Xerox ViewPoint

VP Spelling Checker Training

XEROX

VP Spelling Checker
Training

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographical errors will be corrected in subsequent editions.

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Table of contents

1.   Getting started

The Xerox ViewPoint Spelling Checker is an optional software application for the 6085 Professional Computer System and 8010 Information System. Using the VP Spelling Checker, you can correct the spelling of words in documents.

When you finish this training guide, you will be able to do the following:

• Correct the spelling of words.

• Create a custom dictionary.

This training guide assumes that you have completed the *ViewPoint QuickStart Training* guide. If you have not yet worked through that guide, complete it now before continuing with this guide.

Training guide exercises

This training guide provides exercises that illustrate typical ways of working with the VP Spelling Checker. In these exercises, you correct the spelling of words in three memoranda from the fictional Gamma Corporation.

You can apply the techniques presented here when correcting the spelling of words in your own documents. For complete information on the VP Spelling Checker, refer to the *Document Editor Options Reference* volume of the *VP Series Reference Library*.

Hardware and software you need to begin training

Before you begin your training, make sure you have the following hardware and software:

* An operating 6085 or 8010 workstation with a desktop, a fully qualified user name, and a password. If you have a 6085 or 8010 workstation that is part of a network, you can get help from your system administrator. If your workstation is a Standalone or Documenter, you can get help from the *Workstation Administration and System Resources Reference* volume.

* Default User Profile settings. The User Profile lists the settings that control your desktop. The procedures in this training guide are designed for desktops using the default User Profile settings. Check with your system administrator to make sure your desktop has the default User Profile settings, or refer to the *General User Reference* volume.

Check the status of your applications before you begin training; consult with your system administrator or follow the next procedure.

Checking the status of applications

1. **Open** the Directory icon.

2. **Open** the Workstation divider.

3. **Open** the Loader.

4. **Compare** the list of applications in the Loader window with the list of applications here.

   * VP Document Editor

   * VP Spelling Checker

Additional applications may be running.

If the Loader lists the applications you need and their STATUS column is set to RUNNING, select [Close All] in the Loader window header.

If the applications you need are not listed in the Loader, consult your system administrator or refer to the *General User Reference* volume for information on installing, enabling, and running the applications in the above sequence.

If the applications you need are listed, but the STATUS column is set to IDLE, change the status of the applications as described next.

Running applications

If the STATUS column of an application you need is set to IDLE, change it to RUNNING.

1. **Select** the application.

2. **Select** [Run] in the Loader window header.

3. **Select** [Close All] in the Loader window header when you are finished setting applications to RUNNING.

You can also set applications to run automatically; refer to the *General User Reference* volume for this procedure.

Training exercise documents
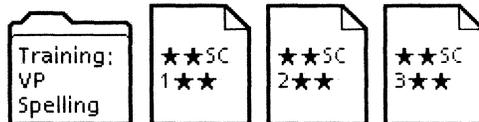
To assist you in completing the training exercises, a training folder named "Training: VP Spelling Checker" accompanies this training guide. This folder is located on the floppy disk titled "VP Training Exercises."

If the training folder and exercise documents are not already on your desktop, copy them there now. If you need help, refer to the following procedures.

Copying the training folder to the desktop

1. **Insert** the "VP Training Exercises" disk in the floppy disk drive, and **close** the door.

2. **Open** the Floppy Drive icon.

   The Floppy Drive window lists the contents of the floppy disk.

   If you do not have a Floppy Drive icon on your desktop, refer to the *General User Reference* volume for the procedure to copy the icon, or ask your system administrator.
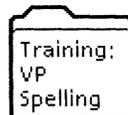
3. **Select** the "Training: VP Spelling Checker" folder, and **press** <COPY>.

4. **Select** a location on the desktop.

5. **Select** [Close] in the Floppy Drive window header.

6. **Remove** the floppy disk from the floppy disk drive, and **put** it in a safe location.

Copying the exercise documents to the desktop

Do not work with the exercise documents inside the training folder. Copy the exercise documents to the desktop.

1. **Open** "Training: VP Spelling Checker," and **select** the documents in the folder.

2. **Press** <COPY>, and **select** a location on the desktop.

