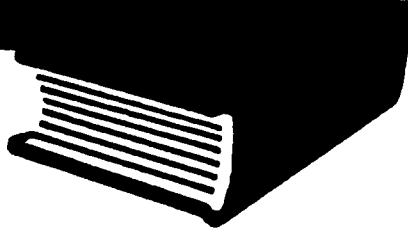


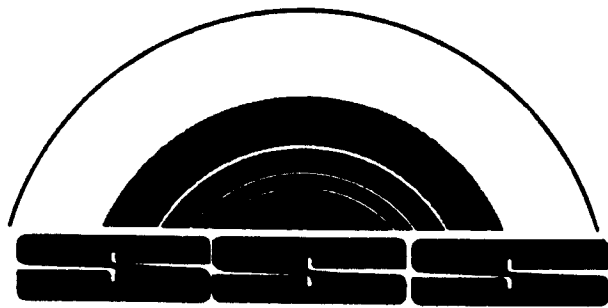


# **SPELLMASTER**



**PROOFREADING SOFTWARE**

**SPELLMASTER Systems Software**



(813) 347-6733

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SSS permits lawful purchasers of this software package to prepare two (2) backup copies of the SPELLMASTER diskette for backup purposes only. This product is licensed and intended for use at a single microcomputer workstation.

### Limited Warranty

Spellmaster Systems Software warrants both the ROM device and the floppy diskette enclosed in this product against defects in materials or workmanship for a period of 90 days from the date of purchase. The customer must supply proof of purchase, and this warranty is not binding if the diskette or ROM device have been damaged by abuse or improper installation. No other damages, such as loss of time, damage to equipment or records are covered by this warranty. This warranty covers the first owner only and specifically applies only to the cost of repair/replacement of the floppy diskette or ROM device. Spellmaster Systems Software shall not be made liable for Incidental or Consequential Damages. Before returning the diskette or ROM device for repair/replacement, the owner must obtain a return authorization number by calling (813) 347-6733.

Although the enclosed programs are carefully tested by Spellmaster Systems Software Inc. prior to release, the SPELLMASTER program, and dictionaries which are included on the floppy diskette, and the programming contained within the SPELLMASTER ROM device, as well as this documentation are provided to the purchaser with no warranty of any kind. No representation is made about the software products' fitness for any use or about the accuracy of their operation. Spellmaster Systems Software, Inc., their distributors, retailers, and representatives therefore assume no liability arising from the use of these programs. Some states do not allow the exclusion or limitation of implied warranties or liability for incidental or consequential damages, so the above limitations may not apply.



### Preparing to use the Documentation

The following documentation has been prepared to make your future use of the SPELLMASTER program as easy and productive as possible. To start that process, it is wise to insure that the SPELLMASTER documentation is not lost or misplaced. It is therefore suggested that the SPELLMASTER documentation should be placed in the back of the three ring binder which was provided with the word processor which you are currently using. A pressure sensitive index label can be found in a plastic pocket at the back of this manual. It is recommended that this label be attached to the front cover of SPELLMASTER's documentation in order to create a "tabbed" divider which allows easy access to this documentation. Simply peel back the lining of the index tab and place it on the outside surface (right-side) of the front cover of this documentation package.



\* ~ W E L C O M E ~ \*

You are entering the domain of the SPELLMASTER. As one of our newest customers, your purchase of our product is genuinely appreciated by the program's authors. We believe that you will find that your recent investment was a wise one. To the best of our knowledge, SPELLMASTER is the fastest, most capable proofreading software available for Commodore Microcomputers. Yet, SPELLMASTER is actually a relatively simple computer program, requiring the operator to learn only a few commands and codes. With a little assistance, the average user is capable of operating SPELLMASTER in less than 30 minutes of study/instruction. Though simple to learn and operate, you will find that SPELLMASTER will save you hours of drudgery while proofreading your important documents. In many cases, SPELLMASTER can save hundreds of hours of professional and clerical time, while improving the quality and appearance of your documents. To maximize those savings, we ask a relatively simple favor.

**Please make it easy on yourself....and ....READ THE INSTRUCTIONS**

The instructions are not lengthy. A few minutes spent reading the following pages will improve your early performance and minimize confusion.

-----

We assume that there is no practical way of using our product without one of the compatible Word Processors which interface with SPELLMASTER. In short, it would be a little difficult to proofread Word Processing text, without a Word Processor! Given that fact, it is important that you learn at least enough about your word processor to perform its basic functions. If you are not familiar with your word processing software at this point, **study the word processor instruction manual first.** It will make the SPELLMASTER learning process a lot easier.

Assuming you now have a basic familiarity with your Word Processor, we will proceed with a basic overview of SPELLMASTER.

-----



**\*\* - A Quick Overview of SPELLMASTER - \*\***

Stated simply, SPELLMASTER is a microcomputer program which proofreads Word Processor text files for misspellings. The program checks each word within that text for an exact match in SPELLMASTER'S dictionary. After SPELLMASTER has checked every word in your draft text, SPELLMASTER will present the "reviewed" text file for correction, editing and insertion of correctly spelled words into your "user dictionaries". This portion of SPELLMASTER's operation is called the "edit" phase.

During the SPELLMASTER **Edit phase**, each word that was not found in the dictionary, will be presented to you in **reverse video**, that is, the word will be shown as black letters on a white background. The words displayed in reverse video are referred to in this manual as **suspect words**, that being there is no exact match of these words in the dictionary, and therefore the word is suspected to be incorrect. Many times, a "suspect" word such as, "**reeedd**" will require correction. For truly misspelled words, the operator may simply type over the misspelled portion of the suspect word, and then hit the "return" key to jump to the next "suspect" word.

In other cases, proper names such as "Madison", or technical terms such as "miniaturization" will not be found in the dictionary. In this case, the word "Madison" will be presented as a "suspect". You may elect to simply skip over this word by hitting the "return" key. On the other hand, correctly spelled words that you desire to permanently insert in your dictionary can be included with a single keystroke.

