
SPECIAL INSTRUCTIONS
FOR NEWWORD AND CORRECT-IT

This pamphlet contains directions for:

- o Setting up NewWord for your terminal and printer (page i)
- o Running the NewWord installation program NWinstal (page ii)
- o Creating a NewWord Working Diskette, novice version (p. v)
- o Creating a NewWord Working Diskette, advanced version (p. v)
- o Using Novice NewWord (p. ix)
- o Using Correct-It (after p. xi)

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Note to Decision I / Micronix owners: The first sections of this handbook (terminals/printers and create working diskettes) do not apply to you. Refer to the D120 Installation Guide or Micronix User's Guide for NewWord installation instructions.

- * -

Setting up NewWord for your Terminal and Printer

This applies to Micro Decisions only. References to selecting a terminal do not apply to the MD-3P portable computer. And with the MD-11 hard-disk computer, there is no "Create Working Diskettes" procedure.

Terminals

When you create your CP/M System Diskette, which is the first thing you do after hooking up the hardware, the Micro Decision shows you a list of terminals (the "Terminal Selection Menu"). You select your terminal or one that works just like it. Then you proceed to create your Working Diskettes, of which NewWord is one.

The Micro Decision infers a lot of details about your terminal from your selection at the terminal list. When you create your NewWord Working Diskette (or "install" NewWord on the MD-11), these details are passed along to NewWord. This eliminates the frustration that usually accompanies installing software like NewWord for a particular terminal.

Be aware that this may have a curious result: In some cases, the terminal name that appears when NewWord starts up may be different from your terminal's actual name. This will not be the case with Morrow terminals.

If you should ever wish to use a different terminal with your Micro Decision, start over by creating a new CP/M System Diskette and a new set of Working Diskettes. DO NOT modify the terminal selection with the installation program NWinstal. Terminals, and sometimes printers, are the only things you shouldn't change with the installation program.

Terminals that are not on the Micro Decision Terminal Selection Menu

This section is important in only a handful of cases, so if your terminal or a look-alike was on the Terminal Selection Menu, you may wish to skip ahead to Printers.

If, by default, you are forced to select "None of the above" at the Terminal Selection Menu, NewWord will be set up to assume that you have what is called a "minimal" or "Level 0" terminal. This is true regardless of whether it is the Advanced or Novice version.

Your terminal will most likely respond OK to being considered minimal, but it may not. And in any case, your terminal will not perform at peak efficiency. Therefore the first thing you might do when you have some spare time is "re-install" NewWord for your terminal. This process is discussed in detail in the "Nuts & Bolts" section of the NewWord User's Guide, so it won't be repeated here. However, we will present some instructions that are helpful when you're using a Micro Decision.

How to run the Installation Program NWINSTAL.COM:

Don't do this unless you were forced to select "None of the above" at the Terminal Selection Menu. You should have already tried running NewWord and decided that the terminal is not working well as a minimal terminal. This discussion assumes you know little or nothing about CP/M; if you are familiar with CP/M, you will find a couple of obvious shortcuts within these steps.

NOTE to MD-11 owners: Skip steps 1 and 4 below, and when naming files, leave off the letters and colons. (For example, where it says C:NWINSTAL in step 3, type only NWINSTAL.)

1. Insert your NewWord Working Diskette (Advanced or Novice) into drive B. Drive B is the upper drive on MD-3's, and the righthand drive on MD-2's.

2. At the Micro Decision Main Menu, select "Exit to CP/M" by pressing the ESC key.
3. At the "A>" prompt, type C:NWINSTAL and press RETURN. You will see a prompt about reassigning drives and switching diskettes.
4. Remove the CP/M System Diskette from drive A and insert the NewWord Distribution Diskette (the one that came with your Micro Decision). Then press RETURN again.
5. After a pause, you'll see the NWinstal signon message and the prompt "Name of file to install?" as described in Nuts & Bolts. Respond B:NW and press RETURN.
6. At the prompt "File to hold installed NewWord?" respond B:NW and press RETURN again.
7. When you see the NWinstal Main Menu, select "Terminals." NWinstal reports that NewWord is currently set up for a Minimum terminal, and asks if you want to change this. Respond Y for yes.
8. You now see a terminal menu similar to the one you saw when first setting up the Micro Decision. If your terminal (or a terminal it can emulate) is on this menu, you're in luck. Select that terminal and follow the steps in NewWord Nuts & Bolts for making the change permanent and finishing with NWinstal.

