Dynamic Spelling Bee

Help Contents

Introduction

Utilities

General

System menu

Registration and license

How to order

For an order form or instructions   just click one of the buttons above.

Order form button.   General order form.
Credit card order   form button.   Order form for   Credit card orders.
Non Credit card order form button.   Order form for non credit card orders.

You can order with MC, Visa, Amex, or Discover from Public Software Library, Ltd. in the following ways:

Online: Go to our Web site at http://www.pajersoft.com/dsborder.htm   and click the "Order Online" link.

FAX: To 713-524-6398   ask for product #15585   and please type or block print very plainly.

Email: To PSL at   "15585@pslweb.com"
Mail   Credit card orders to PSL at P.O.Box 35705, Houston, TX 77235-5705.

Phone: PSL's operators are available from 8:30 a.m. to 5:30 p.m. CST

Toll Free Order (US only)   Monday-Friday at   800-242-4775 Ext.15585

International Calls: 713-524-6394 Ext.15585

**THE ABOVE NUMBERS ARE FOR CREDIT CARD ORDERS ONLY.
THE AUTHOR OF THIS PROGRAM CANNOT BE REACHED AT THESE NUMBERS.**

see   **support**

_____

Stop press...

Atlantic Coast SoftShop have taken over the Compuserve SWREG service. You can no longer order via Compuserve and have the amount put on your Compuserve bill **but** you can order via GO SWREG service and be linked to a Atlanctic Coast SoftShop order page from where you can pay by credit card.

GO   SWREG   Product ID   16963

All internet users   can now order the product via   Atlantic Coast SoftShop   http://www.atlantic-coast.com.

To link directly to Atlantic Coast SoftShop's order page you can link via our web page http://www.pajersoft.com   first. This will ensure you go to the correct order page.

Support and general information

If you have any queries about the program you can get in touch with us at:

support@pajersoft.com

RichardsPJ@compuserve.com

or you can write to us at

Peter Richards
Pajersoft
P.O   Box 3929
Bishop's Stortford
England

CM22   6JN

Introducing   Dynamic Spelling Bee

Welcome to Pajersoft's Dynamic Spelling Bee.

Dynamic Spelling Bee is serious software for a serious task.

Dynamic Spelling Bee is now fully Multimedia including a sound recorder which allows you to link your own sound recordings to words in the dictionary. Third party sound recorders can also be used to link a recording to a word in the dictionary.

Dynamic Spelling Bee can use either text files which can be edited and saved like normal files or it can produce random lists from a dynamic spelling dictionary.

What is a dynamic dictionary?   It is a 22,000+   word spelling dictionary that monitors each word, adjusts the words status until it reaches a mastered or failure stage. The word can then be temporarily removed from the dictionary if mastered or even more importantly failures can be selected for spelling lists.

Dynamic Spelling Bee comes with a number of extra dictionary categories to start you off including Science, Music and Cooking. You will notice there are no categories based on ability, the level adjustment is done by filtering out any words you do not required. This allows the novice and expert to use the same categories.

If you want to use word lists then Dynamic Spelling Bee is designed to produce them quickly and efficiently using a word processor style free form window. Just input your words leaving a gap between them, place the cursor just before the first word in the list and click a button, it's that simple.

The Dynamic Spelling Bee comes with example lists covering a number of subjects from elements to presidents.

Dynamic Spelling Bee is   ideal for anybody who really wants to improve their spelling ability. Examinations, entrance tests, ,job application tests, brain storming and even minute taking all require you to have good spelling ability in places where you can not easily use spell checkers.

For more information on Dynamic Spelling Bee features please go to Features.

Thank you,

Peter Richards, Pajersoft.
Web   pajersoft.com
Email

richards@pajersoft.com

Getting   started

Peter Richards

For first time users this will start your spelling Bee session using the spelling dictionary. You can also use your own lists or add your own words to the dictionary..

1. Open the Spelling Bee by clicking   the **Bee** button in the Speed bar:

Click   the   button

Alternatively you can   use the   menu   **Utilities | Spelling Bee**   or the keyboard   **Alt + U | S.**

2.   To start a session just click the **Start**   button.   That's it!

Of course how many words you get and their difficulty will   depend upon how you set up your List properties sheet.

3.   Please wait while Spelling Bee   generates a list for you.
The Spelling Bee list will be based on your setup values, which have not been adjusted to your requirements yet!

4. A word will be displayed for a set time.
The time is set in your Display/timing setup.

5. The word will then disappear and you will be requested to memorize   it.
The keyboard will not accept   your input until the correct time, so please be patient.

6.   Spelling Bee will   then request you to spell the word.
You have a fixed amount of time in which to do this,   again, the user can set the maximum time allowed from within   their Display/timing setup.

7.   You will be told if you are successful.
The   score will be updated.

8.   A time delay will take place before the next word is displayed.
Again, this time delay can be adjusted from your **Display/timing setup**.

9.   If more words are in the list , the cycle will be   repeated.
Return to item 4.

10.   You can stop the session at any time by pressing the Stop button.

11.   Click   Quit   to end   Spelling Bee session.
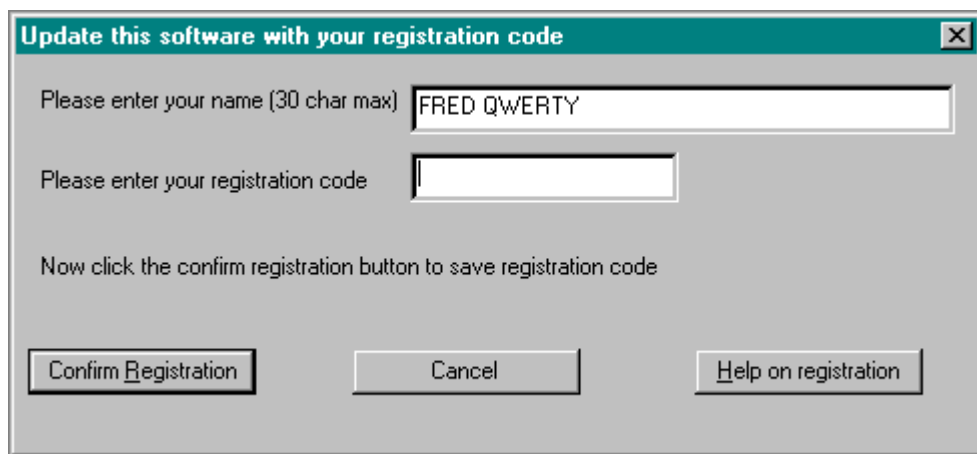
Help on registration

This help topic is to help you enter the registration code, not for actually registering. For help on registering this shareware product please go to   How to order

If you have already registered the software, thank you very much.   All you have to do now is enter your name and the registration code in the Edit boxes provided and then press the confirm registration button. If the code is correct the software will be updated. Once the code is stored successfully you will not be able to enter the dialog box again so please ensure your name is correctly entered.

*****   **Please keep your registration code safe.**   *****
****You might need it if you change you computer for example! ****

To select the update Dialog:
Menu   Alt   H + S

1.   Type in your name.
2.   Type in the registration code.
3.   If you are happy with your inputs click **Confirm Registration (Alt R).**

If the registration code was successful you will be told and   there will be no further need to enter this Dialog Box. If unsuccessful you will be given a few more attempts before a forced exit back to the program takes place. You can of course return to the dialog box for another attempt.

Tip.   Only Upper case is allowed.

Opening the Spelling Bee Window

To open the Spelling Bee window:

Mouse:
   ◆   **Speed Bar:**   Click   the

   button

   ◆   **Menu:**   Select   **Utilities | Spelling Bee.**
Keyboard:
   ◆   **Menu:**   **Alt + U | S**

By default, the Spelling Bee uses a word list generated from the dictionary. It can just as easily use a list made from   your Scrap Pad or Bee text file.

To use Spelling Bee with Scrap Pad or Bee/Text files see.
1.   How to **use Spelling Bee with the Scrap Pad.**
2.   How to **use Spelling Bee with a Bee/text file.**

On how to start a session go to   Start a Spelling Bee session .

To use effectively, customize the Spelling Bee to your particular needs. You can do this by adjusting your setup in List Properties.

note
Please ensure you have selected your **dictionary category** and **User   name** before entering the Spelling Bee. They cannot be changed without first quitting the Spelling Bee window.

License agreement

This license agreement can also been seen in **license.txt**.
For the definition of shareware click here: <u>What is Shareware</u>
Help on registration click here: <u>Help on registration</u>

DYNAMIC SPELLING BEE - PRODUCT LICENSE INFORMATION

NOTICE TO USERS: CAREFULLY READ THE FOLLOWING LEGAL AGREEMENT.   USE OF THE SOFTWARE PROVIDED WITH THIS AGREEMENT (THE "SOFTWARE") CONSTITUTES YOUR ACCEPTANCE OF THESE TERMS.   IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, DO NOT INSTALL AND/OR USE THIS SOFTWARE.   USER'S USE OF THIS SOFTWARE IS CONDITIONED UPON COMPLIANCE BY USER WITH THE TERMS OF THIS AGREEMENT.
1. LICENSE GRANT.   Peter Richards grants you a license to use one copy of the version of this SOFTWARE on any one hardware product for as many licenses as you purchase.   "You" means the company, entity or individual whose funds are used to pay the license fee.   "Use" means storing, loading, installing, executing or displaying the SOFTWARE.   You may not modify the SOFTWARE or disable any licensing or control features of the SOFTWARE except as an intended part of the SOFTWAREs programming features.   When you first obtain a copy of the SOFTWARE, you are granted an evaluation period of not more than 30 days, after which time you must pay for the SOFTWARE according to the terms and prices discussed in the SOFTWAREs documentation, or you must remove the SOFTWARE from your computer.   This license is not transferable to any other hardware product or other company, entity, or individual.
2. OWNERSHIP.   The SOFTWARE is owned and copyrighted by Peter Richards. Your license confers no title or ownership in the SOFTWARE and should not be construed as a sale of any right in the SOFTWARE .
3. COPYRIGHT.   The SOFTWARE is protected by English copyright law,1988, United States copyright law and international treaty provisions. You acknowledge that no title to the intellectual property in the SOFTWARE is transferred to you.   You further acknowledge that title and full ownership rights to the SOFTWARE will remain the exclusive property of Peter Richards and you will not acquire any rights to the SOFTWARE except as expressly set forth in this license. You agree that any copies of the SOFTWARE will contain the same   proprietary notices which appear on and in the SOFTWARE.

4. REVERSE ENGINEERING. You agree that you will not attempt to reverse compile, modify, translate, or disassemble the SOFTWARE in whole or in part.

5. NO OTHER WARRANTIES.   Peter Richards DOES NOT WARRANT THAT THE SOFTWARE IS ERROR FREE. Peter Richards DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO THE SOFTWARE, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT OF THIRD PARTY RIGHTS.   SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES OR LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY MAY LAST, OR THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATIONS OR EXCLUSIONS MAY NOT APPLY TO YOU.   THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS AND YOU MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM JURISDICTION TO JURISDICTION.

6. SEVERABILITY.   In the event of invalidity of any provision of this license, the parties agree that such invalidity shall not affect the validity of the remaining portions of this license.

7. NO LIABILITY FOR CONSEQUENTIAL DAMAGES.   IN NO EVENT SHALL Peter Richards OR ITS SUPPLIERS BE LIABLE TO YOU FOR ANY CONSEQUENTIAL, SPECIAL, INCIDENTAL OR INDIRECT DAMAGES OF ANY KIND ARISING OUT OF THE DELIVERY, PERFORMANCE OR USE OF THE SOFTWARE, EVEN IF Peter Richards HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL Peter Richards LIABILITY FOR ANY CLAIM, WHETHER IN

CONTRACT, TORT OR ANY OTHER THEORY OF LIABILITY, EXCEED THE LICENSE FEE PAID BY YOU, IF ANY.

8. GOVERNING LAW.   This license will be governed by the laws of the United Kingdom. The United Nations Convention on Contracts for the International Sale of Goods is specifically disclaimed.

9. ENTIRE AGREEMENT.   This is the entire agreement between you and Peter Richards which supersedes any prior agreement or understanding, whether written or oral, relating to the subject matter of this license.

To register .see how to register.

Beta Version License additions
In addition to the shareware version, beta versions should not be distributed to anyone not authorized by the copyright holder, Peter Richards.

Browsing   the dictionary

The Browse window allows you to view   the spelling dictionary as a sequence of words in alphabetical order.   What you see depends on your minimum and maximum word length settings and the category you are in. You could   just view the words or engage the informal Spelling Bee to decide if the words need further study. Browse allows you to   **play**   the spelling dictionary by displaying the words sequentially.

◆ The Browse window contains a **built in** Spelling Bee which can be switched on at any time.
see   Browse Spelling Bee   on   how to use it.

◆ You can store a word in your scrap pad at   the press of a button.
see Storing word in Scrap Pad

To open the Browse window:
Mouse:
◆ **Speed Bar:**   Click   the

button

◆ **Menu:**   Select   **Spelling Tools**   then **Browse Dictionary.**
Keyboard:
◆ **Menu:**   Alt + S | B.

The last word from your previous session will appear in the display box. If it is your   first time, the first word in the dictionary will be displayed. eg   AARDVARK.

Basic control panel
Using   the basic audio style controls you can   **play** the dictionary.

To Play the Dictionary:
You can go into the Edit window and replace the word with any word you like. When you start **playing** the dictionary,   if your word is not found the next word in the dictionary will be displayed.

1. Click   button   to **play** the dictionary.   **Keyboard: Alt + P**
At a given interval   the next word in the dictionary will be shown in   the display   box.

2.   The speed can be increased   by pressing   **Keyboard: Alt + I**

or decreased   by pressing   **Keyboard: Alt + D**

An   interval of about 2 seconds, this gives you time to stop the display on a word and test yourself on the word.

3.   To Stop the display   press   the **STOP**   button   **Keyboard: Alt + S**

4.   To leave browse   press   the **Off** button   **Keyboard: Alt + O**

To Single step through the Dictionary:

You can single step, one word at a time by pressing   **Keyboard: Alt + G**
There is no need to use   the   **STOP** button after this,   it is performed automatically.

One shot reverse button:
In play you can often stop on the word after the one you wanted.   Although the dictionary cannot
browse in reverse,   there is a one shot reverse button which takes you back to the last word displayed.

Press   the one shot reverse button   to go back one word.   **Keyboard: Alt + R**
Please note this can only be done once.

To Fast Forward though the Dictionary:

1.   Press   to display the words quickly.   **Keyboard: Alt + F**
The spelling bee does not run in   Fast forward mode.

2.   To Stop Fast forward   press the stop button   **Keyboard: Alt + S**

see   Slider Control for   moving rapidly through the dictionary

Scrap Pad: How to Open, save and close. © 1998 Peter Richards

Scrap Pad allows you to store words you would like to test yourself on. Scrap Pad consists of two pages which allow you to directly input spelling lists in a free form manner. Each user has their own Scrap Pad.

Warning! When you open your Scrap Pad the change user selection will be locked.

To open your Scrap Pad you must select your name in the user list box at the top of the screen.

◆ **To open your Scrap Pad Window:**

Mouse:

◆ **Speed Bar:** Click the

button

◆ **Menu:** Select **File | Open Scrap Pad**

Keyboard:

◆ **Menu:** **Alt + F | D**

◆ **Using your Scrap Pad:**

Store any words you like in your Scrap Pad but please leave at least one non alpha character between the words. A white space or number would be ideal separators. Please keep the size under 150 lines per page.

See Using Scrap pad for more information.

◆ **Saving your Scrap Pad:**

Mouse:

◆ **Speed Bar:** Click the

button

◆ **Menu:** Select **File | File save.**

Keyboard:

◆ **Menu:** **Alt + F | S.**

◆ **Closing your Scrap Pad:**

Mouse:

◆ **Speed Bar:** Click the

button

◆ **Menu:** Select **File | File Close.**

Keyboard:

◆ **Menu:** **Alt + F | C.**

The Scrap Pad is not saved automatically, but you are warned if you have modified it in any way.

You can press the right hand mouse button for a menu containing edit commands and make spelling bee list.

also see...

Using Spelling Bee with your Scrap Pad.
Using the editor within Scrap Pad

<u>Editor commands</u>

Dictionary Editor: How to open the Editor

To open the Dictionary   Editor:
>   **Mouse:**
>> ◆ **Speed Bar:** Click   the

button

>> ◆ **Menu:**   Select **System | Dictionary Editor.**
>   **Keyboard:**
>> ◆ **Menu:**   **Alt + Y | E.**

>   **Close the Dictionary Editor:**
>> ◆ **Mouse:**   Click the **Done**   Button
>> ◆ **Keyboard: Alt + D.**
>>>   Tab to the **done** button and press the **space bar**.

For more information use browse buttons above or see:
>   Dictionary Editor Introduction
>   How to add   a word
>   How to amend   a word
>   How to erase   a word
>   How to search for a word
>   Sound Introduction
>   How to link   a sound waveform to a word

Dynamic Spelling Dictionary

Spelling dictionary details.

The dictionary contains not only   words but a word status monitor for each user. This means if a user spells a word correctly, the word will be updated to show it has been correctly spelt. Conversely, if a user has spelt a word incorrectly then the word status monitor will change the status accordingly.

There are four word status levels and each word is initially set to default status, which is one from bottom.

Word status levels are:

Mastered	Temporally removed from user's dictionary.
Success	User has been successful at least once.
Default	Start position of status level.
Failed.	User Failed word at least once.

There are four levels per word and each word is initially at the default   level. If you spell a word correctly the word status monitor will increase the level for that word to the success level. If you spell the word successfully again the word status monitor will increase the level to mastered. From now on the word is effectively removed from your dictionary. Of course, failing to spell a word before it reaches the mastered level would mean the word status would go down a level, the lowest level a word can go down to is the failed level.

Here is a untypical word status history that should help you understand how the word status monitor works.

Spell CONSULTATION...

Round	Result	Word status level
Start	----	Default
1	Failed	Failed
2	Failed again	Failed
3	Success	Default
4	Success	Success
5	Failed	Default
6	Success	Success
7	Success	Mastered

No longer in the dictionary, word status can be reset by System menu/Single user.

Normally, if you can spell a word correctly it will be mastered after the second go.   You can actually master a word after just one successful round. You can only do this when you initially set up your dictionary at the start.

see   system user

The Dynamic Spelling Bee is not a spell checker, the Spelling dictionary has been designed to transverse the dictionary looking for words to add to a list , not to find a particular word. Although it can do this,   it is slower than a normal spell checker dictionary whose purpose is to find a word.

You can delete a word, amend it to another category or change it from Uk English to USA   English.

Important!

If you set your level mode to **Practice**, the dictionary word status level will not be updated.

How to change the dictionary   category

To select a different category select the one you require from the drop down list box.

To do this **Click the drop down arrow** on the category selection box and select the required slot. If the Category is not shown drag the scroll   bar thumb   down to the   desired category.

You can also select a category from the Speed Bar in exactly the same way.

There can be   up to 64 dictionary categories. One is the main dictionary and cannot be changed. The other 63 dictionary categories can be for specific subjects or you can make your own categories.

To create your own dictionary category:
Select a category with the name **Free**. You will then be requested for a suitable category name. Type in a category name then click the OK button to make it permanent. The Speed Bar category selector will not allow you to select a free category.

To add words to this new dictionary category you must have access to the system menu. If you have then select the dictionary editor   . If it is accessible then go to the dictionary editor, select this new   category and start adding words to it.

How the score is calculated

The spelling be does not take individual word difficulty into account.

A simple formulae is applied to a user which gives their   level.

Level =   (Min + Max) / 2   times 100

This basically takes two things into account
        The average of min and max and what level the user.

Learn Setup Dialog box

© 1998

Peter Richards

The Learn setup adjusts the learn mode   parameters including number and duration.