As you begin to add words to your "user" dictionary, a few hints to improve your productivity should be offered. First of all, make certain that the word that you are adding to the dictionary is correctly spelled. While it is possible to delete a misspelled word from the dictionary, it is far easier to avoid the time required to make a deletion by exercising care when adding words to the dictionary. Second, evaluate carefully whether you are likely to regularly encounter this suspect word, before you decide to enter the word into your dictionary. While you have the capacity to add at least **3000** words into your user dictionary (at least 15,000 words can be added when the 8050 disk drive is used), it is helpful to remember that there are over **400,000** words in the Webster dictionary.

It should be obvious that every potential word can not be included. The capacity of your floppy disk drive would not be sufficient. Secondly, such an exhaustive approach would be very inefficient, given the value of your time. The SPELLMASTER dictionary was carefully constructed to include the most frequently used words in



general business and professional correspondence to assure speed and a complete review of your text. You should find that in most cases, the vast majority of correctly spelled words will be found, thereby leaving you the small task of reviewing true misspellings, certain proper names and/or specialized words.

In some circumstances, you will note that an apparently common word has been presented as a "suspect" word. For example, probably 98% of all schoolchildren are familiar with the spelling of the word "goat". Yet, you will not find "goat" in the SPELLMASTER dictionary, as our analysis has shown that it is unlikely to occur in business or professional text. If for some reason, your word processing regularly uses the word "goat", make certain to include it in your user dictionary. We believe that you will find that the supplied dictionary is a solid compromise between speed, efficiency, and completeness, covering the vast majority of commonly used words used within the business, and professional environment.

**\*\* - Required Equipment - \*\***

SPELLMASTER is currently available in two versions which will operate properly for the following hardware products:

Supported Microcomputers .....

- \* 80 column version [Commodore CBM 8032, 8096, or SuperPET]
- \* 40 column version [Commodore CBM 4032, Commodore PET 2001-32k]

Supported Floppy Disks .....

- \* Commodore 2040, 4040, 8050, or 8250 Disk Drives

Supported Printers .....

- \* Any properly interfaced printer which is satisfactory for operation with your Word Processor

-----



### INSTALLATION of SPELLMASTER ROM Chip

**CAUTION:** Do NOT handle the enclosed ROM chip until it is needed for actual installation.

Before SPELLMASTER can be used, a special ROM (Read Only Memory) chip must be installed. The ROM chip contains a major portion of the machine language programming of the SPELLMASTER system. SPELLMASTER will not function without the ROM chip properly installed in your computer.

**IF YOU ARE NOT COMFORTABLE IN HANDLING ELECTRONIC EQUIPMENT, YOU WILL FIND YOUR LOCAL COMMODORE DEALER HAPPY TO ASSIST YOU IN THE INSTALLATION OF THIS COMPONENT. IF YOU INTEND TO INSTALL THE CHIP WITHOUT PROFESSIONAL ASSISTANCE, PLEASE MAKE CERTAIN TO FOLLOW THE INSTRUCTIONS CAREFULLY SO AS TO PREVENT ANY DAMAGE TO YOUR EQUIPMENT OR INJURY TO YOURSELF.**

IT IS RECOMMENDED THAT INSTALLATION OF THE SPELLMASTER ROM IN THE CBM SP9000 (SUPERPET) BE ACCOMPLISHED BY USING A QUALIFIED COMMODORE TECHNICIAN, GIVEN THE RELATIVE COMPLEXITY OF THE INSTALLATION REQUIRED IN THE SUPERPET.

#### **Installation Procedures**

Step 1) Make certain that all of the power switches of the computer are OFF, and that the power cord is unplugged.

Step 2) The upper portion of the microcomputer cabinet is attached to the lower section by two bolts near the front of the cabinet. Locate and Unscrew the two case retaining screws located in the forward portion of the underside of the cabinet. Save these bolts for use after the ROM installation. Open the case to the computer, and secure the computer top in an open position using the brace bar located inside the extreme forward section of the cabinet. When this bar is properly in place, it should securely hold the cabinet open, in order that you can use both hands for the installation process.

Specific Instructions for various Commodore models will be detailed in the following paragraphs. **You are cautioned that ROM chips are often sensitive to static electricity.** Improper handling can permanently injure the SPELLMASTER ROM chip. As noted above, do not remove the protective anti-static foam, until you are ready to proceed with the ROM installation.

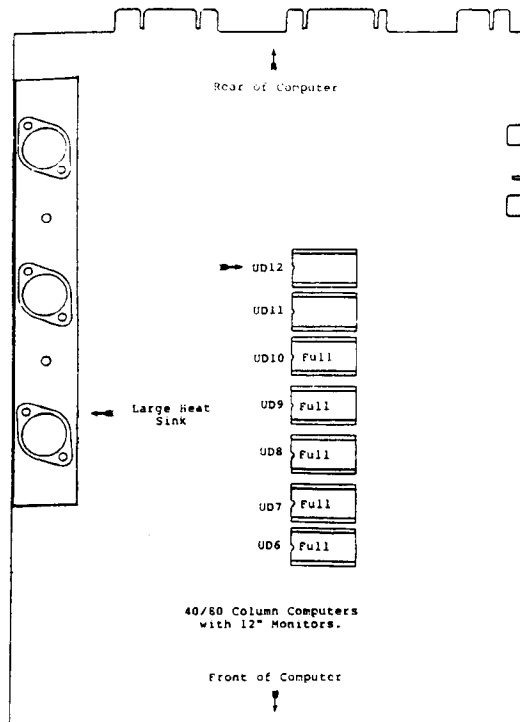




## Installation Instructions.....

For the 4000/8000 Series computers:

