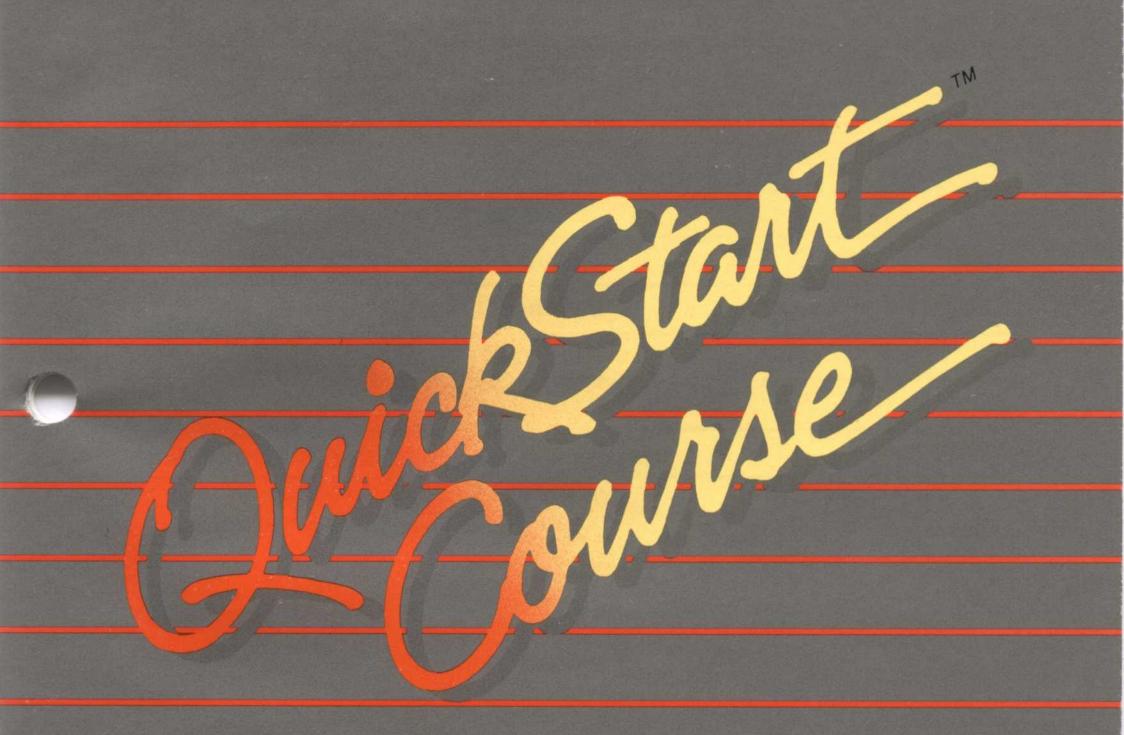


VISISPELL^M

THE 'SMART' SPELLER FOR VISIWORD™ FOR THE IBM[®] PERSONAL COMPUTER





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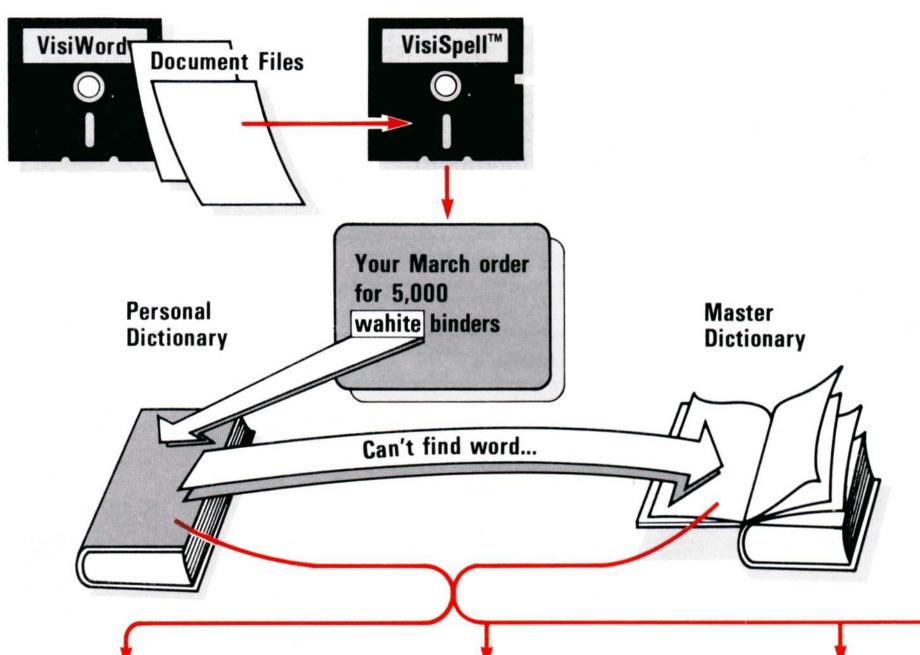
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Introduction 4

Spelling and typographical errors are embarrassing and often hard to find. You can spend a significant amount of time typing the document carefully, checking it thoroughly for mistakes, and then going back to make the corrections. The VisiSpell[™] program speeds up the process for you: it checks your document for mistakes and shows you any suspect words it finds. When you have made all the corrections, you can return to the VisiWord program and print your corrected document. Figure 1 illustrates proofing a document for misspelled words.