Click on the parts of the box below where 🖑 _appears for explanations of features._
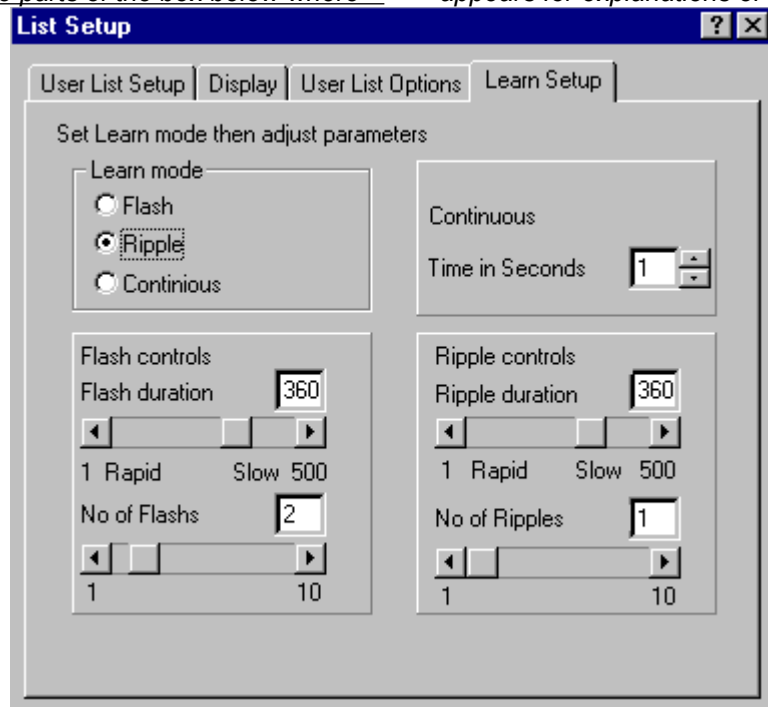
For   information on   the different modes see   <u>Learn mode in Spelling Bee</u>

How to change the learn mode:

<u>Mouse</u>   or   <u>Keyboard</u>

To set   the Learn display modes:

<u>Flash mode.</u>
<u>Ripple mode.</u>
<u>Continuous mode</u>

List   Setup: Introduction

Peter Richards

List Setup lets you change how the Spelling Bee compiles your word list. Setting the minimum and maximum word lengths act to filter out words you do not require.

Click on the parts of the box below where   appears for explanations of features.

User Setup   ? ☒

| User List Setup | Display | User List Options | Learn Setup |

Set levels

Minimum Letters   3

Maximum Letters   36

List size   2

One letter only   R

Pre-defined   PE?T

List Type
○ Failures only
○ Pre-defined start
○ One letter only
◉ Random
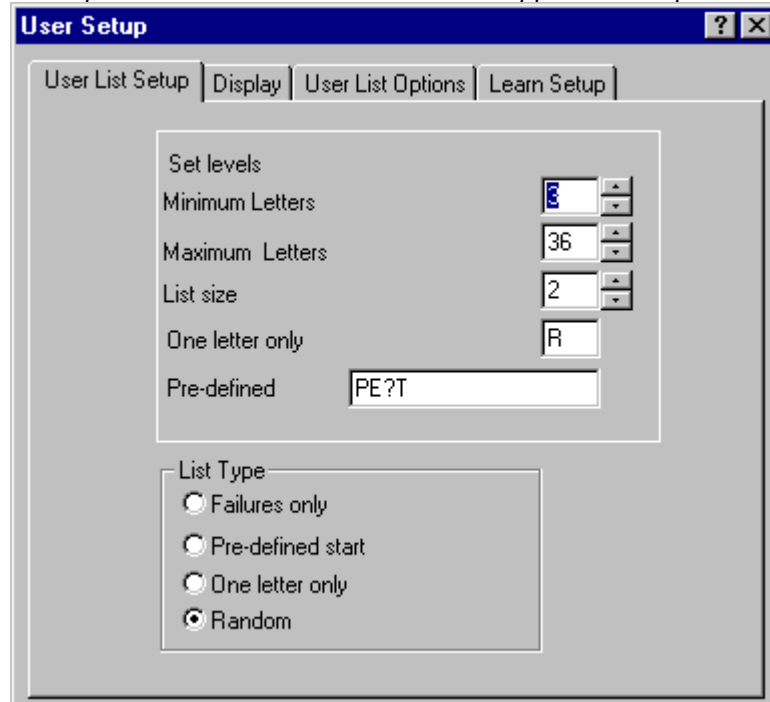
The   List setup Window topics:

Setting the difficulty   Sets the minimum and maximum word lengths   and list size.

List type   The type of list Spelling Bee can produce from the dictionary.

Backup the Dictionary

© 1998

Peter Richards

To back up the dictionary:

1. Insert a spare blank formatted floppy disk/ tape into the drive set in **Change directory path** Dialog box.

2. Ensure the system menu password is Disabled. For extra security you could leave it enabled but you must keep a note of what the old password was!

3. Go to Backup:
Mouse:
◆ **Menu:** Select **System | Backup Dictionary.**
Keyboard:
◆ **Menu:** **Alt + Y | B.**

4. You will be asked if you are sure, if you are, press **OK**, otherwise press **Cancel.**

Having problems!
Backup uses a path set in **Change Directory Dialog**. Ensure this is correctly set. For example you might backup onto a floppy disk on your A: drive. Check the Dialog and ensure A:\ or A: is in the Backup path Edit box.

Q. How do I make the backup dictionary file the main dictionary file?
A. To use the backup dictionary you must rename the backup dictionary, adddict.dis, to the name of the actual dictionary, sonddict.dis then place it in the applications progdata folder.

If you have amended the dictionary categories since this backup you could also rename the configuration back up file. Please store the working configuration file to another folder just in case you have problems with the backup version.

How to set the start up user

Determines which user is selected on start up.

To select start up user select the required name from the box.
Mouse: or   Keyboard

That user will now be selected on startup.

You can only select a user without password protection or you if you know the password!

Keyboard only users
If you are using the keyboard only then when you move up/down the list any user slots with a password will offer you a chance to enter their password. Press Alt + S to skip to the next user. Remember the next user might also be password protected!

Q   Can you select a start up dictionary category?
A. Each user will have their last selected category on start up, so select the category you require on the next start up   just before you leave the program.

Printer: To Print a window.

To Print a Text File:Mouse:

◆   **Speed Bar:** Click   the

   button.

◆   **Menu:**   Select   **File | Print.**

Keyboard:

◆   **Menu:**   **Alt + F | P.**

2.   **The Print dialog will appear:**
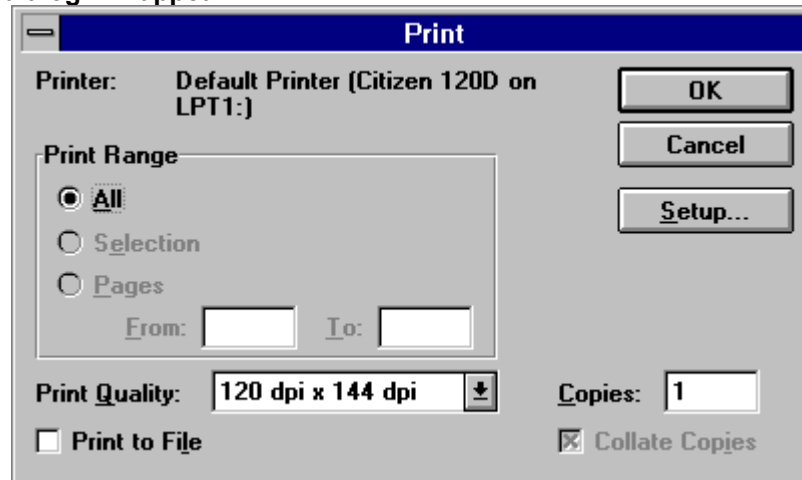
3.   **To print :**

◆   **Mouse:**   Click   the   **Ok**   button.

◆   **Keyboard:**   **Enter** key.

To Setup the printer see   **Printer setup Dialog.**

The Dynamic Spelling Bee only requires simple printing therefore no page selection   is required.

Print options:

Number of copies:

Select **Copies** edit box and input the number of copies.

Keyboard   : Alt + C.

Print to File:

◆   **Mouse:**   Check **Print to File** box

◆   **Keyboard:**   **Alt   + L**

For more Information see   **Print to a File**

System   Setup   Dialog box

The System Setup Dialog box   allows certain   parameters to be changed including:

- ◆ Reset a user's word level status for the whole dictionary.
- ◆ Printout a selected   user's history file.
- ◆ Promotion / demotion threshold Levels used in auto level adjustment.

To Open System setup:
Mouse:
- ◆ **Menu:**   Select   **System** | **System Setup .**

Keyboard:
- ◆ **Menu:**   **Alt + Y | S.**

To Close System setup
Mouse:
- ◆ **Menu:**   Select   **Done.**

Keyboard:
- ◆ **Menu:**   **Alt + D**   or **enter** key.

Timing Setup: Word Display timings

There are four edit boxes controlling the timing of the word display in Spelling Bee and Browse.
All the timings are approximately in seconds.

◆ **Word Display**

Amount of time word is displayed, can be up to 20 seconds . Also used by browse.

◆ **Block User**

Amount of time the keyboard is blocked after the displayed word has been removed. Adjust this time
to the amount of time you want to spend   memorizing the word. The less block time, the easier it is to
spell the word.The keyboard can be blocked for up to 20 seconds

◆ **User input**

This is the time given to spell the word. If you run out of time you will be given visual and/or audio
feedback. If you have spelt the word correctly but for some reason went over the time don't worry, just
press the enter key and it will be successful if spelt correctly.You can take up to 90 seconds to spell
the word.

◆ **Between Words.**

The Amount of time from the end of one word, to the start of the next. This is also used by Browse.
There can be up to 20 seconds between words.

Timing example: Spell   **made**

Displayed	Edit Box	Timing range
Get ready to spell ..		
made	Word display	1 to 20 seconds
Now Memorize	Keyboard Block	1 to 20 seconds
User attempts to spell word	User input	1 to 90 seconds
User spelt **made** Correctly.		
.	Between words	1 to 20seconds
Get ready to spell..		

Questions & Answers

Also see   Spelling bee Q&A   and
Browse Q&A

Q. How can a dynamic dictionary help me?
A.   Treat the dynamic dictionary like a friend who is testing you from a paper dictionary. You are tested, any words you get right a tick is placed next to the word. When the word comes up again for testing if you get it right again your friend crosses out the word. A friend might do this for you a few times but Dynamic Spelling Bee will always have time for you.

The dynamic dictionary therefore ensures when you make progress and master a word it is temporally removed from the dictionary so you need only concentrate on those words you haven't mastered. Just as important,   when you fail a word it is demoted a level until it reaches the failure level. You can then select just your failures to test yourself on.

Q. What other uses can Dynamic Spelling Bee used for?
A.   Academic and Industrial groups often require there students/employees to know a core of very hard to spell words even the best spellers have difficulty with.

A student could go into their examination confident they can spell all the core words in their subject. This is becoming increasing important, marks can be deducted if you spell the word   incorrectly, it can also give the examiner a bad impression.

Q. How many people can use the program's dynamic dictionary.
A.   Up to 10 Users can use Dynamic Spelling Bee and interact with the dictionary.

Q. What happens when I have mastered all the words!
A. You can at any time reset your word status monitor back to the default level. If its your second time why not set the word status to success level? This means you only have to be successful once for the word to be mastered.

Q. How can I find my level of competence in spelling?
A.   Go to your Properties/List Setup Dialog box and set the   **Level adjustment** to **Auto mode**. Set the type of   list to random and the difficulty level to minimum equals seven and maximum nine. With the   list size set to   3, go to Spelling Bee and keep testing yourself.

You will be promoted or demoted depending on your results. Within a few tests you will   soon find out how good you are. If you find initially the lists are easy to spell, you will be rapidly promoted to your level of   competence.

Conversely demotion would mean the level is too high for you at present and you should   reach a level of competence   when you are no longer demoted and can use this as a basis for the start of your Spelling Bee sessions . **Manual mode** is the **recommended** mode, this mode allows you to concentrate   on the words   without worrying to much about the promotion/demotion aspect.

Q. I am a   good speller and want to test myself on hard words only, I seem to get   these hard words along with cat, duck etc, how can I remove those words and only have hard words in my Spelling Bee list ?
A.   You have a   Property sheet,   all ten users have one.   At the top of the   Spelling Bee Tool are a a

row of buttons, click   the   button   and you will transferred to your Property sheet.
The   List Setup Dialog   is the foremost dialog. If you look at the top of the Dialog Box you will see two Edit boxes, one for   the minimum   number of letters and one for the maximum number of letters.

This is your   filter, if you set the minimum to say nine and the maximum to twenty, the next time you use Spelling Bee no words with less than   nine   letters will appear in your Spelling Bee list.

Q. How many people can use the program at the same time?
A.   Only one user can use the Dynamic Spelling Bee at any one time. Even under   multi tasking   there is only one dictionary file.

Q. In auto level mode I   would like to promote myself to a higher level if I score 80 percent, how can I change the promotion level.
A.   To keep the   spelling bee consistent for all users there is only one promotion/demotion threshold for them .   If you wish to change it please get agreement with other users.
see System menu user for more details

Q. I have been deleting words from the dictionary, but the Dictionary file size does not reduce!
A. The dictionary is behaving correctly!   Any words removed from the dictionary are kept so the space can be reused by the Dynamic Spelling Bee.

Q.   Could I try to spell all the words in the dictionary and how long would it take me?
A.   You could,but this would be a long term project. If the the main dictionary contains 20000   words, divide into this figure the amount   of words you expect to completely master , ie   temporarily remove from the dictionary, in a day. This will   give you approximately the number of days it will take.   For example, a work rate of one hundred mastered words per   day would complete the dictionary in approximately. 200 days!

Q. My friend, who is a good speller, finds Spelling Bee tests boring, while I am a   poor speller and find them rewarding and challenging. Why is this?
A.   You will find naturally good spellers do not understand the reason for repetitive drill   methods, they think they are boring and a waste of time. The reason for this is simple, they   do not gain anything from the experience.

Bee/Text   files used to store Spelling Bee lists © 1998 Peter Richards

You can save or load your Spelling Bee lists using   text files. Think of the simple editor window as a freeform Spelling Bee list maker.

You can import text files but ensure   they are basic text files. Some word processors   let you   format your file for basic text. It is much easier for one off lists to use the Clipboard's   copy, paste facility.
l
Bee files are text files and are interchangeable with text files.
also see   **using   Spelling Bee with a Bee/Text file**

To open a new Bee/Text file:
Mouse:
◆   **Speed Bar:** Click   the

button
◆   **Menu:**   Select   **File | New Bee File**
Keyboard:
◆   **Menu:**   **Alt + F | N.**

To open an existing text file:
Mouse:
◆   **Speed Bar:** Click   the

button
◆   **Menu:**   Select   **File | Open Bee File.**
Keyboard:
◆   **Menu:**   **Alt + F | O.**

An   open file Dialog box will appear.
Select   the name of the   Bee   file you require. If you require a text file , just click the **List files of   type** and change the type to **Text files.**   Press Ok to leave Dialog Box.

Tip! The eight most recently used text files can also be opened via the **File menu**.

To use   the Bee/Text file see   using Bee/Text files

To save an existing file:
Mouse:
◆   **Speed Bar:** Click   the
◆   button.
◆   **Menu:**   Select   **File | Save.**
Keyboard:
◆   **Menu:**   **Alt + F | S.**

To save a new file:
Mouse:
◆   **Speed Bar:** Click   the
◆   button
◆   **Menu:**   Select   **File | Save As.**
Keyboard:

◆ **Menu:** **Alt + F | A.**

A Save As Dialog box will appear. Enter the name of the new Bee file. If you wish to save the file as a text file, click the **save files of type** and select **Text files.**

To close the file:
Mouse:

◆ **Speed Bar:** Click the

◆ button

◆ **Menu:** Select **File | Close.**

Keyboard:

◆ **Menu:** **Alt + F | C.**

If the file is new or has been modified a dialog box will request you to save/discard it.

Dictionary Editor: Sound Introduction

Its a simple process to make a sound recording of a word and then link it to a word in the dictionary.

You can prerecord the words using Windows(TM) sound recorders or any third party sound recorder. From version 1.5 you can also record a sound using the editor's built in sound recorder. In both cases you will need a sound card and microphone to record the sounds.

If you are using a sound recorder to record the words it will save you time if you save the waveforms in the mydata/newwave folder. This is because the Get Waveform button always opens in this folder.

You can link high quality recordings to a word but remember a single word at CD quality can be 400KB or more!. Keep the filename you use to the DOS 8:3 standard. Do not use long filenames!

If you have a recordable CD ROM you could save all of the waveforms on to it. Only do this when you have finished all your recordings. The next recording added will cause an error because the program can not find it. A read/write CD would be ideal because you could just add the new waveform to the correct directory.

also see <u>Dictionary Editor's built in sound recorder</u>

For more information please use the browse buttons above.

Dynamic Spelling Bee Version History   ©   1998 Peter Richards

History
Version 1.00.   Published 31.3.98.

Note: Versions 1.5(16bit) &   1.6 (32bit) both published on 31.1.99   but given different version numbers.
Version 1.5   Windows 3.x   16bit
Removed   a number of the evaluation limitations including the number of users.

Dictionary Editor
Added record button to dictionary editor to allow simple   recordings as an alternative to linking to a prerecorded waveform.
When you add a sound ,the sound radio button is automatically changed to "sound On". When you delete or unlink a sound waveform from the dictionary the sound radio button is automatically changed to "Sound Off"
The sound being linked will always be added to the program's local waveform directory.
Removed speaker sound button,   causing confusion with the sound radio buttons.

Browse. During play you had to wait until the delay between words had happened before
you could press another button. Removed limitation.

Sound setting Dialog Box added. This allows you to change the quality of recording when using the editors built in sound recorder.

Print option Dialog Box added. This was added to allow a left hand margin printout setting.   You can select 3 font sizes for printout. This is to allow dot matrix users a larger font while keeping the font size for ink and laser reasonable.

Spelling Bee list generation. When using a text file the list will now start from the cursor (caret!) position not the start of the line. This is now the same if you make a selection.   If you select a group of words then the list   now stops within the selection and not when you reach the maximum quested.

Misc.
User maximum name size was 28 letters but display showed   29.   Increased to 29 letters.
Sound & backup Dialog Box now has a default button which takes you back to the programs local waveform directory and the A directory for dictionary backup.
User's category   is not saved if user just changes the   category on the toolbar and leaves. The program will now always save users configuration on exit.
User's list setup/Options.   The user level is now pro-active and will change the users difficulty level if set. It still is updated by the auto level mode.
Import dictionary option now allows you to also move existing words to a target category.

Version 1.5   32bit version
All version 1.5 16bit updates plus:
1. Added new user wizard.
2. If you have a MAPI client (see <u>sending list via Email</u>) you can send Bee/Text files via Email   as attachments.

What is Shareware

What is Shareware?

Shareware allows you to try the software and if you continue to use it you must register it. The license normally allows a trial period after which you should delete the file if you do not wish to register it.

Shareware is a distribution method , it is not free or in the   public domain and   provides vital support to software authors.

The   22,000+ word   spelling dictionary has been included to allow you to make a proper evaluation.

For information on the unregistered version see
 unregistered version limitations.

Please see How to order on how to order   this software.

When you register you will receive a registration name and key code. Please go to input registration code topic for help on how to do this.

What are your   License and warranty terms?

For license and warranty information please see vendinfo.diz   and
license agreement information.

How do I...

start a spelling Bee session.
change the list criteria.
add my name to the user list.
make the Spelling Bee give me harder/easier word lists.
increase/decrease   the word list size.
change the word list from a random list to a list starting with say, **com.**
switch on/off the dynamic dictionary.
set the level adjustment to automatic.
repeat a spelling bee list.
switch the sound on or off.
use learn mode in the Spelling Bee.
change the learn mode   from ripple word to flash word.
how can I speed   up/slow down the flash/ripple display rates.
test myself on failed words only in spelling bee.
save my spelling bee failures to my scrap pad.
give myself more time to look at the word before I have to spell it.
give myself more time between words.
use browse in spelling bee mode.
save a word from browse to my scrap pad.
remove the flag from the Status Bar.
use my scrap pad lists with the spelling bee.
use a text file with the spelling bee.

