EASY SPELL

commodore COMPUTER

EASY SPELL

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PREFACE

EASY SPELL is a fast, efficient spelling checker for the EASY SCRIPT word processing package. EASY SPELL lets you check words for spelling errors in a document prepared using EASY SCRIPT and then errors can be corrected. You can add words to the EASY SPELL vocabulary to suit anyone who writes. You can check the spelling of individual documents or those that are made up of linked files on the same diskette.

MANUAL DESCRIPTION

This manual is divided into two parts:

1. Training Section
   Teaches you how to use EASY SPELL by working through a spelling check on a sample document.
2. Reference Section
   Shows you how to use each EASY SPELL function through detailed instructions.

Here is a brief summary of each section of this manual:

SECTION ONE — TUTORIAL

This section introduces EASY SPELL and the EASY SPELL manual. It describes the equipment required to run the package and outlines the precautions to be followed to prevent your diskettes from becoming damaged or destroyed.

SECTION TWO — USING EASY SPELL

Section Two contains step-by-step instructions for using EASY SPELL to check the spelling in an example EASY SCRIPT document. It is intended to familiarize you with the most frequently used EASY SPELL functions.

SECTION THREE — REFERENCE SECTION

This section describes all the facilities provided by the EASY SPELL package. These are listed in the order in which they might be used when checking the spelling of a typical document.

APPENDIX A — EASY SPELL IN EDUCATION

Here, examples are given of how EASY SPELL can be used for monitoring the development of children's vocabularies.

APPENDIX B — ALTERNATE EASY SPELL MASTER DICTIONARIES

This appendix contains a description of the different types of Master Dictionaries that may be purchased.

GLOSSARY

A list of terms used in this manual and their definitions are given in this section.

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SECTION I — TUTORIAL

1.1. GETTING STARTED

To use EASY SPELL, you will need:

- Commodore 64 computer
- Commodore 1541 disk drive
- EASY SCRIPT word processing package (cartridge or diskette)
- EASY SPELL program diskette
- EASY SPELL dictionary diskette

NOTE:
The 1541 disk drive can be replaced by an IEEE-488 interface and a Commodore dual disk unit.

To start the EASY SPELL program, follow these steps:

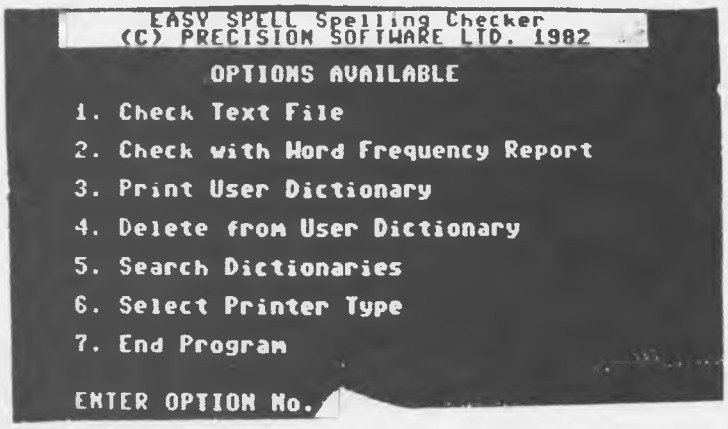
1. Load EASY SCRIPT.
2. Respond to the questions on the EASY SCRIPT start-up screen.
3. Insert the EASY SPELL program diskette in the disk unit (drive 0 of a dual disk unit).
4. Press the **'F1'** key to enter COMMAND mode.
5. Press **'L'** for LOAD.
6. Enter **"easyspell"** and press **RETURN.**

You will see the screen's border change colors as each block of the proram is loaded into the computer. After a few moments, you will see this screen:

7. Press any key.
8. You will now see **"SINGLE OR DUAL DISK DRIVE?"** on the screen. Enter "S" or "D".
9. If you select D, these messages will be displayed:

   "INSERT DICTIONARY IN DRIVE 0"
   "INSERT TEXT DISK IN DRIVE 1"

10. Insert the disks and press **RETURN.** Now, you will see this menu:



11. Enter the number of the option you wish to run and press **RETURN.**

1.2. EASY SPELL SOFTWARE

You have three diskettes in your EASY SPELL package:

1. Two program diskettes
   Contain the main EASY SPELL program;
2. A dictionary diskette
   Holds the vocabulary against which text is checked.

The program diskette cannot be duplicated, so you have two copies. If you need more copies, contact your Commodore dealer.

The dictionary diskette can also hold text files, but this will restrict the amount of available space for the User Dictionary, so you should try not to use the dictionary diskette for text files.

1.3. EASY SPELL DICTIONARIES

The EASY SPELL dictionary is divided into two parts:

1. Master Dictionary
   Contains about 20,000 words; its contents cannot be changed. You may wish to purchase the extended dictionary of over 32,000 words; see your Commodore dealer.
2. User Dictionary
   Records words you use that are not included in the Master Dictionary so their spelling can be checked in your documents. As you edit a file, you can add new words to the User Dictionary.

You can search the dictionary diskette for a specific word or words where a particular character or sequence of characters appear in a defined position within the word. This is ideal for crossword addicts! Comprehensive statistical analyses of text files are also possible.

1.4. SPELLING VARIANTS

Three spelling variants are available:

1. American
2. British
3. American and British

The type of spelling variant is indicated on the cover of the package; contact your Commodore dealer if you wish to purchase alternate spelling variants separately.

1.5. BLANK DICTIONARY

For educational purposes, a 'blank' dictionary diskette is also available. This means that an EASY SPELL dictionary can be built from scratch to suit a particular need. This is especially useful for monitoring a child's use and expansion of his vocabulary. It can also be used in foreign language education as long as the language can be written using the standard keyboard characters.

1.6. DISKETTE HANDLING

You should handle the EASY SPELL diskettes carefully; they contain your computer programs. Follow these instructions for the use, handling, and care of all of your diskettes.

- Store diskettes in their separate paper folders and stand them on edge to prevent damage to the magnetic surface.
- Do not damage the non-removable black diskette envelope; if the envelope is damaged, the diskette itself may also be damaged.
- Do not wash diskettes; you can purchase compressed air in a spray can from most photographic stores and this can be used to remove dust. You can also use a soft brush if necessary.
- Do not store diskettes in direct sunlight or near excessive heat of any kind.
- Do not bend diskettes; handle them very carefully, especially when you are placing them in or out of the disk drive.
- Do not open the disk drive door when the red IN USE light is on; you can damage the diskettes if you open the door.
- Do not attach paper clips to diskettes.
- If you need to label a diskette, use only a felt-tip pen.
- Do not expose diskettes to any magnetic source, such as electrical equipment or telephones; this may erase data from the diskettes.

