if you want another dictionary, enter the pathname of the dictionary you want used, then press (RETURN).

Guessing your word



Here's how the Speller guesses. The program assumes that in misspelling the word, you may have transposed two letters, put in one wrong one, or left out a right one. These are the most common spelling errors. So the Speller assumes your first letter is right, then goes on to transpose all other pairs of letters, to add every letter in the alphabet between each pair, and to take out a letter at a time. It looks up each of these "words" in the dictionary. If it finds one there, it shows that to you.

For instance, if the misspelling is *bos*, the Speller looks up all of the following combinations to see if they are dictionary words:

bs bo bso boa bob boc bod boe bof bog boh boi boj bok bol bom bon boo bop boq bor bos bot bou bov bow box boy boz bas bbs bcs bds bes bfs bgs bhs bis bjs bks bls bms bns bps bqs brs bss bts bus bvs bws bxs bys bzs baos bbos bcos bdos beos bfos bgos bhos bios bjos bkos blos bmos bnos boos bpos bqos bros

bsos btos buos bvos bwos bxos byos bzos boas bobs bocs bods boes bofs bogs bohs bois bojs boks bols boms bons boos bops boqs bors boss bots bous bovs bows boxs boys bozs bosa bosb bosc bosd bose bosf bosg bosh bosi bosj bosk bosl bosm bosn boso bosp bosq bosr boss bost bosu bosv bosw bosx bosy bosz

In the Dictionary box, you'll probably see a few words appear. Those are the Speller's best guesses at the word you meant. (If you've got a drastic misspelling, or if the correct spelling doesn't happen to be in the dictionary you're using, the Speller won't be able to come up with anything useful. In fact, it might report `No Matches.`)

For instance, guessing about *bos* the Speller offers you the following dictionary words: *bs, bob, bog, boo, bop, box, bow, boy, bobs, bogs, boos, bops, boss, bows, boys, bus.*

Press the (SPACE) bar and your cursor moves back to the Command menu, so you can tell the Speller what to do about the highlighted word.

8. Listing Words from a Dictionary

Like guessing, this command helps you find the correct spelling in the dictionary. In this case, you must specify a pattern and the Speller tells you all the dictionary words that match it. This can be helpful when you feel sure of part of the spelling but not all.

On the Command menu, type (L). The Speller assumes you want to look in the last dictionary you used, but it gives you a choice:

```
Enter the pathname of the dictionary to be searched:
[(LAST DICTIONARY YOU USED)]
```

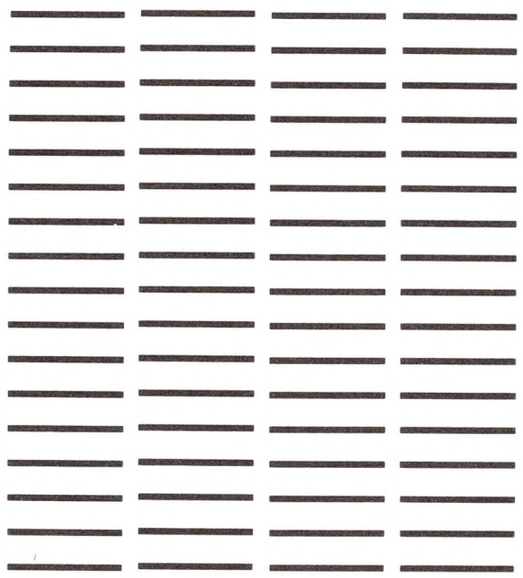
After your first use of the Listing function, the Speller just asks for confirmation that you want to use the same dictionary again, like this:

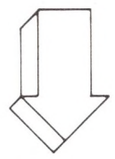
```
List from RANDOM.HOUSE.1?          [Y]
```

By pressing (RETURN) or typing (Y) you accept that dictionary. But if you want another one, type (N) and then enter its pathname. Then press (RETURN).

Listing words

Dictionary





Possible Words with PPL

```
APPLE
APPLICA------
APPL---
---PPL------
---PPL---
---PPL----
------
----
----------
```

Then text appears in the Dictionary box:

```
List dictionary words that match:
[ Septembur                ]

Press ESCAPE to exit.

"=" matches anything.
"?" matches single letter.
```

Your highlighted word shows up in brackets. Replace a single letter you're not sure of with a question mark. If you think there might be several letters in one position, put an equal sign there. For instance, if you just wondered about the *u*, you would enter `Septemb?r` and the dictionary would look up every word that began with *Septemb* and had one more letter, followed by *r*.

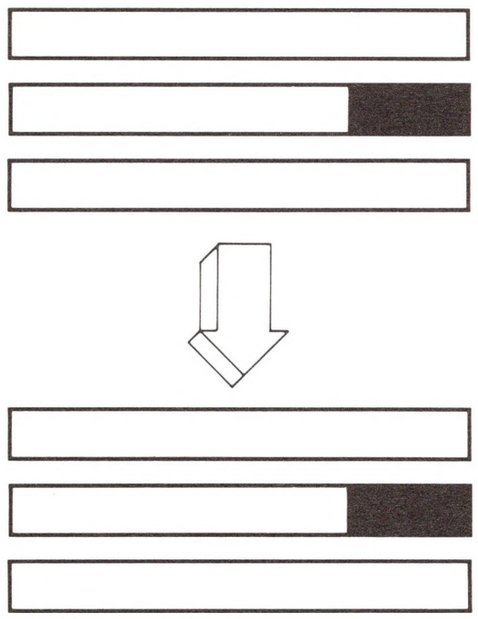
But if you wondered about the way the word ended, no matter how many letters it took, you could enter `Septem=` and the dictionary would look up every word that began with those six letters.

You can enter any number of equal signs and question marks in any combinations.

When you press **RETURN**, you get a list of matches—or the news that there are no matches. Usually the correct spelling of your word is on that list. Press the **SPACE** bar to go back over to the Command menu to make the correction.

BY THE WAY: The words on this list are not in alphabetical order. This isn't much of a problem when the list is short, but if you haven't narrowed down your pattern, you may get five or six displays full of words. That can be confusing. So we recommend being as precise as you can. Put in every letter you're sure of.

Ignoring a word



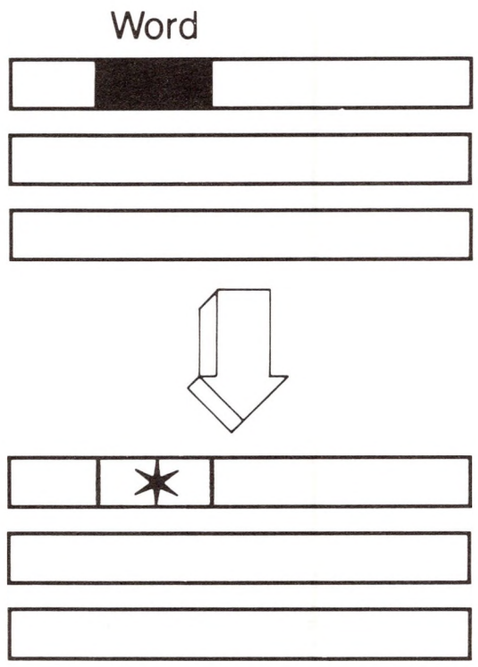
9. Ignoring a Word

By typing **I** on the Command menu, you can tell the Speller to leave the word alone throughout the document. The system then passes by the word if it shows up later in that document. It will not be ignored if you check some other document.

You might want to ignore a word if it's a person's name or an abbreviation or a brand name. But if you think you'll use it a lot, and don't want it flagged later, then you should add it to a dictionary rather than ignoring it.

10. Replacing a Word

Replacing a word



You can replace one letter with another to correct a word. You can remove a letter, leaving a correction that is shorter than the misspelling. And, if you have entered the Speller from Apple Writer III and you are using a 256K computer, you can replace the whole word even when the correct spelling is longer.

You may wonder why it's only in those circumstances that you can replace the highlighted word with a longer one. With that much memory, the computer can hold both Apple Writer III and Apple Speller III plus the document, with plenty of room for expansion. So it's OK if you add a few letters here and there.

But on a 128K machine there is only room in memory for both programs. The Speller has to read pieces of the document in from a disk, and if you did make any one piece larger, it would go back to the disk and wipe out part of the next paragraph. That's why on a 128K machine you can replace one letter with another, or omit one—but can't add to the total. If the correct version of a word takes more space, you'll have to mark the word as misspelled, and return to it in your word processing program to make the correction.

To replace a word, type in (R) on the Command menu. You'll see the word appear in brackets below the list of commands, with the request, `Enter replacement for word`. You can type in your new word there.

Once you've entered the new word, the system asks you if you think that's correct: `OK? [Y]`. If not, type (N) and you'll get another chance. If it's OK, just type (Y) or press (RETURN) .

If you type in the new word and it turns out to be longer than the old one—let's say you originally had *hight* and you try to replace that with *height*—you'll end up with only part of that new word, unless you are using Apple Writer III on a 256K machine.

```
[heigh]
Ok?  [Y]
```

In this case, just replace the last letter with the symbol you're using to identify misspelled words, and your word processor's Search function will find it for you later so you can fix it.

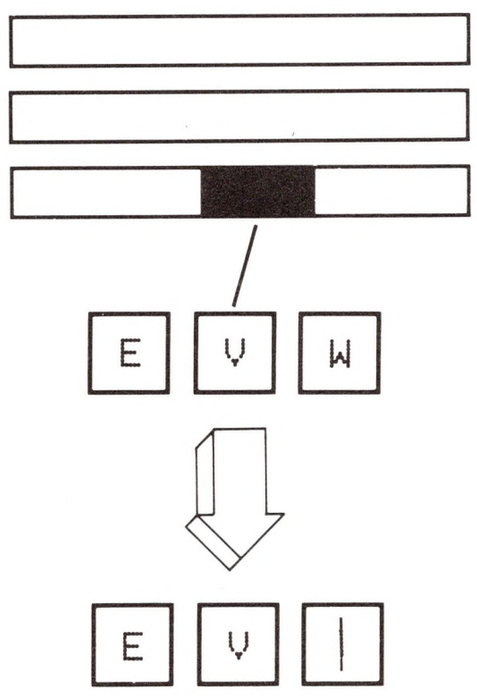
If you've just made a typo, answer `OK?` with (N) for no, and you'll be able to type over the word again. (ESCAPE) takes you back to the Command menu, in case you want to mark the word as misspelled in the usual way.

Replacement only works one word at a time, because you may want to correct the same misspelling in different ways. For instance, you may have typed *dependens* twice, but meant *dependents* once, and *dependence* the other time. Thus, if there's another place you made the same misspelling, the Speller lets you replace it there also.

At the end of your session, the Speller reports how many words it marked or replaced.

11. Marking a Word as Misspelled

Marking a word



By typing (M) you mark a suspect word as misspelled. The Speller takes out its last letter and replaces it with the symbol you chose as a marker at the beginning of your session. When you first use the Speller it suggests marking words with a vertical line (|). But you may have chosen some other symbol.

If you are using the vertical line, the marking will leave the word like this:

ORIGINAL	MARKED
`evw`	`ev|`

The word may show up misspelled in that way more than once, so the system asks you if you want it to go ahead and mark it every time. This way you won't have to look at it in context, over and over. The system expects you to say yes:

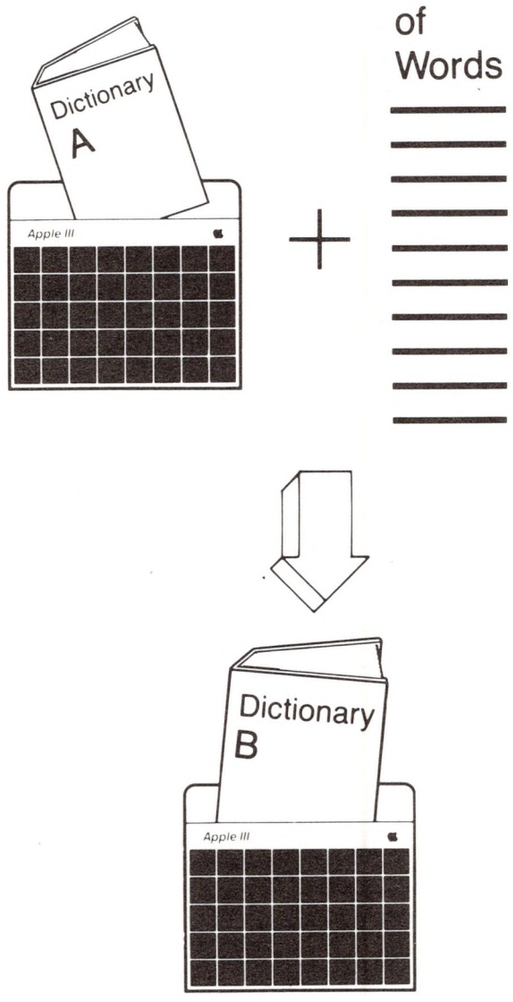
```
Mark every instance of word?  [Y]
```

If you think this spelling might be right in a different context, type in (N) and the system will go ahead bouncing the unrecognized word up on the screen whenever it occurs, so you can make a decision each time.

After you've handled each suspect word and left the Speller program, you can start up your word processing program again and have it search for these marks. Each time you find one, you can correct the word.

12. Adding a Word to a Dictionary

Adding words



Sometimes you've written a perfectly correct word that's not in the dictionary. If you use the word a lot, you won't want to see it constantly being flagged by the Speller and thrown out at you for a decision. The best thing to do is to add it to a dictionary. That takes two steps.

First, when you reach a highlighted word like that, type (A) . The Speller assumes you mean this word is correct. It won't bother you with any other occurrences, since it assumes they're all correct.

Then, when you've finished handling all the highlighted words, you'll get some totals:

```
12 marked word(s)
14 replaced word(s)
Press SPACE BAR to continue
```

Press the (SPACE) bar. You get another total:

```
You have    22 new dictionary word(s)

 ----------------------------------------

Would you like to list these words?  [N]
```

You may want to see this list, to make sure every word's correct. If so, you won't have to OK them one by one. You can send the list to the screen, a file, or a printer.

Once you've seen the list, or refused it, you're asked if you want to approve or disapprove of every word before adding it to the dictionary:

```
Do you want to verify each new dictionary word?  [N]
```

If you already know the words are correct, you can just press (N) , and the Speller sends the whole lot to the dictionary at once. But if you want to decide about each one, type (Y) . If you do, you'll see this display:

```
Do you want to add this word to a dictionary?

(    1) Amos                          ?   [Y]
```

You're weeding out the unfit. Whenever you spot a word you don't want added to the dictionary, you just type (N) and the Speller forgets it. You decide whether to include each word, typing (Y) or (N), until you come to the end of the list.

Now the Speller wants to know what dictionary you're going to add the words to.

```
Add the words to an existing dictionary?  [Y]
```

If you do plan to add the words to a dictionary that already exists, press (RETURN) or type (Y).

If you want to create a brand new dictionary using these words, type (N). (You might want to create a new dictionary so you could use it in special circumstances. For instance, if some of your letters involve legal terms, you might create a dictionary of several thousand legal terms. But you wouldn't need those for general correspondence.) The Speller then assumes you want to create an as-yet-unfilled dictionary and add to that—so it asks you to name the new dictionary.

