VP SPELLING CHECKER

XEROX

VP Series Training Guide
Version 1.0

WARNING: This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions manual, may cause interference to radio communications. It has been tested and found to comply with the limits for a Class A computing device pursuant to subpart J of part 15 of the FCC rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference, in which case the user at his own expense will be required to take whatever measures may be required to correct the interference.

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1. Introduction

VP Spelling Checker is an optional software package for the 6085 Professional Computer System and 8010 Information System that provides a way to check and correct misspelled words automatically.

This self study guide is designed to provide you with the general concepts and practice necessary to use VP Spelling Checker to correct spelling errors, as well as create and maintain private spelling dictionaries.

After completing this self study guide, you should be able to:

- Display the spelling checker window
- Use the alternative spelling generator
- Create a spelling checker folder containing a private dictionary
- Add, view, and delete words in a private dictionary
- Delete private dictionaries
- Create a dictionary using batch mode insertion of words

Getting started

Before you begin this self study guide, you should know how to operate your 6085 or 8010 workstation. If necessary, complete the following training:

- "VP Training Introduction" tab

- "Xerox ViewPoint" self study guide

- " VP Document Editor" self study guide

- "VP NetCom," "VP RemoteCom," or "VP StandAlone" self study guide, depending on the configuration of your workstation

To complete this self study guide, you need a 6085 Professional Computer System or an 8010 Information System with VP Document Editor software and VP Spelling Checker software installed and running.

To verify that the software packages are installed and running, open the application loader, which is located in the workstation divider of the directory. If either package is not displayed when you open the application loader, or if its status is set to idle, refer to the "Application Loader" chapter of the "Xerox ViewPoint" self study guide.

Additionally, you need the training disk labeled VP Training Exercises.

Each chapter of this self study guide introduces a number of related concepts. When these concepts involve on-line practice, practice exercises are included. At the end of each chapter, you test your knowledge with a self check.

When a term that is new or unique is introduced, it is italicized and placed in boldface type. You can find a more detailed explanation of each term in the "Glossary" tab of the VP Series reference library.

To get started, you need the folder titled VP Spelling Checker on the VP Training Exercises floppy disk. Within the folder are all the documents necessary to complete this self study guide.

The folder contains two type of documents:

- Spelling Checker Practice documents (for example, SC PR 2-1)

- Spelling Checker Self Check documents (for example, SC SC 2-1)

At this point, you are ready to load the VP Training Exercises floppy disk onto your desktop. To review the procedure for loading a floppy disk, refer to the chapter titled "Floppy Utility" in the "Xerox ViewPoint" self study guide. If your system does not have a floppy disk drive, see your System Administrator.

You can copy the VP Spelling Checker folder and rename it. This automatically allows you to work with a copy of the original documents and to store your completed practices.

Beginning with this introduction, continue through each chapter sequentially, at your own pace, until you have mastered the skills taught. Your training should take approximately three hours.

While you are completing this self study guide, it is advisable that you have the sub-tabs titled "VP Introduction" and VP Document Editor" in the VP Series reference library available for easy referral.

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2.　　　　　　　　　First steps

Overview

VP Spelling Checker uses a large American dictionary of 90,077 words. Moreover, it allows you to create your own dictionary of technical words, proper names, slang terms, or foreign words not found in the standard dictionary.

All interaction with the spelling checker program occurs through the spelling checker window. The window menu commands allow you to start the spelling checker process and ignore or correct words.

The window options also allow you to specify which dictionary to use, the text to be checked, whether or not text in frames should be checked, and whether or not words should be automatically corrected.

When you complete this chapter, you should be able to display the spelling checker window, correct text in a document manually and automatically, use the alternative spelling generator, and correct text within frames.

Displaying the spelling checker window

Much of your interaction with the spelling checker program occurs through the spelling checker window. The commands and options within the window allow you to set parameters and interact with the program.

To display the spelling checker window, select [SPELLING CHECKER] in the auxiliary menu.