Current





Search

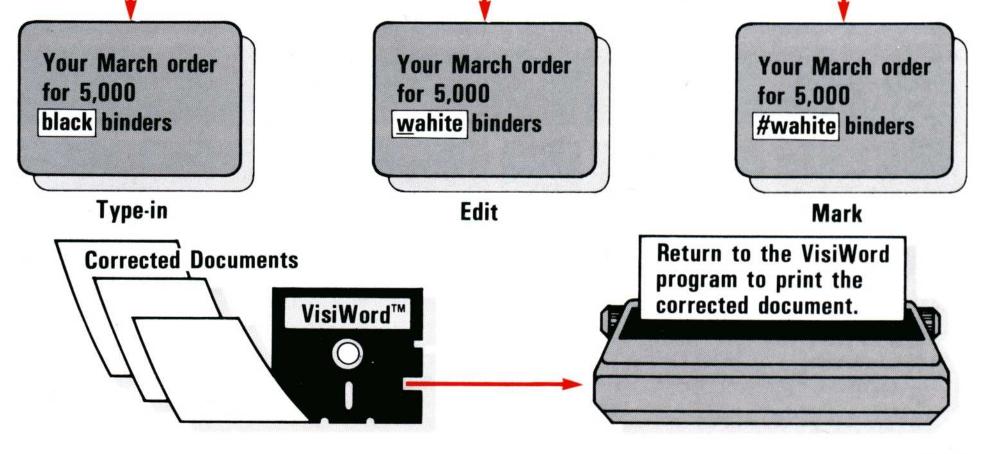
Figure 1. Proofing a Document for Spelling Mistakes

This QuickStart[™] Course shows you the power and flexibility of the VisiSpell program by giving you a sample document to proof for errors. As the VisiSpell program proofs the sample document, you will see examples of the major program features.

In this course, you will check a document for errors and correct some typical spelling and typing mistakes. You will learn how to accept correctly spelled words (such as some proper names) that are not in the VisiSpell dictionaries. You will also see several ways to have the VisiSpell program help you find the correct spelling and replace a misspelled word. You will learn how to add words to your Personal Dictionary to use when proofing other documents. You will see how the VisiSpell program lets you correct duplicated words and irregular capitalization. You will do some simple editing with the VisiSpell editor and learn how to mark a paragraph to return to it later for more extensive editing with the VisiWord program.

When you have finished the QuickStart Course, you will be able to check your own documents for mistakes and correct them. If you need additional information, you can use the help instructions in the program or refer to the units of the *VisiSpell User's Guide*.

Before you start using the *VisiSpell QuickStart Course*, make sure you have completed the procedures in the *VisiSpell Setup Information Guide* that pertain to your computer. The sample program that you copy during the setup procedures is used in the QuickStart Course.



6 The Keyboard

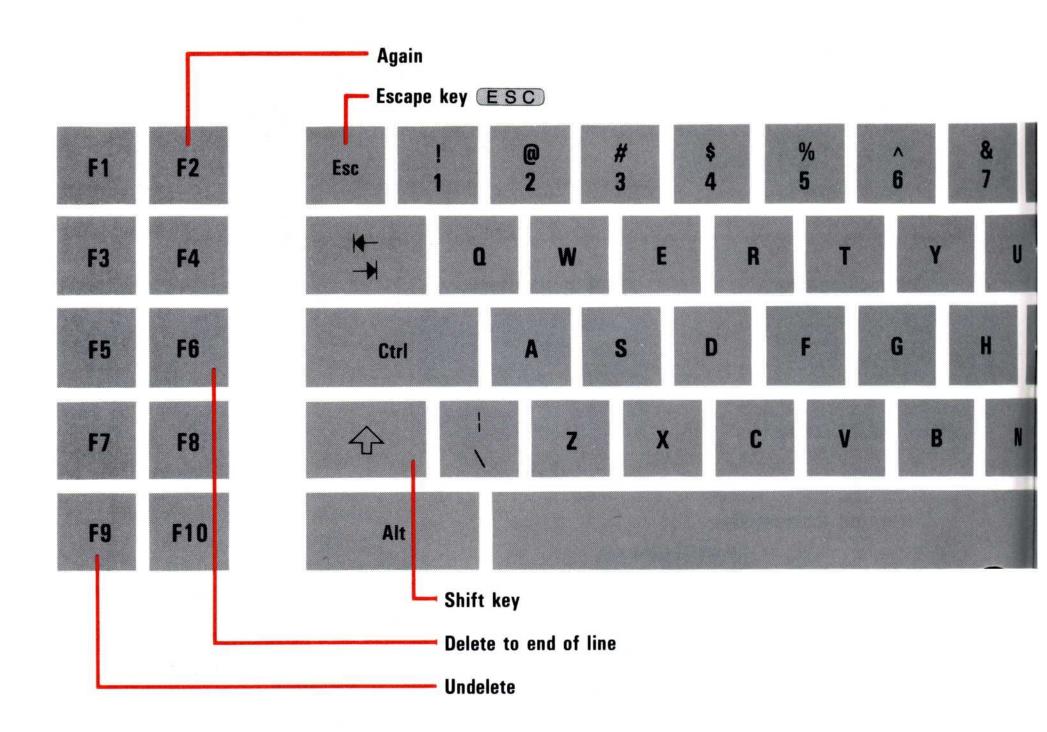
Figure 2 illustrates the IBM[®] keyboard and points out the special keys that are used with the VisiSpell program.

