

GEOSPELL™

THE COMPLETE SPELLING RESOURCE FOR GEOS™ AND GEOS128™



FOR THE COMMODORE 64, 64C AND 128 COMPUTERS.

BERLEY
Softworks

Welcome to geoSpell and geoFont

geoSpell and geoFont will greatly enhance your geoWrite word processing programs. This manual is divided into three chapters:

- 1: **Before You Begin** guides you through the initial process of installing geoSpell, checking your disk for damage, making a backup copy, and making a work copy.
- 2: **geoSpell** is a spell-checker which works with any version of geoWrite. With it, you can create personal dictionaries as well as use the geoDictionary to spell-check your geoWrite documents.
- 3: **geoFont** enables you to create and change fonts for use in geoWrite, geoPaint, or any GEOS application.

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Table of Contents

Chapter 1 Before You Begin

- 1-1 Install geoSpell
- 1-2 Check for Damage (Validate)
- 1-2 Make a Backup Copy
- 1-2 Make a Work Copy

Chapter 2 geoSpell

- 2-2 Using geoSpell
- 2-5 The geoSpell Screen
- 2-7 Once Your Document Has Been Spell-Checked
- 2-12 Leaving geoSpell
- 2-12 When You Are Finished

Chapter 3 geoFont

- 3-2 Before You Select a Font to Edit
- 3-2 Entering geoFont
- 3-3 The geoFont Screen
- 3-5 Once You Enter geoFont
- 3-10 Leaving geoFont

Chapter 1: Before You Begin

Before you start to use geoSpell and geoFont, follow these directions. This chapter walks you through installing geoSpell on your GEOS system, checking the disk for damage, making a backup of your disk, and making work disks.

You need not use any special installation procedures for geoFont. However, you should make a backup copy of it and include it on your work disks, just as you would any GEOS product.

Before You Begin...

Install geoSpell

Validate Your Disk

Make a Backup Copy

Make a Work Disk

Here's How...

A. First, install geoSpell:

- 1: Boot your GEOS boot disk as described on page 1-4 of your GEOS User's Manual (or page 1-7 your GEOS 128 User's Manual if you are using GEOS 128).
- 2: Close your GEOS boot disk.
- 3: Insert the geoSpell disk in the disk drive and open it.
- 4: Open the geoSpell file by clicking on the geoSpell icon and selecting **open** from the **file** menu, or by double-clicking on the geoSpell icon. A dialog box will appear with the message "geoSpell installed."
- 5: Select **OK** to return to the deskTop.

B. Next, check for damage (validate):

- 1: Make sure the disk is activated and open to the deskTop.
- 2: Select **validate** from the **disk** menu. GEOS will check the disk for damage, and list any errors it finds.

NOTE: If GEOS indicates that your geoSpell disk is damaged, first check to make sure it is correctly inserted in the disk drive. Check to see if the disk drive is damaged or misaligned: try validating the geoSpell disk on another disk drive or on one at your local dealer. If the disk is truly damaged, return it to Berkeley Softworks for a replacement. (Our address and phone number can be found in the section entitled "How to Get Help," at the front of this manual.)

C. Make a backup copy:

If your geoSpell disk is not damaged, make a copy of it: refer to "Copying a Disk," page 3-9, of your GEOS User's Manual.

D. Now, make a work copy:

Work disks are fully described in Chapters 2 and 3 of your GEOS User's Manual. There are two ways to make work disks for using geoSpell and geoFont:

- If you want to copy the entire disk, (again) refer to "Copying a Disk," page 3-9, of your GEOS User's Manual.
- If you want to copy only certain files of your geoSpell disk, refer to "Copying a File to Another Disk," page 3-4, of your GEOS User's Manual.

Once you have installed geoSpell, checked the disk for damage, made a backup copy and a work copy, remove the geoSpell disk from the disk drive and place a write protect tab on it. As with all disks, store them in a safe place.

You are now ready to use geoSpell and geoFont!

Chapter 2: geoSpell



This chapter covers geoSpell, a powerful spell-checking program, whose features allow you to accomplish the following:

- Check for misspelled words in any version of geoWrite, whether the document was created in 40- or 80-column mode.
- Create personal dictionaries.
- Use a personal dictionary alongside the geoDictionary.
- Switch dictionaries at any time.
- Use the personal dictionary during the spell-check process to add, delete, change, and search for words.