List Setup: Spelling Bee List Types

When you request a word list,   Spelling Bee uses **Property/List type** to determine the   type of list you want.

There are four type categories:
- ◆ **Random.**
- ◆ **Failures Only.**
- ◆ **Predefined.**   with   associated Edit box.
- ◆ **One letter.**   "   "

Your   choice is made by selected one of the four radio buttons.

- ◆ **Random**

Random produces a list of   random words from the dictionary.

- ◆ **Failures only.**

Warning! Do not use **failures only** until you have built up enough words to make   a list.   It could take some time to compile a list from a dictionary of 20,000 words with only a handful of failures.

To understand what is meant by failure you must   understand how each word in   the dictionary is stored. see   The Dictionary for more information.

Basically each word has a word status for each of the 10 users. You start at the **default** status, if successful the word progresses to the **success** status. If you spell the word correctly for a second time the word is given the **mastered** status and will not be picked again by the Spelling Bee.

If you had failed to spell the word correctly on default, the word status would have changed to **failure** status. Confusion can arise if you were successful the first time and failed on the second attempt, the word would then end up back at **default status**   and would not be a failure unless you failed again.

If you have the level adjustment set to practice word status promotion/demotion will not take place. If you know you have failed to spell a number of words but **failures only** produces no word list, check your level adjustment and make sure it is set on manual or auto.

You can get a dictionary report any time which gives you the word status totals for every word   in the dictionary.

- ◆ **Predefined**

Predefined type   lets you define the start of the word   and   use it   to make a list. Associated with the radio button is an Edit box, in which you should put the start word sequence you require.

An example is the best way to explain.
Lets say you want   10 words in your spelling bee list which begin with **com.**
   1. Click or Tab to the **Predefined Edit box** and input **COM.**
   2. Click or Tab to **Type** radio buttons and select   **Predefined** radio button.
   3. Click or Tab to **List Size** and input **10.**
   4. Click the **Ok** button.
   5. Run **Spelling Bee.**
   6. If in dictionary mode, the Spelling bee will produce a list of 10 words beginning with **com**, for example **com**mand, **com**plete etc.

A simple character wild card, **?**, is   allowed. Using the above example c?m   would allow   the words **com**mand   and **com**plete,   it would also   allow the words **cum**ulative and **cam**el.

◆ **One letter**

Will produce a list of words that start with the letter   you put in the edit box. This allows you to concentrate on just one letter in the alphabet, for example, if you type   in   **A** you will only be given words that   begin   with **A**.

Example; lets say you want **20** words in your spelling bee list that begin with **S.**

1. Click or Tab to the **One letter only Edit   box** and input **S.**
2. Click or Tab to **Type** radio buttons and select **One letter only**   radio button.
3. Click or Tab to **List Size** and input **20.**
4. Click the **Ok** button.
5. Run **Spelling Bee.**
6. If   in the dictionary mode, the Spelling Bee will produce a list of **20** words beginning with **s**, for example   **s**addle , **s**ymbol etc.

Using the Spelling Bee with Scrap Pad

To use the Spelling Bee with your Scrap Pad:
1. Open your Scrap Pad.
The Scrap Pad has **two** pages, you can make a list from either.

2. Scrap pad uses some of your list setup values.
Set your requirements in **Properties**   see   List Setup

3. Make a Spelling Bee list.
◆   Make the page you want active. This can be done by clicking the mouse on the desired page
◆   Set the insertion point (caret) to just before the start of your word list.
Mouse:
◆   **Speed Bar:**   Click

 button   for page 1.
◆   **Menu:**   Select   **File | Make list from active Window**
You can also press the right hand mouse button for a menu that lets you make a spelling bee list.
Keyboard:
◆   **Menu:**   **Alt + F | M.**

The status bar will display the bee list status and next to this the size of the list, which could be less than you requested. If Scrap Pad was unable to extract any words, check your **Property/List Setup** to ensure the minimum and   maximum word length settings are actually within a range which allow you to make a Spelling Bee list. Also check   the Insertion point (known as a caret) was set to just before the start of the list.

6. ***   Important! *****   To use the list you have generated you **must** leave your **Scrap Pad open**.

7. Open the Spelling Bee:
Mouse:
◆   **Speed Bar:**   Click   the

 button

◆   **Menu:**   Select   Select   **Utilities | Spelling Bee.**
Keyboard:
◆   **Menu:**   **Alt + U | B.**

 8. **To start the Spelling Bee session:**
Mouse:
◆   Click   the **Start**   button.
Keyboard:
◆   **Alt + S.**
When the list has been compiled by Spelling Bee you will be asked to spell the word(s).

9. After the predetermined time you can now input your answer into the box. You have a time limit on how long you   take to answer the word. The maximum amount of time is 90 seconds, this can be adjusted in your   **Properties/Display** property sheet.

10. To repeat the Scrap Pad Spelling Bee list, press the Repeat button.
Mouse:
◆   Click   the **Repeat**   button.

Keyboard:
◆ **Alt + R.**

Spelling Bee will   repeat either all the words or just those you failed previously depending on the setting in your **Properties/List Option** property sheet.

Selecting Text from a Scrap Pad for a spelling list:
1. Select the required text as though you were attempting to use cut/copy to your   Clipboard .   See Selecting text   on how to select text.

2.   Depending on which page you are working on:

Click   the   [Make List]   button.

3.   Your spelling bee list will be based on your selection. Continue from step 6 above.

Using Spelling Bee with Bee/Text Files

With the Text/Bee   file open and a Spelling Bee list ready for use.

1.   Set your requirements in **Properties**   see   <u>List Setup</u>   . You must set the minimum   and maximum   word lengths so you can capture the words you require for your spelling Bee. The number of words in the bee will also be set by your list size.

2.   Ensure   the Insertion point ,called a caret in Windows, is **before** the words you require for your list. Normally leave the cursor at the top left hand side or as directed by any instruction at the   top of the list. If you need multiple lists it is better to set up a new file to put them in.

3.   To make a Spelling Bee list:
Make the window you want active. This can be done by clicking the mouse on the desired window. Set the caret to just before the start of your word list.
    ◆   Press the **make spelling list** button.
Mouse:
    ◆   **Speed Bar:**   Click   the

     button
    ◆   **Menu:**   Select   **Utilities | Make list from active window.**
You can also press the right hand mouse button for a menu that lets you make a spelling bee list.
Keyboard:
    ◆   **Menu:**   **Alt + U | M.**

The   program will now make a list from the **active Bee/Text window** based on your set up values.

4.   The Status bar will now show   the Bee status list was extracted from your   Bee/Text file and next to this   is the size of the list, which could be less than you requested. If the Status bar does not show any change check your   minimum and maximum word lengths in List Setup.

5.   You can now go to Spelling Bee and test yourself on the list.

6.   ***** **Important**   *****
Leave the file open while you are in the Spelling Bee. If you do not, the dictionary will be   selected by the Spelling Bee.

Editor commands

Most of the commands require you to select text first. See <u>Selecting text</u> on how to do this.

   ◆ **Cut**

Transfers the selected text out of the edit window and into the   <u>Clipboard</u>

1. Select text.

2. Click   speed bar icon.
   or from the menu   **Alt + E | T**   (keyboard shortcuts **Ctrl + X** or **SHIFT Del**).

   ◆ **Copy**

Makes a copy of the selected text and transfers it to the Clipboard.
1. Select text.

2. Click   speed bar icon .
   or from the menu   **Alt + E | C**   (keyboard shortcuts **Ctrl +C** or **Ctlr Ins**).

   ◆ **Paste**

After you have Cut or copied the selected text you can paste it.
1. Set the cursor to where you would like the beginning of the new text to be.

2. Click   speed bar icon.
   or from menu   **Alt + E | P**   (keyboard shortcuts **Ctrl + V**   or **SHIFT Ins**).

   ◆ **Undo.**

You can undo your last Cut/Copy/Paste by using the Undo command.

1. Click   speed bar icon   or from the menu   **Alt + E | U** (keyboard shortcut   **Alt Backspace**)
The Cut/Copy/Paste will have been restored.

   ◆ **Delete Text**

Delete one character at a time.
Deleting one character to the left of the cursor   **Back Space key.**
Deleting one character to the right of the cursor   **Delete   key.**

Deleting Selected text
1. Select text
2. From the menu   **Alt + E | D**   (Keyboard shortcut **Delete key**).

   ◆ **Clear All**
1. Ensure cursor is in the window you want to clear.
2. From the menu   **Alt + E | A**   (Keyboard shortcut **Ctrl Delete**)

   ◆ **Cursor Movements**

Cursor keys **UP,DOWN,LEFT** and **RIGHT** move the Cursor one character in that direction.

HOME moves the cursor to the left of the text and **END** moves the cursor to the end of the line.
PAGE UP and **DOWN** move the cursor up and down the edit window.

   ◆ **Select All**

Allows you to select all the next in one operation. Handy for transferring whole spelling bee lists to another bee file.

Also see <u>Find and replace text</u>

Status bar

The status bar gives you a visual indication of some of the parameters used by the program.

Click on the parts of the box below where ◆ appears for menu items.

| Max list | 10 | Word filter: 5 to 10 | ♪ | Bee Status | 🗓 | Dictionary | 10 | Random | 🇺🇸 | CAPS | OVR |

Browse slider control

The Slider control allows you to move rapidly up or down the dictionary.

The slider can only make coarse adjustments. The most accurate way to get to   a word grouping,   is to type the word into the edit box.

Using the mouse:
Using the mouse you can drag the thumb to the left, the dictionary's start, or the right, the dictionary's end. Move the cursor   to the left of the thumb, clicking the left mouse button   moves you closer to the beginning of the dictionary. Move the cursor to the right of the thumb, clicking the left mouse button moves   you towards the end of the dictionary.

Using the keyboard:
Tab to give the slider focus. This happens when a dotted rectangle surrounds the slider control.
The buttons in Browse do not have focus indication and require a direct keyboard input to work, for example you press Alt + B then Alt + P to start the Spelling Bee, only the Edit Box and slider require focus.
Page Up   moves you towards the beginning of the dictionary.
Page Down   moves you towards the end of the dictionary.

Cursor   Left and **Up** move you in smaller increments towards the beginning of the dictionary.
Cursor   Right and **Down**   move you in smaller increments towards the end of the dictionary.

If you change the slider by mistake:
Click the one shot reverse button and you will be returned to your previous position.

Press   ◆   to take you back to the previous slider position.
Keyboard: Alt + R.

The Browse Spelling Bee

Using Play   with the built in Spelling Bee:

The Spelling Bee within browse is less formal than the main Spelling Bee and does not affect the dynamic dictionary in any way.

The Spelling Bee only works when play or single step are in operation.

1.   Click   [button]   button,   The button will stay down until you press the **Stop** button.
Keyboard: **Alt + B**

2.   Press   **Play**   ◆   and the word already in the display box   will be the first you are tested on. Follow the screen instructions. The button will remain depressed until you press the **Stop** button.
Keyboard: **Alt + P**

3.   How long the word is displayed will partly be determined by your **Property/Display/Timing**,   if you are unhappy with the time taken,   adjust your display timing in the timing setup.

4.   Enter your spelling attempt in the display box, when happy with it, press return.

5. The program   will let you know if you are successful, then will replace the word with the next in the dictionary.Your setup determines what the next word will be, based on the dictionary filter setup you are using. (ie   min and max word lengths etc)

6.   To **Stop** playing the Spelling Bee click the   ◆   button.   **Keyboard: Alt + S**
The best time to stop the Spelling Bee is just after your attempt otherwise you might have to press the stop button a few times. If you have set the block input and display timings to large values you will have to wait until the one you are on has finished.

Using Single Step with the built in Spelling Bee:

1. Click   [button]   button.   The button will stay down until you press the   **Stop**   button.
Keyboard: Alt + B

2. Click   ◆   button to be   tested on the word displayed.   **Keyboard: Alt + G**
Follow the on screen instructions.

3. The program will let you know if you were   successful.

Although **Single Step** has finished you will remain in the Spelling Bee mode until you   press **Stop.** Once the bee has been pressed only stop will deactivate it.

4. **Single Step** displays the next word   before it ends,   allowing you to press single step again,   if you want to test yourself on this word. The advantage of Single Step is it allows you to work at   your own pace

5. To continue just repeat **Single Step** again (see 1).

 6. To finish the Spelling Bee session mode click   ◆   **Stop** button

Store a word in Scrap Pad

To transfer from Browse in to your Scrap Pad file:

Stop browse.   Click   [Save to Pad]   button to store the word into your Scrap Pad.
Keyboard: Alt + V
see <u>Scrap Pad</u> .

It does not matter whether your Scrap Pad is open or not but one must have been created.

Warning   If   your **Scrap Pad** is open at the time and you decide not to save your Scrap pad, you will lose any words transferred over to your Scrap Pad in the current session. You will be prompted to save your Scrap Pad.

Changing the   display speed in PLAY mode:

The   **speed** can be increased   by pressing   ◆   or decreased by pressing
◆ .
Keyboard: Alt + I   and Alt + D

The speed is displayed between the speed buttons. The range is from 1, the slowest, to 8, the fastest.

Speed	Time (Approximate.)
8	0.5 seconds
7	1.0 second
6	1.5 seconds
5	2.0 seconds
4	2.5 seconds
3	3.0 seconds
2	3.5 seconds
1	4.0 seconds

Other controls will operate only after this delay has finished so please be patient when using speeds 1 to 5.

Browse   Q & A

Q. I have made up my own dictionary category to test myself on   words I must be able to spell for my exams and would like to use browse's informal spelling bee to just run through them, how do I do this?

A. Before you enter browse select the category you require. This will be the category browse uses and no other.

Q. Does browse use any of the timing settings from my list setup?

A.   Yes it does.

Q. When I press stop in the play mode it sometimes stops on the word after the one I want?

A. Although the dictionary cannot go backwards, if you miss the word you want try pressing the one shot reverse button. This takes you back to the previous word.

Q. I want to start on a certain word, say   CAR, how do I do this?

A. Go to the Edit box where the dictionary words appear and type in   CAR.   Browse will start from that word.

Q. If   I type some rubbish, say KDJHFY, into the edit box then start the spelling bee mode, it asks me to spell it before it continues to a proper word, can this be right?

A.   Yes this is correct! This is to allow you to type any word you like into the Edit box and test yourself on it.   Before you test yourself on it you could transfer it to your Scrap pad.

Q.   When I master words using the Spelling Bee do I lose them in Browse also?

A. No, Browse does not use the word status monitor so all the words within your word filter range should be displayed.

User password control

The Dynamic Spelling Bee allows the user an option of a simple password. If you do not need passwords then just ignore this topic. To be on the safe side ensure the system menu password is in the disabled mode.
see System Password

User Password
You have the option of a password when you initially enter your name in the **Add new use**r property sheet.
See Add new user on how to do this.

If you request a password a dialog box will appear , enter your password in the box shown. As the password is displayed on screen please ensure nobody is looking when you type it in. Normal practice is to show a star character in place of your character, but due to the low security implications there was no need for this.

Your password can be up to 10 characters and Dynamic Spelling Bee will only accept alpha numeric characters for your password (A..Z,a..z,0,1..9). Again this is not normal practice but will be of help to younger users.

Later, when trying to select your user slot you will be requested for the password. Input your password exactly and you will be allowed your slot. A star character will be shown instead of your actual character, which is normal practice.

Q. I no longer require a password, how to I disable the password?
1. Go to the **Add new user** property sheet and this time change the **"Do you require a password"** radio button to **No**, then click **confirm addition** button.

Q. I want to enable my password again, how do I do that?
Just follow the procedure in the question above but select the **Yes** radio button. When you click the confirm addition button you will be requested for a password.

Q. I have forgotten my password, what do I do?
The password can be disabled from the **password setup dialog**. If you do not have access to this tell the person who does have access to reset your password.

Q. Who is the system menu user?
The system menu is controlled by who ever controls the system menu password. If the system password is used the system menu will be disabled and can be reached only via a password.

******* **The system password can be disabled so can be totally transparent!** *******

Spelling Bee   Q & A

Peter Richards

Q. How can I find out information about my previous sessions?
Each user has a history file which can be easily accessed from the Menu.
Mouse:
- ◆ **Menu:**   Select **Utilities | History Report.**

Keyboard:
- ◆ **Alt +   U | H.**

Q. I would like to save my   last list from the spelling dictionary into a text file for further study, how can   I do that?
From the **Utilities** menu select **Display current user's last list.   Keyboard: Alt + U | L.**
The words from your last Spelling Bee list will be displayed. All you have to do is rename the Stats text file to the   name your want. You do this by selecting   **Save As** from the **File** menu. From the keyboard this is **Alt + F | A** .   A Dialog box will appear, change the name to what you want and press the Ok button.

Q. Where do the word lists come from?
The source of the words in Spelling Bee is normally the associated spelling   dictionary but can be from your Scrap Pad or a Bee/Text file. If you open your Scrap Pad or a Text/Bee file, your list   will still come from the Dictionary. You can only make a Scrap Pad or Text/Bee file Spelling bee list by first opening it and making it the active window, then   click the **Make Spelling Bee** list button. This   must be done before you enter the   Spelling Bee Window. If you close the Scrap Pad/Text file before you enter the Spelling Bee the source will be the dictionary.

Q. How do I switch off the   Dynamic Dictionary monitor?
If the source of your word list is the dictionary then depending on the Level mode you are   in, each word in the list could be updated. If you do not require this until you know more about the program , set the Level mode in your **Property/List Option** to **Practice**. This could also allow   casual users to use the dictionary without changing it.

Q. How do I ensure the Dynamic Dictionary is on?
Go to your **Property/List Option** and set the **Level   mode adjustment**   to manual or auto. The dictionary will now be updated.   For more information   see   <u>The Dictionary</u>

Q. What other resources   could improve   my spelling ability?
- ◆ A good teacher.
- ◆ Reading.
- ◆ A   good book on the subject.
- ◆ A very good dictionary.

The Dynamic Spelling Bee uses the old fashioned, but effective, spelling by rote method.   It is a tool to aid your learning not a substitute.

Q. I want to use Dynamic Spelling Bee for a spelling   word list my teacher has given me.
You can   use the   **Scrap Pad** or   **Bee/Text file** to store the list.   To do this see..
- ◆ How to **<u>use Spelling Bee with the Scrap Pad</u>**.

- ◆ How to **<u>use Spelling Bee with a Bee/Text file</u>**.

To quickly run though the procedure...
1. Using your Scrap Pad.
2. Open your Scrap Pad.
3. Type the list into either page then save your Scrap Pad.
4. Ensure the size of your list corresponds with your Property/List Setup list size.
5. Set the cursor to just before the first word then click the Make Spelling Bee list button.

6. The Status Bar will let you know how many words were added to the word list. If you have less than you were expecting, check your minimum and maximum word sizes, these act like a filter.

7. With the **Scrap Pad still open** and current, open the Spelling Bee Window.

8. Click on the **start** button and you will be tested on your List.

Remember, your minimum and maximum word lengths act as a filter. If they are set to low values, ie three and six letters and you attempt to generate a word list with words greater than six, no words will be generated!

How to Start a Spelling Bee session

First, set the **Difficulty Level** from your Property sheet/List Setup Dialog box.

1. To start the session:
Mouse: Click the **Start** button.
Keyboard: Alt + S.

2. A spelling bee list of between 1 and 50 words will be compiled.

3. You will have two visual indicators to keep you informed on the progress of the compilation:
 1. The cursor will turn to an hour glass.
 2. At the bottom of the window a gauge will start to fill up until it has reached the amount you require or until it can no longer find any words within your criteria.
Tip You can stop the compilation by pressing the **Stop** button. The size of the list will be whatever the word count was when you stopped the compilation.

4. When ready, the first word will be displayed and you will be requested to spell it. A small traffic light display to the left of the Answer Box gives you visual feedback on when to input your answer .During a session , **red** is between words, **amber** is telling you to get ready and **green** lets you know when to input your spelling attempt. If you have the sound on then please follow the sound instructions.

5. A word will be displayed for a set time. This time is set in your **Property/Timing Setup Dialog**.

6. The word will disappear and you will be requested to memorize it. The keyboard will not accept your input until the right time, so please be patient.

