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# Microsoft® Spell



*Spelling Correction Program  
Version 2.0 for Microsoft Word*

*This manual has been written for  
use with your HP Touchscreen  
Personal Computer, PORTABLE  
Computer, or Portable PLUS Computer.*

**Manual Part No.  
45556-90001**



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# Introduction

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## Features of Microsoft Spell

Microsoft Spell is a spelling checker with features that will help you with any of the following questions.

- Are there any misspellings in my document?
- Where are the misspellings?
- How do I spell them?
- How are new words added to the dictionaries?
- How many words are in the document?
- How many words are unique?
- How many times did I use a word?
- How do I list anagrams?
- What is a five letter word with two "e's"?

Microsoft Spell can help you answer these questions so that you can create better documents.

## How to Use This Manual

Microsoft Spell is more than a simple spelling checking program. This manual describes each of the various abilities of Spell in separate chapters. The following chart can help you decide which part of the manual to read to accomplish your task.

<b>If you want to.....</b>	<b>See.....</b>
Check spelling in a document	How to Check Spelling (Chapter 1)
Check where the misspelling is	How to Check Spelling
Find out how to spell a word	How to Check Spelling -or- Lookup (Chapter 7)
Add new words to the dictionaries	Adding Words to Dictionaries (Chapter 2)
Find out how many words a document contains	How to Check Spelling -or- Word Count (Chapter 8)
Check how many unique words a document contains	How to Check Spelling -or- Word Frequency (Chapter 9)
Find out how many times you used a particular word	Word Frequency
Find an anagram	Anagram (Chapter 10)
Find a word that fits a particular pattern	Pattern Find (Chapter 11)



## **Organization of This Manual**

The first five chapters include the MS Spell basic features. These features are described and information provided for how to use them.

The last five chapters include the MS Spell "utilities." These utilities are used differently according to whether you have a Touchscreen or one of The Portable computers. Please refer to "Spell Utilities" (Chapter 6) for more information about these differences.

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## **Equipment You Need To Use Microsoft Spell**

You need any one of the following Hewlett-Packard Computers:

- The PORTABLE.
- The Portable PLUS.
- The Touchscreen or Touchscreen II.

The minimum memory to run Microsoft Spell is:

- 140K for The PORTABLE and The Portable PLUS (the same as for MS Word).
- 256K for The Touchscreen series.



# 1

## Using Microsoft Spell

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### Installing Microsoft Spell on The PORTABLE and The Portable PLUS

On The PORTABLE and The Portable PLUS, MS Spell must be installed before it can be run. The installation procedures follow.

Note



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MS Spell is "pre-installed" on the Touchscreen computers. It may be used with P.A.M. directly from the package. You may want to create a working copy of your master disc using INSTALL.

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### To Install MS Spell

1. You will need the following items to install MS Spell on The PORTABLE and The Portable PLUS:
  - The MS Spell Master Disc.
  - A blank, formatted disc.
  - A Disc Drive (HP-IL configuration). Before you begin you will probably want to write-protect your Master Disc.
2. Format a blank diskette. (If you have already done this, go on to step 3.)

- Press the DOS Commands (P.A.M. label) to go into MS-DOS.
  - Be sure your disc drive is connected to the HP-IL cable.
  - Type **Format C:** and press **Return**.
  - You will be prompted to start the formatting.
  - After the formatting is done you will be prompted for a Volume Label. Just press **Return** without giving it a label.
  - When asked if you want to format another disc, type **N** for no and press **Return**.
  - At the **A:\** prompt, type **exit** and press **Return**. This will return you to P.A.M.
3. Install MS Spell to the blank, formatted disc.
- This assumes that you have one external disc drive, named "C:"
  - Insert the MS Spell Master Disc in drive C.
  - From the P.A.M. screen press **Reread Discs (F4)** -OR- if you were in P.A.M., type **exit**, press **Return**, then press **Reread Discs (F4)**.
  - Select **Install MSspell** from P.A.M. and press **Return**.
  - Type **C:** and press **Return** when asked where MS Spell should be installed.
  - Press **Return** when asked if you want the Remove Utility. This will keep the Remove Utility for later use.
  - The installation will now begin and you will see a message that it is in progress. When it has copied as much as it can you will be asked to insert the "Target Disc" (the blank, formatted disc) and press **Return**. Then you will be asked to reinsert the MS Spell Master Disc. These two prompts will continue until the entire program is installed. This is why we recommended that you "write-protect" your MS Spell Master Disc, so that you don't accidentally erase files from it.
  - Complete the installation procedure. This will take about five minutes and require that you insert the Target Disc and the MS Spell Master Disc two to four times, depending upon the memory available in your computer.

4. After MS Spell is installed it will automatically return you to P.A.M. where you will see two new entries: **MSSpell** and **Remove MSSpell**.
5. To run MS Spell from The PORTABLE or The Portable PLUS, select **MSSpell** from the P.A.M. screen and press **Return**.

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## How to Check Spelling

This chapter demonstrates how to check spelling in your documents.

First you'll see the steps illustrated with a sample document that is on the Spell disc. Then, you'll see a summary of the steps, listed at the end of the chapter.

To learn how to check spelling, work through the sample. To review the steps, read through the summary of steps.

## To Start Spell

The Microsoft Spell program runs by itself, outside Microsoft Word. If you have Word running, "Quit" it.

**With the Touchscreen computers.** If your documents are stored on the Word program disc keep it in its drive. If not, remove it and insert your document data disc in that drive.

Insert the Microsoft Spell disc in the empty drive and Press **Reread Discs** f4 to bring up the P.A.M. label or labels for the Microsoft Spell functions you have installed on your HP Computer.

**With the PORTABLE and the Portable PLUS computers.**  
Your document will need to be copied to drive A: (the Electronic Disc) -OR- inserted in drive C: (if you have a double-sided disc drive where you have enough room to copy the document from MS Word to the installed MS Spell Disc).

Then, choose **MS Spell** and press **Return** to start Spell.

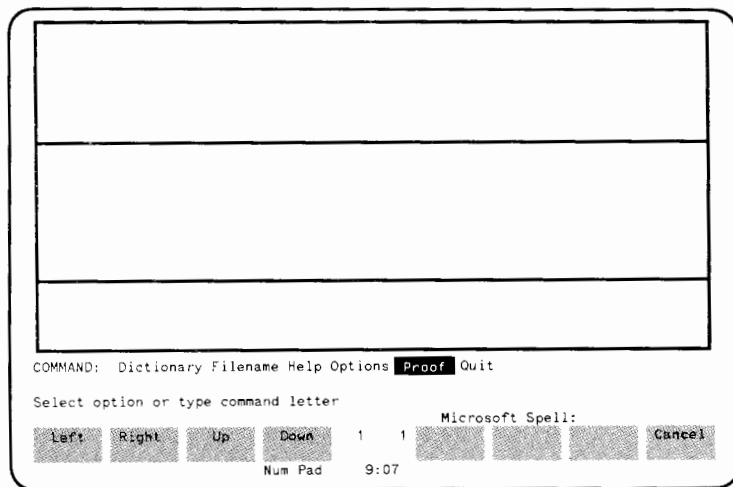
Note



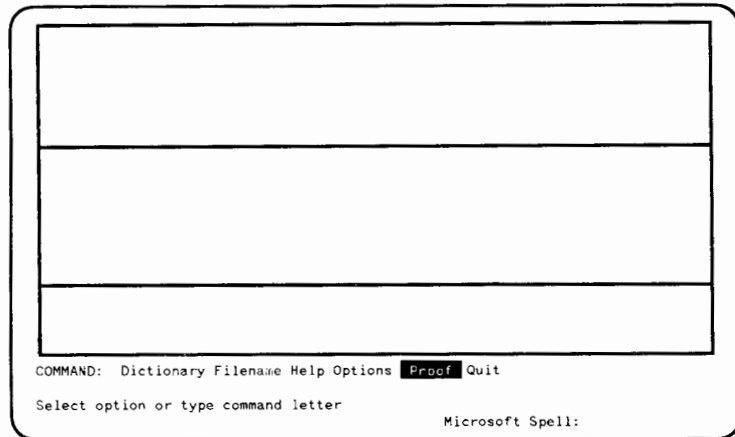
---

On The PORTABLE and The Portable PLUS, only **MS Spell** will appear on the P.A.M. screen after it has been installed. To use the MS Spell utilities, you will need to run them from MS-DOS.

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HP/150 screen



### The Portables screen

As you can see, the function key labels do not appear on the screen and the function keys are not active on The Portables.

Note



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For a complete discussion of the MS Spell screen, refer to Chapter 3 of this manual.

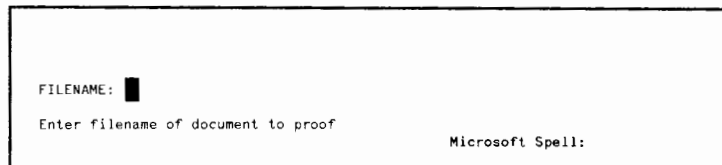
---

## To Proof a Document

Now that you are running MS Spell, you can proof a document. From the "Command" line on the Microsoft Spell screen, you will see one of your choices is **Proof**.

Type **P** (for Proof) OR press **(Return)**.

Proof is the name of the process that checks documents for misspellings. It compares the document to the Spell dictionaries.