Using geoSpell

Documents You Can Spell-Check

You can spell-check documents produced with any version of the geoWrite application, whether the document was created in 40- or 80-column mode. Note, however, that geoSpell operates only in 40-column mode.

Preparing Your geoSpell Work Disk

- 1: Copy the documents you wish to have spell-checked onto the geoSpell disk. If you are using a two disk drive system, use the second disk drive for any additional documents you may want spell-checked.

NOTE: Your geoSpell work disk should contain the geoSpell program and the geoDictionary. If you are using a single disk drive system, the work disk should also contain any personal dictionaries and the documents you wish to spell-check. If you are using a two disk drive system, you can place the personal dictionaries and documents on a disk in the second drive, if desired.

- 2: If you are using GEOS 128, make sure that GEOS is set in 40-column mode: select **switch 40/80** from the **geos** menu, then press the RGB button under the monitor so that it is in CVBS mode.

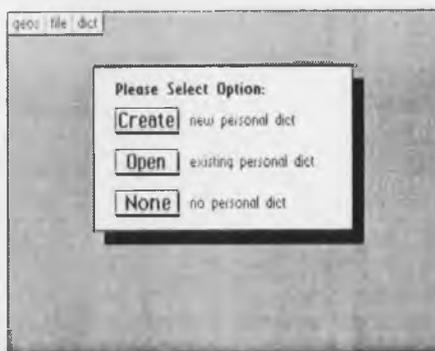
NOTE: If you attempt to run geoSpell in 80-column mode, a dialog box will give you the option of switching to 40-column mode before you can continue with the program. If you select **YES** (and press the RGB button so that it is in CVBS mode) GEOS will switch to 40-column mode and open geoSpell for you. If you select **NO** you will be returned to the deskTop.

Entering geoSpell

- 1: Open the disk containing geoSpell so that the deskTop is displayed.
- 2: When the geoSpell deskTop appears, double-click the geoSpell icon. (You also can click on it once, then select **open** from the **file** menu.) A dialog box will appear, listing all the geoWrite documents you copied onto the geoSpell disk.

NOTE: If you have two disk drives and if the documents you wish to have spell-checked are on a disk in the other drive, click **Drive** and go to the next step. If you wish to insert another disk, click **Disk** and follow the instructions in the subsequent dialog box.

- 3: Click on the name of the document you wish to have spell-checked so that it is highlighted, then click **Open**.
- 4: Another dialog box will appear, asking you to "Check Page Range." If necessary, change the displayed page numbers by clicking on the box, backspacing over the current number, and typing a new page number. When finished, click **OK**.
- 5: The next dialog box will appear, asking whether you wish to use a personal dictionary. Select one of the following options: **Create a new personal dictionary**, **Open existing dictionary**, or **None**.



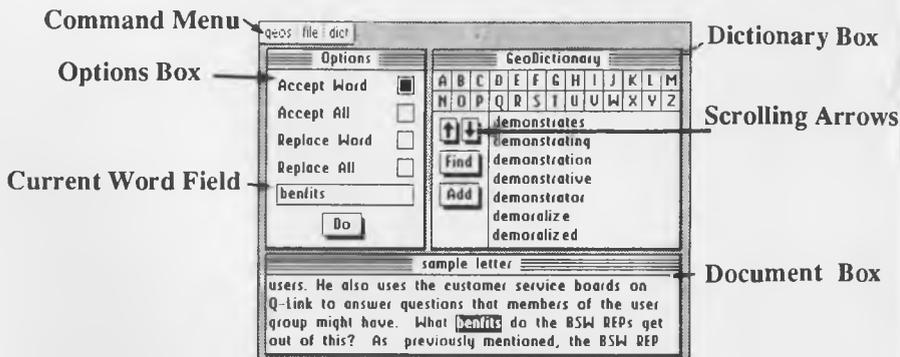
- **Create a new personal dictionary** Enter a new name and press RETURN . If you have a second disk drive, you can click **Drive** to store the personal dictionary on a disk in the other disk drive.
- **Open existing dictionary** Click on a name in the dialog box, then click **Open**. If you have a second disk drive, you can click **Drive** to open a dictionary stored on a disk in the second disk drive.
- **None** Click on this option to bypass the use of a personal dictionary, and to begin spell-checking the document you selected in Step 3.