7. You will then be requested to spell the word. You have a fixed amount of time in which to do this, again, the user can set the maximum time from within **Display/Timing Setup**.

8. You will be told if you are successful and the score will be updated.

9. A time delay will take place before the next word is displayed. Again this can be set from within your **Timing Setup Dialog**.

10. If you have more words in your list you are returned to **item 5** and the cycle is repeated.

You can stop the session at any time by pressing the **Stop** button. If you try to stop the session while compiling your word list you will only stop the word list compilation. You must press the **Stop** button again if you wish to end the session. If you have set a timing setting to a large value, say 10 seconds, you will have to wait for the 10 seconds to finish before the session stops.

To Quit the Spelling Bee session:
You cannot quit directly while you are in a Spelling Bee session, you must first click the **Stop** button to leave the Spelling Bee session.

While you are within a Spelling Bee session the **Quit** button will change to an **Enter** button, so if you press it accidentally the worst you could do is prematurely end your present attempt at spelling the word.

The **Stop** button has no effect outside a Spelling Bee session.

How to Repeat a Spelling Bee List

When you press **start** a list is compiled for you. This list can be repeated as many times as you like until you press start again. There are a number of ways to save a list if you wish to keep it for further study but still wish to use Spelling Bee for new lists.

With Spelling Bee window already open.
To start a **Repeat** session:
 Mouse:
- Click the **Repeat** button.

 Keyboard:
- **Alt + R.**

The program will now repeat either all the original list, or just the failures depending how you set it up in your **List properties setup**.

The procedure is now the same as the Start procedure
see How to start a spelling bee session

Repeat mode
The words actually repeated depend on the repeat mode you are in. There are two modes for the repeat button :

1. **Repeat all words from the list.**
2. **Repeat only the failures.**

These modes are set in   Property/List Options

If you   repeat the list   for a second time in the   failures only mode you will only   get your failures from the previous repeat. This means you can keep repeating the list until you have spelt all the words correctly.

Warning!   If the Dictionary Editor is used for adding, amending or deleting a word **all** user's word lists are invalidated and can no longer be repeated.

Learn mode in Spelling Bee

To engage the Learn mode:
 Mouse:

◆   Click   the   **Learn Off**   button.

Keyboard:

◆   **Alt + L.**

The button will now display **Learn On.** The type of mode is displayed in the   **Learn mode box**. The Learn mode allows the word to be displayed in a certain manner before you are tested on it. There are three display learn modes, ripple, flash and continuous.

Display modes

1. Ripple mode.

The word is displayed, first with one letter then increasing   the display by one letter at   a time, for example..

<div align="center">

E
EA
EAR
EARL

</div>

This will be cycled as many times as the user's   **Number of ripples**   value in **Property/Learn setup**. The duration of the   ripple is also set   in   **Learn setup**.

2. Flash mode.

The word is displayed , then removed, then displayed again until the **Number of flashes** value in **Property/Learn setup** has been reached. The duration of the flashes is controlled by the value in Learn setup.

3. Continuous mode

Displays the word for a predetermined time. This just adds to the delay already set in Display/timing setup.

Storing Spelling Bee failures in Scrap Pad © 1998 Peter Richards

You can store Spelling Bee failures in your own Scrap Pad.

To Store failures in Scrap pad:
1. At the beginning of the session:
Mouse:

◆ Click the **Failures to Scrap Pad Off** button.

Keyboard:

◆ **Alt + F.**

The button will now show **Failures to Scrap Pad On** and all the failed words will be stored in **page 1** of your Scrap Pad.

2. When finished with the facility just switch it off by clicking the button again. The button will now display **Failures to Scrap Pad Off**.

3. The button can be switched on during the Spelling Bee but the Bee can not guarantee to store the initial word.

The **Failures to Scrap Pad** button will always be **Off** when you enter the Spelling Bee. This is to stop your Scrap pad from becoming too large and overflowing, which could happen if you do not normally use your Scrap Pad and leave the button permanently on.

Tip One use for your Scrap Pad could be to save all the words you do not spell correctly.

The difficulty level in Spelling Bee is determined by the minimum word size and the maximum word size. These values are set in your List Setup window.

Tab to the radio button group. This happens when you have focus, shown by a   dotted rectangle around one of the radio buttons. Then move the UP and DOWN cursor keys to the required setting you want to set up.

Using Scrap Pad

Scrap Pad is a free form word list editor. How you store the words is entirely up to you. The only rule is you must leave a gap between the words. Each page is kept small and it is recommended you have no more than   three words per line.

Two pages are provided for you to store words which can be used to create Spelling Bee lists.   see Using   Spelling Bee with your Scrap Pad.   on how to do this.

An alternative to using both pages is to put all new words in page 1, and then transfer over   to page 2 those words you want to test yourself on. Page 1   would then act like a scrap pad and page 2   would hold your Spelling Bee list.

Two functions are provided to help you maintain your Scrap Pad. One allows you to transfer   words not in the spelling dictionary from page 1 to page 2. The other does the opposite and transfers only those words already in the dictionary.

◆ **To transfer words already in the spelling dictionary from Page 1 to Page 2:**
Mouse:

◆ **Speed Bar:** Click   the

  button

◆ **Menu:**   Select   **Utilities**   **| Move Dictionary Words to page 2.**
Keyboard:

◆ **Menu:**   **Alt + U | W**

◆ **To transfer words not in the spelling dictionary from Page 1 to Page 2:**
Mouse:

Speed Bar: Click   the   button

◆ **Menu:**   Select   **Utilities**   **| Move Non Dictionary words to page 2.**
Keyboard:

◆ **Menu:**   **Alt + U | T.**

In both cases the words are transferred over. Therefore if you   click the   button and   then the   button all the words on page 1 should   be transferred over to page 2.

Words with a length of less than 3 and greater than 37 are   ignored   by these functions.   A numeral in a word will be treated as a separator and the letters either side of the numeral will be treated as separate words.

Scrap Pad can also be used to store words from the Spelling Bee and Browse windows, but only at the command of the user. see Spelling Bee and Browse for more information.

List Options: Spelling Bee level adjustments

Level adjustments Spelling Bee level adjustment lets you set the level to one of three settings. For finer level adjustment use the minimum and maximum word length settings.

The levels are within the following levels:

◆ **Elementary**
This gives you minimum word length 4 to maximum word length 6. The average is 5 which will put you within the elementary level

◆ **Intermediate**
This gives you minimum word length 7 maximum word length 9.   The average is 8 which will put you within the   Intermediate level

◆ **Advanced**
This gives you minimum 10   maximum word length 14. The average is 12 which will put you within the Advanced level

You can use this coarse adjustment to start your spelling bee session in the level you think you are ready for and   let auto mode find your actual level or adjust the level yourself.

If you set the mode to auto then initially set the level with these radio buttons try not to touch them again as they will override your auto settings.

note: Version 1   just updated the buttons after a Spelling Bee session in auto mode.

There is a simple relationship between the Level you are in and the word length. The   three levels cover the average word length from 3 to 21. The average word   length is calculated as: Minimum + Maximum then divided   by 2.

```
Elementary          min   3    to max    7
Intermediate        min   8    to max   11
Advanced            min  12    to max   21   (note :   anything above this is treated as 21)
```


Relationship between Level and average word length
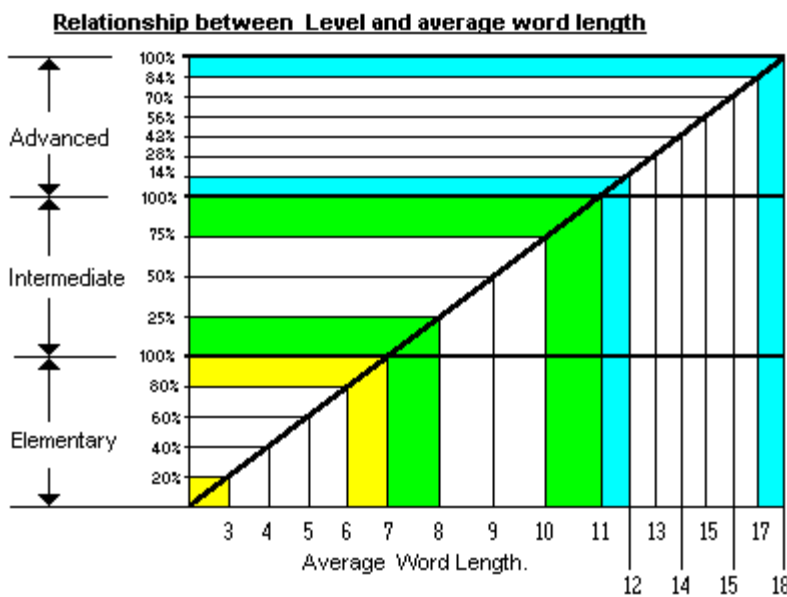
The percentage values go up in stages, **elementary** percentage level increases   by **20%**, **Intermediate** by **25%** and finally **advanced**, which increases at **14%**   except for the final increase of **16%**.

Auto   Level   mode
You have a choice of three modes:
- **Practice**
   You manually adjust the level and has no   affect on the   dictionary   word status.
- **Manual**
   Again   you manually adjust the level   and it does affect word status.
- **Auto**
   Automatically   promotes or demotes   the user and does affect the word status.

Auto mode
If you would like the computer to promote or demote your level automatically set the   radio   button to auto. The percentage threshold   for promotion and demotion is common to all 10 users and   can be set in the System Setup Dialog Box.The default threshold levels are 90% for   promotion and 20% for demotion.

Example: If you scored 3 out of 10, with a demotion level of 40% you would be demoted a level.   A score of 10 out of 10   would promote you a level. Scoring 5 to 9 would leave you still within   the same level.

Promotion would increase the minimum and maximum letter lengths by one and demotion would reduce them by one.

Manual mode.   *The   default mode.*
This is the preferred mode because you concentrate   on spelling the words and less on promotion. In manual mode you promote yourself when you are ready for a higher   level.You do this by increasing the minimum and maximum word lengths in your **Property/List Setup**   Dialog.

Practice mode
Practice   is the same as   manual except it does not allow the dictionary   word status to be updated. You could then allow someone to use your user name slot without them affecting the dictionary.   *Remember.* If you leave the mode on practice you will never master any words and more important,   no words will ever be failures.

List Options: Changing the language dialect

Set language radio button for Uk or USA dialect versions.

 Mouse   or   Keyboard

◆   Uk   Dictionary
◆   USA   Dictionary

Both dictionaries dialects use   many of the same words with a few exceptions, for example colour in the Uk   language   and   color in the USA version.

The setting will be reflexed on the status bar.

Flag setting.
If you wish to remove the flag from the status bar just untick tick the check box at the bottom of the page.

Setting the difficulty and size in List   Setup

When you request a spelling Bee list or run Browse, Dynamic Spelling Bee uses the minimum and maximum word length values you have set in your Property/List setup. These settings filter out words you do not require.

Setting the difficulty level:
Using   Mouse: Click the control you require.
              Keyboard: Tab to the required control.

1. Go to   Minimum Letters   edit box.
2. Input in a value between   3   and 12. Please note, minimum letters cannot go above 12, this is to ensure   you do not have to wait too long for a list when you request one. or Use the Up/Down clickers to adjust the value.
3.   Click or **Tab**   down to the next edit box, called maximum letters
4.   Input a value between   whatever you set minimum to and 37, the maximum value you are allowed. The high maximum word length is for scientific/ medical words which can be very long. If your minimum value is going to be greater than the present maximum, it is better to adjust the maximum value first. Your minimum value should never   be above the maximum value.
5.   Click or   Tab   down   to the List size Edit box.
6.   Input   a value between 1 and 50.
7.   When you are happy, TAB to the next dialog box or to finish click the Ok button to exit.   The new setup values will be automatically saved. Clicking   cancel will reset to the old values.
Please use the browse <<   >> buttons above to take you to the next section.

Below are some typical settings for different spelling abilities:

Minimum	Minimum	User
3	5	Very young person
5	9	Young person
7	14	Adult
10	20	Very good speller

If you found the words easy and spelt them correctly,   then up the level   or conversely lower the levels if you found them difficult. Try to find a level you   do not have difficulty with as a starting point then   start your Spelling Bee session from   there.

Note for Young Spellers
Remember the Dynamic Spelling Bee is a tool and not a substitute for the teacher. Study the type of words you are expected to be able to spell at school, set the minimum and maximum levels accordingly. The Spelling Bee drill practice will help you master the words.

List Options: Repeat mode

© 1998

Peter Richards

The Spelling Bee allows you to repeat your current list. The radio buttons in List Option setup tell Spelling Bee what you would actually like to repeat.

Radio Button Options:

 Mouse   or   Keyboard

◆   **Repeat all:**   Repeat   **All**   the words in the list.

◆   **Repeat failures only:**   Repeat   **Only**   failures from the last time.

Tip

With repeat failures, you can actually keep repeating a large list   until you have spelt them all correctly!

Import additional dictionary categories   © 1998 Peter Richards

Additional dictionary categories can be added to your existing dictionary using this Dialog box.

Words already in the dictionary can be moved to the target category you select by ticking the check box on the dialog box. If you leave it unchecked the existing words will stay put.

Warning! Any changes you make cannot be undone,   therefore it is recommended you backup the dictionary before using this Dialog box.   By making a dictionary backup you automatically save the configuration file which contains the dictionary category names.

How to open the dialog:
1.   Set   directory.
Ensure you have set the directory for dictionary category import disk/file   to the required one.
The path used is the same as the backup dictionary path which defaults to the A: drive but can be whatever you like..
see Changing sound and backup path

2.   Insert disk into designated drive.
If program cannot find the file(s) then it will not allow you into the Dialog box. If you have set the backup path to a directory on your hard disk then this will be treated the same.

3.   Select Menu item.
Mouse:
   ◆   **Menu:**   Select   **System | Import new Dictionary categories.**
Keyboard:
   ◆   **Menu:**   **Alt + Y | D.**

4. The New dictionary categories are loaded into the *From*   (left hand) drop down list box.
The Dialog box now has the new categories in the **From** (left hand) drop down list box and the   existing dictionary categories in the **To** (right hand) drop down list box.

5. You are ready to go!

now go to   how to import dictionary categories   for further information or use the ≥ browse buttons.

Password keyboard input help

Your password can contain   A..Z, a..z and 0 to 9.

Limitations of unregistered version.

Please note that after 60 days certain operations will cease to function or before that if the usage limits have been reached. The usage limits have now been set to higher levels to allow a better evaluation.

I have extended the normal 30 day limit to 60 days to allow the occasional user to evaluate the program.

The limit on the number of users has been removed. There is now no restriction on resetting the users spelling dictionary or importing new dictionaries.

The usage limitations of the unregistered copy still in place are:
1. After a predetermined use the dictionary editor will no longer allow you to add or amend words.
2. The Browse Spelling Bee will not allow you to be tested after a certain usage
3. The Spelling Bee will stop generating lists after a certain usage.
4. The main caption will be displayed as "unregistered".
5. After a predetermined use the make spelling bee list will stop working.

<u>Registration reminder messages</u>
These will appear before entering the start , Spelling bee, Browse, make dictionary list, print and dictionary editor after a preset number of sessions but not during any session.

System Setup: Select a history reports

The System menu user will normally want history reports for all the users. You can also just select one report by selecting that user from **Select User history to print.**   When you   then select   the menu option **Selected History report** the system setup selection will be displayed.

Mouse   or   Keyboard

◆   To display/print user history files   see   History reports

Promotion threshold %   90

Demotion threashold %   20

Select User history to print
- ⦿ 0User Name
- ○ 1User Name
- ○ 2User Name
- ○ 3User Name
- ○ 4User Name
- ○ 5User Name
- ○ 6User Name
- ○ 7User Name
- ○ 8User Name
- ○ 9User Name

History Reports for selected users

The single user/system menu user can obtain a history report for any one user. The user is first selected in   the   system setup .

To obtain a History   reports on user selected from the System setup:
Mouse:
 ◆   **Menu:**   Select   **System | History   Reports. | Selected History report**
Keyboard:
 ◆   **Menu:**   **Alt + S | H | S.**

To print out the report:
Make the Stats window the   active window.
Mouse:
 ◆   **Speed Bar:** Click   the
◆   button.

 ◆   **Menu:**   Select   **File | Print.**
Keyboard:
 ◆   **Menu:**   **Alt + F | P.**

To close the file after viewing:
Mouse:
 ◆   **Speed Bar:** Click   the
◆   button.

 ◆   **Menu:**   Select   **File | Close.**
Keyboard:
 ◆   **Menu:**   **Alt + F | C.**

Scrap Pad: Using the simple editor   © 1998 Peter Richards

The Scrap Pad editor is a simple but adequate text editor. It uses the same edit commands as the Text/Bee files section so please see   Edit Commands   for   information on basic edit   facilities.

The two edit pages in Scrap Pad both   have fixed   vertical and horizontal Scroll Bar, this allows you to store more words per line than shown by the Scrap Pad.

With the normal windows edit feature Cut, Copy   and Paste you can transfer text information from the Clipboard   to your Scrap Pad or from your Scrap Pad to the Clipboard.   This lets you freely transfer Spelling Bee lists from/to your Scrap Pad to text files and from one user's Scrap Pad to another. You can only have one Scrap Pad open at any one time so you must close the first Scrap Pad   before trying to open the other user's Scrap Pad..

Is a temporary storage area in memory that holds the users selection.
The Dynamic Spelling Bee only allows   basic text in Clipboard.

A bar that allows the user to move to areas within the window/ list box
that are normally not visible

Change text and background color

You can change the text and background of the main display by toggling the Change text and background color   in spelling bee.

This can help some people concentrate better. It should also be helpful to people with black and white machines.

To toggle through the colors:
Mouse:
◆   Keep pressing   the   **Change text and background** button until you reach the color you want..
Keyboard:
◆   **Alt +   C.**

The information will be kept by Dynamic Spelling Bee for next time.

Selecting Text

Some   edit commands require you to select text first.

◆ **To do this using a mouse:**

1. Click the left hand mouse button and keep it down, then drag the mouse over the   text you wish to select.

2. Release the mouse.

◆ **Using the keyboard:**

1. Set the   cursor where you wish to start.

2.   Depending on how much text you require.

To select one line at a time

   Press **SHIFT | Cursor UP,DOWN** to select one line at a time.

To Select one character at a time.

   Press **SHIFT | Cursor   LEFT or RIGHT.**

Learn Setup: Adjusting   Flash mode

The **Flash mode**, as its name suggests, will flash the word, before you are asked to spell it. You can set the number of times the word is flashed and the   duration of the flash display.

Each control has an Edit Box and Scroll Bar. The Edit Box allows you to set   the exact value   and the Scroll Bar is a coarser   adjustment of the same value. You will notice   they are interconnected and a change in the Scroll Bar will effect the Edit Box and visa versa.

How to set the flash speed:
Using Edit Box:
- **Mouse:**

Click on the Edit Box   called   **Flash Duration**   and input a value   between the range 1 (fastest)   and 500 (slowest).
- **Keyboard:**   Tab to the Edit Box and input as above.

Using Scroll Bar:
- **Mouse:**   Drag the thumb left to speed up the flashes or right to slow them down.
- **Keyboard:**   Can only use the Edit Box.

How to set the number of flashes:
Using Edit box:
- **Mouse:**   Click on the Edit Box   called **No of Flashes**   and input a value between the range 1 and 10.
- **Keyboard:**   Tab to the Edit Box and input   as above.

Using Scroll Bar:
- **Mouse:**   Drag the thumb left to decrease the number of   flashes or right to increase the   number of flashes.
- **Keyboard:**   Can only use the Edit Box.

Using Bee or Text files

Once a file is opened you can use the standard windows edit commands on its contents. see
Edit Commands.

Bee or Text files are a convenient way to store Spelling Bee lists. You can also load   text files   from word processors. Most modern Word Processors are   too sophisticated   to use plain text files but   some can produce text files on request.

The   easier way is to import text files and to Cut/Copy/Paste them into your own file.   If the Paste icon/menu   is disabled when you try to Paste into your Bee file,   you are trying   to import graphics etc. Go back to the original file and try to ensure no graphics are copied onto the Clipboard.