The VisiSpell program uses only three of the special keys on the left side of the keyboard:

Key	Key Name	Function
F2	Again	Repeats the previous sequence of options, displayed above the menu.
F6	Delete to EOL	Deletes characters on the docu- ment screen from the cursor to the end of the line.
F9	Undelete	Restores characters deleted with F6.

The other special keys that are used by the VisiWord program are not used by the VisiSpell program.

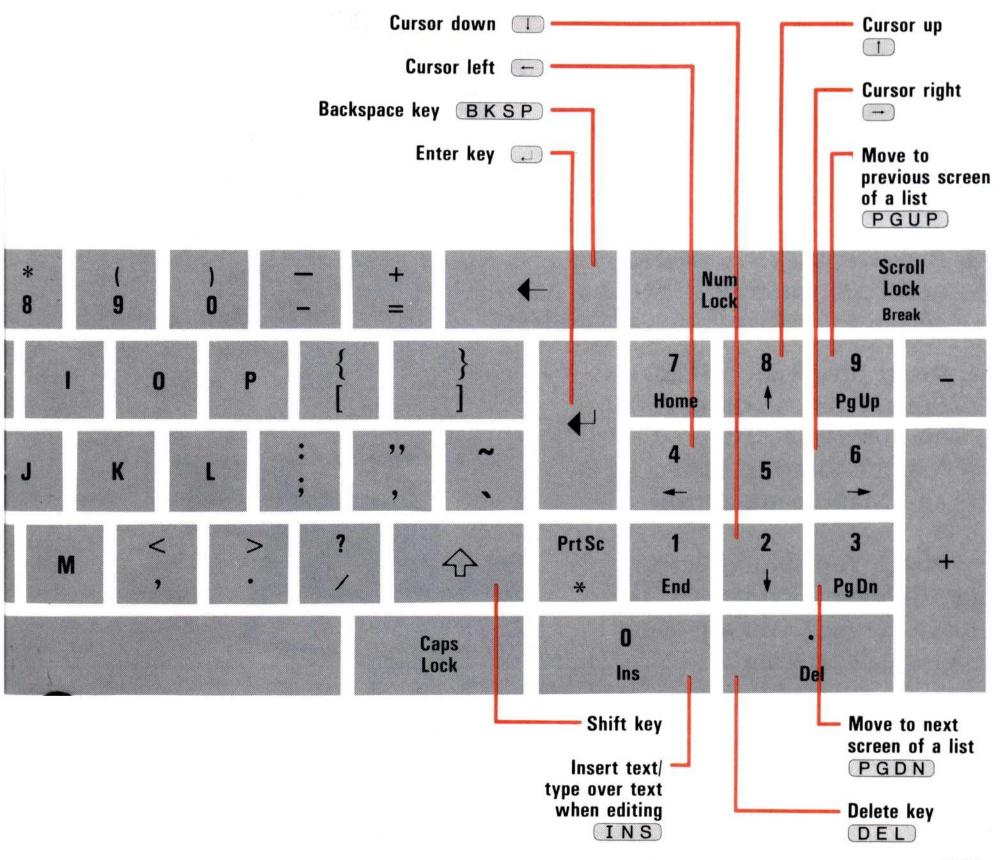
Figure 2. The IBM® Keyboard



BKSP
(\rightarrow)
\leftarrow
\rightarrow
(SHIFT)

This course represents the keyboard symbols as follows:

The characters that you see on the screen appear in this course in light type.