3. **Select** [Close] in the "Training: VP Spelling Checker" folder window header.

The exercise documents are now on the desktop.

Two final notes before you begin:

- This training guide uses underlining to indicate information that you type; however, you do not need to underline the information you type.

- As you use this training guide, you will see terms in **_bold italic_** type. You can find more information on these terms in the Glossary, which is located in the _QuickFind Reference_ volume.

You are ready to start training.

2. Correcting the spelling of words

In this chapter, you correct the spelling of words, both individually and automatically. You display the Spelling Checker option sheet, correct the spelling of words in selected text, and correct the spelling of words in the remaining text in the exercise document.

The VP Spelling Checker uses a standard American English dictionary to check the spelling of words in a document. This dictionary consists of about 105,000 words, and includes common proper names.

Each time you use the VP Spelling Checker, it compares the words in your document to the words in the standard dictionary. If it cannot find a word that matches the spelling of a word in the document, it highlights the word in the document and displays it on the Spelling Checker option sheet so that you can correct it.

You can also create your own dictionaries. In the next chapter, you learn how to create a custom dictionary.

Displaying the Spelling Checker option sheet

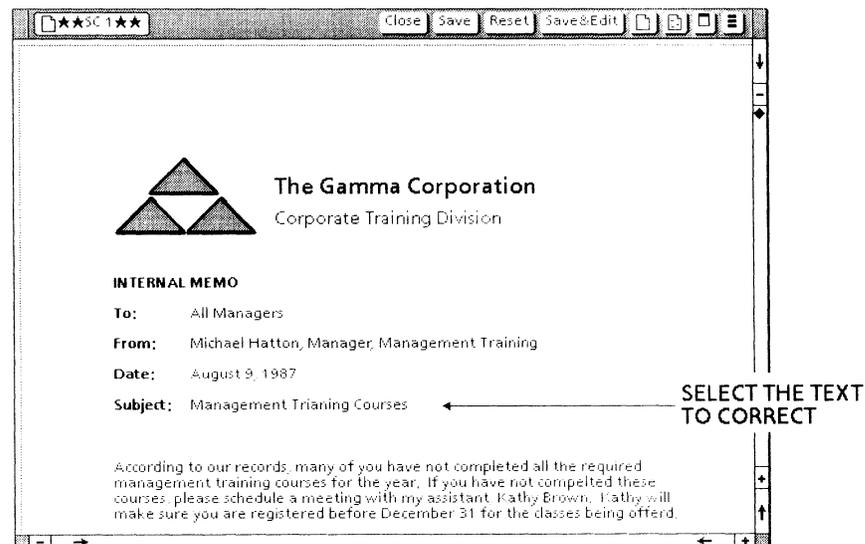1. **Open** exercise document ★★SC 1★★, and **select** [Edit].

2. Select [Spelling Checker] from the desktop auxiliary menu (in the far upper right corner of the desktop).

The Spelling Checker option sheet appears on your desktop.

— CORRECTION FIELD

— DICTIONARY WORD
COUNT
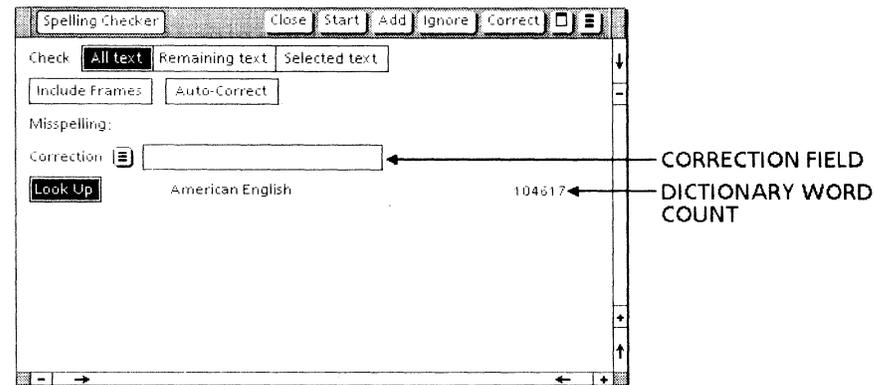
Correcting the spelling of selected text

1. Select the "Subject:" line of the memo.

SELECT THE TEXT
TO CORRECT

2. **Select** [Selected text] for the Check option on the Spelling Checker option sheet.