1.7. INCORRECT LOADING

If a message appears at the top left of the screen as EASY SPELL is being loaded, this indicates that the program has failed to load correctly. If this occurs, remove the diskette from the drive unit and switch off both the drive and the computer. Wait five seconds and then switch first the computer and then the disk unit back on. Then repeat the loading procedure described in Section 1.1. If the problem still persists, contact your Commodore dealer.

SECTION TWO — USING EASY SPELL

2.1. INTRODUCTION

This section is designed to teach you how to use EASY SPELL. It does so by using the package to check the spelling in an example document produced by the EASY SCRIPT word processing program. For the purposes of the Training Section, it is assumed that you have a working knowledge of EASY SCRIPT and that you are using a Commodore 1541 disk drive unit. If you are using a dual disk unit, ignore the instructions that refer to the exchange of diskettes.

If you are unsure how to carry out a particular EASY SCRIPT procedure mentioned in this section, please refer to the relevant section in the EASY SCRIPT manual for clarification.

2.2. THE EXAMPLE

A short passage of technical writing is created and then checked for spelling. All mistakes are corrected and those words that are not included on the dictionary diskette are added to the User dictionary.

NOTE:
Before beginning the Training Section, it is imperative that you make a back-up copy of your dictionary diskette. See Section 3.11.

2.3. STARTING EASY SPELL

2.3.1. ENTERING AND STORING THE EXAMPLE

First load the EASY SCRIPT word processor and type in the text in Figure 2-1 EXACTLY as shown. All spelling mistakes are deliberate and are intended to demonstrate the usefulness of the EASY SPELL package.

> *The separation of a mixtre of particulate solids into two or more fractions by some mehhod other than sccreening is called CLASSIFICATION. This separation is done according to particle size, density, shape, or other distinguishing characteristic. The coarsest fraction is called the 'sand'; the finest is called the 'slimes'; and the intermediate fractions are the 'middlings'. Most classifiers normally use a liquid in their operations. WET CLASSIFICATION is carried out in a liquid-solid suspension confined in a tank. This causes course or heavy solids to settle and fine or light ones to overflow. This is dependent on settling-rate differences. There are three main types of classifier: (1) nonmechanical, (2) mechanical and (3) hydraulic. The first two differ only in the means of sand removal. In hydraulic classifiers, separation is diffrent because of the settling caused by the hydraulic water.*

FIGURE 2-1 THE EXAMPLE DOCUMENT

Save the text on diskette (if necessary see Section 9.3 of the EASY SCRIPT manual) using the name "mech.1" to identify the file.

NOTE:
The dictionary diskette many also be used to hold text files. If you have stored text on this diskette, ignore the requests in this section that refer to the exchange of text and dictionary diskettes.

When the file has been saved, remove the text diskette from the drive unit and place it safely to one side. The sections that follow describe how to load EASY SPELL and then use it to check the spelling in the example document.

2.3.2. LOADING EASY SPELL

To load EASY SPELL, first insert the EASY SPELL program diskette in the disk unit (drive 0 of a dual disk unit). Press the F1 key to enter the COMMAND mode and then press the 'L' key for 'load'. Enter "easyspell" and press RETURN. The color of the border surrounding the screen changes as each block of the program is loaded into the computer. After a few moments, the initial screen is displayed. This is shown in Figure 2-2.

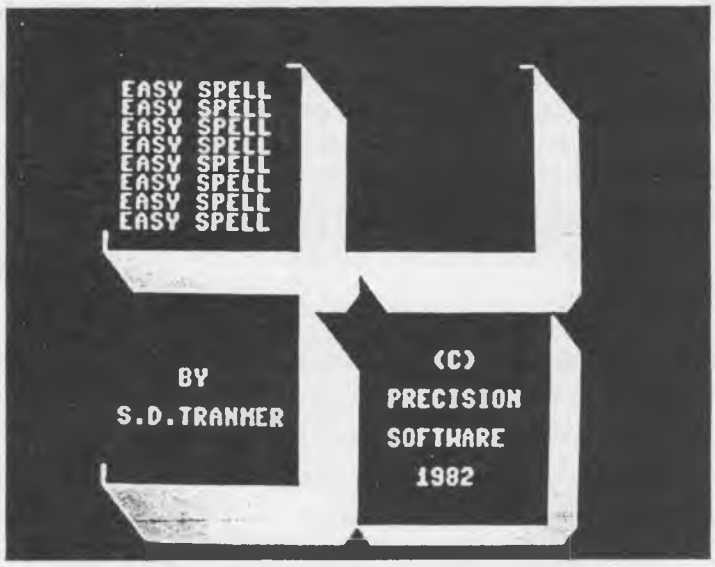


FIGURE 2-2 THE INITIAL EASY SPELL SCREEN

NOTE:
If a message appears at the top left of the screen as EASY SPELL is being loaded, this indicates that the program has failed to load correctly. If this occurs, remove the diskette from the drive unit and switch off both the drive and the computer. Wait five seconds and then switch first the computer and then the disk unit back on. Then repeat the procedure outlined in Section 2.3.2. If the problem still persists, consult your local Commodore dealer.

Press any key. EASY SPELL prompts:

SINGLE OR DUAL DISK DRIVE

ENTER (S) OR (D): s

2.3.3. SPECIFYING THE TYPE OF DISK DRIVE

The EASY SPELL package can be used with a VIC 1541 single disk drive, an IEEE single disk unit or a dual disk unit. The IEEE single and dual disk units require an IEEE-488 interface card. If you are using a dual disk unit, press the 'd' and **RETURN** keys. You will see these prompts on your screen:

INSERT DICTIONARY DISK IN DRIVE 0

INSERT TEXT DISK IN DRIVE 1

Insert the relevant diskette into the respective drives and press RETURN.

For the purposes of this training exercise, the single drive is being used. The cursor is flashing over the letter 's'. This is a 'default' response: the computer has provided a reply to the question being asked. You need simply press RETURN to enter the default value.

The EASY SPELL menu is then displayed. This is shown in Figure 2-3.

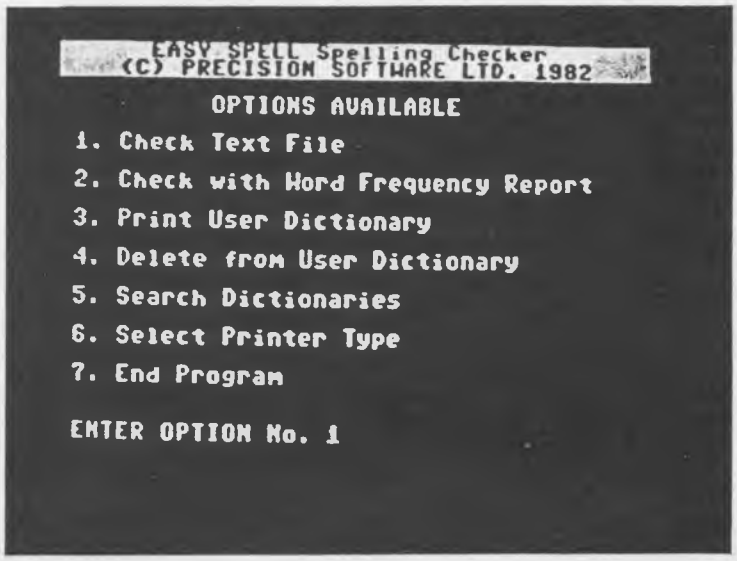


FIGURE 2-3 THE EASY SPELL MENU

Each option on the menu indicates an EASY SPELL function and is selected by pressing the number that is displayed to the left of its title followed by RETURN.