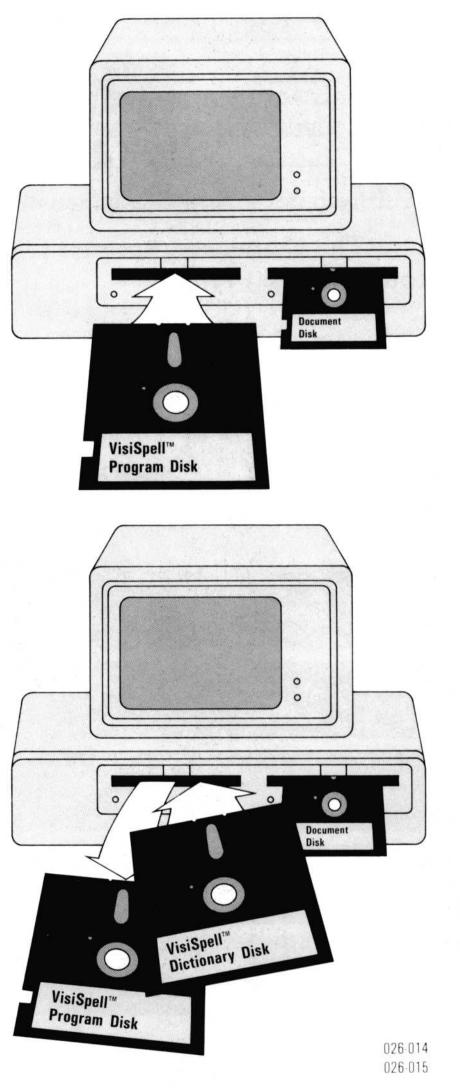


026-013

Loading Instructions for a Floppy Disk System

Loading the VisiSpell program puts it into the computer memory. Make sure you have made the VisiSpell program self-loading and copied the sample document onto a blank diskette before you begin. (See the *VisiSpell Setup Information Guide* for instructions.)

- I. Insert the document disk with the sample document in drive B. (To load the VisiSpell program, you must have a document disk in drive B.)
- Insert the VisiSpell program disk in drive A. Turn on your computer (or if the computer is on, press the CTRL, ALT, and DEL keys all at the same time). The VisiSpell program is loaded and you are prompted to insert the VisiSpell Dictionary disk.
- 3. Remove the VisiSpell Program disk from drive A and put it away.
- ► 4. Insert the VisiSpell Dic-



tionary disk in drive A and press . The VisiSpell startup screen and Main menu appear.

Note: You should keep your VisiSpell Dictionary disk in drive A when you are using the VisiSpell program.

Loading Instructions for a Hard Disk System

Loading the VisiSpell program puts it into the computer memory. If you have not copied the VisiSpell program and the sample document onto the hard disk, follow the instructions in the VisiSpell Setup Information Guide.

To load the VisiSpell program from hard disk:

- 1. Turn on your computer, and answer the date and time prompts.
- 2. Use the CHDIR command to transfer into the directory that contains the VisiSpell program and the sample document.

The VisiSpell startup screen and Main menu appear.

026-016

If the VisiSpell program has already been used on this hard disk system, there is probably a modified Personal Dictionary on the disk. The examples in the QuickStart Course may not match your screen, but they should be similar and not cause you any problems. To guarantee the examples will match your screen, install the VisiSpell program in a new directory and copy the sample document to that directory. (See the VisiSpell Setup Information Guide for instructions.)

10 Using the VisiSpell Program

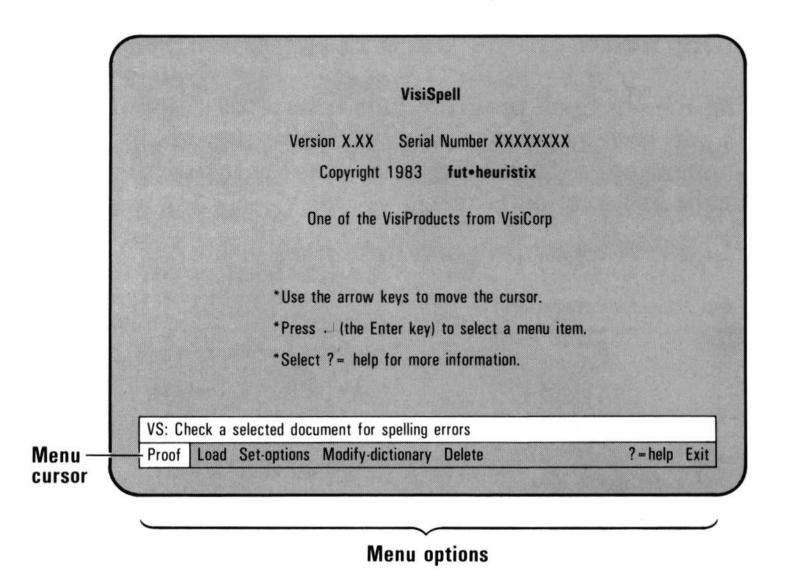


Figure 3. The VisiSpell Startup Screen

This QuickStart Course has been designed to be used before any changes have been made to the Personal Dictionary or to the Spelling Memory feature. If you have used the VisiSpell program, the Spelling Memory feature may have modified the way the VisiSpell program looks for words based on your spelling habits. To make sure the examples you see on the screen match those in the text, reload the program according to the previous instructions.

026-017

Look at the screen. A list of options, called a *menu*, is displayed at the bottom. Each menu option performs a specific task. The menu options currently displayed are Proof, Load, Setoptions, Modify-dictionary, Delete, ?=help, and Exit. The menu cursor is highlighting Proof and the line above the menu displays a message describing Proof. The message changes whenever you move the menu cursor to another option.

You can *select* a menu option in two ways:

- Type the first letter of the option. In this course, the first letter of the option appears in **b**old. The menu cursor can be on any option in the menu.
- Use the ← and → keys to position the menu cursor on the correct option; then press .

You may find it easier at first to use the arrow keys because you can read the line above the menu to see what each option does. If you are not familiar with the cursor movement, use the arrow keys to experiment. After you become familiar with what the options do, you can increase your speed and save time by typing the first letter of the option.