A screenshot of the Microsoft Spell command prompt interface. It shows a rectangular window with a black border. Inside the window, the text "FILENAME: █" is displayed on the first line. Below it, the text "Enter filename of document to proof" is shown. On the right side of the window, the text "Microsoft Spell:" is visible.

Spell will ask you for the file name. You must type the letter name of the disc drive your document is in, a colon, and then its file name.

On the Touchscreen PC, for example, **B:typos** would work if your data disc is in drive B and the document name is "typos.doc".

On The PORTABLE and The Portable PLUS, for example, drive B: is the Read Only Memory (ROM). In these machines, your document will most likely be in drive A: or drive C:.

You do NOT have to type the .doc portion of the file name unless the file extension is something other than .doc. When there is no file name extension, just type the file name with a period at the end of the file name.



Note



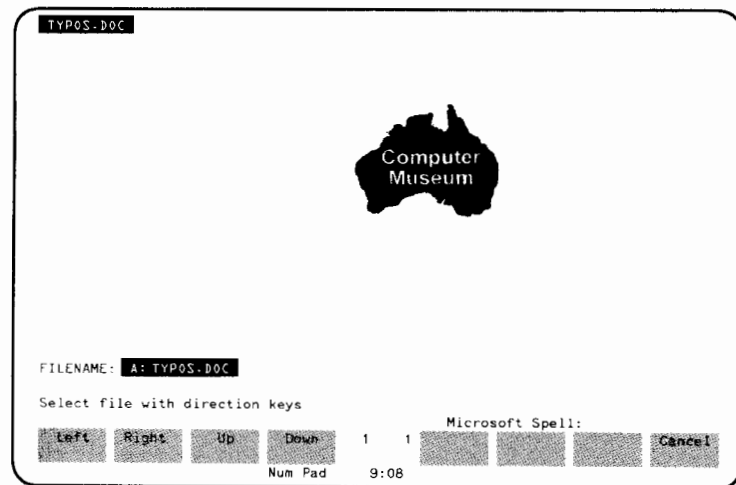
---

The document must be a Microsoft Word document, stored with "Yes" in the "formatted" command field of the Word Transfer Save command.

---

To see a list of document file names in the drive you are using, press the direction keys. Again press the direction keys to highlight the document you want and press **Return** to retrieve it. Press **ESC** if you want to return to the Proof menu without selecting a document.

To see a list of document file names in another drive, enter the letter of that drive and a colon, then use the direction keys as above to choose the document you want to proof.



## The Spell Tutorial

### To Proof a Document

The screens which follow will lead you through the process of proofing the sample document, "TYPOS.DOC" (Because TYPOS.DOC is on the MS Spell disc, you do NOT have to type the disc drive letter and a colon before the file name.)

#### Caution



If you decide to leave the tutorial before completing it, you will be asked to Enter Y to process, N to discard changes, or Esc for previous. To avoid modifying the MS Spell Tutorial, you should press N to discard any changes. If you were to press Y the MS Spell Tutorial would be altered so that it would no longer operate the same way for you or other users.

FILENAME: █ Enter filename of document to proof	Microsoft Spell:
--	------------------

Type **TYPOS** at the FILENAME: prompt and press **Return**.

```
FILENAME: TYPOS █
```

```
Enter filename of document to proof
```

```
Microsoft Spell:
```

The document name, "TYPOS.DOC" appears at the Microsoft Spell: prompt with the drive letter and a colon preceding it. MS Spell tells you it is Reading Document, then it goes on to check the main dictionary.

```
FILENAME: TYPOS
```

```
Checking Main Dictionary.
```

```
Total words: 278 Unique: 163 Unknown: 21
```

```
Microsoft Spell: A:TYPOS.DOC
```

MS Spell lets you know it is Reading Main Dictionary, while it displays the total words, unique words, and unknown words that Microsoft Spell found in its search of your document.

## To Review a Document

You are now entering the review phase of Spell. During this phase you will review any misspellings and take the appropriate actions for "TYPOS.DOC".

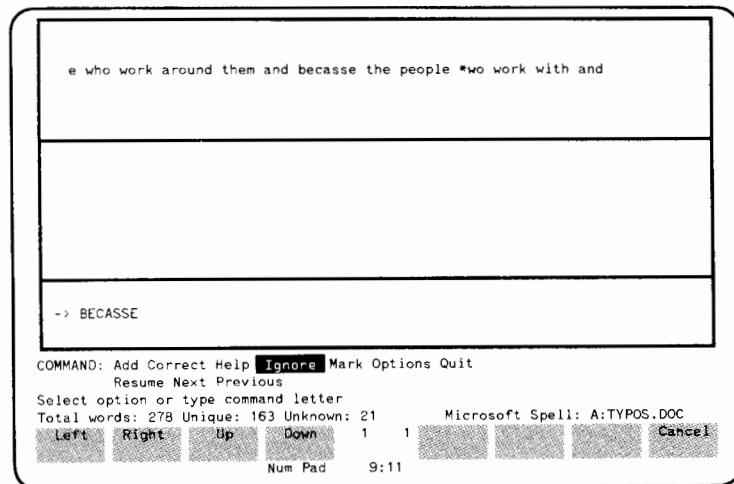
During the review phase you will also choose commands to deal with "unknown" words.

The screens which follow describe the steps in reviewing the misspellings and correcting them in our sample document.

### Note



Microsoft Spell proofs words in alphabetical order, not in the order in which the words appear in the document. If you see a word on a line which is incorrect, but Spell has not yet mentioned it, be aware that it **WILL** come up in alphabetical order.



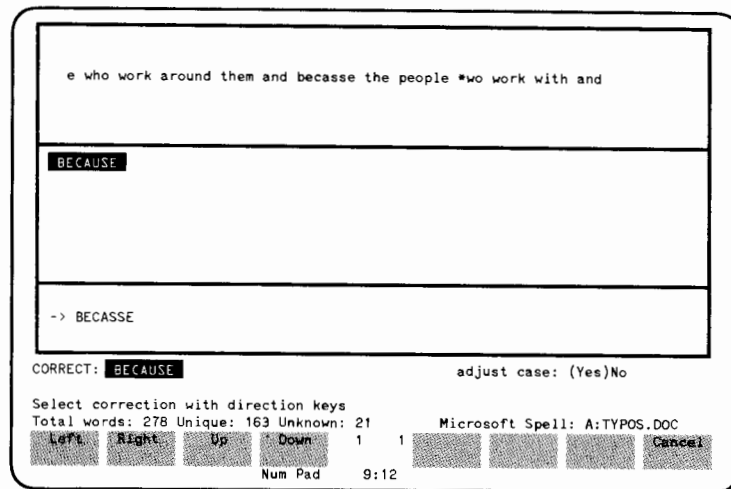
This first screen in proofing our sample document "TYPOS.DOC" shows the word "becasse" as misspelled. The context window shows you the words around the misspelling. The Command line shows you the choices you have to change or accept the word.

Type **C** to choose the "Correct" command.

```
CORRECT: █                                adjust case: (Yes)No
Enter correct spelling or press direction key for alternatives
Total words: 278 Unique: 163 Unknown: 21      Microsoft Spell: A:TYPOS.DOC
```

The **CORRECT:** prompt will appear on the command line and you will have the choice of typing in the correct spelling or asking the dictionary to provide you with a listing of possible words.

To see a listing of possible words from the dictionary, press one of the direction keys and Spell will review its dictionary and present you with a list of alternative words.



Spell provided you with one choice here, and it is highlighted. Since this IS the word that is correct for this example, press **Return** to accept it and to go on to the next misspelled word.

The next misspelled word is "BULIT"

Imagine that you were just interrupted and want to go back to the previous word before you make corrections to "BULIT." To do this, press **P** for Previous to review the prior word -- "BECASSE." As you see, the screen lets you know the misspelling and that it was corrected to read "BECAUSE."

To return to where you left off, press **R** for Resume to jump back to that location. You could also have used **N** for Next.

Press **C** for correct to change "BULIT."

Correct the word by pressing a direction key to see possible

corrections in the Spell dictionaries, -OR- type in the correct spelling.

Press **Return** to complete the correction.

The next incorrect word is "CALLOUTS." This is correctly spelled, but unknown to Spell's dictionaries.

Press **C** for correct to change "CALLOUTS."

Press **ESC** (Escape) to cancel the Correct command, then type **A** for Add to add the word to one of the dictionaries.

The **Standard** label will be highlighted on the screen. You can either type **S** or press **Return** to add the word "CALLOUTS" to the Standard dictionary.

The next three words that are misspelled are: "COPUTERS," "DRAWBACKS," AND "EASIELY." Review and act on these three words on your own, practicing the skills you have just learned.

With each of these words your choices are:

- Type **A** (to add a word to a dictionary)
- Type **C** (to correct a word)
- Type **I** (to ignore the word and leave it as it is)
- Type **M** (to place a special character - mark- in front of a word for identifying it later.

Each of these functions will be covered in later pages of the manual.

The next misspelled word is "EFFECTIVEL." You can use the context of the sentence to decide what you meant by this word.

Type **C** for Correct, then press a direction key to see possible

corrections in the dictionary. This word offers you two choices: "EFFECTIVE" (which is highlighted on the screen) and "EFFECTIVELY." In the context of this sentence, your correct choice -- EFFECTIVE -- is already highlighted. IF you want to see how you can choose between the two words, press the direction keys down then up to see the highlight move back and forth.

