Converting user dictionaries from earlier versions of PageMaker and from other applications

The Dictionary Editor lets you continue to work with user dictionaries from earlier versions of PageMaker. It also lets you reuse user dictionaries created in another software application, if that application stores its user dictionary file in text-only format (for example, PageMaker 3.x), or if it can open and then save the file in text-only format (for example, Microsoft Word).

To convert a user dictionary created with PageMaker 4.0 or 4.01, simply open a copy of the file using the ''Open—'' command in the Dictionary Editor. Be aware, however, that once you open the file in the Dictionary Editor, you cannot use that user dictionary in PageMaker 4.0 or 4.01. For this reason we suggest you make a backup copy of the user dictionary file before you convert it.

To work with dictionaries from other applications, including PageMaker 3.x, you import the user dictionary file into a new or existing file in the Dictionary Editor. PageMaker 3.x saves it user dictionary files in text-only format. The PageMaker 3.x user dictionary is named ''pmususer.txt.'' In Microsoft Word, the default user dictionary is named ''User 1.'' You must open the file from within Microsoft Word, and then save it in text-only format before you can import it into the Dictionary Editor. For more information on user dictionaries in other programs, refer to the documentation that came with the software.
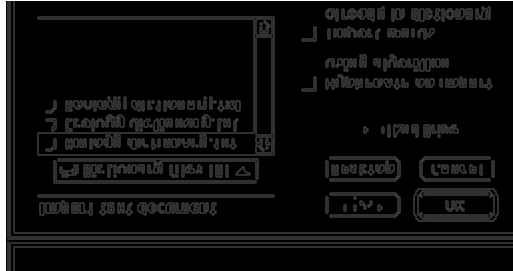
Remember that while the Dictionary Editor uses tildes to indicate hyphenation breaks, user dictionary files from other programs may indicate hyphenation breaks with hyphens rather than with tildes, or may not include hyphenation breaks at all.

If the text-only file uses hyphens rather than tildes, follow these steps: First, import the file into the PageMaker story editor, and then use the ''Change—'' command on the Edit menu to replace all the hyphens with tildes. Next, export the file in text-only format, and then import that file into the Dictionary Editor.

Note: When you add words the dictionary, be sure to type the word exactly as you want it to be spelled and capitalized in your publications. For more information on capitalization, see the ''Spelling—'' command description in the *Aldus PageMaker Reference Manual*.

Importing a word list

Once the word list is saved as a text-only file, open the user dictionary into which you want to add the words, and then choose ''Import—'' from the File menu to open the ''Import text document'' dialog box.

Hyphenate on import using algorithm: Hyphenates the words according to the built-in algorithm. (The Dictionary Editor does not apply the algorithm to words in which you've already added tildes.)

Import words already in dictionary: Overwrites words that are already in the user dictionary with words that have the same spelling. If this option is unchecked, any words in your list that are already in the user dictionary will not be overwritten.

Typing a word

To type a new word, click in the ''Word'' edit box, and type the word exactly as you want it to be spelled and capitalized in your publications. When you finish typing, click ''Add'' or press Return to add the word to the dictionary.

Hyphenating words

In the Dictionary Editor, you can specify that words be hyphenated according to a built-in algorithm, according to your own ranked hyphenation settings, or not at all.

· To use the built-in algorithm, select the word in the list box, and choose ''Hyphenate'' from the Edit menu.

· To define your own hyphenation breaks, double-click the word you want to modify and, in the ''Word'' edit box, type a tilde (~) at each point where you would permit hyphenation. You can rank hyphenation breaks by typing from one to three tildes, where one indicates the most preferable break and three tildes indicates the least preferable break.

· To prevent a word from being hyphenated, simply leave the word unhyphenated.

Use tildes to indicate hyphenation preferences.

Note: Once you have created a user dictionary, use the settings in the PageMaker ''Hyphenation'' dialog box to determine the way text in your publication will be hyphenated. For example, you can specify that hyphenation be turned on or off, which type of hyphenation you will allow (manual, dictionary, or algorithm), and so on. For more information about the ''Hyphenation—'' command, refer to the *Aldus PageMaker Reference Manual.*
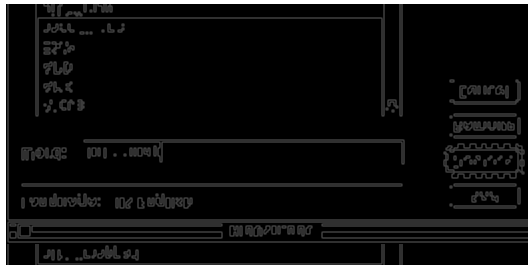
Adding words

The Dictionary Editor lets you add words to a user dictionary by importing a list of words from a text-only file, or by adding words one at a time by typing each word individually. This section describes these two techniques.

To add a large number of words at one time, create a word list with PageMaker or with any program that creates or exports text-only files. In the list, separate each word by a carriage return, space, or tab. You can also indicate any special hyphenation preferences by adding tildes to words in the list before you import the file.

Selecting and editing words

You modify an existing word by scrolling down the list and double-clicking it, so that the word appears in the ''Word'' edit box. You can then make spelling or hyphenation changes in the edit box. To delete a word, select the word in the list box and click ''Remove.''

To save your changes, click ''Replace'' or press Return. To remove the word from the edit box without making the changes permanent, click ''Cancel'' or press Escape (Esc).

Finding words

To find a word in the list without scrolling to search for it, choose ''Find—'' from the Edit menu, type the word in the ''Find what'' edit box, and then select your search criteria.