If you said you want to add words to an existing dictionary, the Speller asks you for the pathname of the dictionary to add words to. It looks for the first dictionary you used in this run and if that's found, shows you this kind of information about it:

```
Apple Speller ///                    Adding Words to a Dictionary
Document: SAMPLE.TEXT
-------------------------------------------------------------

  File                  Filetype     Size   Modified   Time

/DICTIONARY.1
 *RANDOM.HOUSE.1    Datafile      246     12/06/82   13:33




-------------------------------------------------------------

Enter the pathname of the dictionary to add words to:
[/DICTIONARY.1/RANDOM.HOUSE.1          ]
```

Make sure you've got the right disk in your drive and then put in the pathname of the dictionary you want to add to and press (RETURN).

The Speller leaves your original dictionary where it is, copying it and adding your new words to create a new one. If you give the new one the same name, the Speller then erases the original—but only when the new dictionary is complete. If you use a different name for the new dictionary, you will end up with two dictionaries, one slightly larger than the other.

So now the Speller wants you to name the new dictionary. It suggests the one you just typed in or accepted:

```
Enter a pathname for the new dictionary.
[/DICTIONARY.1/RANDOM.HOUSE.1                ]
```

If you have another pathname in mind, type that in. (Make sure that the disk has room: if you're adding to one of the Random House dictionaries, you'll need most of a formatted disk.) Press (RETURN) . The Speller doublechecks:

```
Is this the correct new dictionary?  [N]
```

If so, type (Y) . If not, type (N) or press (RETURN) and you'll get a chance to revise the pathname.

You might run into some problems at this point. You might get this message:

```
There may not be enough room on the disk--proceed?  [N]
```

If you realize that there is not room on that disk, put in a new one with more space. (If you're adding to the first Random House dictionary, you'll need most of a blank formatted disk—246 blocks. The second one requires 140 blocks; the third, 102 blocks.)

If you type (Y) and proceed, you may be able to squeeze the new dictionary onto the disk. If it won't fit, you'll get this message:

```
DISK FULL--unable to finish dictionary.
Press SPACE BAR to continue
```

This means that your disk or ProFile has no more room to hold the growing dictionary. The partially completed dictionary will be deleted. The Speller asks you if you want to try again, using a different pathname.

Answer (N) and you end up with nothing added. Answer (Y) and you can try again with a different combination. You can

- Use a blank formatted disk for the new dictionary.
- Say you do want to try again, but answer (N) when asked if you want to add words to an existing dictionary. That way you start a little customized dictionary of these words. (You can combine dictionaries later, when you format a new disk.)
- Or send the new words out to a file as if they were a document. Then add the words in that "document" to a dictionary later, when you've formatted a blank disk.

Or you may have assigned the new dictionary an old dictionary's title, in which case the Speller thinks you want to overwrite that one.

```
.D1/SPECIAL.DICTIONARY exists--overwrite?    [N]
```

If you press (RETURN), you get a chance to assign a new name. If (Y), the Speller overwrites. Once you've confirmed the pathname, the Speller sets about making a new dictionary. This may take a few seconds or a few minutes, depending on how many words you've included. While that's taking place, you'll see this message onscreen: `Building Dictionary`, with the pathname.

When the new dictionary is complete, the Speller reports `Dictionary created. Press SPACE BAR to continue.`

When you press the (SPACE) bar, you return to the Speller menu.

G. Listing Words from a Dictionary

If you want to find out how to spell a word, you can go right to this function without entering a document. Call up the Speller menu and type (L).

The Speller asks you if you want to use the last dictionary you consulted:

```
Enter the pathname of the dictionary to list words from:
[/DICTIONARY.1/RANDOM.HOUSE.1                                ]
```

If you do, press (RETURN). If you want to use some other dictionary, type in that pathname.

Now you get a chance to type in a pattern you want the Speller to check for you. You see this display:

```
List dictionary words that match:
[                                ]

Press ESCAPE to exit.



"=" matches anything.
"?" matches single letter.
```

You can now type in the word you're wondering about, substituting a question mark for each letter you're unsure of and the equal sign for groups of letters, no matter how many. For instance, if you are thinking about an automobile license and you're not sure if there's an *s* in there somewhere, you can enter:

```
[li?en?e]
```

If you aren't sure about the middle of the word, you can enter:

```
[li=e]
```

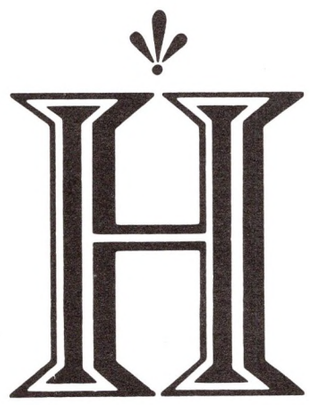
Then press **RETURN** . You'll get a list of all the words that match that pattern. For instance, the first pattern produces this list:

```
LICENSE
```

The second pattern produces this list, plus 40 more words:

```
LIVE
LIABLE
LIE
LIBERALIZE
LIBERATE
LIBERTINE
LICE
LICENSABLE
LICENSE
LICENSEE
Continue listing? [Y]
```

To keep your lists short, then, put in as many letters as you're sure of.



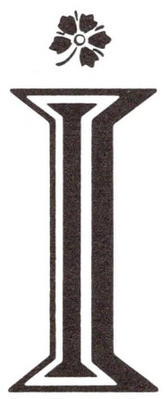
H. Adding Document Words to a Dictionary

Sometimes you'll find that a document has a whole group of words that aren't in a particular dictionary. For instance, you might have a list of new product names, a glossary of shop talk, or a mailing list. You might not want to spend the time to add these words to a dictionary one at a time. If that's the case, start the Speller, and on the Speller menu choose A.

From there on, you go through the same steps you take in checking the spelling of a document and then adding some of the words to a dictionary. (For details on that, see this chapter, part 12 of section F.)

You enter the pathname of the document to take the words from, and the Speller collects the unique words in that document. You can list them on the screen, a printer, or in a file. Then the Speller asks which dictionary to search; searches that; emerges with a list of words not recognized. It asks if you want to add them to an existing dictionary. Then you enter the pathname of the dictionary you're going to add to (it can be brand new), and the name of the new dictionary you're going to create. Then the Speller lets you confirm that each word should be added. Or, if you don't want to bother verifying them, the Speller takes the whole list of unique words and adds any that aren't already in the dictionary.

BY THE WAY: Remember that if you're adding to one of the Random House dictionaries or any other large dictionary, you will need a freshly formatted blank disk—or a ProFile—to receive the new dictionary.



I. Deleting Document Words from a Dictionary

Sometimes you'll want to delete a whole document's worth of words from a dictionary—terms your department will no longer be using, say. Or you may discover you've put some misspelled words in a dictionary. Here's how to get rid of them.

Use your word processor to create the list. Save it as a file. Start the Speller, and on the Speller menu type (D). Then proceed as if you were checking the spelling of any document.

Enter the pathname of your document, and the Speller collects the unique words. You can view them on screen or send them to a printer or a file. We recommend that you do look over this list, since you won't be able to go through a verification process later. Then enter the pathname of the dictionary you want to delete these words from. Instead of looking for the words that aren't in your dictionary, the Speller looks for the ones that are, so it can delete these. You'll get a chance to view the list it intends to delete.

Then you have to tell the Speller the pathname of the new smaller dictionary that will result from all these deletions. (The old one survives, unless you give the new one the same name.) Once you specify the name of this new dictionary, and verify that, the Speller creates it. In effect, you've taken all those document words out of the old dictionary.

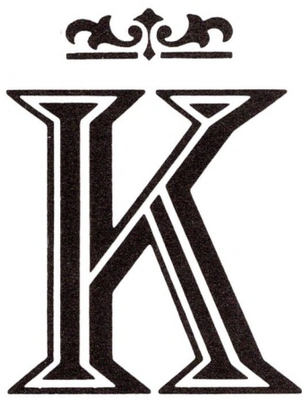
J. Turning Options On or Off

You can take the fast track through the Speller program by refusing to think about the many options offered. You set these beforehand in the Utilities program.

For instance, you can decide that in this session you aren't going to change the symbol you use to mark misspelled words and you don't want to see most of the optional word lists. In effect, you're just going with the assumptions you built into the program when you used the Utilities program to customize the Speller. We call that turning the options off.

To turn the options off, you just call up the Speller menu and type **O** . You'll see the word after `Options` switch from `ON` to `OFF`. That's all you have to do. (If you keep typing **O** you'll see that this command acts like a toggle switch, letting you flip back and forth.)

When the menu reads `Options (ON)` you can expect to be asked more questions and allowed to use extra dictionaries. But if you don't need all those options, you can speed up your work by choosing `Options (OFF)`.



K. What Else the Speller Can Do

The Speller can check the spelling in documents of any length. When it has found 2048 unique words (most documents don't have this many), you may get a message, `Memory Full.` But you don't have to do anything. The Speller puts a checkpoint at that spot in the document, lets you process the words it's collected, then goes back to read some more.

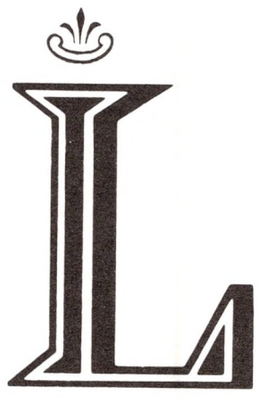
The Speller can also let you ignore word-processing command lines that start with a period or caret, such as

```
.cj

^ul l
```

You probably don't want to check these in the dictionary. But if you do, you can use the Speller Utilities program to tell the program how to check command lines—even if they start with some other symbol.

Similarly, the Speller can read words that have embedded control characters. (A control character is a letter or number typed in while holding down **CONTROL**; that distinguishes it from a regular letter and tells the Apple III, your word processor, or your printer that this is a command.) The Speller usually ignores the control character and reads the rest of the word as if it weren't there. But if you want the Speller to look up words with the control characters, you can set that up using the Speller Utilities.

And the Speller usually overlooks words that already have been marked as misspelled. But it will count them and include their number in the message telling how many unrecognized words you have. (Perhaps you've already used the Speller on this document, but haven't gotten around to correcting the typos.) If you want the Speller to highlight those marked words, just change the marking character at the beginning of the session.



L. What the Speller Can't Do

In general, Apple Speller III cannot spot grammatical mistakes or stylistic snafus. It just checks your spelling. For instance, these sentences contain legitimate words that are in the dictionary, so they'd pass the Speller:

Your going to there house.

I cant here two well.

To keep the program from taking too much space and time, we have set the following limits on the Spelling program. They leave plenty of flexibility for most people with most documents. So you probably won't have to memorize any of them. In fact, you've probably noticed the most common limitations. Apple Speller III cannot

- Let you make a correction that's longer than the misspelled version—unless you've entered the Speller from Apple Writer III on a 256K machine.

  (If not, you must mark the word as misspelled, then return to your word processor, search for the mark, and correct the word there.)

- Know the special phrases you use in your trade. That's why we've made it possible for you to add them to the dictionary.

- Distinguish between upper- and lowercase characters.

- Read words ending in apostophe-s. The Speller drops that ending and reads what goes before. So in checking spelling, it does not look up *it's*; it looks up *it*.

  On the other hand, in listing words from the dictionary, the Speller takes you literally. If you type in *book's*, the Speller won't find it in the dictionary because the dictionary does not contain the possessive form of most nouns. (That's to save space.)

  (You can change this by using the Speller Utilities to modify the characters recognized by the Speller).

- Send a list of words from the dictionary to a file or to the printer. You can only view them on the screen.

If you try feeding a very large and complex document through the Speller, you may encounter some other limitations. In particular, Apple Speller III cannot

- Count more than 1999 occurrences of a particular word. If you use it more often than that, your count will be off. (You'll still be able to check the spelling, though.)
- Read words longer than 47 characters. (The program just reads the first 47 characters—enough to distinguish what word it is, but not enough to check the last few letters. But even a very long word like *antidisestablishmentarianism* has less than 47 letters, so this limitation shouldn't cause you many problems.)

M. Summary of Speller Commands

To Get This Result	From This Situation	Do This
Starting and Stopping		
Start the program	Computer off	Put program disk in the built-in drive. Turn on computer.
	Computer on	Put program disk in the built-in drive. Press CONTROL - RESET. If you've been using Apple Writer, press CONTROL - Q, then type K for Speller or L for Utilities.
Choose Speller	Main menu	Type S.
Go to Utilities	Main menu	Type U.
Leave a function	Anywhere	Press ESCAPE. If you are willing to lose work, answer Y to the question START OVER? (You'll return to the Speller or Utilities menu.)
Leave the program	Anywhere	Return to Speller or Utilities menu. Type Q twice.

Within the Speller Program

Add words to a dictionary	Action screen or Speller menu	Type (A). Select document, if starting at Speller menu. List or don't list words found in document ((Y) or (N)). Name and search dictionary. Verify each word—or don't. Enter pathname of old dictionary; (RETURN) , new dictionary; (RETURN) .
Assign a dictionary	When asked for one	Enter pathname to dictionary. (You may have to remove the program disk and insert the dictionary disk.) Press (RETURN) .
Call up a document	Speller menu	Type (C), (A), or (D). Use full pathname (device or volume name, slash, name of document). Press (RETURN) .
Check spelling	Speller menu	Type (C).
Choose a mark	Speller menu	Type (O) to make options on. Type (C). Replace vertical line with new mark.
Delete words from dictionary	Speller menu	Type (D). Select document. List or don't list words. Enter pathname of old dictionary; (RETURN) ; new dictionary; (RETURN) .

