

TRS-80 ELECTRIC WEBSTER USER'S MANUAL

TRS-80 MODEL IV VERSION

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for Cornucopia Software, Inc.

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FIRST PRINTING: April 1984

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successors.



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ELECTRIC WEBSTER UESR'S MANUAL

INTRODUCTION

Electric Webster is written in Z-80 Machine Language. It proofreads documents for spelling and typographical errors by comparing the text of a document to Electric Webster's own 50,000 word internal vocabulary (dictionary). Words not found are identified as potential misspellings or typographical errors. To this dictionary you can add names, technical words, and any other personalized vocabulary.

Electric Webster is efficient and compact. It can proofread a two page document in 30 seconds or a one hundred page document in six minutes. Its 50,000 word literal dictionary requires only 115,000 bytes of disk storage. Words are easily added to the program's dictionary, and these additional words are compressed in the same manner as the dictionary that comes with the program, so the dictionary expansion potential is almost unlimited. In addition, Electric Webster will look up the spelling of a word, permitting backward or forward scrolling through the dictionary, so that the correct spelling can be found. If you wish to guess at the correct spelling, Electric Webster can check to see if the guess is correct before the correction is made. The program will also display words in context in the document. Once all corrections have been indicated, Electric Webster will correct each error everywhere that the error appears in the text. The optional Hyphenation Feature fills the document with discretionary hyphens, which makes end-of-line hyphenation fully automatic. The optional Grammar & Style Checker looks for grammar and composition errors while Electric Webster is correcting a document, and for most errors suggests a simple correction. It also gives you a count of your document including average phrase, sentence and paragraph lengths.

The first section of this manual covers the installation of Electric Webster. The second section provides basic instructions for the use of correcting Electric Webster. For those who feel the need for more detailed instructions, there is an EXAMPLE file included on the disk. You may use this text file to follow along step-by-step with the operating instructions.

Section six of the manual explains the automatic Hyphenation feature option, and section seven covers the use of the optional Grammar & Style Checker.

A list of files found on the Electric Webster masters is contained in Appendix A. Appendix B gives special instructions for operating Electric Webster on a single-drive system. An overview of the kinds of errors Electric Webster identifies is located in Appendix C.



SECTION ONE

INSTALLING CORRECTING ELECTRIC WEBSTER

If you have a standard Model IV system with a minimum of two drives, you will follow the instructions below to create your working disks. However, if you have a Model IV single drive-system, refer to the special instructions in Appendix B of this manual, instead of the instructions that follow.

The Electric Webster master diskette is sent to you on a Model IV formatted diskette. The diskette does not contain an operating system. The first thing that you should do is to make a backup of your Electric Webster master. To do this, place your Model IV system diskette in drive 0 and a blank diskette in drive 1, and type `FORMAT :1`. This will format your double density diskette. When formatting is complete type one of the following commands, depending on your system:

```
BACKUP :0 :1 (X)      (For TRSDOS)
BACKUP              (For DOSPLUS)
```

When prompted, remove that disk from drive 0, and place your Electric Webster master in drive 0. (You may get a "Destination I.D. different" prompt, to which you respond "Y" for "yes". If at any time you are asked for a password, respond with the word `PASSWORD`.) The drives will begin to turn, and you will end up with a backup, in drive one, of the original master.

Once you have converted your original master(s) (and made backups), there are two methods available for creating Electric Webster working disks. Part A of this section will tell you how to use the `INSTALL/CMD` program provided on your Electric Webster master. This program will set up the disks for you automatically, prompting you to insert the necessary disks at the appropriate times.

If you would prefer to set up the working disks yourself, Part B of this section will help you, by listing which files you need to have on which disks. The section is organized according to the word processing program you are using, and will also tell you which files you need if you are installing the Grammar & Style and/or Hyphenation options.

SECTION ONE

PART A - USING THE INSTALL/CMD PROGRAM

To complete a set of working disks using the INSTALL program, you will need the following disks:

- 1) First you must be sure that you are using a BACKUP of your Electric Webster disk. If you are installing Electric Webster with Hyphenation, you should have a backup of the Hyphenation master as well. If you are also installing the Grammar Checking option, have a backup of the Grammar master available.
- 2) You will need a backup of your WORD PROCESSING/SYSTEM disk. It should be already configured for your hardware, and should contain no files other than the operating system and your word processor.

The INSTALL program will copy files from your BACKUP disk to the SYSTEM/WP disk, then remove the necessary files from the backup, to make a set of two working disks:

- 1) The SYSTEM/WORD PROCESSING DISK will contain your operating system, your word processing program, and most of the Electric Webster program files.
- 2) The BACKUP EW DISK will become your Dictionary Disk, and will contain the three dictionary files, DICT1/EW, DICT2/EW, and DICT3/EW, as well as the program files CORRECT1/EW, ADDETODIC/EW and PRINTDIC/EW.

With the SYSTEM disk in drive #0, and side 1 of your Electric Webster BACKUP (which contains the INSTALL/CMD file) in drive #1, type INSTALL. The TEST/EW program will run and indicate by the words BAD or GOOD whether any of the programs on your disk have been damaged during shipment. If you have received a damaged disk, return it immediately for a replacement to Cornucopia Software, 1625 Beverly Place, Berkeley, CA 94707.

After your disk has been tested, the INSTALL program will continue to run and set up your working disks. You will be prompted to insert different disks in drive 1. The INSTALL program may kill certain word processing files from your working disks to make enough room for Electric Webster; however, the minimum files necessary for word processing will still be on the disk. Therefore, you should be sure that you are working with a backup (not an original) copy of your word processing system disk.

SECTION ONE

When the INSTALL program is finished you will have a set of two working disks. You should have a third disk to hold the documents you wish to proof, and you'll be all set to use Electric Webster, as described in Section II of this manual. If you have any problems creating your working disks using the INSTALL program, or want more detailed information about which files the disks contain, refer to Part B of this section.

PART B - MANUAL WORKING DISK PREPARATION

If you do not wish to use the INSTALL program, or you want to know more about how the disks are set up, the instructions below will tell you how to create your working disks manually.

The very first thing you should do after making your backup copies is to run the TEST program provided. To do this, place the copy you just made into one of your drives, type TEST/EW and press the <ENTER> key. The TEST program will run and indicate by the words BAD or GOOD on your screen whether any of the programs on your disk have been damaged during shipment. If you have received a damaged disk, return it immediately for a replacement to Cornucopia Software, 1625 Beverly Place, Berkeley, CA 94707.

You will now need to prepare two Working Disks, (Unless you have 80-track drives, hard disk, or some other system in which everything fits on one disk). The files you need to make these disks will vary according to which word processing program you are using. Therefore, the instructions that follow are divided into separate sections, arranged by word processor. The Electric Webster version 4.7 that you have purchased contains integrations for the word processors listed below. Turn to the page number indicated in parentheses after your word processing program to begin making your Electric Webster working disks.

Allwrite	(3)
Lazy Writer	(8)
LeScript	(13)
Scripsit	(18)

Warning: If you are using Radio Shack's SuperScripsit word processing program, you need a version 4.8 of Electric Webster, designed specifically for use with SuperScripsit. Any other version, including version 4.7 which accompanies this manual, will not work with SuperScripsit files. Contact Cornucopia Software for update information.

CREATING WORKING DISKS
with
A L L W R I T E

Step 1 - Preparation:

If you have followed along with the instructions given in the manual so far, you should have a backup copy of the Electric Webster master disk. If you are also installing the Hyphenation and/or Grammar & Style options, you will need a backup copy of those disks as well.

Besides the backup copies of the EW masters, you will also need a copy of your Allwrite system disk. This disk should contain the essential Allwrite files needed for creating and printing your text, but should have unnecessary files removed so that you have enough room for the Electric Webster files. This is especially important if you are also going to be installing the Grammar & Style Checker.

Step 2 - Copying Files

To make your working disks, you will need to copy the appropriate files (explained below) from the backup of the Electric Webster master, (and from the Grammar & Style and Hyphenation backups if you are also installing them) to your word processing/system disk. This will be your working disk #1, and will go in drive 0 when you are proofing. Working disk #2 is the dictionary disk, and will contain the three EW dictionary files, as well as ADĐTODIC/EW and PRINTDIC/EW.

You are now ready to copy the necessary Electric Webster files to your Allwrite system disk. You will notice that there are several versions of the CORRECT2/ and M/ files on your master EW disk(s). These are the files that allow Electric Webster to integrate with several different word processors. Since you are integrating with Allwrite you will need to copy certain files only, and some of them may need to be renamed when you copy them. The instructions below will show you which files you need, and which ones need to be renamed.

There are two lists below. The first list tells you which files you will need if you are setting up correcting Electric Webster without the Grammar and Style Checker. The second section lists all the files necessary to integrate both the Spelling Checker and the Grammar & Style Checker with Allwrite. If you are also installing the Hyphenation Feature (with or without the Grammar Checker), the HYPHEN/EW file can then be copied to your working disks as indicated in parentheses on the lists below.

NOTE: UNLIKE EARLIER VERSIONS OF ELECTRIC WEBSTER, THIS VERSION DOES NOT REQUIRE YOU TO RENAME HYPHEN/EW.

To create your Allwrite/Electric Webster working disk #1, insert the Allwrite system disk in drive 0, and the backup copy of EW (or the Grammar or Hyphenation disks, where appropriate) in drive 1, and use the command:

COPY EW/CMD:1 TO :0

for each file, substituting the appropriate name for each file on the list. The file CORRECT2/AEW will need to be renamed to CORRECT2/EW (see below). It can be renamed as you copy. Use the command:

COPY CORRECT2/AEW:1 TO CORRECT2/EW:0

This will copy the file CORRECT2/AEW from drive 1 to drive 0, and rename it at the same time.

To create the Electric Webster dictionary disk, simply make a backup copy of the Electric Webster master, and KILL or REMOVE all files except DICT1/EW, DICT2/EW, DICT3/EW, ADĐTODIC/EW and PRINTDIC/EW.

I - LIST OF ELECTRIC WEBSTER FILES

Working Disk #1 (Allwrite System Disk)

EW/CMD
M/AEW renamed to M/EW
CORRECT2/AEW renamed to CORRECT2/EW
CORRECT1/EW

From the Hyphenation Master:

(HYPHEN/EW)

Dictionary Disk

DICT1/EW
DICT2/EW
DICT3/EW
ADĐTODIC/EW
PRINTDIC/EW

(If you do not have enough space on your Allwrite system disk, above, you may want to copy CORRECT1/EW to your dictionary disk instead).

II - LIST OF ELECTRIC WEBSTER/GRAMMAR FILES

Working Disk #1
(Allwrite System Disk)

Copy from the EW Master:

EW/CMD
M/AEW renamed to M/EW
ADDTODIC/EW
PRINTDIC/EW

Copy from the Grammar Master:

CORRECT2/AEW renamed to CORRECT2/EW
GRAMMAR/PHR
GRAMMAR/SUG

Copy from the Hyphenation Master:
(HYPHEN/EW)

Dictionary Disk

DICT1/EW

DICT2/EW

DICT3/EW

CORRECT1/EW

(If you do not have enough space on your Allwrite system disk, above, you may want to copy PRINTDIC/EW and ADDTODIC/EW to your dictionary disk instead).

Your working disks are now finished and ready to run. Section II of this manual will tell you how to run correcting Electric Webster. Sections VI and VII, respectively, will give you more detailed information about the Hyphenation and the Grammar & Style Checking features.