If your terminal or one it can emulate is not on this menu, you'll have to fill out the Terminal Questionnaire in Appendix B of the NewWord Encyclopedia and follow the steps for entering data from the questionnaire. Seek help from the dealer who sold you the terminal if necessary.

This startup procedure can be used for any customization work you want to perform on your NewWord program. Read Nuts & Bolts for a description of all the features you can modify with NWinstal.

Printers

NewWord has to be customized for a particular type of printer, too. Two things have to be known: first, whether your printer is serial or parallel, and then, what specific brand and model it is.

It would help to understand that the Micro Decision wants to know whether the printer is serial or parallel, but NewWord doesn't care; conversely, NewWord needs to know the model of the printer, but such information is of no use to the Micro Decision. Therefore the serial/parallel question appears when you are creating your CP/M System Diskette, and the brand/model question appears while you're creating your NewWord Working Diskettes.

Serial Versus Parallel Printers

There are two general classes of printers: serial and parallel. When you create your CP/M System Diskette (see below), your Micro Decision will tell you that it's assuming you have a parallel or "Centronics" printer, and asks if you wish to change this to a serial printer. This is important because there are two printer connectors on the back of the Micro Decision and it has to know which connector will have the printer attached to it.

It's usually obvious whether your printer is serial or parallel, either from its manual or from the cable it uses. Serial printers have cables with connectors just like your terminal cable, normally with a thin round wire. Parallel or Centronics-type printers typically have wide, flat cables with connectors that work only on the printer.

If you have a serial printer, you should respond S to the option for running or skipping SETUP.COM. The Micro Decision then runs the SETUP program, which lets you change the printer type, the printer baud rate, and the type of handshaking. The baud rate and handshaking type are frequently determined by switch settings in the printer itself, so it's inevitable that you'll have to read your printer manual and make sure the Micro Decision and printer are set up symmetrically.

Don't worry if this sounds foreign. SETUP is fully documented in Appendix D of the Micro Decision User's Guide. If you don't know the baud rate or handshaking type and you're anxious to get on with using your programs, you can:

- A. Press C instead of S, to skip SETUP. Later you can run SETUP yourself when you know the right baud rate and handshaking type. You'll be able to use your programs but you won't be able to print anything yet. If you're already confronted with the SETUP menu, press the ESC (escape) key to quit SETUP without changing anything.
- B. Make your best guess at your serial printer's requirements. The most common baud rate is 1200, and XON/XOFF (software) handshaking, though not necessarily more common, is generally preferable to hardware handshaking. If your printer doesn't work right after you finish with SETUP, you're in the same position as with the A option above.

Our advice: If you have a serial printer, when you're confronted with the option of running or skipping SETUP, stop. Read Appendix D of the Micro Decision User's Guide and dig the pertinent information out of your printer manual. You don't need to connect your printer or set its switches just yet, but you should do so before trying to print anything.

This paragraph will probably make no sense to you right now. Just remember where you saw it, because it will make plenty of sense later on. Your Working Diskettes are SYSGENed to allow you to boot directly from them instead of using the CP/M System Diskette. Part of the SYSGEN is the information about your printer above. If you have a serial printer and you postpone using SETUP until after creating your Working Diskettes, you'll find that you can print just fine when you boot with your CP/M System Diskette, but can't print at all when you boot from one of the Working Diskettes. The solution to this problem is re-SYSGENing the Working Diskettes (after successfully running SETUP) according to the instructions on page 51 of the Micro Decision User's Guide.

If at some time you switch from a serial to parallel printer, or vice versa, you should run SETUP.COM as described in Appendix D of the Micro Decision User's Guide. This will modify your CP/M System Disk to reflect the change.

Specific Models of Printers

Since specifying a model of printer is part of creating the NewWord Working Diskette (or installing NewWord on the MD-11), we'll cover it below in its context.

NewWord and Correct-It Working Diskettes

The creation of Working Diskettes is a necessary and relatively painless operation that you go through before you can use any of the programs that come with your floppy-based Micro Decision. The procedure is explained on the screen as you go along, and additional information can be found in section 5 of the Micro Decision User's Guide.

Then why the need for special instructions?

Three reasons: The process for creating working diskettes was slightly modified at a late date to allow you to use the novice version of NewWord and to put the spelling checker "Correct-It" on the same Working Diskette as NewWord (MD-3's only). This is not mentioned in the Micro Decision User's Guide. Also, Chapter 2 in the NewWord User's Guide gives general instructions for creating a working diskette that are not geared specifically to the Micro Decision; hence those instructions are much more complicated than they need to be.