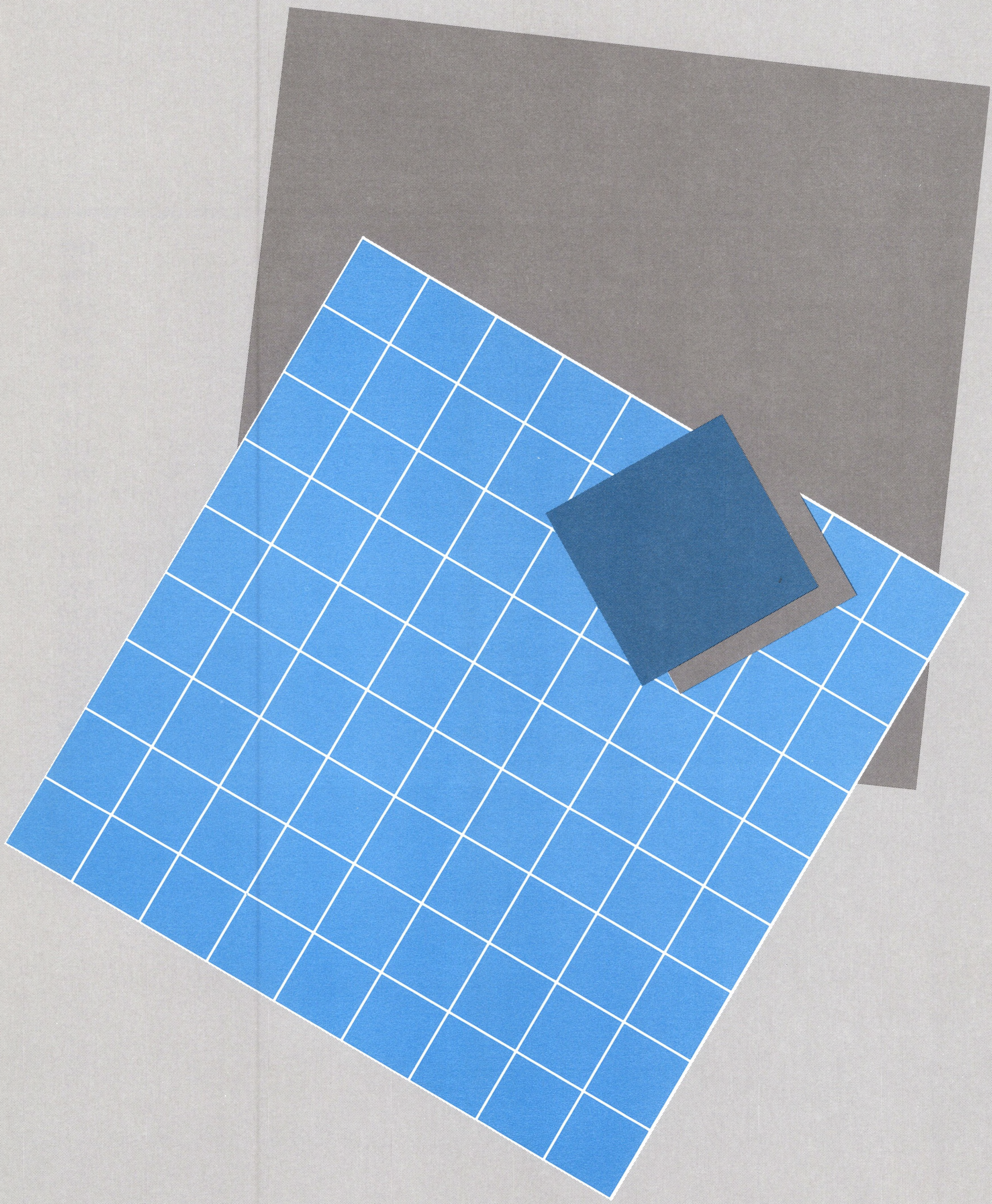
List similar words	Action screen or Speller menu	Type (L). Select dictionary you want to use. Enter parts of word you feel sure of. Use ? for one letter you're not sure of. Use = for several letters you don't know. Press (RETURN).
Mark words as misspelled	Speller menu	Type (C), to check spelling. Accept vertical line as mark; or enter your own mark. Select document.
	or	
		Select dictionaries. List or don't list words.
	Action screen	Type (M).
Recall pathname of document or dictionary	Any display that asks for this	Type in device name (dot, D, number of device) or volume name (preceded by slash). Press (RETURN). Pick name from the directory. After device or volume name, put a slash, then enter the subdirectory (if any), then a slash and the filename. Press (RETURN).
Replace a word	Action screen	Type (R). Type in correct version—if no longer than the incorrect version. (Otherwise mark the word for later correction.) (From Apple Writer III in 256K, you can replace with any length word.)

Send list of words to a device	Anytime you've got a list of unique or suspect words	Answer the question `Do you want to list these words?` with a (Y). To send to screen, type (Y). To send to a printer named .PRINTER: type (N), then press (RETURN). To send to Silentype: (N), then type in `.SILENTYPE` (RETURN). To any other printer: (N), then its device name; press (RETURN). To a file: (N), then filename, and (RETURN).
Turn options on or off	Speller menu	Type (O). (`ON` switches to `OFF` or `OFF` switches to `ON`.)

Chapter 4

The Utilities Program

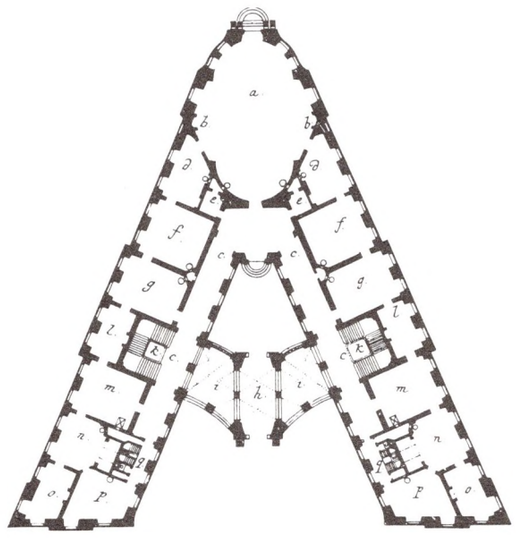
A. What the Utilities Program Can Do for You 109
B. Starting the Utilities Program 109
C. Dictionary Maintenance 110
   1. Adding One Dictionary to Another 111
   2. Subtracting One Dictionary from Another 113
   3. Creating an Empty Dictionary 114
   4. Deleting a Dictionary 116
   5. Measuring and Verifying a Dictionary 116
D. Changing the Speller Setup 117
   1. Where to Find a Document 119
   2. Where to Find a Dictionary 120
   3. What to Ignore 121
   4. What to Mark Misspelled Words With 122
   5. Whether to Start with Options On or Off 123
   6. Whether your Printer Needs a Line Feed 124
   7. Whether to Enable Type-Ahead 124
   8. Whether to Turn Off the Video 125
   9. What to Call the Printer 125
E. Modifying the Speller Character Set 126
F. Saving the New Speller Setup 129



Chapter 4

The Utilities Program

The Utilities program on your APPLE SPELLER III PROGRAM disk tells the Speller program how to do its work. It also lets you maintain the dictionaries. This chapter is all about the Utilities program.



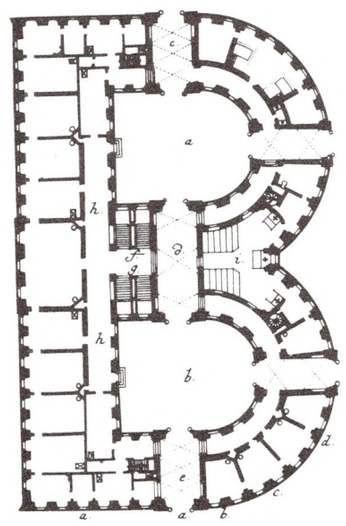
A. What the Utilities Program Can Do for You

The Utilities program lets you

- Customize the Speller program for your own use
- Make sure your dictionaries are in good working order
- Combine, subtract, delete dictionaries
- Create an empty dictionary

The functions dealing with whole dictionaries are called Dictionary Maintenance. They help you clean up and arrange dictionaries.

The other functions let you tell the Speller program to make certain assumptions as it runs. We call this activity Speller Setup, because it helps you set up the way the Speller works.



B. Starting the Utilities Program

You can start the Utilities program several ways:

- If your computer is off, put the APPLE SPELLER III PROGRAM disk in your built-in drive and turn the power on.
- If your computer is on, put the disk in and press the **RESET** button while holding down **CONTROL** .

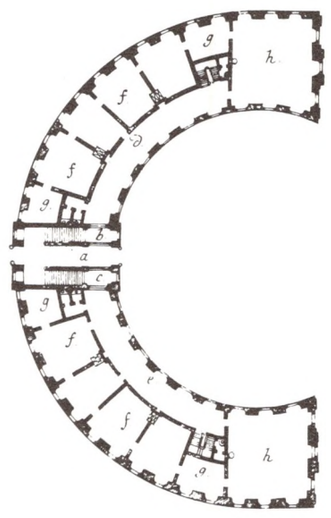
- If your computer is on and you've already been using the Speller, just (ESCAPE) back to the Speller menu, type (Q), and you'll return to the main menu.

The main menu looks like this:

```
S - Speller Program

U - Utilities Program

Q - Quit
```

Type (U). You'll get the Utilities menu:

```
D - Dictionary Maintenance

S - Speller Setup

Q - Quit Utilities Program
```



C. Dictionary Maintenance

Maintenance means cleaning and changing and rearranging. Choosing this option lets you add one dictionary to another, subtract one dictionary from another, create an empty dictionary, delete a dictionary from a disk, or measure a dictionary and make sure it's in good shape.

Type a (D), and you get these choices on the Dictionary Maintenance menu:

```
A - Add one dictionary to another

S - Subtract one dictionary from another

C - Create an empty dictionary

D - Delete a dictionary

M - Measure a dictionary and verify it

R - Return to Utilities Menu
```

1. Adding One Dictionary to Another

At some point, you may find you have a few small dictionaries that you want to merge. Or if you have a ProFile you may decide to put all your Random House dictionaries together. If so, this is the option for you.

Unless you have a ProFile, you will have to make sure that any two dictionaries to be added together don't add up to more than one disk can hold. A disk can store 273 blocks. (A block is 512 characters long—about a hundred words of regular text; more dictionary words, thanks to the way the Speller packs them in.)

To make sure the two dictionaries will fit together on one disk, call up the directories of the disks where they are stored. (Put the dictionary disk in, type (A) , then enter the device name or volume name, without specifying a dictionary; (RETURN); the Speller goes to the disk and comes back with the directory, showing how big each dictionary is, in the column called SIZE.)

Look at the size of each dictionary. If the two added together total less than 273, you can succeed in putting them together on one blank formatted disk. And if the two added together with whatever's now on a disk total less than 273, you can put the new dictionary on that disk.

If you are using two disk drives, you'll want to start by using your System Utilities to copy both dictionaries onto the same disk (as separate dictionaries). This avoids a lot of disk swapping later. Make up a freshly formatted disk to use for the new merged dictionary. Then work your way back to the Dictionary Maintenance menu.

If you are going to be adding a dictionary that's on a disk, put that disk in the built-in drive. Type (A) .

You're shown the directory of that disk, and asked to enter the pathname of the first dictionary:

```
Enter the pathname of the dictionary to add to:
[/DICTIONARY.1/=                                ]
```

Enter that pathname here. For instance, if you had a legal dictionary, you might put in:

```
[.d1/LEGALESE]
```

Press **RETURN** . You'll see that dictionary title appear in the first brackets at the top of the screen; those brackets outline what is going on:

```
Dictionary [LEGALESE] + [ ] =    [ ]
```

The system asks the same question again, to find out the second dictionary. (You can change the default response here, too.)

```
Enter the pathname of the dictionary to be added:
[/DICTIONARY.1/=                                  ]
```

Then it asks the pathname for the merged dictionary:

```
Enter a pathname for the new dictionary:
[.D1/LEGALESE                                     ]
```

BY THE WAY: If you're borrowing a dictionary's name, it must be the dictionary to add to, not the dictionary to be added. (If you try it the wrong way, you'll get the message `Not allowed`.)

When you type in a pathname for the merged dictionary and press **RETURN** , the Speller checks to make sure:

```
Is this the correct new dictionary?  [N]
```

When you say yes, the Utilities program starts to merge the two dictionaries. You may get this message: `Dictionary exists--overwrite? [N]`. Type **Y** if you don't mind overwriting the dictionary. To avoid overwriting, type **N** and then come up with a different pathname for the merged dictionary so that you're clearly creating a new dictionary.

You may be asked `There may not be enough room on that disk--proceed? [N]`. If you have a blank formatted disk, put that in to receive the merged dictionary. Or if your dictionaries aren't large, try a formatted disk that you think has enough blocks free. Then type **Y** . If you type **Y** , and there really isn't enough room, the partially completed dictionary will be deleted and you'll have to start over.

When all goes smoothly, you'll see this message onscreen:

```
BUILDING DICTIONARY

(THE NAME OF YOUR NEW DICTIONARY)
```

When that's been accomplished, you'll see the message `DICTIONARY CREATED`, and by pressing the (SPACE) bar, you'll be able to return to the Dictionary Maintenance menu.

2. Subtracting One Dictionary from Another

If you usually check your documents against four or five dictionaries besides Random House Dictionaries 1 and 2, you may want to speed up the process by making sure there's no duplication in those other dictionaries. You can do this by subtracting one dictionary from another. Essentially, you are going through one dictionary taking out every word that's already in the other.

You'll find this operation goes more easily on a ProFile. With only two disk drives, one built-in and one external, you may have to swap the two dictionary disks in the built-in drive while leaving your new disk out in the external drive to receive the newest dictionary. That could make for a lot of swapping.

If you have only two disk drives and no ProFile, we'd recommend you only use this function when both dictionaries (the one you're subtracting and the one you're subtracting from) fit on one disk.

On the Dictionary Maintenance menu type (S) . The Utilities program asks:

```
Enter the pathname of the dictionary to be subtracted from:
[/DICTIONARY.1/=                                           ]
```

(If DICTIONARY.1 isn't in one of your disk drives, the Speller also says that it can't find it.)

Be sure to type in the exact pathname—you're probably not going to want to subtract from your main dictionary—and press (RETURN) . Now you'll be asked for the name of the dictionary whose words you want deleted from the first dictionary.

```
Enter the pathname of the dictionary to be subtracted:
[/DICTIONARY.1/=                                      ]
```

Type in that pathname and press **RETURN** . If you have only two disk drives, put a new disk in—one that has enough room for most of the dictionary you're subtracting from. The Utilities program asks you for the pathname for the new, slightly thinner dictionary you're about to create:

```
Enter a pathname for the new dictionary:
[/DICTIONARY.1/YOUR FIRST DICTIONARY          ]
```

The Speller suggests you give your new dictionary the same name as the dictionary you're subtracting from. You can change that pathname if you want. But you can't name it the same as the dictionary you're subtracting.

When you enter a pathname, press **RETURN** , and confirm that this is the correct new dictionary name by typing **Y** , you see this message:

```
BUILDING DICTIONARY

(YOUR PATHNAME)
```

And if all goes well, you'll soon see this one:

```
Dictionary Created
Press SPACE BAR to continue
```

3. Creating an Empty Dictionary

This sounds like a crazy idea, but the Utilities program lets you create an empty dictionary, in order to create a brand-new dictionary from scratch. Once you've created an empty dictionary, the Speller can take all the words in your document, compare them with that empty shell, and since none of the words are there, add them all. (Otherwise, you'd compare them to the Random House Dictionary, which has a lot of them, and the list of unique words would shrink so when you gave them their own dictionary there would be a lot fewer than you intended.)

And an empty dictionary helps you create a specialized dictionary for use with certain documents. For instance, if you write textbooks for fifth graders and you can only use a limited vocabulary, you might just put that list in a file and then add that file to the empty dictionary. Then you'll have a dictionary with nothing but those terms in it.

Some people like to have an empty dictionary on their dictionary disk. That way you know you always have a dictionary with room for new words—even if you don't have a freshly formatted disk lying around. You can send your list of new dictionary words to the empty dictionary, filling it slightly, then later combine that tiny dictionary with one of your larger ones—when you have a new disk to put the results on. Do this frequently. (Even with an empty dictionary, you only have as much room as is left on the disk.)

Of course, you can create an empty dictionary in the middle of the Speller. For instance, when you've checked a document's spelling against one dictionary, you're able to add the unrecognized words to a dictionary. You're asked whether you want to add them to an existing dictionary. If you say no, the Speller creates an empty dictionary for you, then fills it with those words.

If you have only one disk drive—the one built into your computer—and want to add words to a dictionary, it's easier for you to create an empty dictionary and then fill it with those words than to switch disks two hundred times to add them to the Random House Dictionary.

On the Dictionary Maintenance menu, type (C) . You're asked:

```
Enter a pathname for the empty dictionary:
[/DICTIONARY.1/                          ]
```

Type in the correct name and press (RETURN) . You're asked to doublecheck:

```
Is this the correct empty dictionary?  [N]
```

Type (Y) . The program tells you it is BUILDING DICTIONARY and once the Utilities program has created the empty dictionary, you see the message:

```
Dictionary created
Press SPACE BAR to continue
```

You can then add your list of words to this dictionary by choosing A on the Speller menu.

4. Deleting a Dictionary

As you go on creating, merging, and copying dictionaries, you may find that some of your disks are cluttered with dictionaries you don't use anymore. If so, you may want to delete a dictionary or two.

