

THE SENSIBLE SELLER



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DISK
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Sensible Speller IV

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Chap 1

BEFORE YOU GET STARTED

WE HAVE MADE THE SENSIBLE SPELLER VERY FLEXIBLE TO ACCOMMODATE MOST OF THE WORD PROCESSING PROGRAMS AVAILABLE FOR THE APPLE II COMPUTER. HOWEVER, MANY OF THESE WORD PROCESSING PROGRAMS ARE NOT COMPATIBLE WITH EACH OTHER.

BECAUSE OF THIS, THE SPELLER MIGHT DAMAGE YOUR DOCUMENT FILES IF THE SPELLER UTILITY PROGRAM IS NOT USED FIRST TO SET UP THE SPELLER PROPERLY FOR YOUR WORD PROCESSOR.

USERS OF THE APPLE WRITER WORD PROCESSOR MUST BE ESPECIALLY CAREFUL TO PROPERLY CONFIGURE THE SPELLER TO THEIR VERSION OF APPLE WRITER.

ALWAYS TEST THE SPELLER ON A COPY OF ONE OF YOUR DOCUMENT DISKS AFTER YOU MAKE CHANGES TO THE SPELLER SETUP. AFTER CORRECTING THE SPELLING OF A FEW WORDS IN A TEST DOCUMENT, LOAD THE DOCUMENT BACK INTO YOUR WORD PROCESSOR AND VISUALLY VERIFY THAT IT LOOKS CORRECT. IF EVERYTHING LOOKS OK, YOU CAN THEN PROCEED TO USE THE SPELLER ON YOUR REGULAR DOCUMENTS.



Sensible Software, Inc.®

Dear "Sensible" Customer:

SUBJECT: PFS:WRITE COMPATIBILITY

Thank you for purchasing our products!

We have received a tremendous number of requests for a version of the Sensible Speller™ that works with Software Publishing Corporation's PFS:Write. To meet your needs, we now include a version for PFS:Write. However, there was not enough room on the disks for all the old versions plus a new one; something had to go. We've removed the Pascal version of the Speller. Your manual doesn't reflect these changes yet.

The PFS:Write version works just like the Pascal version did. Refer to the instructions in the manual for the Pascal version for details on usage. To use the Speller with PFS:Write, you must select PFS:Write in the Pick Speller Version option (this is in the Utilities).

If you need the Pascal version, you can receive it in one of two ways. First, you can mail in your two Sensible Speller Program Disks and have them exchanged for two copies of the Pascal Speller at no charge. However, the replacements will have only the Pascal version of the Speller on them.

If you need both the Pascal version and one of the versions on this disk, you can obtain two copies of the Pascal Speller for \$15 (and keep the two Program Disks you now have). Send in a copy of your receipt, \$15, and your Speller's serial number (the serial number is stamped on the inside cover of the manual).

We feel that this change will be appreciated by most of you. We also realize this change may inconvenience others; we apologize for any problems this may cause you.

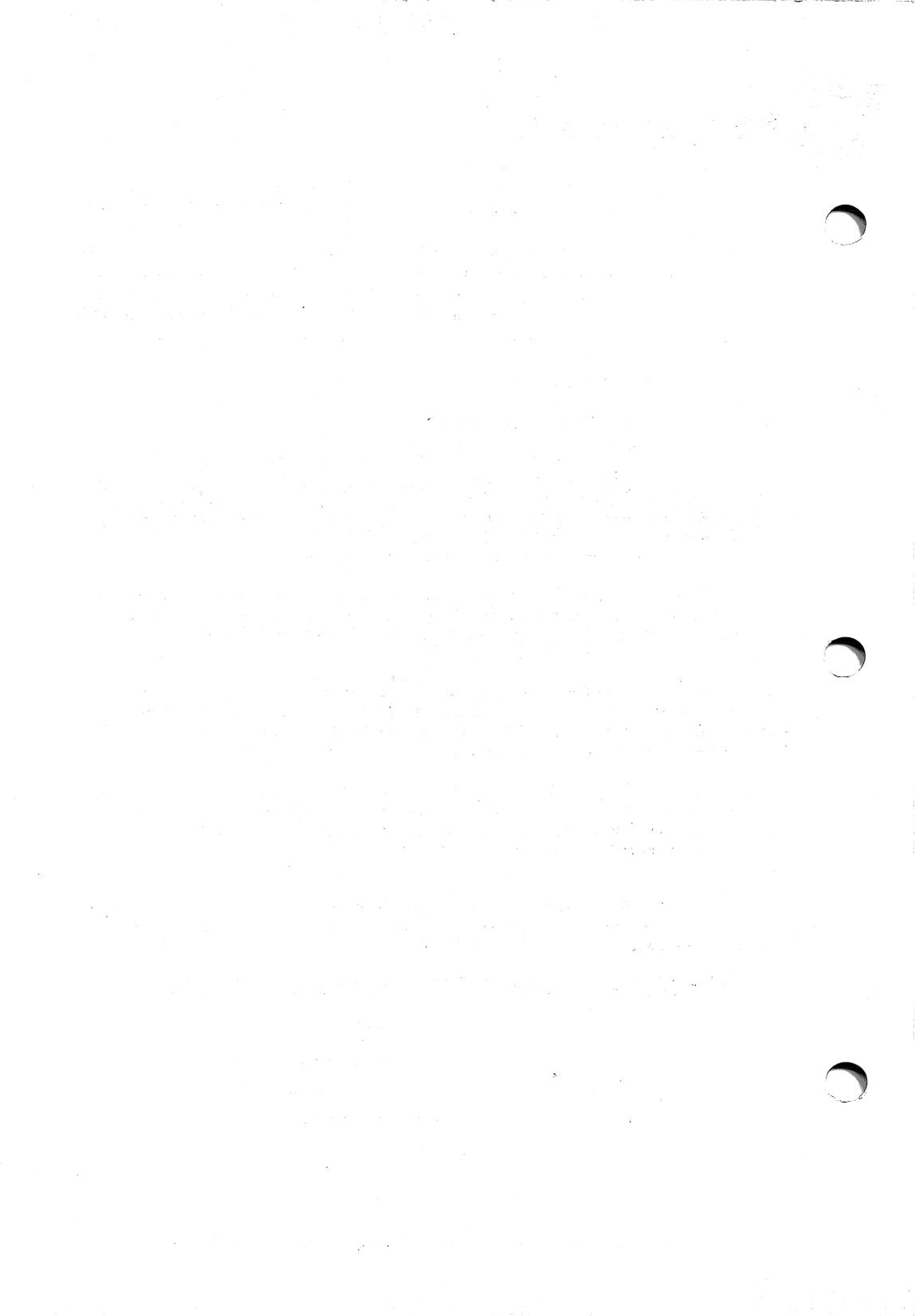
THIS OFFER IS VALID FOR ONLY 30 DAYS FROM DATE OF PURCHASE.

Thank You,

SENSIBLE SOFTWARE, INC.

Technical Support

/md



The SENSIBLE SPELLER™ IV

by Charles A. Hartley

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Sensible Software, Inc.

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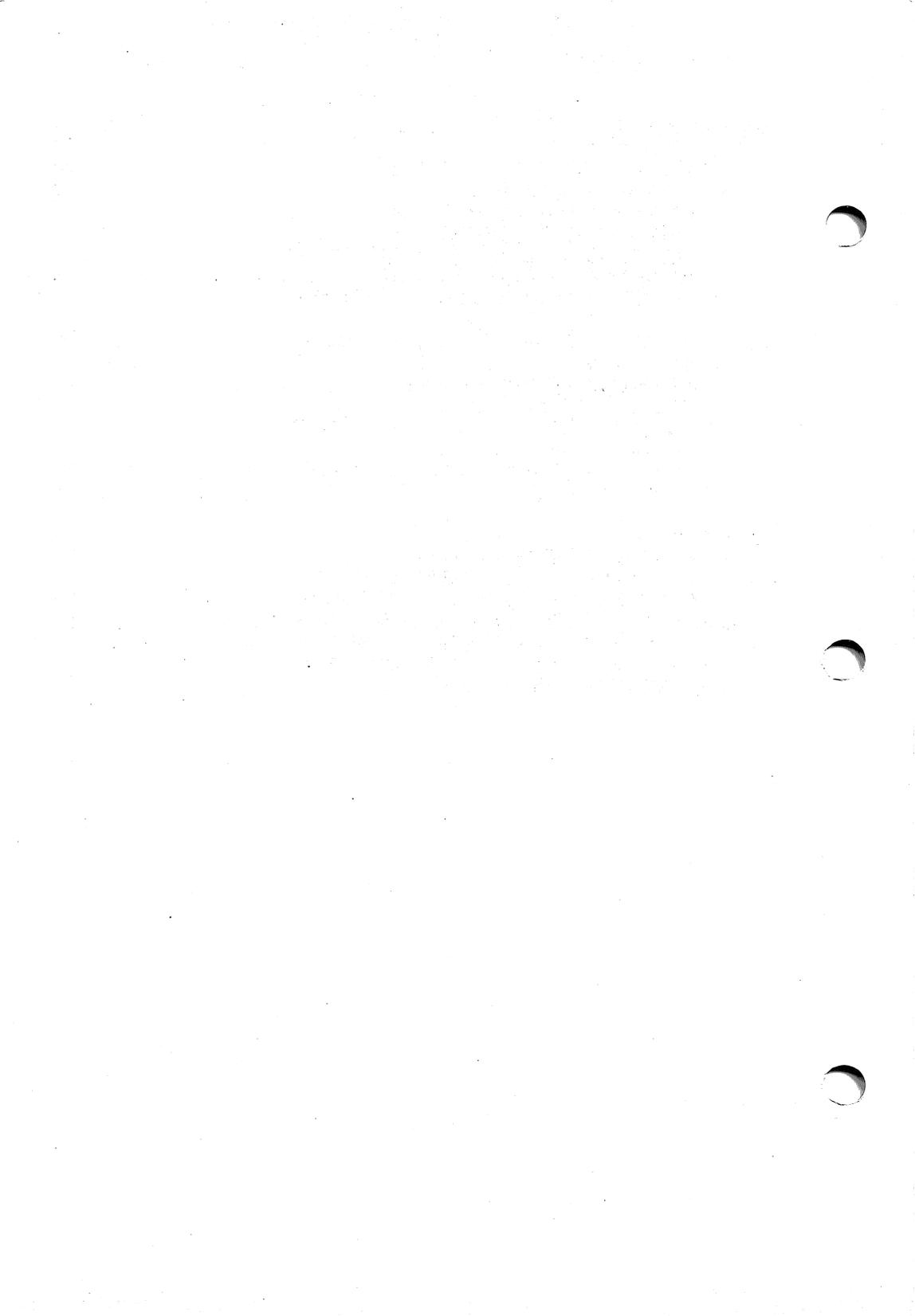
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INTRODUCTION

Think of the SENSIBLE SPELLER as an **electronic dictionary** that helps remove embarrassing “typos” from both your personal and business writing. You no longer need to break your train of thought in the middle of writing a letter to check the spelling of individual words. Now you can finish writing without interruptions and then use the SENSIBLE SPELLER to correct all misspellings at one time.

Not only does the SENSIBLE SPELLER cut down on the time spent leafing through your dictionary, it is a thorough proofreader. It never gets bored and scrutinizes the end of your manuscript as carefully as it did the beginning.

THE RANDOM HOUSE DICTIONARY

Of course, a spelling checker is only as good as the dictionary it uses to check your writing. That’s why we use the official word list from the Concise Edition of the Random House Dictionary.

This gives you over 80,000 **real** words on diskette. Because the words are from a brand-name dictionary, you can be assured that you aren’t getting any “made up” words from tables of roots and suffixes!

PERSONALIZED DICTIONARIES

If you have two (or more) disk drives, then you can add words and remove words from the supplied dictionary disks. Approximately 10,000 words can be added to the supplied dictionary disks.

You can also create any number of custom dictionary disks containing only the words of your choice. There is practically no limit to the number of new words you can add this way.

If you have only a single drive, you can still use the supplied dictionary “as is” to proofread your writing. But you will not be able to add words or remove words from the dictionary.

HOW IT WORKS

The SENSIBLE SPELLER collects all of the words from your manuscript into the Apple’s memory. It then reads through the dictionary disks you select and searches to find each of your words in one of the dictionaries.

Usually there are a few words from your manuscript that can’t be found in any of the dictionaries (technical words, proper names, misspellings, etc.). The SENSIBLE SPELLER shows you where each of these “potentially misspelled” words occurred, along with three lines of text from your document to show the **context** in which the suspect word was used.

You can then:

- **add** the word to a dictionary (if it was properly spelled),
- **ignore** the word (if it was spelled correctly, but you don't want to add it to the dictionary),
- **look up** the correct spelling in one of the dictionary disks
- have your Apple automatically **suggest** the correct spelling,
- **mark** the misspelled word so that you can easily locate it with your word processor,
- **correct** the misspelled word immediately.

Note: The CP/M, Pascal, and Word Handler versions of the Sensible Speller do not suggest correct spellings or allow immediate correction of misspellings.

WHAT IT WON'T DO

The SENSIBLE SPELLER won't spot grammatical errors. 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 is 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.

HOW FAST IS IT

The average time to verify a 10 page document is about one minute if there are no errors, two or three minutes if there are several misspellings. Shorter documents take even less time.

WHAT WORD PROCESSORS IT WORKS WITH

The SENSIBLE SPELLER works with most DOS 3.2, DOS 3.3, Pascal, and Apple CP/M word processors (both 40 and 80-column versions). A partial list of compatible word processors is:

Apple Writer (all versions), Bank Street Writer, ED, Executive Secretary, Gutenberg, Letter Perfect, Magic Wand, Magic Window, Pascal editor, PIE, PIE Writer, Script II, Super Text (all versions), Screen Writer, Superscribe, TXT/ED, Write Away, Write-on, Word Handler, Wordstar, and many others.

The SENSIBLE SPELLER does not work with Easy Writer, Easy Writer Professional, or Incredible Jack.

Note: The CP/M, Pascal, and Word Handler versions of the Sensible Speller do not suggest correct spellings of words or allow immediate correction of misspellings.

WHAT HARDWARE DO YOU NEED

The SENSIBLE SPELLER works on Apple II, Apple II+, Apple IIe, Apple III (in emulation mode) and Apple-compatible computers having 48K or more memory, DOS 3.3, and at least one Disk II (or equivalent) drive. The standard 40-column video screen is used for display.

PACKAGE CONTENTS

Included in The Sensible Speller package you should find:

- This manual. It contains complete instructions on how to use The Sensible Speller.
- Two diskettes marked “The Sensible Speller—Program Disk”. Either one of these two diskettes (they are the same) is the diskette that you use to run The Sensible Speller program. These diskettes are copy protected and may not be duplicated. Sensible Software has a low-cost disk replacement policy in case you ever experience any difficulties with the supplied diskettes. Refer to our current Product Catalog for details.
- One diskette marked “Random House Dictionary.” The dictionary has been split into two parts and is supplied on the front and back of the diskette. The front of this diskette contains the first 43,000 words of The Random House Dictionary. It is called the Main Dictionary and contains the most often used words. You will probably find that you need only check your document against this diskette. On the back of the diskette is the second half of the Random House Dictionary. It is called the Supplemental Dictionary and contains the less frequently used words. You use this dictionary when verifying extremely important documents or those that have a large number of unrecognized words after checking the Main Dictionary diskette. Neither side of the disk is copy protected and CAN BE COPIED using the “COPY” or “COPYA” program on the Apple-supplied DOS 3.3 Master disk or the “Brute Force Copy” option of SENSIBLE SOFTWARE’s Super Disk Copy program. You should copy the two sides of this disk onto two **different** disks. Special “packing” techniques are used to fit a massive amount of data onto this dictionary disk. Because of this, it is not possible to “BOOT” or “CATALOG” the dictionary diskettes.
- A registration form. Please fill out this registration form and mail it to Sensible Software. It entitles you to receive any information about updates, new products, and help. You will not be able to have your diskettes updated or replaced unless you send in this form.

GETTING STARTED

This section will help you start using the Sensible Speller quickly and effectively. First, you will make back up copies of the supplied dictionary disks. Then you will learn how to get the Sensible Speller up and running. Finally, this section presents a brief tutorial showing you how you would check the spelling of a sample file using the DOS version of the Speller.

BACKING UP THE SUPPLIED DICTIONARY DISKS

The first thing you should do is get out the DOS 3.3 Master disk that came with your Apple computer and Disk II drive. Use the COPY program on this DOS 3.3 Master disk to make copies of the MAIN DICTIONARY and SUPPLEMENTARY DICTIONARY disks that came with your Sensible Speller. If you are not very familiar with the copy program, put a write protect tab on the original dictionary diskettes (just to be on the safe side). Complete instructions on how to use the COPY program are in the DOS manual supplied with your computer system.

After making the copies, put the original dictionary disks in a safe place with your second (back up) copy of the Sensible Speller PROGRAM DISK. Use the copies you just made when the Speller asks you to insert a dictionary disk. Using dictionaries made on your drives also compensates for any deviations between our production drives and your disk drives.

I M P O R T A N T

☞ *Until you are familiar with the operation of The Sensible Speller, we recommend you make a back-up copy of the disk containing your document files BEFORE you run The Sensible Speller program.*

☞ *Note: the Speller PROGRAM DISKS are protected against duplication. This means you cannot copy these disks with the COPYA program. We regret the necessity for this, but a few "bad apples" end up making life more difficult for the rest of the bushel. However, should you experience any difficulties with the Speller Program Disk, we have provided a second, back up, copy for your use while you send the original in for "repair". Refer to our current Product Catalog for our low cost disk replacement and update policy.*

CONVENTIONS

- Most menu choices can be selected with a SINGLE keystroke response—DO NOT PRESS THE RETURN KEY AFTER ANSWERING.
- The only questions that must be answered with more than a single keystroke are those asking for a file name and those asking for entry of an entire word (listing dictionary words, correcting a word). In these few cases, the RETURN key must be pressed at the end of the line to send the line to the Speller for processing.

- Most questions have a “favorite” answer (this is also frequently referred to as a “default” answer) already built in to them. This “recommendation” appears inside the square brackets where you will be typing your answer. If you like this suggested answer, simply press the RETURN key to use it.
- You may “quit” out of most options in the Speller, including printouts, by pressing the ESC or ESCAPE key. This returns you to the Speller Menu. If you have progressed to a point where returning to the Speller Menu might lose some of the work you have done, you are asked to confirm that you really want to “START OVER?”.

HOW TO RUN THE SENSIBLE SPELLER

Insert one of the supplied PROGRAM DISKS into drive 1 and “boot” the disk. If you have an Apple II Plus computer, you can boot by turning your power switch off and then back on again. If you have an Apple //e computer, you can boot by pressing the CONTROL, OPEN-APPLE, and RESET keys together. If you are in Applesoft BASIC (with the “]” prompt displayed on the screen), you can boot by entering “PR#6” and pressing RETURN. If you are in CP/M (with the “A>” or “B>” prompt displayed), you can boot by entering “A:SPELLER”.

If your “boot” is successful, you see the HI-RES title page picture appear on the screen, followed shortly by the Main Menu of the Speller.

If you experience trouble booting, try using the second PROGRAM DISK. It’s also a good idea to have your drive speed checked periodically to make sure that it’s still within Apple’s specification.

A SAMPLE PROOFREADING SESSION

```
THE SENSIBLE SPELLER                V4. xx  
COPYRIGHT 1983, SENSIBLE SOFTWARE, INC.  
-----  
S - SPELLER  
U - UTILITIES  
Q - QUIT  
-----  
WHICH WOULD YOU LIKE TO DO? [S]
```

This is the first menu you see after you boot the Sensible Speller. At this point you can choose to: 1) run the Speller program, 2) run the Utilities program, or 3) quit and run another program.

Normally you would choose to run the Speller program. This lets you check the spelling of your document files and customize the contents of your dictionary disks.

You run the Utilities program less often. The Utilities program lets you customize the Speller to work with your word processor and take advantage of extra hardware features you have on your Apple computer (such as a lower-case display).

I M P O R T A N T

NOTE: *if you are using the CP/M, Pascal, or Word Handler versions of the Sensible Speller, skip to the section titled "THE CP/M, PASCAL AND WORD HANDLER SPELLERS". The rest of this section of the manual applies only to the DOS version of the Speller.*

BEFORE proceeding with this tutorial, you should follow the suggestions in Appendix C to customize the Speller to take advantage of any extra hardware options your Apple has. Don't use the instructions in Appendix B for setting up the Speller for your word processor UNTIL AFTER YOU HAVE FINISHED THIS TUTORIAL.

