SpellWrite User's Guide

Introduction

SpellWrite is a unique and innovative spell checker that is designed to be a companion to Windows. SpellWrite is an English spell checker which works in any application of Windows at the touch of a single key. Easy to use and simple to install. SpellWrite will provide you with the ability to spell check over 85,000 words, anywhere in your Windows software. SpellWrite can expand this base to include any proper nouns or acronyms peculiar to your company or department.

SpellWrite also includes *BubbleHelp* which gives a brief description of any area within the spell checker or Windows Write. To activate *BubbleHelp* simply hold your right mouse button down over the area that you do not understand, and a help bubble will appear instantly. This mechanism is also available to cover the whole of Windows 3.1 as a separate package (*BubbleHelp for Windows*), call for details.

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Using SpellWrite

Once installed, SpellWrite is constantly active in all applications. In order to activate SpellWrite you will need to   press the designated hot key. By default this key will be the F9 function key. In most applications you will need to highlight the text which you wish to spell check. However, certain applications such as Windows Write, Notepad and Calendar automatically select all of your text if you have not specified a selection. Note: you can only activate and use SpellWrite when you are editing text.

The example below shows a user in the Notepad program. The user has a simply typed some text and then pressed the hot key to start the spell checker.
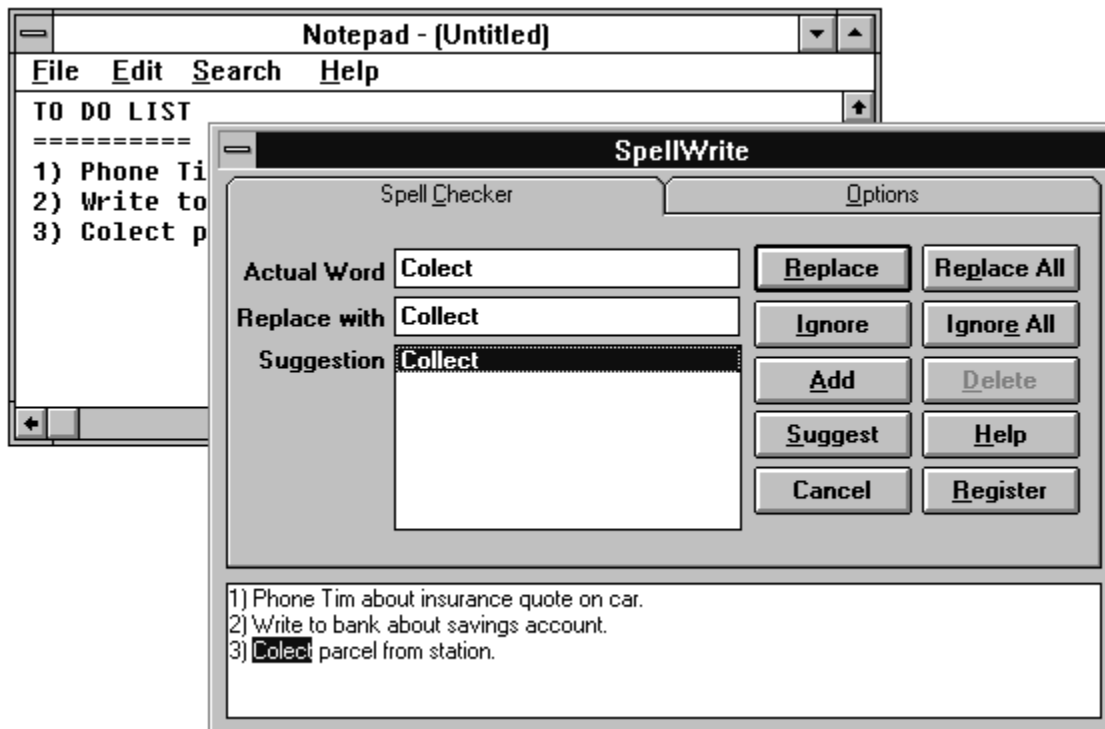
SpellWrite has read the text from the application and extracted the word Colect as inaccurate. It has searched its dictionary for the correct spelling and suggested that word to the user. In order to replace the incorrect spelling simply press the *Replace* button. The following list is an explanation of the other buttons and entry fields in the SpellWrite windows.

ACTUAL WORD

This text field displays the word that has been designated as an error.

REPLACE WITH

This text field can be edited and includes the text that can be used to replace the incorrectly spelled word.

SUGGESTION

This is a simple list of all possible suggestions. If you click on a word in the list then that word is copied into the *Replace With* text field.

REPLACE ALL

This button will replace all occurrences of the incorrect word with the suggestion held in the *Replace With* text field.

IGNORE

Press this button and the spell checker will ignore the incorrect word.

IGNORE ALL

This will cause all occurrences of the incorrectly spelled word to be ignored.

ADD

Pressing this button will add the word held in the *Actual Word* text field to the dictionary of words. Valid words to add can only include the letters A to Z, hyphens and apostrophes.

DELETE

This function deletes the word from the dictionary. This option is only enabled when SpellWrite is not processing a spell check. To enable this feature you must run the spell checker utility from its icon. This can be found by selecting the Future Group in Program Manager.

Once SpellWrite is active you will be presented with the *Options Window*. Click the Spell Checker folder to access the delete facility. At this point you can Add, Delete and have suggestions on as many words as you like. The Delete option will delete the word found in the *Actual Word* text field.

SUGGEST

Clicking on this button will cause SpellWrite to search for suggestions on the word held in the *Replace With* text field. Try an experiment by typing some words into the *Replace With* field and pressing the *Suggest* button.