Loading the Sample Document

Before you begin proofing, you must load the document you want to check. When you enter the VisiSpell program as an option of the VisiWord program, the document you were working on is loaded along with the VisiSpell program. When you load the VisiSpell program from DOS, or when you want to proof another document, you load the document using the Load option of the VisiSpell program.

To load the sample document:

- ▶ 1. Select Load by typing L. The Load menu appears.
- ▶ 2. Select Type-in to type in the name of the document.
- ▶ 3. Type **sample** and press .

Proofing the Sample Document 12

To begin checking the sample document, select **P**roof. The menu clears as the VisiSpell program begins proofing the document. The document window appears on the top of the screen. When the program finds the first suspect word, it displays it in the document window, highlighting it in inverse video.

OFFIC	E PRODUC	ΤΙΝΙΤΥ							
by Da	rren Brown	1							
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026-018

This is an example of how the VisiSpell program works with many proper names and other less frequently used words.

The VisiSpell program doesn't find the name Darren in its dictionaries, so it highlights it in the document window. Below the window, the highlighted word is also displayed as the Current word. The VisiSpell program did not find an Alternate spelling, so it displayed asterisks in place of an Alternate spelling.

Type ? to see a description of all the options in the Mismatch menu. When you are finished looking at the help information, select **Q**uit to return to the Mismatch menu.

To leave the spelling as it is, select Current. You then have three choices:

Document	Recognizes the Current word as a correct spelling every time it occurs in the rest of the document.
Word	Recognizes the Current word as a correct spelling only for this word.
A dd-to-dictionary	Adds the Current spelling to the Personal Dictionary so this word will be considered correct every time it is used.

Select **D**ocument to recognize this spelling in the rest of the document. (If you use the name Darren frequently, you could select **A**dd-to-dictionary instead. The name will be recognized not only in the rest of this document, but also in other documents.)

Before the VisiSpell program continues proofing the document, it pauses briefly to give you a chance to edit the text in the document window. The prompt Press SPACE to Edit appears, and then the program continues proofing. (If you pressed the **SPACE** bar, press **ESC** and **Q** to continue proofing.) The VisiSpell editing features are discussed later in this QuickStart Course.

OFFICE PRODUCTIVIT	Ŷ
by Darren Brown	
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productivity is the pho information required in	enomenon of constant change. The volume fo n business situations continues to expand.
productivity is the pho information required in	enomenon of constant change. The volume fo n business situations continues to expand.

This time, the VisiSpell program found the correct spelling for the highlighted word and displayed it as the Alternate spelling. To
use the Alternate spelling, select Alternate. You then have two choices:

Document	Every time this spelling occurs in the rest of the document, it will be replaced with this Alternate spelling.
Word	The Alternate spelling replaces only this word.

• Watch the screen as you select **D**ocument to make this replacement throughout the rest of the document. The VisiSpell program replaces the highlighted word in the document window and continues proofing the document.

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A major factor affecting the slow rat productivity is the phenomenon of con information required in business situat	nstant change. The volume fo
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number and scope of technical terms factors posean entirely different chall producing correctly spelled documents Current: fo	have grown. These language lenge—the difficulty of s. Alternate: of rnate/Document

In this case the word "fo" could be a misspelling of "for," "or," "if," as well as "of." If you replace this word in the entire document, you may not get the results you want.

For words that might be misspellings of other words, you can use the Word option of the Alternate menu. It replaces only this word.

Type A, then W, to select Alternate/Word.

16

A major factor affecting the slow productivity is the phenomenon of information required in business s	f constant change. The volume of
New dimensions have also been a number and scope of technical te factors posean entirely different of producing correctly spelled docum	rms have grown. These language challenge—the difficulty of
Growing quantities of documents, and expanding complexities of spe	
and expanding complexities of spe Current: aded	elling all contribute to
and expanding complexities of spe Current: aded	elling all contribute to Alternate: aided = Alternate/Word

026-021

This time the VisiSpell program came up with an Alternate spelling that is not correct in this context. To explore the potential of the Alternate option, select Search to look for another Alternate spelling.
The correct word ("added") is now displayed as the Alternate.

Press S again to display another alternate. Now, select
 Previous to display the previous alternate word. The Previous option displays up to seven previous Alternate spellings. Make sure "added" is displayed as the Alternate spelling.

Type **A**, then **W**. The Alternate word replaces only this word.

productivity is the phenomenon of c information required in business situ	-
New dimensions have also been add number and scope of technical term factors posean entirely different cha producing correctly spelled documen	ns have grown. These language allenge—the difficulty of
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information bottle-necks. Yet at the have come to depend on timely, acc Current: posean	same time, business people curate information to make Alternate: pose an Alternate/Word

The VisiSpell program has correctly decided to break the word in two as an Alternate spelling.

F2 = Alternate/Word appears on the line above the menu. This is the series of options you selected for the last highlighted word. To use this set of options again, all you need to do is press the Again key (F2). Pressing F2 chooses the options given by the F2 = prompt.