NOTE:
If an option has not been elected from the EASY SPELL menu for a period of ninety seconds, the initial EASY SPELL screen is displayed. To return to the menu, press any key.

2.3.4. ABORTING AN EASY SPELL OPTION

You may abort an EASY SPELL option at any time by holding down the RUN/STOP key and pressing the RESTORE key. The initial EASY SPELL screen is then displayed.

2.3.5. CHECKING THE DOCUMENT

The first task in any EASY SPELL application is to check the file or DOCUMENT against the vocabulary contained on the dictionary diskette. To check the example document, select option 1 from the EASY SPELL menu. Again this is a default response, so simply press RETURN. EASY SPELL then instructs you to:

INSERT TEXT DISK IN DRIVE 0

Remove the EASY SPELL program diskette, replace it with the diskette containing the example document and press RETURN. The diskette directory (a list of the contents of the diskette) is then read into the memory of the computer. After a few moments, EASY SPELL asks you for:

FILE NAME or F1/F3

2.3.5.1. Selecting the Example File

To select the example file, type "mech.1" and press RETURN. EASY SPELL then prompts:

LINKED FILE (Y or N) n

If the example file was linked to others on the same diskette, each file in the chain could be checked in turn. As the example file is not linked, press RETURN to accept the default response of n for 'no'. The file is then read into the memory of the computer. Each dot displayed indicates a unique word, meaning one that has not previously occurred in the file. After the file has been read, you are instructed to:

INSERT DICTIONARY DISK IN DRIVE 0

Remove the Text diskette, replace it with the EASY SPELL dictionary diskette and press RETURN. The spelling of each word in the example document is then checked against the words in the EASY SPELL vocabulary. The length of time required for this operation depends upon the size of your dictionary and the type of disk unit you are using. For a 1541 and a 20000 word dictionary, the time interval is about 3 minutes. (This time is reduced when using an IEEE disk unit.)

NOTE:
EASY SPELL does not distinguish between words written in upper and lower case when checking text.

2.3.5.2. Document Statistics

When the document has been checked, a table of statistics is displayed at the top of the screen. This gives details of the number of words in the document, the number of unique words, the number of sentences, the number of paragraphs, and the average number of characters in each word. A list of unrecognized words (those words that are not contained on the dictionary diskette) is then displayed in alphabetical order. If this list is such that it will not fit on one screen, press RETURN to view the next and subsequent screens. The table of statistics and the list of unrecognized words are shown in Figures 2-4 and 2-5 respectively.

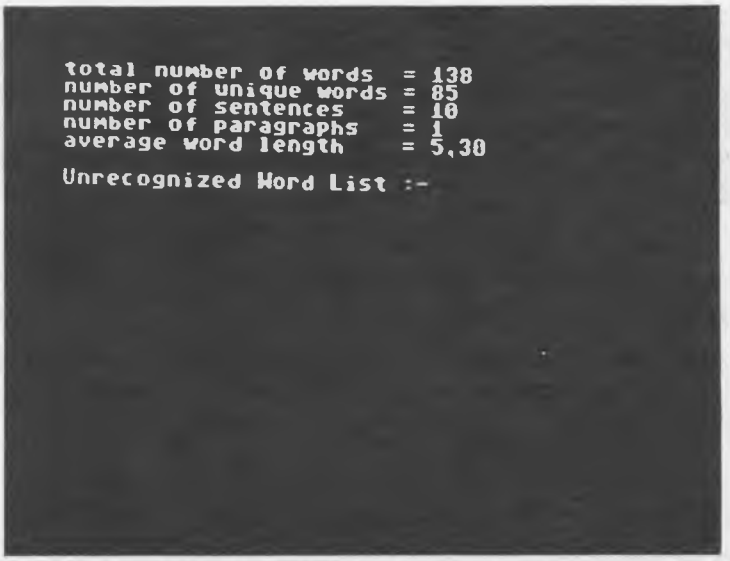


FIGURE 2-4 DOCUMENT STATISTICS

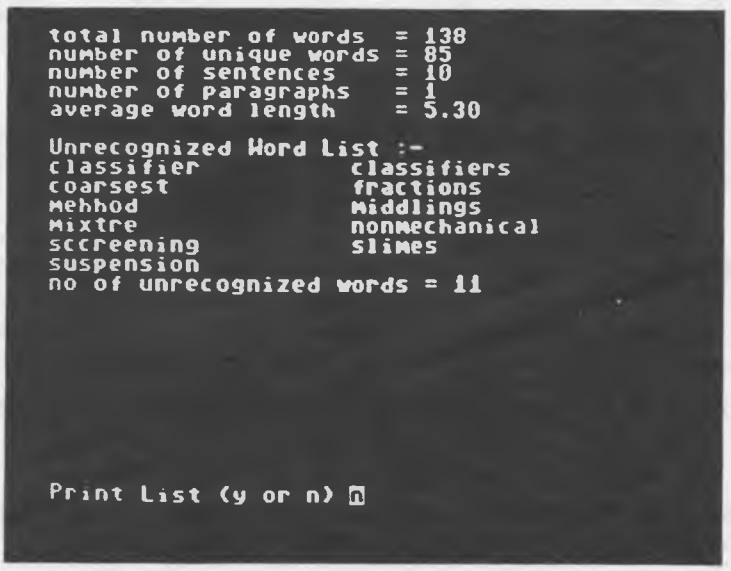


FIGURE 2-5 LIST OF UNRECOGNIZED WORDS

When all unrecognized words have been displayed, EASY SPELL asks:

PRINT LIST (Y or N) n

For the purposes of this training exercise, the list will not be printed so press RETURN to accept the default reply of n for 'no'. EASY SPELL then asks:

EDIT FILE (Y or N) y

Press the RETURN key to accept the default reply of y for 'yes'. EASY SPELL prompts:

INSERT TEXT DISK IN DRIVE 0

Remove the EASY SPELL dictionary diskette, replace it with the diskette containing the example document, and then press RETURN. After a few moments, the first section of the document is displayed.

2.3.6. EDITING THE DOCUMENT

Note that the word 'mixtre' is displayed in reverse-field. This indicates that the word is unrecognized, i.e. it does not appear on the dictionary diskette. This could be because the spelling of the word is incorrect or because the word simply has not been included in the EASY SPELL vocabulary. In this case, the spelling of the word is at fault; a 'u' has been omitted.