On the Dictionary Maintenance menu, type (D) . You're asked:

```
Enter the pathname of the dictionary to be deleted:
[/DICTIONARY.1/=                                    ]
```

Type in the pathname of the dictionary to delete and press (RETURN) . But be careful. Once you've deleted a dictionary, you can't recover it.

That's why the Speller asks you whether you're sure you want to delete this dictionary. Take a moment to think before typing in your (Y) for yes. If you type (N) for no, you get a message that the dictionary has not been deleted.

As the Utilities program goes to work, you see the message `Deleting Dictionary` with the name of that dictionary, and when it's through, `Dictionary deleted.`

5. Measuring and Verifying a Dictionary

When you want to find out how many words there are in a dictionary or if that dictionary is working properly, go to the Dictionary Maintenance menu and type (M) . You're asked:

```
Enter the pathname of the dictionary to be measured:
[/DICTIONARY.1/=                                    ]
```

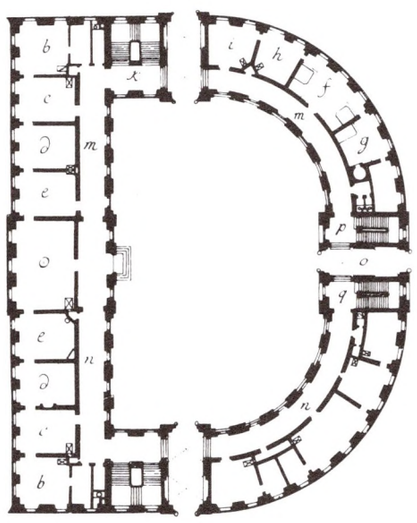
When you type in the pathname and insert the dictionary disk, the program checks the dictionary. If all goes well, you see the running total of words read, then this kind of message:

```
This dictionary is in good working order.
It contains    46718 words.
Dictionary: /DICTIONARY.1/RANDOM.HOUSE.1
Press SPACE BAR to continue
```

If something's wrong with the dictionary, you get messages like these:

```
Words read:   0
This file does not appear to contain valid dictionary data:
.D2/DICTIONARY.27
Press SPACE BAR to continue, ESCAPE to back out


This dictionary is NOT USABLE and must be rebuilt.
Dictionary: .D2/DICTIONARY.34
```

Perhaps you've asked the Utilities program to look at a document, not a dictionary. Perhaps you called your dictionary up in some other program and inadvertently rewrote it. Perhaps your disk drive isn't working too well. If you can't identify the source of the problem, ask your dealer for help.



D. Changing the Speller Setup

With this part of the Utilities program, you get a lot of flexibility. You can speed the Speller program up or slow it down; teach it to read German or think ahead. You can make sure that your Speller will work with any word processor that puts words into ASCII or text files—even a word processor that hasn't been designed yet. You can fine-tune the Speller so it knows your word processor's commands, your printer, and your way of operating. You can tell the Speller

- Where to look for your documents and dictionaries.
- What words to overlook (for instance, word processing commands).
- How to mark misspelled words—and whether or not to mark every word not found in a dictionary as misspelled.
- Whether to start with options on or off.
- Whether your printer needs a line feed signal before it advances the paper.
- Whether to let you "type ahead," entering answers before the screen comes up with the questions.
- Whether to turn off the picture on your monitor while searching a document or dictionary.
- How you want to change the set of characters recognized by the Speller.

After you've used the Speller a few times, you'll have a good idea of the way the program runs and you'll begin to see which of these changes you want to make. Later, you can use the Utilities program to make further changes; you're never stuck with the decisions you made last week.

On the APPLE SPELLER III PROGRAM disk there's a file called SPELLER.SETUP. That file is what you're going to be working on; it tells the Speller how you want things set up.

At the end of this chapter, we'll talk about modifying the character set—the letters and numbers the Speller can read. (You might want to do this if you use a lot of foreign words or an unusual word processing program.)

And finally, after changing the setup or character set, you must save your new arrangement. You have to do this each time, to confirm that you really want the changes you've indicated.

Now start at the main menu of the Utilities program, and type (S) for Speller Setup. You see the screen clear, then display:

```
C - Change Speller Setup

M - Modify Speller Character Set

R - Return to Utilities Menu
```

To change anything *except* the character set you use, type (C) . You're then asked a number of questions, on these topics:

- Where to find your document.
- Where to find a dictionary.
- What to ignore.
- What to mark misspelled words with.
- Whether to start with options on or off.
- Whether the printer needs a line feed.
- Whether to enable type-ahead.
- Whether to turn off the video.
- What to call the printer.

Here's what that screen looks like:

```
Apple Speller /// Utilities                    Change Speller Setup


_____________________________________________________________________
A. Document:. . . . . .D2/=
B: Main Dictionary: . . . . . ./DICTIONARY.1/RANDOM.HOUSE.1
C. Auxiliary Dictionary:. . . . . ./DICTIONARY.2/RANDOM.HOUSE.2
D. Ignore lines that begin with:. . . . . :
E. Ignore lines that begin with:. . . . . ^
F. Ignore words preceded by "CONTROL" characters: . . . . . NO
G. Mark misspelled words with:  . . . . . |
H. Mark all words not found in any dictionary as misspelled:. . . . . NO
I. Start up Speller with full options:. . . . . YES
J. Does your printer require a linefeed:. . . . . NO
K. Enable "type ahead": . . . . . NO
L. Turn off video to speed up file access:. . . . . NO
M. Printer device name: . . . . . .PRINTER

R. Return to Speller Setup Menu

_____________________________________________________________________
Choose one of the above by its letter: [ ]
```

1. Where to Find a Document

Type (A). You get this message:

```
Enter the pathname where document is most likely to be found:
(or enter a blank line to use either the Apple Writer or Pascal prefix)
[.D2/=                                                              ]
```

The Speller wants to know where to look for your document. You can speed up the process of locating the document by telling the program which volume or disk drive will usually hold your document.

If you usually use Apple Writer III, Version 2.0, and expect to enter the Speller while you're writing a document, you can tell the Speller that you'll be checking whatever document you're working on in Apple Writer III. Just clear the line and press (RETURN).

If you're using the Pascal Text Editor (at least Version 1.1) on a 256K computer to create your documents, make this blank, now; then press (RETURN). When writing, set your prefix, then save your document, return to the main command line and type (X) for execute, and tell the system to execute the Speller.

If you are using two disk drives, leave the Pascal program in the built-in drive; put the Speller in your external drive; and when you type (X) , tell the system to execute .D2/SYSTEM.STARTUP. If you're on ProFile, you'll have to enter the pathname you've assigned to the Speller subdirectory, then to the file SYSTEM.STARTUP.

After you exit the Speller, you return to the command line and can call up your document again. (This saves you entering and retrieving disks, sometimes.)

Or you can enter the name of the volume (the disk) on which you usually store your documents. For instance, you might put all letters on a disk called CORRESPONDENCE. In this case, you would enter `/CORRESPONDENCE` here. Or if you use different disks but usually put them in the same drive, just enter that here. For instance, `.D2` for the external drive.

If you usually keep your documents within a certain subdirectory, you can enter that here too, like this:

```
.PROFILE/LETTERS/=
```

Knowing this, the Speller will show you the list of all documents in that location, so you can pick the one you're after.

When you're through entering the pathname, press (RETURN) .

2. Where to Find a Dictionary

Type (B) . You get this message:

```
Enter the pathname of your main dictionary:
[/DICTIONARY.1/RANDOM.HOUSE.1                                              ]
```

What's the pathname to the dictionary you usually want to use first? Put the device name of the disk drive you put it in, or the volume name, then a slash, then the exact name of the dictionary.

If you happen to have a subdirectory full of dictionaries, put that after the device name, then put a slash, then the name of the main dictionary, like this:

```
.PROFILE/DICTIONARIES/RANDOM.HOUSE.1
```

Then press (RETURN) .

To tell the Speller what auxiliary dictionary to expect, type (C) . You get this message:

```
Enter the pathname of your auxiliary dictionary:
(or a blank line if you normally only use the main dictionary)
[/DICTIONARY.2/RANDOM.HOUSE.2                                    ]
```

If you normally don't use anything but the first dictionary, leave this line blank by clearing the line (press (ESCAPE)), then hitting the (SPACE) bar once, to indicate that there isn't any other. Then press (RETURN) .

But if you do have a particular dictionary in mind to use regularly as the second one, put its pathname here.

```
[.D1/SECONDDICT                                                  ]
```

Then press (RETURN) .

3. What to Ignore

If you want the Speller to ignore words beginning with certain characters, type (D) to tell it about one character and (E) for another. You get this message:

```
Do not bother checking the spelling of lines that begin with this
character [ ]
```

Many word processors let you insert formatting or printing commands into the text, distinguished from regular text by the fact that they begin with some special character. For instance, many such commands start with a period or a caret:

`.cj` (In Apple Writer this means to center justify the next line.)

`^ul` (In the Pascal Text Editor's formatter, Script III, this means to underline the next line.)

But you normally won't want to look these strange commands up in a dictionary. So make sure that whatever your word processor uses as an initial character in these commands is in the brackets.

You can enter any key except (RETURN) . For instance, you can enter control characters, control characters held down at the same time as the (Apple) key, or even the (ESCAPE) key.

The next message is:

```
Ignore words preceded by "CONTROL" characters?    ..............NO
```

To tell the Speller to read, or not read, words that begin with control characters, type (F) . This command acts like a toggle switch. When you type (F) once, it switches from NO to YES. Type (F) again, and it switches back to NO.

These are characters you typed in when you were holding the (CONTROL) key down, to indicate that the letter wasn't to be taken as the letter but as a command—usually a command to the printer, telling it to do something such as bold face or italics. You probably wouldn't want these characters to be checked either. But you may want the words that come after them to be checked for spelling. Leave this set at NO if that's the case.

If for some reason you want to skip words preceded by control characters, type (F) to turn the NO into YES.

4. What to Mark Misspelled Words With

If you want to change the symbol used to mark misspelled words, type (G) . You get this message:

```
The character that you normally use to mark misspelled words is:   [|]
```

The Speller lets you replace the last letter of a misspelled word with this mark. You want some symbol that's rare, so that you can search for your misspelled word without running into the symbol half a dozen times in perfectly correct words. That's why we wouldn't recommend a comma as the mark. We suggest the vertical line since that doesn't show up in very many documents. If you use the vertical bar to create boxes, you might turn to the tilde (~) as an alternative for the marker.

You can put in any character on the keyboard, except the (ESCAPE) , ( ) , ( ) , and (RETURN) keys. We don't recommend using any control characters, either.

After entering the character you choose, you return to the setup menu.

If you want the Speller to mark as a misspelling every word not found in the dictionary, then type (H). You'll see the NO toggle to YES. Then the Speller won't bother asking you to verify each one; it'll just put your mark in place of the last letter in every word it doesn't recognize.

Usually you won't want to do this, because it would mean that any word not found in a dictionary would get marked as misspelled, including people's names. But if you want to skip the listing, correcting, and verifying phases, and just use your word processor's Search function to look up marked words and then correct them, this lets you do that.

5. Whether to Start with Options On or Off

When you're unfamiliar with the Speller, you'll probably want to keep your options open. That means that as you go through the program you'll be asked a series of questions about what you want to do—your options.

But once you know the Speller well, you may want to speed up your work by limiting the options you're offered during a session. Type (I). You will see the YES turn to NO in this message:

```
Start up Speller with full options?.....YES
```

If at any time you want to take advantage of the full range of options when you use the Speller, type (I) again, and the answer will turn back to YES. That way, as you go through the Speller, you'll get more choices:

- Each time you name a document to be checked for spelling, you'll have the opportunity to pick the character to mark misspelled words with.
- After the Speller has collected the words from a document, you'll be asked if you want to see a list of them.
- You can choose to use a different main dictionary for each document.

In about half of the lines on the Speller Setup display, you are setting default responses for options—which can be changed on the spot, in the Speller. The following options, though, cannot be changed in the Speller and must be changed in the Setup display:

D. Ignore lines that begin with
E. Ignore lines that begin with
F. Ignore words preceded by "CONTROL" characters
H. Mark all words not found in any dictionary as misspelled
J. Does your printer require a linefeed?
K. Enable "type ahead"

6. Whether your Printer Needs a Line Feed

Your Silentype requires a line feed. A line feed is a signal to your printer telling it to advance the paper by one line before printing anything more. Some printers need this; otherwise, they print a five-page document on one line, making a very dark impression.

If your printer needs a line feed, type (J) so the answer switches to YES. If you don't think you'll ever send a list of words to that printer, and you want to reduce the amount of space they'll take up on your disk, leave the answer NO. That way, there won't be any line feeds between the words, and when you call the file up on your screen it will be single-spaced.

Of course, most printers don't need a line feed; if that's the case with yours, you can type (J) and the answer becomes NO again.

7. Whether to Enable Type-Ahead

If you want to be able to type-ahead, type (K). You'll see the answer to the question Enable type ahead? turn from NO to YES.

Your Apple III allows you to "type ahead." That means it remembers what you've typed, even if it can't display it all onscreen as fast as you've typed. This can be a real help if you're entering text or a series of commands that call up various displays.

For instance, when you know what you're going to do at each step after the main menu, you can type C (RETURN) .D2 (RETURN) and watch the intermediate screens flash up and disappear, leaving you time to sip a cup of coffee while waiting for the directory of the disk in drive 2. (You called up the Speller program, chose to check the spelling of a document, OK'd the marking character, and told the Speller to report on the files on the disk in the external drive.)

The Utilities Program

But when you don't know what you're doing, "type ahead" can mean plunging into unknown territory, as barely glimpsed screens zip up before you and recede. You might type a bunch of answers before you see the questions.

So we recommend you not enable the "type ahead" feature until you know the Speller very well.

8. Whether to Turn Off the Video

If you want to turn off the video to speed up the Speller's work while it is reading a document or dictionary, type (L). This command works like a toggle switch, flipping from NO to YES.

Just sending messages to your screen takes up part of the computer's time and slows down the speed at which it can collect words or search a dictionary. So to help you speed up the Speller, we've given you this option.

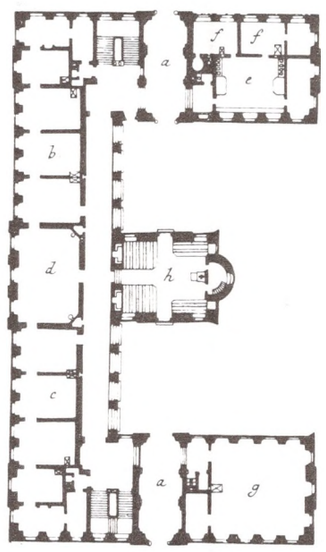
You can have the screen go blank when you'd normally see the phrases COLLECTING WORDS or SEARCHING DICTIONARY onscreen. The processing will run from 10% to 30% faster. But some people find it unsettling to see the screen go dark. The choice is yours.

Even if you don't choose to have the screen go blank during every such process, you can turn it off at any time by pressing (CONTROL) and keypad (5).

9. What to Call the Printer

The Speller expects to send text to a printer named .PRINTER. But you can change that expectation. If you want to send text to your Silentype, type (M) and then .SILENTYPE so that will show up on the screen when you're about to list words.

If you have some other printer hooked up, with a different driver file, that's fine. Just enter its name here. Then add that driver file to whatever disk you start up your system with. (For more details, see Appendix C.)