When making a list leave at least one non alpha character between each word, a number or white space will be sufficient.

When you are happy with the list of words to be used in your Spelling Bee   just
click   ◆   Speed Bar icon   or   **Alt U | M**   from the menu to produce a list .

You can press the right hand mouse button for a menu containing edit commands and make spelling bee list.

For more information on using text files with the Spelling Bee see...
 using Bee/Text files with Spelling Bee

Timing and Word Display Setup

This dialog allows you to adjust the timing of a word during a Spelling Bee.For information about the timing adjustments see   **Display Timing**

Click on the parts of the box below where   ◆ appears for explanations of features.

User Setup   ? X

User List Setup | **Display** | User List Options | Learn Setup |

Timing setup   Seconds (approx)

How long a word should be displayed   1

How long before you can input your answer   1

How long   you have to spell the word   60

Time you allow between words   1

Display word in
  ⦿ Upper case
  ○ Lower case
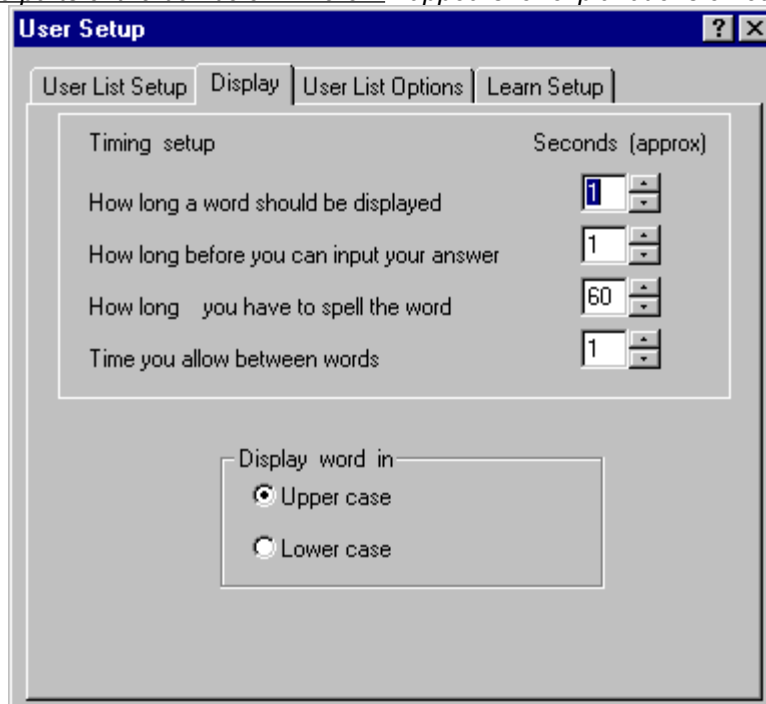
How to change the word display   case settings:

◆   **Mouse:**   Click the required case setting within the **case sensitive** radio button group.
◆   **Keyboard:**   Tab to the   **case sensitive** radio button group and set to required case.

The word displayed will now be in the case you selected. This does not effect the keyboard mode you are in. For example you could display the word to be spelt in lower case but set the keyboard   (*Caps Lock*) to upper case.The Spelling Bee does not worry about case   sensitivity.

Learn Setup: Adjusting Ripple mode

The Ripple mode   displays the word, starting with the first letter, adding one letter at a time until the complete word is displayed. You can set the number of times the word is rippled and the duration of the ripple display.

Each control has an Edit Box and Scroll Bar. The Edit Box allows you to set   the exact value   and the Scroll bar is a coarser   adjustment of the same value. You will notice they are interconnected and a change in the Scroll Bar will effect the Edit Box and visa versa.

How to set the Ripple   speed:
Using Edit box:
◆   **Mouse:**   Click on the Edit Box   called   **Ripple Duration** and input a value between the   range 1 (fastest)   and 500 (slowest).
◆   **Keyboard:**   Tab to the Edit Box and input as above.

Using Scroll Bar:
◆   **Mouse:**   Drag the thumb left to speed up the ripples display right to slow them down.
◆   **Keyboard:**   Can only use the Edit Box.

The duration of the ripple display is a personal choice, too long   and you could   loose concentration, to short and you will find it hard to see.

How to set the number of ripples:
Using Edit Box:
◆   **Mouse:**   Click on the Edit Box   called   **No of Ripples**   and input a value between the range 1 and 10.
◆   **Keyboard:**   Tab to the Edit Box and input as above.

Using Scroll Bar:
◆   **Mouse:**   Drag the thumb left to decrease the number of   ripples or right to increase the number of ripples.

◆   **Keyboard:**   Can only use the Edit Box.

Learn Setup : Adjusting Continuous mode

Continuous mode just displays the word for a set time before the normal display takes place. The time is in addition to the normal display time you set in List Setup.

How to set the Continuous mode:

◆ **Mouse:**   Click on the Edit Box   called   **Continuous Duration**   and input a value between 1   and   30 seconds.

◆ **Keyboard:**   Tab to the Edit Box and input as above.

For example,   if you set the value to 5 seconds and you have previously set your display word timing in List setup to 3 seconds then the total display time will be 8 seconds.

How to open and add new categories

The dictionary is split into a main dictionary category and sixty three other dictionary categories.The main dictionary is the only category you cannot manipulate directly but you can combine dictionary categories into it.

Warning! Any changes you make cannot be undone, therefore it is recommended you backup the dictionary before using this Dialog box. By making a dictionary backup you automatically save the configuration file which contains the dictionary category names.

How to open the dialog:
Mouse:
- ◆ **Menu:** Select **System | Dictionary category setup**.

Keyboard:
- ◆ **Menu:** **Alt + Y | T.**

How to add a new Category:
1. Select a **Free** slot within the ***from*** (Left hand) <u>list box</u>.
2. Input the new category name in the list box.
2. Click the **New** button:
     Keyboard: **Alt + N**

What if there are no free category slots?
You have three options:
1. You can **combine** or **move** a category to make way for a new one.
2. **Delete** a category. ***Warning!*** You would loose all the words within the category!
3. Abandon making a new category!

Option one is the best, you can normally find a category which could easily combine with another.

To close the dialog box:
- ◆ **Mouse:** Click **Done** button
- ◆ **Keyboard:** **Alt + D** or **enter** key

To change the user select the required name from the box.   To do this click the drop down arrow on the user selection   box and select the required slot. If you attempt to select another users slot you might find it password protected.
You can also select a user from the Speed Bar in exactly the same way.

The registered program allows up to 10 users. Each user has a direct link to each word in the   dictionary, so to constrain the dictionary size a limit of 10 users was set.

Keyboard only users
If you are using only the   keyboard when you move up/down the list any user slots with a password will offer you a chance to enter their password. Press **Alt + S** to skip to the next user in the direction you are going. Remember the next user might also be password protected!

Tip!   It is a good idea to keep the first slot free for anybody to use. This slot can then be used by other users to select when they have finished. This is useful if you have password protected your slot and have to let another user on to the program.after you.

Tab till List Box has focus then press **Alt DOWN** cursor to open the list box. Using the **DOWN** and **UP** cursor keys move to the desired item. When you have selected your desired item press tab to move to the next control.

User property sheet using keyboard only

The program's User property sheet under Windows(tm) 3.1 requires a mouse to tab from one property page to another.   If you do not have a mouse you can still   use the sheet but only one page at a time.

Under Windows(tm) 3.1   the User and category properties menu no longer takes you directly to the property sheet. You now have a sub menu off this menu from which   you can pick the exact dialog you require.

Use the property page you are in like a normal dialog and when you are finished just press the **Enter key**. You will not be able to tab to another page in the sheet without a mouse.

Windows 31 (tm) mouse/keyboard uses can use the property sheet like a normal property sheet.

<u>User property sheet</u>   **Alt   + U | U**

or go straight to the topic...
<u>Change user</u>	**Alt + U | U | U**
<u>Change category</u>	**Alt + U | U | C**
<u>New user</u>	**Alt + U | U | N**
<u>Start up user</u>.	**Alt + U | U | S**
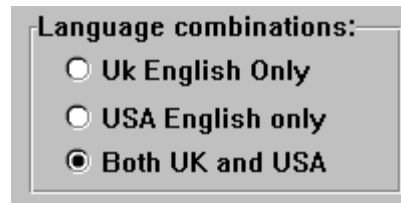
Dictionary Editor: Setting the Language

The dictionary is an   English language dictionary and   allows either United Kingdom or American dialect   variations.   One of the status flags connected to each word allows you to decide on a words language dialect status. Most words used in   the US and UK are common to both dialects but there are some differences.   When you add or amend the dictionary it is up to you what status you wish to give a word.

If you have made up your own dictionary category and are adding new words the **both** status will always be a safe bet.

◆   **How   to change the Language setting for a word:**

◆   **Use** Mouse   or   Keyboard:.   Can   now be used with the **Add** or **Amend modes.**

Q How is this setting used?
A. When you set the language option in List options to,   say,   English USA,   the Spelling Bee will make its list from the **USA only** and **both** options leaving English U K only words out of its list.   Therefore the word COLOUR would not be picked by the Spelling Bee but COLOR   could   be.

How to add a word to the dictionary

To add a word to the dictionary you must first set the dictionary category. Then set the radio buttons on the right side of the dialog box. Sound should always be set to off (default) because any waveform can not be linked to the word until it is actually added!

1. **Input   a   word you wish to add into the Edit Box:**
    Mouse   or   Keyboard

2. Set the various   word options:

◆ **Mouse: Click the required settings.**

◆ **Keyboard: Tab to settings.**

   ◆ Set   the language.   see Setting Language
   ◆ Dictionary Category.   see Setting Category
   ◆ Sound Options.   see Setting Sound
   ◆ What Media will the word finally be on?   see Setting Media
       Note: Will always be read/write to start with.
   ◆ User selection **does not** effect the add word operation.

3. **Click Add button to add word to the dictionary:**
    Mouse: Click   Add button.
    Keyboard: Alt + A.   No matter what the previous mode!
    If already in **Add Mode**:   **Alt + A**   or **space ba**r/**enter key**.

4. **Read Help Box:**
    If unsuccessful:
    Could already be in dictionary, no disk space or contains non alpha letters, ie 2%!   etc
    If successful:
    Inserted into the dictionary will be displayed.

◆ You can now link a sound to a word in the dictionary.
Adding sounds

How to amend word Information

Each word in the dictionary has information about it attached. These status flags are updated when you click the search button. Let's say you wanted to change the dictionary category for a word.   First use search to find the word and update the different Lists/radio buttons. Now change the dictionary category to the one you want and then click the amend button. The changes to the dictionary will be updated and it is always best to just click the search button to confirm the changes and ensure you are in a safe mode.

Procedure:
1. **Input   the   word you wish to amend   into the Edit Box:**
    Mouse   or   Keyboard
2. **Click search to find the word.**
◆   **Mouse: Click   Search button.**
◆   **Keyboard: Alt + S.**   No matter what the previous mode!
    If already in **Search   Mode** :   **Alt + S**   or   **space bar/enter key**.

3. **Read Help Box:**
    If word is in the dictionary you can amend the information attached to it.

4. **Amend to various word options:**
◆   **Mouse: Click the required settings.**
◆   **Keyboard: Tab to settings.**
◆ Reset   the language.   see Setting Language
◆ Dictionary Category.   see Setting Category
◆ Sound Options.   see Setting Sound
◆ What Media will the word finally be on?   see Setting Media
    Note: Will always be read/write to start with. Version 1.0 will be read/write only.

5. **To Amend   the dictionary information:**
◆   **Mouse: Click   Amend   button.**
◆   **Keyboard: Alt + M.** No mater what the previous mode!
    If already in **Amend   Mode** :   **Alt + M**   or **enter key**.

6. **Read Help Box:**
If unsuccessful:
Word is not in the dictionary to be amended. Always search for the word first. If you change the word in the edit box after you click search then it will not be the same word you are amending. This is not recommended, always   research after any changes in the edit box.
If successful:
    Amended dictionary   will be displayed.

How to erase a word   ©

1998 Peter Richards

To   erase a word input the word into the edit box then click the erase button. Of course if the word is not in the dictionary the erase will fail. It will also fail if a sound waveform is linked to it.   It is always best to use search to find the sound then delete the waveform ready for a successful deletion.

Erase mode is the most dangerous mode and should always be changed back to search mode after use. No warning will be given if you accidentally click the erase button and erase the word. This should not be a problem because the word is left in the edit box and   all you have to do is just click the add word button to reinstate it.

Procedure:
1. **Input   a   word you wish to erase   for into the Edit Box:**
     Mouse   or   Keyboard
2. **To   Erase   word from the dictionary:**
◆   **Mouse: Click   Erase   button.**
◆   **Keyboard: Alt + E.   No matter what the previous mode!**
     If already in **Erase   Mode** :   **Alt + E**   or   **space bar**/**enter key**.

3. **Read Help Box:**
If unsuccessful:
Word is not   in the dictionary, so can not erase it. or contains non alpha letters, ie 2!%   etc.
If successful:
Word removed from the dictionary. You can just click the add word button   to reinstate if word still displayed**.**

4. **To reinstate the word:**
Immediately after erase you can just press the **add** button to reinstate the word. Otherwise you must reinstate using the **add word to dictionary** procedure.

If you have a   sound linked to this word the editor will not allow you to erase it. You must first decide on what you wish to do with the waveform file associated with the word.   For more information see removing sounds.

How to search for a word in the dictionary   © 1998 Peter Richards

Search is the default   (and safest!) mode.   Attached to each word in the dictionary is a number of status flags which can give you information about that word. If found the editor updates all the radio buttons with the status of the word and the dictionary category might also have changed.   Remember! until you click the search button this status information will not be updated.

If you were thinking of adding a word check first by clicking the search button. If the word is in the dictionary check the category, is it in the category you require, if not change the category to the one you require and then click the amend button. Now click the search button and you will see the word is now in the category you require.
see   How to amend   a word for more information.

Procedure:
1.   Input   a   word you wish to search for into the Edit Box:
   Mouse   or   Keyboard
2.   Click Search button to make a search of the dictionary.
◆   **Mouse: Click   Search button.**
◆   **Keyboard: Alt + S.**   No matter what the previous mode!
If already in **Search   Mode** :   **Alt + S**   or **space bar**/**enter key**.

3.   Read Help Box for result.
If unsuccessful:
Word is not   in the dictionary or contains non alpha letters, ie 2!%   etc. You can now add the word to whatever category you like.
If successful:
Word found will be displayed. Whether the word was in the **main**   dictionary or   a **dictionary category** will also be displayed.   Use amend word to make any changes.

4. Check the various   word options:
The word option settings will now reflect this words status. These can now be changed to your requirements and easily amended by pressing the Amend dictionary button. Click search button again to bring you back to search mode.

How to find the word status for the successfully searched word:
When you have confirmed the word is in the dictionary, select the User name you want to check from the pull down list box.

Below the Information on word   line is a status field which will show you one of four word status levels. The status levels are failed, default, successful, mastered which   let you know how you have progressed with this word.

In the middle of the editor is a list of words that followed   the word you have just searched for.   If you click any of these with your mouse it will update the radio buttons/list boxes with its status in the dictionary. If the word as a sound linked to it it will be played also.

How to change the Sound and Media options   © 1998 Peter Richards

The sound option is used by Dynamic Spelling Bee to check for a linked waveform when using the spelling bee. If a sound has been linked to a word but   the sound option has been switch   to **sound off** then the sound will not be used by the spelling bee and "the following word" will replace it.

From **version 1.5** when you link a sound to a word the sound option will automatically be changed to **sound on**. If this is not what you want then you will have to change the sound option to off and click the amend button. Also If you unlink a sound from a word or just delete the sound   the sound option will automatically change to sound off.

Basically from version 1.5 onwards let the program change the option for you when adding or deleting waveforms.

The media button is for future versions which might be on CD ROM only. This is not used at the moment so leave it on the default which is read/write.

Procedure:
◆ **Sound and Media Radio button groups:**

◆ **To change either   sound or media:**
<u>Mouse</u>   or   <u>Keyboard</u>

◆ **How they work in search mode:**
In search mode both groups are updated by the newly found word. So it is always wise to check the groups before adding or amending words.

Dictionary Editor: Introduction

The Dictionary Editor allows you to add new words to the dictionary with the option of linking a waveform recording of that word.

You can also search, amend or delete a word using one of the four mode buttons below:
Click on the parts of the box below where   ◆ appears for explanations of features.

| Add word to dictionary | Search dictionary | Amend word status | Erase word |

- ◆ **Add**   Add a word to the Dictionary.
- ◆ **Erase**   Erase a word from the Dictionary.
- ◆ **Search**   Search for a word in the Dictionary.
- ◆ **Amend**   Amend word   information in the Dictionary.

Once you press a mode button the Editor will stay in that mode so it is important to change the mode back to the search mode once you have finished.

The enter key simulates pressing the mode button you are currently in, this makes adding words without using a mouse more efficient.You can tell which mode you are in from the mode indicator, a small green dot above whichever   button   has mode control.

The mode allows you to:
1. Lock yourself into a   mode when using the keyboard.
2. Use the enter   key to simulate   pressing one of the   mode buttons. This speeds up   whatever task you are doing.

◆ *Warning!*   Be **very careful** in erase mode!   Always go to search mode after you have finished erasing words.

◆ **How to change modes:**
◆ **Mouse:**   Click   one of the other mode buttons.
◆ **Keyboard:**   Perform   Alt + A, S, M or E.
                 or **Tab** to the button you require and press the **space bar**.

◆ **Dictionary Display List Box.**
When you search for a word, the Dictionary Editor displays the next 20 words in the list box. This allows you to check the word status of the displayed words or replace the word you have searched for with another from the display List Box. To do this, select any of the words shown and it will replace the word in the edit box and update the word   Information   controls.

Q Can I add non english words to the dictionary?.
A. If another language uses all or part of the English alphabet (Latin or Welsh come to mind).and **no** other letters then you could set aside dictionary categories just for these words.

A more complicated approach would be to place   the words in the status not used   ie U.S use U.K only status and visa versa.   You must then place English words used in the same category in the other status and not the **both** status. It works but I recommend you stick to a category for non English words.

Dictionary Editor: Adding sound

Waveform files can be linked to any word in the dictionary. The word must first exist in the dictionary.

Basically the Editor wants to see the path and filename of the waveform in the edit box at the bottom of the dialog Box. All you have to do is click the   **Link word to selected waveform below**: button and the editor will link the word to the waveform waveform. The waveform is renamed and placed in the correct waveform folder. It will always have a filename starting with the first four letter of the word plus a number from 1 to 9999. For example   CARD might be called CARD7465.WAV.

From version 1.5 you can also use a built in sound recorder.
See   Dictionary Editor's built in sound recorder

Procedure:
1. Either   prerecord the sound using   Windows(tm) Sound Recorder   or some third party sound recorder or use the editor's built in sound recorder.

Some warnings!   **Do not link Windows system waveforms.   Do not use any waveforms in the program's waveform folder, these should already have words linked to them!**

2.   Save prerecorded waveform in the program's   mydata/newwave folder.
Saving   waveforms in the mydata/newwave folder makes it easy to find them because the Get Waveform button always opens at this folder.
Tip   Give it a name similar to the word recorded but keep it down to eight characters.

3.   Open   Dictionary editor

4. You can only add sounds to words **already   in the dictionary**.
see   Adding a word to dictionary

5.   Search for word / add word.   Ensure no waveform is already linked.
see searching for word in dictionary

6. Click the **Get Waveform** button (Alt + G) and **select** the   waveform you recorded.

7. Waveform path and name will appear   in Edit box below the **Link word to selected waveform below**: button.

8. Click **Play selected waveform** button (Alt + P) to ensure it is the waveform you require. If not just go back to item six

9. Click **Link word to selected waveform below**: button (Alt + L)   to link the waveform to the dictionary word.
Version 1.5   The sound On off radio buttons will select sound on so the waveform is ready for using.

10. If successful you can click **Play sound linked to word** button (Alt + <) at the top left hand of the Dialog Box   to play back the sound. Below this button the filename will also be shown.