Press **Return** when "EFFECTIVE" is highlighted to complete the correction.

The next misspelling is "ESACEP."

Type **C** for Correct, then press a direction key to see the choices in the dictionary.

The Spell dictionary did not find any words that matched this spelling. To correct severe misspellings, you determine the word you wanted by its context in the sentence, then type in the correctly spelled word.

At the CORRECT: prompt, type **escape**, then press **Return** to complete the correction.

The next misspelling is "FASCIENATE." Practice and act on this word yourself.

The next misspelling is a short word, "FO."

Type **C** for Correct, then press a direction key to see possible corrections. In this case the dictionary did not offer any choices.

Use the context of the word in the sentence to decide if this word should be "for," "of," or "or." It reads correctly when the word, "or" is used.

Type **or** and press **Return** to complete the correction.

For short words (such as "to" and "of") and for severely misspelled words, you will probably choose to correct them



by typing in the correct spelling. For most words you will probably want to use the direction keys to find correct spelling choices from the Spell dictionaries.

The next word is "GLOSSES." Review and act on it yourself.

The next misspelling is "GRAPHICALL."

Type **C** for Correct, then type **graphically rich** to change the phrase in the sentence, and press **(Return)**. Spell lets you know that GRAPHICALLY RICH is not in its dictionaries and asks if you want to retype it before choosing it.

Type **N** for No, to accept the correction the way you typed it.

The next two words are "INTED," and "LEEAST." Review and act on them yourself using skills you have learned so far.

The next misspelling is "POEPLA."

Type **C** for Correct, then press a direction key to see possible corrections. Spell shows you no alternatives because the first two letters of the misspelling are wrong and it could not make a match. Spell assumes you have the first two letters correct.

Press **(ESC)** to cancel the Correct command and return to the command line.

To expand your choices in the dictionaries, type **O** for Options. Your Options lookup choices are: **quick** and **complete**. The normal setting is "quick" so that Spell reviews words in the least possible time, but you can choose to have a "complete" search of words by pressing the spacebar to highlight **complete**. Then, press **(Return)** to choose the complete search method.

Again, type **C** for Correct, then press a direction key to see choices for "POEPLA." This time, Spell provides you with a

choice, PEOPLE, because it provides alternatives even when the first two letters are wrong.

Press **Return** to accept the correct choice, PEOPLE.

The next misspelling is "SOHRTHAND." Review and act on it yourself.

**Note.** Spell shows an alternative for "SOHRTHAND" even though the first two letters are wrong because you changed the Options lookup command to "complete."

The next misspelling is "TH."

Type **M** for Mark to distinguish "th." Spell inserts a marking character -- an asterisk by default -- to identify the word in your text, and goes on to the next word.

You must correct split words, such as "th e," in Word. To make it easy to search for split words, mark them. Then, in Word, choose Search to find the word preceded by the marking character. You can change the marking character from an asterisk (\*) to any one of several other characters using the Options command.

Spell does not recognize any single characters -- such as "e" in "th e" as a misspelling. This is why the marking feature is so helpful in identifying split words.

The next misspelling is "THEMOTIVES."

Type **C** for Correct. In this case, the context of the word in the sentence shows that it is a run together phrase. You correct run together words by retyping them at the **CORRECT:** prompt.

Type **the motives** and press **Return** to complete the correction. Spell lets you know that **THE MOTIVES** is not in its dictionaries and asks if you want to retype it before choosing it.

Type **N** for No, to accept the correction the way you typed it.

The last three misspelled words are: "UNDERTSAND," "UNINITITATED," and "WO." Review and act on these words yourself.

Note



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If you want to re-review earlier words, type **P** (for Previous) to look at previous words. After you have looked at any earlier words you can then press **R** (for Resume) to jump quickly to where you were last proofing your document.

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## Summary of Suggested Corrections to TYPOS.DOC

The following list shows one series of possible actions you could have taken with the misspellings in TYPOS.DOC.

MISSPELLING	ACTIONS	CORRECTION
BECASSE	Correct	because
BULIT	Correct	built
CALLOUTS	Add to Standard Dictionary	---
COPUTER	Correct	computer
DRAWBACKS	Add to Standard Dictionary	---
EASIELY	Correct	easily
EFFECTIVEL	Correct	effective
ESACEP	Correct (type)	escape
FASCIENATE	Correct	fascinate
FO	Correct (type)	or
GLOSSES	Add to Standard Dictionary	---
GRAPHICALL	Correct (type)	graphically rich
INTED	Correct	intend
LEEAST	Correct	least

POEPL	Correct	people
SOHRTHAND	Correct	shorthand
TH	Mark	---
THEMOTIVES	Correct (type)	the motives
UNDERTSAND	Correct	understand
UNINITITATED	Correct	uninitiated
WO	Correct (type)	who

After you have reviewed all words, REVIEW DONE appears automatically. Spell will ask you to Enter Y to process, N to discard changes, or Esc for previous. If you type Y, Spell will make all the corrections to your document. If you type N, Spell will discard all the corrections to your document. If you type Esc, Spell will back up to the previous word you had been reviewing.

**Caution**




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Type N to discard the changes to your document. Spell will then return you to P.A.M. If you type Y, the MS Spell Tutorial (TYPOS.DOC) will be altered so that it will not work the same way for you or others in the future.

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## Summary of Proof Commands

### To Use Options

The Options command allows the dictionaries to provide you with a "quick" or a "complete" review of words. The complete review takes a bit longer, but provides you with alternative spellings, even when the first two letters of the word are wrong.

Type **O** (for Options) to change this function from one to the other, then press the spacebar to choose "complete" when "quick" is highlighted. This is a simple toggle. When one of the lookup options is highlighted, pressing the spacebar will activate the other one. Press **Return** when you have made your choice.

### To Mark Words

Spell allows you to mark words for easy identification later. This would be used for split words (such as "th e") which will need to be corrected using Microsoft Word. Spell will find "th" as a misspelling, but it will not find "e" -- or any single letter word -- as a misspelling.

Type **M** (for Mark) when "th" is in the misspelled area of the Spell screen. The word "th" will be marked with an asterisk (\*), or the currently selected character option, so that you can find it easily in Microsoft Word to correct it. Spell will then go on to the next word.

## To Save Changes in A Document

When you have completed your review and proofing of the current document, Spell will display REVIEW DONE automatically and will prompt you to Enter Y to process, N to discard changes, or Esc for previous.

Type Y to save the changes you have made while proofing. If you were to type N the changes would be discarded and the document would remain uncorrected. If you were to press **(ESC)**, Spell would return you to the previous word you were proofing and you could use the "previous" function to review earlier words before making a final decision to save or discard the corrections. Remember, typing R (for Resume) will quickly return you to the last place you had reached in the proofing process.

After you choose Y, Spell will allow you to either proof another document or to quit. To proof another document, type P for Proof, then type the drive letter and the filename and press **(Return)**. After you chose N, Spell will terminate the MS Spell program and return you to P.A.M.

## To Quit Spell

When you have finished using the various features of Spell you

Type Q (for Quit).

If you have processed the corrections, Spell returns you to the P.A.M. screen.

If you have not made your final decision about how to handle the corrections, Spell asks you to type Y to process, N to discard, or Esc for previous, before quitting.

---

## Summary of Spell Operation

### To Start Spell

1. Choose **MS SPELL** from P.A.M.
2. Insert your document data disc in a blank drive.

On the Touchscreen this will usually be drive B.

On The PORTABLE and The Portable PLUS, this will require you to copy your document to the electronic disc (drive A), -OR- to insert your document disc into drive C.

### To Proof a Document

3. Type **P** (for Proof) and press **Return**.
4. Type the disc drive letter, a colon, and the file name, then press **Return**.

On the Touchscreen, this will typically be **B:filename**.

On The PORTABLE and The Portable PLUS, this will typically be **C:filename**.



## To Review the Document

5. Choose the commands (Add, Correct, Ignore, or Mark) to deal with "unknown" (misspelled) words.
6. Press **Return** after you have reviewed all "unknown" words to make the corrections to the document. Spell then prompts you to type **Y** (save), type **N** (discard) or press **ESC** (review) to make changes to the document.

## To Edit Another Document or Quit Spell

7. Type **P** (for Proof) to review another document. You will then need to enter the file name (preceded by a drive and colon) of the document -OR-
8. Type **Q** (to Quit) Spell and return to P.A.M.





# 2

## Adding Words to Dictionaries

---

### Overview of Chapter 2

Spell presents words for correction if the word does not appear in one of the dictionaries -- main, document, or user. In addition to misspellings and typographical errors which Spell will present for your review, most of the words needing correction will be one of the following types:

- Plurals of words that are in the dictionary in singular form only
- Possessives of words and names
- Names of people, organizations, and products
- Jargon and technical terms not in the dictionary
- Abbreviations

**Note:** Single letters and numbers are not presented for correction.

It can be time consuming, however, to have Spell present your company name or people's names every time you write a letter. Moreover, you may want to have Spell check up on your spelling of words that are not in the dictionary, particularly if you use these words often. Spell provides the Add command during the review phase so you can add words to one of the three available dictionaries.