After you have completed the above, boot the Speller disk again. Now press the "S" key to select the Speller program. The following menu appears:

```
THE SENSIBLE SPELLER          V4.xx
COPYRIGHT 1983, SENSIBLE SOFTWARE, INC.
-----
      C - CHECK SPELLING OF A DOCUMENT
      L - LIST DICTIONARY WORDS
      A - ADD WORDS TO DICTIONARY
      D - DELETE WORDS FROM DICTIONARY
      Q - QUIT SPELLER PROGRAM
-----
WHICH WOULD YOU LIKE TO DO? [C]
```

This is the Speller Menu. From this menu you can check the spelling of a document, list words from a dictionary disk, and add or delete a group of words to or from a dictionary disk. In this tutorial, we will show you how to use two of the above functions. First, we will show you how to list dictionary words. Then we will show you how to check the spelling of a document.

Press the "L" key to tell the Speller that you want to list words from a dictionary disk. The Speller asks you to insert a dictionary disk into one of your disk drives as follows:

```
-----  
WHICH WOULD YOU LIKE TO DO? [1]  
INSERT "DICTIONARY" IN SLOT 6, DRIVE 1.  
PRESS SPACE BAR TO CONTINUE
```

For purposes of this example, insert the disk labeled MAIN DICTIONARY into the specified drive. Then press the SPACE BAR to proceed. The first menu in the following section then appears.

LISTING WORDS FROM A DICTIONARY

```
LISTING DICTIONARY WORDS  
-----  
  
  <- - MOVE CURSOR LEFT  
  -> - MOVE CURSOR RIGHT  
  ^I - INSERT MODE (ON/OFF)  
  ^S - DELETE CHAR TO LEFT  
  ^D - DELETE CHARACTER  
  ^C - CHANGE CASE  
  
ESC- RESTORE ANSWER OR ABORT  
  
"=" MATCHES ANYTHING  
"? " MATCHES SINGLE LETTER  
  
-----  
LIST DICTIONARY WORDS THAT MATCH:  
[= ]
```

The above menu probably looks pretty complicated at first glance. That's because the middle portion of the screen is telling you three things: 1) how you can "edit" the typed in word if you make a typing mistake, 2) what the special key labeled ESC or ESCAPE does for you, and 3) how the special characters "=" and "?" work. In fact, the reason we're showing you this section first is to give you a chance to try out each of these three functions before you try to proofread one of your files. Now we'll explain each of these three features in more detail.

THE BUILT IN LINE "EDITOR"

Of course, the easiest way to enter a word or a line is simply to type in exactly what you want to search for (without any mistakes). For example, if you wanted to see if the word "JOE" is in the dictionary, then just type in the word "JOE" and press RETURN.

Note: The Speller uses a "what you see is what you get" philosophy about entering a line of information. It doesn't matter where the cursor is in the line when you press the RETURN key, the entire line will be sent "as is" to the Speller for processing.

```
-----
LIST DICTIONARY WORDS THAT MATCH:
[JOE ]
```

The dictionary disk spins for a moment and then the word "JOE" appears in the middle portion of the screen. This indicates that the word "JOE" **was** found in the MAIN DICTIONARY. (If it wasn't found in the dictionary, then you would see "NO MATCHES" appear instead).

```
-----
LISTING DICTIONARY WORDS
-----
JOE
-----
PRESS SPACE BAR TO CONTINUE
```

Now it's pretty easy to type in the word "JOE" correctly. But how about typing in the word "AGRICULTURALISTS"? You might make a typing error when you enter such a long word, but not want to retype the entire word. The built in line "editor" can help you. Specifically, the editing commands are:

```
-----
<- - MOVE CURSOR LEFT
-> - MOVE CURSOR RIGHT
^I - INSERT MODE (ON/OFF)
^S - DELETE CHAR TO LEFT
^D - DELETE CHARACTER
^C - CHANGE CASE
-----
```

The simplest of these are the left-arrow and right-arrow keys. These move the cursor (the little white square) left and right in the space between the two square brackets. If you enter the wrong character, use these arrow keys to position the cursor over the character you want to correct and then type in the correct character.

If you type in too many characters, there are two commands available to delete characters. The “^S” character (hold the CONTROL key down and press the “S” key at the same time) deletes the character to the *left* of the cursor. The “^D” character (hold the CONTROL key down and press the “D” key at the same time) deletes the character *underneath* or to the *right* of the cursor.

If you forget to type in a character in the middle of a word, there is an “insert” command that will help you. Enter a “^I” character (hold the CONTROL key down and press the “I” key at the same time) to turn on “insert” mode. You will see your word “spread apart” and an up- arrow appears inside the cursor. Move the cursor to where you want to insert a character and simply type it in. After you have inserted all the missing characters, enter a “^I” again to get out of “insert” mode. You will see your word “close back together” and the normal cursor reappear.

THE “WILDCARD” MATCHING CHARACTERS

At this point, you’re probably not yet impressed with the Speller’s ability to list dictionary words. “What good is it if I have to spell the word right in the first place before I can see if it’s in the dictionary? I want it to tell me how to spell a word when I only remember part of the word!” This is where the “wildcard” matching characters come into play.

There are two of these “wildcard” characters you can use. The simplest of the two is the question mark (“?”) character. This “wildcard” can be used in place of any **one** character you are uncertain of in a word. For example, let’s say that you don’t remember whether or not “AUDABLE” should be spelled “AUDIBLE”. Enter a question mark in place of the character in question:

```
-----  
LIST DICTIONARY WORDS THAT MATCH:  
[AUD?BLE ]
```

After you press RETURN, the dictionary disk spins for a moment and then the correct answer appears:

```

LISTING DICTIONARY WORDS
-----
AUDIBLE
-----
PRESS SPACE BAR TO CONTINUE
  
```

Because the “?” wildcard character matches **exactly one** unknown character, it can be useful for solving or even creating crossword puzzles. For example, if you are looking for a five letter word that begins with the letter “L” and ends with the letter “R”, then enter “L???R” as the dictionary word you want to list:

```

-----
LIST DICTIONARY WORDS THAT MATCH:
[L???R]
  
```

After you press RETURN, the dictionary disk spins for a moment and then a list of words that satisfy your request appears:

```

LISTING DICTIONARY WORDS
-----
LABOR
LAMER
LASER
LATER
LAYER
...
LONER
CONTINUE LISTING? [Y]
  
```

Because more than eleven words were found, the Speller shows you the first eleven and asks if you want to “CONTINUE LISTING?” the rest of the words.

The equals sign (“=”) is an even more powerful “wildcard” character. Each “=” you put in a word matches **any number of characters** (even “no” characters). This lets you ask complicated questions such as: show me words that begin with the letter ‘P’, contain the letters ‘LL’, and end in the letters ‘ER’. To ask this particular question, use the search word “P=LL=ER”.

```
-----  
LIST DICTIONARY WORDS THAT MATCH:  
[P=LL=ER ]
```

The dictionary disk spins for a moment and then a list of words satisfying your request appears:

```
LISTING DICTIONARY WORDS  
-----  
PAINKILLER  
PALLBEARER  
POLLER  
POLLSTER  
POLLUTER  
PROPELLER  
PULLOVER
```

Of course, you can use both types of “wildcard” characters in the same search word, and in any combination. Just remember that the “?” must match **exactly one** character, while the “=” can match **any or none**.

THE ESCAPE CHARACTER

You should be feeling more comfortable with the “list dictionary words” command at this point and are probably ready to move onward. However, you will need to learn about the ESCAPE or ESC command first. This special key serves two functions throughout the Speller and Utilities programs.

```
-----  
ESC- RESTORE ANSWER OR ABORT  
-----
```

The first function of the ESCAPE key is to “restore answers”. This only applies when you are entering one or more words (using the input line editor). For example, if you typed in the wrong search word, you could press the ESCAPE key **once** to get the original answer (the “=”) to reappear. This function of the ESCAPE key is not overly useful here, but will be very handy later when you are actually correcting misspelled words.

The second function of the ESCAPE key is to **abort** the current option. Usually, you will be able to press the ESCAPE key once to stop whatever you are currently doing with the Speller. The only exception is in the input line editor you may have to press the ESCAPE key twice, once to restore the original answer, and a second time to actually abort the option. For example, you can stop “listing dictionary words” and return to the Speller Menu by pressing the ESCAPE key twice.

When you use the ESCAPE key to return to the Speller Menu, you may be asked an additional question depending on how far you have progressed in the Speller program. If you have reached a point where returning to the Speller Menu might lose some of the work you have done, you are asked to confirm that you really want to “START OVER?”.

CHECKING THE SPELLING OF A SAMPLE DOCUMENT

 We have included a short example file on each Speller PROGRAM DISK that you can use with this tutorial. The file is named “Letter to My Mother”. Since changes are made to the file as you progress through the tutorial, you should use the FID (or FILEM if you have an Apple //e) program on your Apple-supplied DOS 3.3 master diskette to copy the “Letter to My Mother” file to another disk first. Then use this copy of the file during the tutorial.

```
THE SENSIBLE SPELLER                V4. xx  
COPYRIGHT 1983, SENSIBLE SOFTWARE, INC.  
-----
```

```
C - CHECK SPELLING OF A DOCUMENT  
L - LIST DICTIONARY WORDS  
A - ADD WORDS TO DICTIONARY  
D - DELETE WORDS FROM DICTIONARY  
Q - QUIT SPELLER PROGRAM  
-----
```

```
WHICH WOULD YOU LIKE TO DO? [C]
```

When you choose "Check Spelling of a Document" from the Speller Menu, you are asked to insert your document disk into the appropriate drive (as determined by the Utilities program). After inserting your document disk into the correct drive, press the SPACE BAR once to proceed. You will then see a display similar to the following (but with your document file names):

```
-----  
CHECKING DOCUMENT SPELLING  
-----  
  
T SIZ FILENAME  
  
B 003 SAMPLE BINARY FILE  
T 009 LETTER - A. J. SIMPSON  
T 014 SAMPLE TEXT DOCUMENT FILE  
T 005 LETTER TO MY MOTHER  
B 017 ANOTHER BINARY FILE  
  
CONTINUE LISTING? [Y]  
-----  
SEARCHING FOR THE DOCUMENT.
```

You will see a partial listing of the file names from your document disk. If there are more files than will fit on the screen at one time, you will see the question "Continue Listing?" appear on the screen as in the above example. If you don't see the file that you want to proofread yet, answer "Y" to continue to the next screenful of file names, otherwise answer "N" to keep the desired file name on the screen.

PICKING A DOCUMENT FILE

Now that the name of the file you want to proofread is displayed on the screen, you will see the following question in the lower part of the screen.

```
-----  
ENTER THE FILENAME OF THE DOCUMENT:  
[=                               ]
```

The objective here is to enter the name of the file you want to proofread in between the two square brackets. One way to do this is to type the entire name exactly as it is displayed. For example, you could select the "LETTER TO MY MOTHER" file by typing the entire file name in as follows and pressing RETURN:

```
-----  
ENTER THE FILENAME OF THE DOCUMENT:  
[LETTER TO MY MOTHER      ]
```

AN EASIER WAY TO PICK A DOCUMENT FILE

Another (usually easier) way to pick a document file is to use the Speller wildcard matching options (refer to the tutorial on listing dictionary words). Wildcards allow you to just enter part of the name of the desired file. For example, you could select the "LETTER TO MY MOTHER" file by asking for all files that begin with "LETTER":

```
-----  
ENTER THE FILENAME OF THE DOCUMENT:  
[LETTER=                    ]
```

Now it just happens that in this example, there were two file names that begin with "LETTER". Thus the Speller is still not sure exactly which is the file you want to proofread. The Speller shows both file names on the screen to let you know that more than one file matched your request:

```
-----  
CHECKING DOCUMENT SPELLING  
-----  
T SIZ FILENAME  
  
T 009 LETTER - A. J. SIMPSON  
T 005 LETTER TO MY MOTHER  
  
-----  
ENTER THE FILENAME OF THE DOCUMENT:  
[LETTER=                    ]
```

Note that the Speller left your last request in between the square brackets at the bottom of the screen. This reminds you what you requested and provides an easy way to “fine tune” your request to just one file. In the above example, you need to be just a little more specific. Using the right-arrow key, move the cursor on top of the “=”, press the SPACE BAR (to erase the “=”), and then enter “TO =”. Now we are asking for all file names that begin with “LETTER TO”:

```
-----  
ENTER THE FILENAME OF THE DOCUMENT:  
[LETTER TO= ]
```

A SECOND CHANCE

Now that you have narrowed your selection down to a single file (the “LETTER TO MY MOTHER” from the above example), the Speller gives you a second chance to verify that this is indeed the “CORRECT FILE?” to proofread:

```
-----  
CHECKING DOCUMENT SPELLING  
-----  
T SIZ FILENAME  
T 005 LETTER TO MY MOTHER  
-----  
CORRECT FILE? [Y]
```

WHAT TO DO IF THE SPELLER "CAN'T FIND THE DOCUMENT"

If you make a "typo" and request a file name that doesn't exist on your document disk, then the Speller is going to tell you it "CAN'T FIND THE DOCUMENT" you requested.

```

CHECKING DOCUMENT SPELLING
-----

T SIZ FILENAME

CAN'T FIND THE DOCUMENT.

CHECK TO SEE IF YOU ENTERED
THE CORRECT NAME.

-----

ENTER THE FILENAME OF THE DOCUMENT:
[LETTER TO MY OTHER      ]
  
```

In this case, you have two choices. If the "typo" is readily apparent to you, simply correct it and press RETURN. If you don't understand why the Speller couldn't find the file you requested, then it's probably best to "start over" and list the names of all of the files on your document disk.

To "Catalog" your document disk, simply enter a single equals sign ("=") for the document file name and press RETURN:

```

-----

ENTER THE FILENAME OF THE DOCUMENT:
[=                               ]
  
```

Because the "=" wildcard character matches any sequence of characters, the above command will match (and display) all of the file names from your document disk. Now you can try homing in again on the file you want to use.

COLLECTING DOCUMENT WORDS

After you have selected a document file to be proofread, the Speller displays messages about "OPENING TEMPORARY FILE" and "COLLECTING DOCUMENT WORDS". The length of time that these messages remain on the screen varies depending on the size of the document file you are reading. If your document file is very small, these messages may flash across the screen faster than you can read them (but don't worry about it).

The Speller has to open a temporary file on your document disk so that it has somewhere to store the corrected copy of your file as you proofread it. The reason the Speller can't just correct the original copy of your file is that you might replace a misspelling in the middle of your document with a **longer** replacement word. By copying your original file into a temporary file as you make corrections, the Speller lets you enter replacement words of almost any length.

Another benefit of using a temporary file is that you can "undo" all of your corrections up until the message "SAVING CHANGES" appears by using the ESCAPE key to return to the Speller menu. The disadvantage of using a temporary file is that you must leave enough unused disk space on your document disk to allow room for the Speller to store the temporary copy of your document file.

When the Speller has finished reading your document file for the first time, it displays a screen similar to the following (except that the file name and word counts will be different for your document).

```
CHECKING DOCUMENT SPELLING
FILE: LETTER TO MY MOTHER
-----
39 DOCUMENT WORDS WERE READ.

EXCLUDING DUPLICATES,
YOU HAVE 36 UNIQUE WORDS.

-----
WOULD YOU LIKE TO LIST THESE WORDS? [N]
```

The Speller is indicating that it found 39 words in the specified document file and that after it threw out the duplicates, it found a total of 36 different words.

These word counts only include the words that will be checked for spelling. Words that are "ignored" by the Speller are not included in these totals. For example, if you used the Utilities program to set up the Speller to ignore acronyms, then words such as "ACM" and "USA" would not be included in the word counts.

LISTING DOCUMENT WORDS

This is one of the locations in the Speller (see preceding section) where you have an opportunity to list some or all of the words that were collected from your document file. At this particular time, you can list every word from your document along with a count of the number of times you used each word. To view the list of words, answer "Y" to the question:

```
-----  
| WOULD YOU LIKE TO LIST THESE WORDS? [N] |  
-----
```

You are asked whether you want the listing sent to your printer. (Make sure you have specified your printer set up properly using the Utilities program before attempting to print a word list.) If you press RETURN or answer "N" to this question, the word list is displayed on your video screen.

```
-----  
| SEND THE WORDS TO THE PRINTER? [N] |  
-----
```

USING THE MAIN DICTIONARY

Next, the Speller asks you to insert a "dictionary" into the appropriate disk drive. The first dictionary disk you use is normally the MAIN DICTIONARY diskette. After you have inserted the dictionary disk, press the SPACE BAR to instruct the Speller to check the spelling of your document words against the words in that dictionary.

```
-----  
| INSERT "DICTIONARY" IN SLOT 6, DRIVE 1.  
| PRESS SPACE BAR TO CONTINUE |  
-----
```

As the Speller reads the dictionary, the message "SEARCHING DICTIONARY" is displayed. When the Speller has finished reading the dictionary disk, it tells you how many of the words from your document were not found in the dictionary. These words are still "suspected" of being misspelled. (Guilty until proven innocent, so to speak.)

```
CHECKING DOCUMENT SPELLING
FILE: LETTER TO MY MOTHER
-----
YOU HAVE 13 SUSPECT WORDS.
-----
WOULD YOU LIKE TO LIST THESE WORDS? [N]
```

Now you are offered an opportunity to list the remaining “suspect” words.

You may want to pause a moment and list these words. If most of the words appear to be misspelled, you probably won’t need to check against any more dictionaries, just proceed directly into the “correction” part of the Speller.

If all of the “suspect” words appear to be proper names (spelled correctly, but not in the dictionary), you might decide to skip the “correction” part of the Speller and return to the Speller menu (by pressing the ESCAPE key).

However, the list of “suspect” words usually contains some misspelled words along with some correctly spelled words that just didn’t happen to be in the first dictionary you checked. In this case, you have to make a judgment call whether or not to use a supplemental dictionary.

USING A SUPPLEMENTAL DICTIONARY

The next question you are asked is:

```
-----
CHECK AGAINST ANOTHER DICTIONARY? [Y]
```

This option lets you use the SUPPLEMENTARY DICTIONARY disk as well as other (separately available) supplemental dictionary disks such as Black’s Law Dictionary.

A good rule of thumb is to use one or more of the supplemental dictionaries if there are more than 10 “suspect” words left after checking against the MAIN DICTIONARY. This should help reduce the number of “suspect” words.

 **Note:** If you accidentally use the same dictionary disk twice in a row, it doesn’t hurt anything.

After you have finished checking the document word list against the various dictionary disks, answer the “Check Against Another Dictionary?” question with a “N” to proceed to the Speller “correction” options.

DISPLAYING SUSPECT WORDS IN CONTEXT

The Speller now reads through your document file a second time, searching for any of the "suspect" words it couldn't find in one of its dictionaries. When it finds one of these "suspect" words, it shows it to you in the context it was used in your document:

```

-----DOCUMENT-----
Dear Mom, how've things been back on
TE ranch? We've missed you here
since your last visit and are looking
-----

      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 AS MISPELLED

-----
WHICH WOULD YOU LIKE TO DO? [ ]

```

Note: if your Apple can only display upper-case letters then you may see a lot of highlighted (or inverse) characters displayed because all upper-case characters are displayed as inverse video. If you have trouble locating the highlighted "suspect" word, remember that it is ALWAYS the first word in the second row of text displayed from your "document."

CORRECTING MISSPELLINGS

When you encounter an obviously misspelled word such as "te" instead of "the", you will probably want to choose the "R" option to immediately replace the word with the correct spelling. After you choose the "R" option, the following display appears at the bottom of the screen.

```

-----
ENTER REPLACEMENT FOR WORD:
[te ]
-----

```

Type in the correct spelling for the word and press RETURN. If you need help using the line editor, enter a "~E" (hold down CONTROL key and press the "E" key) to display the line editor commands in the middle portion of the screen.

-  **NOTE:** When you replace a misspelled word, you must type in the replacement **EXACTLY** as you want it to appear in the document.

This means that you need to enter the correct (upper and lower) case of the replacement word. Whatever combination of upper and lower-case letters you enter is inserted “as is” into the document file.

-  If you specified an **UPPER CASE ONLY** keyboard (in the Utilities Program), then you **MUST** use **CONTROL-C** (entered by pressing the “C” key while holding down the **CONTROL** key) to toggle between entering upper and lower case. If you selected the **GAME I/O MOD** (and have it installed), use the **SHIFT** key to control the case of the letters. If you have selected a **LOWER CASE** keyboard (as on an Apple //e), you can use the **SHIFT** key directly to control the case of the letters. Don't forget to unlock the **CAPS LOCK** key so that you can enter lower- case letters.

After you finish typing your replacement word, press the **RETURN** key. You are then asked if you entered the replacement word correctly and if it is “OK?” to actually do the replacement.

```
-----
ENTER REPLACEMENT FOR WORD:
[the                                     ]
OK? [Y]
```

If everything looks OK so far, answer “Y” to this question. You are then asked if you want to “REPLACE EVERY INSTANCE OF WORD?”.

```
-----
ENTER REPLACEMENT FOR WORD:
[the                                     ]
REPLACE EVERY INSTANCE OF WORD? [Y]
```

Answer this question with a “Y” if you want the Speller to automatically make the same replacement every time it finds this particular “suspect” word. If you answer “Y”, the Speller automatically replaces every “te” it finds with the word “the”.