In the following exercise, you display the spelling checker window.

1. **Place** the pointer in the desktop auxiliary window and hold down the left mouse button.

   A list of menu commands appears.

2. **Move** the pointer until [SPELLING CHECKER] is selected.

3. **Release** the left mouse button.

   The pointer changes to an hourglass and the spelling checker window opens.

4. **Study** the spelling checker window options and commands.

Do not close the spelling checker window.

Using basic spelling checker commands

The spelling checker searches for spelling errors on a word-by-word basis and allows you to make corrections interactively.

The Check option in the spelling checker window allows you to choose what text in a document is to be checked. If [ALL TEXT] is selected, all text in a document, including text frames and tables, is checked. If [REMAINING TEXT] is selected, all text after and including the current selection

is checked. If [SELECTED TEXT] is selected, all currently selected text is checked.

When the spelling checker program is running and the auxiliary menu (the box with three horizontal lines next to the Correction option) is selected, an alternative spelling generator is activated. The alternative spelling generator allows you to see a list of alternative spellings for the word next to the correction option.

In the following practice exercise, you use these options.

1. **Open** SC PR 2-1.

    You should now have a practice document opened on your desktop. Look at the practice document. It has a number of misspelled words in it.

2. **Select** [EDIT] in the document window.

3. **Select** [SELECTED TEXT] in the spelling checker window.

4. **Select** the Subject line in the practice document, making sure the entire line is selected.

5. **Select** [START] in the spelling checker window.

    The program beeps when a word is highighted. Notice that "Porjections" has been highlighted and is displayed in the correction field of the spelling checker window.

Correcting the misspelling:

6. **Place** the pointer in the alternative spelling generator (the rectangle with three bars next to the correction field), and **hold down** the left mouse button.

    After a few seconds "Projections" will appear in the auxiliary menu.

    NOTE: It may take the alternative spelling generator some time to find alternative spellings. Instead of holding the mouse button while the program is searching the dictionary, release the mouse button, and wait until the process is completed (the

hourglass changes back to a pointer). Then you can select the spelling generator again to display alternative spellings.

7. While holding down the mouse button, **move** the pointer to "Projections" until it has been selected.

The correct spelling now appears in the Correction option.

8. Select [CORRECT] in the window header.

"Porjections" has now been corrected in your practice document.

Do not close your practice document.

Correcting words manually

In the practice exercise you just completed, you used the alternative spelling generator to generate spellings for misspelled words. It took several seconds, however, for the spelling generator to find alternative spellings. If you know how to spell a word and do not want to wait for the spelling generator to look it up, you can correct the word manually.

To manually correct spelling errors, select the misspelled word in the Correction option and correct it. After you have corrected the error, select [CORRECT] and [CONTINUE].

In the following exercise, you correct spelling errors manually.

1. Select [REMAINING TEXT].

You are now going to check the text that comes after the selected text.

2. Select a character in the line that comes after the Subject line in the document.

3. Select [START] in the spelling checker window.

   Hear the beep. The word "quaterly" is highlighted.

4. Select within the correction field and type the correct spelling: quarterly

5. Select [CORRECT].

6. Select [CONTINUE].

   "Richards" is highlighted because it is not in the standard American dictionary.

7. Select [IGNORE] and [CONTINUE].

   The number of words checked now appears in the desktop message area.

8. Close and delete SC PR 2-1.

Do not close the spelling checker window.

Correcting words automatically

In the previous exercise, you used the Correction option to correct each misspelled word as it was highlighted. But what if the same misspelled word occurs more than once in the same memo? Each time the misspelling occurs, you could select the alternative spelling generator to display the correct spelling, and then select [CORRECT] to correct it. But there is a way to have the spelling checker correct each instance of a misspelled word automatically. [AUTO-CORRECT] is used for this purpose.

[AUTO-CORRECT] automatically corrects subsequent misspellings of words that have been corrected by selecting [CORRECT]. For example, suppose "quarterly" is misspelled throughout a memo. If [AUTO-CORRECT] is selected, you correct the misspelling the first time it is highlighted. After the first correction is applied, the spelling checker automatically corrects subsequent misspellings.