---

## The Dictionaries

Spell's ability to use three different dictionaries gives you control and flexibility during spelling checking. Each dictionary serves a different purpose. Each one is discussed in the sections that follow.

Note



---

Spell has three named dictionaries, but in fact there are five dictionary files. You may change the Update Main dictionary, any User dictionaries, or any Document dictionaries. You may NOT change the Main (Standard) dictionary or the Frequently Used Words dictionary.

---

### The Main Dictionary

The main dictionary is the dictionary provided on the Spell disc. Spell consults this dictionary first during the proofing phase. If the words you use will appear in all documents, place them in the main (standard) dictionary.

If the word is not in the main dictionary, Spell next consults the update dictionary -- a file that contains your additions to the main dictionary. If the word is not in the main or the update dictionary, Spell next consults the document dictionary, if one exists.

### The Document Dictionary

The document dictionary is a dictionary you can create and expand as you review and correct a document. Spell attaches the document dictionary to the document and gives the document dictionary the same file name, but a different suffix -- .CMP. The document dictionary is useful for storing words that are peculiar to a single document.

If the word is not in the document dictionary, Spell next consults the user dictionary, which you name in the Dictionary command. This is described in "How to Add Words to Dictionaries" later in this chapter.

## **The User Dictionary**

The user dictionary is a dictionary you can expand as you review and correct many documents. You create a user dictionary by giving its name in the Dictionary command before you choose the Proof command. You also use the Dictionary command to tell Spell to use an existing user dictionary. The user dictionary is useful for storing words that appear in specific groups or types of documents. For example, you may have one user dictionary for all documents that deal with computers and another for all documents that deal with stocks and bonds.

## **Dictionary Hints**

If the word will appear in all documents, place them in the main (standard) dictionary.

If the words will only appear in a single document, place them in the document dictionary.

If the words will only appear in a specific group of documents, place them in a user dictionary.

Try to keep the number of dictionary entries Spell must search as small as possible to keep the proofing phase as fast as possible. This means you should carefully consider how often a word will appear in your documents and add the word to the appropriate dictionary. Some words you may decide not to add to any of the three dictionaries.

---

## How to Add Words to Dictionaries

There are two ways you can add words to dictionaries:

- Add words while reviewing a document
- Create a user dictionary file directly

### Adding Words from a Document

To add words from a document to a user dictionary:

1. Start Spell from P.A.M.
  - On the Touchscreen computers:
    - Insert the Microsoft Spell disc
    - Press Reread Discs
    - Select **MSSpell**.
    - Press Start Applic or **Return**
  - On the Portable computers:
    - Be sure the Microsoft Spell disc is in drive C.
    - Press Reread Discs
    - Select **MSSpell**.
    - Press **Start Applic** or **Return**.

Note



---

Be sure your MS Word document is accessible. (Usually this will be a data disc in drive B: for the Touchscreen and the Electronic Disc, drive A:, or an external disc, in drive C: for The PORTABLE and The Portable PLUS).

---

2. After you choose **Dictionary** to add words to a user dictionary.
  - Type the name of the user dictionary you want and Press **(Return)** -OR-
  - Press a direction key to see a list of available User dictionaries. Select one with a direction key and press **(Return)** -OR-
  - If you pressed **D** for dictionary, and the dictionary is the one you want, you **MUST** retype the dictionary file name without the **.CMP** extension, and press **(Return)** -OR-
  - Press **(ESC)** to exit.
3. Type **P** (for Proof) and press **(Return)**.
4. Type the name of the document you want to check. Spell will check the document for misspellings and other words not in one of the dictionaries.
5. When you see a word you want to add to a dictionary, Type **A** to choose Add. The following menu will appear.

```
ADD word to: Standard Document User
Select dictionary to add word to
Total words: 278 Unique: 163 Unknown: 21      Microsoft Spell: A:TYPOS.DOC
```

6. Choose the dictionary where you want to add the word.
  - Type **S** (for Standard) to add to the main dictionary.
  - Type **D** (for Document) to add to the document dictionary. If this is the first entry, and the dictionary did not previously exist, Spell automatically creates the document dictionary now.
  - Type **U** (for User) to add to the user dictionary. If this is the first entry, and the dictionary did not previously exist, Spell automatically creates the user dictionary now. The user dictionary is the one you named in the Dictionary command.
  - You can use the spacebar to highlight the dictionary you want to use.

**Note.** If you did not give a user dictionary name in the dictionary command before choosing Proof, Spell creates a user dictionary with the name `SPECIALS.CMP`.

7. Press **Return** after you have made your choice in step 6. Spell will add the word to the dictionary you selected, and then display the next word for your review.

## Creating User Dictionaries Directly

To create a user dictionary directly from MS Word:

1. Start Microsoft Word.
2. Type the words you want in the dictionary and press **Return** after typing each word. Each word must be its own paragraph and listed in alphabetical order.
3. "Transfer Save" the document AS UNFORMATTED TEXT. It should be saved as **Filename.CMP**, where filename is the name of your document.



4. Quit Microsoft Word.
5. Start Microsoft Spell.
6. Use the Dictionary command to specify the name of the user dictionary.
7. Proof the document containing your word list and add all mismatched words to the User dictionary. The user dictionary file you just created is ready to use with Spell to check documents. When you want to use this file with Spell, choose Dictionary and type or select the name of the user dictionary file.

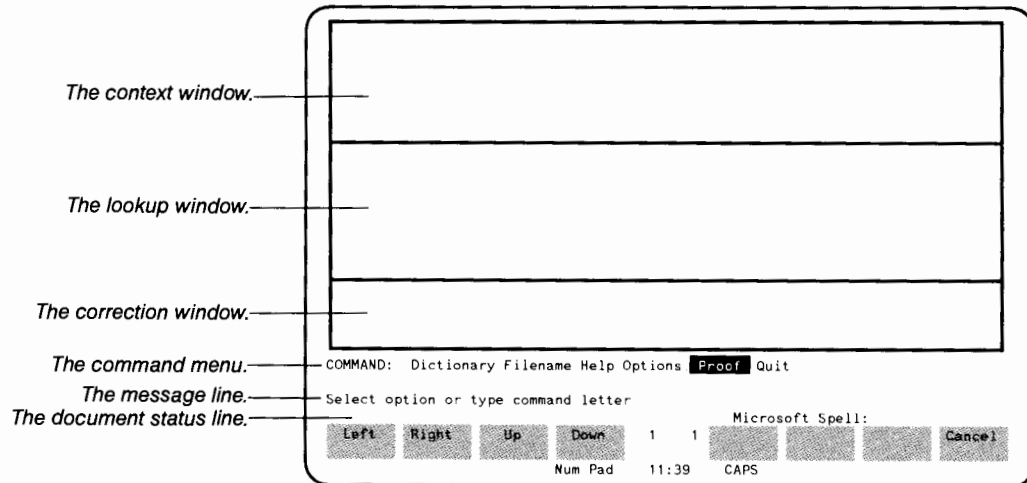


# 3

## The Spell Screen

The screen has three distinct areas which make it easier for you to use Spell. The areas of the screen and the four-line command area cannot be changed or removed from the screen. Each area of the screen is described below.

### The Screen



### **The Context Window**

The Context Window, in the top third of the screen, shows "unknown" words and the text around them while you are proofing. The context window may contain more than one misspelling, but only the word showing in the correction window will be affected by your actions.

### **The Lookup Window**

The Lookup Window, in the middle third of the screen, shows a list of alternative words when you choose Correct and press the direction keys while you are proofing. Nothing appears in it until you choose Correct and press a direction key to get a list of alternative words.

### **The Correction Window**

The Correction Window, in the bottom third of the screen, shows the word for you to act on while you are proofing. You use commands to act on misspelled words while proofing the document.

### **The Command Menu**

The Command Menu, the first two lines below the Correction Window, provides you with the following choices: Add Correct Help Ignore Mark Options Quit Resume Next Previous. **Ignore** will be highlighted. There are two ways you can select commands:

- Type the first letter of the choice you want -OR-
- Press the spacebar to move the highlight through the choices and press **Return** when the choice you want is highlighted.

**The Message Line**

The Message Line, the second from the last line on the display, gives you information about the next choice you need to make. Messages you see on the message line are explained in "Messages" (Chapter 5).

**The Document Status Line**

The Document Status Line (the last line on the display) gives you two kinds of information. The left part of the line tells you how many words are in your document: Total words, Unique words, and Unknown words. The right part of the line tells you that you are using Microsoft Spell and also the drive location and name of the document you are using.



# 4

## Commands

---

This chapter describes every Spell command in alphabetical order. You can choose commands one of two ways:

- Press the spacebar or backspace to highlight a command name, then press **Return** -or-
- Type the first letter of the command name.

## Add

ADD word to: Standard Document User

Adds word to one of the dictionaries. Use this command to create, as well as add to, a document dictionary. The standard (main) dictionary already exists on the Spell disc. The user dictionary is selected in the Dictionary command.

## Command Field

word to:

Choose the dictionary to which you want to add the word showing in the correction window. Your choices are:

**Standard.** Adds the word to the update main dictionary.

**Document.** Adds the word to a dictionary that Spell will attach to the current document. The document dictionary will be stored in a file named the same as the document, but with the extension .CMP. If the document dictionary does not yet exist, Spell creates it automatically when you choose this subcommand.