2.3.6.1. Correcting the First Spelling Mistake

With the aid of the cursor control keys, position the cursor over the letter 'r' in the highlighted word. Hold down the SHIFT key and press the INST/DEL key once to open up a space between the 't' and the 'r'. Type 'u' and then press RETURN.

2.3.6.2. Adding a New Word to the Dictionary Diskette

The next word to be highlighed is 'fractions'. In this case, there is no spelling error. The word is highlighted because it is not included on the dictionary diskette.

To add the word 'fractions' to the EASY SPELL vocabulary, press the left-arrow key (situated at the top left of the COMMODORE 64 keyboard). The word is then saved in a temporary storage area within the memory of the computer. When the whole document has been edited, all new words are added to the User dictionary on the dictionary diskette.

2.3.6.3. Correcting Other Spelling Mistakes

The word 'mehhod' is then highlighted. Here, the spelling of the word is at fault — the first 'h' should be a 't'. Use the horizontal cursor control key to position the cursor over the first 'h'. Press the 't' key to overwrite the letter and then press RETURN.

The next word to be highlighted is 'sccreening'. The fault here is an extra 'c' in the word. Position the cursor over the second 'c' and then press the INST/DEL key. The letter is then deleted. Press RETURN to store the revised word. The word 'coarsest' is then highlighted. As you can see, the spelling is correct. However, in this case the word will be ignored; it will not be added to the dictionary diskette. To do this, press the F1 function key.

Continue the editing procedure. Correct all spelling mistakes and 'learn' all new words.

NOTE:
You may terminate the EASY SPELL edit mode at any time by pressing the RUN/STOP and RESTORE keys. The initial EASY SPELL screen is then displayed.

When editing has been completed, the revised version of the document is automatically stored on the diskette replacing the original file. EASY SPELL then prompts:

INSERT DICTIONARY DISK IN DRIVE 0

Replace the text diskette with the dictionary diskette and press RETURN. EASY SPELL displays:

WORDS ADDED TO THE USER DICTIONARY

All words that have been 'learned' are shown and they are then added to the user section of the dictionary diskette. When the last word has been added, you are returned to the EASY SPELL menu.

2.4. CHECKING WORD FREQUENCY

Most writers wish to use a variety of words for emphasis and interest. EASY SPELL generates a word frequency report. This is an itemized list of how many times each word has occurred in a document to highlight repetition and limited vocabulary use. To select this facility, press the '2' and RETURN keys. EASY SPELL then instructs you to:

INSERT TEXT DISK IN DRIVE 0

Insert the diskette containing the example file and press RETURN. EASY SPELL prompts:

SELECT FILE F1/F3

Type "mech.1" and press RETURN. The next prompt is:

LINKED FILE Y or N n

Press the RETURN key to accept the default response of n for 'no'. EASY SPELL then displays:

WORD FREQUENCY REPORT

1. **Alphabetic**
2. **Descending Frequency**
3. **Ascending Frequency**

These options let you determine in what order the words will be presented. Select option "3" by typing 3 and pressing RETURN. EASY SPELL prompts:

SELECT PRINT MODE

1. **Screen**
2. **Continuous**
3. **Single Sheet**

Here, you may select whether the word frequency report is to be printed on the screen or via the printer on continuous or single sheet paper. For this example the report will be printed on continuous stationery.

Ensure that your printer is connected and that continuous stationery has been inserted. (If you are unsure how to connect the printer, refer to the relevant section in the printer manual.) Press the '2' and RETURN keys to select the continuous print mode. The word frequency report is then printed. This is shown in Figure 2-6.

```
WORD FREQUENCY REPORT FOR FILENAME ....MECH.1

TOTAL NUMBER OF WORDS   = 138
NUMBER OF UNIQUE WORDS  = 85
NUMBER OF SENTENCES     = 10
NUMBER OF PARAGRAPHS    = 1
AVERAGE WORD  LENGTH    = 5.30

   1 ACCORDING                1 BECAUSE                  1 CARRIED
   1 CAUSED                   1 CAUSES                   1 CHARACTERISTIC
   1 CLASSIFIER               1 COARSE                   1 COARSEST
   1 CONFINED                 1 DENSITY                  1 DEPENDENT
   1 DIFFER                   1 DIFFERENCES              1 DIFFERENT
   1 DISTINGUISHING           1 DONE                     1 FINE
   1 FINEST                   1 FIRST                    1 FRACTION
   1 HEAVY                    1 INTERMEDIATE             1 INTO
   1 LIGHT                    1 MAINS                    1 MEANS
   1 MECHANICAL               1 METHOD                   1 MIDDLINGS
   1 MIXTURE                  1 MORE                     1 MOST
   1 NONMECHANICAL            1 NORMALLY                 1 ON
   1 ONES                     1 ONLY                     1 OPERATION
   1 OUT                      1 OVERFLOW                 1 PARTICLE
   1 PARTICULATE              1 RATE                     1 REMOVAL
   1 SCREENING                1 SETTLE                   1 SHAPE
   1 SIZE                     1 SLIMES                   1 SOLID
   1 SOME                     1 SUSPENSION               1 TANK
   1 THAN                     1 THEIR                    1 THERE
   1 THREE                    1 TYPES                    1 USE
   1 WATER                    1 WET                      2 ARE
   2 BY                       2 CLASSIFICATION           2 CLASSIFIERS
   2 FRACTIONS                2 LIQUID                   2 OTHER
   2 SAND                     2 SETTLING                 2 SOLIDS
   2 TWO                      3 AND                      3 CALLED
   3 HYDRAULIC                3 SEPARATION               3 THIS
   3 TO                       4 A                        4 OR
   5 IN                       5 OF                       7 IS
  11 THE
```

FIGURE 2-6 EXAMPLE DOCUMENT WORD FREQUENCY REPORT

Press RETURN. EASY SPELL then displays the statistical details of the document followed by the list of unrecognized words as shown in Figures 2-4 and 2-5. You are then asked if you wish to:

PRINT LIST Y or N n

Press RETURN to accept the default response of n for 'no'. In reply to the prompt:

EDIT FILE Y or N y

type n and press RETURN. You are then returned to the EASY SPELL menu.

2.5. SUMMARY

You have now completed the EASY SPELL Training Section. If you have carefully followed the instructions given, you will now be able to use the package to check and correct the spelling in any EASY SCRIPT file. As explained in Section 2.1, the Training Section covers only some of the EASY SPELL facilities. Further details of these and other EASY SPELL options can be found in Section 3 of this manual. These include searching the user or master dictionaries, printing the user dictionary, deleting words from this dictionary and defining a printer type other than that selected during the EASY SCRIPT set-up procedure.