In the following exercise, you use[AUTO-CORRECT].

1. **Open** SC PR 2-2.

2. **Select** [EDIT] in the practice document window.

   Notice that "projection" has been misspelled in two places.

3. **Select** [ALL TEXT] in the spelling checker window.

4. **Select** [AUTO-CORRECT] in the spell check window.

5. **Select** anywhere within the practice document.

6. **Select** [START] in the spelling checker window.

7. **Select** [IGNORE] and [CONTINUE] to ignore names and abbreviations when they are highlighted.

8. **Type**: Projections in the correction option when "Porjections" is highlighted.

9. **Select** [CORRECT] to correct the misspelling.

10. **Select** [CONTINUE] to continue.

    Notice that the second misspelling of "projections" has been automatically corrected.

11. **Close** and **delete** SC PR 2-2.

Do not close the spelling checker window.

Correcting text within frames

So far, you have learned how to use the spelling checker on documents that contain plain text. But what about documents that contain text and graphic frames, tables, and captions?

The [INCLUDE FRAMES] option in the spelling checker window is used to check all text contained in anchored and unanchored text along with graphic frames, tables, and captions.

As with the other spelling checker window options, you select [INCLUDE FRAMES] to have frames included in the spelling checker process.

In the next exercise, you use [INCLUDE FRAMES].

1. **Open** SC PR 2-3.

2. Select [EDIT] in the practice document window.

3. Select [INCLUDE FRAMES] in the spelling checker window.

4. Select [AUTO CORRECT] to deselect this option.

5. Select [ALL TEXT] if it is not selected. (See note below.)

6. Select anywhere within the practice document.

7. Select [START].

8. Select [IGNORE] and [CONTINUE] to ignore the practice document title.

9. **Type:** President in the correction option when "Presdent" is highlighted.

10. Select [CORRECT].

11. Select [CONTINUE].

12. Select [IGNORE] and [CONTINUE] to ignore names.

13. **Type:** finance when the spelling error "finace" is highlighted.

14. Select [CORRECT].

15. Select [CONTINUE].

    Notice that all the text within the text and graphic frames has been checked.

16. **Close** SC PR 2-3 and **delete** it.

17. **Close** the spelling checker window.

NOTE: When [ALL TEXT] is selected, the spelling checker program checks all text within the document . If the anchor for a frame is within the text, the spelling checker program jumps to the frame when it encounters the anchor, checks the text within the frame, and then returns to the rest of the text within the document.

Summary

In this chapter, you studied how to:

- Display the spelling checker window

- Select text in a document to be corrected

- Use the alternative spelling generator

- Correct words manually

- Use [AUTO CORRECT] to correct words automatically

- Use [INCLUDE FRAMES] to correct text within frames

If you need more practice, complete the exercises again. To do this, use new copies of the practice documents for this chapter.

The following pages contain an optional self check exercise.

Self check 2-1

You have practiced using the spelling checker. Now you are ready to try it on your own. If you need assistance with any of the procedures, turn to the next page for detailed instructions.

1. Open the spelling checker window.

2. Set the spelling checker window to correct all text automatically in SC SC 2-1.

3. Start the spelling checker. Ignore all abbreviations and names.

4. Close and delete SC SC 2-1 when you have corrected all the spelling errors.

5. Close the spelling checker window.

Answers to self check 2-1

1. **To open the spelling checker window:**

    Select the desktop auxiliary menu.

    Select [SPELLING CHECKER] in the menu commands.

2. **To set the spelling checker window to check all text automatically in SC SC 2-1:**

    Open SC SC 2-1.

    Select [EDIT] in the document window.

    Select [ALL TEXT].

    Dehighlight [INCLUDE FRAMES]

    Select [AUTO-CORRECT].

3. **To start the spelling checker:**

    Select within the practice document.

    Select [START].