The newly linked waveform will be moved from the selected folder to a waveform folder, renamed, and stored in the correct waveform folder.

Dictionary Editor: Removing Sounds

You can delete a sound waveform linked to a word in the dictionary. The word will be unlinked from the dictionary and the waveform file will be deleted. If you still require the waveform use unlink sound instead.

Procedure:
1. **Open   Dictionary editor**
2. **Search for word.**.
see <u>searching for word in dictionary</u>
3. Click **Delete sound only** button.
4. The sound will be deleted.

Dictionary Editor: User and category update

Two pull down list boxes are used in the Dictionary Editor to set the dictionary category and select a user.

The thing to remember about these pull down list boxes are they could change each time you use search, so never   treat them as fixed. For example if you want   to move a word to another category and you   set the category first , when you click search, the editor will reset the category back to the original one. Always use search first then change the category before clicking the amend button.

The user category only lets you see the word status for each user and is not updated until you use search.

Procedure:
◆ **Select the Dictionary category.**
  Mouse: or   Keyboard

◆ **The Dictionary category list box is used in two ways:**
1.   You decide on the category when you add or amend a word.
2.   When you search for a word, the dictionary category list box indicates the category the searched for word is in. You can now decide which category you would like the word in by changing the category and pressing the amend button.

Tip. The category list box is quite fluid and you should always make sure it is in the   category you want before adding or amending a word.

Select the User.
 Mouse   or   Keyboard

◆ **How the User Drop down list box is used.**
The user setting is not used when adding or amending word. It only comes into play when you search for a word. If you search and find a particular word, the status of the word for the selected user is shown in the status field. If you now change the user, the status field will show the new user's word status level.

Features of Dynamic Spelling Bee   © 1998 Peter Richards

Features of the registered version of Dynamic Spelling Bee:

- **Multimedia features**
    - You can record a word and link it   to an actual word in the dictionary.
    - You could then use that   recording in the Spelling Bee to pronounce the word..
    - The quality of the recording is limited only by the disk space, mic & sound card.
      High quality recording can be linked to a word. No more robotic voices.
    - You can place the whole waveform folder on to a CD ROM then point Dynamic spelling
      Bee at it. Save space and have high quality recordings!.
    - Prompts in Spelling Bee can be spoken or silent.
    - In learn/Ripple mode the letters are spoken before the spelling attempt.
      You could Make up a word called abcdefghijklmnopqrstuvwxyz and the program will
      speak the Alphabet in ripple mode!

- **Spelling Dictionary.**
    - 20,000 words   in main spelling dictionary.
    - Another 3000 words in up to a dozen   categories with at least 40 free for your use.
    - Dictionary can be dynamically monitored for all 10 users .
      Each word status is updated with the user's latest attempt at it.
    - United Kingdom or American dialect variations.

- **Formal Spelling Bee.**
    - 10 Users, each dynamically connected to each word in the dictionary.
    - Minimum word length is 3, the maximum 37, allowing large scientific words.
    - Up to 50 words per list.
    - Full timing and display control over each word.
    - Auto promotion/demotion level adjustment option.
    - Can repeat the same list until you know it, or just repeat your failures.
    - If you spell a word correctly, it can be temporarily removed from the
      dictionary   reducing the spelling dictionaries size.
    - Learn mode can flash or ripple the word, helping the user to remember it.
    - As well as random lists, the type of list can have a predefined start, for example
      com, would produce   **com**mand, **com**mon etc. A Simple character wild card, ?, is
      allowed.   Can also have   a list made up of words   starting with one letter only, for
      example, **a**, would   produce **a**pple, **a**ardvark etc.

- **Dictionary Editor.**
    - Add new words to the Dictionary.
    - Use built in sound recorder or any 3rd party sound   recorder to link a word in the
dictionary
    - You could use the dictionary to add words from a different language provided it contains
      letters only   from the English Alphabet, for example Welsh or Latin.

- **On line help.**
    - UK help version available.

- **Use text files for your Spelling Bee lists.**
    - Load, save and make Spelling Bee lists.
    - All 10 users could use the same Spelling Bee List.
    - Make Spelling Bee lists from a text file at the click of a button.

◆ **Scrap Pad - a free form spelling list editor.**
- ◆ Each user has their own Scrap Pad.
- ◆ Make Spelling Bee lists from Scrap Pad at the click of a button.
- ◆ Transfer   words between Scrap Pad pages based on whether the words are in (or out) of the dictionary.

◆ **Browse the Dictionary.**
- ◆ Built in informal Spelling Bee.
- ◆ Step through the dictionary one word at a time.
- ◆ Fast Forward   and Play option.
- ◆ Start the program at Aardvark and attempt to spell all the words in the dictionary until you get to zygote!
- ◆ Save any word to your Scrap Pad.

◆ **All 10 users have their own List,Learn and Timing Setup option.**

◆ **Optional   Password control.**
- ◆ User password option.
- ◆ System menu password option.

◆ **View and or print your previous history information.**

◆ **View and or print the words from   your last Spelling Bee session, along with your attempt at the word.**

◆ **The System menu/Single user can:**
- ◆ Print out all the user's History files.
- ◆ Generate new History files.
- ◆ Reset user's dictionary word status
- ◆ Backup your dictionary.

32 version only.

◆ **New user wizard.**

◆ **Send Spelling Bee lists via email**

Dictionary Editor: Replacing sounds

You can replace a waveform already linked to a word with another of your choice.

Procedure:
1. Find word using search.
see <u>searching for word in dictionary</u>

2. Click **unlink sound from word.**

3. Either link a   prerecorded waveform using   **Get waveforms** button and **select** the waveform you recorded.   or use the built in sound recorder.

4. The waveform path and name will appear   in Edit box below **Link word to selected waveform below**: button.

5.   Click **Play selected waveform**   (Alt + P) to ensure it is the waveform you require. If not just go back to item 3 and try again.

6.   Click **Link word to selected waveform below**: button (Alt + L) to link the waveform to the dictionary word.

7. If successful you can click **Play sound linked to word** button (Alt + <) which will playback your sound and below this the filename will also be shown.

8. The newly linked waveform will be moved from the selected folder to a waveform folder, renamed, and stored in the correct waveform folder.

System Setup: Reset word status

What is the word Status Level?

Each   word in the spelling dictionary is given a word status level for each of the 10 users.There are   four status levels, failed, default, success and mastered. If you manage to spell   a word successfully twice in Spelling Bee,   the status of the word becomes mastered which means it is effectively taken out of the dictionary.

see   the dictionary   for more information.

You are   recommended   to back up the dictionary before using this option. see backup dictionary

To reset the word Status Level for a user:

1.   Set to the required user .   see   How to change the user

2.   Open System   Setup   see   System Setup Dialog box.

3.   The user's name will   be shown at top right hand of the Window.

4. Click the   required radio button within the **Reset word level to**   group.

Keyboard: **a.** **Tab** to   **Reset word** radio button group.

b.   Select **default** or **success** by using the **UP** or **DOWN** cursor   keys.

c.   **Tab** to next control.

5. Decide on which radio button setting to use:

Default Level:

You need to correctly spell the word **twice** to remove it from   the User's dictionary.   Note, other users will not be affected.

Success Level:

You only need to spell the word correctly **once** for the word to be removed from the User's dictionary.

 6.   Click the **Reset** button.   **Keyboard   Alt   S.**

7. You will be given **two** warnings before you are allowed to continue. This could take some time.

Please do not reset user's word status levels without letting them know.

Promotion/demotion threshold setup

© 1998 Peter Richards

The promotion/demotion threshold levels are only used in **Auto Level** Adjustment Mode. The Percentage values are common to all users.

In **Auto level** mode you let the computer decide if your score was good enough to promote you to a more difficult level. Conversely, the computer decides if you are having difficulty with your present level and demotes you to a more realistic level.
see List Setup for more details

How to adjust the threshold levels
1. **Open System Setup** see System Setup Dialog box.
2. Go to **Promotion** threshold edit box:
   - **Mouse:** Click the **Promotion threshold edit box** then input value.
   - **Keyboard:** **Tab** to **Promotion threshold edit box** then input value.
3. Go to **Demotion** threshold edit box:
   - **Mouse:** Click the **Demotion threshold edit box** then input value.
   - **Keyboard:** **Tab** to **Demotion threshold edit box** then input value.

What values can be used?
The threshold level is a percentage level between 1 and 100. The only other rule is promotion must be a larger percentage than demotion.

Reasonable percentage values for promotion would be 60% to 100% . A good demotion percentage value would be 20%.

Stats Window: Introduction

Any information retrieved from the different reports are placed in a stats window. You can just view the information or take a   print out of it.

All reports generated are initially just displayed in a stats window, they are not automatically saved   to disk when generated. There is only one stats file, therefore when you close a newly generated report you should save it if it is still required.   If you do save the file it will overwrite the previous stats file.

There is nothing stopping you from generating more than one stats report, they will all be displayed in there own stats   window . When you start to close the stats windows just saving them will cause   each stats window to overwrite the previous one until the final closed stats window will be the only stats window saved. If you do require any, ensure it is the last one to close or save the file under a different name.

View Stats Window:
You can always view   the last time the stats window was used by selected this option.

Mouse:
- **Menu:**   Select   **Utilities | View Stats Window.**

Keyboard:
- **Menu:**   **Alt + U | V.**

To close the file after viewing:
Mouse:
- **Speed Bar:** Click   the
- button.

- **Menu:**   Select   **File | Close.**

Keyboard:
- **Menu:**   **Alt + F | C.**

User stats
The user has four stats options
1.   Display their dictionary status.   see   <u>General Stats Information</u>
2.   History Report.   see   <u>User's History report</u>.
3.   Display and print   your   last list.   see   <u>Current user's last spelling list</u>
4.   Display and print your   last list with an attempt at each word see
<u>Current user's Last Spelling Bee list</u>.

System menu Stats
The system menu user has extra two options
1. Display history reports on all users or user selected in system setup
2. Display a dictionary report giving more information on dictionary details.

How to rename a dictionary category

If you are unhappy with the name of a dictionary category you can rename   it. The words within the dictionary category will not be effected by renaming the category. The main   dictionary cannot be renamed.

How to Rename a dictionary category:

1.   Select the category you wish to rename in the *From*   list box.
Keyboard :   **Tab** to the *From* list box. **Alt DOWN** cursor will open the list box, then   using **UP** and **DOWN** keys   select the category you wish to rename. When you have selected the category you wish to rename you will notice the selection   automatically appears in the   top edit box and is ready to be renamed.

2. Input your new name in the *From* Box.

3.   Click   the rename button:
- ◆ **Mouse:**   Click **Rename**   button
- ◆ **Keyboard:**   **Alt + R**

Stats Window: User dictionary Information

***** Please note this could take some time! *****

This option gives you some basic information about the dictionary. The most important information you will want is what your word status is for the whole dictionary. Each word has four status levels,   from failed to mastered and this report gives you some idea of your status over the whole dictionary.

It will also give you some indication of when to use the **failures only** list type . It is more efficient   to occasionally use **failures only,**   it could some time to find say five failures among twenty thousand words, so use this option sparingly.

To obtain Dictionary stats:
Mouse:
   ◆   **Menu:**   Select   **Utilities | Display user dictionary stats.**
Keyboard:
   ◆   **Menu:**   **Alt + U | D.**
You must now wait while the program complies your report.

To print out the report:
Make the Stats window the   active window.
Mouse:
   ◆   **Speed Bar:** Click   the
◆   button.

   ◆   **Menu:**   Select   **File | Print.**
Keyboard:
   ◆   **Menu:**   **Alt + F | P.**

To close the file after viewing:
Mouse:
   ◆   **Speed Bar:** Click   the
◆   button.

   ◆   **Menu:**   Select   **File | Close.**
Keyboard:
   ◆   **Menu:**   **Alt + F | C.**

.

Initial setup requirements.

A few simple tasks should be performed before using the Dynamic Spelling Bee.

1..Let the program know who you are.
Adding new Users   will show you how to do this.
If you are using the 32 bit version you can use the New user wizard

2.   Set your requirements in List Dialog setup.
Both Browse and Spelling Bee filter out words using criteria set in your Properties/ List setup property page.

3. Do not use the failures option until you have some!
Important!   Only use failures when you have built up enough failures, otherwise it could take some time to compile a list for you.

4.   Set US or UK   dialect variations button to the required setting.
If you do not want the flag shown in the status bar you can remove it from your
List options

5. Decide if you need added security.
The more sensitive options have been place in the system menu. If you feel you need added security you can add a password to   access the system menu. The security is low level, if someone has access to your PC they could delete files anyway!

The sort of thing you might want to stop is someone resetting your dictionary word status   or deleting certain dictionary categories.

If you are the only person using the program or this is not a problem just ensure the system menu password is disabled (default) and ignore the rest of this topic.

What do I do?
Just enable the system menu password, input a password and **REMEMBER IT!**
Because of the low security implications the password has been limited to Alphanumeric (A..Z,a..z,0..9) characters so it should be easier to remember it.

If you stop other users from using the system menu then you must perform certain tasks.
1.   Backup the dictionary on a regular basis.
2.   Reset user's passwords if they forget them.
3   Reset user's word status when requested.
4.   Generate new history files.
5.   Set up new dictionary categories and import new ones.

How to obtain your user history report

You can obtain a simple history report any time:
Mouse:

   ◆ **Speed Bar:** Click   the

   button

   ◆ **Menu:**   Select   **Utilities | History Report.**
Keyboard:
   ◆ **Menu:**   **Alt + U | H.**

A report will be generated and displayed in a stats window. The size of the report will   depend on the number of history records generated when the history file was was created. The number of records can be from 3 to 60.   Once the maximum number of records has been   reached   the next record will overwrite the very first so it is recommended to set the history record size to at least 20.
see System dialog setup for more information.

An example of a history report is shown below.   It gives you the exact time the test took place   with you your score.   The difficulty is based on your minimum and maximum word lengths and   the type of   list.

_____

History Report for Any Name   Dated
_____

Date	Score		Level	Difficulty		Min	Max	Type
Sun Mar 03 13:58:10 1996	0 /	2	100% at Advanced	12	35			Random
Sun Mar 03 14:01:12 1996	0 /	2	40% at Elementary	3	5			Random
Sun Mar 03 14:01:59 1996	1 /	2	40% at Elementary	3	5			Random
Thu Mar 07 21:33:17 1996	0 /	2	40% at Elementary	3	6			Random
Wed Mar 13 19:49:31 1996	0 / 20		100% at Advanced	3	36			Random

_____   End Report   _____

To print out the report:
Make the Stats window the   active window.
Mouse:
   ◆ **Speed Bar:** Click   the
◆   button.

   ◆ **Menu:**   Select   **File | Print.**
Keyboard:
   ◆ **Menu:**   **Alt + F | P.**

To close the file after viewing:
Mouse:
   ◆ **Speed Bar:** Click   the
◆   button.

   ◆ **Menu:**   Select   **File | Close.**
Keyboard:
   ◆ **Menu:**   **Alt + F | C.**

How to obtain your last Spelling list

You can easily obtain the last list generated by Spelling Bee. There are two options you can use.

1. Display last list generated.
Mouse:

◆ **Speed Bar:** Click the

 button

◆ **Menu:** Select **Utilities | Display current user's last list.**
Keyboard:
◆ **Menu:** **Alt + U | L.**

2. Display last list generated with your attempt

The display can be useful if you wish to copy the list to a text file and use it as a permanent Spelling Bee list. You could copy the information using the clipboard or just rename the whole file under a new name. If you do save the file under a new name, remember to close the file and reopen it as a Bee/Text file. You cannot use the Spelling Bee list generator unless the file is opened as a Bee/Text file.

To print out the report:
Make the Stats window the active window.
Mouse:

◆ **Speed Bar:** Click the

◆ button.

◆ **Menu:** Select **File | Print.**
Keyboard:
◆ **Menu:** **Alt + F | P.**

To close the file after viewing:
Mouse:

◆ **Speed Bar:** Click the

◆ button.

◆ **Menu:** Select **File | Close.**
Keyboard:
◆ **Menu:** **Alt + F | C.**

When you close a modified window you will be requested to save it. This will overwrite whatever is already in the stats file. For a permanent copy save the file under a new name.

To Save file as bee/text file for spelling bee list:
Mouse:
◆ **Menu:** Select **File** | **Save As.**
Keyboard:
◆ **Menu:** **Alt + F | A.**
From Save As Window input new file time and return.The file will now be saved.

It cannot be used as a text file until it is closed and reopened as a text file. This will allow it to use the Spelling Bee list making option.

How to combine dictionary categories   © 1998 Peter Richards

Combining dictionary categories is the best way to make room for a additional   dictionary category or to rationalize an existing one.

Warning! Once combined,   the words in the categories can only be separated one at a time   using the Dictionary Editor!

How to Combine dictionary categories:

1.   Select a   category you wish to combine in the ***From***   list box..

2.   Select a   category you wish to combine to, in the ***To*** list box.

3.   Press the **Combine**   button:
   - ◆ **Mouse:**   Click **Combine**   button
   - ◆ **Keyboard:**   **Alt + B**

List Setup for Windows .3.1(tm) Only © 1998 Peter Richards

*********** *For Windows 3.1 (tm) Keyboard only users* **********

The program's   implementation of property sheet under Windows .31(**tm**) requires a mouse.

To help keyboard only Windows .31(**tm**) users the List properties sheet can also use normal dialog boxes via the utilities menu.   A mouse/keyboard user can use the Speed Bar List properties sheet button which will take them into a property sheet.

Under Windows 95((**tm**) this menu option disappears and both the menu and Speed bar take you to a standard property sheet.

Using the   **Menu** select   **Alt + U | L**   you will be given a sub menu not available under windows 95, pick the Dialog you require. Mouse users can of course also use these Dialogs if they so require.

See:
List   Setup   **Alt + U | L | L**
Sets the type,size, difficulty.

Timing   And Word Display Setup   **Alt + U | L | T**
Upper and lower case display setting.   Timing adjustments. Level adjustment

User List Options   **Alt + U | L | A**
Changes the Language dialect.   Repeat control.   Level control.

Learn Setup   **Alt + U | L | R**
Sets the type and speed of   learning aid.

How to move a dictionary category

Moving a dictionary category allows you to move the least used categories to the bottom of the list. You can only move a category to a **Free** dictionary category slot.

How to Move dictionary categories:

1. Select the category you wish to be moved   in the *From* list box.

 2.   Select a **Free** category slot   in the *To*   category list box.

3.   Press the Move button:
 ◆ **Mouse:**   Click **Move** button
 ◆ **Keyboard:**   **Alt + M.**

4.   You will be given a warning. If you continue the categories will be exchanged   and the   **Free** category will appear in the *From* list box with the   moved category   appearing in the *To*   List   box.

Warning!   For a large dictionary category this process could take some time.

How to delete a dictionary category.

If the Dictionary contains categories you will never use you can delete the category.

Warning! **Deleting a category will delete all the words in that category.**
If you still require the words within the category combine them with another category rather than deleting the category. Any changes you make cannot be undone, therefore it is recommended   you backup the dictionary before using this option. By making a dictionary backup you automatically save the configuration file which contains the dictionary category names.

How to delete a Category:
1. Select   the category you wish to delete   using the **from**   list box.
◆ **Keyboard:** **Tab** to the **from** list box. **Alt DOWN** cursor will open the list box, then using **UP** and **DOWN** keys   select the category to be deleted.

2. Press **Delete** button:
◆ **Mouse:**   Click **Delete** button.
◆ **Keyboard:**   **Alt + D.**

3. You will be given a warning. If you continue all the words within the category will be deleted and the category will be renamed **Free**.

User History Report: Introduction   © 1998 Peter Richards

After each Spelling Bee session, information about the session is saved to the user's History file. No information about repeating lists are stored.

The file can hold between 3 and 60 session records. The default number of records is 5 records but can be changed by generating a new history file for the user. To read or print a user's history report see <u>obtaining user's history report.</u>

When all the records have been used the next record will overwrite the earliest record, so you never run out of space but you do   lose old history information. It is important to let the user know they should print their history reports on a regular basis.