SECTION THREE — REFERENCE SECTION

3.1. INTRODUCTION

The information in Section Three is arranged in the order in which you would use EASY SPELL to check a typical EASY SCRIPT produced document such as the one in the previous section of this manual. There, you were taken through most of the EASY SPELL functions in a step-by-step way. If you have carefully followed this example, you will now be familiar with the most frequently used EASY SPELL options. The sections that follow describe in detail these and the remaining EASY SPELL facilities.

3.2. LOADING EASY SPELL

EASY SPELL can only be loaded from within the EASY SCRIPT program; you must have first loaded EASY SCRIPT and responded to the questions on the start-up screen. (See Section 6.2 of the EASY SCRIPT manual.) To load EASY SPELL, first insert the EASY SPELL program diskette in the disk unit (drive 0 of a dual disk unit). Press the F1 key to enter the COMMAND mode and then press the "L" key for 'load'. Enter "easyspell" and press RETURN. The color of the border surrounding the screen changes as each block of the program is loaded into the computer. After a few moments, the initial screen is displayed.

NOTE:
If a message appears at the top left of the screen as EASY SPELL is being loaded, this indicates that the program has failed to load correctly. If this occurs, remove the diskette from the drive unit and switch off both the drive and the computer. Wait five seconds and then switch first the computer and then the disk unit back on. Then repeat the procedure from the beginning of this section. If the problem still persists, consult your local Commodore dealer.

Press any key. EASY SPELL then asks:

SINGLE OR DUAL DISK DRIVE

ENTER (S) OR (D): s

3.3. SPECIFYING THE TYPE OF DISK DRIVE

EASY SPELL can be used with a VIC 1541 single disk drive or an IEEE single or dual drive unit via an IEEE interface.

3.3.1. USING A DUAL DISK UNIT

If you are using a dual disk unit, press the 'd' and RETURN keys when asked to specify the type of drive unit. EASY SPELL then prompts:

INSERT DICTIONARY DISK IN DRIVE 0

INSERT TEXT DISK IN DRIVE 1

Insert these diskettes in the specified drives and then press RETURN. The EASY SPELL menu is then displayed.

NOTE:
These diskettes will remain in the drive unit throughout the EASY SPELL program. All messages in the remainder of this section which indicate the exchange of diskettes are intended for single disk drive users only and may be ignored.

3.3.2. USING A SINGLE DISK DRIVE

If you are using a single disk drive, press RETURN to accept the default response of s for 'single'. The EASY SPELL menu is then displayed.

3.4. THE EASY SPELL MENU

Each option on the EASY SPELL MENU is the entry point to a specific EASY SPELL function. To select an option, press the number that is displayed to the left of the option title. A brief outline of each option is described here:

CHECK TEXT FILE

This is the most frequently used EASY SPELL option. It lets you check the spelling of EASY SPELL files and then make corrections where necessary. You may also increase the size of the EASY SPELL vocabulary by adding new words to the dictionary diskette. See Section 3.5.

CHECK WITH WORD FREQUENCY REPORT

This is a very useful feature for those writers whose main concern is style and the avoidance of repetition. It lets you report the number of times each word occurs in the text. See Section 3.6.

PRINT USER DICTIONARY

Here, the contents of the User dictionary may be printed on the screen or a hard copy produced via the printer. See Section 3.7.

DELETE FROM USER DICTIONARY

This option lets you remove unwanted words from the User dictionary. See Section 3.8.

SEARCH DICTIONARY

Here, you may search the dictionary diskette for a defined word or search for those words where a character or group of characters appears in a specific position. See Section 3.8.

SELECT PRINTER TYPE

This option lets you change the type of printer that was originally selected during the EASY SCRIPT start-up procedure. See Section 3.9.

END PROGRAM

As its name suggests, this option lets you terminate EASY SPELL and return to the EASY SCRIPT start-up screen. See Section 3.10.

NOTE:
If an option has not been selected from the EASY SPELL menu for a period of ninety seconds, the EASY SPELL title screen is displayed. Press any key to return to the menu.

3.4.1. ABORTING AN EASY SPELL OPTION

You may abort an EASY SPELL option at any time by holding down the RUN/STOP key and pressing the RESTORE key. The initial EASY SPELL screen is then displayed.

3.5. CHECKING A TEXT FILE

To check the spelling in a text file, first select option 1 from the EASY SPELL menu. As this is a default option (the figure 1 is already displayed) simply press the RETURN key. If you are using a single disk unit, EASY SPELL then instructs you to:

INSERT TEXT DISK IN DRIVE 0

(Note that a single disk unit is always drive 0.)

Remove the EASY SPELL program diskette, replace it with the diskette containing the text you wish to check and press RETURN.

The diskette directory (a list of the contents of the diskette) is then read into the memory of the computer. After a few moments, EASY SPELL asks you for:

FILE NAME or F1/F3

3.5.1. LOADING A FILE

You may select files in two ways: 1) by simply entering the name of the file and pressing RETURN or 2) using the function keys F1 and F3 to load the file from the diskette directory. (See Section 9.4.2. of the EASY SCRIPT manual for details of the latter procedure.)

After the file has been selected, EASY SPELL prompts:

LINKED FILE (Y or N) n

3.5.2. CHECKING FILES

3.5.2.1. Linked Files

If your file is linked to others, you may check the whole chain of documents by pressing the 'y' and RETURN keys in response to the LINKED FILE prompt and then following the procedure in Section 3.5.3.

3.5.2.2. Individual Files

To check only the file that has been selected, simply press RETURN to accept the default response of n for 'no'.

In both cases the file(s) is then read into the memory of the computer. Each dot displayed indicates a word that has not occurred previously in the file(s).

NOTE:
If the total size of linked files is such that the number of unique words exceeds the amount of available computer memory, the message:

OUT OF MEMORY
INCOMPLETE CHECK IN FILE filename

is displayed where 'filename' is the title of the file where reading stopped. The files that have been checked thus far are still in memory and may be edited in the normal way (see Section 3.5.5.). The remaining files in the chain may be checked by repeating the CHECK TEXT FILE procedure, specifying the file where reading stopped as the first file in the chain.

If you have specified a file name that is not included on the text diskette, or the next file in a chain of linked files does not exist, EASY SPELL displays:

62,FILE NOT FOUND,00,00

REFER TO CBM DISK MANUAL FOR EXPLANATION

Press RETURN to re-display the EASY SPELL menu and then repeat the procedure from Section 3.5.

3.5.3. COMPARING THE TEXT WITH THE EASY SPELL VOCABULARY

If a single disk drive unit is in use, when the file(s) has been read, you are instructed to:

INSERT DICTIONARY DISK IN DRIVE 0

Replace the text diskette with the EASY SPELL dictionary diskette and then press RETURN.

The spelling of each word in the file(s) is then checked against the words on the dictionary diskette.

NOTE:
EASY SPELL does not distinguish between words written in upper and lower case when checking text.