E. Modifying the Speller Character Set

To make the Apple Speller III more versatile, you may change the way the program looks at each character. For instance, you can have the program recognize special characters such as soft-hyphens (hyphens to be used only if the word has to be divided at the end of a line), tabbing characters, foreign character sets, and peculiarities of your word processing system. Remember that the Apple Speller III as supplied is set up to work with both Apple Writer III and the Pascal Text Editor. So normally, you should not have to use this option.

In fact, this option is probably only for technical whizzes who want to adapt the Speller to work with a new word processing program or some foreign language. If you're not confident of your ability to work with the codes known as ASCII (American Standard Code for Information Interchange), you will probably want to leave this option alone.

But if you're daring, you can change the way the Speller reads. On the Utilities menu, type (S) for Speller Setup. Then, on the Speller Setup display, type (M) to modify the Speller character set.

The first line tells you the hexadecimal value of the character used to fill in the blank spaces when you replace letters in a limited way—that is, when you could not otherwise enter a shorter version than the misspelling without leaving a gap in your text. If you have another idea for a character that your word processor won't recognize—in effect, a nothing character—type in its value here.

The next line tells you the hexadecimal value of the character that fills in at the end of the file, when you are able to replace a long misspelling with a shorter correct version. Again, if you have another idea for a character that your word processor will ignore, type in its value here. (This only applies to 256K and Apple Writer III).

The next line suggests you may want to have the Speller read another character as a carriage return, in addition to the normal ASCII carriage return. If so, type its value here.

The last question deals with the way Apple Speller III looks at each character. The Speller can read 256 unique characters, and you can change the way the Speller reads any one of them. Just type (D).

Warning

Extreme care should be exercised when modifying the definition of the character set. You can drastically change the way a word will be recognized. Always do your modifications on a backup copy of the Speller program.

You'll see something like this screen (we can't print out the control characters that show up in rows 0, 1, 8, and 9):

```
Apple Speller /// Utilities                          Modifying Character Set

                                                                              
                                                                              
                                                                              
```

Here is a complete description of the type codes:

U — Uppercase letter. The character is treated as a normal uppercase letter in the alphabet. Words with this character will be checked for spelling.

L — Lowercase letter. The character is treated as a normal lowercase letter of the alphabet. Remember that Apple Speller III converts all lowercase letters to uppercase before checking the spelling of the word. The case conversion is done by subtracting 32 decimal ($20 hexadecimal) from the ASCII value of the character. You can see the equivalent uppercase letter in the chart by looking two rows up in the chart. Do not define a lowercase character without an uppercase equivalent.

I — Ignore this character. The character is totally ignored—as if the character were not present in the text during the spelling check.

. — Always ends words. The character always terminates the building of a word. It is not included as part of the word.

* — Ends word (except after a hyphen). The character always terminates the building of a word except if the character follows a hyphen (hard or soft). It is not included as part of the word.

- — Hard hyphen. Hard hyphens are treated in a special way. When a hard hyphen occurs between two words in the middle of a line, the words are treated as two separate words. If the hard hyphen falls just before a **RETURN** , then the two parts are joined and treated as a single word.

S — Soft hyphen. The character is treated as a soft hyphen. A soft hyphen is used by some word processors to identify where a word should be hyphenated if the need occurs. When a soft hyphen character is encountered, the character is ignored and the two parts of the word on either side of it are always combined to form one word.

1 Skip next character. The character designated as the skip character and next character in the document are ignored. Many word processors use this format (and the next format) internally to indicate special tabbing and formatting commands.

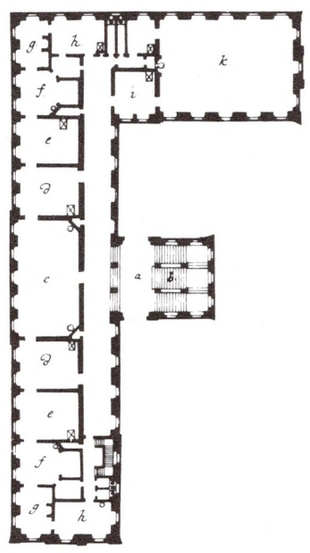
2 Skip next two characters. Ignores both the character designated as the skip character and the next two characters that follow it.

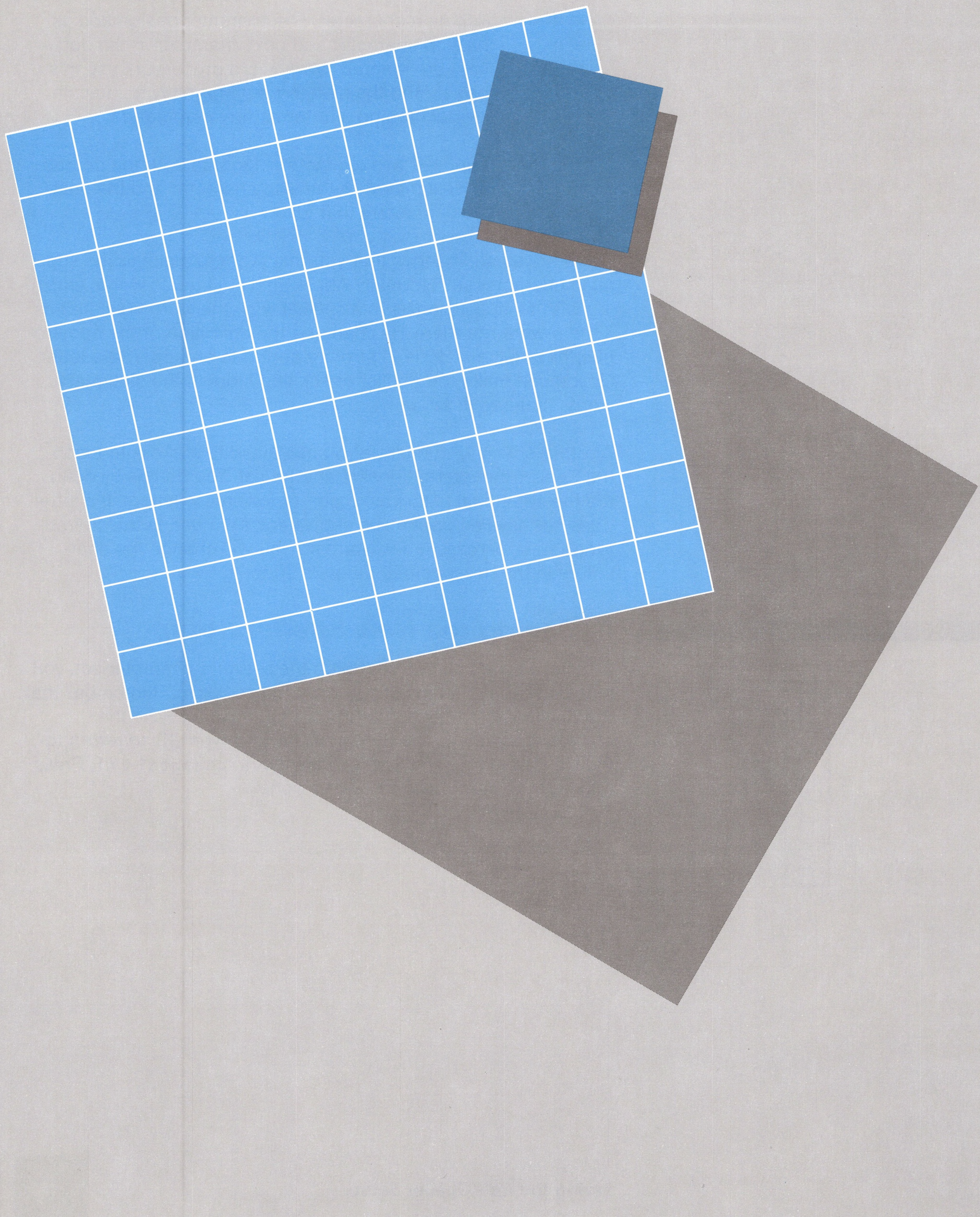
There are some changes that you may want to make to the supplied character set. Normally Apple Speller III treats words ending with an apostrophe-s in a special way: the word is treated as if the *'s* were not there. By changing the definition of the apostrophe (hexadecimal code 27) from a period to an uppercase letter, *U*, you can make the Speller check and store in the dictionary words that end in an *'s*.

Another specialized change you may need to make is to teach the Speller the international character set. You do this by defining the additional letters as upper- or lowercase letters. If a letter does not have an uppercase equivalent, then define the character as an uppercase letter. Normally you will change the characters in the hexadecimal range of 20 to 7F.

F. Saving the New Speller Setup

After you have finished changing the setup or character set, you must save the changes (if you want to use them). Remember that the Speller disk must still be in the disk drive. To save the changes go back to the Setup display and type (R) to return to the Utilities menu. The Speller asks: `Save changes? [Y]`. Press (RETURN) to save the work you've done.





Chapter 5

Handling Problems

Whenever your system senses something going wrong, it sends you a message. Some messages come from the Speller, some from the computer's Sophisticated Operating System (SOS). This chapter lists some of the messages you might get, with suggestions for handling the problems.

If the message you see isn't here, take a look in your *Apple III Owner's Guide*, or the *Apple III SOS Reference Manual, Volume Two*, "Error Messages." When you find your message there, that means your problem's in the computer, not the Speller. Call your dealer.

We've listed these messages alphabetically, beginning with a few that start with a variable word.

ACCESS ERROR

Perhaps you've tried to write to a file that can't be written to, such as a directory. Specify a local filename within that directory, or a whole new pathname.

(A PATHNAME) EXISTS--OVERWRITE?

You've told the Speller to send something—a dictionary, or a list of words, for instance—to a file that already has some data in it. If you want to save that original material, answer (N), and you can send your dictionary or list to a new file. If you don't care about what is now in that file, type (Y), and the Speller will overwrite.

(A PATHNAME) IS NOT A DIRECTORY

The Speller found a file where it expected a subdirectory. For instance, if you entered `.D2/LETTERS/JOHN` the Speller expects there to be a subdirectory named LETTERS, with letters in it, one of them sent to John. Instead, LETTERS was a filename.

Make sure what you've entered between slashes is really a directory. To find out, look at the directory for that disk again, and make sure that what you've typed really is a directory, not just a filename, and that you've spelled it right.

(A PATHNAME) IS PROTECTED--PROCEED?

A warning that the file you were about to delete, or write over, has been protected against any new writing ("write-protected"). If you don't care, type (Y). If you decide to be cautious, type (N), and you'll get a chance to send the material to a different file.

You may get this message when selecting a document to check for spelling, because the Speller anticipates that you may want to make corrections to that text. (If so, take off the write-protection on that document or disk.)

CAN'T FIND (FILENAME OR DIRECTORY NAME). CHECK TO SEE IF YOU ENTERED THE CORRECT NAME

Perhaps you made a typo when you entered the pathname leading to your document or dictionary. Check that again. If you have a question about forming the pathname, check Chapter 3, Section C, and the *Pascal Introduction, Filer, and Editor.*

If the pathname is correct, make sure you've got the right disk in the right drive. Open the door, pull the disk out and put it back again, closing the door.

If that doesn't clear things up, try entering just the device name (.D1, for instance, or .PROFILE), then **RETURN** to make sure your computer can still communicate with that device. (Perhaps you've come unplugged.) If you're still linked up, you'll get a list of all the files on that device.

Then, using that list, enter the pathname again. If the filename ends in .TEXT try entering everything up to there; then try entering it with the dot only; then the whole thing.

CHECKSUM ERROR IN (PROGRAM)

Something's gone wrong in the part of the computer's memory devoted to the Speller or Utilities program. Try starting the program again by taking the disk out, then putting it back in, and pressing the **RESET** button while holding **CONTROL** down. If that doesn't work, try making another copy of your original Speller disk and repeat the startup process.

If you get this error again, you should have your dealer check the RAM (Random Access Memory) in your computer.

DICTIONARY FILES MUST BE DATA FILES!

Perhaps the file you said was a dictionary is really a text or ASCII file. Reenter the device name and press **RETURN** to get a list of the files on that disk. Then look under the heading FILETYPE.

If the file you named is of any type but data, you can't read it as a dictionary. It may be a list of words, but it still is not a dictionary. So look for a data file—that may be your dictionary.

DICTIONARY NOT DELETED

At the question Are you sure that you want to delete this dictionary? you drew back at the last moment and typed **N** for no. Or perhaps you put on a write-protect tab in the middle of the process. The Speller is just reassuring you that it did not delete the dictionary after all.

DISK FULL--UNABLE TO FINISH DICTIONARY

When you're adding a list of words to an old dictionary in order to create a new dictionary on a disk, the Speller may find that there's not enough room on that disk for the whole dictionary. If so, it erases what it's already put there and sends you this message. Press the (SPACE) bar, and the Speller asks you `Do you want to try again?`.

Type (Y) to try again. You'll go back to the point where the Speller asked you if you wanted to add the words to an existing dictionary.

- Put a freshly formatted disk in, and try again.
- Or use a disk with a little room on it to create a small dictionary based on these words. When the Speller asks `Use existing dictionary?` say (N) and it will ask you for the name of the new dictionary. In this way, you'll have your words in a dictionary. You can then leave the Speller, use the System Utilities to format a new disk, then use the Speller Utilities to add your old and new dictionaries together.

DOCUMENT FILES MUST BE ASCII, DATA, TEXT, OR W/P FILES!

You've probably chosen some other file type. To make sure, call up the directory for that disk. If this file is some other file type, the Speller can't read it. You'll have to convert the file to one of these types or reenter it using a word processor that produces one of them.

`Either the SPELLER.BIN or SPELLER.SETUP file is missing.`

Perhaps you forgot to copy them into the directory you use the Speller from. Go back to your original disk and copy them. You must also copy SPELLERUTL.BIN.

ILLEGAL PATHNAME--UNABLE TO WRITE TO (A PATHNAME)

You've broken the rules for pathnames. A pathname must start with a device name such as .D2 or .PROFILE, or a volume name such as /DICTIONARY.1 or /MEMOS. Then comes a slash, followed by the name of a directory or file. If that's a directory, then you add a slash, and give the particular file you want within it. (The filename can have no more than 15 letters and numbers; it must begin with a letter; it may not include any spaces.) Then press **RETURN**.

I/O ERROR

An error in input or output—sending messages into or out of the computer. Usually this mean there's some problem reading from or writing to a disk. Whatever you were doing gets stopped. You go back to the main menu.

Before starting again, make sure you've got the disk securely in place in the drive. Is the door closed? (See if the system can read the directory there. Just pretend you want to read a document on that disk, and enter that device name. That way you'll get a directory if the connection's good. If you don't, you'll know you have a mechanical problem to solve.)

If you've made sure your drive's connected properly, and the door's closed, and you still get this message, think about your disk. If you formatted it on another drive and that other drive works at a significantly different speed, this drive may not be able to read it. So try the same disk in the other drive.

Or try another disk. If you still get this message, call your dealer for help.

LOADER ERROR: #/#/#/#

Something went wrong loading the Speller program. Go back to your original disk and begin again.

MEMORY CONFLICT: ##:## (SET GRAPHICS BUFFER TO 0)

On a 128K computer, if you run from Pascal, you must be sure the graphics buffer has been set to zero. On the Pascal command line, type (O) for options, then (A) to change the graphic space allocation, then (A) again to choose zero bytes for graphics. (For more details, see *Pascal Introduction, Filer, Editor,* Chapter 2, The Command Level.) If you get this message after setting the graphics buffer to 0, you need to delete drivers from the disk you use to start the system. Use System Utilities.