*** **Warning!** ***   Generating a new history file deletes the old file therefore it is recommended you print out/save the old file before doing this.

For more information see:
<u>Generating a user's history file.</u>

User's History Report: Generating a new file

To generate a new history file:

1. Open Generate User's History Dialog box:

Mouse:

◆ **Menu:** Select **System | Generate new user history file.**

Keyboard:

◆ **Menu:** Alt + Y | G.

2. The Dialog box in *fig 1* will appear.

3. Decide on history file **record size**. The size can be between **3** and 60**.**

4. Decide if you want to generate an individual history file or history files for all the users.

5. **For Individual history files you must perform an extra operation:**
   Select **Individual user** radio button from the Generate group.

6. Generate the history file(s):

◆ **Mouse:** Click **Generate** button.

◆ **Keyboard:** **Alt +G** or **TAB** to the **Generate** button and press **Space bar**.

7. After a warning, if you proceed, the history file will be generated, deleting the old ones.

8. To **Exit** the dialog click Ok button.

Fig 1
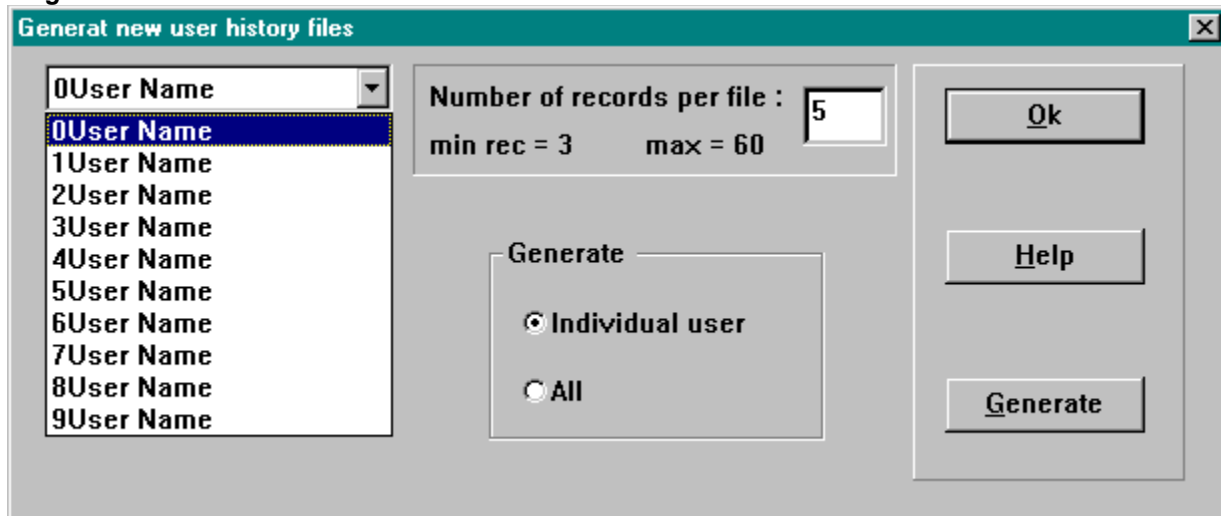
Printer Setup   Dialog
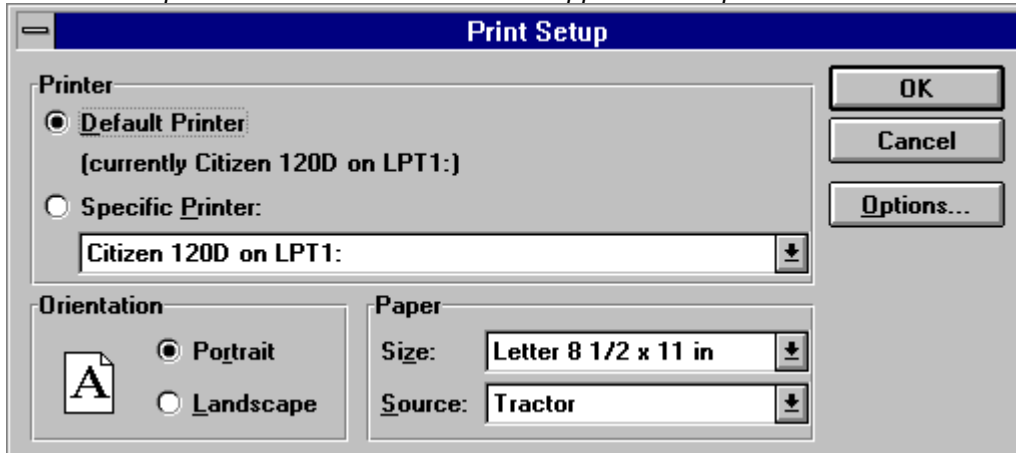
To open Printer setup Dialog:

◆   **Mouse:**

Menu :   Select   **File | Print Setup**

◆   **Keyboard: Alt + F | R.**

Click on the parts of the box below where   ◆ appears for explanations of features.

Print Setup

Printer

◉ **Default Printer**

(currently Citizen 120D on LPT1:)

○ **Specific Printer:**

| Citizen 120D on LPT1: | ▼ |

OK

Cancel

Options...

Orientation

A

◉ **Portrait**

○ **Landscape**

Paper

Size: | Letter 8 1/2 x 11 in | ▼ |

Source: | Tractor | ▼ |

Make any changes you require.

◆   **Exit Dialog:**

◆   **Mouse:**   Click **Ok**   button

◆   **Keyboard: Enter key**

Print Setup Options.
This can open a printer drivers option dialog box.If no driver option box available then just opens the drivers Setup box.

Allows you to select Portrait or Landscape orientation.

If the printer is capable, lets you select any option in the Size drop down list box and the Source drop down list box that are available.

Printer
Allows you to select a printer other than the default.

**Default Printer:**   The printer selected by the Windows Control Panel.

Specific Printer: A Drop down list displays all of the installed printers. The printer you select will become the Dynamic Spelling Bee's printer regardless of the Control Panel settings.

Print to a File

From Print Setup dialog:

- ◆ **Mouse:**   Check **Print to File** box in Print Setup.
- ◆ **Keyboard:**   Alt   + L.

If you have checked the **print to file** box, on proceeding to print by pressing   **Ok**, an   input box will appear. You   will   be requested to input a File name.
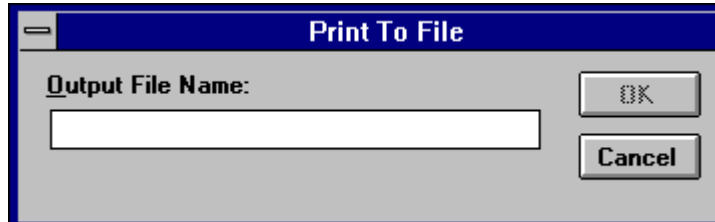
1. Enter file name

2. Exit Dialog:

- ◆ **Mouse:**   Click **Ok** button
- ◆ **Keyboard:**   **Enter** Key

How to obtain a detailed dictionary report

The single user/system menu user can obtain a more detailed dictionary report:

To obtain Dictionary report:
Mouse:
 ◆   **Menu:**   Select   **System | Dictionary Report.**
Keyboard:
 ◆   **Menu:**   **Alt + S | R.**

To print out the report:
Make the Stats window the   active window.
 Mouse:
 ◆   **Speed Bar:** Click   the
◆   button.

 ◆   **Menu:**   Select   **File | Print.**
Keyboard:
 ◆   **Menu:**   **Alt + F | P.**

To close the file after viewing:
Mouse:
 ◆   **Speed Bar:** Click   the
◆   button.

 ◆   **Menu:**   Select   **File | Close.**
Keyboard:
 ◆   **Menu:**   **Alt + F | C.**

Password Setup dialog

To open the Password Setup Dialog:
Mouse:
   ◆   **Menu:**   Select **System | Password Setup.**
Keyboard:
   ◆   **Menu:**   **Alt + Y | P.**

To obtain a   new system menu password:
Click   **System password enable.** You will be automatically requested for a password. Enter your password then click Ok button.   **Do not forget the password!**

To change the system menu password:
Click   **New system password**.   Input your replacement password and click OK button.

To disable the system menu password:
Click the **System password disabled** radio button. You have now disabled the system menu password.

Disabling a user password:
Click the user's password you wish to disable.
You do not know what the actual password is, all you can do is to disable the password and request the user to input a new one.

System Password

The System menu password allows the user to keep sensitive parts of Dynamic Spelling Bee away from casual users. If the system menu password is enabled then the system menu is available only   to the system user.
If you are a single user and/or   do not require password control,   just disable the system password.

Q. How do I Initially activate the system password?
1. Select   **Password Setup** from the menu. (Keyboard : **Alt + Y | P**)
2. Click   **System password enable.** You will be automatically requested for a password.
3. Enter your password then click Ok button. The password has the same criteria as a user password, Alpha Numeric and up to 10 characters. Example   AuW1MmwdQ7. **Do not forget the password!**

Q. How do I change the system password:
1. Select   **Password Setup** from the menu. (Keyboard : **Alt + Y | P**)
2. Click   **New system password**.   Input your replacement password and click OK button.

Q. How do I disable the system password:
1. Select   **Password Setup** from the menu. (Keyboard : **Alt + Y | P**)
2   Click the **System password disabled** radio button. You have now disabled the system password.

Q. How do I   enter the system password to open the system functions?
1.   From the Menu, select **System**, then   **System Access**   (Keyboard: **Alt + Y | A**).
2.   Enter your password. The startup default password is SYSTEM.
3.   If successful, system functions are activated. If unsuccessful you will have to try again.

Q. I successfully opened the system menu, how do I   disable it again?
If you want to keep the same password just select System Access again and   input anything but the password or press OK. This failure will disable the system menu.

Q. I have forgotten the System password!
1. If   the system menu is disabled.
Select   Password Setup.from the System menu and select System password enable and enter your new password.

2. If the system is enabled.
You can do either of the following :
1.   a. Make a note of the user's names.
      b. If they have changed, make a note of the dictionary   category names.
      c. Copy the original configuration   from your master Disks.
2.   a. Retrieve the latest backup copy.
If   you have not made a backup for some time and the dictionary category and user names have changed I would recommend you make a note of your dictionary categories and user names first.
      b. Copy/replace with the backup configuration file.
      c. Check for differences then update your new configuration file.

You can now see why it is recommended you backup with the system menu password disabled. If you find your backup is also password enabled and you have not kept a note of what it was then you must use method 1.

Q. What   program functions are disabled by the system menu password?
Password Setup
System Setup
Generate new user history files
Dictionary Category setup

Import dictionary categories
Dictionary Editor
History reports for all users
Detailed dictionary report
Change Directory settings
Backup dictionary and configuration file

Change Sound and backup paths

To Open the Dialog:
Mouse:

◆ **Menu:** Select **System | Change Sound and Backup paths.**

Keyboard:

◆ **Menu:** **Alt + Y | C.**

This dialog box allows you to redirect Dynamic Spelling Bee to a waveform directory on CD ROM and change the backup path from the A drive default. The backup setting also doubles for adding additional dictionary categories.

Sound Directory path setting
Enter the CD ROM waveform path into the Edit Box or you can use the browse to find the CD ROM directory. Select any file within the waveform CD ROM directory/sub directory. When you click the OK button only the waveform path will be displayed in the Edit box.

If you have a recordable CD ROM you can transfer the whole of the waveform directory and subdirectories. This will allow you to record a large number of sound waveforms without the disk space overhead. Do not transfer the directory over until you have completed **ALL** your sound recordings and linked them to words in the dictionary. All waveforms are initially saved in the programs waveform directory so any new words after you have transferred the directory to CD ROM could cause the program to report an error.

Backup path setting
Enter the new path in the Edit Box. You can also use the browse button to direct the program to your new backup path. Just select any file and its path will be displayed.

Default directory
If you get confused at any time and want to set the program back to the program's waveform directory just click the Reset to default directory button. This will also set the backup path to the A drive.

The term List Box is being used to cover all list box and combination boxes

Sound Option

Computers with sound capabilities can be used in the Spelling bee. Sound Waveforms of words can be linked to a word using the Dictionary Editor. A CD quality waveform recording of a word can be up to 400KB so it is recommended you use radio quality waveform which are normally between 10KB and 20KB.

If you do not have sound then switch off the sound from the Utilities menu. **Alt U + O** will toggle the sound On or Off.   This will stop a warning message being displayed each time you enter the Spelling Bee.

A   musical note bitmap is displayed in the status bar showing   the sound status.

Spelling Bee also allows you to toggle the sound on or off.   Browse does not use sound.

Dictionary editor's sound recorder

From version 1.5   the editor has a built in sound recorder.

To adjust the quality of the recording see   <u>Sound recording quality Dialog Box</u>

To use it click the **Start recording**   button. Speak the word into the microphone then using the same button switch the recorder off.   The button is called **Stop recording** once the recording begins.   A red light to the right of the button is on while recording.

The recording is always saved as **recorded.wav** in the   mydata/newwave folder and the filename is displayed in the edit box at the bottom of the dialog box. This makes it easy to link it to a word as you do not need to use Get waveform.

To hear what you have just recorded click **play selected waveform**   and if you are happy with it just click **link word to the selected waveform below** button.

The recording will be renamed and placed in the correct waveform folder. Always use the editor to delete waveforms in this folder never just delete them as the dictionary will still think the waveform is still there and display an error.

Click the radio button you wish to make your selection.

How to import additional categories

Warning!
Please ensure you have made a backup of the dictionary before you attempt importing dictionaries.

With the Import dictionary dialog box open:

1. Decide if you wish to force all the words , even existing ones, in the target dictionary. This is easily achieved by ticking the checkbox.

If you leave the check box empty only the words not already in the existing dictionary will be transferred.

2. If both the **From** and **To** drop down list boxes have categories in them you are ready to select.

3. Select a dictionary category from the left hand **From** drop down list box that you would like to transfer over to your existing dictionary.

4. To add a new category to an existing dictionary.

Select a Free category from the right hand **To** drop down list box.
Click **Add** button. (keyboard **Alt + A**)

5. To combine a additional category with an existing one.

Select an existing category from the right hand **To** drop down list box.
Click **Combine** button. (keyboard **Alt + C**)

Loading dictionary categories from floppy disk can take some time so please be patient.

6.. You will be given a warning and a chance to cancel the operation.If you proceed the words will be transferred to the designated **To** category.

7. Above the list boxes are three progress boxes which indicate the status of the transfer.
The progress boxes are:

Successful	The total number of words successfully transferred.
Already in dictionary *If check box is ticked:*	The total number of words moved from existing categories to the designated category.
Already in dictionary *If check box is unticked*	The total number of words not transferred from the imported dictionary.
Unsuccessful	The total number of words not transferred. This could be due to a number of reasons, for example no more disk space.

8. When the transfer is finished a dialog will also show the final totals.
9. You are now ready to select another dictionary to import.

User List Property Setup

To select the property sheet:
 Mouse:
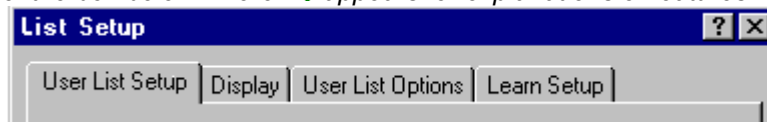   ◆ **Speed Bar:** Click the
◆ button.

   ◆ **Menu:** Select **Utilities | List Properties.**
Keyboard:
   ◆ **Menu:** **Alt + U | L.**

 The selected user controls the property sheet and only their setup values will be changed.
 Click on the parts of the box below where ◆ appears for explanations of features.

List Setup   Sets the type,size, difficulty.

Timing And Word Display Setup   Upper and lower case display setting.
                                                                   Timing adjustments.

User List Options   Changes the Language dialect.
                                                                   Repeat control.
                                                                   Level control.

Learn Setup   Sets the type and speed of learning aid.
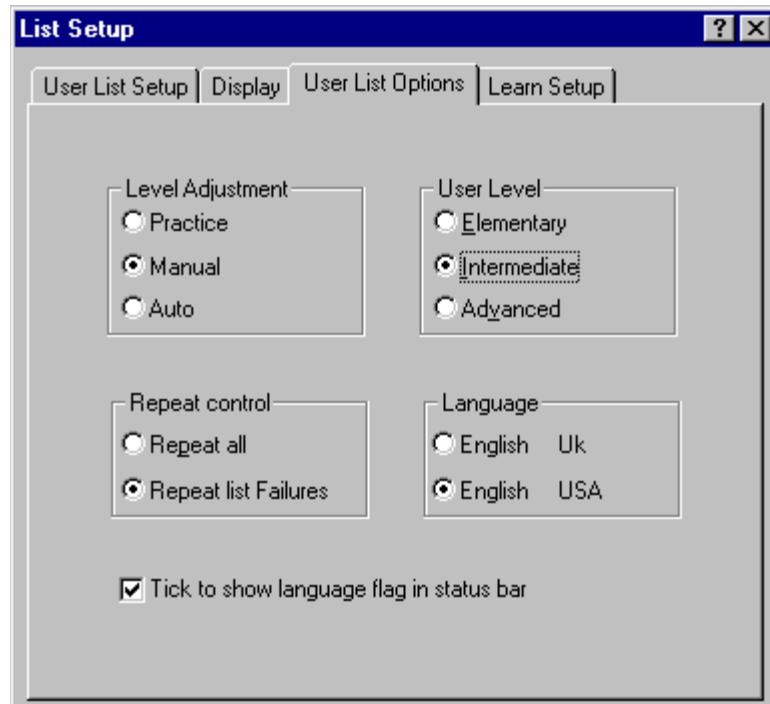
List Setup for Windows .3.1 (tm) only   Windows 3.1 (tm) users require a mouse to use the property
sheet.   Extra dialogs have been provided under Windows 3.1 (tm) to help keyboard only users.

User List Options

Click on the parts of the box below where ◆ *appears for explanations of features.*

List Setup

User List Setup | Display | User List Options | Learn Setup

Level Adjustment
- ○ Practice
- ◉ Manual
- ○ Auto

User Level
- ○ Elementary
- ◉ Intermediate
- ○ Advanced

Repeat control
- ○ Repeat all
- ◉ Repeat list Failures

Language
- ○ English   Uk
- ◉ English   USA

☑ Tick to show language flag in status bar

Allows you to set the following

Changing the Language   Uk or USA   dialect versions.

Level And User   Adjustment   Decide on what level category you are and   whether you want the dictionary word   status to be updated

Repeat mode   How Spelling Bee deals with repeating the list.

User and dictionary category properties

This Property sheet allows you to:-
1. Select a different user.
2. Change the dictionary category.
3. Add new users.
4. Change who will be selected on start up.

To open **User properties sheet** :
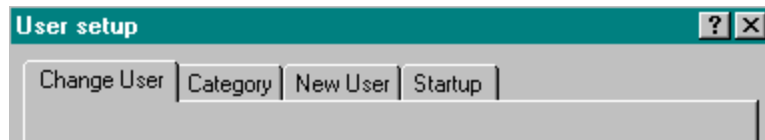 ◆ **Menu:**   Select **Utilities | User and Category Properties.**
Keyboard:
  ◆ **Menu:**   **Alt + U | U.**

Windows 3.1(tm) users have a sub menu off this menu, select any of these menu options to get to the property sheet.

For more information on Windows 3.(tm) keyboard only users see...
Windows 3.1(tm) keyboard only users
  Click on the parts of the box below where ◆ appears for explanations of features.

Change   User
Selects a new   user from a choice of   ten.
Change Dictionary Category
Allows different dictionary categories.
Add new users
Change the selected user.   The 32 bit version also has a new user wizard.
User   Startup mode
Selects which user initially starts.

Most recent files

The last four files are displayed here to allow you to reopen them easily..

To access them

  Mouse:

    ◆ **Menu:**   Select **File** **|** **1**   for the first, **2** for the second etc.

  Keyboard:

    ◆ **Menu:**   **Alt + F** **|** **1**   for the first, **2** for the second etc.

Help on order form

The order form can be opened from this button.

This menu option allows you to leave the program. You will be given the opportunity to stay in the program.

Will close the active window.

Save

  Save the file using the same file name.