When the last file has been checked, a list of unrecognized words (those words that do not appear on the dictionary diskette) is displayed. If this list is such that it will not fit on one screen, press RETURN to view the next and subsequent screens. EASY SPELL then asks if you wish to:

PRINT LIST (Y or N) n

3.5.4. PRINTING THE UNRECOGNIZED WORD LIST

If you do not wish to print the list, simply press RETURN to accept the PRINT LIST default response of n for 'no'. To print the list, first ensure that your printer is switched on and properly connected. (If you are unsure how to do this, consult your printer manual.) When the PRINT LIST prompt is displayed, press the 'y' and RETURN keys. Printing then begins.

NOTE:
Printing may be halted at any time by holding down the RUN/STOP key and pressing the RESTORE key. The initial EASY SPELL screen is then displayed.

When the list has been printed, EASY SPELL then asks if you wish to:

EDIT FILE (Y or N) y

3.5.5. EDITING FILES

After a file, or a series of linked files, has been checked, you are then given the opportunity to edit the files (amend the text where necessary). If you do not wish to use this facility, press the 'n' and RETURN keys when the EDIT FILE prompt is displayed. You are then returned to the EASY SPELL menu. To edit the file(s), press RETURN to accept the default response of y for 'yes'.

NOTE:
You may terminate the edit mode at any time by pressing the RUN/STOP and RESTORE keys. The initial EASY SPELL screen is then displayed.

If you are using a single disk drive unit, EASY SPELL prompts:

INSERT TEXT DISK DRIVE 0

Remove the dictionary diskette, replace it with the diskette on which the original text is stored and press RETURN. The text is loaded into memory automatically.

The first unrecognized word (one that is not contained on the dictionary diskette) is then highlighted in reverse field.

3.5.5.1. Correcting Spelling Mistakes

If the spelling of a highlighted word is incorrect, use the cursor control keys and INST/DEL keys to carry out the normal EASY SCRIPT editing procedures. (If you are unsure how to use these keys, refer to Appendix A of the EASY SCRIPT manual.) When a word has been corrected, press RETURN. The next unrecognized word is then highlighted.

3.5.5.2. Adding Words to the User Dictionary

If a word has been highlighted and its spelling is correct, it simply means that the word is not contained on the dictionary diskette. If you wish, the word may be 'learned' (added to the User dictionary) by pressing the left-arrow key (situated at the top left of the keyboard).

3.5.5.3. Ignoring Unrecognized Words

If you wish neither to correct the spelling of a word nor add it to the dictionary diskette, press the F1 function key. The next unrecognized word is then highlighted.

3.5.5.4. Learning Words for the Current Check Only

If you wish to 'learn' a word only while you are checking the current text (NOT add it to the User dictionary) simply press RETURN when the word is first highlighted. Any repetition of the word will then be accepted in the remaining text.

3.5.5.5. Storing an Edited File

When a file has been edited, it is then automatically stored on the text diskette replacing the original file. If the linked file option has been selected, the next file in the chain can then be edited. When all files have been amended, you are instructed to:

INSERT DICTIONARY DISK IN DRIVE 0

Replace the text diskette with the dictionary diskette and press RETURN. EASY SPELL then displays:

WORDS ADDED TO THE USER DICTIONARY

All words that have been 'learned' are shown and they are then added to the User section of the dictionary diskette. If you have chosen the linked file option, the next file in the chain may then be edited. When all editing has been completed, you are returned to the EASY SPELL menu.

3.6. PRODUCING A WORD FREQUENCY REPORT

EASY SPELL provides a facility to allow you to check how many times each word has been used in a file or a series of linked files. To select this function, when the EASY SPELL menu is displayed press the '2' and RETURN keys. For a single drive system, you are instructed to:

INSERT TEXT DISK IN DRIVE 0

Obey the prompt and then press RETURN. EASY SPELL displays:

SELECT FILE F1/F3

Enter the name of the first file whose word frequency you wish to check. This may be done by simply entering the name of the file and pressing RETURN. Alternatively, you may use the F1 and F3 keys to load the file from the diskette directory (see Section 9.4.2. of the EASY SCRIPT manual). After specifying the name of the file, EASY SPELL asks:

LINKED FILE Y or N n

If the file is linked to others on the same diskette and you wish to check the word frequency of the entire chain, press the 'y' and RETURN keys. To produce a report on only the named file, simply press RETURN to accept the default response of n for 'no'. The following three options are then displayed:

WORD FREQUENCY REPORT

1. **Alphabetic**
2. **Descending Frequency**
3. **Ascending Frequency**

Each option lets you determine how you wish the ordering of the word-frequency report to appear. Option 1 displays the words in alphabetical order; option 2 lists the words with those that have been used most frequently first; option 3 displays the words with those used least frequently first. Select the ordering you require and press RETURN. EASY SPELL displays:

SELECT PRINT MODE

1. **Screen**
2. **Continuous**
3. **Single Sheet**

These options let you define how you wish to produce the word-frequency report.

3.6.1. VIEWING THE WORD FREQUENCY REPORT

3.6.1.1. Displaying the Report on the Screen

To view the word frequency report on the screen, select number 1 from the list of print options. As this option is the default response, you need simply press RETURN. A list of all the unique words in the file(s) together with the number of times each word has been used is then displayed. If the list is such that it cannot be shown on one screen, the next and subsequent sections are displayed by pressing the RETURN key. At the end of the report you are instructed to

INSERT DICTIONARY DISK IN DRIVE 0

Carry out this prompt and press RETURN. The procedure then continues as in Section 3.6.1.4.

3.6.1.2. Printing the Report on Continuous Stationery

To produce a hard copy of the word frequency report via your printer using continuous stationery, select number 2 from the list of print options by pressing the '2' and RETURN keys.

NOTE:
The printer used must meet the criteria established on the EASY SCRIPT start-up screen (see Section 6.2.3 of the EASY SCRIPT manual) unless this has been changed with EASY SPELL option 6. See Section 3.10.

The report is then printed with a heading on every page. At the end of the report you are instructed to:

INSERT DICTIONARY DISK IN DRIVE 0

Carry out this prompt and press RETURN. The procedure then continues as in Section 3.6.1.4.

3.6.1.3. Printing the Report on Single Sheet Stationery

To print the word frequency report using single sheet stationery, select option 3 from the list of options by pressing the '3' and RETURN keys. After each page of the report is printed, there is a pause to let you insert another piece of paper. When you are ready, press RETURN to continue printing. A heading is printed on every page.

NOTE:
The printer used must meet the criteria established on the EASY SCRIPT start-up screen (see Section 6.2.3. of the EASY SCRIPT manual) unless this has been changed with EASY SPELL option 6. See Section 3.10.

At the end of the report you are instructed to:

INSERT DICTIONARY DISK IN DRIVE 0

Carry out this prompt and press RETURN. The procedure then continues as in Section 3.6.1.4.