NOTE: If you decide to use a personal dictionary, that dictionary will be used alongside the geoDictionary once you enter the geoSpell program. If you decide to use a different personal dictionary, you will need to close the file you are spell-checking and begin again.

6: The geoSpell screen will appear on the screen, and geoSpell will immediately begin to check your document for misspelled words.

NOTE: If there are no misspelled words, geoSpell will display a message telling you so. Click **OK**. You will be returned to Step 3.

The geoSpell Screen



As shown above, the geoSpell screen is divided into three sections: the **Options** box, the **Dictionary** box, and the **Document** box.

Once your document has been spell-checked, sections containing misspelled words are displayed in the Document box. The name of the document is located in the title bar of the box.

Once geoSpell finds a misspelled word, it displays it in the **current word field**, in the Options box. You can enter a new spelling, or use the Dictionaries to find the correct word. From there you have the option of using **Accept Word** to bypass the word, **Accept All** to bypass all instances of that word, **Replace Word** to replace it with the word in the current word field, or **Replace All** to replace all instances of the word. Once you are ready to move on to the next word, select **Do**.

The Dictionary box contains either your personal dictionary or the geoDictionary. Use the alphabet keys to search for any word that may be listed in the current dictionary. Another way to search for a word is to type it in the current word field in the Options box, then click **Find**. The words geoSpell finds are highlighted and displayed to the right of the **Find** command. Use the **scrolling arrows** above **Find** to scroll the list of displayed words in the current dictionary. **Add** and **Cut** allow you to add a word to — and any variations of that word — or delete a word from the personal dictionary.

The **Command Menu**, which lies at the top of the screen, enables you to switch dictionaries by using the **dict** menu, and to exit by using the **file** menu. Simply click on a menu item to pull down a menu of additional commands. Then click on the desired command.

Once Your Document Has Been Spell-Checked

Once the checking process is complete and if geoSpell has found misspelled words, the text in which the misspelled words appear is displayed in the document box. The first misspelled word will be highlighted and in the current word field. At this point, you can alter the spelling or add the word to your personal dictionary.

After geoSpell has checked your document, it will display the first misspelled word in the current word field in the **Options** box. From there you can perform a number of operations:

Correcting Misspellings

There are a variety of operations you can perform to correct misspelled words in your document.

To switch dictionaries:

Select **switch** from the **dict** menu.

To bypass a current word:

Go to the **Options** box. Make sure **Accept Word** is select, then click **Do**.

To bypass all instances of the current word throughout the document:

Go to the **Options** box, click **Accept All**, then click **Do**.

To replace the current word:

There are two ways to do this:

- In the current word field, retype the new word. Click **Replace Word**, then click **Do**.
- Go to the Dictionary area and click **Find**. GeoSpell will display all similar spellings of the word in the current dictionary. Click on a suitable replacement word so that it is highlighted. The new word will appear in the current word field. Go to the **Options** box (where geoSpell has selected **Replace Word** for you) and click **Do**.

To replace all instances of the current word throughout the document:
Again, there are two ways to do this:

- In the current word field, retype the new word. Click **Replace All**, then click **Do**.
- Go to the Dictionary and click **Find**. GeoSpell will display all similar spellings of the word in the current dictionary. Click on a suitable replacement word so that it is highlighted. Go to the **Options** box, click **Replace All**, then click **Do**.

To find a similar spelling of the current word:

If needed, use the **dict** menu to switch dictionaries. Go to the Dictionary box and click **Find**. geoSpell will display all similar spellings of that word in the Dictionary box.

To find a word not in the current word field:

If needed, use the **dict** menu to switch dictionaries. Go to the current word field in the **Options** box and type the needed word. (If necessary, use the **BACKSPACE** key to delete the current word.) Then go to the Dictionary box and click **Find**.

To delete a word in the current word field:

Press the left arrow key in the upper left corner of the keyboard (above the **CONTROL** key).