When you are using the above “automatic” replacement of all occurrences of a misspelled word (“te”), the **FIRST** occurrence of the word is replaced by the replacement word (“the”) **EXACTLY** as you typed it in. This gives you manual control over the capitalization of the **FIRST** replacement. Since subsequent occurrences of the misspelled word (“te”) might have different capitalizations (for example, if the word occurs at the beginning of a line), the Speller automatically adjusts the (upper and lower) case of the replacement word to match the original “suspect” word for all **SUBSEQUENT** occurrences of the misspelled word.

If you want to replace each occurrence of the word “te” with a different replacement word, or if you want complete manual control over the (upper and lower) case of the replacement words, answer this question with a “N”. You are then asked to enter a new replacement word for each occurrence of the misspelled word.

“GUESSING” AT THE CORRECT SPELLING

The Speller now proceeds to the next “suspect” word.

```
-----DOCUMENT-----  
Mom, how've things been back on the  
RAMCH? We've missed you here since  
your last visit and are looking  
-----  
  
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 AS MISSPELLED  
-----  
WHICH WOULD YOU LIKE TO DO? [ ]
```

When it is less obvious what the correct spelling should be for the “suspect” word, you probably want to ask the Speller to “guess” at the correct spelling of the word. To command the Speller to guess at the correct spelling of the highlighted word (“RAMCH” in the above example), simply press the “G” key. The Speller asks you to insert a “dictionary” disk (the MAIN DICTIONARY disk is recommended):

```
-----  
WHICH WOULD YOU LIKE TO DO? [g]  
INSERT "DICTIONARY" IN SLOT 6, DRIVE 1.  
PRESS SPACE BAR TO CONTINUE  
-----
```

After you press the SPACE BAR, the Speller lists all the words from the dictionary that are very close in spelling to the “suspect” word. (Words beginning with the same letter and differing in only one or two characters.)

If you see the correct spelling listed, you can then use the “Replace” command to enter this correct spelling.

IGNORING PROPER NAMES

Another of the commands available at this point is the “IGNORE IT” command. This command is useful when the “suspect” word is a correctly spelled word (typically a proper name, street, or city address) that you won’t be using often enough to justify adding it to a dictionary disk.

When you encounter one of these words, simply press the “I” key to tell the Speller to ignore it (and leave it unchanged) in that particular document.

SUMMARY REPORT OF CORRECTIONS

After the Speller has found all occurrences of the “suspect” words in your document file, you are given an opportunity to display a “summary report” of any changes you may have made (assuming you made at least one change).

```
-----
CHECKING DOCUMENT SPELLING
FILE: LETTER TO MY MOTHER
-----
YOU HAVE 3 MODIFIED WORDS.
-----
WOULD YOU LIKE TO LIST THESE WORDS? [N]
```

If you choose to view this summary report, you will see each of the “suspect” words you changed followed by either an arrow pointing to the (first) replacement for this word or the designator “MRKD” to indicate the word was “marked” as a misspelled word.

```
-----
LIST OF MODIFIED WORDS:
( 2) TE -> THE
( 1) RAMCH -> RANCH
( 1) AVAILE MRKD
-----
```

And then finally, you will see the message “SAVING CHANGES” appear momentarily while the Speller permanently records the changes you have made into your document file.

 **Now that you have finished the tutorial, it is time to customize the Speller to your word processor. FIRST, follow the instructions in Appendix B to set up the Speller for your word processor. NEXT, you may need to use instructions in Appendix C (again) to customize the Speller to take advantage of any extra hardware features that your Apple has.**

THE SPELLER PROGRAM (DOS VERSION)

The DOS version of the Sensible Speller works with most of the popular word processors available for Apple II computer. This version works with Apple Writer, Bank Street Writer, Executive Secretary, Letter Perfect, Magic Window, PIE Writer, Super Text, Write Away, and many others.

NOTE: if you are using Word Handler or a CP/M or Pascal based word processor, you should skip this section of the manual. Refer to the section titled "The CP/M, Pascal, and Word Handler Spellers."

```
THE SENSIBLE SPELLER                V4. xx
COPYRIGHT 1983, SENSIBLE SOFTWARE, INC.
-----
C - CHECK SPELLING OF A DOCUMENT
L - LIST DICTIONARY WORDS
A - ADD WORDS TO DICTIONARY
D - DELETE WORDS FROM DICTIONARY
Q - QUIT SPELLER PROGRAM
-----
WHICH WOULD YOU LIKE TO DO? [c]
```

This is the the Speller Menu. It appears when you select the Speller program from the Main Menu. From this menu you can check the spelling of a document, list words from a dictionary disk, and add or delete a group of words to or from a dictionary disk.

Normally, you will choose the "C" command to check the spelling of one of your document files.

CHECKING THE SPELLING OF A DOCUMENT

When you choose "Check Spelling Of A Document" from the Speller Menu, you are asked to insert your document disk into the appropriate drive (as determined in the Utilities program).

```
-----
WHICH WOULD YOU LIKE TO DO? [C]
INSERT "DOCUMENT" IN SLOT 6, DRIVE 2.
PRESS SPACE BAR TO CONTINUE
```

PICKING A DOCUMENT FILE

After inserting your document disk into the correct drive, press the SPACE BAR once to proceed. You then see a display similar to the following (but listing different file names):

```

CHECKING DOCUMENT SPELLING

-----

T SIZ FILENAME

B 003 SAMPLE BINARY FILE
T 009 LETTER - A. J. SIMPSON
T 014 SAMPLE TEXT DOCUMENT FILE
T 005 LETTER TO MY MOTHER
B 017 ANOTHER BINARY FILE

CONTINUE LISTING? [Y]

-----

SEARCHING FOR THE DOCUMENT.

```

You will see a partial listing of the file names from your document disk. If there are more files than will fit on the screen at one time, you will see the question "CONTINUE LISTING?" appear on the screen as in the above example. If you don't see the file that you want to proofread yet, answer "Y" to continue to the next screenful of file names, otherwise answer "N" to keep the desired file name on the screen.

Now that the name of the file you want to proofread is displayed on the screen, you should see the following question in the lower part of the screen.

```

-----
ENTER THE FILENAME OF THE DOCUMENT:
[=                               ]

```

The objective here is to enter the name of the file you want to proofread between the two square brackets. One way to do this is to type the entire name exactly as it is displayed. You may also substitute either or both of the "?" and "=" wildcard characters for portions of a file name (this can save on typing).

Each time you enter a file name to search for and press RETURN, it will match none, one, or several file names on your document disk.

If the name you enter matches two or more file names on your document disk, then the Speller simply displays all of the matches in the middle part of the screen and waits for you to be more specific as to which file you really want to use.

If the name you enter doesn't match any of the file names on your document disk, then the Speller is going to tell you that it "CAN'T FIND THE DOCUMENT" you requested.

If the name you enter matches **exactly one** file name on your document disk, then the Speller assumes it is the file you want to proofread. In this case, the Speller displays the single matching file name in the middle of the screen and asks you to verify that it is the "CORRECT FILE?" to proofread.

If you get confused, remember you can "Catalog" your document disk, by just entering a single equals sign ("=") for the document file name and pressing RETURN:

```
-----  
ENTER THE FILENAME OF THE DOCUMENT:  
[=                               ]  
-----
```

Because the "=" wildcard character matches any sequence of characters, the above command matches (and displays) all of the file names from your document disk (just like the "CATALOG" command does in DOS 3.3). Now you can try homing in again on the file you want to use.

COLLECTING AND LISTING DOCUMENT WORDS

After you have selected a document file to be proofread, the Speller displays messages about "OPENING TEMPORARY FILE" and "COLLECTING DOCUMENT WORDS". The length of time these messages remain on the screen varies depending on the size of the document file you are reading. If your document file is very small, these messages may flash across the screen faster than you can read them.

When the Speller has finished reading your document file for the first time, it displays a screen similar to the following example screen.

 **Note:** You may also see the message "MEMORY FULL—PROCESSING THE WORDS COLLECTED SO FAR". This means your document was larger than the Speller can handle at one time. In this case, the Speller automatically works its way through your document in sections. This way, the Speller can proofread very large document files.

```
CHECKING DOCUMENT SPELLING
FILE: LETTER TO MY MOTHER
-----
320 DOCUMENT WORDS WERE READ.

EXCLUDING DUPLICATES,
YOU HAVE 117 UNIQUE WORDS.

-----
WOULD YOU LIKE TO LIST THESE WORDS? [N]
```

The Speller is indicating it found 320 words in the specified document file. After it threw out the duplicates (for example, the word “the” appeared 20 times), there were 117 different words used in this document.

These word counts only include the words that will be checked for spelling. Words that are “ignored” by the Speller are not included in these totals. For example, if you used the Utilities program to set up the Speller to ignore acronyms, then the words “ACM” and “USA” would not be included in the word counts.

This is one of the locations in the Speller where you have an opportunity to list some or all of the words collected from your document file. At this particular time, you can list every word from your document along with a count of the number of times each word was used.

If you answer “Y” to list the words, you are then asked whether you want the listing sent to your printer. (Make sure you have specified your printer set up properly using the Utilities program before attempting to print a word list.) If you answer “N” to this question, the word list is displayed on your video screen.

USING THE MAIN DICTIONARY

After the Speller has collected all of the “unique” words from your document file, it wants to check these words against one or more dictionaries.

The Speller asks you to insert a “dictionary” into the appropriate disk drive. The first dictionary disk you normally use is the MAIN DICTIONARY diskette. After you have inserted this dictionary disk, press the SPACE BAR to instruct the Speller to check the spelling of your document words against the words in that dictionary.

As the Speller reads through the dictionary, the message “SEARCHING DICTIONARY” is displayed. When the Speller has finished reading that dictionary disk, it tells you how many of the words from your document have not been found in any of the dictionaries used so far. These words are still “suspected” of being misspelled. (Guilty until proven innocent, so to speak.) You can also list these remaining “suspect” words, if you wish.

USING SUPPLEMENTAL DICTIONARIES

The next question asked is:

CHECK AGAINST ANOTHER DICTIONARY? [Y]

This option lets you use the SUPPLEMENTARY DICTIONARY disk as well as other (separately available) supplemental dictionary disks such as Black's Law Dictionary.

A good rule of thumb is to use one or more of the supplemental dictionaries if there are more than 10 "suspect" words left after checking against the MAIN DICTIONARY. This should help reduce the number of "suspect" words.

Note: If you accidentally use the same dictionary disk twice in a row, it doesn't hurt anything.

After you have finished checking the document word list against the various dictionary disks, answer the "Check Against Another Dictionary?" question with a "N" to proceed to the Speller "Correction" options.

DISPLAYING SUSPECT WORDS IN CONTEXT

The Speller now reads through your document file a second time, searching for any of the "suspect" words that it couldn't find in one of its dictionaries. When it finds one of these "suspect" words, it shows it to you in the context it was used in your document.

Note: If you used the Utilities program to specify you wanted to "Mark All Suspect Words" automatically, then the Speller does NOT show you each suspect word in context. It will instead begin automatically marking every suspect word as misspelled.

```

-----DOCUMENT-----
Dear Mom, how've things been back on
TE ramch? We've missed you here
since your last visit and are looking

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 AS MISPELLED

-----
WHICH WOULD YOU LIKE TO DO? [ ]

```

Note: if your Apple can only display upper-case letters then you may see a lot of highlighted (or inverse) characters displayed because all upper-case characters are displayed in inverse. If you have trouble locating the highlighted “suspect” word, remember it is always the first word in the second row of text displayed from your “document”.

AUTOMATIC SUGGESTION OF CORRECT SPELLING

When it is not obvious what the correct spelling should be for the “suspect” word, you probably want to ask the Speller to try to suggest the correct spelling of the word. To command the Speller to guess at the correct spelling of the highlighted word, press the “G” key. The Speller asks you to insert a “dictionary” disk (the MAIN DICTIONARY disk is recommended).

```

-----
WHICH WOULD YOU LIKE TO DO? [g]
INSERT "DICTIONARY" IN SLOT 6, DRIVE 1.
PRESS SPACE BAR TO CONTINUE
-----

```

After you press the SPACE BAR, the Speller lists all the words from the dictionary that are very close in spelling to the “suspect” word. (These are words beginning with the same letter and differing in only one or two characters.) If the Speller reports there were “NO MATCHES”, you may want to try guessing again with one of the supplemental dictionaries.

LISTING WORDS FROM A DICTIONARY

When the Speller is unable to “guess” at the correct spelling of your “suspect” word, you may still be able to use the “List Dictionary Words” option to determine the proper spelling. When the Speller “guesses” at the correct spelling, it only checks for one or two characters being incorrect. You can use the wildcard characters in the “List Dictionary Words” option to do more elaborate searching of your own. Pressing the “L” key commands the Speller to enter the “List Dictionary Words” mode. The Speller asks you to insert a “dictionary” disk (the MAIN DICTIONARY disk is recommended).

```
-----  
WHICH WOULD YOU LIKE TO DO? [1]  
INSERT "DICTIONARY" IN SLOT 6, DRIVE 1.  
PRESS SPACE BAR TO CONTINUE
```

After you have pressed the SPACE BAR, the Speller enters the “List Dictionary Words” mode as described in a later section of this manual. When you are through listing dictionary words, press the ESCAPE key to return to the “correction” menu.

ADDING INDIVIDUAL WORDS TO A DICTIONARY

When a properly spelled word is highlighted as the “suspect” word, you have two choices: either ignore the word or add it to a dictionary. If it is a common word or a proper name you will be using frequently, then you probably want to add it to one of your dictionary disks.

In this case, press the “A” key. This tells the Speller to put the word on its internal list of words to be added *later* to a dictionary disk. This also tells the Speller the word is spelled correctly and is no longer a “suspect” word.

IGNORING “SUSPECT” WORDS

When the highlighted “suspect” word is a properly spelled word, you have two choices; either ignore the word or add it to a dictionary. If it is an uncommon word or a proper name you probably will never see again (e.g., street addresses, last names, etc.), then you want to just ignore it.

In this case, press the “I” key. This tells the Speller that this word is spelled correctly and is no longer a “suspect” word.

REPLACING MISSPELLED WORDS

When you encounter a misspelled word, the first thing to do is figure out what the spelling should be. Then you want to use the “replace” option to replace the misspelled word with the correctly spelled word. To do this, choose the “R” option. The following display appears at the bottom of the screen with the “suspect” word automatically copied into the line editor for you to correct:

```
-----
ENTER REPLACEMENT FOR WORD:
[mispelled ]
```

Type in the correct spelling for the word and press RETURN. If you need help using the line editor, enter a “^ E” (hold down CONTROL key and press the “E” key) to display the line editor commands in the middle portion of the screen.

NOTE: When you replace a misspelled word, you must type in the replacement EXACTLY as you want it to appear in the document.

This means that you need to enter the correct (upper and lower) case of the replacement word. Whatever combination of upper and lower-case letters you enter is inserted “as is” into the document file.

If you specified an UPPER CASE ONLY keyboard (in the Utilities Program), then you MUST use CONTROL-C (entered by pressing the “C” key while holding down the CONTROL key) to toggle between entering upper and lower case. If you selected the GAME I/O MOD (and have it installed), use the SHIFT key to control the case of the letters. If you have selected a LOWER CASE keyboard (as on an Apple //e), you can use the SHIFT key directly to control the case of the letters. Don’t forget to unlock the CAPS LOCK key so that you can enter lower- case letters.

After you finish typing your replacement word, press the RETURN key. You are then asked if you entered the replacement word correctly and if it is “OK?” to actually do the replacement.

```
-----
ENTER REPLACEMENT FOR WORD:
[mispelled ]
OK? [Y]
```

If everything looks OK so far, answer “Y” to this question. You are then asked if you want to “REPLACE EVERY INSTANCE OF WORD?”. (Note: you are not asked this question if you have already “filled up” the available memory with words.)

```
-----  
ENTER REPLACEMENT FOR WORD:  
[misspelled ]  
REPLACE EVERY INSTANCE OF WORD? [Y]
```

Answer this question with a “Y” if you want the Speller to automatically make the same replacement every time it finds this particular “suspect” word. If you answer “Y”, the Speller automatically replaces every “te” it finds with the word “the”.

When you are using the above “automatic” replacement of all occurrences of a misspelled word (“te”), the FIRST occurrence of the word is replaced by the replacement word (“the”) EXACTLY as you typed it in. This gives you manual control over the capitalization of the FIRST replacement. Since subsequent occurrences of the misspelled word (“te”) might have different capitalizations (for example, if the word occurs at the beginning of a line), the Speller automatically adjusts the (upper and lower) case of the replacement word to match the original “suspect” word for all SUBSEQUENT occurrences of the misspelled word.

If you want to replace each occurrence of the word “te” with a different replacement word, or if you want complete manual control over the (upper and lower) case of the replacement words, answer this question with a “N”. You are then asked to enter a new replacement word for each occurrence of the misspelled word.

MARKING WORDS AS MISPELLED

When you tell the Speller to “mark” a word as misspelled, it appends the “marker” character you specified (in the Utilities program) to the “suspect” word. You might use this if you notice that the document needs some major rework in the area where the misspelling occurred. Another time you might want to mark a word would be if you had an extra blank in the middle of the word. In this case, the Speller would only catch part of the word as a misspelling (and you would not be able to “join” the two parts within the Speller). You can later use your word processor to search for the “marker” character and correct the mistakes.

The other time you might want to “mark” words as misspelled is if you specified in the Utilities program that you wanted the Speller to **automatically** mark every “suspect” word as misspelled. **BE VERY CAREFUL** when you use the “automatically mark every suspect word option” or you may end up with a file full of “marked” words! If you want to use this particular “automatic” option, we recommend you try it out on copies of your document disks until you are familiar with its function.

SUMMARY REPORT OF CORRECTIONS

After the Speller has processed all of the “suspect” words in your document file, you are given an opportunity to display a “summary report” of any changes you may have made (assuming you made at least one change).

```

CHECKING DOCUMENT SPELLING
FILE: LETTER TO MY MOTHER
-----
YOU HAVE 3 MODIFIED WORDS.
-----
WOULD YOU LIKE TO LIST THESE WORDS? [N]

```

If you choose to view this summary report, you are shown each of the “suspect” words you changed followed by either an arrow pointing to the (first) replacement for this word or the designator “MRKD” to indicate the word was “marked” as a misspelled word.

```

-----
LIST OF MODIFIED WORDS:
( 2) TE -> THE
( 1) RAMCH -> RANCH
( 1) AVAILE MRKD
-----

```

If you run out of memory while you are proofreading, then the Speller does not have anywhere to store the replacement words you used. In this case, the summary report only lists the words that were replaced and does not display the replacement for each word.

If you replace two different occurrences of the same “suspect” word with two different replacement words, then the summary report only displays the “suspect” word as marked.

ENDING A PROOFREADING SESSION

When you have finished proofreading a document and displaying the summary report of any changes, you see the message “SAVING CHANGES” appear momentarily while the Speller permanently records the changes you have made into your document file.

If you have told the Speller to save any “suspect” words to be added to a dictionary disk, then you automatically enter the appropriate dictionary update mode (refer to the later section on “Adding A Group Of Words To A Dictionary”).

If you abort a proofreading session early, using the ESCAPE key, then you may see the status messages “ORIGINAL FILE IS UNCHANGED.” and “DELETING TEMPORARY FILE: xxx”.

LISTING WORDS FROM A DICTIONARY

When you choose "List Dictionary Words" from the Speller Menu, you are asked to insert your dictionary disk into the appropriate drive (as determined by the Utilities program).

```

-----
WHICH WOULD YOU LIKE TO DO? [1]
INSERT "DICTIONARY" IN SLOT 6, DRIVE 1.
PRESS SPACE BAR TO CONTINUE
-----

```

After you have inserted the dictionary disk into the specified drive, press the SPACE BAR once to cause the following display to appear.

```

-----
LISTING DICTIONARY WORDS
-----

<- - MOVE CURSOR LEFT
-> - MOVE CURSOR RIGHT
^I - INSERT MODE (ON/OFF)
^S - DELETE CHAR TO LEFT
^D - DELETE CHARACTER
^C - CHANGE CASE

ESC- RESTORE ANSWER OR ABORT

"=" MATCHES ANYTHING
"? " MATCHES SINGLE LETTER

-----
LIST DICTIONARY WORDS THAT MATCH:
[= ]
-----

```

The middle portion of the screen is telling you three things: 1) how you can "edit" the word that you type in if you make a typing mistake, 2) what the special key labeled ESC or ESCAPE does for you, and 3) how the special "wildcard" characters "=" and "?" work.

You enter a "search" word between the square brackets in the bottom portion of the screen. The Speller then lists all words on that dictionary disk that match your search word.

Search words can be explicitly spelled-out words or they can be word fragments with "wildcard" characters substituted for the missing or unknown portions of the word.