CREATING WORKING DISKS
with
L A Z Y W R I T E R

Step 1 - Preparation:

If you have followed along with the instructions given in the manual so far, you should have a backup copy of the Electric Webster master disk. If you are also installing the Hyphenation and/or Grammar & Style options, you will need a backup copy of those disks as well.

Besides the backup copies of the EW masters, you will also need a copy of your Lazy Writer system disk. This disk should contain the essential Lazy Writer files needed for creating and printing your text, but should have unnecessary files removed so that you have enough room for the Electric Webster files. This is especially important if you are also going to be installing the Grammar & Style Checker.

Step 2 - Copying Files

To make your working disks, you will need to copy the appropriate files

(explained below) from the backup of the Electric Webster master, (and from the Grammar & Style backup if you are also installing the grammar checker) to your word processing/system disk. This will be your working disk #1, and will go in drive 0 when you are proofing. Working disk #2 is the dictionary disk, and will contain the EW dictionary files DICT1/EW, DICT2/EW, DICT3/EW, ADDTODIC/EW and PRINTDIC/EW.

You are now ready to copy the necessary Electric Webster files to your Lazy Writer system disk. You will notice that there are several versions of the CORRECT2/ and M/ files on your master EW disk(s). These are the files that allow Electric Webster to integrate with several different word processors. Since you are integrating with Lazy Writer you will need to copy certain files only, and some of them may need to be renamed when you copy them. The instructions below will show you which files you need, and which ones need to be renamed.

There are two lists below. The first list tells you which files you will need if you are setting up correcting Electric Webster without the Grammar and Style Checker. The second section lists all the files necessary to integrate both the Spelling Checker and the Grammar & Style Checker with Lazy Writer. If you are also installing the Hyphenation Feature (with or without the Grammar Checker) you should run the hyphenation configuration program first. See Section VI of this manual. The configured HYPHEN/EW file can then be copied to your working disks as indicated in parentheses on the lists below.

NOTE: UNLIKE EARLIER VERSIONS OF ELECTRIC WEBSTER, THIS VERSION DOES NOT REQUIRE YOU TO RENAME HYPHEN/EW.

To create your Lazy Writer/Electric Webster working disk #1, insert the Lazy Writer system disk in drive 0, and the backup copy of EW (or the Grammar or Hyphenation disks, where appropriate) in drive 1, and use the command:

COPY EW/CMD:1 TO :

for each file, substituting the appropriate name for each file on the list. The file CORRECT2/LEW will need to be renamed to CORRECT2/EW (see below). It can be renamed as you copy. Use the command:

COPY CORRECT2/LEW:1 TO CORRECT2/EW:

This will copy the file CORRECT2/LEW from drive 1 to drive 0, and rename it at the same time.

To create the Electric Webster dictionary disk, simply take a backup copy of the Electric Webster master, and KILL or REMOVE all files except DICT1/EW, DICT2/EW, DICT3/EW, ADDTODIC/EW and PRINTDIC/EW.

I- LIST OF ELECTRIC WEBSTER FILES

Working Disk #1
(Lazy Writer System Disk)

EW/CMD
M/CLW

CORRECT2/LEW renamed to CORRECT2/EW
CORRECT1/EW

From the Hyphenation Master:

(HYPHEN/EW)

Dictionary Disk

DICT1/EW
DICT2/EW
DICT3/EW
ADDTODIC/EW
PRINTDIC/EW

(If you do not have enough space on your Lazy Writer system disk, above, you may want to copy CORRECT1/EW to your dictionary disk instead).

II - LIST OF ELECTRIC WEBSTER/GRAMMAR FILES

Working Disk #1
(Lazy Writer System Disk)

Copy from the EW Master:

EW/CMD
M/CLW
CORRECT1/EW

Copy from the Grammar Master:

CORRECT2/LEW renamed to CORRECT2/EW
GRAMMAR/PHR
GRAMMAR/SUG

Copy from the Hyphenation Master:

(HYPHEN/EW)

Dictionary Disk

DICT1/EW
DICT2/EW
DICT3/EW
ADDTODIC/EW
PRINTDIC/EW

(If you do not have enough space on your Lazy Writer system disk, above, you may want to copy CORRECT1/EW to your dictionary disk instead).

Your working disks are now finished and ready to run. Section II of this manual will tell you how to run correcting Electric Webster. Sections VI and VII, respectively, will give you more detailed information about the Hyphenation and the Grammar & Style Checking features.

CREATING WORKING DISKS
with
L E S C R I P T

Step 1 - Preparation:

If you have followed along with the instructions given in the manual so far, you should have a backup copy of the Electric Webster master disk. If you are also installing the Grammar & Style options and/or Hyphenation options, you will need backup copies of those disks as well.

Besides the backup copies of the EW masters, you will also need a copy of your LeScript system disk. This disk should contain the essential LeScript files needed for creating and printing your text, but should have unnecessary files removed so that you have enough room for the Electric Webster files. This is especially important if you are also going to be installing the Grammar & Style Checker.

Step 2 - Copying Files

To make your working disks, you will need to copy the appropriate files (explained below) from the backup of the Electric Webster master, (and from the Grammar & Style backup if you are also installing the grammar checker) to your word processing/system disk. This will be your working disk #1, and will go in drive 0 when you are proofing. Working disk #2 is the dictionary disk, and will contain the EW dictionary files ADDTODIC/EW and PRINTDIC/EW.

You are now ready to copy the necessary Electric Webster files to your LeScript system disk. You will notice that there are several versions of the CORRECT2/ and M/ files on your master EW disk(s). These are the files that allow Electric Webster to integrate with several different word processors. Since you are integrating with LeScript you will need to copy certain files only, and some of them may need to be renamed when you copy them. The instructions below will show you which files you need, and which ones need to be renamed.

There are two lists below. The first list tells you which files you will need if you are setting up correcting Electric Webster without the Grammar and Style Checker. The second section lists all the files necessary to integrate both the Spelling Checker and the Grammar & Style Checker with LeScript. If you are also installing the Hyphenation Feature (with or without the Grammar Checker) you should run the hyphenation configuration program first. See Section VI of this manual. The configured HYPHEN/EW file can then be copied to your working disks as indicated in parentheses on the lists below.

NOTE: UNLIKE EARLIER VERSIONS OF ELECTRIC WEBSTER, THIS VERSION DOES NOT REQUIRE YOU TO RENAME HYPHEN/EW.

To create your LeScript/Electric Webster working disk #1, insert the LeScript system disk in drive 0, and the backup copy of EW (or the Grammar or Hyphenation disks, where appropriate) in drive 1, and use the command:

```
COPY EW/CMD:1 TO :0
```

for each file, substituting the appropriate name for each file on the list. The file CORRECT2/EEW will need to be renamed to CORRECT2/EW (see below). It can be renamed as you copy. Use the command:

```
COPY CORRECT2/EEW:1 TO CORRECT2/EW:0
```

This will copy the file CORRECT2/EEW from drive 1 to drive 0, and rename it at the same time.

To create the Electric Webster dictionary disk, simply make a backup copy of the Electric Webster master, and KILL or REMOVE all files except DICT1/EW, DICT2/EW, DICT3/EW, ADDTODIC/EW and PRINTDIC/EW.

I- LIST OF ELECTRIC WEBSTER FILES

Working Disk #1 (LeScript System Disk)

EW/CMD
M/EEW renamed to M/EW
CORRECT2/EEW renamed to CORRECT2/EW
CORRECT1/EW

From the Hyphenation Master:

(HYPHEN/EW)

Working Disk #2 Dictionary Disk

DICT1/EW
DICT2/EW
DICT3/EW
ADDTODIC/EW
PRINTDIC/EW

(If you do not have enough space on your LeScript system disk, above, you may want to copy CORRECT1/EW to your dictionary disk instead).

II - LIST OF ELECTRIC WEBSTER/GRAMMAR FILES

Working Disk #1 (LeScript System Disk)

Copy from the EW Master:

EW/CMD

M/EEW renamed to M/EW

CORRECT1/EW

Copy from the Grammar Master:

CORRECT2/EEW renamed to CORRECT2/EW

GRAMMAR/PHR

GRAMMAR/SUG

Copy from the Hyphenation Master:

(HYPHEN/EW)

Working Disk #2 Dictionary Disk

DICT1/EW

DICT2/EW

DICT3/EW

ADDTODIC/EW

PRINTDIC/EW

(If you do not have enough space on your LeScript system disk, above, you may want to copy CORRECT1/EW to your dictionary disk instead).

Your working disks are now finished and ready to run. Section II of this manual will tell you how to run correcting Electric Webster. Sections VI and VII, respectively, will give you more detailed information about the Hyphenation and the Grammar & Style Checking features.

CREATING WORKING DISKS
with
S C R I P S I T

Note: The instructions below apply to Scripsit. They do not apply if you are using Radio Shack's SuperScripsit word processor. If you are using SuperScripsit, you need version 4.8 of Electric Webster, designed specifically for use with that word processor. Version 4.7 which accompanies this manual will not work with SuperScripsit files. Contact Cornucopia Software for update information.

Step 1 - Preparation:

If you have followed along with the instructions given in the manual so far, you should have a backup copy of the Electric Webster master disk. If you are also installing the Grammar & Style options and/or Hyphenation options, you will need backup copies of those disks as well.

Besides the backup copies of the EW masters, you will also need a copy of your Scripsit system disk. This disk should contain the essential Scripsit files needed for creating and printing your text, but should have unnecessary files removed so that you have enough room for the Electric Webster files. This is especially important if you are also going to be installing the Grammar & Style Checker.

Step 2 - Copying Files

To make your working disks, you will need to copy the appropriate files (explained below) from the backup of the Electric Webster master, (and from the Grammar & Style backup if you are also installing the grammar checker) to your word processing/system disk. This will be your working disk #1, and will go in drive 0 when you are proofing. Working disk #2 is the dictionary disk, and will contain the EW dictionary files, plus ADDTODIC/EW and PRINTDIC/EW.

You are now ready to copy the necessary Electric Webster files to your Scripsit system disk. You will notice that there are several versions of the CORRECT2/ and M/ files on your master EW disk(s). These are the files that allow Electric Webster to integrate with several different word processors. Since you are integrating with Scripsit you will need to copy certain files only, and some of them may need to be renamed when you copy them. The instructions below will show you which files you need. After you have copied the appropriate files to your working disks as explained below, you will be referred to the patching instructions on page I-23. This will tell you how to run the patch program provided, to fully integrate Electric Webster with your Scripsit.

There are two lists below. The first list tells you which files you will need if you are setting up correcting Electric Webster without the Grammar and Style Checker. The second section lists all the files necessary to integrate both the Spelling Checker and the Grammar & Style Checker with Scripsit.

To create your Scripsit/Electric Webster working disk #1, insert the Scripsit system disk in drive 0, and the backup copy of EW (or the Grammar or Hyphenation disks, where appropriate) in drive 1, and use the command:

COPY EW/CMD:1 TO :0

for each file, substituting the appropriate name for each file on the list.

To create the dictionary disk, simply make a backup of the Electric Webster master, and REMOVE or KILL all files except DICT1/EW, DICT2/EW, DICT3/EW, ADDTODIC/EW, and PRINTDIC/EW.

I- LIST OF ELECTRIC WEBSTER FILES

Working Disk #1 (SCRIPSIT System Disk)

EW/CMD
M/EW
CORRECT2/EW
CORRECT1/EW

Dictionary Disk

DICT1/EW
DICT2/EW
DICT3/EW
ADDTODIC/EW
PRINTDIC/EW

(If you do not have enough space on your Scripsit system disk, above, you may want to copy CORRECT1/EW to your dictionary disk instead).