3.6.1.4. Document Statistics

At the end of a word-frequency report, or when a file(s) has been checked against the dictionary diskette, a list of document statistics is shown in this format:

total number of words = n
number of unique words = n
number of sentences = n
number of paragraphs = n
average word length = n

where n is a number.

A sentence is defined as more than one word followed by a full stop. A paragraph is defined as more than one word followed by an end of paragraph marker (RETURN) which appears in EASY SCRIPT as a reverse-field chevron (>).

Below the table of statistics, a list of unrecognized words (those words that are not contained on the dictionary diskette) is displayed. EASY SPELL asks if you wish to:

PRINT LIST Y or N n

The procedure then continues as explained in Section 3.5.4.

3.7. PRINTING THE USER DICTIONARY

At periodic intervals, it is advised that a hard-copy is made of the User dictionary to check for spelling mistakes and unwanted words. (Too many words will slow down the spelling check.) To print the User dictionary, select option 3 from the EASY SPELL menu by pressing the '3' and RETURN keys. Obey the prompt:

INSERT DICTIONARY DISK IN DRIVE 0

and then press RETURN.

EASY SPELL displays:

SELECT PRINT MODE

1. **Screen**
2. **Continuous**
3. **Single Sheet**

Continue with the procedure in Section 3.6 that follows this display.

When the printing of the User dictionary is complete, the number of words it contains is shown. Note that the maximum size of the User dictionary is dependent only on the available space on the dictionary diskette.

3.8. DELETING WORDS FROM THE USER DICTIONARY

From time to time, you may wish to remove words from the User dictionary because they have been added in error or because their spelling is incorrect. To do so, first select option 4 from the EASY SPELL menu by pressing the '4' and RETURN keys. If a single drive is being used, obey the prompt:

INSERT DICTIONARY DISK IN DRIVE 0

and press RETURN. EASY SPELL then asks:

ENTER WORD TO DELETE:

To return to the EASY SPELL menu, simply press RETURN. To remove a word from the User dictionary, type in the word and then press RETURN. If the word is not contained in the User dictionary, EASY SPELL displays:

WORD NOT FOUND IN USER DICTIONARY

Press RETURN once to re-display the ENTER message or twice to return to the menu.

When the word entered has been removed from the dictionary diskette, the following message is displayed:

WORD DELETED FROM USER DICTIONARY

Press RETURN to re-display the ENTER prompt. Press RETURN in response to the ENTER prompt to return to the EASY SPELL menu.

3.9. SEARCHING THE DICTIONARY DISKETTE

EASY SPELL provides a powerful search facility which lets you check the spelling of a word or to list those words that contain a character or group of characters in a defined position. To select this facility, press the '5' and RETURN keys when the EASY SPELL menu is displayed. Obey the prompt:

INSERT DICTIONARY DISK IN DRIVE 0

and press RETURN.

EASY SPELL then asks:

MASTER OR USER DICTIONARY

ENTER (M) OR (U) m

To search the User dictionary, press the 'u' and RETURN keys. To search the Master dictionary, accept the default response of m by simply pressing the RETURN key.

To speed up the searching process, the Master dictionary is split into 16 alphabetical groups. When a word is specified, EASY SPELL begins the search from the beginning of the group that contains the first letter of the defined word. (This does not apply if the first character of the word has not been specified (see Section 3.9.2)).

When you have selected the dictionary you wish to search, EASY SPELL displays:

PATTERN MATCH WITH "?" OR "*"

ENTER WORD TO SEARCH FOR:

To continue with the search option, follow the procedure outlined in the following section. To abort the option, press RETURN. The EASY SPELL menu is then displayed.

3.9.1. SEARCHING A DICTIONARY FOR A SPECIFIC WORD

To search a dictionary for a particular word, simply enter the word in lowercase and press RETURN.

3.9.2. SEARCHING THE DICTIONARY USING PATTERN MATCHING

EASY SPELL also lets you search for a group of words where a character or group of characters appears in a specific position within each word. This is called 'pattern matching'.

Two symbols are used in pattern matching: '*' and '?'. The '*' signifies 'with anything following', e.g. 'com*' would select and display all words in the dictionary that begin with these three characters. The '*' must be the last character of the search string. The '?' symbol is used to replace a character in a word, e.g. '?om' will select and display all three letter words where the last two characters are 'om'. These symbols can be combined, e.g. '?om*' will select and display those words where the second and third letters are 'om'.

When the search has ended, those words which match the search criteria are then displayed. If the list is such that it cannot fit on one screen, press RETURN to view the next and subsequent sections of the list. When the last item in the list has been found, EASY SPELL displays:

TOTAL NUMBER OF WORDS = n

Where n is the number of words that meet the criteria. If this figure is 0, no words have been found.

3.10. DEFINING THE TYPE OF PRINTER

EASY SPELL provides a facility that lets you change the printer definition from that which was specified during the EASY SCRIPT start-up procedure. To select this facility, press the '6' and RETURN keys when the EASY SPELL menu is displayed. EASY SPELL then asks:

(R)S232C (C)ENTRONICS OR (S)ERIAL r

Respond according to the port to which your printer is connected. (See the diagram in the manual supplied with your computer.) Centronics printers may be connected to the user port. Specify Serial or Centronics by pressing either the 'S' or 'C' keys followed by RETURN.

If you press RETURN to accept the default response of R for RS232C, you are asked:

CONTROL REGISTER VALUE (0-255)?

and when you have answered, you are asked:

COMMAND REGISTER VALUE (0-255)?

These questions refer to the baud rate (data transfer speed) of your printer. Refer to Appendix C of the EASY SCRIPT manual for details about the values to be entered here.

When the type of printer has been selected, EASY SPELL asks:

LINE FEED ON (1) OR OFF (0): 0

If your printer does not have automatic line feed, press the '1' and RETURN keys. If line feed is on and you wish to switch it off, press RETURN to accept the default response of 0. You are asked:

NUMBER OF LINES PER PAGE (66): ?

Respond by entering the number of lines contained on your printer paper. The paper supplied with a VIC printer is 66 lines long. To calculate the length of non-standard paper, multipy the length of the paper in inches by the number of lines per inch.

3.11. BACKING UP THE DICTIONARY DISKETTE

3.11.1. INTRODUCTION

It is advised that a copy is made of your dictionary diskette at frequent intervals so that, should the diskette become corrupted, you will retain your current vocabulary for future use.

3.11.2. BACKING UP ON A SINGLE DISK UNIT

A back-up program for a single disk unit is supplied on the program diskette. Before you use this program, you must remove any diskette from the drive unit and then switch off both this and the computer. Wait five seconds and then switch on first the computer and then the disk unit.