Using an explicitly spelled-out word, such as "JOE", for your search word tells you if the word is spelled correctly by showing you that the word is contained in the dictionary.

```

-----
LIST DICTIONARY WORDS THAT MATCH:
[JOE                               ]

```

The dictionary disk spins for a moment and then the word "JOE" appears in the middle portion of the screen. This indicates that the word "JOE" **was found** in the MAIN DICTIONARY. (If it wasn't found in the dictionary, then you would see "NO MATCHES" appear instead.)

Using fragments of a word with "wildcard" characters substituted for missing or unknown portions of the word will show you all of the "similar" words that are in the dictionary. There are two of these "wildcard" characters that you can use. The simplest of the two is the question mark ("?") character. This "wildcard" can be used in place of any **one** character that you are uncertain of in a word. For example, let's say that you don't remember whether or not "AUDABLE" should be spelled "AUDIBLE". Enter a question mark in place of the character in question:

```

-----
LIST DICTIONARY WORDS THAT MATCH:
[AUD?BLE                           ]

```

The dictionary disk spins for a moment and then the correct answer appears:

```

-----
LISTING DICTIONARY WORDS
-----
      AUDIBLE
-----
PRESS SPACE BAR TO CONTINUE

```

Because the "?" wildcard character matches **exactly one** unknown character, it can be useful for solving or even creating crossword puzzles. For example, if you are looking for a five letter word that begins with the letter "L" and ends with the letter "R", then enter "L???R" as the dictionary word you want to list:

```

-----
LIST DICTIONARY WORDS THAT MATCH:
[L???R                               ]

```

The dictionary disk spins for a moment and then a list of words that satisfy your request appears:

```
LISTING DICTIONARY WORDS
-----
LABOR
LAMER
LASER
LATER
LAYER
. . .
LONER
CONTINUE LISTING? [Y]
```

Because more than eleven words were found, the Speller shows you the first eleven and asks if you want to "CONTINUE LISTING?" the rest of the words.

The equals sign ("=") is an even more powerful "wildcard" character. Each "=" that you put in a word matches *any number of characters* (even "no" characters). This lets you ask complicated questions such as "show me words that begin with the letter 'P', contain the letters 'LL', and end in the letters 'ER'". To ask this particular question, use the search word "P=LL=ER".

```
-----
LIST DICTIONARY WORDS THAT MATCH:
[P=LL=ER ]
```

The dictionary disk spins for a moment and then a list of words that satisfy your request appears:

LISTING DICTIONARY WORDS

PAINKILLER
PALLBEARER
POLLER
POLLSTER
POLLUTER
PROPELLER
PULLOVER

Of course, you can use both types of “wildcard” characters in the same search word, and in any combination. Just remember that the “?” must match **exactly one** character, while the “=” can match **any** or **none**.

 **Note:** If you specify one of the wildcard characters (either “?” or “=”) as the first character of your search word, then the Speller requires **substantially** longer to search the dictionary for matches. It is always a good idea to enter the actual first character of the word you are seeking into the search word if you know what it is.

ESC- RESTORE ANSWER OR ABORT

When you are ready to stop “listing dictionary words” and return to the Speller Menu, press the ESCAPE key twice.

ADDING A GROUP OF WORDS TO A DICTIONARY

There are two ways to select document words to be added to a dictionary. If you want to add a lot of words at once, you can enter the words by themselves into a document file and then select the “Add Words To Dictionary” option from the Speller menu. This causes every single word in the selected document file to be added to a dictionary disk.

More often, you will be proofreading a “normal” document, such as a letter, and you will identify a few words that you would like to have added to a dictionary disk. In this case, after you have displayed your summary report of changes, you will automatically enter the “Add Words To Dictionary” mode. Follow the instructions in this chapter beginning with the section on “Verifying Before Adding Words To Dictionary”.

When you choose "Add Words To Dictionary" from the Speller Menu, you are shown the following screen and asked to insert your document disk into the appropriate drive (as determined by the Utilities program).

```
ADDING DICTIONARY WORDS
-----
NOTE:
ALL OF THE WORDS FROM A DOCUMENT
WILL BE ADDED (WITHOUT DUPLICATIONS)
TO A DICTIONARY.
-----
INSERT "DOCUMENT" IN SLOT 6, DRIVE 2.
PRESS SPACE BAR TO CONTINUE
```

After inserting your document disk into the correct drive, press the SPACE BAR once to proceed. You are then asked to pick the document that contains the words that you wish to add to a dictionary. After you have picked a document, the Speller reads through it and collects all of the words from it.

VERIFYING BEFORE ADDING WORDS TO A DICTIONARY

You are then given an opportunity to list the words that are going to be added to a dictionary:

```
ADDING DICTIONARY WORDS
FILE: LIST OF WORDS TO ADD
-----
YOU HAVE 7 NEW WORDS.
-----
WOULD YOU LIKE TO LIST THESE WORDS? [N]
```

If you see any words in the list that you did not really want to have added to your dictionary, don't despair. You get one more chance to choose which of the above words are to be added. The next question you are asked is whether you want to verify each new word before you actually go ahead and add it to a dictionary.

```
-----  
DO YOU WANT TO VERIFY EACH NEW WORD? [Y]  
-----
```

Answering this question with a "Y" lets you walk through the list of words to be added and individually pick which words you do or don't want added to a dictionary.

Next, you are asked to insert the dictionary disk **THAT YOU WANT TO ADD THE NEW WORDS TO**.

```
-----  
INSERT "DICTIONARY" IN SLOT 6, DRIVE 1.  
PRESS SPACE BAR TO CONTINUE  
-----
```

After inserting this "old" dictionary and pressing the SPACE BAR once, you are asked to insert a **blank** disk for the new dictionary disk into the other drive. It doesn't matter whether this "blank" disk already has anything on it or not. It doesn't even need to be initialized ahead of time. What is important is that you make sure that you are not going to write over anything of value when you place the new dictionary on that disk.

```
-----  
ADDING DICTIONARY WORDS  
FILE: LIST OF WORDS TO BE ADDED  
-----
```

```
INSERT A BLANK DISK FOR THE NEW  
DICTIONARY IN SLOT 6, DRIVE 2.
```

```
-----  
PRESS SPACE BAR TO CONTINUE  
-----
```

After you have placed the blank disk into the appropriate drive, press the SPACE BAR once to continue. You are then asked to confirm that it is OK to erase this "blank" disk and to record the new dictionary onto it.

```
ADDING DICTIONARY WORDS
FILE: LIST OF WORDS TO BE ADDED
-----
INSERT A BLANK DISK FOR THE NEW
DICTIONARY IN SLOT 6, DRIVE 2.

      * * WARNING * *

ANY DATA ON THIS DISK WILL BE LOST!

-----
IS IT OK TO PROCEED? [ ]
```

After you have double checked to make sure that you haven't left your document disk or some other valuable disk in the drive instead of a "blank" disk, answer the question with a "Y" to proceed to build the new dictionary disk.

If the "blank" disk is already initialized, then the Speller will not bother reinitializing it (which saves some time). However, it is possible to "fool" the Speller into not initializing a disk when it has a bad spot or when it has already been partially initialized. Should you have a disk in this condition, you must reinitialize it with the DOS 3.3 "INIT" command before you can record a dictionary onto it.

When you are finished, the "blank disk" contains a copy of the entire original "old" dictionary disk, plus the words you selected to be added.

☞ If you try to add a word to a dictionary disk that already exists in that dictionary disk—don't worry! The Speller is smart enough to recognize the duplication and only stores one copy of the word in the new dictionary that you are building.

From this point on, you can (and probably will want to) use this "new" dictionary for your proofreading work. The original "old" dictionary disk can either be kept as a backup or it can be erased and used for other purposes.

If you would rather have the "new" dictionary on the "old" dictionary diskette, you can use the COPY program to copy it to the desired diskette.

DELETING A GROUP OF WORDS FROM A DICTIONARY

There is only one way to delete words from a dictionary. You must first enter the words to be deleted by themselves into a document file and then select the "Delete Words From A Dictionary" option from the Speller menu. This causes every single word in the selected document file to be removed from a dictionary disk.

When you choose "Delete Words From A Dictionary" from the Speller Menu, you are shown the following screen and asked to insert your document disk into the appropriate drive (as determined by the Utilities program).

```
DELETING DICTIONARY WORDS
-----
NOTE:
ALL OF THE WORDS FROM A DOCUMENT
WILL BE REMOVED FROM A DICTIONARY.
-----
INSERT "DOCUMENT" IN SLOT 6, DRIVE 2.
PRESS SPACE BAR TO CONTINUE
```

After inserting your document disk into the correct drive, press the SPACE BAR once to proceed. You are then asked to pick the document containing the words you wish to delete from a dictionary.

After you have picked a document, the Speller reads through it and collects all of the words from it. You are then given an opportunity to list these words that are going to be deleted from a dictionary:

```
DELETING DICTIONARY WORDS
FILE: LIST OF WORDS TO DELETE
-----
YOU HAVE 7 DELETED WORDS.
-----
WOULD YOU LIKE TO LIST THESE WORDS? [N]
```

Next, you are asked to insert the dictionary disk **THAT CONTAINS THE WORDS THAT YOU WANT TO DELETE**.

```
-----  
WOULD YOU LIKE TO LIST THESE WORDS? [N]  
INSERT "DICTIONARY" IN SLOT 6, DRIVE 1.  
PRESS SPACE BAR TO CONTINUE  
.
```

After inserting this "old" dictionary and pressing the SPACE BAR once, you are asked to insert a **blank** disk for the new dictionary disk into the other drive. It doesn't matter whether this "blank" disk already has anything on it or not. It doesn't even need to be initialized ahead of time.

```
-----  
DELETING DICTIONARY WORDS  
FILE: LIST OF WORDS TO DELETE  
-----  
  
INSERT A BLANK DISK FOR THE NEW  
DICTIONARY IN SLOT 6, DRIVE 2.  
  
-----  
PRESS SPACE BAR TO CONTINUE
```

After you have placed the blank disk into the appropriate drive, press the SPACE BAR once to continue. You are then asked to confirm that it is ok to erase this "blank" disk and to record the new dictionary onto it.

```
-----  
DELETING DICTIONARY WORDS  
FILE: LIST OF WORDS TO DELETE  
-----  
  
INSERT A BLANK DISK FOR THE NEW  
DICTIONARY IN SLOT 6, DRIVE 2.  
  
      * * WARNING * *  
  
ANY DATA ON THIS DISK WILL BE LOST!  
  
-----  
IS IT OK TO PROCEED? [ ]
```

After you have double checked to make sure that you haven't left your document disk or some other valuable disk in the drive instead of a "blank" disk, answer the question with a "Y" to build the new dictionary disk.

When you are finished, the "blank disk" contains a copy of the entire original "old" dictionary disk, less the words you selected to be deleted. From this point on, you can use this "new" dictionary for your proofreading work. The original "old" dictionary disk can either be kept as a backup or it can be erased and used for other purposes.

If you would rather have the "new" dictionary on the "old" dictionary diskette, you can use the COPY program to copy it there.

QUITTING OUT OF THE SPELLER PROGRAM

When you are finished using the Speller, return to the Speller menu and press the "Q" key to select "Quit Speller Program". You are instructed to insert your word processor disk. (Actually, you can insert any program disk that you would like to boot, not just your word processor disk.)

```
-----  
INSERT WORD PROCESSOR DISK  
PRESS SPACE BAR TO CONTINUE
```

After you have inserted the word processor or program disk you wish to use next, press the SPACE BAR once to "boot" it.

THE UTILITIES PROGRAM

```
UTILITIES
-----
          D - DICTIONARY UTILITIES
          P - PICK SPELLER VERSION
          S - SPELLER SETUP
          R - RETURN TO MAIN MENU
-----
WHICH WOULD YOU LIKE TO DO? [R]
```

This is the Utilities Menu. It appears when you select the Utilities program from the Main Menu. From this menu you can run the dictionary utilities, pick the Speller version suitable for your word processor, and customize the Speller Setup to fine tune the Speller to your word processor and hardware setup.

NOTE: the Speller Setup option is only available if you select the DOS version of the Speller. The setup information for the CP/M, Pascal, and Word Handler versions of the Speller cannot be specified here and must be entered each time you run the Speller program (refer to the section describing the CP/M, Pascal, and Word Handler Spellers). If you try to specify the Speller Setup without first picking the DOS version of the Speller, you get the following warning message:

```
YOU CAN ONLY CHANGE THE SPELLER SETUP
IF YOU HAVE PICKED THE DOS VERSION
OF THE SPELLER.
```

DICTIONARY UTILITIES

```
DICTIONARY UTILITIES
-----
C - CREATE AN EMPTY DICTIONARY
M - MEASURE DICTIONARY SIZE
R - RETURN TO UTILITIES MENU
-----
WHICH WOULD YOU LIKE TO DO? [R]
```

This is the Dictionary Utilities Menu. It appears when you select Dictionary Utilities from the Utilities Menu. From this menu you can create an empty dictionary disk or measure the size of an existing dictionary disk.

CREATING AN EMPTY DICTIONARY

Creating an empty dictionary disk is useful when you want to build a dictionary that contains only the words that are unique to your occupation.

When you select this option you are told to insert a blank disk into the appropriate drive. After inserting a blank disk (it doesn't matter whether it is already initialized or not), press the SPACE BAR once. A warning message appears on the screen to remind you that any data on the disk is destroyed when the new dictionary is created. If you are sure that there is nothing valuable already recorded on the disk, answer "Yes" to proceed.

To add words to this empty dictionary disk, you can use the "Add Words to Dictionary" option from the Speller main menu or you can select individual words to be added while checking the spelling of a document. To add the selected words to the "empty" dictionary, insert the "empty" dictionary disk when the Speller prompts you to "Insert Dictionary".

MEASURING DICTIONARY SIZE

This option examines the contents of a dictionary disk and reports how many words are contained in that dictionary. It also tells you how much room is left on the dictionary for additional words by indicating how many data sectors are still unused.

For example, the supplied Main Dictionary disk contains 43,919 words and has 98 (out of 559) data sectors still unused. This means you can store approximately 9,336 (98 * 43919/(559-98)) additional words on this disk.

PICKING A VERSION OF THE SPELLER

```
SPELLER SELECTION
-----
SELECTED SPELLER: xxxxxxxxxxxx

  C - CP/M
  D - DOS, SUPertext
  P - PASCAL
  W - WORD HANDLER

  R - RETURN TO UTILITIES MENU
-----
WHICH WOULD YOU LIKE TO DO? [R]
```

This is the Speller Selection Menu. It appears when you select Pick Speller Version from the Utilities Menu. From this menu you select which of the four versions of the Speller you wish to use.

The currently selected version appears near the top of the screen. It is represented in the above screen by "xxxxxxxxxx".

NOTE: the Speller Setup option is only available if you select the DOS version of the Speller. The setup information for the CP/M, Pascal, and Word Handler versions of the Speller must be entered each time you run the Speller program (refer to the section describing the CP/M, Pascal, and Word Handler Spellers).

When you are finished with the Speller Setup Menu, press the "R" key to "Return To The Utilities Menu". You are then asked if you want to:

```
SAVE CHANGES? [Y]
```

Press the "Y" key if you wish to permanently record any changes you may have made. Press the "N" key if you didn't make any changes or don't wish to permanently record the changes. If you answer "N" by mistake, you can get a second chance to save your changes by immediately reselecting "Pick Speller Version" from the Utilities Menu.

Your new Speller selection takes effect immediately.

SPECIFYING THE SPELLER SETUP

```
SPELLER SETUP
-----
A - APPLE HARDWARE OPTIONS
D - DISK OPTIONS
M - MODIFY SPELLER CHARACTER SET
Q - QUICK SETUPS
W - WORD COLLECTION OPTIONS

R - RETURN TO UTILITIES MENU
-----
WHICH WOULD YOU LIKE TO DO? [R]
```

This is the Speller Setup Menu. It appears when you select Speller Setup from the Utilities Menu. From this menu you can fine tune the DOS version of the Speller for compatibility with your word processor and optional Apple hardware.

The Apple Hardware Options selection lets you tune the Speller to your video display, keyboard, and printer. The Disk Options helps you adjust how the Speller works with your disk drives. The Modify Speller Character Set selection can enable the Speller to accept international character sets. The Quick Setups selection offers "quick" setups for some of the more common word processors and word processors that require many setup changes. The Word Collection Options adjusts the Speller to the idiosyncrasies of your particular word processor.

When you are finished with the Speller Setup Menu, press the "R" key to "Return To The Utilities Menu". You are then asked if you want to

```
SAVE CHANGES? [Y]
```

Press the "Y" key if you wish to permanently record any changes you may have made. Press the "N" key if you do not make any changes or do not wish to permanently record the changes you may have made. If you answer "N" by mistake, you can get a second chance to save your changes by immediately reselecting "Speller Setup" from the Utilities Menu.

 **Your new Speller Setup takes effect immediately.**

 **NOTE: the Speller Setup option is only available if you select the DOS version of the Speller. If you try to specify the Speller Setup without first picking the DOS version of the Speller, you get the following error message:**

```
YOU CAN ONLY CHANGE THE SPELLER SETUP
IF YOU HAVE PICKED THE DOS VERSION
OF THE SPELLER.
```

SPECIFYING HARDWARE OPTIONS

HARDWARE OPTIONS	

A. LOWERCASE DISPLAY:	NO
B. USE //E ALT. CHAR. SET:	NO
C. KEYBOARD:	UPPER CASE ONLY
D. PRINTER SLOT:	1
E. PRINTER NEEDS LINEFEED:	YES
F. PRINTER HIGH BIT SET:	YES
G. PRINTER WIDTH:	40
H. PRINTER INIT:	
R - RETURN TO SPELLER SETUP MENU	

WHICH WOULD YOU LIKE TO DO? [R]	

This is the Hardware Options Menu. It appears when you select Apple Hardware Options from the Speller Setup Menu. From this menu you can tune the Speller to your video display, keyboard, and printer.

LOWERCASE DISPLAY: (YES/NO) - indicates to the Speller whether you can display lower-case characters on your **40-column** video display (as on an Apple //e). 80-column cards don't count, the Speller only outputs to the standard 40-column screen. If you have an Apple II or II Plus, you need to have a lower-case adapter (Paymar, Lazer, etc.) installed before you can answer "YES" to this question.

If this switch is set to "YES", the Speller displays true upper and lower-case characters. If set to "NO", the Speller displays lower-case characters as normal video and upper-case characters as inverse video.

If you are not sure which way to answer, try changing this switch to a "YES" answer. If you can read the entire screen, leave this switch set to "YES". If the screen turns to garbage, you **MUST** change this switch back to a "NO" (even if you have an 80-column card that can display lower case).

USE //E ALT. CHAR. SET: (YES/NO) - tells the Speller whether to select the "normal" or the "alternate" character set on an Apple //e. Normally, this switch should be left at the "NO" setting if you are not using an Apple //e, and should be set to the "YES" setting if you are using an Apple //e. (Answering this question with a "YES" automatically causes the answer to the above Lowercase Display question to change to "YES" also.)

KEYBOARD: (UPPER CASE ONLY,GAME I/O MOD,LOWER CASE) - tells the Speller what kind of keyboard you are using.

☞ **Note:** The above option automatically “toggles” to the next of the three possible settings each time you press the key for this option. Keep pressing the key until the desired setting is displayed on the screen.

If you are using an original Apple II or Apple II Plus keyboard without any modifications (it can only generate upper-case characters), you should select the “UPPER CASE ONLY” setting. This setting uses CONTROL-C as a “shift key”. You can enter both upper and lower-case characters by typing a “control C” (press “C” key while holding the CONTROL key down) to change between upper and lower case. Refer to Appendix D for information on typing in characters not normally found on the keyboard.

If you are using an original Apple II or Apple II Plus and have connected your shift key to the game-i/o connector, you should select “GAME I/O MOD”. (Many Apple word processors use this modification to let you use the shift key to select upper/lower case.) This setting lets you use the shift key to select upper or lower case (just like on a typewriter). Refer to Appendix D for information on typing in characters not normally found on the keyboard.

If you are using an Apple //e, a Franklin Ace, or an Apple II with a keyboard modified to produce lower case directly (for example, using a Lazer System’s Keyboard Plus adapter); you should select “LOWER CASE”. This setting lets you use the shift key to control upper/lower case just like a typewriter.

☞ **Be sure to “unlock” the CAPS LOCK key while you are using the Speller!**

PRINTER SLOT: (0,1,2,...,7) - tells the Speller which slot contains your PRINTER interface card. Most people install their printer interface card in slot number one. Thus you probably want to answer this question with a “1”. Do NOT confuse this with your DISK controller card (which is usually installed in slot number six).

PRINTER NEEDS LINEFEED: (YES/NO) - tells the Speller whether your printer needs a linefeed at the end of each line. If the Speller double spaces on your printer, change this to a “NO” answer. If the Speller overwrites lines while printing, change this to a “YES” answer.