II - LIST OF ELECTRIC WEBSTER/GRAMMAR FILES

Working Disk #1
(Scripsit System Disk)

Copy from the EW Master:

EW/CMD

M/EW

CORRECT1/EW

Copy from the Grammar Master:

CORRECT2/EW

GRAMMAR/PHR

GRAMMAR/SUG

Dictionary Disk

DICT1/EW

DICT2/EW

DICT3/EW

ADDTODIC/EW

PRINTDIC/EW

(If you do not have enough space on your Scripsit system disk, above, you may want to copy CORRECT1/EW to your dictionary disk instead).

You have now copied all necessary files to your working disks. To complete the installation of Electric Webster, go on to the patching instructions in step 3.

Step 3 - Patching Instructions

These patching instructions are divided into four parts. The first part explains the normal EW patching instructions for Scripsit. These instructions should work for most versions of Scripsit. However, if your Scripsit has been altered by a previous program (such as Flextext), it is possible that your Scripsit will not have been properly identified either by your SPATCH program or by our M/EW file. If, after following the normal patching instructions, you have any doubt that your program has been patched successfully, please see the Special Scripsit Patching Instructions in the second part.

Normal Patching for Scripsit:

Put your EW/Scripsit system disk (working disk #1 above) in drive 0 and boot up your system. Make sure that the disk is non write-protected. Then type the command:

SPATCH/EW

and press <ENTER>. (You will be prompted to INSERT THE DISK CONTAINING THE M/EW FILE. Be sure this file is on one of the disks in your drives, and it will be written to when you run SPATCH/EW.) The disk drives will begin to turn. When they stop, the message SCRIPSIT PATCHED will appear on your screen. Electric Webster has been integrated into your word processing program. Your original Scripsit file, however, will not have been altered. Instead, a new file, ESCRIPT/CMD, will have been created. This is your patched word processing program. Use it from now on by typing ESCRIPT from DOS, when you want to use your word processor. Do not change its name back to Scripsit, because the EW program will recognize it only as ESCRIPT. Kill the original Scripsit program file from your working disk.

WARNING: If you change operating systems, or go to a different version number of your present operating system, you may need to rerun SPATCH/EW so that M/EW can be reconfigured for that operating system.

Special Scripsit Patching Instructions

To test whether your Scripsit has been properly identified after the normal patching process and to determine which of the two special patches you may need, run the following test.

First, be sure that the document file EXAMPLE that was sent with your original Electric Webster program is on one of the disks in your drives. Then, load ESCRIPT (the new Scripsit file created in the patching process above). Now press <break> and type "L" followed by a space, followed by EXAMPLE, then press the <ENTER> key. This will load the EXAMPLE file. You will note that there are three I's in the upper left-hand corner of the file. These are necessary for this test procedure. Repeatedly hit the down arrow key until these I's disappear from the top of your screen. Now hit command "E", space, and the filename "KILL", then press <ENTER>:

<BREAK> E KILL <ENTER>

If everything is O.K., and your Scripsit was properly identified in the original patching process, the screen will clear at this point in the test, and you will get the message "SAVING DOCUMENT UNDER FILENAME KILL". EW will appear on the screen, the proofing program will begin, and you will get a Word Count figure of 98. This means that your Scripsit has already been successfully

patched, and you do not need to follow these special patching instructions.

If you did not get the response described above when you entered the proofing command "E KILL", your Scripsit was not properly identified either by the SPATCH program, or by M/EW, and you will need to apply one of the following special patches:

- If SPATCH has not identified your Scripsit you are likely to receive the Scripsit message "INVALID COMMAND", after typing the E command in the text above. If so, repeat the original patching process from the beginning using the command SPATCH/EW * instead of just SPATCH/EW. Your Scripsit will now be patched correctly.

- If the SAVING DOCUMENT... prompt appears in response to the "E" command, but the filename is wrong or the word count is inaccurate (something other than 98), then there is a problem with M/EW. In this case, follow these instructions exactly to make the necessary patch to your M/EW file. Start the test procedure as before by loading ESCRIPT, then load the example file. Then, instead of typing the "E" command, type "END" and press <ENTER> to return to DOS. Now, making sure that your disk is non write-protected, immediately type: "M/EW *" followed by <ENTER>. This will permanently alter your M/EW file to make it consistent with the Scripsit you are using.

Electric Webster has now been integrated into your Scripsit, and your working disks are finished and ready to run. Section II of this manual will tell you how to run correcting Electric webster. Section VII will give you more detailed information about the Grammar & Style Checking feature.

SECTION II

USING ELECTRIC WEBSTER

Note: The instructions that follow will explain all the features of correcting Electric Webster. If you would like to work through the instructions using an actual document, we have provided a sample letter on your disk. There are references throughout these instructions to help you follow along. The file name is EXAMPLE. A printed copy of this letter is also included in Appendix C of this manual, if you would like to take a look at it. However, it is not necessary to run the example file, as the instructions are also designed to provide a quick summary of the program to those who feel the need for less detailed instructions.

WARNING: If you're using TRSDOS 6.0 you need to get an update to the current version of TRSDOS for the Model IV, which is free from Radio Shack. The newer version corrects many of the shortcomings of 6.0, and is necessary for EW to run properly.

If you are using TRSDOS version 6.1 or above with Electric Webster or any other software, you may occasionally see the error message, "FILE ALREADY OPEN". This message will appear if, for instance, the machine has previously been rebooted from the middle of a program, rather than from DOS READY. To correct this problem, use the DIR command from DOS READY to locate the file(s) that have been left open. They will be marked with a "?". Then use the RESET command to close the open files. Under any conditions, when you see a ? in the directory of a disk, YOU MUST RESET THAT FILE.

To begin using Electric Webster, insert the system disk with your word processing program and Electric Webster programs on it in Drive #0. Insert the disk containing the document to be proofed in drive #1.

INITIATE THE PROOFING PROCESS

If you have purchased a fully integrated version of Electric Webster, load your word processing program, then type out or load from disk a document to be proofed. You will then initiate the proofing process as described below for your particular word processing program.

If you are using the independent correcting version, from DOS READY type EW, press <ENTER>, and then enter your document name when prompted. You may skip the next section and go on to page II-3, ERRORS DISPLAYED. Note that when proofing LeScript files, you must start from within Lescript; you should not start from DOS READY proofing LeScript files.

The next step is to call up Electric Webster from within your word processor. The procedure is different depending upon which word processing program you are using. Follow the appropriate instructions.

Allwrite - Press <CLEAR>, <SHIFT> and the number "4" key. (SHIFT "4" is the same as the "\$" sign). Your document will be saved, and the proofing process will begin.

Lazy Writer - Press the <F1> key. This will take you to Lazy Writer's menu. Then hit "E" for extension followed by the "M" key. You will be asked what name you would like your text saved to before proofing begins. Hit <ENTER> for the default, or type in a new file name.

LeScript - Press <CLEAR>, <SHIFT>, and the "up arrow" key. Your document will be saved, just as if you had hit the save key in Lscript, and the proofing process will begin.

Scriptit - Press <BREAK> to go to the command line. Then type "E FILENAME" and <ENTER>, where FILENAME is the name to which you would like your file saved.

ERRORS DISPLAYED

```
PROCESSING DOCUMENT
00098 WORDS
00076 DIFFERENT WORDS
```

```
PROOFING DOCUMENT.
```

```
berkely beverly ca conviance cornucopia funk left-handed nd
pencels sincerely thatthe toole wagnal
```

```
** PROOFING COMPLETE ** PRESS <ENTER> TO CONTINUE **
```

Electric Webster will now process and proof your document. You will be given a count of the number of words in your document, and of the number of different words (not counting duplication). If all the dictionary files are not on your word processing disk, you will be prompted at this time to "INSERT DICTIONARY DISK." In this case, remove your document disk from drive 1, and insert the dictionary disk.

When Electric Webster finishes proofing the document, a list of potential errors will be displayed on the screen and you will see the prompt, "PROOFING COMPLETE. PRESS <ENTER> TO CONTINUE." After you have had the opportunity to look at the list, press <ENTER>.

CORRECTION OPTIONS:

```
ELECTRIC WEBSTER          VER 1.8c
COPR. 1982 CORNUCOPIA SOFTWARE, INC

SELECT APPROPRIATE RESPONSE:

CORRECT MISPELLED WORD      ENTER CORRECT WORD
LEAVE WORD "AS IS"         HIT <ENTER>
DISPLAY WORD IN CONTEXT    ?
DISPLAY DICTIONARY         @
ADD WORD TO DICTIONARY     +
EXIT                        !

WORD:  cornucopia
RESPONSE:
```

After pressing <ENTER> the above menu is displayed on the screen. If you are following the example letter, the first word to appear on the screen is "Cornucopia". Correcting Electric Webster offers you six choices, or options, as listed above. Each option will be explained as we go on. "Cornucopia" is the correct spelling of a company's name. If we wanted to include this word in the dictionary, we could hit the "+" key to "ADD WORD TO DICTIONARY". This would prevent the word from appearing in future proofing listings. However, for purposes of this example, let's assume that we do not correspond with this company frequently enough to warrant adding the name to the dictionary. Leave the word "AS IS" by pressing <ENTER>.

The next three words to appear in the EXAMPLE document are "Beverly", "Berkeley", and "CA". These are all part of the address portion of the letter, and are spelled correctly. Press <ENTER> in each case, to leave "AS IS".

ADDING WORDS TO THE DICTIONARY

```
SELECT APPROPRIATE RESPONSE:

CORRECT MISPELLED WORD      ENTER CORRECT WORD
LEAVE WORD "AS IS"         HIT <ENTER>
DISPLAY WORD IN CONTEXT    ?
DISPLAY DICTIONARY         @
ADD WORD TO DICTIONARY     +
EXIT                        !

WORD:  left-handed
RESPONSE:
```

The next word to appear in the EXAMPLE document is "left-handed". It is a correctly spelled word. To add it to the dictionary hit the "+" key. The word will be added to the dictionary automatically.

Note: If you have also purchased the automatic hyphenation feature, you may sometimes want to indicate soft, or discretionary, hyphens in the words you add to the dictionary. See Section VI for more information on the Hyphenation feature.

LOOK-UP CORRECT SPELLING:

```
SELECT APPROPRIATE RESPONSE:

CORRECT MISPELLED WORD          ENTER CORRECT WORD
LEAVE WORD "AS IS"             HIT <ENTER>
DISPLAY WORD IN CONTEXT        ?
DISPLAY DICTIONARY             @
ADD WORD TO DICTIONARY        +
EXIT                            !

WORD:   pencils
RESPONSE:
```

To use the "DISPLAY DICTIONARY" option let's look at some examples. The next word to appear in the example document is "pencels". It is a misspelling. Let's assume that I'm not sure what the correct spelling should be. If I choose the DISPLAY DICTIONARY option, Electric Webster will take me to the portion of the dictionary where "pencels" would have appeared if it were in the dictionary. This is done by pressing the "@" key.

```
pennant
pennants
penned
pennies
penniless
penny
penalties
penalty
?
pencil
pencils
pending
pendular
pendulum
```

Electric Webster will then take you to its dictionary. A list similar to that above would appear on your screen. The question mark (?) indicates where your incorrectly spelled word ("pencels") would appear if it existed. As you can see, the correct spelling, "pencils", appears just below this on the list.

Electric Webster now allows you to replace your misspelling with the correctly spelled word automatically, but first you must position the word "pencils" at the bottom of the screen. To do this you will use the dictionary scrolling feature.