**User.** Adds the word to a dictionary you specify in the Dictionary command.

Note



---

if you did not give a user dictionary name in the Dictionary command before choosing Proof, Spell creates a user dictionary with the name SPECIALS.CMP.

---



## Correct

### CORRECT

Corrects the misspelling currently displayed in the correction window.

Type the correct word, or press a direction key to request a list of possible corrections in the lookup window. If you request a list, use the direction keys to highlight the correction you want, or type in the correction.

Spell looks up alternatives based upon:

- The letters that appear in the correction window.
- The option chosen in the "lookup" command field of the Options command (quick or complete).
- The letters and other characters you type in the command field of the Correct command.

You can type any sequence of letters, plus you can type question marks (?) or an asterisk (\*) in your inquiry word. A question mark stands for a single letter in the position where you type the question mark. For example, typing **f?d**, then pressing a **DIRECTION KEY** displays **FAD** and **FED**. An asterisk stands for one or more characters in the position where you type the asterisk. For example, typing **X\***, then pressing a **DIRECTION KEY** displays all words in the dictionaries that begin with the letter **X**.

If the list of alternatives is longer than will fit in the lookup window, Spell will display the message:

**Press enter to continue search or space to stop**

If you do not see the alternative you want in the list in the lookup window, press **(Return)** or **(Enter)** to see more of the list.

If after going through all the alternatives, by pressing **(Return)** or **(Enter)**, you do not see the one you want, press **(ESC)** to return to the Correct command and type in the word you want.

If you see the alternative you want in the lookup window, press the spacebar to lock it in and then use direction keys to highlight the word you want. Press **(Return)** to accept the highlighted word and go on to the next word in your document.

If you change your mind along the way, pressing **(ESC)** will return you to the Correct command in the Spell screen.

---

## Dictionary

### DICTIONARY

Names a user dictionary file for use with your document during a spell checking session. Use this command to create as well as specify the user dictionary you want to use.

Type the name of the user dictionary you want to use, omitting the .CMP suffix. If you specified a user dictionary already, its name appears in the command field. To continue using the same dictionary, press **(ESC)**. If the new user dictionary does not yet exist, Spell creates it automatically when you save your changes in Proof.

Press a direction key to request a list of available dictionary names. If you request a list, use the direction keys to highlight the name of the dictionary you want to use, then press **Return** to select the dictionary entry.

---

## Filename

### FILENAME :

Tells Spell which document you want to check. If you do not use this command, Spell chooses it automatically after you choose the **Proof** command.

Type the name of the document you want to check, or press a direction key to request a list of available documents. If you request a list, use the direction keys to highlight the name of the document you want, or type the document name and press **Return**. You can also type a drive letter and a colon, then press a direction key to look at documents in another disc drive.



---

Spell assumes the extension **.DOC**. If the document has a different extension, its name will not appear in the list and you must type the extension.

---

Spell assumes that the document is on the disc in the drive where it is running. If the document is located elsewhere, type the drive or the directory name as a prefix to the file name. For example, if the document **TYPOS.DOC** is on the disc in drive A, type **A: TYPOS** to see it. If you want to see a list of all **.DOC** files on drive A:, you would type **A:** then press a direction key and all the documents will be displayed.

## Help

Displays reference information about some Spell commands.

When you choose the **Help** command, you will see one of two menus, depending upon when you chose **Help**.

<b>If you chose Help</b>	<b>You will see this menu</b>
Before choosing the <b>Proof</b> command (from the Main Command menu)	<b>HELP: Resume Dictionary Options Proof</b>
While proofing a document (from the Proof menu)	<b>HELP: Resume Add Correct Options</b>

To see a help screen from Spell,

1. Type **H** (for Help)
2. Type the first letter of the command name for which you need help.
3. Type **R** (for Resume) to resume your proofing after you have finished with the help screen. If **Resume** is highlighted, press **Return** to resume your proofing.

---

**Ignore**

Leaves the word in the correction window as is and displays the next misspelling in alphabetical order.

---

**Mark**

Inserts a special character in front of the word in the correction window. The mark makes it easy to find and revise a word letter. Spell inserts the marking character which you have chosen from the Options "marking character" command field. It is an asterisk (\*) if you do not choose a different character.

---

**Next**

Moves to the next misspelling in alphabetical order. This command is active only after a Previous command is used. Next remains active until you return to the next word in the list that you have not acted upon. (The actions you would have used are: Add, Correct, Ignore, or Mark.)

Compare with the Resume command.

## Options

OPTIONS lookup: Quick Complete ignore all  
caps: Yes No marking character: #\/%&#+@

Provides choices for certain Spell actions.

## Command fields

lookup:

Choose the extent of the search (lookup) in the dictionaries

**Quick.** Tells Spell to assume that the first two letters of all words in the document are correct. It is a faster search method.

**Complete.** Tells Spell to assume that even the first two letters of the words in the document may be incorrect. Because Spell must check many more possibilities, the proofing phase will be longer.

**ignore all caps:**

Choose between ignoring words that contain all capital letters and checking them for spelling.

**Yes.** Tells Spell not to check the spelling of words that contain all capital letters. Spell still checks all words with all lowercase letters or with a mix of uppercase and lowercase letters. This option is useful for checking documents that contain program samples, which often contain terms (such as command names) written with all capital letters.

No. Tells Spell to check the spelling of all words, including those with capital letters.

**marking character:**

Choose the character you want to mark words with when you choose the Mark command during the correction phase. The characters have NO special meaning to Spell; the variety of choices lets you choose a character that does not otherwise appear in your document.

---

## Previous

Moves to the previous word in the misspelling list. You can move backward to the beginning of the list, one word at a time, with this command. This is useful if you want to change the action you took (Add, Correct, Ignore, or Mark) during the Spell session.

To move forward again, after you have used this Previous command:

- Choose Next to move forward one word at a time -or-
- Choose Resume to jump to the next word in the list that you haven't reviewed and acted upon.



---

You cannot use Previous from the first misspelled word, because no word preceded it.

---

---

## Proof

Tells Spell to check a document for misspellings, then to switch to the correction phase of the process.

Spell checks the file you named in the Filename command. If you did not use the Filename command, Spell asks you for a file name automatically. You'll see **FILENAME:** in the command window. Enter a document name, just as you would for the Filename command; that is, type the disc drive letter, a colon, and the file name -or- choose a name from the list. Remember, you do NOT have to type the drive letter and colon if your document disc is on the same drive you are using.

When Spell has finished checking the document, you'll see the following menu appear in the command area:

```
COMMAND: Add Correct Help Ignore Mark Options
Quit Resume Next Previous.
```

Choose the appropriate command to act on the misspelling that appears in the correction window.

---

## Quit

Tells Spell you want to quit and exit to P.A.M. (or MS-DOS)

When you choose Quit, but you have not yet directed Spell to process the changes in the document, Spell displays this message:

```
Enter Y to process, N to discard changes, or
Esc to resume
```



**Press Y.** Corrects the document. Spell will make the changes to the document, then quit and exit to P.A.M. (or MS-DOS).

**Press N.** Exits to P.A.M. (or MS-DOS). Spell discards the corrections you entered.

**Press Esc.** Continues reviewing and changing words. Spell will display the next word in alphabetical order that you have not yet reviewed and acted upon. The menu for the review phase will reappear.

---

## Resume

Choose Resume to jump to the next word in the list you haven't reviewed and acted upon. You will typically use Resume after having used two or more Previous commands. This command is active only after you have used the Previous command to move back through the list. Resume remains active until you return to the next word in the list that you have not yet acted upon. The actions include, Add, Correct, Ignore, or Mark.





# 5

## Messages

---

This directory lists in alphabetical order all the messages that may appear on the message line while you are working with Microsoft Spell. The probable causes of the messages are given, followed by a description of possible responses.

---

### The Messages

xxxx<----Not in Dictionary; Retype? (Y/N)

- You have typed your own correction in the Correct command. The word you typed is not in the dictionary, so Spell checks with you to be sure you have typed the correction you wanted.

If the word you typed is the one you want, type **N** to tell Spell to accept the correction as you typed it.

If the word you typed is not the one you want, type **Y** to tell Spell you want to retype the correction. Spell will return you to the Correct command.

xxxx words corrected

- You chose to make your corrections to the document. Spell reports the number of words you corrected with the Correct command.

Check the number to be sure you corrected all the words you wanted.

#### **xxxx words marked**

- You chose to make your corrections to the document. Spell reports the number of words you marked with the **Mark** command.

Check the number to be sure you marked all the words you wanted.

#### **Cannot read main dictionary**

- Spell cannot locate the main dictionary file -- **MAINDICT.CMP**. Either the file was deleted or the Spell program files were copied, but not the main dictionary file.

Check the Spell disc for **MAINDICT.CMP**. If the file is not on the disc, copy it from the master copy of Spell. If the file is on the disc, it may not work because it is damaged.

#### **Cannot read user input file**

One of the MS Spell utilities cannot find the document you want to use. The utilities cannot find a file if:

- The file is not on the disc.

Check the Spell disc for the name of the document. If the document is not on the disc, copy it to the Spell disc. If the document is on the disc, it may not work because it is damaged.

- You mistyped the document name.

Type the document name correctly.

- You omitted the drive letter (such as A:) when the document is on a disc in a different drive from the Spell disc.

Type the drive letter as part of the document name (for example, **A:typos**).