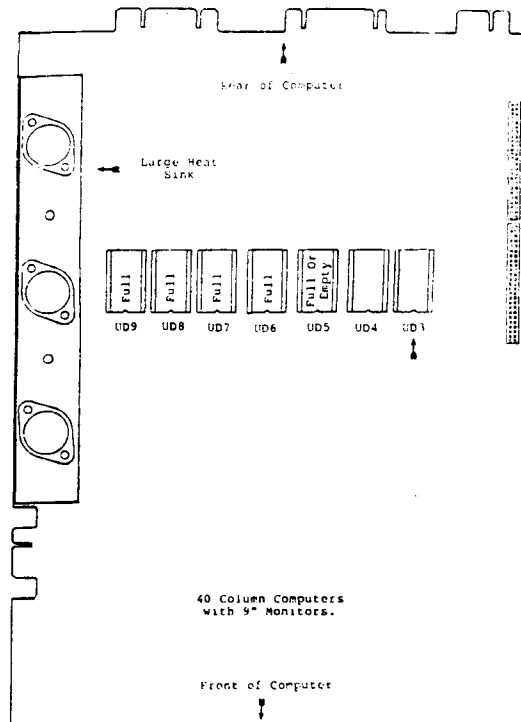
[Please Note the following 4000/8000 Circuit Board Design]



Step 3a) The ROM chip should be installed in the UD12 socket on the main computer board. This socket is located in the second row from the right of the computer. It will be the last available user socket in that row. The front of the chip is the edge with the scalloped semi-circle indentation. The front edge of the chip should be facing the left side of the computer. Before installing the chip, attempt to "ground" yourself. The easiest way to do this, is to grab the metal computer case with one hand, trying to refrain from moving from this spot. Then carefully remove the chip from its casing. Be sure to align the pins with the holes in the socket. Gently, but firmly push the pins into the socket being careful not to bend any of the pins, as this may permanently damage the ROM chip.

For the CBM 2001(B&N) Series computers:

[Please Note the following 2001 Circuit Board Design]



Step 3b) The ROM chip should be installed in the UD3 socket. This socket is located towards the rear of the computer board. It is located in the third last major row from the back of the computer. It is the second chip socket from the right in that row. This row usually has three empty ROM sockets, the UD3 socket is the rightmost of the three. The front of the chip is the edge with the scalloped semi-circle indentation. Before attempting to install the chip, you should attempt to "ground" yourself. The easiest way to do this, is to grab the metal computer case with one hand, trying to refrain from moving from this spot. Then carefully remove the chip from its casing. Be sure to align the pins with the holes in the socket. Gently, but firmly push the pins into the socket being careful not to bend any of the pins, as this may permanently damage the chip.

Step 4) Close the computer case and screw the case together

Step 5) Congratulations...the SPELLMASTER ROM is now installed. Replug the power cord, and turn the switch "on". As the computer is turned on it should begin to display the amount of bytes free, indicate that it is "ready" and a flashing

cursor. If this fails to occur within a few seconds of the switch being turned on, **turn the power off**, and contact your local Commodore dealer to verify that the chip was properly installed.

If the Computer operates properly after the power is turned on, you are ready to proceed with loading the SPELLMASTER program which is located on the program diskette.

### Description of Contents of SPELLMASTER Disk

The SPELLMASTER diskette contains a series of programs/files necessary to perform the SPELLMASTER's proofreading tasks. Be certain that you have purchased the proper SPELLMASTER program by examining the label on the diskette of the SPELLMASTER which will indicate which Commodore machines and which Word Processor that this particular version of SPELLMASTER is designed to operate with.

The Files on the SPELLMASTER diskette include:

- \* Two SPELLMASTER programs (titled similiar to splc812122p and spsc812122p)
- \* A series of SPELLMASTER dictionary modules (titled a thru z, etc.)
- \* A number of Empty "User" dictionary modules for insertion of additional words desired by the Operator
- \* A "Delete" program, which will allow deletion of incorrectly spelled words that are mistakenly inserted in the user dictionary (titled delc812122p)
- \* A "copy.all.rev" program (compliments of Jim Butterfield), which is included to allow you to:
  - 1.) prepare a second copy of the SPELLMASTER diskette; and
  - 2.) copy your word processor program onto the SPELLMASTER disk in order that your word processor and SPELLMASTER can be operated simultaneously without having to change diskettes...a highly recommended approach.

In short, to start the SPELLMASTER process, it will be necessary to prepare a second "operational" copy of the SPELLMASTER disk,



and then to place a copy of your word processor program on that "operational" disk.

### Preparing an Operational SPELLMASTER Disk

First of all, insert the original SPELLMASTER Disk into Disk Drive #0. Now take a brand new diskette and insert it into Drive #1 [located on the left side of the cabinet]. It is suggested that you use a high quality diskette. Cheap diskettes will cost you more money in lost labor costs in the long run.

Now <type> **load"copy.all.rev",8** and then press the return key.

The screen should indicate that the program is "loading" and then "ready" should appear on the screen.

Now <type>, **run** followed by pressing the <return> key. The following screen display and inquiries will appear:

```
disk.copy.all  by Jim Butterfield
```

```
From Unit 8      enter 8      ....followed by <return>
Disk 0           enter 0      ....followed by <return>
To Unit 8        enter 8      ....followed by <return>
Disk 1           enter 1      ....followed by <return>
```

[The above instructions direct the program that you wish to take information from the #0 disk drive (right-side) and send it to the #1 disk drive (left side).

At this point a screen display will inquire:

```
do you wish to new the output disk? enter Y ....followed by <return>
```

At this point a screen display will request that you enter a desired disk name and disk ID number. It is recommended that you enter the following:

```
disk name,id      enter spellmaster(c)82,11
```

The #1 disk drive will now begin to "format" or "new" the diskette which you placed in that drive. This process will take from two (2) to four (4) minutes. When the activity light on Drive #1 goes out, the diskette has been prepared to accept the SPELLMASTER program. The screen display will indicate the number of blocks free on the SPELLMASTER diskette which you have inserted in Disk Drive #1, and will then present the following message:

```
pattern:*        simply press <return>
```



The screen will then indicate that you should:

"Hold Down 'Y' or 'N' to select programs to be copied"

At this point, each of the files on the SPELLMASTER diskette will be presented. Simply press the **return** key at this point and all of the files on the original SPELLMASTER diskette will be copied onto Drive #1. The copying process will take approximately seven (7) minutes.