MEMORY FULL--Process the words collected so far

You've got a big document here. The Speller has absorbed as many words as it can handle at one time. Go ahead and process them.

Once you've finished with that batch, the Speller will go back and collect more words—over and over, until you get through the whole document.

You don't have to do anything special, then. If you want to avoid this in the future, simply divide your document into shorter sections. The Speller can only handle 2048 unique words at one pass.

Not allowed

When adding one dictionary to another to produce a third, you cannot give the third one the name of the dictionary to be added, but only of the dictionary to add to. For instance, when adding Dictionary A to Dictionary B, you can name the result *B, THIRD, BINGO*—anything but *A.*

PLEASE ANSWER YES OR NO

The Speller asked you a question and expected a (Y) or an (N) for yes or no. But you said something else. Try (Y) or (N) .

PLEASE INSERT (A DISK)

Perhaps you haven't put in the disk you want the Speller to use. Perhaps you haven't closed the disk drive door. Check and then press (SPACE) bar to indicate that you have.

If you entered the wrong pathname, press (ESCAPE) and you'll be able to put in the right one.

REMOVE WRITE-PROTECT TAB FROM DISK

The Speller has detected a tab over the notch on your disk—preventing it from writing to that disk. But that would mean you couldn't correct or mark any words in your document, or write out a new dictionary there.

If you mean to write to that disk, take off the tab. If not, just press (ESCAPE) and you can stop the whole procedure.

SOS ERR $##

One of the numbered errors involving the Sophisticated Operating System (SOS) in your computer. Sometimes you've done everything right, but the computer hasn't. The Speller can't help you with this, so it takes you back to the main menu. Look these up in your *Apple III Owner's Guide,* and in the *Apple III SOS Reference Manual,* Volume Two, "Error Messages."

START OVER? [N]

A warning that you may lose some work if you go ahead and escape from the current situation. For instance, if you have collected a list of words to be added to a dictionary, and then press (ESCAPE), you'll get this question because if you do escape you'll go back to the main menu and lose that list. You'll have to start all over again.

To go ahead, type (Y). To draw back, type (N).

There may not be enough room on that disk--proceed? [N]

The Speller has looked at the dictionaries you want to put on that disk, and estimated that they may take more space than that disk has available. If you're combining two large dictionaries, check to make sure that together they have less than 273 blocks—the total on any disk. If so, put in a freshly formatted blank disk and type (Y) to proceed.

If you are combining two smaller dictionaries, you may be able to put the new dictionary on an already formatted disk along with other files. For instance, if your two dictionaries have 45 blocks between them and your disk has 70 blocks available, go ahead. Put that disk in and type (Y).

If you press (RETURN) or type (N), you will get a chance to enter a new pathname.

If you just plunge ahead, by typing (Y) you may get the message that the disk is full and the Speller is unable to finish your dictionary. If so, you'll get a chance to put in a blank formatted disk and to send the new dictionary there. The Speller then deletes the partially completed dictionary. You must then start over.

THIS DICTIONARY IS NOT USABLE AND MUST BE REBUILT

You've asked the Utilities program to measure and verify a dictionary, but the dictionary's gone bad. You'll have to use a backup copy or generate the whole thing anew.

THIS FILE DOES NOT APPEAR TO CONTAIN VALID DICTIONARY DATA:_____

You sent the Speller to a file that was either a document or a damaged dictionary. If you think this file is a dictionary, use the Utilities program to measure and verify that it's OK. If not, you'll have to turn to your backup copy.

THIS IS NOT A SOS DISK

The Speller can only read disks that have been formatted using the Apple III's Sophisticated Operating System (SOS) . Perhaps you were handing it an Apple II Pascal disk.

If so, use your System Utilities to format a new disk, then to transfer the file from your Apple II disk to that one.

TOO MANY SUFFIXES, WORD DISCARDED

Somehow in creating a new dictionary, you exceeded the limits of one of the formulas by which the Speller packs words together so they take up less space. As a result, the Speller left out some words, while creating the new dictionary. Best solution: back out. You cannot combine these two dictionaries as is. Perhaps you can combine one with a smaller dictionary.

UNABLE TO LOAD SPELLER SETUP

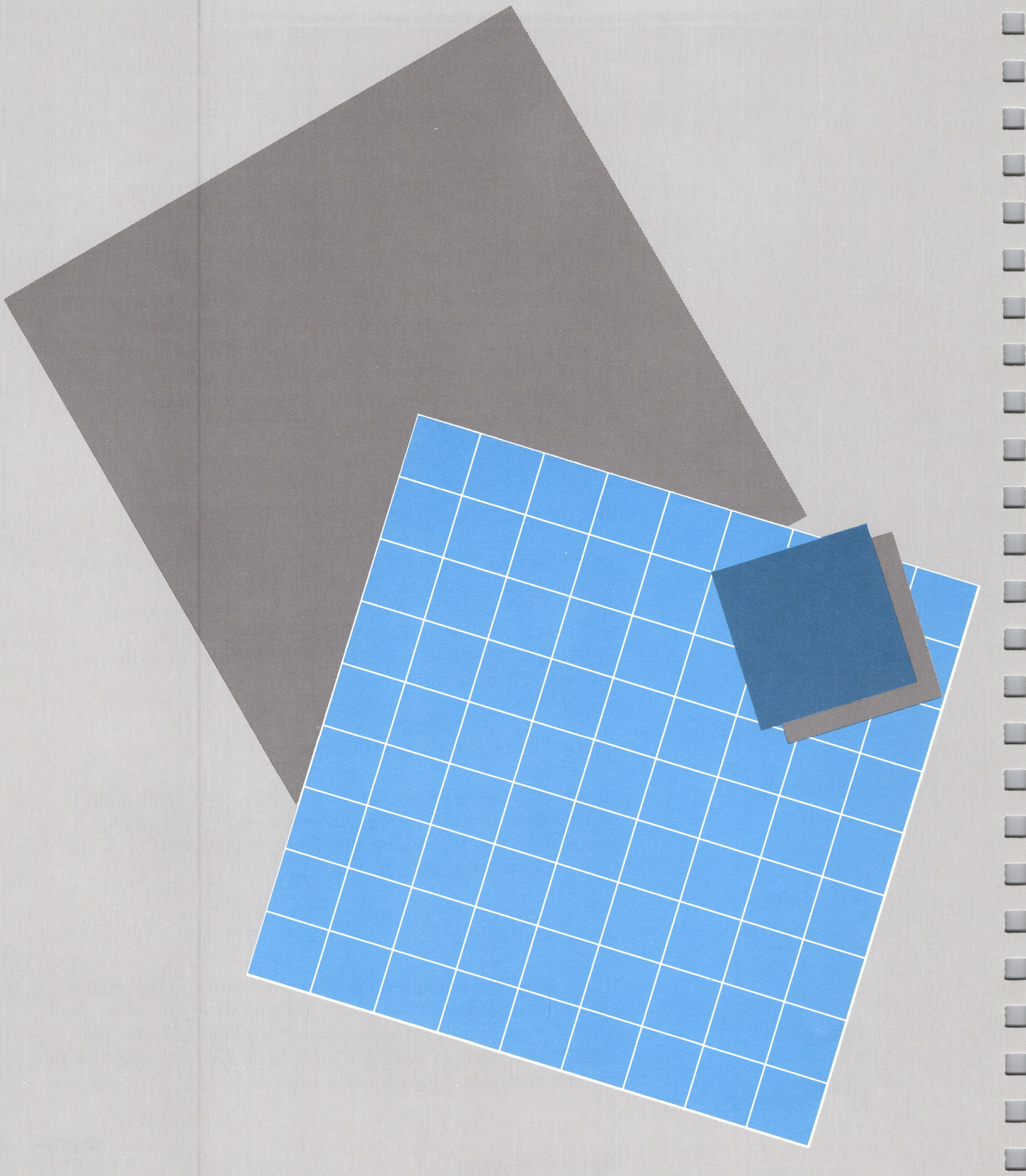
This indicates that the Speller setup file is not where the Speller expects it to be. Put the Speller disk back into the drive. If you are using ProFile, the files known as SYSTEM.STARTUP, SPELLER.AWL, SPELLER.BIN, SPELLERUTL.BIN, and SPELLER.SETUP should all be in the same subdirectory.

UNABLE TO WRITE TO (PATHNAME)

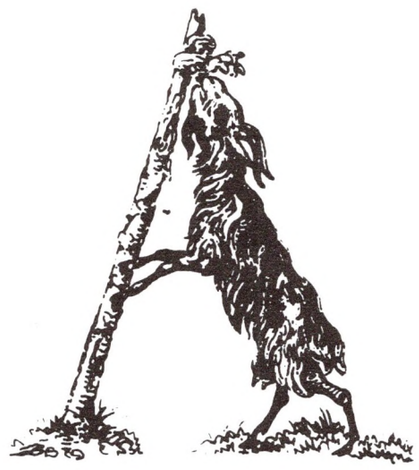
Check to make sure you've entered the right pathname. If you have, and you intended to send words to a printer, make sure that the device driver for that printer is on the disk you start the system with.

WRITE PROTECTED

If you load the Speller setup and then put a write-protect tab on the program disk, you'll get this message when the Speller tries to send a revised Speller setup back to the disk. If you want to save the new Speller setup, peel the tab off and put your program disk back in.



Appendixes



A. Using the Speller on Your ProFile

Because the ProFile moves so fast and holds such big files, you can combine all your dictionaries there so you don't have to go from one to another, putting in disks and taking them out. If you want to make up such a giant dictionary, use the System Utilities to create a subdirectory called DICTIONARIES. Then copy all the dictionaries on your two Random House Dictionary disks into that subdirectory. Then use the Speller Utilities program to add one dictionary to another until you've combined all of them into a new—very big—dictionary.

You may want to keep several smaller dictionaries separate for a while, for special terms or names you don't use very often. Just put them in the subdirectory next to the giant dictionary.

Using these dictionaries on ProFile, you can start Apple Speller III by inserting the program disk into the built-in drive and turning the computer on or pressing (CONTROL) - (RESET).

The Speller will not run from Pascal 1.0.

If you have Pascal 1.1, you can put Apple Speller III on ProFile and execute it from the regular Pascal command line. If you have Apple Writer III, Version 2.0, running on ProFile, you can enter Apple Speller from that by pressing (CONTROL) and (Q), then selecting (K) for the Speller or (L) for the Utilities; you can return to Apple Writer III by typing (Q) at the Speller menu or Utilities menu.

To put the Apple Speller III program on ProFile, create a subdirectory there named SPELLER. Then transfer the following files from the APPLE SPELLER III PROGRAM disk:

SPELLERUTL.BIN
SPELLER.BIN
SPELLER.AWL
SPELLER.SETUP
SYSTEM.STARTUP (Call this START.CODE)
SYSTEM.LIBRARY (Call this START.LIB)

Do not copy SYSTEM.PASCAL onto your ProFile or any other disk; it's a special version for turnkey applications only.

Then, to call up Apple Speller III in Pascal, you type (X) for execute, and enter the pathname:

.PROFILE/SPELLER/START

B. Using the Speller from Apple Writer III

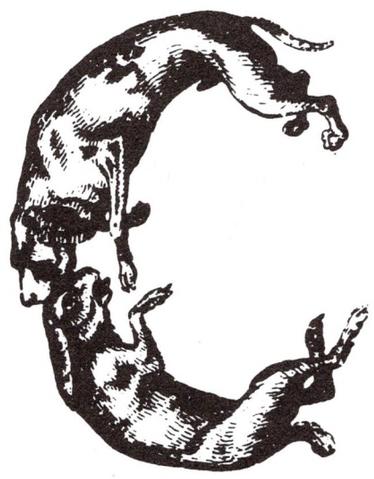
You can check any Apple Writer III file with the Speller program. But you can only enter the Speller directly from Apple Writer III, Version 2.0. To do so, save whatever changes you've made. Be sure to specify a complete pathname when loading your document. Then hold down (CONTROL) and type (Q). Then type (K) to go to the Speller or (L) to go to the Speller Utilities.

Use (CONTROL) - (Q), then (M), to tell Apple Writer where the Speller is; type in the device or volume name, a slash, and the subdirectory you've put the program in, if any. For instance, if you placed the Speller program disk in your external drive, you'd type .D2; if it was on a subdirectory called SPELLER in your ProFile, you'd type .PROFILE/SPELLER.

In fact, whenever you start up Apple Writer III you may want to press (CONTROL) - (Q), then type option (M) and put in the pathname to Apple Speller. (You might want to add this to your WPL file called STARTUP.)

And when you are using a 256K machine, the Speller knows what document you were working on, so it doesn't bother to ask you its name; also you can replace any word—no matter how long the correction is.

You return to Apple Writer III by going back to the Speller or Utilities menu and typing (Q).

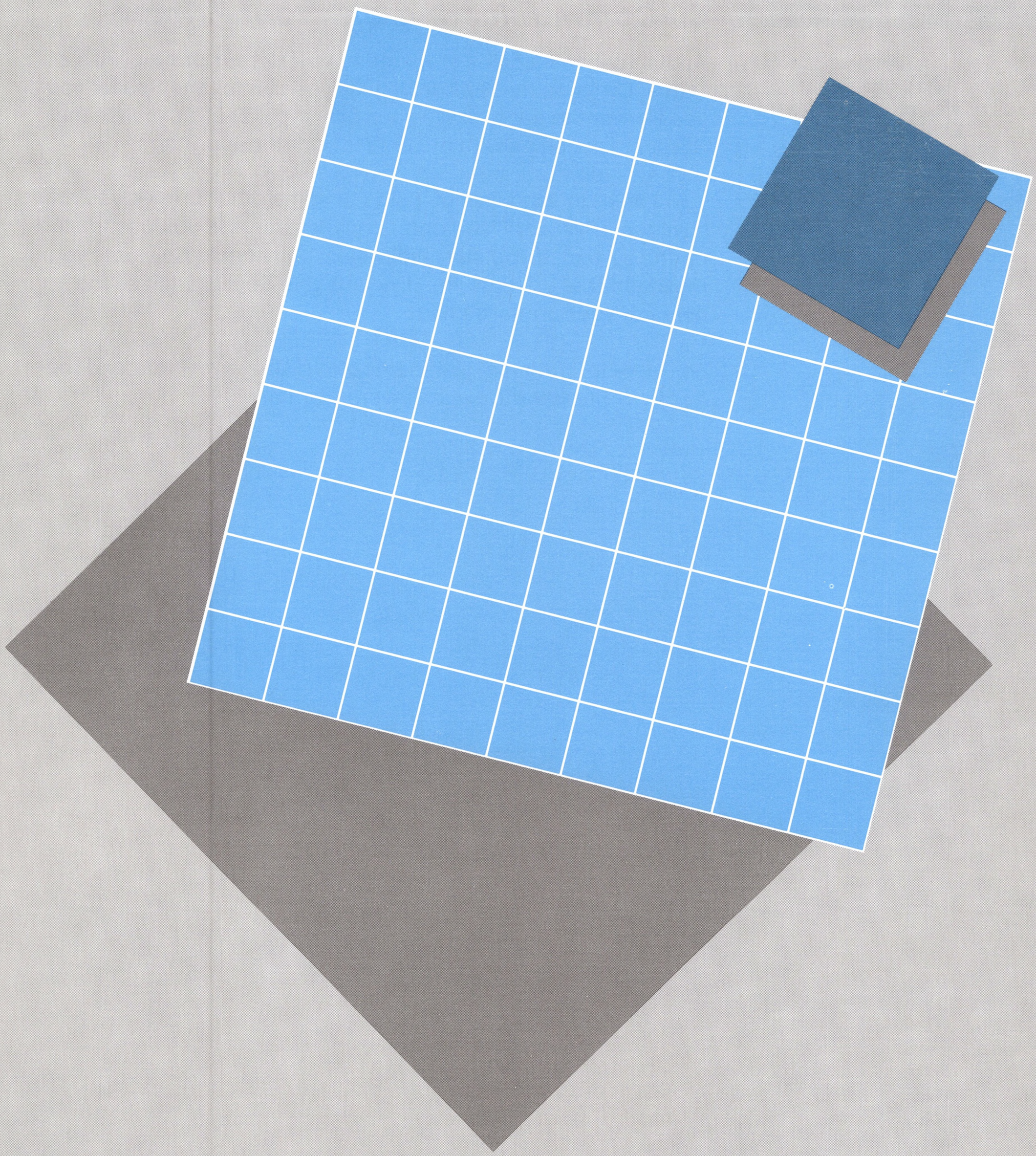


C. Communicating with Your Printer

Apple Speller III comes prepared to talk to your printer, if it's a Qume. By using the Speller Utilities you can tell the Speller you'll usually want to send text to your Silentype. That's because the Speller disk comes with drivers for both these printers.

