

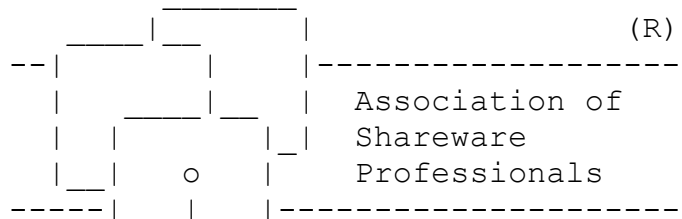
# ***Spelling Sentry*** ***Spelling Checker for Microsoft Windows***

***Version 1.3***

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Spelling Sentry User's Guide

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## Spelling Sentry User's Guide

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## Spelling Sentry User's Guide

### ***Introduction***

Wintertree Software's Spelling Sentry program lets you check the spelling of text files, Windows Write files, and text in the Windows clipboard. It comes with a high-quality 100,000-word lexicon (dictionary), and includes support for three lexicon types. It's fast, easy to use, and reliable. Here are some other features:

- Can replace misspelled words in the file or clipboard text
- Displays the sentence containing a misspelled word so you can see how it is used
- Suggests accurate alternatives for misspelled words
- Displays word and sentence counts plus Fog and Flesch-Kincaid readability scores
- Can ignore capitalized words (e.g., proper names), except when they occur at the beginnings of sentences
- Can ignore words containing embedded numbers or special symbols
- Can ignore words containing special upper- and lower-case patterns
- Can detect doubled words
- Can detect words with unusual case combinations
- Can undo the last replacement made in a file or clipboard text
- Includes on-line help
- You can add your own words to three customizable lexicons
- You can save words you frequently misspell for automatic correction or suggestion
- Progress display shows number of words checked and percent complete
- Easy lexicon editing includes merging lexicons or dictionaries from other applications
- Can check the spelling of individual words
- Supports drag-and-drop file checking

At the back of this guide is a glossary which explains many of the terms used.

### **Special Note to Software Developers**

Spelling Sentry uses Wintertree Software's **Sentry Spelling-Checker Engine**. Software developers can license this professional-quality spelling-checker technology for use in applications without royalty or run-time fees. For further information, contact Wintertree Software at (613) 825-6271.

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# ***Using Spelling Sentry***

### **How to check a file**

Spelling Sentry can check the spelling of ASCII text files and Windows Write files. You can check files using two methods: from Spelling Sentry's Check menu and by dragging a file from the Windows File Manager.

#### **To check a file using the Check menu**

1. From the Check menu, select File.
2. Spelling Sentry displays an Open File dialog. Locate and select the file you wish to check, then select the OK button.
3. Spelling Sentry checks the words in the file.
4. Spelling Sentry pauses when it detects a misspelled word so you can correct it. See "How to respond to spelling errors" for instructions.
5. When checking is complete, Spelling Sentry saves any replacements made to disk. It also displays some statistics (see "Statistics" in the "Spelling Sentry Reference" chapter for details).

#### **To check a file from the File Manager**

1. Locate the file you wish to check in File Manager's window.
2. Drag the file from File Manager's window onto Spelling Sentry's window or icon ("drag" means click and hold the left mouse-button, move the mouse, then release the mouse button). Note: You can drag a file to Spelling Sentry's icon only if Spelling Sentry is "minimized" at the bottom of the screen.
3. Spelling Sentry checks the words in the file.
4. Spelling Sentry pauses when it detects a misspelled word so you can correct it. See "How to respond to spelling errors" for instructions.
5. When checking is complete, Spelling Sentry saves any replacements made to disk. It also displays some statistics (see "Statistics" in the "Spelling Sentry Reference" chapter for details).

#### **Notes:**

You can cancel a spell-checking session by selecting the Stop button. Spelling Sentry doesn't save any changes made to the file until the entire file is checked. If you select the Stop button to terminate checking of a file, Spelling Sentry will display a dialog asking if you want to save any changes made up to that point..