After the "copy all" process has finished, the screen display will inquire:

"do you have another input disk"

At this point, remove the original SPELLMASTER diskette from Drive #0 [right-side], and replace it in the protective vinyl cover. Now place a diskette that contains a copy of your word processor program in Drive #0 [right-side].

now <type> **Y** <return>

Once again, the screen will request that you:

"Hold down 'Y' or 'N' to select programs to be copied"

Each of the programs on this diskette will now be presented on the screen. You will press the **Y** for your word processor program on the disk (normally titled similarly to the following, "Wordpro Four plus"). After a **Y** has been entered to include the word processor program(s) press **N** and continue to hold it until the remainder of the programs on the disk stop scrolling onto the screen. The "copy all" program will then automatically copy the word processor program(s) onto the #1 disk drive.

After the "copy all" process has finished, the screen display will inquire "do you have another input disk" **enter N.**

You have now prepared a "day to day" or "operational" copy of SPELLMASTER, which includes a copy of your word processor program on the SPELLMASTER disk, which will now allow you to operate both programs without the requirement of continually exchanging disks. Remove your word processor disk from Drive #0, and place your "operational" copy of the SPELLMASTER diskette into drive #0. You are now prepared to begin to learn how to use SPELLMASTER.



\*\*\* - Loading the SPELLMASTER program - \*\*\*

At this point, you are ready to load the SPELLMASTER program. Make certain that both the microcomputer and the disk drive are turned on. Take your newly prepared "operational" copy of the SPELLMASTER disk (not your master copy of SPELLMASTER) on which you have transferred your word processor program, and insert that diskette into disk drive #0 <right side> .

If your computer is the CBM 8032, 4032, 8096, or Superpet....

After the SPELLMASTER disk has been inserted in drive #0, press the "Shift" key and the "Run/Stop" key simultaneously.

The light on the drive #0 will light up, and the CRT display screen will indicate that the program is being loaded. Within a few seconds, the SPELLMASTER Menu will appear on the screen.

If your computer is Commodore 2001 PET.(9" monitor).....

After the SPELLMASTER disk has been inserted, <type> in the following command:

load"\*\*,8 followed by pressing the <return> key

Drive #0 will light up, and the display screen will indicate that the program is being loaded.

When the word, **ready** appears on the screen with the flashing cursor, <type> **run** followed by pressing the <return> key. The SPELLMASTER menu should immediately appear.

Remember...the SPELLMASTER disk is always inserted in drive #0, and as you will learn in the next section your word processing text files should be saved to disk drive #1.

\*\*\* - Operating SPELLMASTER - \*\*\*

At this point, you should have the Main SPELLMASTER Menu on your screen. There are a variety of options that you could select at this point. The first selection that will be covered is the most preliminary alternative.... Option H - SPELLMASTER HELP File.



SPELLMASTER's HELP FILE - Option H

Option H is made available as your own on-line "Crib Sheet", in order that you can remind yourself of the major commands associated with the operation of SPELLMASTER, without having to refer to your written documentation. The HELP file can be called from the disk at any point that the main SPELLMASTER menu is displayed. After you have called the HELP file, you may return to the menu by striking any key. While the HELP file will not replace the need to read the documentation, it should allow you to rapidly begin to operate SPELLMASTER without memorizing SPELLMASTER's keystroke command structure.

You will note that there are only a few commands listed on the HELP file screen. This is due to the fact that:

- 1) SPELLMASTER has relatively few commands; and
- 2) SPELLMASTER's screen prompts attempt to include on the CRT screen (wherever practical) what options are available, and/or lists any keystroke codes that are available to the operator.

Begin SPELLMASTER Review - Option #1

The next menu selection to be described from the SPELLMASTER Menu is **Option #1 Begin SPELLMASTER Review**.

Prior to selecting Option #1 on the SPELLMASTER main menu, you should place the floppy disk which contains the text file(s) which need proofreading, in **Drive #1** [if this disk containing the text file(s) disk is not already in **Drive #1**].

The proofreading process begins by pressing the **1** key.

There will be an immediate screen response to the **option #1** selection, and you will now be prompted to indicate as to whether this will be a review of a Single file [press **S**] or a series of Linked Files [press **L**].

.....If you press the "Return" key instead, SPELLMASTER will **default** to the Single File option.

After the above selection is made, a second sub menu will inquire as to whether you wish to use the Normal Dictionary [press **N**] or the Extended Dictionary [press **E**].

.....If you choose to press the "Return" key instead, SPELLMASTER will **default** to the Normal Dictionary option.



If you select the **Extended Dictionary** Option, the entire SPELLMASTER dictionary (including any words that you have entered in your user dictionary) will be used in the review of your text file.

If you select the **Normal Dictionary** Option, approximately 20 thousand of the most frequently used words contained within the SPELLMASTER dictionary, plus any words within your "user" dictionary, will be used to review your text file. This option allows you to maximize speed of the text review, while still eliminating the vast majority of correctly spelled words from the words suspected to have mistakes in spelling.

NOTE: Our experience during the testing of SPELLMASTER indicates that a significant portion of SPELLMASTER operators found the "Normal" option helpful in trying to respond to the time constraints of "rush" projects or used this option on low level correspondence that did not require maximum care in document preparation.

Once you have made your selection of the type of dictionary, the screen will request that you enter the name of the file to be reviewed. At this point you have two options. You may either directly type in the name of the file, taking care to assure the filename is precisely typed. Your second option is designed to make loading the desired file quick and easy, via SPELLMASTER's **scrolling directory**.