Whole word: Limits the search to entire words.

Match upper/lowercase: Limits the search to words that are capitalized exactly as you typed them in the ''Find what'' edit box.

To begin the search, press Return, or click ''Find.'' When the Dictionary Editor finds a match, the word is selected in the list box. To locate the next occurrence of the text, click the ''Find next'' button.

The Dictionary Editor displays a separate window for each dictionary you open. You can have a maximum of five dictionaries open simultaneously. Within each dictionary window, words appear in alphabetical order. Tildes (~) indicate ranked hyphenation breaks--one tilde indicates the most preferable break, and three tildes indicate the least preferable hyphenation break. The ''Language'' option specifies the language that the currently selected dictionary uses.

Note: The Dictionary Editor cannot open a user dictionary that contains over 15,000 words. However, you can add as many words as you like using PageMaker (choose ''Hyphenation—'' from the Type menu in layout view or ''Spelling—'' from the File menu in story view, and then click ''Add—''). For more information on modifying user dictionaries from within PageMaker, refer to the *Aldus PageMaker Reference Manual.*

Working with files

The Dictionary Editor File menu contains commands for working with dictionary files--you can use them to open new or existing files, save and rename user dictionaries, quit the program, and so on. This section briefly describes the commands on the File menu.

New—: Creates a new, empty user dictionary. When you name the file, the filename extension ''.udc'' is added automatically. If you don't type a name, the dictionary is named ''Untitled.'' After creating a new file, be sure to install it in the correct language folder.

Open—: Opens an existing user dictionary.

Close: Closes the current user dictionary window.

Save: Saves changes to the current user dictionary.

Save as—: Lets you change the name or location of the dictionary.

Import—: Lets you import a text-only file consisting of a list of words separated by carriage returns, tabs, or spaces. For more information on importing words, see ''Adding words'' later in this article.

Export—: Creates a text-only file consisting of the words in the current user dictionary. In the text file, each word occupies a single line followed by a carriage return, and tildes indicate hyphenation points.

Install—: Moves the current user dictionary to the appropriate language folder so that PageMaker can use it to spell-check and hyphenate words.

Note: You can have only one user dictionary installed for each language at any one time. If you install a user dictionary for a language that already has one, the Dictionary Editor prompts you to move the currently installed user dictionary for that language to a different folder. If you are modifying a user dictionary that has already been installed, you do not have to re-install it.

Print—: Prints the dictionary. The name of the dictionary file appears on the top of each printed page.

Quit—: Exits the program and, if necessary, prompts you to save changes.

Important:
If you install a user dictionary for one language into a folder for a different language dictionary for which no user dictionary exists, PageMaker will not recognize the user dictionary, and will overwrite it with a new user dictionary.

Understanding PageMaker dictionaries

PageMaker 4.2 uses Proximity 6.0 dictionaries to check spelling and to hyphenate words. PageMaker supports up to 16 installed hyphenation and spelling dictionaries. The dictionaries are stored in the Proximity folder within the Aldus folder on your hard drive. Each language dictionary you choose to install is stored in its own folder, with its associated files, within the Proximity folder.

Each language dictionary comes with a user dictionary--a separate file that supplements the base-language dictionary, and contains all of the words you add during spelling checks or during your work with the Dictionary Editor. You can recognize the user dictionary file for each language by its ''.udc'' filename extension. For example, ''AldEng.udc'' is the user dictionary file associated with the U.S. English language dictionary.

To check spelling and hyphenate words with a user dictionary, you must make sure that the user dictionary file is installed (that is, stored) in the corresponding language folder. You can install a user dictionary either by using the Dictionary Editor ''Install—'' command (described later in this article), or by dragging a user dictionary file to the correct folder and then restarting PageMaker.
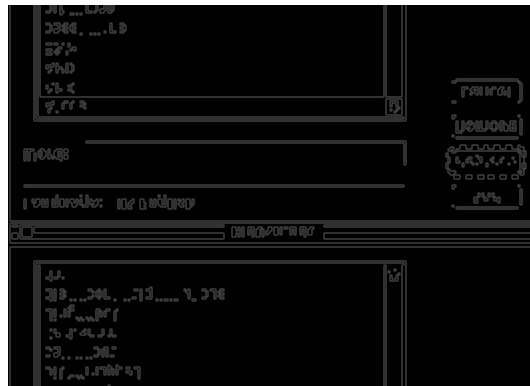
Note: The user dictionaries you create with the Dictionary Editor are not compatible with PageMaker 4.0 or 4.01.

> **Important:**
> Although you can create two or more user dictionaries for any one language (for example, to contain terminology for specific technical areas), you can have only one user dictionary installed at one time for each language. If you create a second user dictionary for a particular language, be sure to move the existing user dictionary to another folder in order to use the new one.

Working with the Dictionary Editor

The Dictionary Editor icon

The Dictionary Editor is installed in the Utilities folder. To start the program, double-click its icon in that folder.

The Dictionary Editor window

Using the Dictionary Editor

PageMaker 4.2 gives you a new tool for controlling spell-checking and hyphenation in your publications--the Dictionary Editor. The Dictionary Editor is a standalone utility that lets you create or modify PageMaker user dictionaries. It cannot be used to edit the Proximity language dictionaries. This article describes how you can use the Dictionary Editor to:

· work with user dictionary files--opening, saving, installing, printing, and so on.

· select and edit words.

· find words quickly.

· change the way words are hyphenated.

· import or type new words into a user dictionary.

· convert dictionaries created in an earlier version of PageMaker or created in other applications.