Spelling Sentry can check files produced by the Windows Write program and ASCII text files. If the file you select doesn't appear to be either of these types, Spelling Sentry will display a warning message asking if you want to check the file anyway. Spelling Sentry will attempt to identify words in unsupported file types, but bear in mind that it may become confused. *Replacing misspelled words in these files is not recommended.*

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### How to check the clipboard

You can check the spelling of words in the Windows clipboard.

1. In another application, select the text you want to check, then copy it to the clipboard. You can do this in most applications by selecting the Copy item from the Edit menu.
2. In Spelling Sentry, select the Clipboard item from the Check menu.
3. Spelling Sentry checks the words in the clipboard.
4. When Spelling Sentry detects a misspelled word, it pauses so you can correct it. See “How to respond to spelling errors” for more information.
5. When Spelling Sentry is finished checking, it copies any replacements made to the clipboard. You can paste the corrected text back into your other application's document. You can do this in most applications by selecting the Paste item from the Edit menu.

#### Notes

You can also tell Spelling Sentry to check the clipboard by selecting the Check Clipboard item in Spelling Sentry's System menu. If Spelling Sentry's window is visible, you can open the System menu by clicking on the box at the upper-left corner. If Spelling Sentry's window is minimized, you can open the System menu by clicking on Spelling Sentry's icon.

You can cancel a spell-checking session by selecting the Stop Checking button. Spelling Sentry doesn't save any changes made to the clipboard until the entire clipboard is checked. If you select the Stop button to terminate checking, Spelling Sentry will display a dialog asking if you want to save any changes made up to that point.

### How to check a single word

1. Select the Word item from the Check menu.
2. Spelling Sentry displays a form which prompts you to enter a word. Type in the word you want to check, then select the OK button.
3. Spelling Sentry displays a message which tells you whether the word is correctly spelled or not.

### How to respond to spelling errors

When Spelling Sentry detects a misspelled or badly formed word while checking a file or the clipboard, it pauses to give you a chance to respond.

The word which Spelling Sentry considers to be incorrect appears in the Problem Word field in the main window. The Problem Word field is indicated with one of the following labels, depending on the nature of the problem detected by Spelling Sentry:

- **Misspelled Word:** The word was not found in any of Spelling Sentry's lexicons, and so is considered misspelled.
- **Doubled Word:** The same word appears twice in a row.
- **Mixed-Case Word:** The word uses an unusual combination of upper- and lower-case letters.
- **Consider Replacing:** The word was found in a Suggest-Type lexicon. The word in the Correction field is a suggested replacement.

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The words surrounding the misspelled word (usually the sentence in which the word appears) are shown in the Context area near the top of Spelling Sentry's window. The erroneous word is highlighted in the Context area.

If you have selected the Always Suggest option (see “How to set preferences”), Spelling Sentry searches for alternative spellings for the misspelled word, and displays any suggested words in the list box. If you have not selected Always Suggest, you can press the Suggest button. This will cause Spelling Sentry to search for alternative words. If the correct spelling doesn't appear in the list, try selecting the Suggest button again. Each time you select the Suggest button, Spelling Sentry searches its lexicons a little deeper.

Select one of the following actions:

- If the word reported by Spelling Sentry is correctly spelled and probably doesn't occur again in the file or clipboard, select the Ignore button.
- If the word is correctly spelled and probably occurs again in the file or clipboard, select the Ignore All button. If the word appears again, Spelling Sentry will ignore it.
- If the word is correctly spelled and is a word you use often (for example, your family name), select the Add to Lex button. Spelling Sentry will remember the word in the Ignore-Type lexicon.
- If the word is misspelled and the correct spelling appears in the list box, select the correct spelling from the list box.

In some rare cases, Spelling Sentry cannot locate the correct spelling for a misspelled word. If this happens, you can edit the word in the Correction field manually. To verify that the word in the Correction field is correctly spelled, select the Recheck button. Spelling Sentry will display a message telling you if the word is correctly spelled or not.