To use the "scrolling directory" simply press the **RETURN** key, when the screen requests that a filename be entered. Within a few seconds the first filename will appear on the screen. You may now "scroll down" the directory to examine each filename by depressing the "Down Cursor" key. You may also "scroll up" the directory by pressing the "Up Cursor" key. When the filename you desire is visible on the screen, press the " \ " key, and the SPELLMASTER review will begin.

You will note that the textfile requested will be loaded from Drive #1 and then SPELLMASTER will begin to examine the dictionary modules to identify "suspected" misspellings. Every few seconds, as each dictionary module is processed, you will note that the number immediately to the left of the "Version 8.1" display will change [located on the top right corner of the display screen]. This number indicates which dictionary module is being reviewed. During your initial Spellmaster reviews this number should increase until the number 24 is reached (or the number 10, if you are using the 4040 disk version). Over time, as more words are placed in the User Dictionary, the final number displayed on the screen will increase as User modules are filled.





\*\*\* The SPELLMASTER Editing Process \*\*\*

After SPELLMASTER has completed its review of your textfile, you will be presented with a series of flagged "pages" of text in which all words that were not found in the dictionary will be presented in reverse video. For the purposes of this documentation, words that are not found to have identical matches in the SPELLMASTER dictionary are referred to as **"suspect words"**. In short, these words are suspected to be misspelled. Your primary task at this point is to inspect these "suspect" words and correct any misspellings that you find. You will also have the opportunity to insert those "suspect words" which are actually correctly spelled into the User Dictionaries, so that SPELLMASTER will not flag that particular word in the future.

The Mechanics of SPELLMASTER Editing

After the dictionary review process, SPELLMASTER presents the operator a page of text with a number of "suspect" word in reverse video (black letters on a white background). You will notice that the cursor (a flashing white square) will be located within the first "suspect" word. If this "suspect" word is misspelled, you may correct it by simply overstriking the incorrect letters. You will find that all the Alphabet Keys (upper/lower case), the Hyphen Key, the Apostrophe Key, and the Space Key are available to you in order to correct the mistake. You may also use the "Insert" key [INST], the "Delete" key [Del], as well as the **Cursor Right** key, and the **Cursor Left** key to properly position the letters in the word.

After you have corrected the word to your satisfaction, you may proceed to the next "suspect" word by hitting the "Return" key or the "Tab" key. Following the above process again, you may correct the next "suspect" word, if appropriate.

You will note that the cursor will jump from one "suspect" word to another. When the end of the page is reached another "Return" key will advance SPELLMASTER to the next page of text.

If you wish to jump forward a full page at a time, you may press SPELLMASTER'S Control Key [which is actually the **off/rvs** key, which is located in the lower left hand corner of the keyboard], followed by pressing the letter key "P" for page. The entire SPELLMASTER editing process may be exited by pressing the Control Key [off/rvs] followed by the letter key "X" for exit.

During the course of your editing, you will find that a number of the suspect words are actually correctly spelled, particularly as you begin to use SPELLMASTER. This is due to the fact that there are a



number of words that you will regularly use that would be obviously inappropriate for the SPELLMASTER dictionary to ordinarily include. For example, your first and last name, the street name of your place of business, and a variety of technical or specialized words that are primarily used in your particular occupation. Given this situation, SPELLMASTER will provide you an opportunity to include these correctly spelled words in the SPELLMASTER dictionary.

### **Adding Correctly Spelled Words to the User Dictionary**

When SPELLMASTER highlights a word that is correctly spelled, you are confronted with a choice. If the "suspect" word is a word that you use regularly, then you may enter that word into the SPELLMASTER "user" dictionary module by pressing the "Up Arrow" key [located on the top row of keys,... the third from the right]. You will note that the reverse video highlighting is turned off by this action. By pressing the up arrow key, you are actually placing that word in a special place in the computer's memory, until you finish editing the current text file. After the editing process, each word selected (by pressing the "up arrow" key) will then be permanently written into the SPELLMASTER User Dictionary.

If you are like most computer users, you will at some time in the future, mistakenly enter a misspelled word in your user dictionary. All is not lost, you will have an opportunity to Delete any incorrectly spelled words from the user dictionary. At the same time, do your best to minimize these mistakes as it is much easier to prevent placing the wrong word in your dictionary than to take the time to Delete that word.

If you are currently using a CBM 2040 or 4040 floppy disk drive, you should also remember that your user dictionary has the capacity to include between 2500 and 3000 words [depending on the average length of the words inserted]. After this amount of disk storage has been used up, there is no more room available for new words. So select dictionary words with some caution. If you are using a CBM 8050 floppy disk drive, you have ample room for expansion...at least 20,000 words. Yet at the same time, the speed of SPELLMASTER'S proofreading review is directly related to the number of words in the dictionary. Therefore it is **not** recommended that the operator uniformly include words that are unlikely to be encountered with any frequency in your normal workload. In short, unless you are an interior decorator, work in a paint store, or a jewelry firm, you are not likely to need **turquoise** in your User Dictionary.

### **Saving the Edited SPELLMASTER File**

After all the "suspect" words have been reviewed and you reach the



end of your text file, SPELLMASTER will then automatically update the user dictionary with your selections. After this step, the screen will ask whether you wish to "Save" your edited file on to Drive #1. If you simply press the "Return" key at this point, your edited file containing all your corrections will be saved under the identical name in which it was called from the directory. If, as expected, SPELLMASTER finds a file by the identical filename on Disk #1, it will inform you that a file by the filename already exists ["File Exists"] and will ask you to confirm that you wish to "overwrite" this file. In other words, the file already on the disk will be permanently replaced by your "edited" file which is currently in the microcomputer's memory. You may select this option by pressing "Y" for Yes or abort this option by pressing "N" for No, thereby allowing you to rename the file if you wish or return to the main menu without saving the file.

You may also save the "edited" file by simply typing in a new filename. In this case, your original file is not altered, but an additional "edited" version of the textfile will be written to Disk #1 for your use. If you do not wish to save your "edited" file for some reason, you may return to the main menu by pressing the "@" key followed by pressing the "Return" Key.