   This option tells the VP Spelling Checker to check the spelling of words only in text that you select.

3. **Select** [Look Up] next to American English, if it is not already selected.

   This selection tells the VP Spelling Checker to compare each word in the selected text to the words in the standard dictionary.

4. **Select** [Start] to start the VP Spelling Checker.

   On the Spelling Checker option sheet, the misspelled word "Trianing" appears in the Correction field.

5. **Change** "Trianing" to "Training" in the Correction field, using standard text editing techniques.

6. **Select** [Correct] in the option sheet header.

   The VP Spelling Checker replaces the misspelled word in the document with the word in the Correction field.

Correcting the spelling of the remaining text

1. **Select** the last character of the subject line, the "s" in "Courses."

2. **Select** [Remaining text] for the Check option.

   This option tells the VP Spelling Checker to check the spelling of the words in the document from the character you select to the end of the document.

3. **Select** [Start].

   The next misspelled word, "compelted," appears in the Correction field.

4. **Change** "compelted" to "completed" in the Correction field.

5. **Select** [Correct].

The next misspelled word, "offerd," appears in the Correction field.

Correcting the next misspelled word using the alternative spellings generator

The alternative spellings generator displays words whose spellings are similar to the misspelled word displayed in the Correction field.

1. **Display** the alternative spellings auxiliary menu, which is next to the Correction field.


```
Spelling Checker          Close  Continue  Add  Ignore  Correct  □  ▤

Check   All text   Remaining text   Selected text                    ↓

Include Frames   Auto-Correct                               -

Misspelling:  Developement                    ALTERNATIVE SPELLINGS
                                                 AUXILIARY MENU
Correction  ▣  offerd
     offer
     offend        American English                        91237
     offers
     offered
```
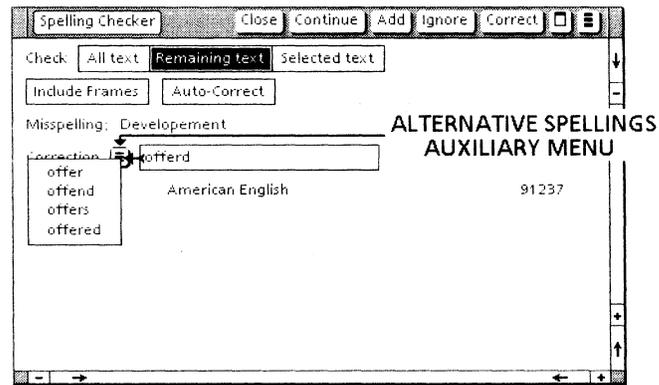
2. **Select** "offered" from the alternative spellings auxiliary menu.

The VP Spelling Checker replaces the misspelled word in the Correction field with the word you selected from the alternative spellings auxiliary menu.

3. **Select** [Correct].

Telling the VP Spelling Checker to ignore a word

1. **Observe** "EEO" in the Correction field.

2. **Select** [Ignore].

   Notice that the VP Spelling Checker displays in the message line the number of words it checked.

3. **Select** [Close] in the exercise document window header.

Correcting the spelling of words automatically

You can also correct words automatically, using the Auto-Correct option.

1. **Open** exercise document ★★SC 2★★, and **select** [Edit].

2. **Select** any location within the document.

3. **Select** [Spelling Checker] from the desktop auxiliary menu if the Spelling Checker option sheet is no longer on your desktop.

4. **Select** [All text] for the Check option.

5. **Select** [Auto-Correct].

6. **Select** [Start].

   The misspelled word, "Managment," appears in the Correction field.

7. **Change** "Managment" to "Management" in the Correction field.

8. **Select** [Correct].

   The VP Spelling Checker automatically corrects subsequent occurrences of the misspelled word.

9. **Select** [Close] to close the Spelling Checker option sheet.

10. **Select** [Close] in the exercise document window header.

You can correct the spelling of text in frames by selecting the [Include Frames] option on the Spelling Checker option sheet. For more information on correcting the spelling of words, refer to the *Document Editor Options Reference* volume.