You can replace the misspelled word in the file or clipboard with the word in the Correction field by selecting one of the following actions:

- If the misspelled word doesn't occur again in the file or clipboard, select the Replace button.
- If the misspelled word occurs again in the file or clipboard, select the Replace All button. Spelling Sentry will replace this occurrence and each subsequent occurrence of the misspelled word with the word in the Correction field.
- If you want Spelling Sentry to “permanently” remember to replace the misspelled word, hold down the Shift key when you select the Replace All button. Spelling Sentry will add the word and its replacement to the Change-Type lexicon.

**Note:** By selecting the Undo Last button, you can undo the last single replacement made to the file or clipboard.

### How to edit a lexicon

You can edit the words in the Change-Type, Ignore-Type, or Suggest-Type lexicon. However, you cannot edit the words in Spelling Sentry's main lexicon. See the Glossary at the end of this user's guide for a description of the different lexicon types.



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1. Select the item in the Lexicon menu for the lexicon you wish to edit (Change-Type, Ignore-Type, or Suggest-Type).
2. The lexicon-editor dialog appears. Edit the lexicon by following one of the specific procedures in this section.
3. To close the lexicon-editor dialog, select the Close button.

### How to add a word to a lexicon

1. Select the Add button from the lexicon-editor dialog.
2. A dialog appears, prompting you to enter a word. Enter the word you wish to add. Change-Type and Suggest-Type lexicons contain words and their replacements, which must be entered like this: *word:replacement*. For example, to enter “the” as a replacement for “teh”, enter the following: *teh:the*.
3. Select the OK button. Spelling Sentry adds the word to the lexicon.

### How to delete a word from a lexicon

1. In the list box in the lexicon-editor dialog, select the word you wish to delete.
2. Select the Delete button. Spelling Sentry removes the selected word from the lexicon.

### How to merge two lexicons

You can merge any set of words into a lexicon, provided the words are stored in a disk file. You can use this procedure to merge the user lexicon from another application's spelling checker (sometimes called the “user dictionary,” “custom dictionary,” etc.) into one of Spelling Sentry's lexicons. However, when merging into the Change-Type or Suggest-Type lexicon, the words being merged must be in the *word:replacement* form (see “How to add a word to a lexicon” for an example).

1. Select the Merge button in the lexicon-editor dialog.
2. A file-open dialog appears. Locate and select the file containing the words you wish to merge into the current lexicon, then select the OK button.
3. The words in the disk file are merged into the current lexicon.

### How to clear a lexicon

1. Select the Clear button from the lexicon-editor dialog. Spelling Sentry displays a dialog asking for confirmation. Select the Yes button to proceed.
2. All the words in the current lexicon are deleted.

### How to set preferences

You can change the way Spelling Sentry operates to suit your personal preference.

1. Select the Preferences item in the Options menu.
2. The Preferences dialog appears. Select the check boxes in the dialog to enable or disable preferences as follows:

**Ignore capitalized words:** Spelling Sentry will skip any words which start with a capital letter, unless the word is the first word in a sentence. This option is useful if your document contains many proper names.

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**Ignore words with numbers/symbols:** Spelling Sentry will skip any words which contain embedded numbers or other non-alphabetic symbols Examples: *K2J, XII, DOS6*.

**Ignore words with mixed case:** Spelling Sentry will skip any words which have an unusual case combination. Examples: *YearToDate, CoLA, WordProc*.

**Report words with mixed case:** Spelling Sentry will report words which contain unusual combinations of upper- and lower-case letters, even if the words are otherwise spelled correctly. Examples: *PrintScreen, hAppy, CodeHead*.

**Report doubled words:** Spelling Sentry will report any word which appears twice in a row, unless the first word appears at the end of a sentence. Example: *the the*.

**Always suggest:** When this option is selected, Spelling Sentry will always suggest alternative words when a misspelled word is detected. If this option is disabled, you can obtain suggested words by selecting the Suggest button. Disabling this option will make Spelling Sentry run faster.