- You omitted the extension when the extension is other than **.DOC**.

Type the extension as part of the document name (for example, **typos.txt**).

- You typed the name of the utility (**WC** or **WORDFREQ**) to start it, but, did not type a document name on the same line.

Type the name of the utility, followed by a space, then the name of the document you want the utility to review. (For example, **wordfreq typos**).

#### **Cannot find the help screen file**

- You chose the Help command, but the help file **--SPELL.HLP --** is not on the Spell disc.

Check the Spell disc for **SPELL.HLP**. If the file is not on the disc, copy it from the master copy of Spell. If the file is on the disc it may not work because it is damaged.

#### **Cannot find tool *name*.COM**

- Spell cannot find the program file for one of the utilities it uses to check and correct a document.

Check the Spell disc for **PROOF.COM** (which proofs a document) and **MARKFIX.COM** (which marks a document for later corrections). If either file is not on the disc, copy it from the master copy of Spell. If the file is on the disc, it may not work because it is damaged.

### **Checking dictionaries**

- You chose the Correct command, then pressed one of the direction keys to request a list of possible corrections. Spell is telling you what it is doing.

Wait until the list of possible corrections appears in the lookup window, then select the correction you want or type your own correction.

### **Checking Document Dictionary**

- You chose the Proof command. Spell is checking the words in the document against the words in the document dictionary.

Wait for Spell to finish checking the spellings in the document, then review the misspellings that Spell found.

### **Checking Main Dictionary**

- You chose the Proof command. Spell is checking the words in the document against the words in the main dictionary.

Wait for Spell to finish checking the spelling in the document, then review the misspellings that Spell found.

### **Checking User Dictionary**

- You chose the Proof command. Spell is checking the words in the document against the words in the user dictionary.

Wait for Spell to finish checking the spelling in the document, then review the misspellings that Spell found.

### **Correcting file**

- Spell is correcting the document.

Wait for Spell to finish the corrections, then continue your work.

### **Enter correct spelling or press direction keys for alternative**

- You chose the Correct command.

Either type a correction -or- press a direction key to request a list of possible corrections.

### **Enter filename of document to proof**

- Either you chose the filename command -or- you choose the Proof command without first using the Filename command.

Type the name of the document you want to check -or- press a direction key to request a list of available documents. When the list appears, press the direction keys to move the highlight to the name of the document you want to check.

### **Enter filename of User Dictionary to use**

- You chose the Dictionary command.

Type the name of the user dictionary you want to use in conjunction with the main dictionary and document dictionary (if any) to check the spelling of the document.

**Enter Y to process, N to discard, or Esc for previous**

- You reviewed and acted on all misspellings. Spell is ready to correct the document and awaits your command.

Type **Y** (for Yes) if you want Spell to correct the document. When Spell is done correcting the document, you can proof another one, if you wish.

Type **N** (for No) if you do not want Spell to correct the document. Spell will quit and discard the corrections you have entered.

Press **(ESC)** if you want to go back to re-review corrections you have entered.

**Enter Y to process, N to discard, or Esc to resume**

- You chose Quit before you finished reviewing all the misspellings. Spell asks you what you want to do with the corrections you have entered so far.

Type **Y** if you want to correct the document with the corrections you have entered so far. Spell quits after making the corrections.

Type **N** if you want to quit and discard the corrections you have entered so far.

Press **(ESC)** if you want to continue reviewing misspellings. Spell resumes at the next word in alphabetical order that you have not yet reviewed and acted upon.



## **File not found**

You chose the **Filename** command, or you chose the **Proof** command without first using the **Filename** command, then typed the name of a document that Spell cannot find. Spell cannot find a file if:

- The file was not on the disc.

Check the Spell disc for the name of the document. If the document is not on the disc, copy it to the Spell disc. If the document is on the disc, it may not work because it is damaged.

- You mistyped the document name

Type the document name correctly.

- You omitted the drive letter (such as A:) when the document is on a disc in a drive other than the default drive.

Type the drive letter as part of the document name (for example, a:typos).

- You omitted the extension when the extension is other than **.DOC**. MS Word automatically gives documents **.DOC** extensions.

Type the extension as part of the document name (for example, typos.txt).

### **Invalid filename**

- You chose the Dictionary command or the Filename command, then tried to carry out the command without typing a file name.

Type a correct file name - or press **(ESC)** to cancel the command without entering a name.

### **Invalid word entered**

- You chose the Correct command, then tried to carry out the command without typing or selecting a correction (the command field is blank).

Either type a correction -or- press a direction key to request a list of possible corrections.

### **No incorrect words were found**

- You chose the Proof command, and Spell found no misspellings in the document.

Either check another document -or- quit Spell.

### **No words found**

- You chose the Correct command, then pressed a direction key to request a list of possible corrections. Spell was unable to match the misspellings to an entry in any of the dictionaries it consulted.

Type the correction.

### Not enough disc or directory space

- You chose the Proof command. The disc or directory where Spell tried to create a file to store the misspellings did not contain enough free space for the file.

Change the disc or the directory where Spell creates the file for the misspellings. Spell places the file -- named **ERRWORDS.TXT** -- on the disc or the directory from which you started Spell. You will need to copy the Spell program and necessary dictionaries onto the replacement disc or new directory. The necessary dictionaries are MAINDICT.CMP, the document dictionary (if any), and only the user dictionaries that apply to the document you are checking. As an alternative, you could erase or move some files from the Spell program disc or directory.

### Press enter to continue search or space to stop

- You chose the Correct command, then pressed a direction key to request a list of possible corrections. Spell found more alternatives than would fit within the lookup window.

If you see the alternative you want to use as the correction, press the spacebar, then press the direction keys to move the highlight to the word you want. Press **(Return)** to carry out the command.

If you do not see the alternative you want to use as the correction, press **(Return)** or **(Enter)** to see more of the list.

If you want to stop viewing the lookup lists, press **(ESC)**.

### Reading document

- You chose the Proof command, and Spell is retrieving the document to begin checking the spelling.

Wait for Spell to finish checking the document, then review the misspellings.

### Select correction with direction keys

- You chose the Correct command, then pressed one of the direction keys to request a list of possible corrections.

Either press the direction keys to select a correction from the list -or- type your own correction.

### Select dictionary to add word to

- You chose the Add command, You have three choices: Standard, Document, and User.

Type the first letter of the dictionary to which you want to add the word in the correction window. (S = standard (main) dictionary; D = document dictionary; U = user dictionary). You can also use the spacebar to highlight a dictionary choice and then press **Return** to add the word to that dictionary.

### Select option

- You chose either the Options command or the second command field of the Correct command.

Either press the first letter of the option you want -or- press the spacebar to move the highlight to the right or backspace to move it to the left. Then, press **Return** to carry out the command.

### Select option or type command letter

- You see the main command menu. Spell is ready for you to choose a command.

Either press the first letter of the command you want -or- press the spacebar to move the highlight to the right or backspace to move it to the left. Then, press **Return** to choose the command.

**Total Words:xxxx Unique:xxx Unknown:xxx**

- You have chosen the Proof command, and Spell has finished checking the document. This message is a report on the document.

Total words is the total of all the words in the document. If the word *the* was used twenty times in the document, then it counts as twenty words in the Total words statistic.

Unique means all the different words in the document without counting duplications of the same word. For example, the word *the* may appear twenty times in the document, but it counts only once in the Unique statistic.

Unknown means all the words in the document that Spell cannot find in any of the dictionaries it searched during the proofing phase.

Proceed with the review phase. The statistics remain in the status line until you have finished correcting the document.



## Verifying

- You typed a correction for the Correct command, and Spell is checking the dictionary for the word you typed.

Wait for Spell to finish checking the dictionary. If Spell finds the word in the dictionary, Spell makes the correction, then goes on to the next misspelling.

If Spell does not find the word in the dictionary, Spell displays the message, `xxxx <---Not in Dictionary; Retype? (Y/N)`. Type **N** if the word you typed is the way you want it -OR- type **Y** if you want to retype the word.

### **WARNING This tool is damaged**

- You attempted to start Spell or one of the utilities, but the copy of the program on the disc is damaged and unusable.

If the disc is a copy of the original disc, make a new copy to use.

### **WARNING Word too large**

- You chose the Proof command for a document that contains words longer than 30 letters. Spell is warning you that it cannot check these long words. However, Spell will present the long words for your review.

When you see the long words, inspect them for errors. Type a correction, if necessary.

### **Word too large to lookup**

- Spell found a misspelling longer than 30 characters and you requested the Correct command to show you a list of possible corrections.

Inspect the word for errors. If you see any, study the context window for clues to your intention. Type a correction.

### **Word too short to lookup**

- Spell found a misspelling shorter than four characters and you requested the Correct command to show you a list of possible corrections. Spell needs at least four letters to search for. Otherwise, Spell might have to display an extremely large list of possibilities.

Study the context window for clues to your intention. Type a correction.





# 6

## Spell Utilities

---

### The Utilities

The next five chapters describe the special utilities that come with Microsoft Spell. These utilities are:

- Lookup
- Word Count
- Word Frequency
- Anagram
- Find

The first three utilities -- Lookup, Word Count, and Word Frequency will be most helpful when working with Microsoft Word documents. Anagram and Find will be of benefit to writers, crossword puzzle players, and others who need to find which combinations of letters make up different words.