SCROLLING THE DICTIONARY:

Sometimes, the word you want may be above or below the part of the dictionary list that first appears on the screen. Or, as in this case, you may simply need to position a particular word at the bottom of the list. By holding down the "+" key, you can scroll forwards through the dictionary. To go backwards through the dictionary do the same thing using the minus (-) key instead. You will note that the words appear in lower case when the dictionary is scrolling forward in alphabetical order and in upper case when it is scrolling in reverse alphabetical order. (Notice that the words always move in the same screen direction, regardless of whether they are appearing in alphabetical or reverse alphabetical order.) Instead of the "+" and "-" keys you can also scroll using the up and down arrow keys.

You can also vary the speed of the scrolling. Press the number "9" key, then hold down the "+" key. You will see that the words are now scrolling very slowly. Any of the number keys may be used in this way, starting with 1 as the fastest and gradually decreasing in speed to 9.

You can return to the correcting menu at any time from DISPLAY DICTIONARY by simply pressing the <ENTER> key.

NOTE ON ALPHABETICAL ORDER:

The words in Electric Webster's dictionary do not always appear in strict alphabetical order. In particular, words with suffix endings, like "ed", "ing", "s", "ly", "er", "est", "able" and a dozen others will tend to come earlier in Electric Webster's dictionary than they ordinarily would. This is because, in alphabetizing Electric Webster's dictionary, these suffixes are converted to single characters which precede all letters. An example of this can be seen in the screen on page II-21.

Now that you know how to scroll, let's return to our original example. Find the correct spelling for the word in your text (in this case "pencils") and use the scrolling to position it at the bottom of your screen. Then, press the <ENTER> key to return to the correcting mode.

AUTOMATIC REPLACEMENT:

```
ENTER . TO REPLACE WITH: PENCILS

SELECT THE APPROPRIATE RESPONSE:

CORRECT MISPELLED WORD          ENTER CORRECT WORD
LEAVE WORD "AS IS"              HIT <ENTER>
DISPLAY WORD IN CONTEXT         ?
DISPLAY DICTIONARY              @
ADD WORD TO DICTIONARY         +
EXIT                             !

WORD:   pencils
RESPONSE:
```

We are now back where we started in the correcting mode, with our menu on the screen. However, at the top of the screen a line has been added: "Press . to REPLACE with : PENCILS."

The next two words to appear in the example document are "Funk" and "Wagnal's". They are both part of a company name. Press <ENTER> to leave "AS IS".

Note on Operation: If you are running LeScript with the Hyphenation Feature, when you answer "Yes" to Hyphenation, any enhanced characters (bold, underlined, etc.) that are in your document will be ignored. This means that if an enhanced word comes up in the correcting menu portion of the program, and you indicate a replacement, the word will not be replaced, in non-hyphenating mode, enhanced words that are replaced will be unenhanced. A solution is to either wait until you have proofed the document to add enhanced characters or to run the spelling checker twice, to insure that all corrections have been made.

CORRECT SPELLING:

```
SELECT THE APPROPRIATE RESPONSE:

CORRECT MISPELLED WORD          ENTER CORRECT WORD
LEAVE WORD "AS IS"              HIT <ENTER>
DISPLAY WORD IN CONTEXT         ?
DISPLAY DICTIONARY              @
ADD WORD TO DICTIONARY         +
EXIT                             !

WORD:   thatthe
RESPONSE:
```

The next word to appear from the example document is "thatthe", a typographical error. To correct this error, simply type in the correct version, "that the", and press <ENTER>. Your document will be corrected automatically. When correcting misspelled words you do not have to decide whether or not the word needs to be capitalized. Electric Webster uses upper and lower case appropriately in the text.

VERIFICATION OF PROPOSED SPELLING:

```
SELECT THE APPROPRIATE RESPONSE:

CORRECT MISPELLED WORD          ENTER CORRECT WORD
LEAVE WORD "AS IS"             HIT <ENTER>
DISPLAY WORD IN CONTEXT        ?
DISPLAY DICTIONARY             @
ADD WORD TO DICTIONARY         +
EXIT                            !

WORD:    convenience
RESPONSE:
```

The next example word is "convenience", a misspelling. Let's assume that I think I know what the correct spelling is, but I'm not sure. If I choose the option "DISPLAY DICTIONARY" and indicate what I think the correct spelling should be, Electric Webster will check its dictionary for this new spelling. If it is a correctly spelled word already in the dictionary Electric Webster will use it replace "convenience" in your document automatically, and will go on to the next word to be corrected. If it is not a correct spelling, Electric Webster will take you to the part of its dictionary where this new word would have appeared.

If you are following along with the EXAMPLE document, try this feature out by typing "@convenienc" and press <ENTER>.

```
conversed
conversing
conversion
convalesce
convalescence
convalescent
convection
?
convenience
convenient
conveniently
convent
convention
```

If you are following the example document, a list similar to the one above should now appear on your screen, since "convenienc" is not a correct spelling either. The "?" indicated where the word would have appeared. You could now scroll to find the correct spelling and use the "." replace feature to correct it in your document. However, for purposes of this exercise, let's press <ENTER> to go back to the menu. You can now try this exercise again, only this time type "@", and then the correct spelling, "convenience". Electric Webster will find this correct spelling in its dictionary, and will automatically use it to replace the incorrect spelling in your document.

The next word to appear from the example document is "sincerley", a misspelling. Correct it by typing in the correct spelling (sincerely).

The next example word is the last name "O'Toole". Since Electric Webster does not recognize single letters, it ignores the "O" and lists "Toole" as a potential error. Type "+" to add it to the dictionary or <ENTER> to leave "AS IS".

DISPLAY A WORD IN CONTEXT:

SELECT APPROPRIATE RESPONSE:	
CORRECT MISPELLED WORD	ENTER CORRECT WORD
LEAVE WORD "AS IS"	HIT <ENTER>
DISPLAY WORD IN CONTEXT	?
DISPLAY DICTIONARY	@
ADD WORD TO DICTIONARY	+
EXIT	!
WORD: nd	
RESPONSE:	

The last word to appear from the example document is "ND". Suppose you don't know what the word was intended to be. Choose the option "DISPLAY WORD IN CONTEXT" and at the end of the proofing process Electric Webster will display this word as it appears in the text. Type a "?".

Please note that the context display will NOT appear immediately. Instead you will be taken to the menu for the next error. All context displays will appear later, in the next stage of the correcting program.

ADDITIONS TO DICTIONARY MADE:

```
DO YOU WISH TO HYPHENATE?   (Y/N)

CORRECT2/EW
PART OF
ELECTRIC WEBSTER VER 1.6
COPR. 1982 CORNUCOPIA SOFTWARE, INC.
DO YOU WANT GRAMMATICAL CHECKING   (Y/N)
```

If there were more words on the error list, EW would now display the correction menu with the next word. However, since you have now responded to all the words on the error list from the example document, Electric Webster will go on to the next step in the correction process. It will add to its dictionary any words that you directed it to add, and the message above will appear on the screen.

If you have purchased the automatic hyphenation feature the first prompt above will appear. If you answer "Y" for hyphenation, discretionary hyphens will be placed in all the longer words in your document. For more information on the hyphenation feature see Section VI.

If you have purchased and installed the Grammar & Style Checker, the last prompt above will appear on your screen. If you answer "Y" for Grammar Checking feature, in addition to the words that you asked to see in context during the proofing process. For purposes of this example, we will assume that you answered "N" to Grammar Checking. For more details on the operation of the Grammar & Style Checker, turn to Section VII of this manual.

Electric Webster will now begin to correct your document. If the disk containing your document file is not found, Electric Webster will prompt you to insert it. If so, insert it into your last disk drive and press <ENTER>. (For single-density systems, you may now remove both of your Dictionary Disks and insert your Word Processing System Disk in drive 0 and your Document Disk in drive 1).

CONTEXT DISPLAY

```

** ENTER CORRECT SPELLING * HIT <ENTER> TO GO ON * ! TO SKIP
***** OPTIONS *****

                Sincerely,

                Mr. Lefty O'Toole
                Left-Handed pencils
                123 My Street
                Our City, ND

WORD:           ND
RESPONSE:
```

Each word you requested to "display in context" will now be displayed on the screen as shown in the above example. The word is displayed in text followed by a large square graphics marker. You have three choices. You can type in the correct word, you can leave the word "AS IS" by pressing <ENTER>; or you can enter an "!" which will leave the word as is and also skip all subsequent context displays of that word. If there were other words that you had previously requested to see in context they would also be displayed, each in turn.

If you are following the example letter, you will see the word "ND" in context. It is a correct post office abbreviation for North Dakota, so it would be left "as is" by pressing the <ENTER> key.

DOCUMENT IS CORRECTED:

When all indicated words have been displayed in context, Electric Webster finishes correcting your document. If you are running a version integrated from within your word processor, you will now be returned to your word processing program as described below. If you are using the non-integrated version, Electric Webster will prompt you to "INSERT ESCRIPT DISK AND PRESS ENTER KEY. ENTER E TO END." Press "E" and <ENTER> and you will be returned to DOS.

RETURN TO WORD PROCESSOR:

Allwrite - You will be returned to Allwrite with your corrected text on the screen and saved to your original filename. If you asked for a backup, the your original file will be renamed to /BAK.

Lazy Writer - Electric Webster returns you to the Lazy Writer Edit mode with your corrected text on the screen.

LeScript - Your corrected text will be saved to disk under the original file name, and you will be returned to Lescript with the corrected text on the screen. If you asked for a backup when prompted, your original file will also have been saved, renamed to /BAK.

Scripsit - Your corrected text will be saved to disk under the name CORRECT/TXT, and Electric Webster returns you to scripsit with your corrected text on the screen.

SECTION THREE

USING STANDARD ELECTRIC WEBSTER

1. Insert the disk with your word processing program and EW/CMD on it in drive #0. If this disk does not already contain the document file that you wish to proof, insert the disk containing that file into drive #1.
2. With TRS-DOS READY or DOS READY on the screen, type EW and press the <ENTER> key.
3. You will be prompted to "ENTER NAME OF DOCUMENT TO BE PROOFED." To begin proofing your document, type in the name of the document and press <ENTER>. During the proofing process, Electric Webster will print to your computer screen a list of potential errors. If you want this list to also be printed to your printer, place an asterisk before the file name (e.g. "EXAMPLE"). Without the asterisk, the list of words will appear only on the screen.
4. Electric Webster is now going to check the words in your document against the words in its dictionary files: DICT1/EW, DICT2/EW and DICT3/EW respectively. During the proofing process, if a dictionary file is not found, the screen will display the message "INSERT DICTIONARY DISK AND PRESS <ENTER>". Insert the required Dictionary disk into drive #1.
5. A list of the words not found in Electric Webster's dictionary will appear on the screen. Proofing is now complete. Press <ENTER> to return to DOS.
6. Reinsert your document disk into drive #1.
7. Load your word processing program and then load the proofed document.
8. Using the global search and replace commands of your word processing program, correct the words in the document.

SECTION FOUR

ADDING WORDS TO THE DICTIONARY

The file DICT3/EW will contain all the new words that you add to Electric Webster's dictionary. If you intend to use Electric Webster in situations requiring different specialized vocabularies you may want to maintain a separate DICT3/EW for each application.

The following method of adding words to Electric Webster's dictionary uses only the program, "ADDTODIC/EW", which is included with all Electric Webster disks. A simpler method using Correcting Electric Webster is covered in SECTION TWO, "Using Correcting Electric Webster".

1. Insert the disk containing ADDTODIC/EW and your word processing program in drive #0. Using your word processing program, you will need to create a document containing the words that you wish to add to the dictionary. To add a word to the dictionary type the word starting from the left margin and ending with a carriage return.