To move the cursor in a word in the current word field:

Use the cursor keys below the **RETURN** key on the keyboard. Another way is to select a place in the word, point and click.

Using Your Personal Dictionary

When geoSpell finds a word not in the geoDictionary, such as the name "Festus," it will count it as misspelled and display it in the current word field. However, you may wish to include Festus in your personal dictionary so that it will be automatically bypassed every time you spell-check a document. In order to do this, you need to add it to your personal dictionary (you cannot add words to the geoDictionary). You can add variations of Festus if you wish, such as "Festusnik" or "Festusable." Later on, if you become disenchanted with Festus, you can delete it from the personal dictionary.

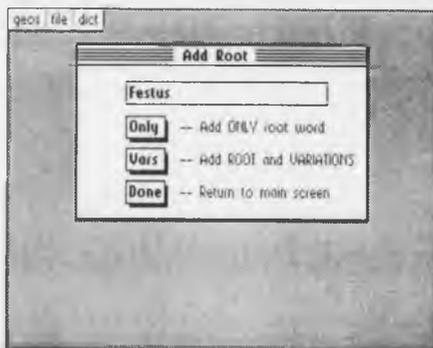
To search for a word in either dictionary:

There are two methods of searching for a word in either dictionary:

- Go to the alphabet displayed at the top of the Dictionary box. Click on the first three letters of the word you wish to find. geoSpell will search for all words beginning with the three letters you clicked, and display as many as can fit in the dictionary area. If needed, use the scrolling arrows to move through the displayed list.
- Go to the current word field and type in the word. Then click **Find** in the Dictionary box.

To add a word to your personal dictionary:

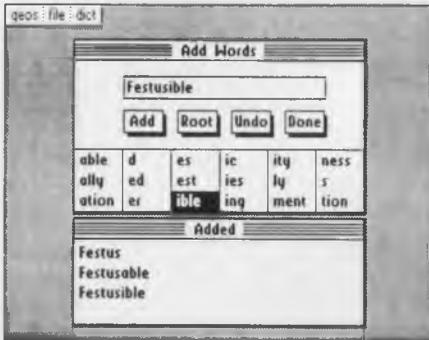
- 1: If the word is already displayed in the current word box, go to the Dictionary box and click **Add**. If the word is not displayed, backspace over the current word, retype the desired word into the current word box, then click **Add**.



- 2: The Add Root dialog box will appear on the screen, listing three options. Select one:
 - **Only -- Add ONLY root word** If desired, you can alter the spelling of the word as it is displayed in the Add Root dialog box. Backspace over it and retype a new variation. After you select this option, geoSpell will add the new word to your personal dictionary, even if the current dictionary is the geoDictionary. Afterwards, when you return to the geoSpell screen, your personal dictionary will be displayed.

- **Vars -- Add ROOT and VARIATIONS** When you select this feature, another dialog box will display possible variations of the word. You can alter the spelling of the word in two ways:

To use one of the displayed suffixes, simply click on the suffix you need, then click **Add**. The new word will be displayed in the Added Words window.



To use your own variation, backspace over as much of the word as you need, retype it, then click **Add**. It will be displayed in the Added Words window.

To revert the displayed word back to its root, click **Root**.

To undo the most recent addition, click **Undo**.

When finished, click **Done**. You will be returned to the geoSpell screen, and whatever word variations you created will be added to the personal dictionary.

- **Done -- Return to main screen** Select this option if you have selected the **Add** feature by mistake, and wish to return to the geoSpell screen.

To delete a word from the personal dictionary:

- 1: Make sure the personal dictionary is displayed. If necessary, select **switch** from the **dict** menu.
- 2: Select one of the following methods:
 - If the word is displayed in the current word field, go to the Dictionary box and click **Cut**.
 - If the word is not displayed in the current word field, backspace over the current word, retype the word you want deleted, then click on **Cut**.
 - If the word is listed in your personal dictionary, click on it once so that it is highlighted, then click **Cut**. (If necessary, use the **Find** feature or the scrolling arrows to display the word.)

Leaving geoSpell

Once your document has been spell-checked, you can exit at any time while you are correcting spellings. There are two ways to do this:

To spell-check another document:

Click **close** from the **file** menu. If necessary, refer to Steps 3–6, of "Opening geoSpell," earlier in this chapter.

