

# The Executive Speller™ SPELLING CORRECTION SYSTEM

For Executive Secretary™ Documents

- Dictionary will hold 25,000 words
- Allows on-the-fly corrections
- Allows user-constructed dictionaries



**PROFESSIONAL SOFTWARE**

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PUBLISHED BY: SOFSYS, INC.  
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MINNEAPOLIS, MN 55410

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## **AN OVERVIEW**

Our proofreading system is a useful tool for people who have to write – and write accurately – every day.

It compares the words in your document with a spelling list containing thousands of correctly spelled words. It shows you unmatched words in context and lets you accept them as is, add them to the spelling list, or correct them on the fly.

It also allows you to build your own specialized spelling lists from scratch, and to use different spelling lists for different purposes.

We designed this proofreading system to go with The Executive Secretary™ – a word processing system that we publish. It cannot be used with documents produced by other word processing systems.

In general, our system works best with a two-drive Apple system: one-drive systems are more awkward for the user.

Our spelling lists can hold about 25,000 words of average length; the words are stored in a way that lets the computer find them very quickly. Since people don't think like computers, the storage/retrieval scheme is not alphabetical. The (10,000 words) spelling list that comes with the program is only partially filled up so that you will have ample room to add the words that are peculiar to your line of work and style of writing.

## **GETTING STARTED**

There are always three parts to a proofreading system: the thing you want to correct, the spelling list that you will use as your authority, and the computer program that ties them together.

In our system the program is on one side of the disk we supply, and the master spelling list is on the other. You supply the documents to be corrected.

The spelling list side of the disk will get a lot of wear – far more than the program side. For this reason, we **STRONGLY** recommend that you make one or more copies of the spelling list and use those copies instead of the original. The spelling list can be copied using the copy program (called “COPYA”) that came with your Apple. (The program side of the disk cannot be copied by conventional copy programs.)

If you have a two-drive system, our diskette always goes in drive #1 – the drive that turns on when you turn on your Apple: your document diskettes will always go in drive #2. From time to time the program may ask you to insert a spelling list disk, and you will respond by turning our disk over or inserting your copy of the spelling list.

On a one-drive system, it will be necessary for you to keep interchanging your diskettes with ours.

## **THE MAIN MENU**

When you start up our proofreading system by putting our disk in the drive and turning your computer on, you will see this list of choices:

### **THE EXECUTIVE SPELLER PROOFREADING SYSTEM**

#### **WHAT DO YOU WANT TO DO?**

- A. PROOFREAD A DOCUMENT**
- B. MANAGE YOUR SPELLING LIST**
- C. CHANGE # OF DRIVES/DISPLAY**

This display is called a “menu”.

Selecting an item on the menu

To make a choice from the menu, you simply press the appropriate letter or number key. Do that now. Press A.

Backing out of something

Now there's a new menu on your screen. Suppose you hadn't meant to press A and you've gotten to the wrong menu. You can always get out of what you've just done by pressing the ESC key in the upper left corner of your keyboard. Do that now.

Now you're back to the main menu. Choice C. lets you tell the program whether you have one disk drive or two, whether you are using the 40 character display or an 80 character board (which must be in slot 3), and what slot your printer is attached to.

Press A again.

## PROOFREADING

You have taken the first step toward proofreading a document. You now have two choices:

- 1. PROOFREAD ONLY**
- 2. PROOFREAD AND CORRECT**

Proofread only?

If you now select choice #1, the file or files that you specify will be displayed line by line, and any words found in them but unfound in the spelling list will be underlined. Before being asked for the file name, you are asked whether you want the marked-up document sent to the screen or to the printer. If you specify a printer and there isn't one, the program will "hang" and you will have to turn the computer off, then on again.

Proofread and correct?

If you select choice #2, then you will have the option of correcting or skipping over each unfound word while the proofreader is doing its job.

Update the spelling list?

If you selected choice #2 you will now be presented with three additional choices:

- FOR GOOD WORDS NOT IN THE DICTIONARY**
- 3. ADD THEM TO THE DICTIONARY**
  - 4. GIVE YOU THE OPTION OF ADDING**
  - 5. JUST CONTINUE PROOFREADING**

These choices give you the power to expand your spelling list while you are proofreading. Not only can you correct misspelled

words in the document, you can also add correctly spelled but unfound words to the spelling list. The best one is usually #5 because the other choices are also available in the spelling list management part of our system, and it's less confusing to do just one job at a time.

(If you do choose to add words to the spelling list, you should be using a copy of the spelling list instead of the original. In any case, the write-protect notch on the spelling list diskette must be open.)

### Selecting a document to proofread

Now our system will display a catalog of all the documents on your document disk. (NOTE: if you have a two-drive system, you should already have the document disk in drive #2: if you have a one-drive system, you will be prompted to put the disk in).

When the menu of available documents is displayed, you can indicate all of the documents you want scanned. In response to the

#### **WHICH #S -**

question, you can make answers like:

2

1-3

7,9,11

21-24,16,1-3,12,5

etc.