**Make backup copy of changed files:** When this option is selected, Spelling Sentry will make a backup copy of any disk files changed using the Replace or Replace All buttons. The backup copy will have the same name as the original file, but it will end in .BAK. For example, if you replace words in a file called CHAP1.WRI, Spelling Sentry will leave the original contents in a file called CHAP1.BAK.

**Spelling Rules:** If you prefer spelling words in the American style (e.g., *color, defense, traveled*), select the American button. If you prefer the British style (e.g., *colour, defence, travelled*), select the British button. **Note:** You must restart Spelling Sentry after you change the spelling rules for the new selection to take effect.

3. Once you have made your option selections, select the OK button.

### How to exit Spelling Sentry

To exit Spelling Sentry, select the Exit item from the File menu.

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# ***Spelling Sentry Reference***

### **File Menu**

The File menu contains file-related commands.

**Check:** Causes Spelling Sentry to check the spelling of words in an ASCII text file or Windows Write file.

**Exit:** Terminates the Spelling Sentry program.

### **Check menu**

The Check menu contains entries which cause Spelling Sentry to check the spelling of files, the clipboard, or individual words.

**File:** Causes Spelling Sentry to check the spelling of words in an ASCII text file or Windows Write file.

**Clipboard:** Causes Spelling Sentry to check the spelling of words contained in the Windows clipboard.

**Word:** Causes Spelling Sentry to check the spelling of a single word.

### **Options menu**

The Options menu contains a single item, Preferences, which you can use to display a dialog to edit Spelling Sentry's options. For more information, see the "How to set preferences" section in the "Using Spelling Sentry" chapter.

### **Lexicon Menu**

The Lexicon menu contains items you can select to edit the Change-Type, Ignore-Type, or Suggest-Type lexicon.

**Change-Type Lexicon:** Displays a dialog you can use to edit the Change-Type lexicon.

**Ignore-Type Lexicon:** Displays a dialog you can use to edit the Ignore-Type lexicon.

**Suggest-Type Lexicon:** Displays a dialog you can use to edit the Suggest-Type lexicon.

See the Glossary at the back of this user's guide for a description of the different lexicon types.

### **Help Menu**

The Help menu contains items you can select to obtain information on using Spelling Sentry.

**Index:** Select this item to access Spelling Sentry's on-line help.

**Search for help on:** Displays a dialog you can use to search for topics in Spelling Sentry's on-line help.

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**About:** Displays a dialog which shows copyright information and the version number of the Spelling Sentry program and the Sentry Spelling-Checker Engine DLL.

### Main Window

This section describes the buttons and controls appearing in Spelling Sentry's main window.

**Context Area:** The area at the top of Spelling Sentry's window, just below the menu bar, shows the context in which a misspelled word is found. Usually, the context is the sentence containing the word. Note that Spelling Sentry doesn't apply any corrections made to a file or clipboard until the entire document is checked, so replacements will not appear in the context area.

**Problem Word Field:** Shows the word which requires your attention. This field will be labeled "Misspelled Word," "Doubled Word," "Mixed-Case Word," or "Consider Replacing," depending on the specific problem detected.

**Correction Field:** Contains a replacement for the misspelled word. You can enter a correction word by typing it through the keyboard, pasting it from the clipboard (press Ctrl+V), or by selecting one of the suggested words in the Suggestions List Box (see below).

**Suggestions List Box:** Contains suggested alternative words which Spelling Sentry recommends as replacements for the misspelled word. When you select a word in the list box, it is automatically copied to the correction field (see above).

**Add to Lex Button:** Adds the word in the Problem Word field to the Ignore-Type lexicon. Use this button if the word which Spelling Sentry flagged as misspelled is actually correctly spelled, and is a word you use frequently.

**Recheck Button:** Causes Spelling Sentry to check the spelling of the word in the Correction field. Spelling Sentry displays a message indicating whether the word is correctly spelled or not. Use this button if you type in a word to replace the misspelled one, and want to double-check the spelling.