To exit directly to the deskTop:

Select **quit** from the **file** menu.

IMPORTANT: Do not exit the document if you have used the **Replace All** feature. If you do, the words which you selected to be replaced with a **Replace All** word will not be changed in the remainder of the document.

When You Are Finished

When you reach the end of your document and all the spelling has been corrected, geoSpell will give you the option of spell-checking another document — and using a different personal dictionary — or returning to the deskTop.

Addendum Regarding Personal Dictionaries

Capitalization of Words Added

When you add words to a Personal Dictionary, the capitalization you use will affect how geoSpell searches for words when you do a spell-check later on:

- **ALL LETTERS CAPITALIZED** geoSpell will recognize only the fully capitalized version of the word you entered in a Personal Dictionary. It will not recognize the same word if it is lowercase or has the first letter capitalized.
- **First Letter Capitalized** geoSpell will recognize the word if it is both fully capitalized and has the first letter capitalized.
- **all letters lower case** geoSpell will recognize all cases of capitalization, whether the word is lower case, has the first letter capitalized, or has all letters capitalized.

Size Limit of a Personal Dictionary

The maximum number of words you can add to a personal dictionary is approximately 10,000.

Chapter 3: geoFont



This chapter covers geoFont, which allows you to create a new font or change the appearance of an existing font. Using geoFont will enable you to accomplish the following:

- Create new fonts.
- Change existing fonts.
- Change the name of a font.

Before You Select a Font to Edit

Before you decide to make changes to an existing font, *always* make a backup copy of that font's file, in case the changes you make do not turn out as expected.

Entering geoFont

There are two ways to enter geoFont from the deskTop:

- Click once on the geoFont icon, then select **open** from the **file** menu.
- double-click on the geoFont icon.

Once you enter geoFont, you are presented with three options: **Create a new font**, **Open an existing font**, or **Quit to deskTop**. Select one.

Create a New Font

After you click on **Create a new font**, you will be asked to "Please enter a new font name." Type in a new name and press RETURN .

Next, you will be asked to "Enter a new point size to create." Enter a new point size (between sizes 2 and 48) and press RETURN .

NOTE: Presumably, your next step will be to begin to create new characters. See *Create a new point size*., page 3-8.

Open an Existing Font

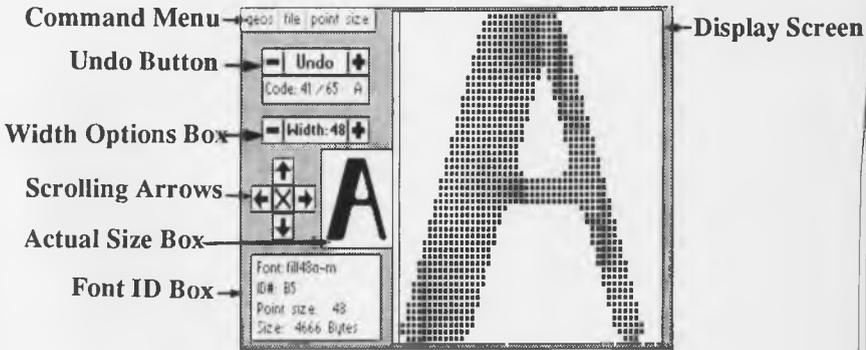
After you click on **Open an existing font**, you will be presented with a dialog box displaying the first five fonts on that disk. Click on a font, then click **Open**.

NOTE: If needed, use the scrolling arrows to scroll through the list of displayed fonts. If the font you need is on a disk in the other disk drive, click on **Drive**.

Quit to deskTop

Select this option to return to the deskTop.

The geoFont Screen



As shown above, the geoFont screen is divided into several sections.

The **display screen** displays each character in the current font in a box in the upper left corner. The borders of this box represent the amount of space in pixels allotted to each character in the font. Change the width by using the **Width** option box to the left.

As you pass the pointer over this screen, the pointer assumes the shape of a blue box. Click once, and the box turns yellow and allows you to add pixels to the design. Click again, and it returns to blue, allowing you to move the pointer around without affecting the design. Click until the box turns red and you can delete pixels.