If you want to send lists of words to some other printer, you must have the driver for that printer on whatever disk you use to start up the system. If you start the system with Apple Speller III you must add that driver to the disk and give Speller Utilities the name of your printer's driver.

For more information, see the *Apple III Owner's Guide* and the *Apple III Standard Device Drivers Manual*.



Some Key Terms

ABBREV.DICT: Filename for a dictionary of abbreviations.

ACTION SCREEN: After the Speller has looked up all your unique words in the dictionary, you're offered the action screen. It lets you decide what you want to do about each word the dictionary did not recognize.

ASCII FILE: A file that contains text that can be displayed onscreen and understood by the Speller. The text has letters, numbers, and control characters coded for the computer according to a system called the American Standard Code for Information Interchange. Example: an Apple Writer III file. An ASCII file looks just like a Pascal text file, minus a header giving format information.

BACKUP COPY: A copy of your text, dictionary, or program disk, to be used if you spill coffee on your original.

BLANK LINE: A line with no text in it. For instance, the space between two single-spaced paragraphs would be a blank line. When showing you your text, the Speller ignores blank lines, to display more words.

BLOCK: A unit of storage, the block can hold 511 characters, plus a boundary marker separating it from the next block. For instance, a short memo might take up two blocks on your disk.

BUILT-IN DRIVE: The disk drive built into the Apple III—just above the numeric keypad.

CHARACTER: One of the 128 different symbols in the Apple III character set. Some, such as letters, numbers, and punctuation, can be displayed on your monitor screen and printed on a printer. Others are used to control various functions of programs or the Apple III. These are called control characters. By using the Speller Utilities, you can modify the set of characters recognized by the Speller.

CODE FILE: A program, made up of computer code.

COLLECTING WORDS: Gathering every word in your document, the Speller casts out any duplicates in order to make a list of each unique word you used.

COMMAND MENU: The box outlining the commands you can give the Speller to deal with a word the dictionary did not recognize; adding it to the dictionary, ignoring it, comparing it with similar words that are in the dictionary, marking it as misspelled, or replacing it with a correct spelling.

CONFIGURATION: The arrangement of physical equipment and computer programs needed to run the Speller.

CURSOR: The white rectangle that moves across the screen indicating where the next character will go.

CUSTOMIZING: Making the Speller suit you. You do this with the Speller Utilities. For instance, you can tell the program where you usually keep your documents.

DATA FILE: A file that has not been set up on the disk in the same way a regular text file is. It may contain numbers, text, or code, but the Apple III treats it as a different kind of file. The Speller can read text in data files. Dictionaries are stored this way, but the Speller can't show them to you onscreen as text, because the words have been packed together in a special way to get them all on two disks.

DEFAULT RESPONSE: The response suggested by the program; the standard or expected answer. You can accept it by pressing RETURN, or you can type in a different answer.

DEVICE: Any piece of hardware connected to your central processor to allow input or output. Examples: your monitor, keyboard, disk drives, printer. A device name begins with a period; for instance, .D2 for the external drive, .PRINTER for a printer.

DEVICE DRIVER: A program or part of a program allowing the Apple III's operating system to communicate with a particular device.

DICTIONARY BOX: On the Action Screen, the box used to display words from the dictionary when you want to see correctly spelled words that are similar to the one the dictionary didn't recognize.

DICTIONARY MAINTENANCE: A set of functions that lets you manipulate whole dictionaries: adding them together, subtracting one from another, creating an empty dictionary, making sure that one is still working.

DIRECTORY: A list of the files on a disk, with information about each file's name, length, type, and last date of modification. These files may themselves be directories: in that case, they're called subdirectories.

DISK DRIVE: The machinery that turns and reads a disk. The disk drive built into the Apple III has the device name .D1; the disk drive outside, .D2.

DRIVER: A program that lets your Apple III receive information you type in on the keyboard, and send that information to your screen, printer, or disk.

EMPTY DICTIONARY: A dictionary that you create with nothing in it. Once you've made an empty dictionary, you can fill it with a list of specialized words to make your own dictionary. You might do this for trade terms, local addresses or phrases you only use in certain reports.

EQUAL SIGN: 1. When you want the Speller to list dictionary words that are similar to yours, you use the equal sign to indicate a group of letters you're not sure of. For instance, if you type `A=E`, then the program looks up every word that begins with *A* and ends with *E*, no matter how many letters come between.
2. When the Speller knows you've been using a particular volume, but isn't sure which file you want to use, it will ask you for a pathname, suggesting something like `DICTIONARY.1/=`. The equal sign here just means: everything on that disk. If you press **RETURN**, the Speller shows you that disk's directory.

ESCAPE: Pressing the (ESCAPE) key generally takes you back a step. If you risk losing work, the Speller asks you if you really want to start over. If you say you do, you go back to the Speller menu to begin again. If not, you go forward.

EXTERNAL DRIVE: A disk drive connected to your Apple III by cable, not within the Apple III's case.

FIGURES.DICT: Filename for a dictionary of numbers and numerical expressions such as *hundredths.*

FILE: A collection of information named and stored as a unit on the disk or ProFile. Each file has a local filename—a very particular title by which the system locates it. The local filename can be 15 alphanumeric characters long; it must start with a letter, and may not contain a space or an apostrophe.

GEOGRAPHY.DICT: Filename for a dictionary of geographical terms.

HARDWARE: The physical components of your Apple III. Distinguished from programs, which are software.

HEXADECIMAL: The representation of numbers in terms of powers of 16, using the 16 digits 0 to 9 and A to F.

IGNORE: A command telling the Speller to ignore a word it didn't recognize. Possibly the word is a person's name or a street. The system will move on to the next unrecognized word.

LINE FEED: A message telling the printer to advance the paper. You can use the Speller Utilities to turn this on. Do so if you use Silentype—otherwise all your text will end up on one very dark line.

LIST: 1. A command telling the Speller to show you dictionary words that are similar to a word you type in. You might type in most of a word the dictionary did not recognize, replacing individual letters you're not sure of with question marks, or whole groups of letters with equal signs. Then the Speller shows you all the dictionary words that fit that pattern. When you spot the word you were after, you can use it to correct the original. 2. A command to send any list of words to the screen, a printer, or a new file.

MAIN MENU: An opening set of choices; the first menu in Apple Speller III. You can choose to enter the Speller program, the Utilities program, or quit. (If you enter the Speller directly from Apple Writer III, you miss this menu.)

MAINTENANCE: Measuring the size of your dictionary, checking its accuracy, creating an empty one, merging two dictionaries, or subtracting one from another—that's what we call dictionary maintenance.

MARK: To replace the last letter of a misspelled word with a mark such as the vertical line (|), so you can search for it later using your word processing program, and correct the spelling.

MEMORY: The storage space inside your Apple III's case for programs and information. For example, a 128K computer can remember about 128,000 characters at once.

MEMORY FULL: The Speller can't remember any more than 2048 unique words, so if your document turns out to have more than that, the Speller reads it in sections and you get this message. This does not damage the document. If you want to avoid this happening again on that document, you'll have to cut it up in pieces and do a part at a time.

MENU: A list of options offered you onscreen.

NAMES.DICT: Filename for a dictionary of proper names.

OLD DICTIONARY: The original dictionary when you are adding words to it to create a new dictionary.

OPTIONS: The Speller offers you lots of options. You can preset some of these—essentially, answer a number of these questions—in the Speller Utilities. If you do that, then you can turn the options off on the Speller menu, and you'll move through your work a little faster.

PASCAL: A computer language used on the Apple III.

PATHNAME: A name that tells the computer the path to a particular text or dictionary. The pathname begins with the name of the device that text is in (.D2 would mean it's in disk drive 2), or the volume name of the disk it's on (/MEMO1 might be the name of that disk). Then comes a slash and the particular name of the document you're after. If it's stored in a subdirectory, you'd say the name of the subdirectory, a slash, and then the name of the document.

For instance, if you wanted to find the report called FALLSALES in the subdirectory REPORTS on the disk known as FALL in drive 2, you could use either of these pathnames:

.d2/REPORTS/FALLSALES

/FALL/REPORTS/FALLSALES

PROFILE: A disk drive that holds approximately 5 million characters on a rigid disk.

PROGRAM: A set of instructions telling the computer what to do. For instance, Apple Speller III is a program.

PROTECTED FILE: A file that you cannot change. Perhaps you've put a write-protect tab on the disk; perhaps you've used the System Utilities to set write protection. The Speller needs to write corrections to your file; if a file is protected, the Speller tells you. If you wish, you can remove the protection so you can proceed to check that document's spelling. If you want the document protected afterward, use the System Utilities.

QUESTION MARK: When you want the Speller to list dictionary words similar to yours, you can use a question mark to stand for one letter you are not sure of. For instance, if you're not sure of one letter in the word *necessary,* you could type in NEC?SSARY. The Speller shows you every word that begins with *nec* and ends with *ssary.*

QUIT: To leave a part of the program. Quitting takes longer than simply Escaping, because after you press (Q) the system has to load another part of the program. With (ESCAPE) you just move back a step.

REPLACE: A command that lets you replace letters in the misspelled word.

SEARCH: A function available in most word processing systems, letting you locate all occurrences of a particular word or character. Helps you find the mark you've placed at the end of all misspelled words, so you can make corrections.

SEARCH AND REPLACE: A function available in most word processing systems, letting you search for a particular word or character and replace it with another.

SETUP OPTIONS: Default settings for your Speller. For instance, you may tell the system that your dictionary will always be in drive 1 and you'll use an asterisk to mark misspelled words. From then on, the Speller offers those settings as suggested responses, so instead of typing each time, you can just press RETURN to accept them.

SOS: The Sophisticated Operating System of the Apple III Computer, pronounced "sauce." The operating system mediates between the program and the hardware.

SPELLER MENU: The menu offering you the major functions of the Speller program: checking spelling, adding document words to a dictionary, taking document words out of a dictionary, listing dictionary words, turning the options on or off, and quitting the program.

SPELLER SETUP: A number of functions in the Speller Utilities, allowing you to change some of the assumptions the Speller program makes about such things as what dictionary you'll usually want to use first.

STARTUP: The process of starting the program. The Apple Speller III program contains a file called SYSTEM.STARTUP and that file is the one that gets you going.

SUBDIRECTORY: A file containing a list of files that somehow belong together. For example, within the directory that lists every document on your disk, you might set up a subdirectory such as REPORTS. Within that subdirectory, you could then put the filenames for half a dozen reports. Using subdirectories, then, is a convenient way to sort your documents by category or type.

TEXT FILE: A file containing text you can read; a document. The Apple III distinguishes between types of files, and it recognizes this one as a document, not some computer program.

TYPE-AHEAD: A feature of Apple Speller III. If you choose this option in the Speller Utilities, the Apple III remembers all the keys you press, even if it's busy doing something else such as writing to a disk. When it's through with that task, it calls up what you've typed and acts on it. When you have type-ahead on, you can type the answers to several questions before they even come up on screen.

UNIQUE WORDS: A document may have 300 words in it, but if you use some of those more than once, you may only have used 250 unique words. The Speller creates a list of the unique words in your document before verifying their spelling. This saves time.

UTILITIES: 1. The Speller Utilities program lets you change many of the assumptions the Speller program acts on. It also lets you manipulate whole dictionaries—adding them, subtracting one from another, creating an empty one, making sure they work. 2. The System Utilities lets you do things like copy an entire disk, set write protection on a file, reconfigure your system.

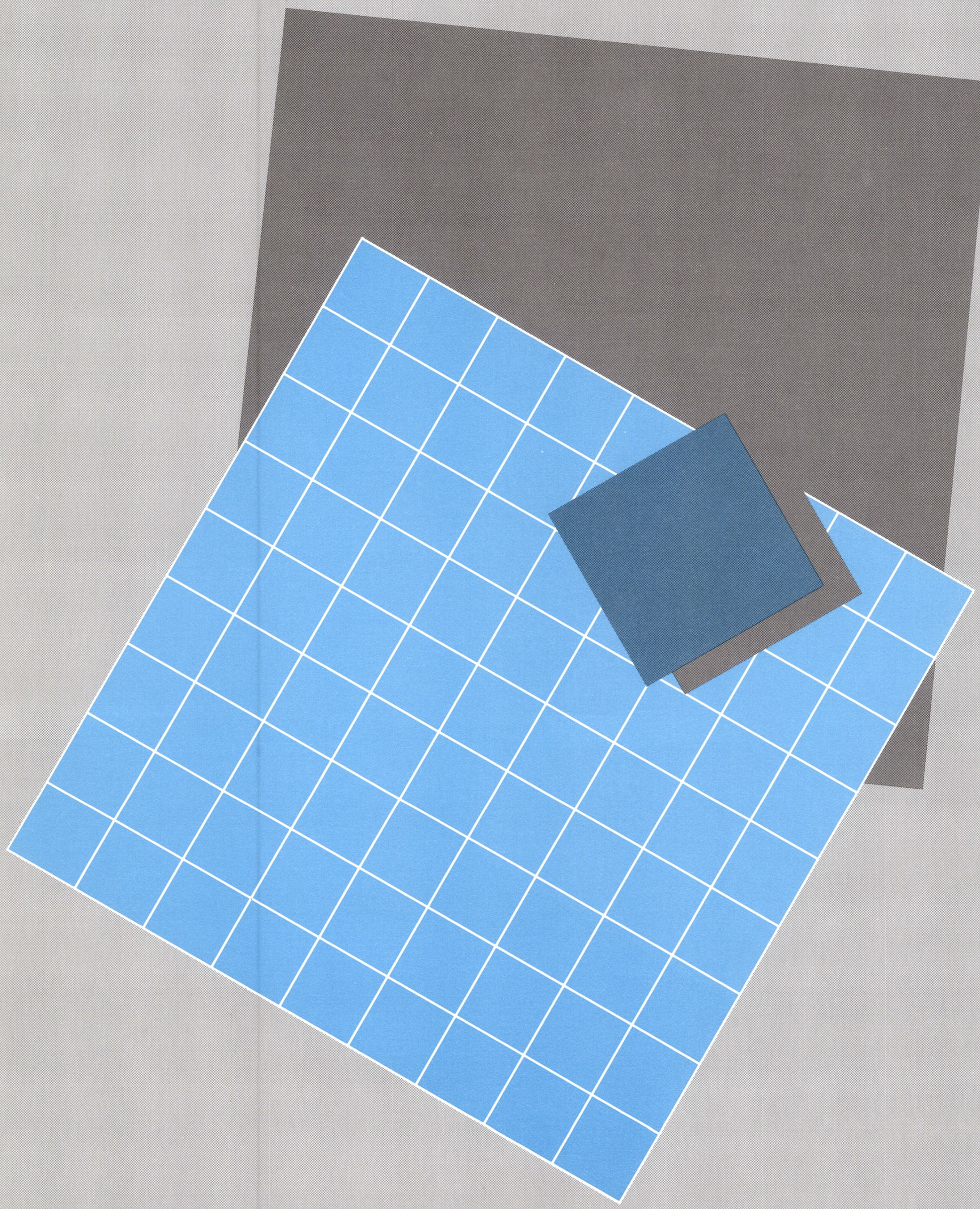
VERIFY: To check for accuracy. For example, using the Speller Utilities program, you can verify that your dictionary is functioning properly.