PRINTER HIGH BIT SET: (YES/NO) - tells the Speller whether to send characters to your printer with the “high bit” on or off. Normally, this should be set to “YES”; however, if your printer does not seem to be printing the proper characters (for example, if it prints graphic characters), try changing this to a “NO” answer.

PRINTER WIDTH: (#) - tells the Speller how wide your printer is. Normally, you set this to either 40, 80 or 132 columns (although numbers from 39 to 255 are acceptable). The number you enter affects how many columns are printed when you list words. The wider the printer width you specify, the more columns printed when you list words.

PRINTER INIT: (printer initialization characters) - tells the Speller what characters to send to your printer to initialize it. For example, the parallel printer interface card normally needs a special character sequence to enable it to print 80 columns wide (CONTROL-I 80N RETURN). As another example, the Apple Dot Matrix printer needs a special character sequence to enable it to print 132 columns wide (ESCAPE Q CONTROL-X). You can enter these and other special character sequences here, and they will be sent to your printer before each list of words.

You can enter ANY characters into this printer initialization character sequence EXCEPT the up-arrow (also referred to as a caret or circumflex) character. (You can even enter RETURN and ESCAPE characters in the sequence.) Because of this, you cannot use the left-arrow key to correct your "typo"s. If you make a mistake, you must save what you have entered and try again. There is no graceful way to "back out" with this option.

After you have entered the character sequence you want sent to your printer, press the up-arrow character to end the sequence and to save the characters. You MUST type the up-arrow character to end the character sequence. (The up-arrow is not added to the character sequence.) This is the ONLY way out of this option. The character sequence you entered is then displayed on the screen with control characters shown in inverse video.

SPECIFYING DISK OPTIONS

DISK OPTIONS	

A. DOCUMENT SLOT:	6
B. DOCUMENT DRIVE:	2
C. DOCUMENT VOLUME:	0
E. DOCUMENT RWTS:	DOS 3.3
H. DICTIONARY SLOT:	6
I. DICTIONARY DRIVE:	1
DRIVE FOR NEW DICTIONARIES:	2
R - RETURN TO SPELLER SETUP MENU	

WHICH WOULD YOU LIKE TO DO? [R]	

This is the Disk Options Menu. It appears when you select Disk Options from the Speller Setup Menu. From this menu you can adjust how the Speller works with your disk drives.

DOCUMENT SLOT: (#) - indicates to the Speller which slot contains the controller card for the disk drive you will be using to read your document files. Most people keep their disk controller cards in slot number six. Thus you probably want to answer this question with a "6".

DOCUMENT DRIVE: (#) - indicates to the Speller the drive number of the disk drive you will be using to read your document files. For standard Apple Disk][drives, this number must be either a one or a two. You will probably find it most convenient to choose drive number two for your document files. Thus you probably want to answer this question with a "2".

Note: If you only have a single disk drive, then you **MUST** answer this question with a "1". Otherwise I/O ERRORS will appear when the Speller attempts to access your nonexistent drive number 2. The Speller may even "hang" when this occurs, forcing you to start your proofreading session over.

DOCUMENT VOLUME: (#) - indicates to the Speller the number of the disk volume that contains the document files. For standard Apple Disk][drives, this number should always be set to zero ("0").

DOCUMENT RWTS: (DOS 3.2, DOS 3.3, SUPERTEXT, CAMEO, CUSTOM) - indicates to the Speller which type of DOS to use with the disk containing the document files. Selecting DOS 3.2 enables the Speller to read DOS 3.2 files. Selecting DOS 3.3 enables the Speller to read DOS 3.3 files. Selecting SUPERTEXT enables the Speller to read the files created with the Super Text word processor. (Some versions of Super Text can create standard DOS 3.2 files, select DOS 3.2 for these files.) Selecting CAMEO enables the Speller to read the files on the Cameo DC- 500 hard disk system. Selecting CUSTOM enables the Speller to read files using a user- supplied RWTS. Refer to the appendix on setting up the Speller with specific hardware configurations for details on the CUSTOM option.

 **Note:** The above option automatically “toggles” to the next of the possible settings each time you press the key for this option. Keep pressing the key until the desired setting is displayed on the screen.

DICTIONARY SLOT: (#) - indicates to the Speller which slot contains the controller card for the disk drive you will be using to read your dictionary disks. Most people keep their disk controller cards in slot number six. Thus you probably want to answer this question with a “6”.

 **Note:** The Speller provides limited support for reading document files from a few brands of hard disk drives. The dictionary disks, on the other hand, **MUST** be used with Disk][- compatible 5-inch floppy disk drives. There is **NO** provision in the Speller to store dictionary information on any other type of drive.

DICTIONARY DRIVE: (#) - indicates to the Speller the drive number of the disk drive you will be using to read your dictionary disks. For standard Apple Disk][drives, this number must be either a one or a two. You probably will find it most convenient to choose drive number one for your dictionary disks. Thus you probably want to answer this question with a “1”. Note that the “DRIVE FOR NEW DICTIONARIES” is automatically set to the other drive.

 **Note:** If you only have a single disk drive, then you **MUST** answer this question with a “1”. Otherwise I/O ERRORS will appear when the Speller attempts to access your nonexistent drive number 2. The Speller may even “hang” when this occurs, forcing you to start your proofreading session over. This also means that you cannot create new dictionaries with just one drive.

MODIFYING THE SPELLER CHARACTER SET

```
MODIFY CHARACTER SET

-----

USE "<" AND ">" ARROW KEYS TO PICK
THE CHARACTER THAT YOU WANT TO MODIFY
THEN PRESS ONE OF THE FOLLOWING KEYS TO
CHANGE THE "TYPE" FOR THIS CHARACTER:

U - UPPERCASE           L - LOWERCASE
I - IGNORE             ". " - ENDS WORD
S - SOFT HYPHEN       "-" - HARD HYPHEN
1 - SKIP NEXT         2 - SKIP NEXT 2
* - ENDS WORD (EXCEPT AFTER HYPHEN)

R - RETURN TO SETUP MENU

-----

CHARACTER: @ ($00)  TYPE: *

ENTER COMMAND: [R]
```

This is the Modify Character Set Menu. It appears when you select Modify Speller Character Set from the Speller Setup Menu. From this menu you can adjust which characters are allowed in words. One use of this would be to enable the Speller to accept international character sets.

To change the way the Speller looks at a character, you must first "dial in" the character you want to change, then enter a new character "type" code for that character.

To "dial in" (or select) a character, press the left and right arrow keys until the desired character appears after the word "CHARACTER:". To help you make sure you are selecting the correct character, the currently selected character is displayed followed by its hexadecimal value in parentheses. Control characters are shown in inverse.

When you have "dialed in" the character you wish to change, you see the current setting of the character "type" code following the word "TYPE:". To change this character "type" code, simply enter one of the character types displayed in the middle portion of the screen. The display following "TYPE:" immediately changes to reflect the new "type" code for this character.

 **Refer to the section on Quick Setups and also to the appropriate appendix for our recommended changes to set up the Speller for your word processor.**

Here is a description of the available character “type” codes:

U - UPPERCASE - This character is treated as a normal, upper-case letter of the alphabet and is allowed to appear in words collected by the Speller.

L - LOWERCASE - This character is treated as a normal, lower-case letter of the alphabet and is allowed to appear in words collected by the Speller. Lower-case letters must be specifically called out because the words in the dictionaries are all in upper case. The Speller subtracts 32 decimal (\$20 hexadecimal) from characters of lower-case “type” in a word to convert them to upper case before checking the spelling of the word against the dictionary.

I - IGNORE - This character is totally “ignored” by the Speller—as if the character were not present in the text during the spelling check.

“.”- ENDS WORD - This character behaves like a period at the end of a line in that it always terminates the collecting of individual characters to form a word. It is never allowed as part of a word.

S - SOFT HYPHEN - This character is “ignored” by the Speller; however it does more than just the standard “I” type characters. This character type also causes subsequent “*” type characters to be ignored.

“.”- HARD HYPHEN - This character is treated as a traditional hyphen by the Speller. This character ends word collection if it occurs in the middle of a line. If this character type occurs at the end of a line, then it behaves like a soft hyphen and causes subsequent “*” type characters to be ignored.

1 - SKIP NEXT - This character and the character following it are “ignored” by the Speller (regardless of the “type” of the next character).

2 - SKIP NEXT 2 - This character and the two characters following it are “ignored” by the Speller (regardless of the “types” of the next two characters).

“*- ENDS WORD - This character behaves like a “soft” period. It works like the “.” type character and terminates word collection—except in one special case. It does not terminate word collection (and is ignored) if it follows the hyphen in a hyphenated word.

ACCEPTING INTERNATIONAL CHARACTER SETS

The following changes cause the Speller to accept additional ASCII characters that occur in various European alphabets:

"American" Setting	"European" Setting
CHARACTER: @ (\$C0) TYPE: .	CHARACTER: @ (\$C0) TYPE: U
CHARACTER: [(\$DB) TYPE: .	CHARACTER: [(\$DB) TYPE: U
CHARACTER: \ (\$DC) TYPE: .	CHARACTER: \ (\$DC) TYPE: U
CHARACTER:] (\$DD) TYPE: .	CHARACTER:] (\$DD) TYPE: U
CHARACTER: ^ (\$DE) TYPE: .	CHARACTER: ^ (\$DE) TYPE: U
CHARACTER: (\$E0) TYPE: .	CHARACTER: (\$E0) TYPE: U
CHARACTER: ; (\$FB) TYPE: .	CHARACTER: ; (\$FB) TYPE: L
CHARACTER: < (\$FC) TYPE: .	CHARACTER: < (\$FC) TYPE: L
CHARACTER: = (\$FD) TYPE: .	CHARACTER: = (\$FD) TYPE: L
CHARACTER: > (\$FE) TYPE: .	CHARACTER: > (\$FE) TYPE: L

When you are making the above changes, you should see the appropriate characters for your language appearing after each of the "CHARACTER:"s above. (The actual characters displayed in the above example indicate how the display would appear on an "American" Apple II.) Not all of the above characters need to be changed (from their "American" settings) for each European language. A good rule of thumb is to only change the character "TYPE:" setting from "." to "U" or "L", if you recognize the displayed character as belonging to your particular alphabet.

QUICK WORD PROCESSOR SETUPS

```
QUICK SETUPS
-----
A. RESET TO FACTORY SETUP
B. APPLE WRITER //E & 2.0
C. SUPER TEXT
R. RETURN TO SPELLER SETUP MENU
-----
WHICH WOULD YOU LIKE TO CHANGE? [R]
```

This is the Quick Setups Menu. It appears when you select Quick Setups from the Speller Setup Menu. From this menu you can choose one of several "quick" word processor setups or reset the setup information to the way it was when you received your Speller. After you have selected the desired "quick" setup or if you don't want to select a "quick" setup, press the "R" key to return to the Speller Setup Menu.

CAUTION: When you use a "quick" setup, it resets all of the Hardware and most of the Disk Options to their original factory settings. You will need to reapply any changes you may have made.

RESET TO FACTORY SETUP - Press the letter "A" to reset all of the setup information to the original settings that were supplied with the Sensible Speller. This is useful if you are uncertain what changes have been made to the setup information. It is also a good idea to reset the setup information to "factory specs" before customizing the Speller to a specific word processor using the appendix "How to Set Up for Specific Word Processors".

APPLE WRITER //E & 2.0 - Press the letter "B" to reset all of the setup information to the original factory specifications and then automatically apply the necessary changes to customize the Speller for the Apple Writer word processor (/e and 2.0 versions only). You **MUST** refer to the appendix on setting up for various word processors if you are using Apple Writer 1.0 or 1.1.

SUPER TEXT - Press the letter "C" to reset all of the setup information to factory specifications and then automatically apply the necessary changes to customize the Speller for the Super Text word processor (most versions). If you are using the 40/56/70 version, you may want to also select the DOS 3.2 RWTS option after using this quick setup.

SPECIFYING WORD COLLECTION OPTIONS

WORD COLLECTION OPTIONS	

A. IGNORE LINES THAT BEGIN WITH:	.
C. IGNORE WORDS THAT BEGIN WITH:	\$
D. IGNORE WORDS PRECEDED BY CTRL/CHARACTERS:	NO
E. IGNORE ALL-NUMERIC WORDS:	YES
F. IGNORE WORDS WITH NUMBERS:	NO
G. IGNORE ACRONYMS:	NO
L. MARK WORDS WITH:	^
M. MARK ALL SUSPECT WORDS:	NO
N. LENGTH OF HEADER TO IGNORE:	0
O. CHARACTER FILTER:	1
P. ALTERNATE <CR> CHAR:	\$OD
R - RETURN TO SPELLER SETUP MENU	

WHICH WOULD YOU LIKE TO CHANGE? [R]	

This is the Word Collection Options Menu. It appears when you select Word Collection Options from the Speller Setup Menu. From this menu you can adjust the Speller to the idiosyncrasies of your particular word processor. You can also tell the Speller to "ignore" (not check the spelling of) certain groups of words.

☞ Refer to the section on Quick Setups and also to the appropriate appendix for our recommended changes to set up the Speller for your word processor.

IGNORE LINES THAT BEGIN WITH: (character) - this option tells the Speller not to check the spelling of any words in a line that starts with the specified character. Many word processors require various document formatting commands to be "embedded" in the middle of the document. Usually these embedded formatting commands will always begin with the same character.

If a line begins with this character in your document files, the Speller totally "ignores" all following characters on that line (up to the RETURN).

For example, Apple Writer version 2 uses embedded formatting beginning with a period (e.g., ".FF", ".HE"). To prevent the Speller from trying to check the spelling of these formatting commands, you type in a period as the answer to this question ("Ignore Lines That Begin With: ."). Another common character used to precede embedded formatting commands is the up- arrow character. (This is the character used by Script II.)

IGNORE WORDS THAT BEGIN WITH: (character) - this option tells the Speller not to check the spelling of individual words preceded by the specified character.

If you have mentioned hexadecimal numbers in your document (for example, \$AF23, \$AFFE, \$3211, etc.), this option prevents the Speller from trying to check the spelling of these numbers. Simply specify you want to ignore words beginning with a dollar sign ("Ignore words that begin with: \$").

IGNORE WORDS PRECEDED BY CTRL/CHARACTERS: (yes/no) - this option tells the Speller not to check the spelling of individual words preceded by control characters. This option is provided for compatibility with the prior version of the Sensible Speller. We recommend you leave this set to a "N" answer.

IGNORE ALL-NUMERIC WORDS: (yes/no) - this option tells the Speller not to check the spelling of individual words that contain **ONLY** numbers and other non-alphabetic characters (with ASCII values in the range \$21-\$3F). We recommend you leave this set to a "Y" answer.

An example where it is useful to answer this question with a "N" is using the Speller to "count" occurrences of individual numbers in a document file. In one case this was used to organize a stamp collection.

IGNORE WORDS WITH NUMBERS: (yes/no) - this option tells the Speller not to check the spelling of words containing **ANY** numbers (or other non-alphabetic characters). This setting is a question of personal taste. If you are a more "casual" user of the Speller, you probably want to answer this question with a "Y" so that the Speller won't bother you with street addresses and other legitimate cases of mixed numbers and letters (e.g. "Apartment 123AB", "123rd Street", etc.). However, if you are more of a "perfectionist", then you want to answer this question with a "N" so that the Speller catches more of your "typos" (e.g., numbers accidentally entered into words, "fi4st").

IGNORE ACRONYMS: (yes/no) - this option tells the Speller not to check the spelling of words that contain only upper-case letters. Again this is a question of personal preference. If you use a lot of acronyms in your work (for example, USA, CEDA, UK, etc.) then you may want to answer this question with a "Y" so that the Speller won't try to check the spelling of these names.

MARK WORDS WITH: (character) - this option tells the Speller what character to place at the end of misspelled words to "mark" them as misspelled. Try to choose a character you can easily search for with your word processor and one that would not normally be used much in the text of your document. Characters that we have found to be good choices are the up-arrow ("^"), at sign ("@"), vertical bar ("|"), underscore ("_"), and tilde ("~") characters.

MARK ALL SUSPECT WORDS: (yes/no) - this option tells the Speller to **AUTOMATICALLY** "Mark As Misspelled" all words that aren't found in a dictionary.

 **Warning:** If you answer this question with a "Y", the Speller *will not* show you each suspect word in context, instead it will automatically run through the ENTIRE file, marking all suspect words! Normally you would want to answer this question with a "N".

LENGTH OF HEADER TO IGNORE: (#) - this option tells the Speller to "ignore" a specified number of characters at the very beginning of each document file. Some word processors (e.g. Apple Writer, Magic Window) begin each file with a block of header information that tells the word processor how to format the document. By specifying the appropriate number of characters in this option, you can force the Speller to skip over this block of header information without trying to collect words from it. For most word processors, you want to leave this set to zero ("0") so that the Speller checks every character in the file.

CHARACTER FILTER: (1,2,3) - this option tells the Speller how to "filter" characters that it reads from and writes to your document files. The Speller accepts only standard, "negative" ASCII characters in words, but not all word processors store their document files using standard, "negative" ASCII.

WARNING

Apple Writer versions 1.0 and 1.1 (sold before 1982) store document files using a non-standard character set. If your word processor is one of these very old versions of Apple Writer, you should select "CHARACTER FILTER: 2" or else the Speller will appear to read garbage characters from your file. This older version of Apple Writer can be identified by the fact that it saves files as "BINARY" type files (identified by the single letter "B" shown before the file size) and all document names began with the letters "TEXT.". Newer versions of Apple Writer save files as "TEXT" type files (identified by the single letter "T" shown before the file size).

 **Unless you are ABSOLUTELY SURE that you have one of these early Apple Writers, do NOT select "CHARACTER FILTER: 2" (it could DESTROY a document).**

If your word processor stores documents using POSITIVE ASCII characters, you should select "CHARACTER FILTER: 3". We are not aware of any currently available word processors that would use this setting, but we have been advised that at least one is under development.

Fortunately, most Apple word processors in use today use the same standard, negative ASCII character set. Thus most people should select "CHARACTER FILTER: 1".

ALTERNATE <CR> CHAR: (hexadecimal ASCII value) - this option tells the Speller to treat a second ASCII character the same way that it treats the RETURN character (hexadecimal code \$0D). If your word processor has a "soft" carriage return, specifying its ASCII code here will allow the Speller to treat it like a regular carriage return in terms of hyphen handling.

Few of the currently available word processors for the Apple have need of this option. If your word processor doesn't need this option or if you are not sure if it does, we recommend that you leave this option set to a value of "\$0D".

THE CP/M, PASCAL AND WORD HANDLER SPELLERS

INTRODUCTION

There are four different versions of the Speller program. The first version works with word processors that use a variant of Apple DOS for file storage (DOS 3.2, DOS 3.3, and Super Text). This version of the Speller is described in an earlier section of this manual.

The other three versions of the Speller work with CP/M, Pascal, and Word Handler word processors. These three versions of the Speller are substantially different from the DOS version of the Speller and are described here.

The dictionary disk format is standardized so that each dictionary works with all four versions of the Speller.

THE CP/M VERSION

The CP/M version of the Speller can be used with most of the popular CP/M word processors and text editors available for the Apple II. Your documents must be on 16-sector CP/M diskettes. Some of the word processors that this version of the Speller works with are:

- ED - Digital Research
- MAGIC WAND - Peachtree
- TED - Naval Postgraduate School
- TPEMASTER - Steno-Tek Systems
- WORDSTAR - Micropro International

THE PASCAL VERSION

This version of the Speller is designed to work with the Pascal Operating System that is part of Apple Computer's Language Card System. It only works with "TEXT" type files. This is the standard type of file produced by the Pascal Editor and most other word processors that run under the Pascal Operating System.

- Pascal Editor
- Prose
- SCRIPT II

WORD HANDLER VERSION

This version of the Speller is designed specifically to work with one and only one word processor, Word Handler, from Silicon Valley Systems.

GETTING STARTED

After you select the CP/M, Pascal, or Word Handler Speller version in the Utility program and choose to run the Speller program from the Main menu, the following display appears:

```
SENSIBLE SOFTWARE - COPYRIGHT 1982

      THE <version> SPELLER  3.xxx

ONE-TIME OPTIONS

SINGLE DRIVE MODE? n
ACCEPT INTERNATIONAL CHARACTERS
IN WORDS? n
```

You are then asked to answer the above two "one time" questions. They are called "one time" questions because they are only asked one time per use of the Speller.

THE ONE-TIME OPTIONS

These "one time" questions enable the CP/M, Pascal and Word Handler Spellers to tailor their operation to your setup.

SINGLE DRIVE MODE

The Speller can be used with one or two disk drives. If you use the Speller with a single disk drive, no dictionary maintenance is allowed (adding words to or deleting words from the dictionary). Indicate whether you have one or two disk drives by answering the following question with a yes or no answer. Press the "Y" key without pressing RETURN to answer yes to this question. Press RETURN or press the "N" key without pressing RETURN to answer no to this question.

```
SINGLE DRIVE MODE? n
```

The most common answer is "n" (indicating that you have more than one disk drive). If you have a single disk drive, you should answer the question with a "Y". If you answer with "Y", the Speller tells you when to exchange disks during the verification process.