With a little luck, your textfile should have been proofread, edited, and permanently saved to the disk for use by your word processor. It may now be printed or otherwise modified by the normal operations of your word processor.

### **The Operation of SPELLMASTER with "Linked" Files**

The "Linked" File feature is included within SPELLMASTER to allow the operator to efficiently review a series of textfiles, and simplify the process of editing and resaving the textfiles in a linked fashion. Essentially, using SPELLMASTER to proofread a series of "linked" files in a batch fashion is very similar to the operation of SPELLMASTER with a single file. The major difference is the fact that a "temporary" file including SPELLMASTER'S reverse video flags used to designate a suspect word is saved to Drive #1. This allows the program to proceed to the next file without the requirement of any involvement by the operator. In short, the first (and most time-consuming) aspect of the SPELLMASTER process can be completed for sizable documents during your coffee break, lunch hour, etc. After the initial "linked" dictionary review is completed, the operator is guided through the process of editing/resaving the linked files in proper order.



## Linked File Procedures

To start a Linked File review process, you should place the floppy disk which contains the word processing text files you wish to be proofread by SPELLMASTER in Drive #1, if this disk containing the text is not already in the Drive #1.

[\* NOTE: Make certain that there is sufficient available disk space on the Disk in Drive #1 for the "flagged" files that will be written by the SPELLMASTER program. If there is insufficient room to write these "interim" files on Drive #1, SPELLMASTER will terminate its effort to review the linked files in question and will indicate the last file which was completely reviewed by SPELLMASTER.]

To start a "Linked" file SPELLMASTER, you will start at the main menu, and begin the proofreading process by pressing the 1 key.

There will be an immediate screen response to the Option #1 selection, and you will now be prompted to indicate as to whether this will be a review of a Single file [press S] or a series of Linked Files [press L]. At this point, press the "L" key

After the above "Linked File" selection is made, a second sub menu will inquire as to whether you wish to use the Normal Dictionary [press N] or the Extended Dictionary [press E].

.....If you choose to press the "Return" key instead, SPELLMASTER will default to the Normal Dictionary option.

If you select the **Extended Dictionary** Option, the entire SPELLMASTER dictionary (including any words that you have entered in your user dictionary) will be used in the review of your text file.

If you select the **Normal Dictionary** Option, approximately 20 thousand of the most frequently used words contained within the SPELLMASTER dictionary, plus any words within the user dictionary, will be used to review your text file. This option allows you to maximize speed of the text review, while still eliminating the vast majority of correctly spelled words from the "suspect" word category.

The program will indicate that any existing "flagged" files from previous SPELLMASTER "linked" reviews will be scratched if a Linked File Review is begun. The program will ask the operator to confirm (via Y or N) that the scratching of any previous temporary file is acceptable.

Once you have made your selection between a "Normal versus Extended" dictionary review and confirmed that you wish to proceed, the screen will request that you enter the name of the **first** file of the linked



file series which you wish to review. At this point you have two options. You may either directly type in the name of the file, taking care to assure the filename is precisely typed. SPELLMASTER's second option is designed to make loading the desired file quick and easy, via SPELLMASTER's **scrolling directory**. To use the "scrolling directory" simply press the **RETURN** key. Within a few seconds the first filename will appear on the screen. You may now scroll down the directory to examine each filename by pressing the "Down Cursor" key. You may also scroll back up the directory by pressing the "Up Cursor" key. When the filename you desire is visible on the screen, press the "**\**" key, and the SPELLMASTER review will begin. You will note that the textfile request will be loaded from Drive #1 and then SPELLMASTER will begin to examine the dictionary modules to identify "suspected" misspellings.

After the first Linked File has been proofread and temporarily "saved" by SPELLMASTER, the program will automatically locate the next "linked" file and begin the SPELLMASTER review process. If there is sufficient room on disk #1, each succeeding linked file will be reviewed and saved for later editing. **Note: SPELLMASTER will review no more than 10 linked files during any one review process. At the same time, any number of linked textfiles can be reviewed by SPELLMASTER, by completing the review in multiples of ten files or less.**

The SPELLMASTER program will indicate when the "linked file" review has been completed, and returns to the main menu, in order that the operator may complete the editing process by pressing the "**2**" key [Review Linked Files]. Once the "**2**" key has been pressed, SPELLMASTER will load in the first "flagged" file and the normal SPELLMASTER editing process begins.

SPELLMASTER now presents the operator a page of text with a number of "suspect" words in reverse video (black letters on a white background). You will notice that the cursor (a flashing white square) will be located within the first "suspect" word. If this "suspect" word is misspelled, you may correct it by simply overstriking the incorrect letters. You will find that all the Alphabet keys (upper/lower case), and the Space Key are available to you in order to correct the mistake. You may also use the "Insert" key [**INST**], the "Delete" key [**Del**], as well as the **Cursor Right** key, and the **Cursor Left** key to properly position the letters in the word.

After you have corrected the word to your satisfaction, you may proceed to the next "suspect" word by hitting the "Return" key or the "Tab" key. Following the above process again, you may correct the next "suspect" word, if appropriate.



You will note that the cursor will jump from one "suspect" word to another. When the end of the page is reached another "Return" key will advance SPELLMASTER to the next page of text.

If you wish to jump forward a full page at a time, you may press SPELLMASTER'S Control Key [which is actually the **off/rvs** key, which is located in the lower left hand corner of the keyboard], followed by pressing the letter key **"P"** for page.

During the course of editing, you will find that a number of the suspect words are actually correctly spelled. When SPELLMASTER highlights a word that is correctly spelled, and you wish to include in the "user" dictionary, press the "Up Arrow" key [located on the top row of keys,... the third from the right]. You will note that the reverse video highlighting is turned off by this action. By pressing the "up arrow" key, you are actually placing that word in a special place in the computer's memory, until you finish editing the current text file. After the editing process, each word selected (by pressing the "up arrow" key) will then be permanently written into the SPELLMASTER dictionary.