CANCEL

This button will cancel the spell check and return the user to the application that he or she was using.

SPELL CHECKING IN SPREADSHEETS

To use SpellWrite with spreadsheets simply place the cursor at the start of the text you wish to spell check and press the hot key. All text for that line will be checked. It is possible, in some spreadsheets to highlight an area to spell check. However, be aware that when SpellWrite pastes the changes back to the application, any formulae or fonts will be lost.

**SPELL CHECKING IN WORD PROCESSORS**

When using SpellWrite with word processors simply highlight the area of text, or the whole document, then press the hot key. As with spreadsheets any special fonts will be lost when the new text is pasted back to the application, apart from if you are using Windows Write. A quick tip is to quickly type your letter, spell check it and then format as necessary.

SPELL CHECKING IN OTHER PROGRAMS

When using other software with SpellWrite just remember to be in Text Editing Mode before accessing SpellWrite.

Options

The options window allows you to change certain settings on SpellWrite
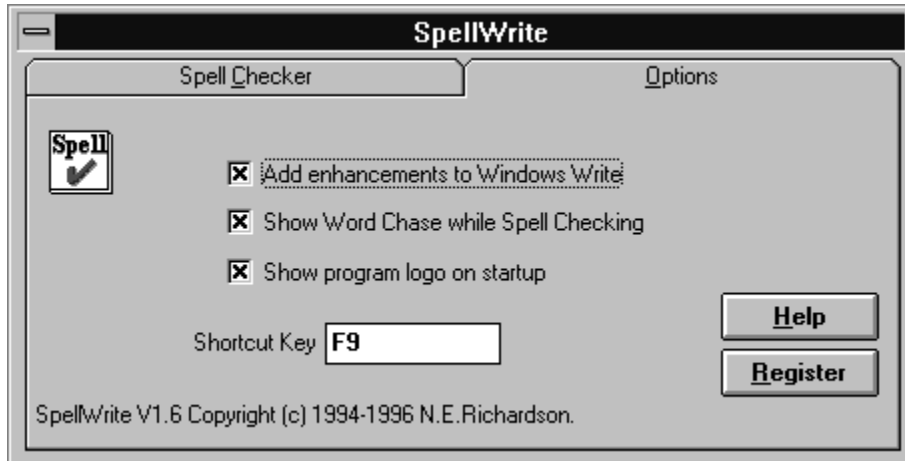
ADD ENHANCEMENT TO WINDOWS WRITE

If you do not wish Windows Write to have the extra enhancements click on this check box. The new SpellWrite toolbar and menu will not be added to Write, however you may still spell check using the hot key, but will lose formatting.

SHOW WORD CHASE WHILE SPELL CHECKING

Taking the cross out of this box will speed up SpellWrite and not show the words in the document highlighted as they are checked.

SHOW PROGRAM LOGO ON STARTUP

When unchecked this option disables the SpellWrite logo that is displayed for a short time on the Windows start up.

SHORTCUT KEY

This text field allows the user to choose which hot key activates SpellWrite. Valid hot keys include the following :

■
 All function keys, except F1 and F10.
■
 Combinations of the Control and ALT keys with other keys e.g. for Ctrl-Alt-S simply press the S key.

Write Enhancements

A toolbar has been added to Windows Write to introduce ease of use. The following buttons are held on the toolbar.

Creates a new file.

Open an existing file.

Save the current file.

Print the current file.

Cut the selected text and place it into the Windows Clipboard.

Copy the selected text to the Windows Clipboard.

Paste the contents of the Clipboard to Write.

Select the whole document.

Search for Text.

Repeat search.

Spell check the selected text or the whole document of no text is selected.

Set the highlighted text to regular font.

Set the highlighted text to bold.

Set the highlighted text to italics.

U

Underline the highlighted text.

AA

Decrease the font size of the selected text.

AA

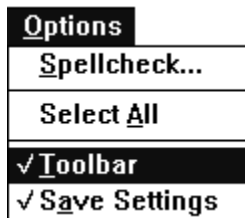Increase the font size of the selected text.

Ff

Choose a font.

?

Call the help for Windows Write.

Windows Write also has a new menu called the options menu. This menu contains options to spell check, select all text, toggle the toolbar on or off, and save the current settings.

<u>O</u>ptions
<u>S</u>pellcheck...
Select <u>A</u>ll
√ <u>T</u>oolbar
√ S<u>a</u>ve Settings

BUBBLEHELP

Don't forget that Windows Write is now much easier to use with the aid of BubbleHelp, simply press your right mouse button on any area within Write that you do not understand.

Trouble Shooting

Limitations

SpellWrite works with all applications that support the ability to copy text from their text entry
fields to the Windows clipboard using the Ctrl-C or Shift-Insert keys and allow paste back to
the application by the Ctrl-V or Ctrl-Insert keys. An example of a program that does not
support this feature is Windows Paintbrush. It is impossible to copy text to the clipboard in
text format with this program. Also the application must retain its selected text when another
application is activated and the user clicks back on to the first application.

Hot Keys

In the event that you do experience a hot key conflict with an application simply redefine your
hot key to a key combination that does work with your application.

Uninstalling

In the unlikely event that you wish to uninstall SpellWrite simply delete the SpellWrite icon from the Startup and Future Groups in Program Manager. Next reboot your machine, then in File Manager you may now delete the directory that you have installed SpellWrite into, this is normally c:\windows\future\spellwri.

Technical Support

Technical support is available, to reach us either write to the address below, fax or call us.

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