There are two major differences in the Speller when it is used with a single disk drive. The most important difference is that **YOU CANNOT MAKE ANY CHANGES TO THE DICTIONARY DISKETTE** in single-drive mode. The other change is that the Speller gives you additional instructions to tell you when to change diskettes. Diskettes must be exchanged two times during the process of proofreading a document.

If you only have one disk drive and you need to add words to or delete words from a dictionary diskette, you must either borrow a second disk drive temporarily to use with your Apple or take the Speller Program and dictionary diskettes over to another Apple computer system that has two disk drives.

Specifically, this “no dictionary changes” restriction means that:

- The “<A>DD WORDS TO DICTIONARY” option is not available when you are verifying individual unknown words
- The ADD ENTIRE GROUPS OF WORDS option is not available.
- The DELETE GROUPS OF WORDS option is not available.

INTERNATIONAL CHARACTER SET

The Speller has the ability to use the international character set. Languages, other than English, contain more characters than are available in the English language. When used with the Apple Computer, you may use some nonstandard characters (such as “[”, “]”, etc.) to represent the missing characters.

```
ACCEPT INTERNATIONAL CHARACTERS
IN WORDS? n
```

When you select this mode by answering “Y” to the above question, the Speller accepts the following additional symbols as characters:

ASCII Character	Decimal Value	Hex Value
@	176	C0
[219	DB
\	220	DC
]	221	DD
^	222	DE
`	224	E0
{	251	FB
	252	FC
}	253	FD
~	254	FE

 **The Speller converts all characters to upper case before doing any spelling verification. This means the characters with hex values \$FB to \$FE are converted to the hex values \$DB to \$DE.**

Most users living in the United States, Canada, and England should answer this question “N”. If you are unsure how to answer this question, try a “N” response; it probably will be the correct choice.

PROOFREADING DOCUMENT FILES

The Speller proofreads a file in four phases, two of which are optional or dependent upon previous menu selections. The four phases are:

PHASE 1 — COLLECTING WORDS FROM DOCUMENT

During this phase, the Speller lists the names of files on your document file disk (only the TEXT files in the Pascal version). You select one of these files to be proofread. The Speller then reads through the file, collects words from the file and stores them in the computer's memory.

PHASE 2 — SPELLING

During the 2nd phase, the Speller reads the dictionary diskette(s) and attempts to verify that the words read from the document are spelled properly. Any document words not found in the dictionary(s) are flagged (in memory) as "unknown" words.

PHASE 3 — VERIFYING MISSPELLED WORDS

If one or more of the document words are "unknown", the Speller executes this third, "verification" phase. During this phase, the Speller reads through the original document file a second time until it finds one of the "unknown" words. The Speller then displays this word along with several of the words that precede and follow the "unknown" word. You then indicate whether this word should: 1) be immediately marked in the original document file as misspelled, 2) be accepted as properly spelled for this document, 3) list dictionary words (to find the correct spelling), or 4) be accepted as properly spelled for this document and also scheduled to be added to the permanent dictionary.

PHASE 4 — DICTIONARY MAINTENANCE

If, in PHASE 3, you scheduled one or more words to be added to the permanent dictionary, the Speller executes this dictionary maintenance phase. During this phase, the Speller copies your original dictionary to a second disk and adds (or deletes) the words you specified to (or from) the original set of dictionary words.

SELECTING A DOCUMENT

This section describes how to select a document from your word processing disk to be proofread by the Speller. First, boot the Speller PROGRAM DISK and answer the "ONE-TIME OPTIONS". Next, you are asked:

PROOFREAD A DOCUMENT? y

To proofread a document, you must answer with a "Y" or a RETURN. The Speller then instructs you to remove the Speller PROGRAM DISK from drive one, insert your word processing data disk (containing the file to be proofread) into drive two, and insert the Speller MAIN DICTIONARY diskette into drive one (if you have two disk drives). If you have selected "SINGLE DRIVE MODE", insert your word processing data disk into drive one (you are prompted when to insert the dictionary diskette).

```
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      THE DOS 3.3 SPELLER  3.xxx

INSERT DOCUMENT DISK INTO DRIVE #2.

INSERT A DICTIONARY DISK INTO DRIVE #1.

>PRESS <RETURN> WHEN READY TO CONTINUE.
```

When you press the RETURN key to continue, the Speller displays the file names on your word processing diskette. Don't be concerned if some of the file names scroll up off the top of the page. The Speller lets you step through the file names one by one until you reach the desired document.

After displaying the names of the available document files from your diskette, the Speller asks you to enter the name of the file that you want to proofread:

```
SENSIBLE SOFTWARE - COPYRIGHT 1982

      THE DOS 3.3 SPELLER  3.xxx

TEXT. INTRODUCTION
A PIE FILE
BRAND X WORD PROCESSOR FILE
AAA COMPUTING - INC.
TSS MAINTENANCE POLICY DRAFT

WHICH FILE?
```

You do not need to enter the entire file name. If you enter the first few letters of the file name followed by the RETURN key, the Speller shows you the names of the files whose names begin with the letters that you entered, one by one.

- ☞ If you press RETURN without entering ANY letters, the Speller shows you every available file on the diskette, one by one:

```
FILE: TEXT. INTRODUCTION ? n
```

As the Speller displays each file name, it asks you if that name is the "correct file" to be proofread by simply displaying the file's name along with a question mark. Answer "Y" to proofread the displayed file. Answer "N" (or just press the RETURN key) to move to the next file name that qualifies. If you answer "N" to all of the files on the diskette, the Speller redisplay the file names on the diskette and again asks you for the file name.

PROOFREADING OPTIONS

After a document has been selected to be proofread, a series of questions are asked to allow you to customize the Speller to your needs. Each of the options is asked in the order presented below. Remember that the default answer may be selected by simply pressing the RETURN key.

DISPLAY OPTIONS

The Speller can display five different lists of words:

- The List of all Words in the Document (optional).
- The List of Unknown Words in the Document (optional).
- The List of Words Marked in the Document (optional).
- The List of Words Added to the Dictionary.
- The List of Words Deleted from the Dictionary.

Any of these lists may be displayed on the screen or sent to a printer. Once you have selected a document to proofread, you are asked whether or not you want each of the three optional word lists displayed as you use the Speller:

```
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      THE DOS 3.3 SPELLER  3. xxx

FILE: TSS MAINTENANCE POLICY DRAFT

OPTIONS

DISPLAY
A LIST OF ALL DOCUMENT WORDS? n
A LIST OF ALL UNKNOWN WORDS?  n
A LIST OF ALL MARKED WORDS?   y
```

THE LIST OF ALL WORDS IN A DOCUMENT

The List of Document Words contains every word found in the document. These words are in an "almost alphabetical" order. Each displayed word is preceded by a count of how many times you have used the word in the document. This count can help you analyze your usage of the English language. Words with a high usage count may be over used, and you should consider alternative words. It may also help you determine the "readability level" of your document (for example, the number of long words vs. short words).

THE LIST OF THE UNKNOWN WORDS

The List of Unknown Words is a subset of the document word list. It contains only the words that are in the document and are not in the dictionary(s). This list can be used to find misspelled words without marking them in the document. This list is in an "almost alphabetical" order. Each word is displayed preceded by a count of how many times you used the word in the document.

THE LIST OF ALL MARKED WORDS

The List of Marked Words is a subset of the unknown document word list. It contains only the words that were marked as misspelled in the document. This list is in an "almost alphabetical" order. Each word is displayed preceded by a count of how many times you have used each word in the document.

MARKING MISSPELLED WORDS IN A DOCUMENT

When the Speller finds a word that it does not recognize in your document, it marks it (at your request) to help you find it when you return to your word processing program. The Speller marks these words by changing the last letter of the misspelled word to a special, easy-to-locate character. You can tell the Speller you want it to mark words this way by answering "Y" to the question "MARK MISSPELLED WORDS IN DOCUMENT?".

```
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      THE DOS 3.3 SPELLER  3.xxx
FILE: TSS MAINTENANCE POLICY DRAFT
OPTIONS
MARK MISSPELLED WORDS IN DOCUMENT? y
```

If you answer "N" to this question, the Speller assumes you do **NOT** want to proofread a document and takes you to the Dictionary Maintenance portion of the program. In that case, the Speller expects the "document file" you have selected to be a group of words you want to add or delete from the dictionary. This is described in more detail in the later sections on the Dictionary Maintenance phase.

Thus, if you want to proofread the selected document file for unknown words, you **MUST** answer "Y" to this question. This is how you would normally use the Speller.

VERIFYING MISSPELLED WORDS

VERIFY WORDS BEFORE MARKING? y

When you mark misspelled words, you can do it one of two ways. By answering this question with a "N", you can tell the Speller to **automatically** mark (as misspelled) all words that it does not recognize.

Alternatively, you can answer this question with a "Y". This causes the Speller to stop at each word it does not recognize and ask you to verify that the word is in fact misspelled.

 **WE RECOMMEND THAT YOU ANSWER THIS QUESTION WITH A "Y" FOR MOST PROOFREADING!**

MISSPELLED WORD MARKER

MARK WORDS WITH THIS CHARACTER: ^

When the Speller marks a word as misspelled in your document, it changes the last letter of the word to a special "marker" character. This allows you to easily find the marked words when you later run your word processor program to correct any spelling errors.

The special character the Speller uses to mark a misspelled word is dependent upon the version of the Speller you are using. Here are the suggested characters for the various versions of the Speller:

VERSION	CHARACTER
CP/M	^ - up arrow (shift "N")
PASCAL	^ - up arrow (shift "N")
WORD HANDLER	_ - underline

However, you may use the character of your choice for this "marker" character. We recommend you use a character that you normally would not use in your document. This makes it easier to later find the misspelled words. You may use almost any character that can be entered from the keyboard (including control characters, but excluding the RETURN and ESCAPE keys).

IGNORING WORDS

There may be times when you want to include an unusual word or group of characters in your document. These might be words that you don't want in your permanent dictionary, but want the Speller to accept as properly spelled.

As one example, many word processors allow you to place special text formatting commands in the middle of a document. These commands typically start with some special character (e.g. the ".xx" commands in Wordstar and the "^xx" in Script).

Another occurrence of a special group of characters might be control characters embedded in the document file as printer control characters (e.g. the "^I80N" command for a parallel printer interface).

A third special case are hexadecimal numbers which start with a dollar sign (e.g. \$3D0, \$9DBF).

To avoid the nuisance of having to verify these "words" as properly spelled each time you proofread your document, the Speller allows you to "pre-mark" individual words as properly spelled. Before the Speller proofreads your file, it allows you to designate two distinct "Accept Words That Begin With" indicator characters. When the Speller finds either one of these characters at the BEGINNING of a word, it automatically accepts that word as properly spelled—regardless of whether the word is in the permanent dictionary.

You can control which words are "ignored" by the Speller with your answers to the next three questions.

```

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OPTIONS

ACCEPT (WITHOUT SPELLING) ALL WORDS
THAT BEGIN WITH THIS CHARACTER: .
THAT BEGIN WITH THIS CHARACTER: .
THAT BEGIN WITH CONTROL CHAR.? n

```

ACCEPT WORDS THAT BEGIN WITH <character>

These "Accept Words That Begin With" indicators are initially set to periods (".") for compatibility with Wordstar and similar word processors. If you are using the Pascal Script word processor, you want to specify the "^" character instead. However, you can change either "Accept Next Word" indicator to any character of your choice by entering the desired character.

If you want the Speller to ignore hexadecimal numbers in your document, then you can specify the dollar sign (“\$”) as one of the “Accept Words That Begin With” indicator characters.

NOTE: Some word processors use an underline character as the format command character. If your computer does not have a key for the underline character, you may enter an underline by holding down the “SHIFT” and “CTRL” keys and pressing the “N” key.

IGNORING CONTROL CHARACTERS

The Speller also allows control characters (except the RETURN and ESCAPE characters) to be used as “Accept (without spelling) All Words That Begin With” indicator characters. Selecting this option prevents the Speller from objecting to printer control character sequences which might be embedded in a document. **Normally, you should answer this question “N”.**

☞ **If your word processor uses control characters to indicate words or phrases to be underlined, double struck, bold face, etc. then you definitely should answer the above question “N”.**

PRINTER CONTROL

```
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OPTIONS

PRINT ALL LISTS OF WORDS TO SLOT#: 0
```

The various lists of words that the Speller produces may be directed to a printer by specifying the number of the Apple peripheral slot that the printer is connected to. If you do not want to print any of the lists, then you **MUST** enter the number zero (“0”) to specify that output is to go to slot number zero (the video display).

☞ **If you enter an incorrect number (for example, the number of an Apple peripheral slot that does not have a printer attached to it), you MUST press the ESCAPE key immediately, otherwise unpredictable results occur later in the program.**

If you enter a non-zero output slot number, the Speller asks you if your printer requires an extra line feed character at the end of each line of output:

WITH AN EXTRA LINEFEED? n

Your answer to this question tells the Speller whether your printer needs a linefeed at the end of each line. If the Speller double spaces on your printer, then you need to answer "N" to this question. If the Speller overwrites lines while printing, answer this question with a "Y".

PROOFREADING MULTIPLE DOCUMENTS

If you proofread more than one document in a single session, you are asked if you want to use the "SAME OPTIONS?" on the second document as you used on the first document.

PHASE 1 — COLLECTING DOCUMENT WORDS

After you have finished selecting the options for proofreading a file, the Speller immediately starts reading the file you specified and collecting words from it. As the Speller reads the words from your file, it stores the words in the computer's memory and continuously updates the document "word counts" displayed on the screen.

These word counts appear in the middle of your video display. The leftmost number indicates the total number of words that have been collected from your document. This number is usually slightly less than the actual number of words in your document. This is because the Speller does not count the words you told it to "ignore" or "Accept Without Spelling".

The middle number in the display represents the number of unique words found in your file (this number is always less than or equal to the total number of words in the document). In longer documents, this count of unique words is usually much smaller than the total number of words.

LISTING DOCUMENT WORDS

If you requested a printout of all the words in the document, The Sensible Speller stops after it has collected all the words and asks if you are ready to have the list displayed. This is a good time to make sure the printer is ready (if you are using one) and to set the game paddle to your preferred word-listing speed. Pressing the RETURN key starts the display of the collected document words. (Remember, you can "pause" the listing by pressing the SPACE BAR.)

```

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      THE <version> SPELLER  3.xxx

FILE: TSS MAINTENANCE POLICY DRAFT

      DOCUMENT      DICT.
      WORDS UNIQUE  WORDS
      445          213

TOTAL #WORDS FOUND:  445
#UNIQUE WORDS:      213

READY TO DISPLAY DOCUMENT WORDS
>PRESS <RETURN> WHEN READY TO CONTINUE.

```

CONTROLLING LISTING SPEED

Whenever a list of words is being displayed, the paddle (#0) controller can be used to slow down or speed up the rate the words are listed. Turning the controller clockwise increases the listing speed and counter-clockwise rotation slows the speed. If no game paddles are present, then the listing appears at full speed. Any key (except the ESCAPE key) may be pressed to cause the listing to "pause". The listing freezes until another key is pressed to "continue" the listing. A flashing letter "P" on the right-hand side of the fourth line indicates that the listing is being "paused".

```

      THE DOS 3.3 Speller  3.xxx      P
                                         ^
                                         |
      (flashing "P" )
      (shown here   ) _____
      (when "paused")

```

☞ If an extra key is accidentally pressed before the first word of a list appears, it may cause the Speller to “pause” before the first word is displayed. If the Speller seems to be taking an unusually long time to respond, make sure it is not in the “pause” mode by pressing the SPACE BAR.

The paddles control the listing speed regardless of whether the listing is being directed to the video display or to a printer. If the printer appears to be running slower than usual, make sure the paddle (#0) controller is turned up to “full speed” listing by placing the knob in the full clockwise position.

CONTENTS OF THE WORD LIST

The document word list appears as a single column of words. These words are in an “almost alphabetical” order. The actual order is dependent upon the “word packing” technique used within the Speller. Each word is preceded by a single number which indicates how many times the word was used in the document.

```

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      THE <version> SPELLER  3.xxx

FILE: TSS MAINTENANCE POLICY DRAFT

      DOCUMENT    DICT.
      WORDS UNIQUE WORDS
      445        213

10 A
 4 APPLE
 1 FRIENDLY
....
 1 USER

>PRESS <RETURN> WHEN READY TO CONTINUE.

```

The Speller also pauses at the end of the word list to allow you sufficient time to examine the last few words in the list. Press the RETURN key to proceed to the next proofreading phase.

If you did not request a printout of the document words, then the Speller immediately proceeds to the Spelling Phase.

PHASE 2 — SPELLING

As the Speller “spells” the collected document words against a dictionary, it dynamically displays the progress through the dictionary. This is indicated by the word counter number that is displayed under the “**DICT. WORDS**” column in the video display. This number starts at zero and continually increases as the Speller reads through the dictionary disk at approximately 1000 words per second.

This word counter stops increasing as soon as all of the document words have been checked for proper spelling. This counter almost always stops before the end of the dictionary (the Speller does not waste time reading to the end of the dictionary unnecessarily). Because of this, the final number shown for the dictionary word count at the end of the Spelling Phase **VARIES** and **DOES NOT REPRESENT THE TOTAL NUMBER OF WORDS IN THE DICTIONARY**.

The “**DICT.WORDS**” count is displayed during this phase in order to show you the progress of the dictionary reading during the 30 or 40 seconds required to read a dictionary.

USING MULTIPLE DICTIONARIES

After the Speller finishes checking against a dictionary disk, the following screen is displayed:

```
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      THE <version> SPELLER  3. xxx

FILE: TSS MAINTENANCE POLICY DRAFT

      DOCUMENT      DICT.
      WORDS UNIQUE  WORDS
      445          213  43117

#UNKNOWN WORDS:      2

CHECK AGAINST ANOTHER DICTIONARY? n
```

You could now check the remaining “unknown” words against another dictionary. This provides a means of checking a document against your main dictionary, supplementary dictionary, and one or more specialized dictionaries. Each time the Speller finishes checking the document words against a dictionary, the message “**CHECK AGAINST ANOTHER DICTIONARY?**” is displayed. If you have another dictionary that you would like to check the document against, answer the question with a “**Y**”. You are prompted:

```
INSERT NEXT DICTIONARY
PRESS <RETURN> WHEN READY TO CONTINUE
```

LISTING "UNKNOWN" WORDS

If you requested a printout of the "unknown" words in the document, the Speller stops after it has finished checking the document words against the last dictionary and asks you if you are ready to have the list of unknown words displayed. This is a good time to make sure that the printer is ready (if you are using one) and also to set the game paddle to your preferred word listing speed. Pressing the RETURN key starts the display of the "unknown" document words. (Remember, you can "pause" the listing by pressing the SPACE BAR.)

This "word occurrence" count can be helpful when you are analyzing "unknown" words to determine if they are actually misspelled. As a rough rule of thumb, "unknown" words occurring only once in a large document file tend to be "typos". Frequently, these are words you know how to spell correctly, but mistyped into the document.

"Unknown" words appearing more than once should be examined more closely. These words usually fall into one of the following categories:

- properly spelled words that need to be added to the dictionary
- misspelled words you presumed were spelled properly. (This is how I found out "misspelled" is spelled with two "s"s—embarrassing!)

The Speller pauses at the end of the word list to allow sufficient time for you to examine the last few words in the list. Again, press the RETURN key to proceed to the next proofreading step.

If you did not request a printout of the misspelled words, the Speller proceeds directly to the Word Verification Phase.

PHASE 3 — VERIFYING MISPELLED WORDS

During this third phase, your original document file is read a second time while the Speller searches for words that weren't found in any of the dictionaries. If you specified that you want to "Verify Words Before Marking", the Speller stops at each "suspect" word and asks you to decide if you want to mark that word as misspelled in your document.

During this phase, the document word counter which indicated the total number of words found, is reset back to zero. It then counts upward again as the Speller reads through the file to indicate how far the Speller has progressed through the document.

The dictionary word counter remains unchanged at the position where the Speller finished the Spelling Phase. The document "Unique Word" counter also remains unchanged and continues to indicate the total number of unique words found during the first "Collecting Words..." phase.

If you specified you wanted to "VERIFY WORDS BEFORE MARKING", the following display appears each time an "unknown" word is located in your document.

```

SENSIBLE SOFTWARE - COPYRIGHT 1982

      THE <version> SPELLER  3.xxx

FILE:  TSS MAINTENANCE POLICY DRAFT

      DOCUMENT      DICT.
      WORDS UNIQUE  WORDS
      445          213  43117

THE WORD SHOWN IN INVERSE IS UNKNOWN.

<A>DD WORD TO DICTIONARY
<I>GNORE WORD THIS TIME
<L>IST DICTIONARY WORDS
<M>ARK WORD AS MISPELLED

WHAT SHOULD BE DONE WITH THIS WORD?  i

__document_words__document_words__doc
ument_words__DORUMENT words__document
_words__document_words__document_word

```

The “unknown” word is shown near the center of the bottom three lines of text in INVERSE VIDEO. These three lines of text display the portions of your document immediately preceding and following the “unknown” word.