Press **F2**. The Alternate word replaces only this word.

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The VisiSpell program has a list of correctly hyphenated words. The VisiSpell program checked its list of hyphenated words and did not find "bottle-necks." The Alternate "bottle necks" is not correct in this context either.

The VisiSpell program searches the Personal Dictionary for Alternate spellings. If it can't find an Alternate spelling, it displays asterisks. However, you can use the Type-in option to check a word in the Master Dictionary.

When you type in your own spelling for a word, the VisiSpell program looks for that spelling first in the Personal Dictionary, and then in the Master Dictionary. If it does not find that word, it will prompt you to confirm that the word you typed is correctly spelled. If you do not see this prompt, you know you have typed a correct spelling. Select **T**ype-in to type your own spelling of "bottlenecks." Again, you have three choices:

Document	Every time this spelling occurs in the rest of the document, it will be replaced with the typed-in spelling.
Word	The typed-in spelling is used for this word only.
A dd-to-dictionary	Replaces this spelling throughout the docu- ment and adds this spelling to the Personal Dictionary.

Select Add-to-dictionary. This will replace any other occurrences of this word in the rest of the document with the word you type and will add the word to your Personal Dictionary.

Type bottlenecks (use **BKSP** to make corrections if necessary) and press . The VisiSpell program replaces the word and continues proofing. The word "bottlenecks" was in the dictionaries.

information bottlenecks. Yet at th have come to depend on timely, a	
decisions and take advantage of f	
With the proliferation of powerful	
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discovered how much help all of t in organizing the volume of inform Current: VisiSeries	the VisiSeries programs can be in Lation that crosses their desks. Alternate: Visiseries I=current/document

Words are usually in all lowercase letters, all capitals, or lowercase with an initial capital letter. When the VisiSpell program finds a word that uses a capital letter in another way, it highlights it on the screen and presents an Alternate capitalization.

You can use the Current capitalization throughout the document, use it for this word only, use the Alternate for this word only, search for another Alternate, or edit the text on the screen.

As this is the correct spelling, select D = current document to accept this capitalization for the rest of the document.

The word "VisiSeries" is highlighted again. This time, the Mismatch menu is displayed. The VisiSpell program first checks words for irregular capitalization and then for spelling errors.

Type C, then D, to accept this spelling for the rest of the document.

programs, new opportunities for speeding up information handling and increasing office productivity are now available.	
More than a quarter million business professionals have discovered how much help all of the VisiSeries programs can be in organizing the volume of information that crosses their desks. Each VisiSeries program provides the speed, convenience, and reliability that professionals need to make short work of tedious tasks.	in
These VisiSeries office productivity programs strengthen the individual's ability to concentrate on the work where experience,	
Current: in	
F2 = Delete	
S/Proof/Repeated-word: Delete one word	
elete Continue Edit	?=help Qui

It is easy to type a word twice and not notice it (especially if the two words are on different lines.) The VisiSpell program found "in in" and now highlights the second word. You have three choices:

Delete	Removes the second word.
C ontinue	Continues without changing the word.
Edit	Allows you to edit the surrounding text.
Watch the scree	n as you select D elete to remove the second "in."

21

individual's ability skills, and intuition	ffice productivity programs to concentrate on the wor n can do the most good. B more than individual proble	k where experience, ut the VisiSeries	
the same way, an interchanged amon	ated, jsut like the needs o d they're all easy to learn. ng them so you can work w ways, without repetitous d	Data can be with the same informa	ition
Current: js	sut	Altern	ate: just
Current: js	sut F2 = Current/Do		ate: just

Now the cursor has highlighted the obviously misspelled word "jsut." But before you correct the word "jsut," look at the sentence above it. The word "fair" should really be "far." The VisiSpell program did not highlight it because "fair" is a correctly spelled word. While the VisiSpell program does find most errors, it will not tell you if a correctly spelled word is really the word you meant to use.

You can correct this mistake using the Edit option.

Select Edit. The edit cursor appears in the document window under the "j." Use 🕋 and 📻 to move the edit cursor until it is ▶ under the "i" in "fair." Press **DEL** to delete the "i." Press **ESC** to return to the Mismatch menu.

The word "jsut" is still highlighted. You can correct it easily, using the methods you have already learned. But read the sentence surrounding the word. It doesn't make sense. Something has been left out. The VisiSpell Edit option can only correct lines of text on the screen. If you need to make more extensive changes, you must return to the VisiWord program.

However, the VisiSpell program allows you to mark a word with a special character so that when you return to the VisiWord program, you can find it easily. You can then make your changes with the VisiWord program.

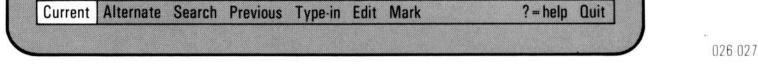
Select Mark to mark the highlighted word. The current mark character is the crosshatch (#). (If your own document uses the crosshatch character, you can change to a different mark character simply by typing another character.)

To mark the highlighted word with the crosshatch, press **—**. The crosshatch appears in front of the word, and the VisiSpell program continues proofing.