    Select [IGNORE] and [CONTINUE] to ignore abbreviations and names.

    When a spelling error is highlighted, select within the correction option and type the correct spelling.

    Select [CORRECT] to correct the spelling error.

    Select [CONTINUE] to continue the spelling checker process.

4. **To close and delete the practice document:**

    Select [CLOSE] in the document window.

    Select the document icon and press < DELETE >.

5. **To close the spelling checker window.**

    Select [CLOSE] in the spelling checker window.

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3. Creating private dictionaries

Overview

So far you have learned how to correct spelling errors using the spelling checker program's standard American dictionary.

You can use the spelling checker program's standard American dictionary to check many of the words in your letters and reports. But if your letters and reports contain a number of technical terms, proper names, slang terms, foreign words, or abbreviations not found in the standard dictionary, you will want to create your own private dictionary.

Private dictionaries are created by retrieving an empty dictionary icon from the directory, naming it, and placing it in a spelling checker dictionary folder. Each private dictionary you complete contains [LOOKUP] and [EDIT] in the spelling checker window. They instruct the program on how to use the dictionary.

Words are added to or deleted from the dictionary through the Correction option in the spelling checker window.

When you complete this chapter, you should be able to obtain an empty dictionary icon; create a spelling checker folder containing a private dictionary; add, view, and delete words in this private dictionary; and delete the entire dictionary.

Obtaining an empty dictionary icon

Before you can create a private dictionary, you must retrieve an empty dictionary icon and a blank folder icon from the directory and place them on your desktop.

In the following exercise, you retrieve an empty dictionary icon and a blank folder icon.

1. **Open** the directory icon.

2. **Open** the workstation divider.

3. **Open** the basic icons divider.

4. **Copy** the empty dictionary icon to your desktop.

5. **Copy** the blank folder icon to your desktop.

6. **Close** the directory.

Creating a spelling checker folder

When the spelling checker program is instructed to check terms in a private dictionary, it looks on your desktop for a folder labeled Spelling Checker Dictionaries. The folder must be labeled correctly; otherwise, the spelling checker program does not recognize it.

The first step in creating a private dictionary, then, is to label a blank folder icon Spelling Checker Dictionaries.

After the folder has been labeled, the next step is to change the name on an empty dictionary icon and place the icon in the folder. Once a dictionary has been added to the spelling checker folder, it appears in the spelling checker window.

NOTE: If the spelling checker window is open when you add a dictionary to the folder, the dictionary name does not appear in the spelling checker window. The spelling checker window must be closed and reopened for the new dictionary name to be displayed.

In the following exercise, you create a spelling checker folder and place the dictionary icon in the folder.

1. **Copy** a blank folder icon from the directory.

2. **Select** the blank folder icon and press <PROP'S>.

3. **Select** the label in the Name option.

4. **Press** <DELETE>.

5. **Type:** Spelling Checker Dictionaries

   Note: Be sure to spell the name correctly. So that the spelling checker program recognizes the folder.

6. **Select** [DONE] in the folder window.

7. **Select** the empty dictionary icon and press <PROP'S>.

8. **Select** the label in the Name option.

9. **Press** <DELETE>.

10. **Type:** My Dictionary

11. **Select** [DONE].

12. **Move** the dictionary icon labeled My Dictionary to the Spelling Checker Dictionaries folder.

13. **Open** the spelling checker window.

    My Dictionary is added to the spelling checker window, with [LOOK UP] and [EDIT] options.

Adding words to a private dictionary

Before you can add words to the private dictionary, you must select [EDIT]. Once [EDIT] has been selected, you can add words to the dictionary while the basic spelling checker program is running, or by selecting within the Correction option and typing the word.

In the following exercise, you add words to your dictionary by selecting within the correction option.

1. **Select** [EDIT] next to My Dictionary in the spelling checker window.

2. **Select** within the Correction option.

3. **Type:** Bob Smith Kathy James Jim Sanders

   NOTE: Several words or phrases may be added to the dictionary at one time. A space must be entered between each typed word. Each word typed is entered individually in the dictionary. The correction field can recognize up to 40 characters at one time.