**Suggest Button:** Causes Spelling Sentry to search for replacements for the word in the Problem Word field. Use the Suggest button if you want Spelling Sentry to look up the correct spelling for a misspelled word. Any suggested replacements found will be displayed in the Suggestions List Box. Pressing the Suggest button again may yield better suggested words. When the Suggestion button is disabled (grayed), no further suggestions can be located.

**Ignore Button:** Causes Spelling Sentry to skip this occurrence of the word in the Problem Word field. Use the Ignore button if the word is actually correct.

**Replace Button:** Causes Spelling Sentry to replace the word in the Problem Word field with the word in the Correction field. Only this occurrence of the word is replaced. Use the Replace button if the misspelled word isn't likely to appear again in the file or clipboard.

**Ignore All Button:** Causes Spelling Sentry to ignore this and all further occurrences of the misspelled word in the file or clipboard. Use the Ignore All button if the word in the Problem Word field is actually

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correctly spelled and probably occurs again in the same file or clipboard. Selecting the Ignore All button with the Shift key held down adds the word in the Problem Word field to the Ignore-Type lexicon.

**Replace All Button:** Causes Spelling Sentry to replace this and all further occurrences of the misspelled word with the word in the Correction field. Use the Replace All button when the misspelled word is likely to occur again in the same file or document. Selecting the Replace All button with the Shift key held down adds the word in the Problem Word field and the word in the Correction field to the Change-Type lexicon.

**Delete Button:** Causes Spelling Sentry to delete the second occurrence of a doubled word.

**Stop Button:** Causes Spelling Sentry to cancel a file check or clipboard check in progress. Spelling Sentry displays a dialog asking if you want to save any changes made up to this point..

**Words Checked Field:** Displays the total number of words checked in a file or clipboard. The number just to the right of this field shows what portion of the file or clipboard has been checked, expressed as a percentage.

### Statistics

When Spelling Sentry has completed checking a file or the clipboard, it displays some statistics.

**Words Checked:** The total number of words in the file or clipboard.

**Sentences:** The approximate number of sentences in the file or clipboard. Spelling Sentry counts sentences by recognizing sentence-terminating punctuation (i.e., periods, question marks, and exclamation marks).

**Flesch-Kincaid Readability Grade:** A score indicating the readability of your writing, expressed as the approximate number of years of schooling needed to understand it.

**Fog Index:** Another readability score, also expressed as the number of years of schooling needed to understand your writing.

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### **Glossary**

This section defines some of the terms used in this user's guide.

- Alternative word**                      Spelling Sentry can suggest alternative words which are likely replacements for a misspelled word. For example, if the misspelled word is “stopp,” Spelling Sentry might suggest “stop,” “steppe,” “stopped,” etc.
- Change-Type lexicon**                Words in the Change-Type lexicon are considered misspelled, and will be replaced with another word. A Change-Type lexicon contains word pairs: the misspelled word and its replacement. Use the Change-Type lexicon to hold words you frequently misspell or mistype. Spelling Sentry will automatically substitute the correct replacement.
- Ignore-Type lexicon**                Words in the Ignore-Type lexicon are considered correctly spelled. Spelling Sentry skips any words it finds in the Ignore-Type lexicon.
- Lexicon**                                A lexicon is a set of words. Some spelling checkers use the term “dictionary” to describe the set of words they use.
- Main lexicon**                         The main lexicon is a large collection of commonly used English words. The main lexicon is compressed and cannot be edited. A 100,000-word main lexicon is provided with Spelling Sentry.
- Misspelled word**                    Spelling Sentry considers a word to be misspelled if it does not exist in any of the lexicons.
- Suggested word**                     See Alternative word.
- Suggest-Type lexicon**                A word appearing in a Suggest-Type lexicon will be offered as a candidate for replacement. You can make the replacement by selecting the Replace button, or skip it by selecting the Ignore button. Use the Suggest-Type lexicon to add words which may be misspelled or inappropriate in some circumstances. For example, if you frequently confuse *your* and *you're*, add these words to the Suggest-Type lexicon. Whenever you use them, Spelling Sentry will remind you to double-check the meaning.