Save As

  Save file with new name.

Toggles sound on or off for the selected user

Find and Replace text

Find

Finds the text you requested.

This can be useful if you have multiple bee lists and wish to quickly find   the start of a list. You could also use it to find a word within an imported document   so you know where to start the bee list.

Mouse:

◆   **Speed Bar:**   Click   the

button

◆   **Menu:**   Select   **Edit | Find.**

Keyboard:

◆   **Menu:**   **Alt + E | F.**

This will open a find dialog box.
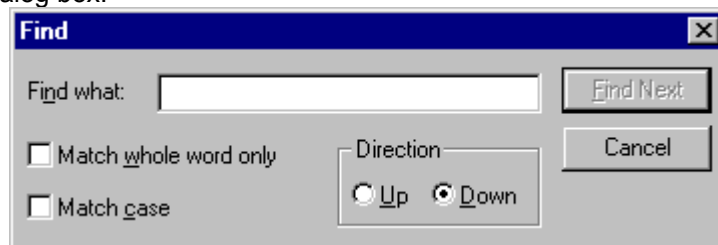
You should type in your word and click Find Next

The dialog will remain on top and you can keep pressing **Find Next (Alt F)**   if you have not   found the item you require.

Alternatively you can use the find next on the speed bar :

Mouse:

◆   **Speed Bar:**   Click   the

,   button

◆   **Menu:**   Select   **Edit | Next.**

Keyboard:

◆   **Menu:**   **Alt + E | N.**

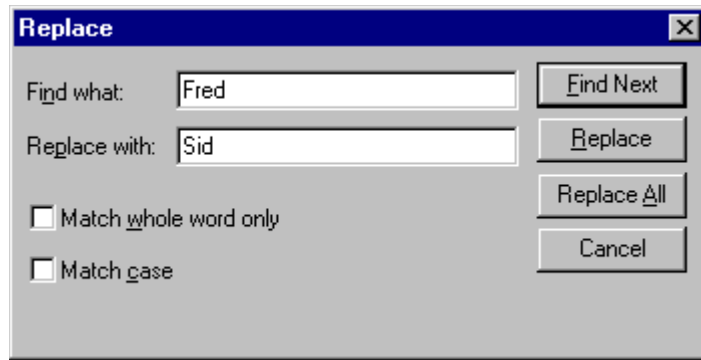**Replace Text**

Mouse:

◆   **Menu:**   Select   **Edit | Replace.**

Keyboard:

◆   **Menu:**   **Alt + E | R.**

Opens a dialog :

You can now replace any word with your own word.

How to obtain your last list with attempts © 1998 Peter Richards

You can easily obtain the last list generated by Spelling Bee. There are two options you can use.

1. Display last list generated with your attempt and the number of attempts.
Mouse:
◆ **Menu:**   Select **Utilities | Display current user's   last list with attempt.**
Keyboard:
◆ **Menu:**   **Alt + U | I.**

2. Display last list generated.

The display shows the word you are attempting to spell, your attempt. it also has a column for whether you spelt the word correctly and the number of repeats. If you set the **repeat mode** in your list Dialog to **repeat all** then even the words you spelt correctly the first time will have   to be attempted again. If you set the **repeat mode** to **failures only** then you will be requested   to   attempt only those you were unsuccessful on in the last round.
Example
The list below   shows the word to spell,your attempt and whether you spelt it correctly.The repeat column lets you know when you were successful in your attempt.   If you look at IBEX you will see that after 3 attempts (ie   the original plus two repeats) you still had not mastered the word. You were successful on your first attempt   at TOAD but took 2 attempts at YACHT before success.

If you wish to keep this record save the file under a new name, otherwise it will be over written.

Word	Your Last attempt	Correct	Repeats
BLABBER	BLABBER	Y	0
YACHT	YACHT	Y	1
TOAD	TOAD	Y	0
IDEALIST	IDEALIST	Y	0
IBEX	IBEXE	N	2
REACH	REACH	Y	1
PHALANX	PHALANX	Y	2
DIABETIC	DIABETIC	Y	0
CEASE	CEASE	Y	0
AIDE	AIDE	Y	0

To print out the report:
Make the Stats window the   active window.
Mouse:
◆ **Speed Bar:** Click   the
◆   button.

◆ **Menu:**   Select **File | Print.**
Keyboard:
◆ **Menu:**   **Alt + F | P.**

To close the file after viewing:
Mouse:
◆ **Speed Bar:** Click   the
◆   button.

◆ **Menu:**   Select **File | Close.**
Keyboard:

◆ **Menu:** **Alt + F | C.**

When you close the window you will be requested to save it. This will overwrite whatever is already in the stats file.   For a permanent copy save the file under a new name.

To Save file as bee/text file for spelling bee list:
Mouse:
◆ **Menu:** Select **File** | **Save As.**
Keyboard:
◆ **Menu:** **Alt + F | A.**
From Save As   Window   input new file time and return.The file will now be saved.

It cannot be used as a text file until it is closed and reopened as a text file. This will allow it to use the Spelling Bee list making option.

This option is not suited to saving word lists and the plain **display last word list generated** is preferred.

User password
You can only use Alphabet and numbers.   ie   A to Z, a to z , 0 to 9.

System menu access password
You can only use Alphabet and numbers. ie A to Z, a to z , 0 to 9.

If the system menu password is enabled, the system menu items will be disabled. The system menu access password allows you access to these menu items.
For more information see..
System menu password

Window menu
Cascade
Allows the user to arrange the windows on top of each other with only the caption bar showing.

Tile
Arrange the windows similar to tiles on a wall.

Arrange Icons
Arrange icons in a set pattern, rather than how you decided to arrange them!

Close All
Close all the windows

1-2 Document
Where the list of windows presently open appear. The tick signifies that window is the currently active one.

The about dialog box lets you know some basic information about the program.

Takes you to the contents page of this help file.

Help on using online Help.

Maximum size user has requested, can be up to 50

Sound is on if musical note is shown

Shows what type

        Dictionary

        Scrap Pad

        Bee/Text   file

Text file can have a   **.bee** or **.txt** extension.
The number shown is the actual words compiled
which could be less than the   maximum you requested

The actual list size. This could be less than the   size set in your Property sheet.

Only used if   last list was taken from the dictionary.

The dictionary type can be

                                              Failures only
                                              One letter
                                              Predefined
                                              Random

Shows the language dialect version used

United Kingdom   🇬🇧

USA   🇺🇸

No flag shown indicates the flag display option has been switched off.

Keyboard status.
CAPS   Capital lock is on.

OVR   Over write   is on.

Shows the minimum and maximum word lengths the program uses   to make your list.

Troubleshooting

If you need to get in touch see <u>support</u>

No dictionary!
If the dictionary has been   deleted or moved from its correct position then the program will not work correctly. The dictionary should always be   in   \progdata\ and called sonddict.dis and is always under the program's folder.

No spelling bee list under text/bee or scrap pad.
Although there are words in my text file, **make spelling bee list** refuses to pick them.

There can be a number of reasons for this.
1. Ensure the window with your word list has focus, the caption bar should be the same color as the main caption bar at the top the window.
2. Ensure the Insertion point (known as the caret in Windows*(tm)*) is placed just before the start of the word list you require. The caret is the one that flashes and moves when you press the cursor keys up,down etc.
3. You   have set your minimum and maximum word length filter so it will pick up the words in your list. The left side of the status bar shows you the word filter minimum and maximum settings plus the maximum list size it will attempt to acquire.

I don't have a sound   card   but the program keeps warning me every time I go into the spelling bee!
If you leave the sound option   **ON** the program thinks you want sound but it is unable to provide it.
Just go to the Utilities menu and switch off the sound by selecting the menu option to toggle to **sound off**.
You will no longer get any warnings.

I wanted to repeat my last spelling bee list but   Dynamic Spelling Bee is telling me it is invalid?
If your list has become invalid it will normally be due to someone using the dictionary editor. If the dictionary is updated in any way it will automatically invalidate all users lists. The reason for this is your user slot is dynamically connected to the   dictionary, any modification, say a deletion might cause your list problems.

If you want to keep a list created by the program just click **Display current users last list**   and copy/paste it   to your scrap pad or a new text file. There is a button on the speed bar just for this purpose.

You warn me not to use the 'failures only' option until I have some. I have been using the spelling bee for sometime, when can I use 'failures only' list type?
You can use it any time, the warning is only to stop you from wasting your time. The best way to use failures only list type is to run your   **Display user dictionary status** , say once a month, to see how many failures you have.   If you have say   20 or more failures then you could   run **failures only** to pick these up for retest otherwise it could be a waste of your time.

I have used Spelling Bee at least ten times but only the last five results show up in my History report?
The History report can have up to 60 Spelling Bee records but is initially set up for only 5. Just go to the **Generate new history file** and increase the maximum record number to what you require.

Requirements

<u>Mouse</u>
Requires a mouse under Window(tm) 3.1 when using Property sheets.

<u>Memory requirements</u>
8MB RAM.under   Windows 3.1.
12MB under Windows 95.

<u>Screen</u>
VGA   640x480   recommended.
VGA Monitor/card.

<u>Hard Disk Space.</u>
6MB   minimum.

<u>Sound</u>
Sound card optional.

<u>To record sound waveforms</u>
Microphone/sound card   to record sound.
Both Windows 3.1(tm) and Windows 95(tm) have good sound recorder software.

<u>Year 2000 problem</u>
The <u>registered program</u> will only use   the date as per   computers time/date to display and does not calculate using this information. If your computer resets itself back to 1980/1900 after the year 2000 on startup and you do not use patch software to reset it then the dates will be stored and displayed as a 1980/1900 date. There are many software programs on the market to rectify the problem for most computers.

Display all history reports

The single user/system menu user can obtain all the user's history reports in one go from   the menu selection below.

To obtain History   reports for all the users:
Mouse:
◆   **Menu:**   Select   **System | History   Reports. | All History reports**
Keyboard:
◆   **Menu:**   **Alt + S | H | A**

To print out the report:
Make the Stats window the   active window.
Mouse:
◆   **Speed Bar:** Click   the
◆   button.

◆   **Menu:**   Select   **File | Print.**
Keyboard:
◆   **Menu:**   **Alt + F | P.**

To close the file after viewing:
 Mouse:
◆   **Speed Bar:** Click   the
◆   button.

◆   **Menu:**   Select   **File | Close.**
Keyboard:
◆   **Menu:**   **Alt + F | C.**

To Save file as text file   instead of stats file:
Mouse:
◆   **Menu:**   Select   **File | Save As.**
Keyboard:
◆   **Menu:**   **Alt + F | A.**
From Save As   Window   input new file time and return.The file will now be saved.

You will loose the text format if you use Save As.   It can be restored by generating another stats report, clear all text, then transfer your text from the saved text file   this report. The format will have be restored.

Click the drop down arrow on the list box. Click the desired item. If the item is not shown drag the scroll bar thumb   down to the desired item.
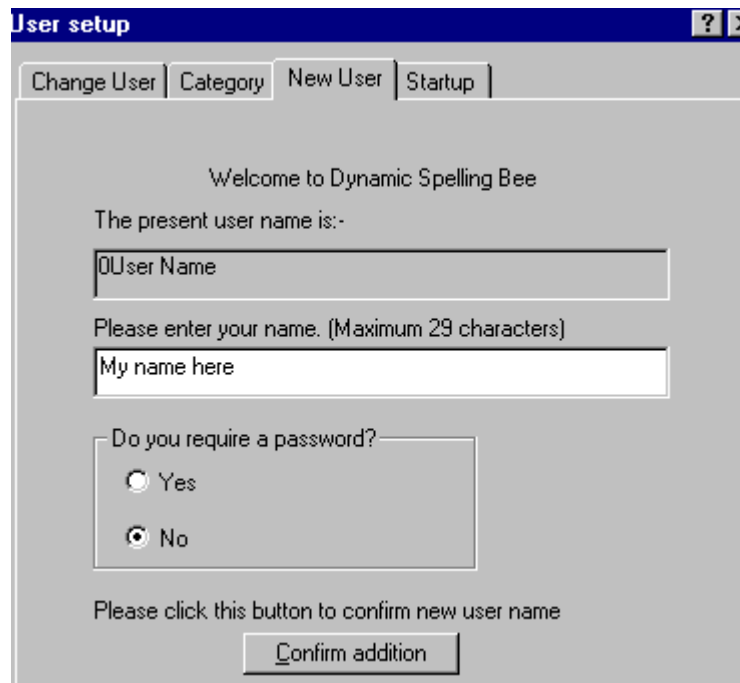
Add new users

A new user will take the slot of the currently selected user slot. You must therefore select the slot you require from the **change user** page before opening the **new user** property page.If the slot is password protected then you will requested again for the current password for the slot.

To add a new user:
1. Enter the name you would like to be called.
2. Decide on whether you require a password
    The default will be based on your previous password status.
3. Click confirm addition.
   A. If no password selected: You will receive a confirmation.
   B. Password selected: You will be requested for a password, you will then receive a confirmation.
4. If you stay on the page you can edit your name and password.

Note: If you fail the password attempt when you first enter add new users the confirm button will be disabled.

If no **edit cursor** click   **Edit Box** to give it focus.

Tab to Edit Box and input word.

Printer options dialog box

Use this Dialog Box to change the font size and left hand margin.

Left hand margin

The left hand margin can be adjusted between 0 and 142 points.   One inch is approximately 72 points.

Examples

0   points   equals no margin

72 points equals one   Inch or 28mm

142 points equals two   Inches or 52mm and is the maximum allowed.

Print out font size.

There are three font sizes.   For Ink jet and Laser printers the normal font size is recommended. For Dot matrix printers   the large font size might be suitable.

Make your selection from one of the three radio buttons.

Sound recording quality dialog box

This Dialog box allows you to set the recording quality for the Dictionary Editor's built in recorder.

If you require more control over your recording you can use any Windows(TM)   sound recorder and link the recording to the dictionary word.
See linking sounds on how to do this.

Also see Dictionary editor's built in sound recorder

To set the quality of the recording select the required radio button. The higher the recording quality the more disk space it will take up.

The poorest sound quality setting is sample rate 11025Hz, Sample size 8 bits recorded in mono. This will still taken about 10K bytes.   The highest quality is sampled at a rate of 44100Hz, with a sample size of 16bits and recorded in   stereo and this can take up to 500KB!

For the best quality always use sample size 16bits, even when sampled at 11025Hz a 16bit recording will sound better than a 44100Hz rate at 8 bits.

Sample rate
Select one of the following radio button:

11025Hz   Telephone quality   (Lowest quality)
22050Hz   Radio quality
44100Hz   CD quality   (Highest quality)

Sample size.
Select one of the following radio button:

8 bit   Poor quality
16 bit   High quality

Mono or stereo
Select one of the following radio button

Mono   recorded on single channel
Stereo   recorded on two channels

New User Wizard   ©   1998 Peter Richards

New User Wizard will take you through the process of adding your name and optional password to one of the 10 slots.

Open wizard:

◆   **Menu:**   **File**   **|**   **New**   **|**   **New user wizard.**

The basic procedure:
Page 1.   Select a free slot then click the next button.
Page 2.   Input your name in the edit box. When happy click the next button.
Page 3..   If you do not want a password leave the edit box clear. If you do require one just input the password into the edit box.   Either way click the finish button to end the wizard.

At any time you can click the back button to return the previous page and if you finally click cancel the information will not be saved.

Page 1 : Selecting a free slot.
If a slot is password protected it will state password protected instead of the persons name. If you know no one is using the   slot   the password must first be removed. If the slot you require already has been selected please make sure the person no longer requires it before changing it

If no slots are free then you will not be able to progress to the next wizard. If you know less than 10 users are using the slots then the person who has taken charge of the system access menu should switch off the unused passwords.

Q. Why select a slot?
One purpose of selecting a slot is to let the computer know you want to be linked dynamically to the spelling dictionary. This allows the computer to remove words you have mastered and allow you to concentrate on the ones you have not mastered.   If you are not worried about the dynamic dictionary you should still select a slot so you can tailor the spelling bee to your own requirements.

Page 2 : Input your name in to the edit box.
Input a minimum of 3 characters is 3 and a   maximum of   29.   You must input at least 3 characters if you wish to proceed to the next wizard.

Page 3.   Password option
If you do not require a password leave the edit box empty. If you accidentally start inputting in the edit box just delete all the characters until the edit box is empty.

If you do require a password just your password in to the edit box and remember it!   Only alphabet and number characters are allowed.   ie   A to Z, a to z and 0123456789.

For example   A12cb23z   or Class123 are good passwords.   The computer will not allow you to put other characters in to the edit box.

Tip!
If you are taking another persons slot and they have been using the dynamic spelling dictionary then it would be wise to reset the slot so all the words are back to default level. See system menu for details.

How to change the user   © **1998 Peter Richards**

To change the user select the required name from the list box.   To do this click the drop down arrow on the user selection   box and select the required slot. If you attempt to select another users slot you might find it password protected.

You can also select a user from the Speed Bar in exactly the same way.

The program allows up to 10 users. Each user has a direct link to each word in the dictionary, so to constrain the dictionary size a limit of 10 users was set.

Keyboard only users

If you are using the keyboard when you move up/down the list any user slots with a password will offer you a chance to enter their password. Press **Alt + S** to skip to the next user in the direction you are going. Remember the next user might also be password protected!

Tip!   It is a good idea to keep the first slot free for anybody to use. This slot can then be used by other users to select when they have finished. This is useful if you have password protected your slot and have to let another user on to the program.after you.

Sending a   Bee list as an email attachment
32bit version only

If you have a mail system (MAPI) set up on your computer and have at least one message profile you should be able to send a Spelling bee list as an email attachment.

If you do not have MAPI installed the **send** menu item will be disabled.   If you have any message profiles you can find them in your control panel under the Mail icon. If you do not have this icon then you more than likely do not have any message profiles.

Please refer to your Windows(tm) manual and   Windows(tm)   Messaging help. Also refer to your Internet service provider manual or email software manual.

Procedure:
1. Have a Bee list window open.

If you want to send a new file please save it first, otherwise the send menu item will be disabled until you have saved it.

2. Select menu **File | Send**.   **Alt F | E**.

3.   Either Windows(tm)   will offer you a **choose profile dialog box**. Choose a profile and click OK.   If you do not have one click windows help and follow the instructions..If you choose **new** you will be taken to windows **inbox setup wizard.**
or
you will go directly to the messaging software.

For example if you have set Window's(tm)   Outlook express as your default email program go to Outlook express menu **Tools | Options**   select "**Make Outlook express my default simple MAPI client**" and the file attachments will be sent to outlook express.   Most other email software have similar options.

If you already use the internet the MAPI client will normally already be enabled because the email software or other applications will have set up message profiles. There will be a number of exceptions, for example software that uses an integrated internet/email program as used by compuserve for example.

Note: You can also send stats window information but it will need to be read with a fixed character width font `like courier` otherwise the information will   be out of alignment. If the receiver is using Dynamic Spelling Bee they can replace their existing stats file (statswnd.txt) with the new file and it should read it correctly.   A simpler alternative would be to open the file with notepad which has a fixed width font.

Also note your Scrap Pad can not use the email option. You could copy each page to a Bee list if you wish to send it as an attachment.

Support

Pajersoft is a member of **Association of Shareware Professionals**(ASP) and the *Educational Software Cooperative.*
Go to Membership lists   for their   www address or find their links on www.pajersoft.com

If you require support or information Email us at the numbers below. Please do not Email PsL who only take the orders for us and will not be able to help you on support matters.
For order information see   How to order topic.

For support problems about pajersoft's   products email us   at :

support@pajersoft.com

or for more information:

info@pajersoft.com

or

try our web site at   **www.pajersoft.com**   where you can use the support form.   This will send your support problem directly to us.

or
you can write to us at

                Pajersoft
                P.O   Box 3929
                Bishop's Stortford
                England
                CM22   6JN

Membership Links

Peter Richards, Pajersoft,   is a member of:

Educational Software Cooperative   http://www.edu-soft.org

Association of Shareware Professionals   http://www.asp-shareware.or

Shareware Author Index   http://mini.net/cgi-
bin/sax?4122