Here's an example list

byte
fast
diskette
Berkeley
Phil

2. When you have finished typing your list, save it in ASCII format (using any document name you choose) on disk. Most word processors will automatically save files in a form that EW will recognize. A few, however, require a special instruction to do this. LeScript, for instance, requires the letters "ASC" in the width field before CLEAR-F is used to save the file.
3. You're now ready to add the list to Electric Webster's vocabulary. Return to DOS, type ADDTODIC/EW and press <ENTER>.
4. The screen will display, "ENTER NAME OF FILE CONTAINING WORDS TO BE ADDED TO DICTIONARY". Type in the document name under which you saved your list and press <ENTER>.
5. The screen will display, "INSERT DICTIONARY DISK AND PRESS <ENTER>". Insert the Dictionary disk into drive #1 and press <ENTER>. Electric Webster is going to add the list to the dictionary.

Note: If you are adding a long list of words (especially one that has been alphabetized) do not be alarmed if the program appears to "freeze" at this point. ADDTODIC/EW will continue to run until the list is added to the dictionary, even if the asterisk in the corner of your screen is not blinking.

6. When the screen displays, "DICTIONARY EXPANSION COMPLETED", the list has been added to the dictionary.

SECTION FIVE

EDITING THE ELECTRIC WEBSTER EXPANSION DICTIONARY

1. Insert disks containing PRINTDIC/EW and DICT3/EW into your drives. Be sure that the first non-write-protected disk has plenty of unused space on it.
2. Boot up your system and type PRINTDIC/EW followed by pressing the <ENTER> key. The drives will begin to operate and you will see the words in DICT3/EW scroll quickly on your screen. When this is done you will be returned to DOS. A new file, DICT3/SRC, will have been placed on your first available disk.
3. Use your word processing program to view the document file named DICT3/SRC. Electric Pencil users will first need to RENAME this document to DICT3/PCL.
4. You will find that this file contains a list of the words and letter combinations that are in DICT3/EW. Some were in DICT3/EW already when you received it, so you may not recognize them. The list is in the format described on the previous page. You may edit, delete from or add to this list, maintaining its format.
5. Using a copy of DICT3/EW that is just as we sent it to you (that is, with none of your own words added to it), run ADDIODIC/EW, as described on the previous page, to add your edited DICT3/SRC word list to this original DICT3/EW file.

SECTION SIX

THE HYPHENATION FEATURE

Electric Webster's Hyphenation Feature is a unique automatic hyphenation program that is designed to operate with word processing programs that recognize soft hyphen values (such as Allwrite and Lazy Writer).

During Electric Webster's correction process, the hyphenation feature determines the proper hyphenation points for all large words in the document, and inserts at those points "discretionary" or "soft" hyphens. These two terms mean the same thing; they refer to a character which has no effect on your text when printed, unless the printer formatter needs to break a word at the end of a line. Your word processor can then use these "discretionary" or "soft" hyphens to determine where the word should be broken, and automatically insert correct hyphenation when needed. The result is a more professional looking printed document.

CUSTOMIZING ELECTRIC WEBSTER'S HYPHENATION FEATURE:

Before you use Electric Webster's Hyphenation Feature for the first time you will want to run the configuration program. This will make sure that the soft hyphen values are set correctly for the word processor you are using, and will allow you to indicate what size of word you want hyphenated, how many letters you will allow at the beginning and end of lines, etc. Once you have run the CONF/CMD program you will not need to run it again unless you want to change a specification.

To run the configuration program you must first be sure that the files CORRECT1/EW and HYPHEN/EW, are in one of your disk drives, on a non-write protected disk, (and that it is NOT the original copy). Then, from DOS READY type: CONF

The Hyphenation Configuration program will now load, and provide you with the following prompts: (If the file HYPHEN/EW is not found, you will get a "FILE NOT FOUND" error message on the screen. In that case insert the appropriate disk and press <ENTER>).

VALUE OF A DISCRETIONARY HYPHEN:

SOFT HYPHEN VALUE DESIRED (LETTER OR THREE DIGIT DECIMAL):

A. LAZY WRITER DEFAULT (028)

B. ALLWRITE (096)

096 = CURRENT VALUE.

ENTER LETTER, NEW VALUE (3 DIGITS), OR
HIT <ENTER> KEY TO LEAVE UNCHANGED: ____

The first prompt will ask you to indicate the soft hyphen value required for the word processor you are using. Type "A" to get the default value for Lazy Writer, or "B" for Allwrite's default value. If you are using some other word processor that uses a different value for the soft hyphen, or if you have customized your Lazy Writer or Allwrite, you will need to type in the actual value needed.

MINIMUM LENGTH FOR HYPHENATED WORDS:

INDICATE MINIMUM LENGTH DESIRED FOR HYPHENATED WORDS

6 = CURRENT VALUE

HIT <ENTER> KEY OR NUMBER BETWEEN 6 AND 9:

You will now be asked what is the minimum length of word you want to be hyphenated. You may type in any number from 6 through 9. For instance, if you choose 6, all words with fewer than six letters will be ignored, and will not be hyphenated at the end of a line; all words with six or more letters will be considered for hyphenation when necessary. If you choose 9, all words with fewer than 9 letters will be ignored, and will not be hyphenated at the end of a line; only words with 9 or more letters will be considered for hyphenation.

SECTION SIX

THE HYPHENATION FEATURE

Electric Webster's Hyphenation Feature is a unique automatic hyphenation program that is designed to operate with word processing programs that recognize soft hyphen values (such as Allwrite and Lazy Writer).

During Electric Webster's correction process, the hyphenation feature determines the proper hyphenation points for all large words in the document, and inserts at those points "discretionary" or "soft" hyphens. These two terms mean the same thing; they refer to a character which has no effect on your text when printed, unless the printer formatter needs to break a word at the end of a line. Your word processor can then use these "discretionary" or "soft" hyphens to determine where the word should be broken, and automatically insert correct hyphenation when needed. The result is a more professional looking printed document.

CUSTOMIZING ELECTRIC WEBSTER'S HYPHENATION FEATURE:

Before you use Electric Webster's Hyphenation Feature for the first time you will want to run the configuration program. This will make sure that the soft hyphen values are set correctly for the word processor you are using, and will allow you to indicate what size of word you want hyphenated, how many letters you will allow at the beginning and end of lines, etc. Once you have run the CONF/CMD program you will not need to run it again unless you want to change a specification.

To run the configuration program you must first be sure that the files CORRECT1/EW and HYPHEN/EW, are in one of your disk drives, on a non-write protected disk, (and that it is NOT the original copy). Then, from DOS READY type: CONF

The Hyphenation Configuration program will now load, and provide you with the following prompts: (If the file HYPHEN/EW is not found, you will get a "FILE NOT FOUND" error message on the screen. In that case insert the appropriate disk and press <ENTER>).

VALUE OF A DISCRETIONARY HYPHEN:

SOFT HYPHEN VALUE DESIRED (LETTER OR THREE DIGIT DECIMAL):

- A. LAZY WRITER DEFAULT (028)
- B. ALLWRITE (096)

096 = CURRENT VALUE.
ENTER LETTER, NEW VALUE (3 DIGITS), OR
HIT <ENTER> KEY TO LEAVE UNCHANGED: ____

The first prompt will ask you to indicate the soft hyphen value required for the word processor you are using. Type "A" to get the default value for Lazy Writer, or "B" for Allwrite's default value. If you are using some other word processor that uses a different value for the soft hyphen, or if you have customized your Lazy Writer or Allwrite, you will need to type in the actual value needed.

MINIMUM LENGTH FOR HYPHENATED WORDS:

INDICATE MINIMUM LENGTH DESIRED FOR HYPHENATED WORDS
6 = CURRENT VALUE
HIT <ENTER> KEY OR NUMBER BETWEEN 6 AND 9:

You will now be asked what is the minimum length of word you want to be hyphenated. You may type in any number from 6 through 9. For instance, if you choose 6, all words with fewer than six letters will be ignored, and will not be hyphenated at the end of a line; all words with six or more letters will be considered for hyphenation when necessary. If you choose 9, all words with fewer than 9 letters will be ignored, and will not be hyphenated at the end of a line; only words with 9 or more letters will be considered for hyphenation.

INDICATE THE MINIMUM LENGTH OF WORD SEGMENT LEFT AT END OF LINE

3 = CURRENT VALUE

HIT <ENTER> KEY OR NUMBER BETWEEN 0 AND 9:

INDICATE MINIMUM LENGTH OF WORD SEGMENT PLACED AT BEGINNING LINE

3 = CURRENT VALUE. HIT <ENTER> KEY OR NUMBER BETWEEN 0 AND 9:

The next two prompts will ask you to indicate how many letters you will allow in the hyphenated parts of words at the beginning and end of a line. The values you choose depend primarily upon personal taste or any special formatting requirements for your finished document. However, the minimum you can choose in either case is "3" (it is generally considered poor form to leave only 2 letters as a part of a hyphenated word at the end or beginning of a line).

As an example, suppose that the word "finality" came at the end of a line and needed to be hyphenated. This word is broken into syllables as "fi-nal-i-ty". Since the hyphenation program will not leave only two letters at the beginning or end of a line, it will not break the word between the first "i" and the "n" or between the last "i" and the "t".

If you had indicated "3" as the minimum length to both prompts above, it would break "finality" into two parts, "final/ity". However, if you had indicated "4" as the minimum number of letters allowed at the beginning of a line, it would not have hyphenated this word, since "ity" has only 3 letters.

SINGLE-LETTER SYLLABLES:

CHOOSE A OR B

A. FOR SINGLE LETTER SYLLABLES, HYPHENATE BEFORE AND AFTER.

B. FOR SINGLE LETTER SYLLABLES, HYPHENATE AFTER ONLY.

A = CURRENT CHOICE. HIT "A", "B" OR <ENTER> KEY

3 = CURRENT VALUE. HIT <ENTER> KEY OR NUMBER BETWEEN 0 AND 9:

It is usually stylistically preferable to hyphenate single letter syllables at the end of the syllable rather than before. In other words, "ridicu-lous" is preferable to "ridic-ulous". If you type "A" in response to the above prompt, Electric Webster's hyphenation feature will place discretionary hyphens both before and after single letter syllables, leaving it up to chance where your word processing program breaks the word. If you type "B" in response to the above prompt, discretionary hyphens will be inserted only at the end of single letter syllables.

After you have responded to all the prompts above, you will receive one final prompt before the changes are made permanent.

CONFIGURATION COMPLETE:

HIT "W" IF ANY ABOVE VALUE IS WRONG, "R" IF ALL ARE RIGHT.

Hitting "W" will permit you to change any of the values you have just entered. If all are correct, hit "R", and CONF will write the values you have indicated out to your disk making them a permanent part of the HYPHEN/EW program. Once this is done you can proceed with the disk preparation process described below.

DISK PREPARATION:

Prepare a set of Electric Webster working disks according to the instructions for your system in Section I of this manual, making sure that you follow the special instructions for installing hyphenation.

OPERATING THE PROGRAM:

You are now ready to use the hyphenation feature during the Electric Webster proofing process, as described below. Your word processor will use the soft hyphen values provided by Electric Webster's hyphenation dictionary, along with the configuration specifications you have provided, to hyphenate words in your text whenever necessary. It is important to remember that if you have already inserted Allwrite or Lazy Writer discretionary hyphens (both of which are recognized by Electric Webster) the hyphenation feature will use those earlier hyphens — it will not change the hyphenation of the word, even if it is incorrect. Also, Electric Webster's hyphenation feature will not hyphenate capitalized words. These are assumed to be either proper nouns or words that come at the beginning of a sentence, and are usually better left unhyphenated.