4. **Select** [ADD] .

   The message area reads: Words added: 6.

In the following exercise, you practice another method of adding words to a private dictionary.

1. **Copy** SC PR 3-1 to your desktop (from the VP Spelling 'Checker folder.

2. **Select** [EDIT] in the document window.

3. **Select** [LOOKUP] for My Dictionary.

4. **Select** anywhere in SC PR 3-1.

5. **Select** [ALL TEXT] in the spelling checker window if it is not already selected.

6. **Select** [START] in the spelling checker window.

7. **Select** [ADD] and [CONTINUE] each time a technical word is highlighted.

8. Select [IGNORE] and [CONTINUE] for all other highlighted words.

   The number of words added appears in the message area.

9. **Close** SC PR 3-1.

Viewing words in a private dictionary

After you have added a number of words to a private dictionary, you may want to see what they are. Although the words in the standard American dictionary cannot be displayed, it is easy to display the words in a private dictionary.

To display the words in a private dictionary, you open the spelling checker folder, select the dictionary icon, then select [MAKE DOCUMENT] in the spelling checker auxiliary menu. A document containing the contents of the dictionary appears on the desktop.

In the following exercise, you look at the contents of the private dictionary you just created.

1. **Open** the Spelling Checker Dictionaries folder.

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

3. **Place** the pointer in the spelling checker window auxiliary menu (the small rectangle with three horizontal bars in the gray area) and and **hold down** the left mouse button.

4. **Move** the pointer until [MAKE DOCUMENT] is selected.

    The message "Make Document operation completed" appears when the document has been created. A document labeled My Dictionary appears on your desktop.

5. **Close** the Spelling Checker Dictionaries folder.

6   **Open** the document labeled My Dictionary.

    You can now view the contents of your dictionary. Notice that the words have been put in alphabetical order. Like other documents, this document can be edited and printed.

7. **Close** the document labeled My Dictionary.

Deleting the contents of a dictionary

Words can be deleted one at a time from the dictionary, or the entire contents of the dictionary can be deleted at once.

To delete individual words, you must select [EDIT] for the dictionary you are using. You can then type the word you wish to delete next to the Correction option and select [DELETE] in the spelling checker auxiliary window.

In the following exercise, you delete a word from your dictionary.

1. **Select** within the Correction option.

2. **Delete** any words currently in the Correction option.

3. **Type:** Readycalc

4. **Move** the pointer to the spelling checker auxiliary menu and hold down the left mouse button.

5. **Select** [DELETE].

    The message window should read: "Words deleted: 1."

In the following exercise, you delete the entire contents of the dictionary:

1. **Delete** any words currently in the Correction option.

2. **Type** an asterisk (*) in the Correction option.

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

    The message "Please confirm deleting all words in Edit dictionaries: [YES/NO]" appears in the desktop message area.

4. Select [YES].

All words stored in My Dictionary have now been
deleted. The words contained in the My Dictionary
document are not affected. You can use the
document labeled My Dictionary if you want to refer
to the words.

Summary

In this chapter, you studied how to:

● Obtain an empty dictionary

● Create a spelling checker folder containing a private
dictionary

● Add words to a private dictionary

● Use [MAKE DOCUMENT] to view words in a private
dictionary

● Use [DELETE] to delete a word from a private
dictionary or the dictionary itself.

If you need more practice, complete the exercises again.
To do this, use a new copyof the practice document for
this chapter.

The following pages contain an optional self check
exercise.

Self check 3-1

You have practiced creating a private dictionary. Now you are ready to try it on your own. If you need assistance with any of the procedures, turn to the next page for detailed instructions. When you have completed the self check, delete SC SC 3-1.

1. Create a private dictionary labeled Jargon.

2. Display the dictionary name in the spelling checker window.

3. Add the list of slang terms contained in SC SC 3-1 to the dictionary.

4. Create a document containing the terms in the dictionary and display the terms.

5. Delete all the terms in the dictionary.

6. Close the spelling checker window.

Answers to self check 3-1

1. **To create a private dictionary labeled Jargon:**

    Open the directory icon.