View the next or previous character by clicking on the + or - sign on either side of the **Undo** button. The **Undo** button reverses the most recent change you made.

Below the **Undo** button is a **Code** box, which displays which character you are editing, as well as that character's hexadecimal and decimal numbers.

As you are changing the shape of a character, you can shift the character left, right, up, or down by clicking on the **scrolling arrows** below the **Width** option. Click on the X in the middle to clear the character completely.

While you are making changes to the current character, the **actual size** box, to the right of the scrolling arrows, displays that character's real size.

The font's identification is displayed below the scrolling arrows and actual size box.

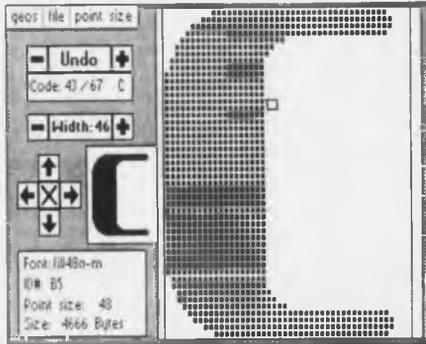
The **command menu** at the top of the screen allows you to perform a variety of tasks. In addition to saving and updating your work, and exiting geoFont, you can also use the **file menu** to change the edited font's I.D. number, or use the **point size menu** to work with another point size.

Once You Enter geoFont

Once you enter geoFont, you can perform a variety of actions.

To add pixels to the currently displayed character:

- 1: Move the pointer over the display screen. It will assume the shape of a blue box.



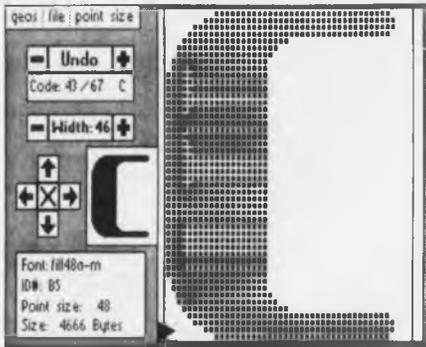
- 2: Click once. The box becomes yellow and is filled in. You can begin drawing.
- 3: To disable, click again.

To remove pixels from the currently displayed character:

- 1: Move the pointer over the display screen. It will assume the shape of a blue box.
- 2: Click until the box becomes red. You now can erase any pixel you move the red box over.
- 3: To disable, click again.

To change the baseline of the current font:

- 1: Go to the display screen and click on the blue arrow at the left. It will turn red and become attached to the pointer.



- 2: Click again to deposit the arrow.

To select another character:

There are three ways to select another character:

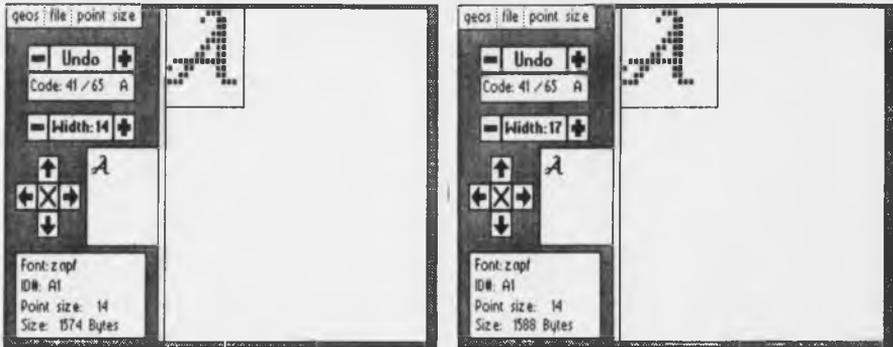
- Type the character in the keyboard.
- To move to the next character, click on the + sign next to the **Undo** button.
- To move to the previous character, click on the - sign next to the **Undo** button.

To change the amount of space allotted a character:

Again, there are three ways to do this:

- Click on **Width** and enter a new width (2–48) when the dialog box prompts you. Press **RETURN**.
- To increase the width by one pixel, click the + sign by the **Width** option.
- To decrease the width by one pixel, click the - sign by the **Width** option.