You can select one of the four displayed menu choices to tell The Sensible Speller what to do with the “unknown” word. (If you have selected SINGLE DRIVE MODE, the ADD WORD TO DICTIONARY choice is not available.)

If you enter the letter “A” (add this word to the dictionary), the Speller makes a note to itself to add the word to the dictionary during the Dictionary Maintenance Phase. This answer also tells the Speller to NOT MARK the word in your document.

Entering the letter “I” (ignore this word) instructs the Speller to accept this word as properly spelled and to ignore all future occurrences of the word in the document.

If you enter the letter “L” (list dictionary words), you are able to search the dictionary to see if the word is misspelled or possibly not in the dictionary. After you have pressed the “L” key, the following prompt is displayed:

```
SEARCH FOR ("?" MATCHES ANYTHING)
```

```
:
```

You can now enter a word (or part of a word) to be searched for. Substitute a question mark, "?", for any part of the word you are unsure of. For example, if you did not know how to spell the word "document", you might enter "D?MENT" or "D?C?MENT". Note that more than one question mark may be used. You can keep your search time to a minimum by entering the first letter of the word (instead of using the "?" for the first letter of the word).

As with all word lists you can control the listing speed with the game paddle and stop/start the listing by pressing the SPACE BAR. You can also abort the listing of the dictionary words by pressing the ESCAPE key once.

When the Speller finishes listing the words matching your search word, you are again asked if you want to add the (original "suspect") word to the dictionary, ignore the word, list words in the dictionary, or mark the "suspect" word as misspelled.

Finally, if you enter the letter "M" (mark this word as misspelled), the Speller MARKS the word as misspelled by changing the last letter of the word to your designated "marker" character.

After the Speller has processed the last "unknown" word, it automatically proceeds to the next proofreading phase.

DICTIONARY MAINTENANCE

The fourth proofreading phase is the Dictionary Maintenance phase. This phase is executed only if you have requested that one or more words be added to or deleted from one of your dictionary diskettes.

You will occasionally reach this point after you have finished verifying words and have directed some of the "unknown" words to be added to a dictionary.

You will also execute this Dictionary Maintenance phase if you are performing a "global add" or "global delete" of a group of words to or from the dictionary. These procedures are described in more detail below.

CREATING CUSTOM DICTIONARIES

Each time words are added to or deleted from a dictionary, a new, entirely separate dictionary is created. This makes it easy to create several different dictionaries by simply adding different sets of words to make customized dictionaries for specific applications. Each time a new dictionary is created by deleting or adding words, the prior version is unchanged and can be kept for use as a reference copy.

ADDING WORDS TO A DICTIONARY

There are two different methods available to add words to a dictionary. Individual words can be added by using the "Add Unknown Word To Dictionary" option in the proofreading section of the program. A second method is used to add an entire list of words at one time. You can use this option to add a group of words that are peculiar to your occupation. Both of these methods are described in more detail below.

VERIFYING THE NEW DICTIONARY WORDS

This point is reached after you have selected individual "unknown" words to be added to a dictionary during the verifying words phase.

The Speller gives you a chance to review and reject words which you had previously selected for addition to the dictionary.

```
4 NEW WORDS FOR DICTIONARY:  
VERIFY EACH WORD BEFORE ADDING? n
```

If you think you made an error or would like to review the list, answer with a "Y". Each word is displayed (along with the number of times it appeared in the document) followed by a question mark. If the word is correct and should be added to the dictionary, press the "Y" key; else press the "N" key. For example, if you wanted to add the words "ALLAN" and "CHUCK" to the dictionary, the display would look like:

```
2 ALLAN? y  
4 CHUCK? y
```

The Speller automatically displays a count of the number of words that are going to be added to the dictionary. You are then given a second chance to direct the printout of words to your printer:

```
PRINT DICTIONARY CHANGES  
TO SLOT#: 0
```

Enter the number zero ("0") to view the words on the screen, or if you want to print the word lists, enter the slot number in which your printer is located. The new dictionary words are then displayed on your designated listing device. This list is not optional and is always generated whenever words are added to the dictionary.

The Speller pauses at the end of the word list to allow sufficient time for you to examine the last few words in the list:

```
>PRESS <RETURN> WHEN READY TO CONTINUE.
```

Pressing the RETURN key instructs the Speller to proceed with the dictionary maintenance phase.

THE NEW DICTIONARY DISK

Whenever you execute the Dictionary Maintenance Phase, you must have a blank disk available on which to record the updated dictionary. The disk need not be initialized ahead of time. The Speller automatically initializes the blank disk prior to writing the new dictionary onto it.

You are now asked to insert this blank diskette into drive two and press the RETURN key.

```
INSERT A BLANK DISK INTO DRIVE 2  
FOR THE NEW DICTIONARY
```

```
>PRESS <RETURN> WHEN READY TO CONTINUE.
```

☞ If the disk in drive 2 is not blank, any data that was recorded on it IS LOST when the Speller records the new dictionary onto it. You should verify that there is nothing valuable on this disk before you run the Speller.

You are then given a second chance to make certain the diskette in drive two does not contain any information of value. This prompt does NOT have a default and you must enter either a "Y" or "N". If you are unsure about the diskette, you can press the "N" key to abort the dictionary additions. To go ahead and create a new dictionary.

```
ARE YOU POSITIVE THAT IT IS OK  
TO ERASE THE DISK IN DRIVE 2?
```

After you answer "Y" to the above question, the Speller initializes the disk in drive two and then copies the dictionary from drive one to drive two. The new words are added to the copy of the dictionary in drive two. The original dictionary in drive one is left unaltered.

The Speller requires approximately two minutes to create the new dictionary. The "DICT. WORDS" counter increases to indicate how the copying is progressing.

ADDING ENTIRE GROUPS OF WORDS

A "global add" capability is available to add large quantities of words to the dictionary without requiring individual verification of each new word.

To use this feature, use your word processor to enter the words into a document file. The words can be placed in the file in any order.

After selecting this file as the document file to be proofread, answer "N" to the two questions:

```
MARK MISPELLED WORDS IN DOCUMENT? n
DELETE ALL WORDS FROM DICTIONARY? n
```

Then answer "Y" to:

```
ADD ALL WORDS TO DICTIONARY? y
```

Answering these three questions in this manner causes all the words in the selected document file to be read into memory for addition to a dictionary.

Adding words with this procedure does not add duplicate words to the dictionary. The Speller only adds words that are not already in the dictionary.

DELETING WORDS FROM THE DICTIONARY

To delete one or more words from the dictionary, you must first enter the words to be deleted into a separate document file. The words can be placed into this file in any order. All words in this file are removed from the dictionary.

After you have entered the words into a file, select this file as the document file to be proofread by the Speller. Answer "N" to the following question:

```
MARK MISPELLED WORDS IN DOCUMENT? n
```

Answer "Y" to the question:

```
DELETE ALL WORDS FROM DICTIONARY? y
```

Answering these two questions this way causes all words in the selected document file to be removed from the dictionary.

There is no problem if you attempt to delete a word that is not in the dictionary.

LISTING DICTIONARY WORDS

To list some or all of the words contained in the dictionary, answer "N" when asked if you want to:

```
PROOFREAD A DOCUMENT? n
```

Answer "Y" to the next question that appears:

```
LIST DICTIONARY WORDS? y
```

Answering these two questions this way enables "List Dictionary Words" mode. Note: Dictionary words may only be listed to the video display and not to a printer.

Because you seldom want to see the entire dictionary at once, the Speller allows you to limit the words that are displayed. The following prompt is displayed:

```
SEARCH FOR ("?" MATCHES ANYTHING)
```

```
:
```

You can now enter a search word. Substitute a question mark ("?") for any part of the word that you are unsure of. For example, if you did not know how to spell the word "document", you might enter "D?MENT" or "D?C?MENT". Note that more than one question mark may be used.

Your searches are substantially faster if you know what the first letter of the word should be. As with all lists of words you can control the speed with the game paddle and stop/start the list with the SPACE BAR.

To see every word in the dictionary, enter a single question mark for the search word and press RETURN.

EXITING THE SPELLER

Whenever you want to exit the Speller, press the ESCAPE key. The following message appears:

```
QUIT (Y/N)? n
```

To exit the Speller press the 'Y' key. The Speller responds with:

```
INSERT YOUR WORD PROCESSOR DISKETTE IN DRIVE 1  
AND PRESS ANY KEY.
```

Insert any "bootable" diskette in drive 1 (it doesn't have to be a word processor diskette). Then press any key to use the new diskette.

PROGRAM LIMITATIONS FOR CP/M, PASCAL, AND WORD HANDLER SPELLERS

A document cannot contain more than 1500 to 2048 unique words, depending on the length of these words. This should pose few problems as the average 10 page document contains less than 1000 unique words. A 10 page document, in fact, usually contains only 5000 words. So almost every other word would have to be a unique word to reach this limitation. Longer documents usually contain few more unique words. The Speller stops proofreading a document when the unique word counter reaches 2048 unique words. It displays the message "MEMORY FULL". To proofread such a document, reenter your word processor and break the document into two parts.

If a word occurs more than 1999 times in a single document, the number of occurrences count for this word will be incorrect.

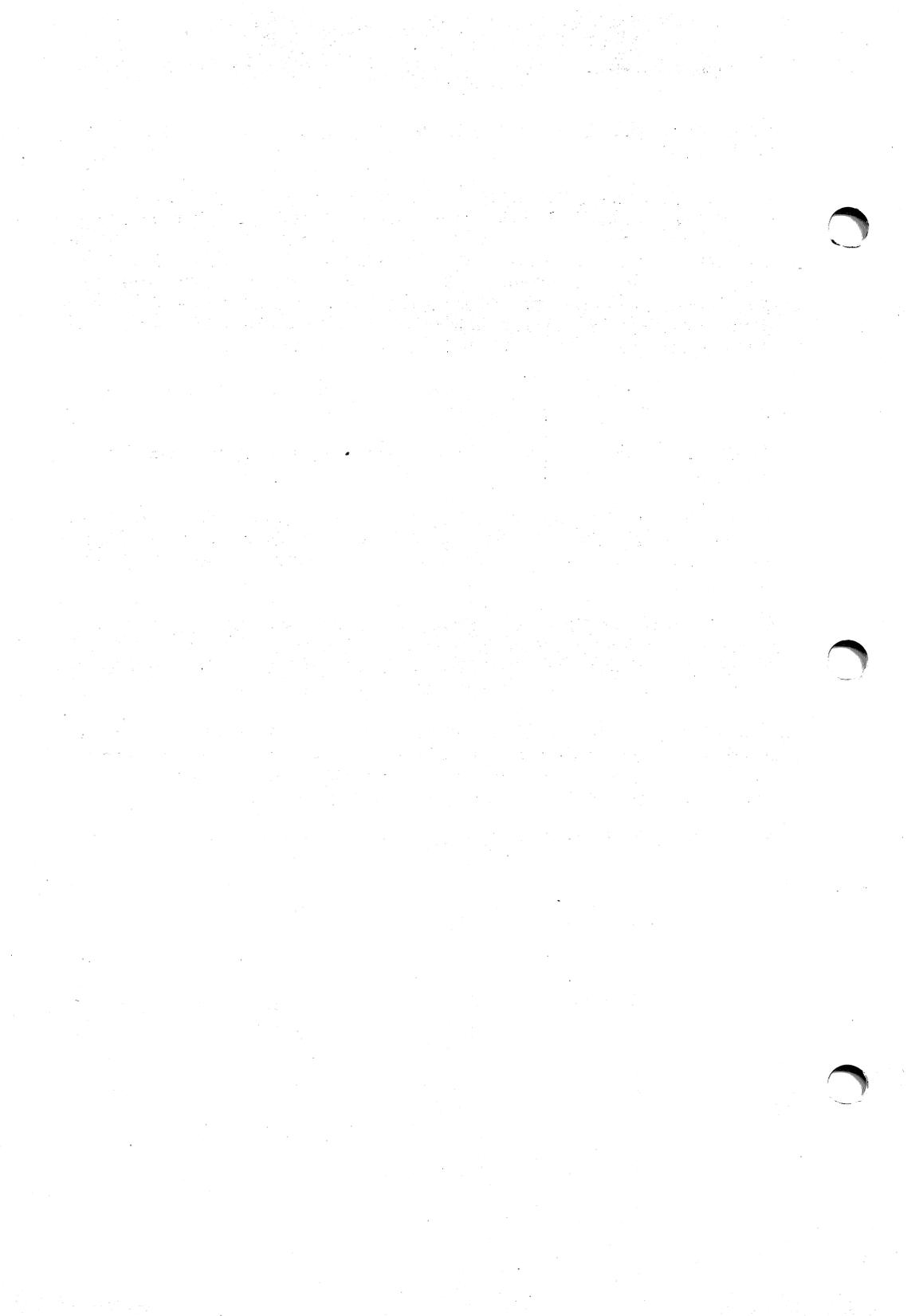
Words must be 31 characters or less in length. Longer words are truncated to 31 characters as they are "collected".

Words on the same line separated by a hyphen are treated as two unique words (unless the hyphen is a "Wordstar" style soft hyphen). If a word is hyphenated at the end of a line, the word is treated as a single word without a hyphen. Soft hyphens used in WordStar are ignored.

For a word to be recognized by the Speller, it must begin with a letter (a-z) and contain only letters. Words may also contain an embedded apostrophe (e.g. "doesn't", "I'll", etc.). The exception to this rule is that "s" is automatically removed from a word before the word is "spelled" (e.g., the word "it's" is spelled as the word "it").

If a word contains embedded control characters, the control characters are ignored, and the letters on each side of the control characters are treated as a single word. If the word is displayed as a misspelled word in the verification process, there is an underline displayed where the control character was located in the word.

The Speller does not distinguish between upper and lower-case letters.



APPENDICES

APPENDIX A: TAKING CARE OF PROBLEMS

This section lists error and warning messages that may appear as you use the Speller. After each error message is a short explanation of the source of the problem and the recommended corrective action.

This section should help you correct most problems that you encounter. However, if you encounter a problem that you can't resolve on your own, you may want to write us for assistance. Please be sure to mention which version of the Speller (CP/M, DOS, Pascal, or Word Handler) you were using and its **version number**. This number is displayed near the top of the screen as you enter the Speller program:

SENSIBLE SOFTWARE - COPYRIGHT 1982 THE PASCAL SPELLER 3. xxx	CP/M, Pascal, & Word Handler <- Version Number
THE SENSIBLE SPELLER V4. xx COPYRIGHT 1983, SENSIBLE SOFTWARE, INC.	DOS Speller <- Version Number

You will also need to send (if possible) a disk containing a sample document and instructions explaining how to reproduce the problem that you encountered. We also need to know what word processor program you used, what computer model (Apple][,][+, //e, Franklin Ace 1000, etc.), what disk drives (Disk][, Rana, Micro Sci 40, etc.), and what other optional cards you had installed at the time the problem occurred (for example, Apple parallel interface card, Centronics model, in slot number one).

If your problem relates to printouts, please mention the brand and model printer and interface card that you are using.

REPLACED WORDS ALWAYS IN UPPER CASE

One of the most often reported problems is that all the words corrected in the Sensible Speller appear in the word processor in upper-case letters only. Usually, the problem occurred because you (inadvertently) entered upper-case letters when you typed in a replacement for a misspelled word.

The first time you replace a misspelled word, you have complete control of the (upper/lower) case. So, if you enter all upper-case letters, then the first instance of the replaced word in the document will be in all upper-case letters. If you answer the question "Replace every instance of word" with a "Y", then the Speller adjusts the (upper and lower) case of the replacement word (AFTER the first occurrence) to match the case of the original "suspect" word.

The cure for this problem depends on your computer hardware and how you have configured the Speller (in the Speller Utility Program). First, go back to the Utility Program and check that you have specified the correct type of keyboard in the Apple Hardware Option. Remember, all hardware options are reset when you use one of the Quick Setups.

Next, run the Speller and check the spelling of a document with some misspelled words. Use the Replace option to show the misspelled word. If your computer can display lower-case letters (Apple //e, Franklin, or you have installed a lower-case display chip), the misspelled word will be displayed in upper and lower-case letters. Otherwise, the capital letters in the word will be displayed in inverse video, while the lower-case letters in the word will be displayed as normal video capital letters. Now practice entering some upper and lower-case letters. The method used to enter lower-case letters depends on how you have configured the Speller in the Utilities program:

- **KEYBOARD: UPPER CASE ONLY.** Use CONTROL-C (entered by pressing the "C" key while holding down the CONTROL key) to toggle between upper and lower case. When you first boot the Sensible Speller, you will be entering upper-case letters (capitals) only. After pressing CONTROL-C once, you will be entering lower-case letters until you press CONTROL-C a second time.
- **KEYBOARD: GAME I/O MOD.** Here, you enter upper and lower-case letters by using the SHIFT key. Enter a lower-case letter by just pressing the letter itself; enter capital letters by typing the letter while holding down the SHIFT key. If you cannot enter both upper and lower-case letters, then you don't have the Game I/O modification wired correctly or you don't have "GAME I/O MOD" selected as your keyboard option in the Speller Utility Program.
- **KEYBOARD: LOWER CASE.** Use the SHIFT key to control whether an upper or lower-case character is entered. Possible problems include having the CAPS LOCK on or that your keyboard cannot directly generate lower-case letters (perhaps you have the Game I/O modification instead).

ERROR MESSAGES AND WHAT THEY MEAN

While using the Sensible Speller, you may receive an error message. Here is a list of the error messages and what corrective action you can take to eliminate the error.

CAN'T FIND THE DOCUMENT. CHECK TO SEE IF YOU ENTERED THE CORRECT NAME.

The Speller did not find any files on your document disk with names matching the "search" name that you specified. Refer to the section in the Tutorial on "Picking a Document File" for help.

CHECKSUM ERROR IN PGM: xxxx

The copy of the Speller program loaded into your computer's memory has become damaged somehow. If this message occurs, first try turning off your computer and then rerunning the Speller. If the message continues to appear, have your RAM memory checked in your Apple to make sure that some of your memory chips haven't gone bad.

CHECK.WD — didnt fnd mem wd!

If this message ever appears. Please write to us and describe the events leading up to it so that we can reproduce the error. We may also need a sample data file.

DISK CATALOG FULL

This message occurs when you try to store more than 105 files onto a standard DOS 3.3 disk or more than 84 files onto a DOS 3.2 disk. Delete unnecessary files or copy your document file onto an empty or less full disk.

DISK FULL

This message indicates that your document disk "filled up" while the Speller was writing your corrections into its temporary file. The Speller makes a duplicate copy of your document as it corrects the misspelled words. Therefore, the document disk must have enough room for this working copy. Once the document is completely checked, the Speller deletes the original document file and renames the temporary file with the original file name. To correct this problem, You can either copy the document onto another disk with more room on it, or you can delete unnecessary files from your document disk.

***DISK FULL
UNABLE TO FINISH DICTIONARY***

This message occurs when you attempt to add more words to a dictionary disk than it is capable of holding. The new dictionary that you were attempting to create IS NOT COMPLETE and must be discarded. The original dictionary that you were going to add the words to is still good. You will have to start over and add your list of words to either a different dictionary disk with more free room or a brand new dictionary that you create with the Utilities program.

DOCUMENTS MUST BE TEXT OR BINARY FILES

The Speller will only proofread "TEXT" or "BINARY" type files. If you attempt to proofread some other type of file (for example, an Applesoft BASIC program), you will receive this error message. Check to make sure that you entered the correct name for the document file.

I/O ERROR—INSERT DISK PROPERLY

Refer to the error message "PLEASE INSERT DISK PROPERLY"

***MEMORY FULL—
PROCESS THE WORDS COLLECTED SO FAR***

This message occurs when your document is so large that the Speller cannot contain all of its unique words in memory at one time. THIS IS NOT AN ERROR. It simply means that the Speller will have to read through your document in "chunks". This message indicates that the Speller has finished reading another "chunk" of words from your document file. After the Speller has finished proofreading and correcting this section of your document, it will automatically start collecting words again at the point where it last left off in your document.

NO MATCHES.

This message occurs when you are listing dictionary words or "guessing" at the correct spelling of a "suspect" word, and there were no words in the dictionary disk that matched your search word. Either try searching a different dictionary disk or enter a different search word.