---

### How to Use the Utilities

#### On The Touchscreen Computers

The five utilities are used from either P.A.M. or MS-DOS with the Touchscreen computers. It is usually quicker to use them from the P.A.M. screen, but either method works. The utilities operate identically regardless of how you get into them. When you quit using each utility you will return to either P.A.M. or MS-DOS, depending upon how you started using it.

## Note



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When running from MS-DOS, be sure to type the drive location letter and a colon and press **(Return)** to let MS-DOS know the drive your MS Spell disc is in. For example: From the MS-DOS prompt, A>, type **B:** and press **(Return)** to get the new MS-DOS prompt, B>. Now you can run the utilities directly from the MS Spell disc in drive B. When you finish using the utilities from MS-DOS, type **exit** and press **(Return)** to return to P.A.M.

---

### On The PORTABLE and The Portable PLUS Computers

The five utilities are used **ONLY** from the MS-DOS prompt with the Portable computers. To use any of the utilities you first must start the **DOS Commands** program from P.A.M., then at the MS-DOS prompt, type **C:** and press **(Return)**. This instructs your Portable computer to get the utilities from drive C (where the MS Spell program was installed).

## A Summary of Utility Command Names

When using the MS Spell Utilities from MS-DOS, the command names have abbreviations or initials that are not fully consistent. This chart will help you remember which utility program is available with which command name.

Utility Name	Command Name
Lookup	LOOKUP
Word Count	WC
Word Frequency	WORDFREQ
Anagram	ANAGRAM
Pattern Find	FIND

Note



---

Each chapter that follows will provide you with specific instructions for using the utilities on your computer. The differences in how you start each utility, as mentioned above, should guide you in their use.

---



# 7

## Lookup

---

Lookup is a program you can use to check spelling of particular words apart from a document. Instead of leafing through a dictionary to check a word's spelling before you use it, you can ask Lookup to check spelling for you.

---

### Starting Lookup

The Lookup program runs by itself, outside Microsoft Spell or Word. If you have Spell or Word running, quit. If you were using Word from your Touchscreen computer, remove the Word program disc from its drive and insert the Spell disc. Press **Reread Discs** to use Lookup. With the Portable computers, you will use Lookup from MS-DOS Commands which are accessible from P.A.M.

### To Start Lookup

If you have a Touchscreen computer, you may run Lookup from P.A.M. by selecting the **Lookup** label on the screen and pressing **Return** or **Start Applic.**

If you run Lookup from MS-DOS, type **lookup** at the MS-DOS prompt, and press **Return** to start the Lookup program.

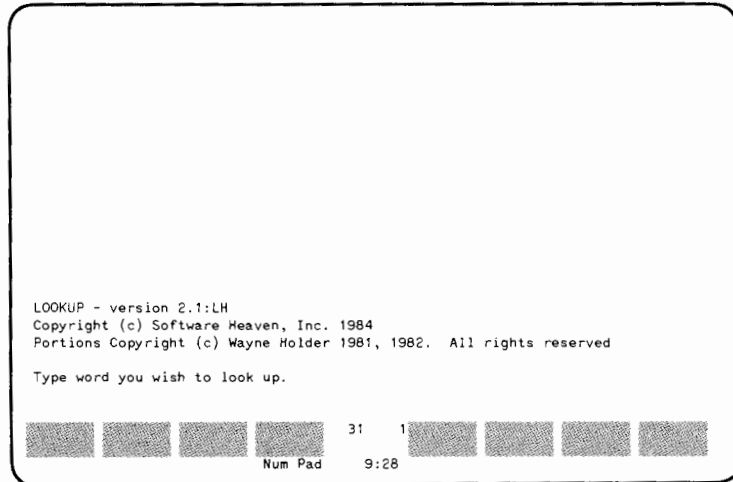
Note



---

Be sure to include the drive letter and a colon before typing lookup if your MS Spell disc is not in the same drive as shown by the MS-DOS prompt. With The PORTABLE and The Portable PLUS computers you need to type C: and press **Return** to use lookup from the same drive to which MS Spell was installed. Then type **lookup**, and press **Return**.

---

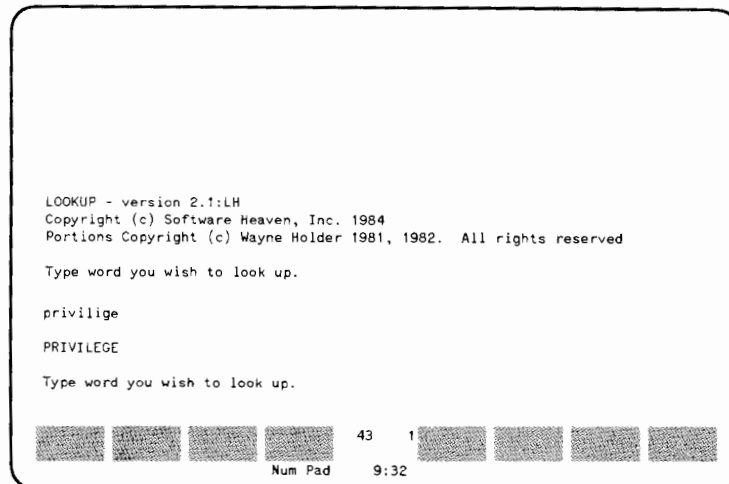


Lookup asks you to Type word you wish to look up.

Type the word whose correct spelling you want to confirm, and press **Return**.

**Note.** The word must have four or more letters. Lookup does not recognize words of three or fewer letters.





The screen above shows what happens when you look up the spelling of *privilege*. Notice that it provides you with the correct spelling, PRIVILEGE.

## To Quit Lookup

When you finish with the Lookup program, press **Return** without typing a lookup word. If you started from P.A.M. (on the Touchscreen computer) you will return to P.A.M. If you started from MS-DOS you will return to the MS-DOS prompt.



# 8

## Word Count

---

Word Count is a program you can use to count the number of words in a document. The Word Count program gives you the count more quickly because it does not check the spelling of the words.

---

### Starting Word Count

The Word Count program runs by itself outside Microsoft Spell or Word. If you have Spell or Word running, quit. If you were using Word from your Touchscreen computer, remove the Word program disc from its drive and insert the Spell disc. Press **Reread discs** to use Word Count. With the Portable computers, you will use Word Count from MS-DOS Commands which are accessible from P.A.M.

### To Start Word Count

If you have a Touchscreen computer, you may run Word Count from P.A.M. by selecting the **Word Count** label on the screen and pressing **(Return)** or **Start Applic**. You will be asked to type the filename. Type the name of your document, remembering to include the drive letter and a colon, since your document will probably not be on your MS Spell disc, then press **(Return)**.

If you run Word Count from MS-DOS, type, **WC** at the MS-DOS prompt, followed by a space, and the name of the document for which you want a word count. Remember to enter the disc drive letter and a colon preceding the file name. (For example, A: typos.txt). If the extension is other





# 9

## Word Frequency

Word Frequency is a program you can use to count the number of times you used words in a document. It counts the total number of words, the number of unique words, and the number of words appearing only once in a document.

### Starting Word Frequency

The Word Frequency program runs by itself, outside Microsoft Spell or Word. If you have Spell or Word running, quit. If you were using Word from your Touchscreen computer, remove the Word program disc and insert the Spell disc. Press **Reread discs** to use Word Frequency. With the Portable computers, you will use Word Frequency from MS-DOS Commands which are accessible from P.A.M.

### To Start Word Frequency

If you have a Touchscreen computer, you may run Word Frequency from P.A.M. by selecting the **WordFrequency** label on the screen and pressing **(Return)** or **Start Applic.** You will be asked to type the filename. Type the name of your document, remembering to include the drive letter and a colon, since your document will probably not be on your MS Spell disc, then press **(Return)**.

If you run Word Frequency from MS-DOS, type, **wordfreq** at the MS-DOS prompt, followed by a space, and the file name of the document for which you want to know the word frequency.



## Reviewing Word Frequency

As the Word Frequency program counts the words in a document, the program compiles a list of all the unique words and stores them in another file. Next to each word in the file, Word Frequency shows how many times each word was used in the document. The words are listed in order of frequency. The most frequently used words are listed in the order they appear in the document.

This frequency file has the same file name as the original document, but Word Frequency gives the frequency file the suffix `.FRQ`. You can display the file on the screen, or you can print the file on a printer.

## To View a Frequency List

You may choose to view a Frequency list any of the following ways:

- On the screen, only
- On the printer, only
- On the screen and the printer at the same time

### On the screen

From the MS-DOS prompt, type `type` followed by a space, and the name of the file (including its disc drive or directory letter) and the suffix `.FRQ`.

Press `Return`.

## Note



---

The frequency list is a single column, which for very long documents takes several pages to print. You can edit the frequency file with MS Word. If you change the number of columns in `Format Division` to `3`, the list will print in three columns, which will save you paper. In this case, you must print the list from Word. You cannot use the DOS commands, `TYPE` or `COPY`.

---

### On the printer

From the MS-DOS prompt, type `print` followed by a space, and the name of the file (including its disc drive or directory letter) and the suffix `.FRQ`.

Press `(Return)`.

### On the screen and the printer at the same time

From the MS-DOS prompt, hold down `(CTRL)` and press `[P]`.