# 3.   Creating a custom dictionary

In this chapter, you create a custom dictionary and update its contents.

You create custom dictionaries to widen the range of correctly spelled words beyond those in the standard dictionary. For example, your company name and work-specific terminology are probably not in the standard dictionary. By adding special words to a custom dictionary, you prevent the VP Spelling Checker from stopping at words not listed in the standard dictionary but which are otherwise correct.

After you create the custom dictionary and place it in a special Spelling Checker Dictionaries folder, you instruct the VP Spelling Checker to use it when looking up words during spelling correction.

Creating the Spelling Checker Dictionaries folder

You now create the Spelling Checker Dictionaries folder. Before you begin, check your desktop to make sure the Spelling Checker Dictionaries folder does not already exist. If the Spelling Checker Dictionaries folder is already on your desktop, skip steps 1 and 2, and begin with step 3.
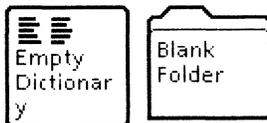
1. **Copy** a Blank Folder icon from the Basic Icons divider to the desktop.

2. **Name** the folder "Spelling Checker Dictionaries," using the exact capitalization and spacing shown here.

3. **Copy** an Empty Dictionary icon from the Basic Icons divider to the desktop.

4. **Name** the dictionary icon "My Dictionary."

5. **Move** the My Dictionary icon into the Spelling Checker Dictionaries folder.

6. **Select** [Close All] to close the divider and Directory windows.

Adding words to the dictionary

1. **Open** exercise document ★★SC 3★★, and **select** [Edit].

2. **Select** any location within the document.

3. **Select** [Spelling Checker] from the desktop auxiliary menu.

Notice that My Dictionary is now listed on the option sheet.

Selecting options from the Spelling Checker option sheet

1. **Select** [All text] next to the Check option, if it is not already selected.

2. **Select** [Edit] next to My Dictionary.

This selection lets you make changes to the custom dictionary.

3. **Select** [Look Up] next to American English, if it is not already selected.

Starting the "batch check and add" process

Batch check and add

In a *batch check and add* process, the VP Spelling Checker checks the document for words it cannot find in the selected look-up dictionaries, and automatically adds all unmatched words to a custom dictionary you select, without stopping for you to correct spellings.

1. **Select** [Batch Check & Add] from the spelling checker auxiliary menu in the upper right corner of the option sheet.
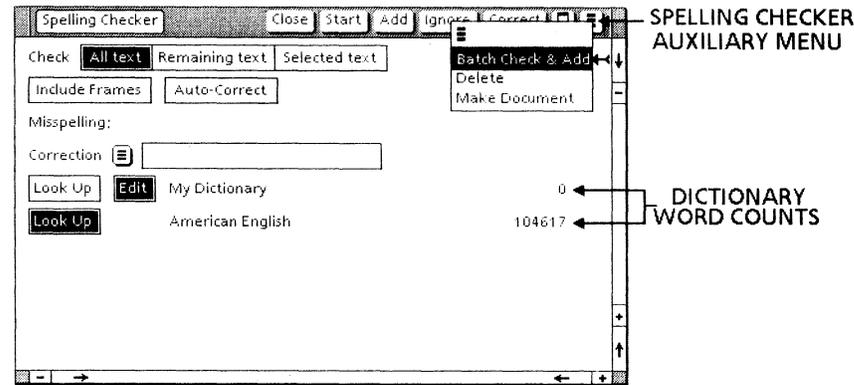

The message, "Please confirm batch Add operation: YES|NO" appears in the message area.

2. **Select** [YES] in the message area to confirm the operation.

The VP Spelling Checker adds to the custom dictionary any word that does not match a word in the standard dictionary. The custom dictionary word count displayed on the Spelling Checker option sheet increases to reflect the newly added words.

3. **Select** [Close] in the exercise document window header.

Viewing the words in the custom dictionary
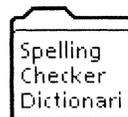
1. **Open** the Spelling Checker Dictionaries folder.

2. **Select** the My Dictionary icon.