***NOT A GOOD DICTIONARY DISK
—TRY ANOTHER.***

This message occurs when the Speller is expecting to read a Dictionary disk, but you have used either: 1) some other type of disk in the drive or 2) a defective dictionary disk. If you just happen to have the wrong disk in the drive, simply remove the incorrect disk, insert the desired dictionary disk and proceed. If you have a dictionary disk that has "gone bad", you will have to get out one of your back up copies (you did make back up copies of your dictionary disks, didn't you).

PLEASE ANSWER YES OR NO?

The Speller has just asked you a question that requires a "Y" or "N" answer, and you answered by pressing some other key.

PLEASE INSERT DISK PROPERLY

This message indicates that the Speller is unable to read a sector on the diskette. The following steps should be followed to correct the error.

- The first thing you should do is check to make sure that you have inserted the proper diskette. If you have inserted the wrong diskette, replace it with the correct diskette and press the RETURN key.
- If the correct diskette was in the disk drive, re-insert the disk and make sure that the diskette is seated correctly. To do this, center the diskette in the diskette jacket. Insert the diskette in the disk drive and open and close the disk drive door several times. Press the RETURN key and the Speller will attempt to reread the information. If the program proceeds, then you have solved the problem.
- If the error still persists, the problem is more serious. If the error is on the document diskette, exit the Speller. Run your word processor and load the document file in question. If you cannot load the document due to a DISK I/O ERROR, then hopefully you have a back-up copy of the document. (You may be able to recover the file by reading the files from another disk drive.) If the file has loaded correctly, resave the document to another diskette and rerun the Speller.
- If the error is on a dictionary diskette, you can attempt to copy the diskette. Use either COPY or COPYA on the DOS 3.3 Master Diskette or Sensible Software's Super Disk Copy program (using the Brute Force Copy option). If you get disk I/O errors, try copying the diskette from disk drive 2 to drive 1. This may correct the problem.

REMOVE WRITE-PROTECT TAB

This message occurs when the Speller tries to write to a diskette that has a write-protect tab covering the notch on the side of the disk. You can do one of two things at this point. If it is OK for the Speller to write to that disk, simply remove the write-protect tab to uncover the notch, replace the disk in the drive, and then press the SPACE BAR once to proceed. If you don't want the Speller to write to that disk, press the ESCAPE key to abort the current operation and return to the main menu.

VOL MISMATCH

This message occurs when the Speller is unable to find the disk that has the volume number that you specified for the document disk in the Utilities program. Use the Utilities program to change the volume number for the document disk to the correct value. Unless you are using a hard disk drive, you will usually want to specify a volume number of zero ("0") for the document disk. (This will allow you to access any normal DOS diskette.)

REASONS FOR DISK ERRORS

There are many reasons for getting bad sectors on your diskettes. Some of these are easily corrected, while others are very devious and hard to pin down. Here are some of the causes and their cures:

MISHANDLING THE MEDIA

Be careful whenever you handle a diskette. You should only touch the jacket portion of a diskette. Protect the valuable information that you have saved on the diskette by storing the diskette in a dry, dust free location. Keep the diskettes away from heat and in their jackets.

USING THE BACK SIDE OF DISKETTES

You have probably read a lot of articles about this. One important thing to consider is, when the manufacturer is making the diskette, they certify only one side of the diskette. If the certification fails on one side, they then try the other side. So, the back side of the diskette may be of dubious quality.

BAD MEDIA

The biggest cause of disk errors is using low quality diskettes. Each time you read from or write to a section of the disk, that region deteriorates some more. Higher quality diskettes deteriorate less and are much more consistent.

DISK SPEED

If the timing of your disk drives is not within Apple's specification, disk errors may occur. Variations in timing between your two drives can cause one drive to be unable to read what the other drive has written. If you are adventurous, programs are available to adjust the drive speed yourself. When you have a problem, this is the first thing you should check.

APPENDIX B: HOW TO SET UP FOR SPECIFIC WORD PROCESSORS

Unless specifically called out below, your word processor probably does not require any changes from the supplied "factory" settings. We believe these specifications to be correct at the time this manual was developed. However, the various word processor manufacturers are continually coming out with new products and revising their old ones. Use this appendix as a guide and not a "hard and fast" rule book.

After each word processor is a box summarizing which displays are changed from the "factory" settings and their new values. After the box is a step-by-step procedure that you can follow to customize the Speller for that word processor.

BUT FIRST, if you have already made any changes, you should reset the Speller back to the original "factory" settings. (If you just opened your Speller, you can skip this step and proceed directly to your word processor setup). To reset the Speller to the original "factory" setup, use the following procedure:

- boot the Speller program disk
- press "U" to select "utilities"
- press "S" to select "speller setup"
- press "Q" to select "quick setups"
- press "A" to "reset to factory setup"
- press SPACE BAR to continue
- press "R" to "return to speller setup menu"
- press "R" to "return to utilities menu"
- press "Y" to "save changes"
- press "R" to "return to main menu"
- press "Q" to "quit and reboot"

IF YOU USE THE ABOVE PROCEDURE, it also resets your hardware setup to the "factory" setup. If you are using any special hardware features, you will have to specify them **AFTER** you setup the Speller for your word processor.

ACE WRITER - This word processor allows you to write out your document files two ways. You can write documents as either "formatted" or "unformatted" files. You do not need to make any changes if you use the Speller with "unformatted" files (since these are standard Apple TEXT files). However, if you want to use the Speller with your "formatted" files, you will need to make the following change:

WORD COLLECTION OPTIONS	LENGTH OF HEADER TO IGNORE:	256
-------------------------	-----------------------------	-----

- boot the Speller program disk
- press "U" to select "utilities"
- press "S" to select "speller setup"
- press "W" to select "word collection options"
- press "N" to select "length of header to ignore"
- type in "256" and press RETURN
- press "R" to "return to speller setup menu"
- press "R" to "return to utilities menu"
- press "Y" to "save changes"
- press "R" to "return to main menu"
- press "Q" to "quit and reboot"

APPLE WRITER - Version 2.0 & //e - no changes necessary at this time. Use the "factory" setup.

APPLE WRITER - Versions 1.0 & 1.1 (these are older versions of Apple Writer sold prior to 1982) - make the following changes: (CAUTION, if you are not sure which Apple Writer you have, you should first try using the Speller without making any changes.)

WORD COLLECTION OPTIONS	IGNORE LINES THAT BEGIN WITH:	i
	CHARACTER FILTER:	2

- boot the Speller program disk
- press "U" to select "utilities"
- press "S" to select "speller setup"
- press "W" to select "word collection options"
- press "A" to select "ignore lines that begin with"
- hold down the shift key and press the "i" key
- press the "O" key ONCE
- press "R" to "return to speller setup menu"
- press "R" to "return to utilities menu"
- press "Y" to "save changes"
- press "R" to "return to main menu"
- press "Q" to "quit and reboot"

BANK STREET WRITER - no changes necessary at this time. Use the "factory" setup.

CORRESPONDENT - This is an unusual word processor in that it uses "fixed length" lines. You specify the line length each time you create or edit a file. The Correspondent then uses this number to "cheat" in a sense. It stores your text as one long sequence of characters and uses your specified line length to know where to break this sequence of characters into lines.

This can cause problems for the Speller when the word at the end of a line is flush against the right margin. On the screen it looks like there is a RETURN between that word and the first word on the next line. However, the Correspondent actually jams the two words against each other when it stores them. The Speller is then fooled into thinking that the two words are actually one longer word. You can see what we mean by typing in an example with a line length of 66 characters, saving it, then rerunning the Correspondent with a line length of 40 characters and loading the previously saved file back into memory.

In spite of this, the Speller *can* be used with binary files created by the Correspondent. However, you will need to use our Correspondent Binary File Conversion Program to convert your files into a form acceptable to the Speller. To obtain this program send us \$5.00 and ask for the Correspondent Binary File Conversion Program.

We also recommend that you do not enter "inverse" characters into your text as these are stored as ASCII control character codes.

CP/M WORD PROCESSORS - make the following change:

PICK SPELLER VERSION SELECTED SPELLER:	CP/M
---	------

- boot the Speller program disk
- press "U" to select "utilities"
- press "P" to "pick speller version"
- press "C" to select "CP/M"
- press "R" to "return to utilities menu"
- press "Y" to "save changes"
- press "R" to "return to main menu"
- press "Q" to "quit and reboot"

FORMAT II - no changes are necessary in the supplied Speller setup. However, you must save your files as "unformatted" standard Apple TEXT files if you want to use them with the Speller.

Format II Enhanced - no changes are necessary in the supplied Speller setup. However, do not use Printer Code 0 anywhere in a document that you are going to use the Speller on. Printer Codes are discussed in the Advanced Printing section of the Format II manual. You can use Printer Codes 1 through 9 without any problems. All text following a Printer Code 0 will be lost after checking the document with the Speller.

GUTENBERG - no changes are necessary in the supplied Speller setup. However, you must save your files as "unformatted" standard Apple TEXT files if you want to use them with the Speller.

Homeword - no changes necessary at this time. Use the "factory" setup.

LETTER PERFECT - no changes are necessary in the supplied Speller setup. However, you must save your files as "unformatted" standard Apple TEXT files if you want to use them with the Speller.

MAGIC WINDOW - refer to the above section describing changes for the Ace Writer word processor. If you are using an early version of Magic Window that produces DOS 3.2 files, then you also need to make the following change: (MAKE THIS CHANGE AFTER MAKING ALL THE OTHER CHANGES.)

```
DISK OPTIONS |
DOCUMENT RWTS: |
DOS 3.2 |
```

- boot the Speller program disk
- press "U" to select "utilities"
- press "S" to select "speller setup"
- press "D" to select "disk options"
- press the "E" key FOUR TIMES
- press "R" to "return to speller setup menu"
- press "R" to "return to utilities menu"
- press "Y" to "save changes"
- press "R" to "return to main menu"
- press "Q" to "quit and reboot"

PASCAL EDITOR - make the following change:

```
PICK SPELLER VERSION |
SELECTED SPELLER: |
PASCAL |
```

- boot the Speller program disk
- press "U" to select "utilities"
- press "P" to "pick speller version"
- press "P" to select "Pascal"
- press "R" to "return to utilities menu"
- press "Y" to "save changes"
- press "R" to "return to main menu"
- press "Q" to "quit and reboot"

SCREEN WRITER - We recommend that you first try using the Speller with the "factory" setup. After you become more familiar with the Speller's capabilities, you may want to customize the Speller to take advantage of some of Screen Writers more advanced features. For example, if you are using a "soft hyphen" character, use the "modify character set" option in the Speller to change the "character type" for this character to a "S" type. If you are using a special character to print as extra "blanks" between words, change the character type for this character to a "*" type. If you are using a special character to indicate "bold" printing, then change the character type code for this character to a "I" type.

SUPER TEXT - Versions 1, 11, 40/80, Professional - make the following changes:

```
DISK OPTIONS
DOCUMENT RWTS
SUPER TEXT
WORD COLLECTION OPTIONS
MARK LINES THAT BEGIN WITH ^Q (CONTROL-Q)
MARK WORDS
ALTERNATE <CR> CHAR
MODIFY CHARACTER SET
CHARACTER: J ($0A) change from "*" to "I"
CHARACTER: L ($0C) change from "I" to "*"
CHARACTER: P ($10) change from "I" to "*"
CHARACTER: R ($12) change from "I" to "*"
CHARACTER: J ($8A) change from "*" to "I"
CHARACTER: L ($8C) change from "I" to "*"
CHARACTER: P ($90) change from "I" to "*"
CHARACTER: R ($92) change from "I" to "*"

```

NOTE: Using the "quick setup" for Super Text will automatically make all of the above changes for you!

- boot the Speller program disk
- press "U" to select "utilities"
- press "S" to select "speller setup"
- press "Q" to select "quick setups"
- press "C" to select the "Super Text" quick setup
- press SPACE BAR to continue
- press "R" to "return to speller setup menu"
- press "R" to "return to utilities menu"
- press "Y" to "save changes"
- press "R" to "return to main menu"
- press "Q" to "quit and reboot"

SUPER TEXT - Version 40/56/70 - Make the same changes as noted above for all other Super Text versions.

The 40/56/70 version differs from other versions of Super Text in that it gives you an extra choice about how you want to save your document files. You can save your documents as binary files on (protected) Super Text-formatted disks or as text files on (unprotected) DOS 3.2-formatted disks. If you choose to save your documents on DOS 3.2-formatted disks, you will need to make one additional change after using the "standard" setup for Super Text (described in preceding paragraph):

```
DISK OPTIONS |
DOCUMENT RWTS: |
DOS 3.2
```

- boot the Speller program disk
- press "U" to select "utilities"
- press "S" to select "speller setup"
- press "D" to select "disk options"
- press the "E" key FOUR TIMES
- press "R" to "return to speller setup menu"
- press "R" to "return to utilities menu"
- press "Y" to "save changes"
- press "R" to "return to main menu"
- press "Q" to "quit and reboot"

WORD HANDLER - make the following change:

```
PICK SPELLER VERSION |
SELECTED SPELLER: |
WORD HANDLER
```

- boot the Speller program disk
- press "U" to select "utilities"
- press "P" to "pick speller version"
- press "W" to select "Word Handler"
- press "R" to "return to utilities menu"
- press "Y" to "save changes"
- press "R" to "return to main menu"
- press "Q" to "quit and reboot"

WORDSTAR - make the changes specified above for CP/M word processors.

APPENDIX C: HOW TO SET UP FOR SPECIFIC COMPUTERS

This appendix tells you how to customize the Speller to take advantage of any extra hardware features that your computer has.

BEFORE you use any of the procedures in this appendix, you should follow the instructions in Appendix B to customize the Speller for your word processor.

APPLE II/e - The Hardware Options settings in the Utilities program should be changed to take advantage of the lower-case display and lower-case keyboard. The step-by-step procedure for this is:

- boot the Speller program disk
- press "U" to select "utilities"
- press "S" to select "speller setup"
- press "A" to select "Apple hardware options"
- press "B" to "use //e alt. char. set"
- press the "C" key TWICE to select "lower-case keyboard"
- press "R" to "return to speller setup menu"
- press "R" to "return to utilities menu"
- press "Y" to "save changes"
- press "R" to "return to main menu"
- press "Q" to "quit and reboot"

APPLE II SERIES, APPLE III (emulation mode) - The Sensible Speller PROGRAM DISK as supplied is already set up to work properly on unmodified APPLE II, APPLE II PLUS, and APPLE III (emulation mode only) computers.

If you have added a lower-case display adapter for your standard 40-column display, wired your shift key to your game-/o connector, or added a lower-case keyboard adapter, you can tell the Speller to use them by changing the appropriate Hardware Options settings in the Utilities program.

The Speller does not recognize 80-column boards. All output from the Speller is sent to the standard 40-column display. If you have NOT added an adapter to display lower case in the standard 40-column mode, then you can NOT tell the Speller to display lower case. Otherwise, you will see garbage on your screen. (These adapters are generally available for \$30 to \$50.)

FRANKLIN ACE SERIES - The Hardware Options settings in the Utilities program should be changed to take advantage of the lower-case display and lower-case keyboard. The step-by-step procedure for this is:

- boot the Speller program disk
- press "U" to select "utilities"
- press "S" to select "speller setup"
- press "A" to select "Apple hardware options"
- press "A" to select "lowercase display"
- press the "C" key TWICE to select "lower-case keyboard"
- press "R" to "return to speller setup menu"
- press "R" to "return to utilities menu"
- press "Y" to "save changes"
- press "R" to "return to main menu"
- press "Q" to "quit and reboot"

OTHER APPLE-COMPATIBLE COMPUTERS - Modify the Hardware Options settings in the Utilities program to take advantage of any extra features your computer has over a "standard" Apple II computer.

HOW TO SET UP THE SPELLER FOR ONE DISK DRIVE

As supplied, the Speller is configured for two disk drives. If you only have a single disk drive, you can still use the Speller to proofread your documents, but you cannot add words to or delete words from a dictionary disk.

Before you can use the Speller to proofread a document, you must use the Utilities program to specify that both your document disk and your dictionary disk will be in drive one.

☞ The "Drive For New Dictionaries" will mention drive two. This is normal and should not alarm you.

HOW TO USE A "CUSTOM" DOCUMENT RWTS

If you are using a non-standard disk drive (8-inch drive, hard disk, etc.) to store your document files, you may still be able to read these files with the Speller. We've left an "empty" file on the Speller disk into which you can plug your own "custom" RWTS routine.

WARNING

 **This section is ONLY FOR MORE EXPERIENCED Apple users. We cannot take any responsibility for any damaged files or other side effects caused by the addition of user-supplied routines to the Speller.**

The software requirements for a "custom" RWTS routine are that: 1) the entire RWTS must fit into the \$B800 to \$BFFF region of memory, 2) the RWTS must be able to use the "standard" DOS IOB buffer located at \$B7E8, 3) the RWTS entry point must be at the "standard" \$BD00 location, and 4) the RWTS calling arguments, register values, and returned values must agree with "normal" RWTS values.

If you are unsure if your RWTS routine satisfies the above constraints, you can experiment by following these instructions:

1. Insert the diskette containing your special version of DOS (the one that you normally use to access your non-standard drive) into drive number one. Then type in the following to "boot" (or load) this special DOS:

```
] PR#6
```

2. If you are not already at the Applesoft prompt ("]"), then quit out of whatever program you are running or (if necessary) press the RESET key. If you still have a disk in drive number one, remove it at this time. Then type in the following commands to move a copy of your "custom" RWTS code to a relatively safe area of memory:

```
] CALL -155
*6800<B800.BFFF
*3D0G
]
```

3. Now you need to load "standard" DOS 3.3 so that you can save the custom RWTS code from memory onto the Speller disk. Insert an empty disk that you initialized with the DOS 3.3 INIT command into drive 1. Type in the following to "boot" this disk:

```
] PR#6
```

4. Now remove the "empty" disk and insert one of the Speller PROGRAM DISKS into drive one. Type in the following BSAVE command to save the "custom" RWTS from memory onto the Speller PROGRAM DISK:

```
]BSAVE RWTS: CUSTOM, A$6800, L$800
```

5. Use the Speller Utilities Program to choose the "custom" RWTS option for your document disk. Then try the Speller on some COPIES of some of your document disks to see if the "custom" RWTS is working properly.

If anything seems to be going wrong and you can't figure out the source of the problem, then it is quite possible that your "custom" RWTS routine doesn't meet the above software constraints. In this case, you will NOT be able to use the Speller to read documents directly off your non-standard drive and you will have to transfer the document files to a "standard" 5-inch drive before you can use the Speller to proofread them.

At the time of this printing, the only drives we are certain will not work with the Speller are the Vista 8-inch and V1200 drives.

APPENDIX D: ENTERING SPECIAL SYMBOLS

There are several characters that cannot be typed in directly from the keyboard of a standard Apple II computer. To support people that need these special characters for their word processor, the Sensible Speller provides a way to enter several special symbols.

Below is a list of the special keyboard symbols available in the Speller and the key strokes needed to enter them:

NOTE: Characters preceded by "CONTROL-" are entered by pressing the designated character while holding down the CONTROL key. Similarly, characters preceded by "SHIFT- CONTROL-" are entered by pressing the designated character while holding down BOTH the SHIFT and the CONTROL keys.

UPPER-CASE ONLY KEYBOARD SELECTED:

To Obtain	Enter
-----	-----
\ (backslash)	CONTROL-L
[(open square bracket)	CONTROL-K
_ (underline)	CONTROL-O

"GAME-I/O MOD" KEYBOARD SELECTED:

To Obtain	Enter
-----	-----
\ (backslash)	CONTROL-L
[(open square bracket)	CONTROL-K
_ (underline)	CONTROL-O
^ (up arrow)	CONTROL-N
] (closed square bracket)	SHIFT-CONTROL-M
@ (at sign)	SHIFT-CONTROL-P

"LOWERCASE" KEYBOARD SELECTED:

Normally, keyboards that can directly generate lower-case characters (such as the Apple //e keyboard) also have additional keys to generate all of the special symbols. In this case, use the keys as labeled on your keyboard.

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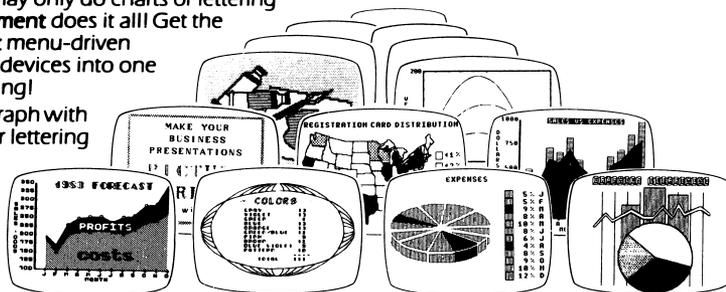
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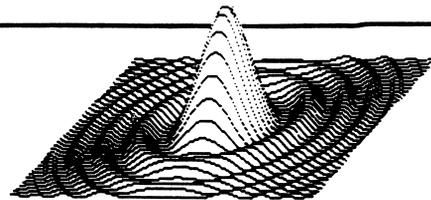


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