NOTE: The use of the term "width" here does not refer to the actual width of the character itself. It refers to the space that includes the character, and the space between it and the next character as well.



To shift the current character over one pixel:

Click on one of the scrolling arrows next to the actual size box, depending on the direction you wish to character to move. If the pixels move off the screen, they are erased.

To delete a character:

Click on the X in the middle of the scrolling arrows.

To reverse the most recent change:

Click Undo.

To change a font's I.D. number:

- 1: Select **change ID** from the **file** menu.
- 2: A dialog box will ask you to "Please enter a new font I.D." Enter a two-digit hex number (e.g., "22") and press **RETURN**.

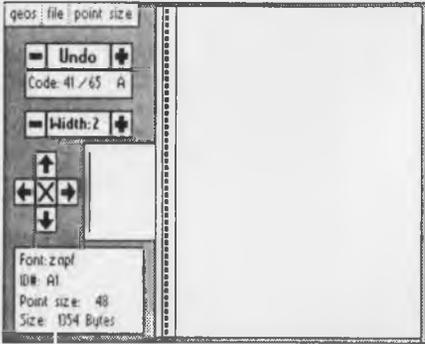
NOTE: The I.D. tells the geoWrite application which font to use.

To select another point size to edit:

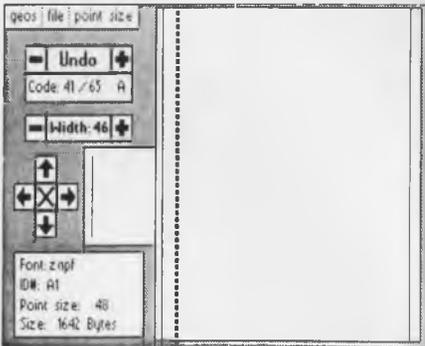
- 1: Select **get** from the **point size** menu. A submenu will display the available point sizes.
- 2: Click on a point size.

To create a new point size:

- 1: Select **create** from the **point size** menu.
- 2: When a dialog box prompts you, enter a new point size (2–48). The display screen will appear blank: you will need to reenter the entire font.

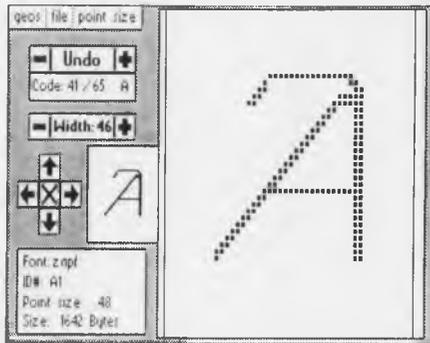


- 3: Use the **Width** option to alter the width to an appropriate size.



- 4: Move the pointer to the display screen, click until you are in drawing mode, then begin to draw.

NOTE: If desired, delete the line of pixels that first appears with this display screen.



- 5: When finished, click on the + sign (next to **Undo**) to move to the next character.
- 6: Repeat steps 3–5 for each new character.

To delete a point size:

- 1: Select **delete** from the **point size** menu. A submenu will display the available point sizes.
- 2: Click on the point size you wish to delete.

NOTE: You cannot delete the point size you are currently editing. To do so, you must move to another point size (select **get** from the **point size** menu), then delete the point size you wish to remove.

Leaving geoFont

To create or open another font:
Select **close** from the **file** menu.

To exit directly to the deskTop:
Select **quit** from the **file** menu.

Index

A

accept all command 2-5, 2-7
accept word command 2-5, 2-7
actual size box 3-3
add command 2-5, 2-7,
2-9
adding pixels 3-5
add root word... 2-9
 done command 2-10
 only command 2-9
 root command 2-9
 vars command 2-10

B

backup copy 1-2
baseline, changing 3-6
boot 1-1
bypass current word 2-7

C

change...
 baseline 3-6
 character 3-5, 3-6
 font i.d. 3-7
 page range 2-3
 pixels 3-5
check page range 2-5
column modes (40/80)...
 switching 2-2
command menu...
 geoFont 3-4
 geoSpell 2-6
Commodore Software Help
 Showcase Section
correct misspellings 2-7
create...
 new font 3-2

 new point size 3-8
 personal dictionary 2-3, 2-8
current word...
 bypass 2-7
 field 2-5
 find command 2-7, 2-8
 replace 2-7, 2-8
current word field... 2-2
 delete 2-8
 find 2-8
 move cursor 2-8
Customer Service Help
 Section
cut 2-5, 2-11
CVBS mode 2-2