### **Saving the Edited "Linked" File**

After all the "suspect" words have been reviewed and you reach the end of your "linked" text file, SPELLMASTER will then automatically update the user dictionary with your selections. After this step, SPELLMASTER automatically updates the existing word processor file to reflect the operator's editing changes. No choice is afforded the operator to change the name of linked files, as this would invalidate the existing linked file connections between textfile modules.

After the first linked file is saved on the disk, SPELLMASTER will automatically call the second "flagged" SPELLMASTER file from the disk, and the identical editing process begins again.

### **Option #3 Review Spellmaster file WITHOUT Dictionary Review**

This option is included for the operator to provide a "second chance" to act on the textfile **which is currently in the computer's memory.**

The operator can return to the file and edit the file "as if" the textfile had completed a SPELLMASTER dictionary review. "Suspect" words may be modified or inserted in the user dictionary. This feature is useful if a SPELLMASTER edit was "aborted" (via CONTROL [off/rvs] X) due to a keystroke mistake, etc.



Option #3 can also be effectively used in the event that a large quantity of correctly spelled words are being entered into the User Dictionary, and it is necessary to update the dictionary prior to completing the SPELLMASTER edit mode. In this case, the operator can simply press [esc] x which updates the dictionary, and then return to the main menu. At this point, Option #3 will then allow immediate re-entry into the file currently in memory, and the SPELLMASTER edit process can be completed.

#### **Option #4      Load Word Processor**

This Option allows the operator to load the word processor directly from the SPELLMASTER menu, if a copy of your word processor has been copied onto the SPELLMASTER diskette by the "startup" procedure noted on pages 9-10.

Option #4 is made available in order that you can avoid swapping floppy disks while developing draft text with your word processor and subsequently proofreading that text with SPELLMASTER. In short, if you press the 4 key, you will note that the SPELLMASTER menu will load your word processor. You are now free to operate the word processor as normal.

**NOTE:** It is necessary that you save your word processor textfiles to drive #1, in order to save disk space for the SPELLMASTER dictionary room and make it easy to review that text with SPELLMASTER. The SPELLMASTER program will only locate proofread text files that are located on Drive #1.

After you are finished with the word processor, and you wish to use SPELLMASTER you should utilize the word processor's Exit to Basic command. For example, in Wordpro you press the Control key [off/rvs] followed by a shifted "Q". After this command the screen should appear exactly as it does when you initially turn on the computer (i.e., 31737 bytes free ready and a flashing cursor).

At this point, you are ready to reload the SPELLMASTER program.

**If your computer is the CBM 8032 or 4032.....**

Press the "Shift" key and the "Run/Stop" key simultaneously. The light on the drive #0 will light up, and the display screen will indicate that the program is being loaded. Within a few seconds, the SPELLMASTER Menu will appear on the screen.

**If your computer is Commodore 2001 PET.....**



Type in the following command: **load\*\*",8** followed by pressing the "return" key. Drive #0 will light up, and the display screen will indicate that the program is being loaded. When the word **ready** appears on the screen with the flashing cursor, type **run** followed by pressing the "return" key. The SPELLMASTER menu should immediately appear.

### Option #5 Delete Words from SPELLMASTER Dictionary

**NOTE:** the DELETE option will ordinarily be used infrequently. There will be only minimal reduction of SPELLMASTER's effectiveness if a few misspelled words are mistakenly entered into the "User" dictionaries. If you exercise a little care, it should not be necessary to select this option more than once or twice a month.

Remember... when you are editing SPELLMASTER files..... you have the option of pressing **Control** key [off/rvs], followed by the **ESC** key to "abort" a SPELLMASTER edit. In other words, if you have mistakenly "inserted" one or more misspelled words by use of the **Up Arrow** key, you can abort the "edit", return to the main menu, and then return to the same file immediately by selecting option #3 [Re-Examine File Without Dictionary Review]. Using this technique, all of your previously completed editing will remain intact, but the computer storage area which holds the words to update the User Dictionaries will be emptied. **Preventing** a misspelled word from entering the User dictionary is much easier than **Deleting** that same word from the dictionary.

Option #5 [Delete Words...] allows the operator to eliminate words from the "User" dictionary in order to accomplish either of the following objectives:

1. **Elimination of Misspelled Words that have been mistakenly entered into the "User" dictionary.**
2. **Elimination of Correctly Spelled words from the "User" Dictionary in order to "make room" for higher priority words.** This objective is more likely to be important to SPELLMASTER users that use the Commodore 2040 or 4040 disk drive, as their "user" dictionary capacity is more limited (capacity for approximately 3000 words is available with the 2040 or 4040, versus 20,000 words available for the 8050 drive).

To prepare to Delete Words from the User Dictionaries, it is suggested that you first select Option #7 [Print User Dictionaries]. You will be presented with a series of options that inquire whether you wish to have the printout (1) Single or Double Spaced, and (2) whether you will be using Continuous Form paper or Single "cut" Sheets. We recommend that continuous form paper be used whenever possible. The "default"





values for these questions may be selected by pressing the **RETURN** key. The default values are for single spacing and form feed (continuous) paper. After you have made these selections, you will be provided an opportunity to "make ready" the printer by placing the first sheet in the proper position. After the printer is "ready", press the **RETURN** key and the User Dictionaries will begin to print. If you are using single sheets, the printing will be halted at the end of the page, and after a new sheet has been inserted, you can restart the printing by striking the **RETURN** key. After the User Dictionaries have been printed, you may examine this list to locate any misspellings, and prepare for the actual **DELETE WORD** option.

The **DELETE WORD** option is begun by selecting **Option #5** from the main SPELLMASTER menu. The Screen will request that you enter the Words that you wish to Delete. Simply type in these words, taking special care to correctly spell these entries. Following each word, press the **RETURN** key to indicate that the word being entered is complete. After you have completed entering the words to be deleted, press the "**e**" key to begin the Deletion process. Normally, it will take approximately 2 to 3 minutes to complete this Deletion process. After the deletions have been accomplished, the main menu will return to the screen.