When you edit text before a highlighted word, the VisiSpell program continues proofing from the first word in the window you edited to make sure there are no added errors. Because you edited a word before the suspect word, "jsut" is highlighted again as a misspelled word.

Since you will be fixing this sentence in the VisiWord
 program, type C, then W to leave the word as it is and continue proofing.

programs are far more than individual pro	oblem solvers.
They're all interrelated, #jsut like the new the same way, and they're all easy to le interchanged among them so you can wo in many different ways, without repetito	earn. Data can be ork with the same information



The VisiSpell program didn't find an Alternate word in the Personal Dictionary, so it displayed the asterisks. However, you can still get the VisiSpell program to help find the correct spelling in the Master Dictionary. By using the Type-in option with special search characters, you can have the VisiSpell program search the Master Dictionary for an Alternate word. You know the spelling "repetitous" is incorrect, but is "repititous," "repetitious," or "repititious" correct? The two letters you are uncertain of are the letter following the "p" and the "i" before the "ous." Replace these letters with search characters.

Type T, then W, to type a replacement for this word. Then type rep*tit*ous. The asterisks replace letters you are not sure about.

Press , and the VisiSpell program goes through the alphabet replacing the asterisks with letters until it finds a word that is correctly spelled.

 Select Replace to replace the Current word with the new Replacement.

The VisiSpell program finishes checking the document and displays Proofing Completed on the screen. You are asked if you want to save the corrected document and rename the original copy. As it proofs, the VisiSpell program writes the corrected document to a work file. The original remains unchanged. The program is now asking if you want the corrected version of the document to have the original name.

Select Yes. The original copy remains on the disk (with the extension .SBK added to the file name by the VisiSpell program), in case you should need to use the original.

The Main menu appears at the bottom of the screen.

Leaving the VisiSpell Program

When you are ready, you can leave the VisiSpell program by▶ selecting Exit from the Main menu.

 You are asked if you want to update your Personal Dictionary. Select Yes to add all the changes you made in proofing this document and write the new Personal Dictionary onto the document disk. Next time you proof a document, these words will already be in your Personal Dictionary.

You have three choices: **V**isiWord, **R**eturn-to-VisiSpell, and **E**xit-to-system. Select the option you want and follow the instructions on the screen.

26 Summary

In this QuickStart Course you have learned most of the features of the VisiSpell program. The program proofs a document, highlighting possible mistakes. It allows you to:

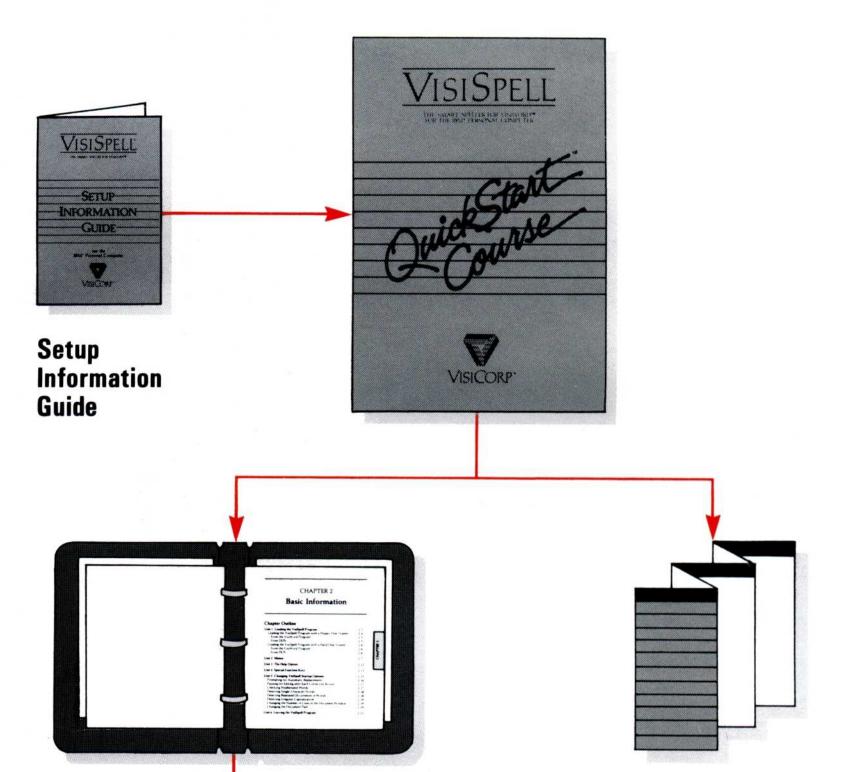
- Accept the current spelling as it is.
- Replace the highlighted word with a suggested alternate spelling.
- Ask the program to search for another alternate spelling.
- Type in your own spelling of a word.
- Use special search characters to search the dictionaries for a correct spelling.
- Delete duplicate words.
- Correct irregular capitalization.
- Edit the surrounding text in the document window.
- Mark a word with a special character for later editing in the VisiWord program.