    Open the workstation divider.

    Open the basic icons divider.

    Copy an empty dictionary icon to your desktop.

    Select the dictionary icon and press <PROP'S>.

    Select the label in the Name option.

    Press <DELETE>.

    Type the new name: Jargon

    Select [DONE] in the property sheet window.

    Select the dictionary icon and press <MOVE>.

    Move the pointer to the Spelling Checker Dictionaries folder and press the left mouse button.

2. **To display the new dictionary in the spelling checker window:**

    Close and reopen the spelling checker window.

3. **To add the list of slang terms in SC SC 3-1 to the private dictionary:**

    Select [EDIT] for the Jargon dictionary in the spelling checker window.

NOTE: Deselect [EDIT] for "My Dictionary." Otherwise, words will be added to both private dictionaries.

Open the VP Spelling checker folder and move SC SC 3-1 to your desktop.

Open SC SC 3-1

Select <EDIT> in the SC SC 3-1 window.

Select within the practice document.

Select [START] in the spelling checker window.

Select [IGNORE] and [CONTINUE] to ignore the document title.

When the spelling checker highlights a word, select [ADD] and [CONTINUE] in the window menu.

Close SC SC 3-1 when all terms have been added to the dictionary.

4. **To create a document containing the terms in the dictionary and display the terms:**

   Open the Spelling Checker Dictionaries icon.

   Select the Jargon dictionary.

   Select [MAKE DOCUMENT] in the spelling checker auxiliary menu.

   Close the Spelling Checker Dictionaries folder when the document labeled Jargon appears on your desktop.

   Open the document labeled Jargon.

5. **To delete all terms in the dictionary:**

   Delete any words in the Correction option.

   Type an asterisk in the Correction option.

   Select [DELETE] in the spelling checker auxiliary menu.

   Select [YES] in the message area.

6. **To close the spelling checker window:**

   Select [CLOSE] in the spelling checker window.

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4. Using the batch mode

Overview

So far you have used the basic spelling checker process to check words; however, this process requires you to constantly interact with the document being checked.

What if you want to have all the words in a report checked without having to correct each misspelled word individually? With VP Spelling Checker, you can check for spelling errors on a batch basis.

When you complete this chapter, you should be able to create a dictionary for batch mode insertion of words, use [BATCH CHECK & ADD] to place words in the dictionary, correct spelling errors in the words that have been entered, and delete the contents of the dictionary.

Creating a dictionary for batch mode

In Chapter 3 you copied a blank dictionary icon from the directory and stored it in the spelling checker folder to create a private dictionary. You must follow the same procedure for the batch check process.

In the following exercise, you create a dictionary for the batch mode process.

1. **Open** the directory icon.

2. **Open** the workstation divider.

3. **Open** the basic icons divider.

4. **Copy** an empty dictionary icon to your desktop.

5. **Close** the directory.

6. **Select** the dictionary icon and press <PROP'S>.

7. **Select** the label in the name option and press <DELETE>.

8. **Type:** Typos

   NOTE: When you name the dictionary, use a name that identifies the dictionary as temporary.

9. **Move** the dictionary in the spelling checker folder onto your desktop.

10. **Select** [SPELLING CHECKER] in the desktop auxiliary menu to reopen the spelling checker window.

    The new dictionary should appear in the window.

11. **Select** [EDIT] in the spelling checker window for the Typos dictionary.

    NOTE: [EDIT] must be selected for the dictionary used for the batch mode.

12. **Deselect** [EDIT] in the spelling checker window for the other private dictionaries you created.

Starting the batch mode process

The spelling checker is now ready to search through documents in the batch mode. The batch spelling checker process begins when [BATCH CHECK & ADD] is selected in the spelling checker auxiliary menu.

In the following exercise, you use the batch spelling checker process.