3. **Select** [Make Document] in the spelling checker auxiliary menu.

The VP Spelling Checker creates a document named "My Dictionary" and places it on the desktop.
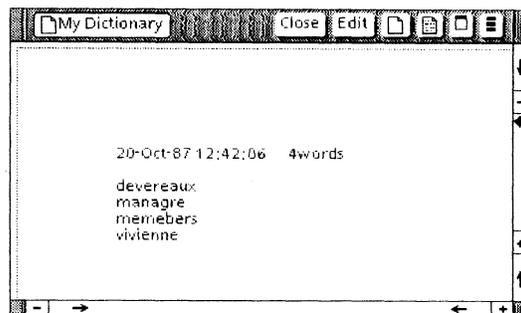
4. **Select** [Close] in the Spelling Checker Dictionaries folder window header.

5. **Open** the My Dictionary document.

If you do not see the document icon, it may be under the open folder or the Spelling Checker option sheet. You may need to move the folder window and the Spelling Checker option sheet to open the dictionary document.

6. **Observe** the four words in the document.

```
┌─────────────────────────────────────────────────┐
│ ▊▐My Dictionary▊▊▊▊▊▊▊▊ Close │ Edit │ ▢ ▣ ▢ ▤ ▊│
├─────────────────────────────────────────────────┤
│                                               ↓ │
│                                               ▬ │
│                                               ◆ │
│     20-Oct-87 12:42:06    4words                │
│                                                 │
│     devereaux                                   │
│     managre                                     │
│     memebers                                    │
│     vivienne                                    │
│                                               ◆ │
│                                               ↑ │
├─────────────────────────────────────────────────┤
│ ▊ - │  →                              ←  │ + ▊ │
└─────────────────────────────────────────────────┘
```

Dictionaries store words in lowercase letters, except when a word contains mixed lowercase and uppercase letters (for example, mIxEd).

7. **Select** [Close] in the document window header.

Deleting individual words from the custom dictionary

When you create a custom dictionary using the batch check and add process, the last step is to delete any unwanted misspelled words that are added to the dictionary. In the previous exercise, the words "managre" and "memebers" were added to the dictionary.

1. **Display** the Spelling Checker option sheet, if it is not already displayed.

2. **Select** [Edit] next to My Dictionary, if it is not already selected.

3. **Select** a location within the Correction field.

4. **Type**: <u>managre memebers</u>, with one space between the two words.

5. **Select** [Delete] from the spelling checker auxiliary menu.

   The VP Spelling Checker deletes "managre" and "memebers" from the custom dictionary. The custom dictionary word count displayed in the Spelling Checker option sheet decreases to reflect the newly deleted words.

6. **Select** [Close] in the Spelling Checker option sheet window header.

   The message area tells you that two words were deleted from the dictionary.

The batch check and add process is especially useful for creating custom dictionaries for long documents. For short documents, you can manually add words to the dictionary, using a procedure similar to deleting. You type the words to add and select [Add] from the option sheet header. Refer to the *Document Editor Options Reference* volume for more information.

Using the custom dictionary and standard dictionary together

★★SC
3★★

1. **Open** exercise document ★★SC 3★★, and **select** [Edit].

2. **Select** any location within the document.

3. **Display** the Spelling Checker option sheet, if it is not already displayed.

4. **Select** [Look Up] next to both My Dictionary and American English.

5. **Deselect** [Edit] next to My Dictionary.

6. **Select** [Start].

   The misspelled word, "managre," appears in the Correction field.

Correcting the first misspelled word

1. **Change** "managre" to "manager" in the Correction field.

2. **Select** [Correct].

   The misspelled word, "memebers," appears in the correction field.

Correcting the second misspelled word

1. **Correct** the misspelled word "memebers."

2. **Select** [Correct].

   Notice that because you left "devereaux" and "vivienne" in the custom dictionary, the VP Spelling Checker no longer highlights them as misspelled words.

3. **Select** [Close] in the Spelling Checker option sheet window header.

4. **Select** [Close] in the document window header.

   You are now ready to work with the VP Spelling Checker on your own. For more information on using the VP Spelling Checker, refer to the *Document Editor Options Reference* volume.

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