To proof and hyphenate a document, begin just as you would if you were simply proofing the document. After Electric Webster has completed its proofing process, you will indicate your corrections just as you would if you did not have the hyphenation feature, with one exception. After you have indicated your corrections and before words have been displayed in context, you will receive a prompt: HYPHENATE (Y/N)? Type "Y" or "N". If you type N, document correction will proceed normally. If you type Y, document correction will proceed slightly slower than normal, and soft hyphens will be inserted in the corrected text where appropriate.

LIMITATIONS:

In some cases, you may notice words in which not all possible syllable breaks are marked by a soft hyphen. For technical reasons, some possible hyphenation points will not be noted by Electric Webster's hyphenation feature. However, we have taken care to ensure that discretionary hyphens are inserted only where proper.

SPECIAL INSTRUCTIONS FOR USING ELECTRIC WEBSTER'S HYPHENATION FEATURE WITH LAZY WRITER:

After you have completed the steps described on the preceding page, your corrected text will appear on the screen. If you answered "Y" to the hyphenation prompt earlier, you will see that soft hyphens (represented by the "&" symbol) have now been inserted throughout your text.

You will now use the Lazy Writer formatter extension to prepare your text for printing. Hit <CLEAR> followed by <ENTER> to get into the formatter menu. You will see that one of the menu choices is (a) for EW auto hyphenation. DO NOT HIT (h) — this is for Lazy Writer's normal hyphenation option and will not be needed if you are using Electric Webster's automatic hyphenation.

After you press (a) the message "file formatting" will appear next to the menu item on the screen. When it is done, you may hit (e) to go back to edit and view your formatted text. You will see that some of the ampersands, representing the discretionary hyphens, have been replaced with the normal hyphens ("-") showing where hyphens will actually be inserted when you print your document.

You can hit <clear> and <enter> at any time to get back to the formatter menu. When you are ready to print your document, be sure to hit (d) from the menu to deformat your file. You will notice that the "&"s have disappeared from your document, leaving only the actual hyphens that will appear in your printed text. Go to the Lazy Writer printer menu and proceed as usual. (For more information on how to use the formatter extension see your Lazy writer manual).

ADDING HYPHENATED WORDS TO ELECTRIC WEBSTER'S DICTIONARY:

Using correcting Electric Webster in conjunction with its hyphenation dictionary, you may indicate hyphenation for new words you add to the dictionary. This may be done in two ways: As you add new words automatically during the proofing process, or with lists of words using the ADDIODIC feature. This insures that your hyphenation program continues to be as thorough as possible.

1. To indicate hyphenation points when adding words individually during the proofing process, type the "+" as you would normally to add a word, but follow it by slash marks "/", to indicate where you want the soft hyphens inserted. The slash marks will be typed directly below the last letter of a syllable where the hyphenation break is desired, pointing to the first letter of the next syllable. Example:

```
WORD:      cornucopia
RESPONSE:  + / / / .
```

This would indicate that the word is broken "cor-nu-co-pia". If no slashes are given, the word will not be hyphenated by Electric Webster.

2. To add lists of hyphenated words to Electric Webster's hyphenation dictionary using ADDIODIC, simply add slash marks to the words on the list to mark hyphenation points. Example:

```
cor/nu/co/pia
elec/tric .
web/ster .
```

Note: The DICT3/SRC file generated by PRINTDIC/EW will be of the form described in #2 above, with slashes indicating hyphenation points. In rare instances, Electric Webster for technical reasons will disregard a valid hyphenation point. This should not create concern.

SECTION SEVEN

THE GRAMMAR & STYLE CHECKER

The Grammar & Style Checker for Electric Webster is an optional add-on feature that checks for simple grammar and composition errors while Electric Webster is correcting a document. The Grammar Checker checks for double negatives, wordy phrases, and many common misuses of words. For most errors, it suggests a simple correction for the problem found. In addition, it will analyze the document, displaying the average phrase, sentence and paragraph lengths. It will also count particularly long words and phrases, displaying these if the operator desires.

As with all other aspects of the Electric Webster proofing system, the grammar checker operates smoothly from within Electric Webster's main program, so that there is no need to return to DOS or initiate separate programs for different operations.

HOW IT WORKS:

There are three main components to Electric Webster's grammar and style checker. The main program operates while Electric Webster is proofing your document. Checking your document against its special Grammar Checker files, the program finds various structural errors as well as grammar and stylistic faults, and presents the questionable items to you in context, as part of Electric Webster's normal context feature. When corrections are finished, the program gives you an overall count of the document, including average word, phrase, and sentence lengths, and the number of long words, phrases and sentences.

The configuration program allows you to indicate the length of words, phrases and paragraphs that you want counted as "long" by the program. It also lets you decide which of the several error categories will be used when checking the document.

A third part of the program allows you to customize the phrase dictionaries used by the Grammar Checker. Using the files ALPH and WRITEFILS you can create lists of phrases and incorporate them into the original phrase dictionary provided.

DISK PREPARATION:

Follow the Electric Webster installation instructions for your word processing program in Section I of this manual. Be sure to follow the special instructions provided for installing the Grammar & Style Checker.

CONFIGURING THE GRAMMAR & STYLE CHECKER:

Before you use Electric Webster's Grammar & Style Checker for the first time you may want to run the configuration program. This will allow you to set values for such things as the minimum and maximum length of sentences, words in a phrase, etc. Electric Webster will then be able to flag items that vary from these standards. Once you have run the CONFGRAM program you will not need to run it again unless you want to change a specification.

To run the configuration program you must first be sure that the CONFGRAM/CMD file and the special grammar file "CORRECT2/EW", which you will have renamed from another extension, are present on an unprotected (no write protect tab) disk in one of your drives. Then, from DOS READY type: CONFGRAM.

THIS PROGRAM CONFIGURES YOUR ELECTRIC WEBSTER GRAMMATICAL FEATURE. THE SPECIAL GRAMMATICAL FILE, "CORRECT2/EW", WHICH YOU MAY HAVE RENAMED FROM ANOTHER EXTENSION, MUST BE PRESENT ON AN UNPROTECTED (NO WRITE PROTECT TAB) DISK IN ONE OF YOUR DRIVES BEFORE YOU PROCEED.

THE FIRST FIVE SPECIFICATIONS WILL REQUIRE AN ANSWER OF EXACTLY 3 CHARACTERS REPRESENTING A DECIMAL ### BETWEEN 1 & 255

INSERT YOUR DISK WITH CORRECT2/EW AND HIT <ENTER>.

The Grammar Configuration program will now load, and provide you with the prompt above. (If the appropriate CORRECT2/EW file is not found, you will get a "FILE NOT FOUND" error message on the screen. In that case insert the appropriate disk and press <ENTER>.

CONFIGURATION MENU:

RESPOND WITH 3 DIGIT NUMBER OR HIT <ENTER> TO LEAVE UNCHANGED

- 022 —> NUMBER OF WORDS IN LONG SENTENCE:
- 004 —> ALLOWABLE NUMBER OF COMMAS PER SENTENCE:
- 012 —> NUMBER OF SENTENCES IN LONG PARAGRAPH:
- 022 —> NUMBER OF WORDS IN LONG PHRASE:
- 013 —> NUMBER OF LETTERS IN LONG WORD:

The items above will now appear on your screen, one at a time. To change the value of an item simply type in the desired three digit number. For instance, the first item indicates that the program will flag as long sentences all sentences that have 22 or more words. If you want it to flag only those sentences with 30 or more words, you would type: 030. The numbers will appear to the right of the line, and the 022 to the left will change as well. You could type in any value that you wished, larger or smaller. To leave any item, simply hit <ENTER>. After you have indicated your choice for each line, the next item will automatically appear. When you have given your indications for all five items on the screen you will be taken automatically to the next table.

Note: The items that appear on the following lists are, for the most part, self explanatory. However, if you feel you would like a more detailed explanation of any item please turn to page VII-19.

CONFIGURATION MENU:

WHICH ERRORS WILL BE FLAGGED? (HIT <ENTER> FOR NO CHANGE.)

- Y ——> PROCESS CARRIAGE RETURNS (HIT "N" WITH NEWSSCRIPT)
- Y ——> TWO SPACES REQUIRED AFTER SENTENCES
- Y ——> AWKWARD
- Y ——> HOMONYM
- Y ——> IMPRECISE
- Y ——> LONG WORD
- Y ——> PUNCTUATION
- Y ——> OBSOLETE
- Y ——> NO PERIOD
- Y ——> QUOTATION ERROR
- Y ——> SLANG OR COLLOQUIAL

The list of the Grammar Feature categories above will now appear on your screen one at a time. When you receive the program the default for all categories is "yes". This means that the program will check for errors in all categories. Your cursor will be next to the Y for the first category. If you wish to change the value to "No" for this item, type "N". If you wish to leave it the same simply hit <ENTER>. The cursor will automatically jump to the next item in either case. After you have made a choice for the last line shown above, the first line of the second half of the list will appear on your screen as shown on the next page.

CONFIGURATION MENU:

```
Y ——> TRITE, CLICHE
Y ——> USER DEFINED
Y ——> VERBOSE, HEAVY
Y ——> WRONG
Y ——> CAPITALIZATION
Y ——> REPEATED
Y ——> LONG PHRASE
Y ——> MANY PHRASES
Y ——> LONG SENTENCE
Y ——> UNBALANCED OR OPEN PARENTHESES
Y ——> DOUBLE NEGATIVES
Y ——> LONG PARAGRAPH
HIT "W" IF ANY ABOVE VALUE IS WRONG, "R" IF ALL ARE RIGHT
```

After you have answered "Y" or "N" to every item on the list you will see the prompt "HIT 'W' IF ANY ABOVE VALUE IS WRONG, 'R' IF ALL ARE RIGHT." If you decide you want to change any of the values you have just indicated on any of the three lists, hit "W" and you will be taken back to the beginning. When you are satisfied that all the values are right, hit "R". The configuration program will write your changes to disk and you will be returned to DOS READY.

OPERATING THE PROGRAM:

You are now ready to use the grammar checking feature during the Electric Webster proofing process, as described below.

To check your document with the Grammar feature, begin just as you would if you were simply proofing the document. After Electric Webster has completed its proofing process, you will indicate your corrections just as you would if you did not have the grammar feature, with one exception. After you have indicated your corrections and before words have been displayed in context the following prompt will appear on your screen:

```
CORRECT2/EW
PART OF
ELECTRIC WEBSTER          VER 1.6
COPR. 1982 CORNUCOPIA SOFTWARE, INC.

DO YOU WANT GRAMMATICAL CHECKING? (Y/N)
```

Type "Y" or "N" to indicate whether or not you want grammar checking. Electric Webster will now go into the normal "CONTEXT DISPLAY" portion of the correcting process. If you typed "Y", you will be presented with the grammar and stylistic errors discovered by the Grammar Checking feature, in addition to any words that you may have asked to see in context during the proofing process.

GRAMMER CHECKER DISPLAY & OPTIONS:

```
* Retype phrase to CORRECT      * HIT <ENTER> to leave "AS IS"
* "<"or ">" to EXPAND Phrase    * "/" to DELETE phrase.
* "@" to MARK Text              * "!" to SKIP Phrase Hereafter
* "." to ACCEPT Suggestion      * "-" to ELIMINATE Category
***** OPTIONS *****

1625 Beverly Place
Berkeley, CA 94707

Dear Gentlemen:

    I am writing to inquire about Electric Webster. We are
$    small company that sells left-handed pencils. I do

PHRASE:    $----> CAPITALIZATION
SUGGEST:   CHANGE CASE
RESPONSE:
```

The Grammar Checker context display will be similar to the example above. (This display is from the Example Letter included on your Electric Webster disk.)