If by chance you attempt to delete a series of words that contain more than 240 characters, SPELLMASTER will automatically begin to Delete Words, and you will note that the top-center status line will indicate that the Delete Buffer is Full. After these words have been deleted, Spellmaster will return to the main menu, and you may again return to **Option #5** to begin the process over again.

You may wish to reprint the User Dictionaries after the Deletion process is complete, to assure that the process was successful and your keyboard entry was accurate. Naturally, Spellmaster will not be able to delete words that are incorrectly entered, so take care to precisely type those words to be deleted.

#### **Option #6 Exit SPELLMASTER Terminate Processing**

This menu selection allows an orderly exit of the SPELLMASTER program and is recommended by the authors. While it is possible to "simply turn off the computer" after you are through using SPELLMASTER, Option #6 executes a feature of SPELLMASTER which checks the dictionaries and the program and updates a disk file "st" to reflect any major changes to the dictionary that took place during the SPELLMASTER session. While selecting this option takes approximately ten (10) additional seconds, it is well worth the investment of time to insure that your SPELLMASTER will operate with optimal efficiency and accuracy.



**\*\*\* Hints for Improved Performance \*\*\***

It is important to note in any discussion of SPELLMASTER's capabilities that there are a number of tasks associated with proofreading that are not within the scope of the SPELLMASTER program. Stated concisely, SPELLMASTER was designed to identify words within a textfile that have no exact match in an existing dictionary of words contained on the SPELLMASTER disk.

**SPELLMASTER was not designed to:**

1. Identify whether the construction of your sentence conveys the meaning which you intended. The following example demonstrates that a group of words can be correctly spelled without making any (or much) sense to the reader.

"Your authorize will farther bright heighten"

This series of words will be reviewed by SPELLMASTER without the identification of any "suspect" words. No misspellings, yet no understandable message either.

2. Identify words that were mistyped, but happened to represent the correct spelling of another word. For example:

"Thee cowboy road his hoarse into town "

Both of these examples demonstrate that while microcomputers and computer software can be incredibly fast and willing servants checking millions of possible combinations to assist human endeavors, ...computers can not challenge the human mind in understanding context, intent, or concepts. At the same time, programs such as SPELLMASTER can perform significant services by eliminating misspellings and saving time for clerical and professional staff. The trick is to understand SPELLMASTER's strengths and speed, as well as its limitations.

The process of Proofreading is really a combination of the following tasks (at a minimum):

1. Correction of Misspellings
2. Verifying that the intended meaning was presented.



3. Identification of punctuation errors.
4. Checking for numerical entry errors (if appropriate)

Even a cursory analysis of the proofreading process demonstrates that when a secretary or professional worker starts to proofread draft text.... a surprisingly complex task is being completed. In fact, the complexity of the task is the reason that one or more of the above tasks are often not adequately completed. SPELLMASTER allows the secretary or professional to increase concentration on "context" and punctuation, without having to fear that an "embarrassing" misspelling will be found within an important contract, letter, or proposal.

If the following approach is taken while using SPELLMASTER, the operator should note a significant improvement in the quality of office correspondence.

Step 1. After the draft text has been "saved" by the word processor, print out a copy for your initial review. Double spacing your draft copy can often improve your proofreading performance.

Step 2. After "hard" copy of the text has been produced, load SPELLMASTER and begin the SPELLMASTER review cycle.

Step 3. As SPELLMASTER checks for misspellings, read your draft for "content" (do these words "make sense"). Don't worry about punctuation or misspellings. Make notes on your hard copy where the text's content requires improvement. By the time you have completed your "content oriented" review, SPELLMASTER will be ready to present the "suspect" words within the text.

Step 4. Complete the SPELLMASTER "edit" phase, making corrections as necessary, and then saving your corrections to the disk for permanent storage.

Step 5. "Reload" your Word Processor from SPELLMASTER's main menu, and make corrections that you identified in Step 3, which were based on "context" issues. If you are careful during this step with your spelling, another SPELLMASTER review will not be necessary. Naturally, save your updated text after you have made your revisions.

Step 6. Conduct a final review of your document by printing out a "final" copy of the text or examining the text through the "output to video" mode. During this review emphasize examination of text layout and punctuation. Make necessary corrections.



Step 7. Print out a "quality" document.

While the authors can not guarantee an absence of mistakes, the above approach should optimize your performance as a proofreader by subdividing this important task into a logical series of events which build upon each other.

**Note on the Use of the "Normal" Dictionary**

The rationale for a shorter "Normal" dictionary option is a simple one. Simply stated, some words are far more frequently used in business correspondence than others. For example, science studies have demonstrated that the word "of" is found more than 1100 times more frequently than the terms "density" or "frequency". Actually, the 500 most frequently used words typically comprise nearly half of the words within the average business text. It would be foolish to buy a microcomputer proofreader that includes only five hundred words in its dictionary, as an unacceptably large portion of the draft would still have to be carefully examined by the operator for misspellings. There would be too many "false" words, even though more than half of the text would have been identified as correct.

Given this fact, the "Normal" dictionary option was developed by the authors to offer an acceptable compromise between speed and proofreading accuracy. The "Normal" option consists of the first thirteen modules of the SPELLMASTER dictionary, and proceeds to check all of your "user" dictionary modules that have been added to the disk. Our testing indicates that this option eliminates the vast majority of your textfiles from the "user" category. The specialized or technical terms that are not in the firm will be included in the review as the "user" dictionary is reviewed, and therefore if a word is "flagged" as a misspelling, the operator can be confident that a careful examination will identify the misspelling is justified.

When no time constraints exist, or if it is desirable to have as many correctly spelled words from the "suspect" list as possible, by all means use the Complete Dictionary option. On the other hand, when that next "rush" project is being prepared, the "Normal" option will be an attractive alternative.