1. **Open** the VP Spelling Checker folder and copy SC PR 4-1 to your desktop.

2. **Open** SC PR 4-1.

3. **Select** [EDIT] in the document window.

4. **Select** a character within the document.

5. **Select** [LOOKUP] for the American dictionary if it is not already selected.

6. **Select** [BATCH CHECK & ADD] in the spelling checker auxiliary menu.

   The message "Please confirm batch Add operation: [YES/NO]" appears in the desktop message area.

7. **Select** [YES].

   The system begins the process of checking for spelling errors and unknown words. The message "Checking/adding words to Edit dictionaries" appears in the desktop area.

   When the process is completed, the program displays the number or words processed in the desktop message area.

8. **Close** SC PR 4-1.

Correcting spelling errors in batch mode

When the batch spelling checker process is completed, the words found in the document that were not in the selected look-up dictionaries are added to the Typos dictionary.

To correct the spelling errors found in the Typos document, you must first display the words. Since the batch mode dictionary is a private dictionary, the process for displaying the words is the same as the process you studied earlier: Open the spelling checker folder, select the Typos dictionary, and select [MAKE DOCUMENT] in the spelling checker window.

In the following exercise, you display the words in the new dictionary.

1. **Open** the Spelling Checker Dictionaries folder.

2. **Select** the Typos dictionary.

3. **Select** [MAKE DOCUMENT] in the spelling checker window.

4. **Close** the Spelling Checker Dictionaries folder.

5. **Open** the Typos document that appears on your desktop.

6. **Use** the Typos document for reference when correcting the spelling errors in SC PR 4-1.

   Note: You can use <FIND> to locate each misspelled word in the document, then edit each as required.

After the spelling errors have been corrected, you can delete the contents of the Typos dictionary. In the following exercise, you delete the contents of the dictionary.

1. **Delete** any words next to the Correction option.

2. **Type** an asterisk next to the Correction option.

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

4. **Confirm** the action.

5. **Close** and **delete** SC PR 4-1.

6. **Close** the spelling checker window.

Summary

In this chapter, you studied how to:

● Create a dictionary for batch mode insertion of words

● Use [BATCH CHECK& ADD] to check for misspelled words to place in a dictionary

● Use [MAKE DOCUMENT] to correct spelling errors in the dictionary

● Use [DELETE] to delete the contents of the dictionary

If you need more practice, complete the exercises again. To do this, use new copies of the practice documents for this chapter.

The following pages contain an optional self check exercise. When you complete the exercises, you will have finished the training for VP Spelling Checker. Refer to the tab titled "VP Spelling Checker" in the VP Series reference library for further information on using this feature.

Self check 4-1

You have practiced creating a batch mode dictionary. Now you are ready to try it on your own. If you need assistance with any of the procedures, turn to the next page for detailed instructions.

1. Use the spelling checker for SC SC 4-1, using the batch mode.

2. After SC SC 4-1 has been checked, display the spelling errors.

3. Close the spelling checker window.

Answers to self check 4-1

1. To use the spelling checker for SC SC 4-2, using the batch mode:

    Retrieve an empty dictionary icon from the basic icons divider in the directory.

    Name the empty dictionary icon Terms.

    Move the empty dictionary icon to the Spelling Checker Dictionaries folder.

    If the spelling checker window is open, close and reopen it. If it is closed, open it.

    Select [EDIT] for Terms.

    Open the SC SC 4-1

    Select [EDIT] in the practice document window.

    Select within the document.

    Select [BATCH CHECK AND ADD] in the spelling checker auxiliary menu.

    Select [YES] when you are asked to confirm the process.

    Close SC SC 4-1

2. To display the spelling errors in SC SC 4-1:

Open the Spelling Checker Dictionaries folder.

Select the dictionary labeled Terms.

Select [MAKE DOCUMENT] in the spelling checker window.

Open the document labeled Terms when it appears on your desktop.

3. To close the spelling checker window:

Select [CLOSE] in the spelling checker window.