As each document is selected a "\*" will appear next to it. You can un-select a document by typing its number again. If you had a disk of 20 documents and you wanted to proofread all but #s 2,9, and 10, you could type:

1-20 RETURN

to select all of them, then

2,9,10 RETURN

to unselect the three you didn't want.

When you are through marking up the document menu, you type OK and press RETURN, and all your documents will be proofread in order.

## The proofreading process

Once a document has been selected, it is brought from your diskette into the computer's memory. It is possible that the lines of the document will be wider than your screen (especially if you edited in 80 character mode and are proofreading in 40). If this is the case, the program will give you a warning: no harm is done if you proceed, but the highlighting of unbound words at the ends of long lines will not be accurate (though any corrections you make will be). Then the computer checks to see if you have a spelling list in drive #1. If you don't, insert one.

Until you have a spelling list diskette properly installed in drive #1 the program won't let you continue.

Once proofreading actually begins, your choices will be fairly obvious. In proofread-only mode, you are simply a spectator. In proof/correct mode you pass judgment on each unbound word, correct it if you wish, and add it to the spelling list if you wish.

When you have finished a document, you will be given the opportunity to save the corrected version back on to your document disk. Then the next document you requested will be brought in for proofreading.

That's really all there is to it.

## **SPELLING LIST MANAGEMENT**

The spelling list included with our program contains over 99% of the words that the "average" writer uses, just as the "average" family contains 2.25 children. There will be many words that YOU use frequently that aren't in the list, and there will be many in the list that would appear in YOUR writing only because they were a misspelling of some other word.

Once you have made a copy of our master spelling list, you will want to begin customizing it by adding words to it as you proofread your documents, but there is a complete range of additional management features available under B. on the main menu. Choose B. now.

## The spelling list menu

When the drive stops, this menu will be displayed:

### **SPELLING LIST MANAGEMENT OPTIONS**

- 1. ADD WORDS**
- 2. DELETE WORDS**
- 3. LIST WORDS**
- 4. START UP A NEW LIST**
- 5. CORRECT A SPELLING**

The choices on this menu are almost self-explanatory: you can add words to a list, delete words from a list, correct the spelling of words already in the list, and prepare a disk for starting a list from scratch. Only the first three choices need further explanation.

### Adding and deleting words

If you select either 1. or 2. you will see this menu:

#### **ADD (DELETE) WORDS: WHAT SOURCE FOR THEM?**

- A. EXECUTIVE SECRETARY DOCUMENT DISK**
- B. ANOTHER SPELLING LIST**
- C. KEYBOARD**

(If you have only one disk drive, choice B. will not be available to you: to copy from one spelling list to another requires a two drive system.)

Choice A. is exactly similar to the choice you have for proofreading. In other words, if you know that a document is spelled correctly, you can add that entire document to a spelling list quickly and easily. Choice B. allows you to copy a spelling list onto another spelling list. Choice C. can be used when you know there won't be many words and you want to just add or delete them by hand.

When you are ADDING words, from whatever source, duplicate entries are thrown away. When you are DELETING words, attempting to delete a word that isn't already in the list will not cause any problems.

If you take choice A and move a whole disk full of documents into a spelling list, or if you take choice B, it can take a couple of hours to complete the process. Remember, you will be checking each of up to 25000 words against another 25000 words – and there

will be very few duplicates. You can safely leave your machine alone during this process, or you can abort the operation at any time just by pressing ESCape twice.

If you select choice A, you will be shown a list of all the documents on your disk: you can select those you want to scan in the same way you selected documents to proofread (see page 4).

#### Immediate vs. delayed action

Finally, before the adding/deleting process begins you will see this display:

#### **WHICH ADD (DELETE) RULE TO FOLLOW?**

- 1. ADD (DELETE) ALL WORDS ENCOUNTERED**
- 2. HOLD WORDS. REVIEW BEFORE ACTION**

Choice 1. is clear. If you select 2. all words that are candidates for addition (or deletion) will be accumulated in groups of 30. When a group is ready, you can edit it, deleting words that you didn't want in the group before the actual addition or deletion is done. Choice 2. requires that you stay with your computer, but it is very useful when you're building new dictionaries since it lets you edit out proper names, misspellings, etc.

#### Listing words

There are two kinds of lists you can print: all the words in a spelling list; or all the words that occurred in a document or a set of documents that you were adding to (or deleting from) a spelling list, regardless of whether those words were added to (or deleted from) a spelling list.

Printing out a spelling list is useful chiefly for proofreading it: since the words are not stored in alphabetical order, the list has little other value.

The other listing option is more interesting. Not only are all the words that occurred in a document shown, but the frequency counts for each word are given. This may (or may not) be useful to you if you are concerned about your writing style. There are some limitations on this option: If your documents have a wide range of vocabulary, only the more frequently used words will be shown.



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