VOLUME NAME: The name of your disk. For example: /DICTIONARY.1.

WORD PROCESSOR: A program that helps you create and modify text such as letters and reports. Example: Apple Writer III.

WRITE-PROTECTION: A way of protecting your file from change. You can set write-protection with the System Utilities. Result: you cannot write to the file. But the Speller needs to write corrections to your document, so it will alert you if your file is write-protected, and if you say so, remove the protection. The Speller does not put the protection back on afterward, though.

Index



Index

A

Aborting the program 68, 81-2, 103
Abbreviations (dictionary) 18, 145
Action Screen 46, 87-89, 104-5, 145
Add
—Dictionaries 111-113
—Words 14, 59-67, 94-97, 99, 104
Apple III 16-17, 19, 141-3, 146, 151
—With 256K 16, 83, 87-9, 92, 102, 105, 119
Apple Writer III 71, 81, 83, 87-89, 102-3, 105, 119, 121, 141-2, 145, 152
Apostrophe 102, 129
Arrow keys 32, 74-5
ASCII file 19, 133-4, 145
Asterisk 77

B

Backup copies 20, 24, 145
Blank lines 87, 145
Blocks 77, 96-7, 111, 138, 145
Boxes 46-8, 51-3, 55-6, 58, 87-9, 90-1, 104-5, 122, 145-7
Built-in drive 19, 24, 30, 68, 82-4, 109, 113, 115, 145

C

Capital letters 31, 102, 127-8
Caret 101, 121-2, 127-8
Carriage return 122, 126
Case 31, 102, 127-8
Character sets 16, 101-2, 121-2, 126-9, 146
Checking spelling 4-15, 36-46, 82-97, 101-5, 121-2
Checkpoint 101
CHECKSUM 133
Collecting words 9, 16, 40, 84, 99-103, 146
Command Menu 47-8, 88-9, 93, 104-5, 146
Configuration 19-20
Control characters 101, 121-2, 126-9
Correcting 4-5, 12-16, 48-59, 87-93, 102, 104-5
Customizing 15-16, 100-1, 117-129, 146

D

Data file 19, 76-7, 133-4, 146
Default response 27, 119-125, 146
Deleting
—a dictionary 116, 132-4
—words from a dictionary 99-100
Device drivers 125, 139, 143, 147
Device name 38, 64, 75-8, 80, 119-121, 133, 143, 146
Devices
—disk drives 19, 24, 30, 37-40, 65, 68, 75-6, 78, 82, 92-3, 109, 113 115, 120, 145, 148
—in general 19, 79-81, 86-7, 92-3, 99, 119-121, 124-5, 131, 135, 146
—printers 79-81, 86, 102, 106, 124-5, 139, 143
—ProFile 16-17, 71, 96, 99, 111, 120, 139, 141-2, 150
—video monitor 16, 19, 125

Dictionaries
—adding groups of words to 15, 99
—adding together 111-113, 138
—adding words to 59-67, 94-97, 102, 104
—bad 116-7, 138
—creating an empty 114-5
—deleting 116, 132-4
—deleting words from 99-100, 104
—listing words from a 30-35, 49-56, 90-91, 97-8, 102
—locating 75-9, 120-1, 132-3
—Random House 17-20, 85
—searching 44-6, 85-6, 101
—subtracting 113-4
—verifying 116-7, 138
Dictionary box 51-3, 55-6, 90-1, 147
Dictionary disks 17-19, 24, 30, 37, 43-4, 85-6, 95-6, 99, 111-4, 120-1, 138
Dictionary maintenance 15, 110-7, 138-9, 147
Directories
—definition 147
—problems with 131-4
—using to locate dictionary 63-6, 75-9, 95, 111
—using to locate document 38-40, 75-9, 83
Disk drives
—built in 19, 24, 30, 68, 82-4, 109, 113, 115, 145
—external 37-40, 65, 75-6, 78, 83, 113, 120
DISK FULL 96-7, 134
Document
—box 46, 58, 87
—locating text 38-40, 75-9, 83-4, 104
—read by Speller 19
—returning to 81-2
—setting up 119-120
Double spacing 81
Drivers 125, 139, 143, 147

E

Editing keys 32, 74-5
Embedded control characters 101, 121-2, 127-9
Empty dictionary 114-5, 147
Empty space 87
Equal sign
—as character 127-9
—as wild card 31, 34-5, 38, 51-2, 76, 88, 91, 98
—definition 147
Error handling 131-9
ESCAPE 28, 32, 74, 81-2, 103, 148
Etymology 19
Existing dictionary
—adding to 14, 59-63, 90, 95-7, 99, 104
—deleting from 99-100
—problems with 133-4
Exiting the program 68, 81-2, 103, 150
External disk drive 37-40, 65, 75-6, 78, 83, 113, 120

F

Figures (dictionary) 18, 148
File
—definition 77, 148
—finding its name 38-40, 64-6, 75-9
—problems with pathnames 131-4, 138-9
—program on ProFile 120, 134, 141-2
—read by Speller 19, 133-4
—sending lists to 79-81, 106
File type 77
Formatting disks 20, 24, 97, 111-2, 134, 138

G

Geography (dictionary) 18, 148
Grammar 16
Guessing 46-7, 88-90

H

Hyphenation 18, 126-9

I

Ignore (command) 57-8, 88, 91
International character set 126-9

L

Length of document 101
Line feed 81, 124
Lists
—definition 148
—dictionary words 12, 30-6, 49-56, 90-1, 97-8, 105
—sending 79-81, 106
—unique words 9, 84
—unrecognized words 10, 45, 85-6
—words in document 41-3, 84
—words to add 61, 94-7, 99, 104
—words to delete 99-100, 104
Lowercase 31, 102, 127-8

M

Main menu 25, 71, 103, 110, 149
Maintenance 15, 110-7, 138-9, 147
Marking
—character 36-7, 83, 100, 122-3
—words 13, 58-9, 89, 93, 105
MEMORY FULL 101, 149
Menus
—Command 47-8, 88-9, 93, 104-5, 146
—Dictionary Maintenance 110
—Main 25, 71, 103, 110, 149
—Speller 27-9, 36, 67, 71-2, 81-2, 104-6, 151
—Speller setup 118-9
—Utilities 109-110
Messages (error) 131-9
Modified (file) 76-7
Monitor 16, 19, 125

N

Names (dictionary) 18, 85, 149
New dictionary
—by adding dictionaries 111-3
—by adding words 14, 59-67, 94-7, 99, 104
—by creating empty 114-5
—by deleting words 99-100
—by subtracting dictionaries 113-4
Numbers
—dictionary 18
—totals 40, 42, 44-5, 61, 84, 86, 94, 103, 116-7

O

Old dictionary
—definition 149
—problems with 134
—when adding dictionaries 111-3
—when adding words 14, 59-67, 94-7, 99, 104
—when deleting words 99-100
—when subtracting dictionaries 113-4
Options 28, 72-3, 100, 106, 123-4, 149
Output 79-81, 106

P

Pascal Text Editor 19, 82, 119, 121, 132, 136, 141
Pathnames
—definition 150
—in tutorial 29, 38-40, 63-66
—locating document or dictionary 75-79, 81, 83-6, 89-90, 95-7, 99-100, 104-5, 111-7, 119-121
—problems with 131-9
Picking
—dictionary 75-9, 120-1, 132-3
—document 38-40, 75-9, 83-4, 104
Printers 41, 79-81, 102, 106, 124-5, 139, 143
Problem handling 131-9
ProFile 16-7, 71, 96, 99, 111, 120, 139, 141-2, 150
Program disk 8, 24, 30, 68, 71, 81-2
Pronunciation 18
Protected file or disk 77, 79, 132, 137, 139, 152

Q

Question mark 12, 33, 55-6, 90-1, 98, 150
Quit 68, 81-2, 103, 148

R

Random House Dictionary 3, 17-20, 141
Reboot 25, 141
Replace 12, 48-9, 53, 56, 92-3
Reset 25, 141

S

Save 142
Search 13, 58, 93, 122-3
Selecting
—dictionaries 75-9, 120-1, 132-3
—documents 37-40, 75-9, 83-4, 104
Setup options 16, 100, 106, 117-125
Silentype 124-5, 143
Similar words (listing) 12, 30-36, 49-56, 90-1, 97-8, 105
Single-spacing 124
Size of file 77, 96-7, 111, 138
Slash 38-40, 64-5, 76, 104-5, 120, 132, 135
SOS 19, 137, 151
Special symbols
= 31, 34-5, 38, 51-2, 76, 88, 91, 98, 127-9, 147
? 12, 33, 55-6, 90-1, 98, 150
/ 38-40, 64-5, 76, 104-5, 120, 132, 135
* 77
Speller menu 27-9, 36, 67, 71-2, 81-2, 104-6, 151
Speller program 4-15, 69-106, 118, 141-2
Speller setup 117-129
Start up 4-8, 24-5, 141-2
Subdirectory 38-9, 75, 132, 151
Suffixes 139
Suspect words 10, 45, 85-6
Synonyms 19

T

Taste 16
Text file 19, 38-40, 75-9, 83-4, 132-4, 151
Tilde 122, 127-9
Time 76-7
Toggle 28, 100, 122-5
Totals 40, 42, 44-5, 61, 84, 86, 94, 103, 116-7
Tutorial 21-68
Type-ahead 32, 124-5, 152

U

Unique words 9, 84, 152
Uppercase 31, 102, 127-8
Utilities program 16-7, 80-1, 83, 85, 100, 103, 109-129, 141-3, 152

V

Verify 62, 94, 99-100, 152
Video monitor 16, 19, 125
Volume name 38, 64, 75-6, 104-5, 119-121, 133, 142

W

Wildcards
—equal sign 31, 34-5, 38, 51-2, 76, 88, 91, 98, 127-9, 147
—question mark 12, 33, 55-6, 90-1, 98, 150
Word length 103
Word processing 4-7, 13-5, 19, 58-9, 92-3, 99, 122-3, 152
Write protection 77, 79, 132, 137, 139, 152

If legal and/or medical terms are common to your business, Sensible Software also makes these popular dictionary diskettes for use with Apple Speller III:

Black's Law Dictionary™
© 1979 West Publishing Company

Stedman's Medical Dictionary
Waverly Press, Inc.
(Williams & Wilkins Division)

To order, fill out this order form and return it with check, money order, or charge card number to:

Sensible Software, Inc.
6619 Perham Drive
West Bloomfield, MI 48033

or, order by phone:

(313) 399-8877

Name _____

Address _____

City _____ State/Province _____ Zip Code _____

	Qty.	Price	Amt.
Black's Law		99.95	
Stedman's Medical		99.95	
Shipping			1.25
Tax (4%)*			
TOTAL			

*Michigan residents only

Check enclosed for $_____

Bill Visa card no. _____

Bill Master Card no. _____

Expiration date _____

Signature _____

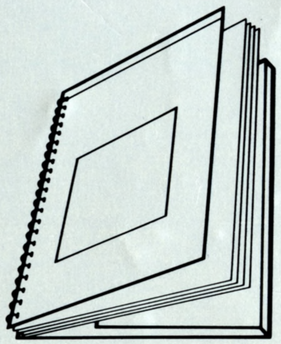
_____ Check here to receive information about other products available for your Apple III from Sensible Software.

Apple Speller III Quick Reference Card

To Get This Result	From This Situation	Do This
Starting and Stopping		
Start the program	Computer off	Put program disk in the built-in drive. Turn on computer.
	Computer on	Put program disk in the built-in drive. Press (CONTROL) - (RESET). If you've been using Apple Writer, press (CONTROL) - (Q), then type (K) for Speller or (L) for Utilities.
Choose Speller	Main menu	Type (S).
Go to Utilities	Main menu	Type (U).
Leave a function	Anywhere	Press (ESCAPE). If you are willing to lose work, answer (Y) to the question START OVER?
		(You'll return to the Speller or Utilities menu.)
Leave the program	Anywhere	Return to Speller or Utilities menu. Type (Q) twice.
Within the Speller Program		
Add words to a dictionary	Action screen or Speller menu	Type (A). Select document, if starting at Speller menu. List or don't list words found in document ((Y) OR (N)). Search dictionary. Verify each word —or don't. Enter pathname of old dictionary; (RETURN); new dictionary; (RETURN).
Assign a dictionary	When asked for one	Enter pathname to dictionary. (You may have to remove the program disk and insert the dictionary disk.) Press (RETURN).
Call up a document	Speller menu	Type (C), (A), or (D). Use full pathname (device or volume name, slash, name of document). Press (RETURN).
Check spelling	Speller menu	Type (C).
Choose a mark	Speller menu	Type (O) to turn options on. Type (C). Replace vertical line with new mark.
Delete words from dictionary	Speller menu	Type (D). Select document. List or don't list words. Enter pathname of old dictionary; (RETURN); new dictionary; (RETURN).

List similar words	Action screen or Speller Menu	Type (L). Select dictionary you want to use. Enter parts of word you feel sure of. Use ? for one letter you're not sure of. Use = for several letters you don't know. Press (RETURN).
Mark words as misspelled	Speller menu	Type (C) to check spelling. Accept vertical line as mark; or enter your own mark. Select document. Select dictionaries. List or don't list words.
	or Action screen	Type (M).
Recall pathname of document or dictionary	Any screen that asks for this	Type in device name (dot, D, number of device) or volume name (preceded by slash). Press (RETURN). Pick name from the directory. After device or volume name, put a slash, then enter the subdirectory (if any), then a slash, and the filename. Press (RETURN).
Replace a word	Action screen	Type (R). Type in correct version—if no longer than the incorrect version. (Otherwise mark the word for later correction.) (From Apple Writer III in 256K, you can replace with any length word.)
Send list of words to a device	Anytime you've got a list of unique or suspect words	Answer the question `Do you want to list these words?` with a (Y). To send to screen, type (Y). To send to a printer named .PRINTER: type (N), then press (RETURN). To send to Silentype: (N), then type in `.SILENTYPE`, (RETURN). To any other printer: (N), then its device name; press (RETURN). To a file: (N), then filename, and (RETURN).
Turn options on or off	Speller menu	Type (O). (`ON` switches to `OFF` or `OFF` switches to `ON`.)

Tuck end flap
inside back cover
when using manual.



Apple Speller ///

apple computer
20525 Mariani Avenue
Cupertino, California 95014
(408) 996-1010
TLX 171-576
030-0514-A