Type `type` followed by a space, and the name of the file (including its disc drive or directory letter) and the suffix `.FRQ`.

Press `(Return)`.

When the printing is done, hold down `(CTRL)` and press `[P]` again.

## **To Quit Word Frequency**

When running Word Frequency from P.A.M. (on the Touchscreen computer) Word Frequency asks you to press Return to terminate. It then exits to P.A.M.

When running Word Frequency from MS-DOS it automatically exits after counting the frequency of words in your document and then returns you to the MS-DOS prompt.





# 10

## Anagram

---

Anagram is a program you can use to unscramble words or to create a list of words that can be formed using all the letters of a particular word no matter what sequence they are in when you enter them.

---

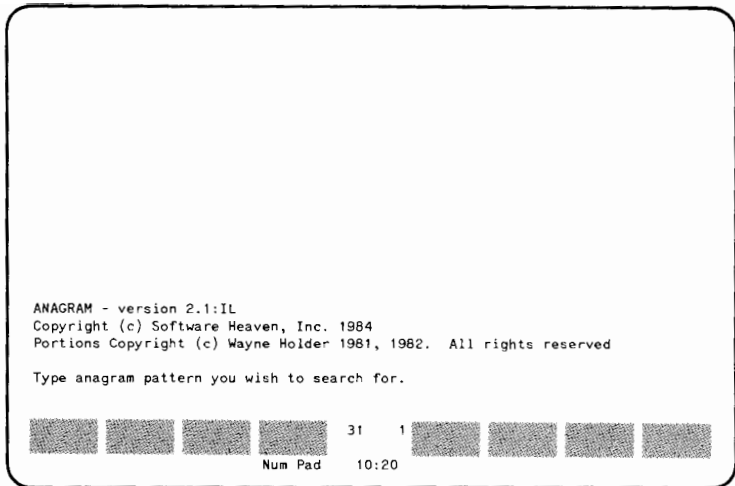
### Starting Anagram

The Anagram program runs by itself, outside Microsoft Spell or Word. If you have Spell or Word running, quit. If you were using Word from your Touchscreen computer, remove the Word program disc from its drive and insert the Spell disc. Press **Reread Discs** to use Anagram. With the Portable computers, you will use Anagram from MS-DOS Commands which are accessible from P.A.M.

### To Start Anagram

If you have a Touchscreen computer, you may run Anagram from P.A.M. by selecting the **Anagram** label on the screen and pressing **(Return)** or **Start Applic.**

If you have chosen to run Anagram from MS-DOS, type **anagram** at the MS-DOS prompt, and press **(Return)** to start the Anagram program.



The Microsoft Spell Anagram screen asks you to Type anagram pattern you wish to search for.

Type the "source word" you want to search for anagram patterns and press **Return**.







## **To Quit Anagram**

When you are done with the Anagram program, press **Return** without typing a source word. If you are running Anagram from P.A.M. (on the Touchscreen computer) you will return to P.A.M. If you are running from MS-DOS you will return to the MS-DOS prompt.

# 11

## Pattern Find

---

Pattern Find is a program you can use to look up words to match a particular word pattern. For example, "a five letter word containing two e's" is a typical crossword puzzle question for which you might want to use Pattern Find.

---

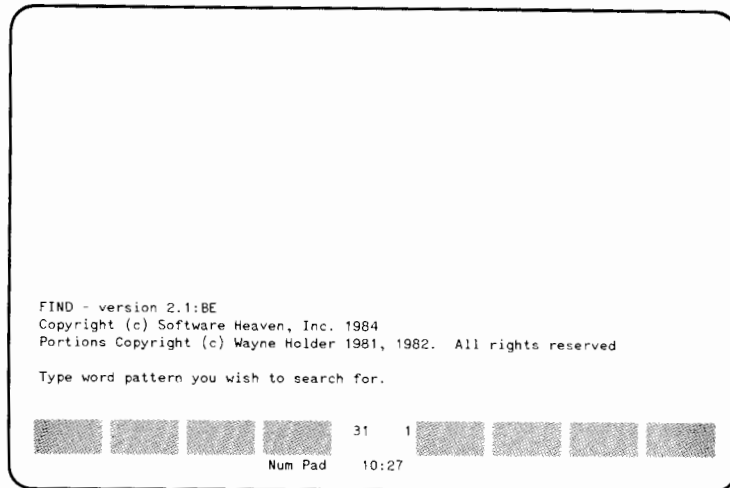
### Starting Pattern Find

The Pattern Find program runs by itself, outside Microsoft Spell or Word. If you have Spell or Word running, quit. If you were using Word from your Touchscreen computer, remove the Word program disc and insert the Spell disc. Press **Reread Discs** to use Pattern Find. With the Portable computers, you will use Pattern Find from MS-DOS Commands which are accessible from P.A.M.

### To Start Pattern Find

If you have a Touchscreen computer, you may run Pattern Find from P.A.M. by selecting the **Pattern Find** label on the screen and pressing **(Return)** or **Start Applic.**

If you run Pattern Find from MS-DOS, type **find** at the MS-DOS prompt, and press **(Return)** to start the Pattern Find program.



The Pattern Find screen asks you to Type word pattern you wish to search for.

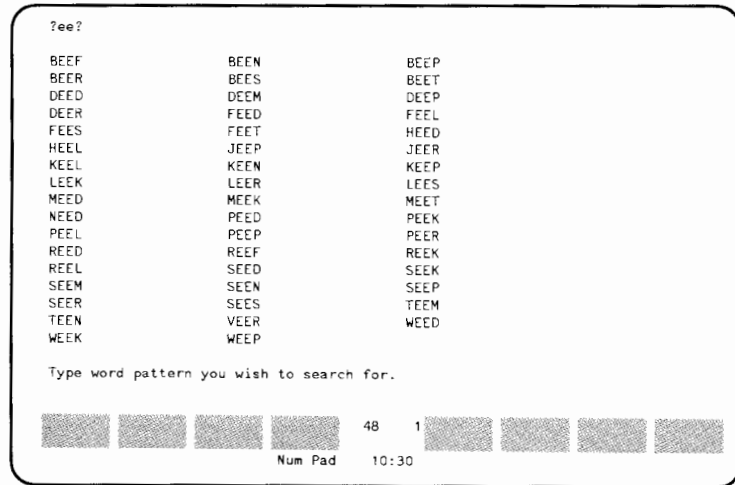
Type a word pattern and press **Return**.

The word pattern is the combination of letters (word) you want Pattern Find to look up. You can type part of a word, then type either question marks (?) or asterisks (\*) for the unknown letters.

Pattern Find replaces each question mark with a single letter in the exact position in the word pattern where the question mark is located. Pattern Find replaces an asterisk with several characters. Thus, an asterisk is helpful for finding words when you aren't sure of either the spelling or of how many letters the word has.



The following illustration shows the result of typing ?ee? as the word pattern.



Pattern Find identified 50 words with two "e's" between a beginning and ending letter.

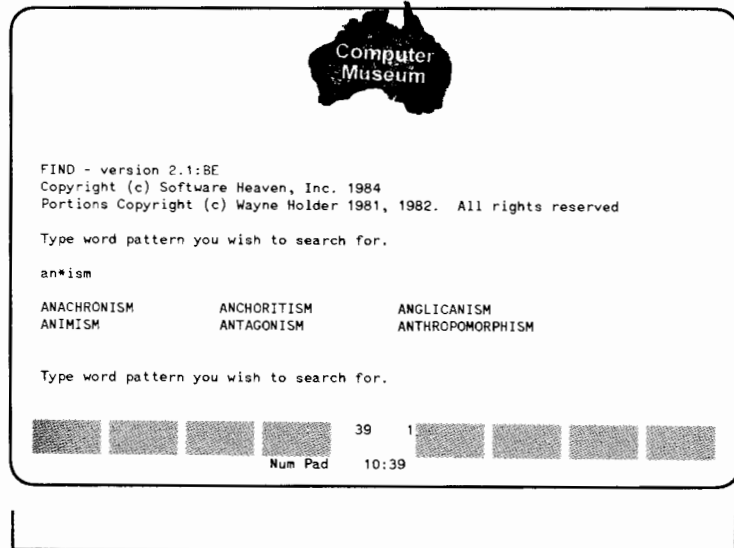


## To Do a Quick Find

If you want to look up only one word pattern, you can start the program and give it a word pattern at the same time. From the MS-DOS prompt, type **find** followed by a space, and the word pattern you want to search.

Press **Return**. Pattern Find will start and conduct its search for the word pattern you want and display the words it found on the screen. When Pattern Find is finished, it will exit automatically.

The following illustration shows what you will see on the screen if you type **find an\*ism**, then press **Return**.



In this case Pattern Find came up with six words.

## **To Quit Pattern Find**

When you have finished with the Pattern Find program, press **(Return)** without typing a word pattern. If you are running Pattern Find from P.A.M. (on the Touchscreen computer), you will return to P.A.M. If you are running from MS-DOS, you will return to the MS-DOS prompt.

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## Microsoft Spell

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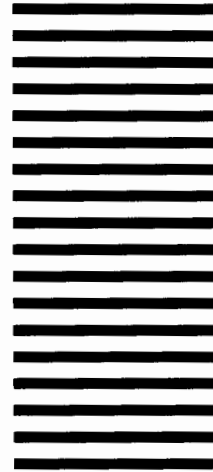


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