A context display of the phrase being flagged will appear at the top of your screen, followed by a menu of eight options. The word or phrase in question is followed by three question marks. Following the "PHRASE:" prompt at the bottom of your screen the beginning of the item in question is shown, followed by a category name, which tells you which type of error has been found. If the program has a suggested response, this will appear on the next line.

As described in the options menu, you have a choice of the following responses to each item.

Correct Phrases:

In the example above, "s" has been flagged because the Grammar checker always looks for single-characters to be capitalized (except "a"). Since the "s" is a typing error and should actually be an "a", you can simply type "a" and the program will correct your document automatically. Remember, the phrase begins at the exact letter shown after the "PHRASE" prompt and ends at the question marks. (To expand the phrase, see below.) After you type in the corrected phrase, press <ENTER> and the original phrase will be replaced automatically in your document with the new one.

Expanding the Phrase:

If you need to make changes that include words that appear just before the word that starts the phrase in question, or after the question marks, you can expand the phrase by typing a "<" (less than sign), or a ">" (greater than sign), followed by pressing the <ENTER> key. Each "<" that you type after the RESPONSE prompt will expand the phrase to the left by one word. In the example above, for instance, if you typed in "<<", then pressed the <ENTER> key, the PHRASE prompt would then be followed by the words "We are s" instead of just "s". You may then type in your correction, which will replace those words in your text. Using the ">" sign will expand the phrase to be changed in the opposite direction (to the right).

Punctuation marks (i.e., ",", "." or "?") are counted as separate words, so you would need to type an extra "<" or ">" to have them included as part of the new phrase to be changed.

Note on Capitalization:

Any corrections that you type will be made to your document exactly as you enter them. In the example above, for instance, if you press "<<" to expand the phrase to "We are s", and then typed in a replacement phrase, this new phrase will become the beginning of the sentence. Therefore, you would need to capitalize the first letter of the new phrase when you typed it. If you were to simply delete the phrase (see below), the following prompt would appear at the bottom of your screen:

(Y/N) Capitalize "c"?

"c" is the first letter of the word "company", which would now be the beginning of the sentence. You would press "Y" to capitalize it.

Expanding & Editing:

You may type in combinations of the "<" and ">" at one time, to expand a phrase in both directions. In the example above, for instance, if you typed in "<>" after the RESPONSE prompt, followed by <ENTER>, the new phrase to be changed would appear as "are s small".

If you do not need to see the new phrase before changing it, you may expand and edit the phrase all in one step, just type in the necessary combination of greater than and less than signs to expand the phrase as desired, followed immediately by a word, or words. Then replace the expanded phrase in your document with the new words you have typed.

Marking the Text:

To mark your text, type an "@". This marks your original document with two of these symbols in a row (@@). This will allow you to go back later to do any editing that is too extensive to do from the context display.

Replace Phrase with Suggestion:

You may type "." to accept the suggestion (if any) that is indicated on your screen. The program will then automatically make the correction to your document.

If more than one word or phrase appears after the "suggest" prompt, the program will consider everything up to the first comma as the suggested replacement.

Leave As Is.

If you do not want to change your text, you may press <ENTER> to leave "AS IS".

Delete Phrase:

If you want to delete the phrase in question from your document, simply type "/". You may also use this feature with the "Expand Phrase" response. For example, if you typed in "<</" in the example above, it would expand the phrase to "We are s", then delete this from your text.

Skip Phrase in Document:

You may type an "!" to skip all further instances of the particular phrase in the document. For instance, the program will flag the word "your", indicating that it belongs to the homonym category, and giving you the alternative "you're". If you do not want any further instances of this word to be flagged in this document type "!".

Eliminate Error Category in Document:

You may type an "-" to eliminate all further instances of the category in question in this document. As an example let's take the word "your" again, as above, which belongs to the HOMONYM category. If you press "-" it would skip not only all further occurrences of the word "your", but the homonym category as well.

GRAMMATICAL DATA SUMMARY:

After the Grammar Checker program has checked your document, and your last correction has been indicated, the following table will appear giving the figures indicated for your individual document (the specific figures in the table below would appear if you used the Grammar feature to check the Example letter provided with your Electric Webster program).

ELECTRIC WEBSTER Grammatical Data Summary

04.4 = Average Word Length.
09.5 Words = Average Phrase Length.
03.0 Phrases = Average Sentence Length.
01.6 Sentences = Average Paragraph Length.
28.5 Words = Average Sentence Length.
00 Long Words. (00.0 %)
00 Long Phrases
02 Long Sentences. (50.0 %)
00 Long Paragraphs. (00.0 %)
00 Markers (@@) PLACED

<Press Any Key>

After you have had a chance to look at the summary table, hit any key. If you are using an integrated version of Electric Webster, you will be returned to your word processor with your corrected document on the screen. You may then look for any markers you placed during the grammatical correcting process, and edit as you like.

CUSTOMIZING THE PHRASE DICTIONARY

When you receive your Electric Webster Grammar Feature diskette it contains the phrase dictionary file "PHRASES", which is a list of items the program looks for when checking your document, along with any suggested responses. This list has been divided into two files: "GRAMMAR/PHR" and "GRAMMAR/SUG", (containing the suspect phrases and the appropriate suggestions/explanations, respectively). The program uses these two files when checking your document.

Using the ALPH/CMD file, you can add your own lists of phrases and suggestions to the phrase dictionary provided. To do this, you will first use your word processor to create a list of phrases, using the following format:

Data is:w>data are

Each entry consists of three main parts:

- 1) The first part of the entry, up to the colon (:), is the word or phrase that will be flagged in your text by the grammar checker, in this case "data is".
- 2) The single letter after the colon is the code that indicates which category the questioned word or phrase belongs in. The "w" in the example above stands for "wrong", and indicates that it is a straight forward grammatical error. (See the section that follows, on page VII-19, for an explanation of all the categories and their codes.) If you choose not to assign a code to any item, it will be placed in the "user defined" category.

- 3) The rest of the item, after the "greater than" sign (>), is the suggested replacement or response. Here, "data are" is the correct replacement for "data is", since data is a plural noun.

Now lets look at a different example:

Each other:h>one another, each other=between two

"Each other" is the phrase that will be flagged. The code "h" indicates that it falls into the "homonym" category. Literally, homonyms are words that sound the same but have different meanings. The grammar checker, however, includes in this category many pairs of words that are confused with each other, not just ones that sound alike. In this case, you are given the alternate phrase "one another", followed by an explanation of the phrase used. This way, when the phrase "each other" is flagged in your document by the grammar checker you will be able to tell if you used it correctly, or if you need to replace it with the alternate. When using the grammar checker, if you enter a "." to replace the phrase in your document with the suggestion, only the word or phrase up to the first comma will be used (in this case, "one another").

You may list several different words as alternate suggestions, separated by commas, or indicate explanations as above. However, the total line cannot be longer than 64 characters, or it will not be accepted when you add your list to the phrase dictionary.

When you have completed your list of phrases, save it under any file name you choose. Be sure that the files ALPH/CMD and WRITFILS/CMD, which came on your EW Grammar disk, are on one of the disks in your drives. Then, from DOS READY type ALPH.

```
ALPH/CMD
PART OF
ELECTRIC WEBSTER GRAMMATICAL FEATURE
COPR. 1982 CORNUCOPIA SOFTWARE, INC

FILE TO BE ALPHABETIZED (HIT <ENTER> FOR "NONE"):
```

The above display will now appear on your screen, and you will be prompted to enter the name of the file you wish to be alphabetized. Any files that you indicate here will be alphabetized and written to disk under the name "GRAMMAR/SRC". This combined file will then be divided into phrases and

suggestions and the "GRAMMAR/PHR" and "GRAMMAR/SUG" files already on your disk will be WRITTEN OVER. Therefore, if you wish to add your phrase file(s) to the already existing phrase dictionary, the first file name that you enter should be "PHRASES", the name of the original phrase dictionary that comes on your disk. Do this now.

LOADING DOCUMENT.

NEXT FILE TO BE ALPHABETIZED (HIT <ENTER> FOR "NONE"):

The file "PHRASES" will now be loaded and you will receive the prompt above. Enter the name of the phrase file you created and hit <ENTER>. If you have created several different lists, enter the names as prompted. After you have finished loading all the desired files, simply hit <ENTER>, as indicated.

* LOADING COMPLETE *

00614---ENTRIES

00607---UNIQUE ENTRIES

WRITING GRAMMAR/SRC

GRAMMAR/SRC WRITTEN.

RUNNING WRITEFILS/CMD PROGRAM, AN ALPHABETIZED "GRAMMAR/SRC" FILE HAS BEEN WRITTEN TO DISK.

"GRAMMAR/PHR" AND "GRAMMAR/SUG" FILES WILL NOW BE WRITTEN. PREVIOUSLY EXISTING FILES WILL BE OVERWRITTEN!

HIT ANY KEY TO CONTINUE.

The display above will now appear on your screen. The program will automatically alphabetize all phrase dictionaries, write them to the file GRAMMAR/SRC, then separate them into the two grammar files. Hit any key as prompted to have these files written to disk, overwriting the previous GRAMMAR/PHR and GRAMMAR/SUG files.

When the program is finished you will receive the message "DONE" and be returned to DOS READY.

EXPLANATION OF GRAMMAR CHECKER CATEGORIES

Below is the list of possible categories used by the Grammar Feature to check your document. You will note that is the same list that appears in the configuration program. In this section, however, we have included a brief description of each item, as well as giving its single "code letter" (to be used, if desired, when adding your own entries to the phrase dictionary). Remember, when you receive your program the default value for all categories is yes (Y). If you do not want the program to flag any particular category, simply change the default to "N" using the configuration program.

Process Carriage Returns (Hit "N" with Allwrite) - (No code): The first item on the list is not really a grammar or style category. It is included primarily for Allwrite users. Since Allwrite includes a carriage return at the end of every line, and the grammar checker uses carriage returns to figure the number of paragraphs in your document, you will want to turn this item off (N) if you are using Allwrite. The grammar program will treat Allwrite command lines as end of paragraphs instead. Since there are a few cases where command lines do not fall between paragraphs, this will occasionally result in a slightly inaccurate count. All others NOT using Allwrite will normally want to leave this item on (Y).

Two Spaces Required After Sentences - (no code): Will automatically look for two spaces after a period, at the end of a sentence. If two spaces are not found, the item will be flagged as a "SPACE ERROR".

Awkward - (A): indicates that the word or phrase flagged is unclear or awkward (although it may not be incorrect in strict grammatical terms). It should be replaced with one of the suggestions given, or rewritten entirely.

Homonym - (H): Literally, a homonym is a word that sounds just like another but may be spelled differently and have a different meaning. Our grammar checker, however, includes in this category many different words that are commonly confused with each other, not just ones that sound alike. When the item is flagged in your document you will be given the alternate word followed by a brief definition of the word you used to help you determine if you chose the correct one, or if you need to replace it with the alternate.

imprecise - (I): This category includes words like "nice" or "interesting" that can usually be replaced with more precise or descriptive terms.

Long Word - (no code): All words that are over a specified length will be flagged (you determine the value during the first part of the configuration program). It is also used to calculate the final count of your document.

Punctuation - (no code): Looks for miscellaneous punctuation errors, including isolated single characters (except for "a" and "l").

Obsolete - (O): Indicates words or phrases that are obsolete, out-of-date or archaic. You will want to replace them in your text or leave them out altogether.