D

delete...
 font characters 3-7
 pixels 3-5
 point size 3-9
 word 2-11
dict menu 2-7
dictionary box 2-5, 2-9
dictionaries...
 geoDictionary (see, same)
 personal (see, same)
 switch 2-7
disk...
 backup 1-2
 copy 1-2
 drive 2-3
 GEOS 128 2-2
 install 1-1
 open 2-2
 preparing 2-2
 two disk drives 2-2
 validate 1-2

work copy	1-2
displayed suffixes	2-10
display screen...	
geoFont	3-3
geoSpell	2-5
do command	2-5
document...	
box	2-5
copy onto geoSpell	2-2
on second disk drive	2-2
spell-checked	2-7
switch to 40-column	2-2
done command	2-10
drive	2-3

E

edit point size	3-7
entering...	
geoFont	3-2
geoSpell	2-2
exiting...	
(see, leaving)	

F

file menu	2-6, 2-12
find...	
command	2-5
search	2-5
similar spellings	2-8
word not in field	2-8
font...	
create	3-2
open	3-2
quit to desktop	3-2
font characters...	
change i.d.	3-7
create	3-8
delete	3-7
select	3-6

format...	2-2
40-column mode	2-2
page range	2-3
40-column mode	2-2

G

geoDictionary...	
find command	2-7
none command	2-3
search	2-5, 2-9
similar spellings	2-8
switch	2-7
geoFont...	
backup	1-2, 3-2
change character	3-8
command menu	3-4
create new font	3-2
display screen	3-3
edit point size	3-8
entering	3-2
leave	3-10
open	3-2
quit to deskTop	3-3, 3-10
screen description	3-3
select character	3-6
validate disk	1-2
width option	3-6
GEOS boot disk	1-1
geoSpell...	
backup	1-2
bypass word	2-5, 2-7
correct misspellings	2-7
create personal dictionary	2-3
documents	2-2
entering	2-2
find similar spelling	2-8
find word	2-8
40-column mode only	2-2, 2-4
installing	1-1
leave	2-12

none command	2-3
open	2-3
open existing dictionary	2-3
screen description	2-5
search for word	2-9
single disk drive	2-2
switch dictionaries	2-7
two disk drives	2-2
validate disk	1-2
work copy	1-2

I

installing...	
geoFont	1-1
geoSpell	1-1

L

leaving...	
geoFont	3-10
geoSpell	2-12

M

misspellings...	
correcting	2-7
current word field	2-8
delete word	2-8
find similar spelling	2-8
move cursor	2-8
not in current word field	2-8

O

open...	
dictionary	2-3
font	3-2
geoFont	3-2
geoSpell	2-2, 2-3
options box	2-7

P

page range	2-3
personal dictionary...	
add word	2-9
add root	2-9
add variation	2-10
creating	2-3
delete word	2-11
open	2-3
search	2-9
using	2-7
vary word	2-10
pixels...	
add	3-5
change	3-6
delete	3-5
shift character	3-7
point size...	
create	3-8
delete	3-9
edit	3-7
menu	3-4
select	3-7

Q

Q-Link	Help Section
quit to deskTop...	
geoFont	3-3
geoSpell	2-12

R

replace all command...	2-5, 2-8
used before exit	2-12
replace current word	2-7
replace word command	2-5, 2-7
reverse recent change	3-7
RGB button	2-2

root and variations	2-10
root word added	2-9

S

scrolling arrows...	
in geoSpell	2-2
in geoFont	3-2
select character	3-6
spell-check...	
another document	2-12
prepare document	2-2
similar spellings	2-8
switch...	
dictionaries	2-7
40/80 column mode	2-2

U

undo command...	
geoFont	3-3, 3-7
geoSpell	2-10

V

validate disk	1-2
---------------	-----

W

width option...	3-3, 3-6
decrease	3-6
enter new	3-6
increase	3-6