The VisiSpell program has additional features, such as changing the way the program handles some of the above situations, modifying the Personal Dictionary, and deleting files from the document disk. You can get acquainted with these new features and learn more about the features you have used by turning to the *VisiSpell User's Guide*.

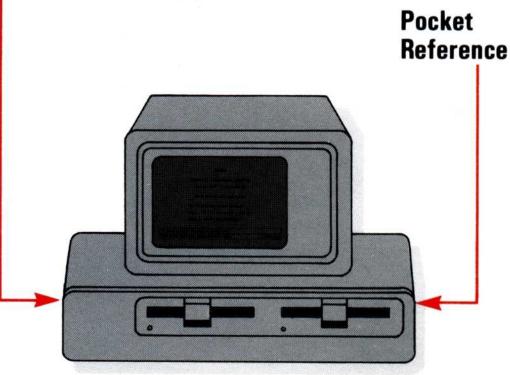
Where to Go from Here

That's it! You have successfully proofed and corrected a document. Now you can try proofing your own documents. Figure 3 illustrates the VisiSpell documentation that can help you when you are working on your own documents.

Figure 4. A Guide to the VisiSpell[™] Documentation Package

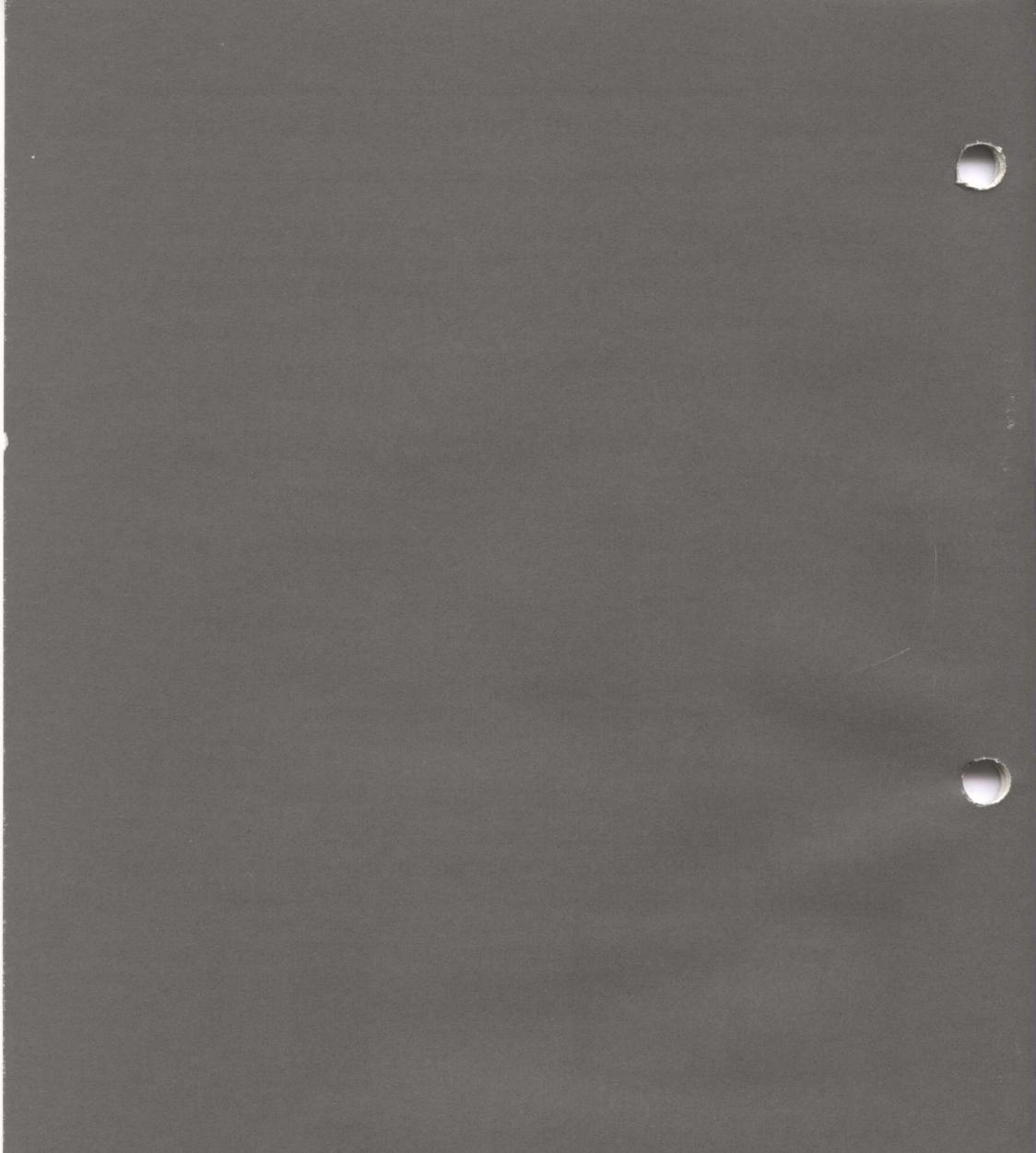


Modular Units in User's Guide



VisiSpell Program

026-028





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VISICORP

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