Insert the program diskette into the drive. To load the back-up program, type LOAD"BACK-UP",8 and press RETURN. When the program has loaded, type RUN and press RETURN. After a few moments, a display screen is shown. Press RETURN. The following message is displayed at the top of the screen:

BAM SELECT BACKUP

Enter the name you wish to give to the diskette and press RETURN. This can be any name up to a maximum of 15 characters in length. Type in a two character identification code and again press the RETURN key. At the bottom of the screen, you will see the prompt:

INSERT DESTINATION DISK IN DRIVE

Insert a blank diskette or one that is no longer required into the drive unit and press RETURN.

WARNING

TAKE SPECIAL CARE THAT THIS DISKETTE IS NO LONGER NEEDED AS THIS PROCESS WILL DESTROY ANY DATA IT PREVIOUSLY HELD.

The diskette is then formatted. This takes approximately 2 minutes. After formatting is completed, you are instructed to:

INSERT SOURCE DISK IN DRIVE

Remove the newly-formatted diskette, label it with the diskette title and the data and place it safely to one side. Insert the dictionary diskette and press RETURN. The contents of the diskette are then read into the memory of the computer. This process is shown as a black line which increases in size until the data buffer in memory has been filled. You are then asked to:

INSERT SOURCE DISK IN DRIVE

Remove the newly-formatted diskette, label it with the diskette title and the data and place it safely to one side. Insert the dictionary diskette and press RETURN. The contents of the diskette are then read into the memory of the computer. This process is shown as a black line which increases in size until the data buffer in memory has been filled. You are then asked to:

INSERT DESTINATION DISK IN DRIVE

3.11.3. BACKING UP ON A DUAL DISK UNIT

You may back-up your dictionary diskette on a dual disk unit (4040/8050) in two ways — either via EASY SCRIPT or directly from BASIC.

3.11.3.1. Backing up from EASY SCRIPT

To back-up your dictionary diskette from EASY SCRIPT, first terminate the program (see Section 3.12.) and then follow the procedure outlined in Section 9.7 of the EASY SCRIPT manual.

3.11.3.2. Backing up from BASIC

To back-up your dictionary diskette from BASIC, insert this diskette into one of the drives and a new, or unwanted, diskette into the other drive.

WARNING

TAKE SPECIAL CARE THAT THIS DISKETTE IS NO LONGER NEEDED AS THIS PROCESS WILL DESTROY ANY DATA IT PREVIOUSLY HELD.

Type:

OPEN 1,8,15:PRINT #1,"Dn = nn" and press RETURN.

where n is the number of the drive containing the new or unwanted diskette and nn is the number of the drive containing the dictionary diskette.

Both drive lights will then come on to indicate that the back-up process has been activated.

When the drive lights go out, type:

CLOSE 1

press RETURN and place one of the dictionary diskettes safely to one side.

3.12. TERMINATING THE EASY SPELL PROGRAM

To leave the EASY SPELL program, select option 7 from the EASY SPELL menu by pressing the '7' and RETURN keys. The EASY SCRIPT start-up screen is then displayed.

APPENDIX A
EASY SPELL IN EDUCATION

In conjunction with its main role as a spelling checker, EASY SPELL has great potential as a teaching aid.

In order to gain a clearer picture of a child's written language development, it is very useful to be able to analyze word usage and rate of vocabulary growth. EASY SPELL is an ideal tool for this job.

The dictionary diskette supplied with the EASY SPELL package contains a pre-defined Master dictionary containing 20000 or 32000 words depending on the size of the dictionary purchased. A BLANK dictionary can also be obtained. This too includes a Master dictionary but one that contains only the letters of the alphabet, i.e. with NO pre-defined words.

The child can be given one of these BLANK dictionaries. Written work can then be created on EASY SCRIPT and then checked using EASY SPELL. The first time the child uses EASY SPELL, the computer will have to be 'taught' every word because there will be nothing on the dictionary diskette against which to compare the text. The reliability of the spelling checker routine will now depend entirely upon the accuracy of this User dictionary and this opens up many possibilities for dictionary, vocabulary and of course spelling activities. Future written work will continue to indicate words which are either 'unrecognized' because they do not match the spelling patterns contained on the dictionary diskette, or are in fact new words to the computer. In this way, the child will gradually create a 'unique' dictionary diskette which itself opens up further possibilities.

SOME POSSIBILITIES

At periodic intervals, the contents of the User dictionary can be printed out allowing the child and teacher, together, to check and modify incorrect spelling.

The printed User dictionary can be used as a record of the words currently being used by the child and if remedial spelling activities are required, this work can be based on the actual words which the child is using rather than some arbitrary collection of 'common words'. To correct spelling in the User dictionary, the child uses the DELETE FROM DICTIONARY option to remove the offending words and then the CHECK TEXT FILE to correct his mistakes. He then checks the text again, this time 'learning' all the corrected words.

The WORD FREQUENCY REPORT provides instant access to the child's use and development of his vocabulary. It would show, for example, whether the child's writing contained an over dependence upon a few common adjectives and give some indication of the degree of repetition of common words. Indeed, the 'NUMBER OF UNIQUE WORDS' statement after reading the text file is an excellent guide to the degree of vocabulary development.

APPENDIX B
ALTERNATE EASY SPELL MASTER DICTIONARIES

Four Master Dictionaries are available for use with the EASY SPELL program: a U.K. dictionary, a U.S.A. dictionary, a combined U.K./U.S.A. dictionary and a Blank dictionary.

With the exception of the Blank Master dictionary, each dictionary contains approximately 20000 pre-defined words. An extended dictionary of over 32000 words can be purchased separately.

A 20000 word U.K. or U.S.A. Master dictionary is supplied with the EASY SPELL package. The type of dictionary depends upon where the package was purchased. Information about obtaining alternate Master dictionaries is available by writing to the Commodore information center in the country in which you purchased the EASY SPELL package.

The U.K. and U.S.A. Master dictionaries differ only in the spelling of certain words with the same meaning. The combined U.K./U.S.A. Master dictionary contains BOTH spellings of the word. Some examples of spelling variants are given below:

AMERICAN SPELLING	**U.K. SPELLING**
airplane	aeroplane
aluminum	aluminium
labeling	labelling
favor	favour
fiber	fibre

The Blank Master dictionary contains only the letters of the alphabet, i.e. NO pre-defined words. This is particularly valuable for those writers who use a lot of technical words as the whole dictionary diskette is left free for him to create his own vocabulary from scratch. Teachers will also find the Blank dictionary an ideal tool for monitoring the development of children's vocabulary. See Appendix A.

GLOSSARY

A list of terms used in this manual

BAUD RATE

Speed of transfer of information between a computer and a peripheral, e.g. printer, disk drive etc.

DEFAULT RESPONSE

A computer-supplied answer to a question. This value is accepted by pressing RETURN.

INTERFACE

A device enabling the computer to communicate with a peripheral.

SPELLING VARIANTS

Alternate spellings of the same word.

UNRECOGNIZED WORD

A word that is not contained on the dictionary diskette.

VOCABULARY

The contents of the dictonary diskette.

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