No Period - (no code): Flags as errors sentences that lack periods.

Quotation Error - (no code): Looks for improper punctuation with quotation marks.

Passive Verb Construction - (no code): Will flag passive constructions such as "we will be given an award" (instead of "they will give us an award"). Will recognize all conjugations and tenses of "to be," such as "is praised", "were discovered", etc.

Slang or Colloquial - (S): Flags words or phrases such as "ain't" or "lots of" (instead of "many") that are not acceptable in formal writing.

Trite, Cliche - (T): Includes words or phrases that are technically correct but have been overused and as a result have lost their impact or freshness.

User Defined - (U): This category includes all words and phrases that you add to the phrase dictionary without assigning a specific code.

Verbose, Heavy - (V): One of the largest categories contained in the phrase dictionary, it contains wordy, redundant phrases and points out "too formal", stilted writing.

Wrong - (W): Catches common grammatical errors and gives you the suggested correction.

Capitalization - Checks for proper capitalization, including the beginning of sentences.

Repeated - (R): Flags words that are repeated, or doubled, such as "that that".

Long Phrase - (no code): All phrases that contain over a specified number of words will be flagged (you determine the value during the first part of the configuration program). Also used to calculate the final count of your document.

Many Phrases - (no code): Sentences that contain over a specified number of phrases will be flagged (you determine the value during the first part of the configuration program). Also used to calculate the final count of your document.

Long sentence - (no code): Sentences that contain over a specified number of words will be flagged (you determine the value during the first part of the configuration program). Also used to calculate the final count of your document.

Unbalanced or Open Parentheses - (no code): Checks to be sure parentheses are complete.

Double Negatives - (no code): Checks for double negatives in sentences.

Long Paragraph - (no code): Paragraphs that contain over a specified number of sentences will be flagged (you determine the value during the first part of the configuration program). Also used to calculate the final count of your document.

APPENDIX A

FILES INCLUDED WITH ELECTRIC WEBSTER

The files below show you which files are on your Electric Webster master when you receive it. Both Standard and Correcting Electric Webster come on a formatted Model IV diskette. The Grammar & Style Checker, as well as the Hyphenation Feature, come on a separate diskette.

ELECTRIC WEBSTER SPELLING CHECKER

EW/CMD	- Proofs text.
M/EEW, M/CLW, M/AEW	- Links EW with your word processing program.
DICT1/EW & DICT2/EW	- Holds 50,000 word dictionary.
DICT3/EW	- File for storing words added to the expandable dictionary.
CORRECT1/EW & CORRECT2/AEW (or /EEW, /LEW)	- Display misspellings and provide an opportunity to make corrections.
ADDTODIC/EW	- Adds new words to the dictionary.
EXAMPLE	- A sample text file.
PRINIDIC/EW	- Utility for editing dictionary.
TEST/EW	- Indicates if files have been damaged during shipment
ALPH/CMD & WRITFILS/CMD	- Utility files lets you edit your grammar phrase dictionary.
GRAMMAR/SUG & GRAMMAR/PHR	- Grammar suggestions and phrase files created from PHRASES file
PHRASES	- Original grammar phrase file.
CORRECT2/AEW or /EEW, /LEW	- Main EW and Grammar correction file.
CONF/GRM	- Configuration program for Grammer & Style Checker.

HYPHENATION FEATURE

HYPHEN/EW	- Main hyphenation file.
CONF/CMD	- Configuration program for the Hyphenation Feature.

APPENDIX B

WORKING DISK PREPARATION FOR SINGLE DRIVE SYSTEMS:

The instructions in this section will tell you how to set up your Electric Webster working disks for a single drive system.

The very first thing you should do is to make a BACKUP copy of your original Electric Webster master disk. (Instructions for making a BACKUP may be found on page I-1 of this manual.) Then, run the TEST program provided. To do this, place the copy you just made into one of your drives, type TEST/EW and press the <ENTER> key. (You must be sure that the program "TEST/EW" is on one of the disks in your drives). The TEST program will run and indicate by the words BAD or GOOD on your screen whether any of the programs on your disk have been damaged during shipment. If you have received a damaged disk, return it immediately for a replacement to Cornucopia Software, 1625 Beverly Place, Berkeley, CA 94707.

You will need to prepare a set of two working disks. A third disk will hold your document files. Besides the backup copies of the EW master, you will also need a copy of your word processing/system disk. This disk should contain the essential files needed for creating and printing your text, but should have unnecessary files removed so that you have enough room for the Electric Webster files. Also in the interest of space, it will be necessary to remove all unnecessary INVisible files from this disk. The PURGE command described in your operating system manual is very useful for removing unwanted files. The removal of unnecessary files is especially important if you are also going to be installing the Grammar & Style Checker.

Step 2 - Copying Files

To make your working disks, you will need to copy the appropriate files (explained below) from the backup of your Electric Webster master, (and from the Grammar & Style backup if you are also installing the grammar checker) to your word processing / system disk, or to the reduced system disk, as indicated.

You are now ready to copy the necessary Electric Webster files to the system disk containing your word processing software. You will notice that there are several versions of the CORRECT2/ and M/ files on your master EW disk(s). These are the files that allow Electric Webster to integrate with several different word processors. Since you are integrating with your word processing program, you will need to copy certain files only, and some of them may need to be renamed when you copy them. The instructions below will show you which files you need, and which ones need to be renamed.

There are two sets of lists below. The first section tells you which files you will need if you are setting up correcting Electric Webster without the Grammar & Style Checker. The second section list all the files necessary to integrate both the Spelling Checker and the Grammar & Style Checker with your word processing program. If you are also installing the Hyphenation Feature (with or without the Grammar Checker) you should run the hyphenation configuration program. See section 6 of this manual. The configured HYPHEN/EW file can then be copied to your working disks as indicated in parentheses on the lists below.

To create your word processor/Electric Webster working disk #1, copy the files from list one below onto the word processing / system disk.

I -- LIST OF ELECTRIC WEBSTER FILES

WORKING DISK #1 (WORD PROCESSING/SYSTEM DISK)

Your Word Processing Program Files
EW/CMD
M/CLW or M/EW (renamed from M/xEW)
CORRECT2/EW (Renamed from CORRECT2/xEW)
ADDTODIC/EW
PRINTDIC/EW

From the Hyphenation Master:
(HYPHEN/EW)

Working Disk #2 (Dictionary Disk)

DICT1/EW
DICT2/EW
DICT3/EW
CORRECT1/EW
CORRECT2/EW (renamed from CORRECT2/xEW)
ADDTODIC/EW

NOTE: A dictionary disk is most easily made by backing up your Electric Webster master disk, and then @*2KILLing@*0 the unwanted files. Instructions for making a **BACKUP** can be found on page I-1 of this manual.

(If you do not have enough space on your Dictionary Disk, you may want to transfer ADDTODIC/EW and CORRECT2/EW to your word processing / system disk instead.).

II - LIST OF ELECTRIC WEBSTER/GRAMMAR FILES

Working Disk #1 (Word processing/System Disk)

Copy from the EW Master

EW/CMD

M/CLW or M/EW (renamed from M/xEW)

PRINTDIC/EW

Copy from the Grammar Master

CORRECT2/xEW renamed to CORRECT2/EW

GRAMMAR/PHR

GRAMMAR/SUG

Copy from the Hyphenation Master:

(HYPHEN/EW)

Dictionary Disk (Formatted Disk)

DICT1/EW

DICT2/EW

DICT3/EW

CORRECT1/EW

CORRECT2/EW

ADDTODIC/EW

(If you do not have enough space on your word processing / system disk, above, you may want to copy ADDTODIC/EW and CORRECT2/EW to your dictionary disk instead).

Your working disks are now finished and ready to run. Section II of this manual will tell you how to run correcting Electric Webster. Sections VI and VII, respectively, will give you more detailed information about the Hyphenation and the Grammar & Style Checking features.

APPENDIX C

WORDS ELECTRIC WEBSTER IDENTIFIES AS POTENTIAL ERRORS

When Electric Webster proofs a document, it produces a list of "potentially misspelled" words which are displayed on the screen or sent to the printer. It is possible for some correctly spelled words to appear on the list as potentially misspelled. It is also possible for certain typographical errors not to be displayed on the list. To assist you in understanding these points, we have attached a sample letter that contains some intentional errors. This example letter is also the "EXAMPLE" document that is contained on the Electric Webster disk, which is used for instructional purposes in Section II of this manual.

These situations will fall within the following three categories. Please use the example letter on the next page as a reference to the following explanations. The words in question are marked by category, as indicated below.

CATEGORY #1 - MISSPELLED WORDS THAT APPEAR ON THE LIST:

This situation is self explanatory. You simply take the necessary steps to correct the spelling error. Note on the example page that the words "pencels", "sincerely", and "thatthe" are misspelled, and will appear on the list of potential errors.

CATEGORY #2 - CORRECTLY SPELLED WORDS THAT APPEAR ON THE LIST:

Electric Webster comes with a 50,000 word vocabulary. Any words that are not included in the dictionary will be listed as "potential errors" during proofing. Most of these words will be proper names and abbreviations, as they are not included in the dictionary. They may be added to the expansion dictionary during proofing with the ADD TO DICTIONARY option from the menu, or before or after proofing with the "ADDTODIC/EW" program.

CATEGORY #3 - TYPOGRAPHICAL ERRORS THAT MAY NOT APPEAR ON THE LIST:

There are a few situations where this could occur. Electric Webster ignores single characters letters so that the "s" in the first paragraph of the example letter (which should be an "a") did not appear on the error list. (Electric Webster's Grammatical Checking Feature will handle these single characters.) Also, if you make a typographical error and happen to end up with a different, but correctly spelled word, Electric Webster will not recognize it as an error. For example, in the letter that follows, the "it" should have been an "is". Since "it" is a correctly spelled word it did not appear on the error list.

HYPHENATED WORDS:

This letter contains the hyphenated word "pro-duct". Electric Webster will automatically handle most hyphenations, i.e. hyphenated words will usually not show up as misspellings.

Hyphenated words, such as "left-handed", will be treated as one word, not two (e.i., "left" and "handed" will NOT be proofed separately). If the hyphenated word is not already in Electric Webster's dictionary it will be listed as a potential error, and can be added to the expansion dictionary in the same way as other words.

Words or phrases connected by dashes (commonly represented by "-" between words, with no spaces) will be treated as two separate words by Electric Webster.

CONTRACTIONS:

When proofing, Electric Webster will treat any apostrophes (') as spaces. This means that contractions will usually be treated as two separate words (for example, "we've" would be proofed by Electric Webster as two words, "we" and "ve"). In order to minimize the number of non-words (such as "ve") that appear as potential errors during proofing, we have already added the principal parts of common contractions to electric Webster's dictionary. For example, if you happen to notice the entry "wouldn" contraction, not an error.

EXAMPLE LETTER - SAMPLE A

Types of Errors Found

January 19, 1982

[Cornucopia] Software
1625 [Beverly] Place
[Berkeley], [CA] 94707

Dear Gentlemen:

I am writing to inquire about Electric Webster. We are [s] small company that sells [left-handed] [pencels]. I do quite a bit of writing and am a miserable speller. I have read a number of reviews that indicate that your product [it] the next best thing to Word Heaven.

We have also considered your rival product, Electric [Funk] & [Wagnal's]. However, we believe [thatthe] size and efficiency of your dictionary, as well as speed and [convenience] of your program, are more in line with our needs.

[Sincerley],

Mr. Lefty O' [Toole]
[Left-Handed] Pencils
123 My Street
Our City, [ND]