THEREFORE YOU SHOULD DISREGARD CHAPTER 2 OF THE NEWWORD DO-IT-YOURSELF. Use the instructions that follow instead.

Differences between Novice and Advanced NewWord

This is not a full discussion of the differences between the programs; that is covered later. Here we just want to explain why the option exists.

NewWord is a very sophisticated word processing program. Those of you familiar with WordStar will notice a great deal of similarity between the capabilities and commands of NewWord and WordStar. However, all this power tends to get in the way when you're trying to master the basics of the program.

Hence Novice NewWord. The commands for editing and moving the cursor are identical to those in Advanced NewWord; there are just fewer commands to learn. The onscreen help messages in Novice NewWord are also more extensive than their advanced counterparts.

You can use Novice NewWord to generate almost any document. You'll soon notice, however, that there are features you'd like that aren't available in the novice version. By then, you're ready to graduate to Advanced NewWord. Any files you created with Novice NewWord can still be edited and printed with Advanced NewWord.

Creating the Working Diskettes

Refer to page 33 of the Micro Decision User's Guide. There you'll see the "Create Working Diskettes" menu. When you select NewWord from this menu, the next thing on the screen is this menu:

=====

Please select a printer for NewWord:

- | | |
|---------------------------------|---|
| A Simple | H NEC Spinwriter 2000 series |
| B Draft printer | I NEC Spinwriter 3500 series |
| C Typewriter printer | K NEC Spinwriter 5500 series |
| D Qume Sprint 11 | L Okidata Microline 84 (step 2) |
| E Silver Reed EXP550 | M Okidata models 92/93 |
| F Diablo 1610/20/40/50 | N Epson MX80/100 & FX80/100 |
| G Diablo 630 | O C.Itoh Prowriter |
| P Morrow's MP100/200/300 series | X Do not want to select now
or None of the above |

=====

What you are really selecting here is the "default" printer driver, that is, the NewWord software that will control your printer unless you exercise your option of specifying a different printer driver right before printing something. This selection is completely independent of the serial/parallel choice you made earlier.

The selection you make is used to "patch" NewWord so that it will utilize all of your printer's capabilities. If your printer is not on the list but acts identically to one on the list (when in doubt, ask your dealer), you can select the look-alike.

In the unusual case that you can't find your printer or a look-alike on the list at all, or if you're just not sure how to respond, select X. This will have the same effect as selecting B Draft printer.

The "draft" printer driver is designed to give you basic printing with some special effects like bold print and underlining; however, some features like microjustification and bi-directional print will probably not work. Also, with a few printers, bold print commands will print three distinct lines instead of reprinting the same line three times without advancing the paper.

This selection (draft or otherwise) is not carved in stone. When you print something, you still have the option of picking a different printer driver for a particular printing job. See "Printing" in the NewWord Encyclopedia.

A final note on printers: If you buy a new printer or if you find out later that you can use a driver other than the draft printer, there are two things you can do - (1) Start over with Creating a Working Diskette and select your printer instead of "X". (2) Use the installation program Nwinstal on the Distribution Disk to modify the default printer selection on the existing Working Diskette. Running Nwinstal was covered under Terminals.

After selecting a printer (or "X"), you'll be asked whether you want to create a Novice working diskette or an Advanced working diskette. The Novice version of NewWord is a separately-priced option that is available through your dealer. You did not receive a Novice Distribution diskette with your system.

If you haven't purchased the Novice version, select Advanced. If you do have a Novice diskette, you can proceed to make its working diskette now. Either way, after you make the Novice/-Advanced selection, the process continues automatically. The screen will let you know any time you have to change disks. You'll end up with either an Advanced or Novice diskette, according to your selection. If you have an MD-3 Micro Decision, you will also use your Correct-It Distribution Diskette to put Correct-It on the NewWord Working Diskette.

To go ahead and make a diskette for the other version, just pick NewWord from the Create Working Diskettes Menu once again, and then choose the other version.

To create an Advanced (or Novice) Working Diskette at some later date, select "Create Working Diskettes" from the Micro Decision Main Menu, and the rest should be easy. You will need your NewWord (and Correct-It, for MD-3's) Distribution Diskettes.

U S I N G N O V I C E N E W W O R D

Introduction

We have already noted that Novice NewWord is a simplified version of the more complete Advanced NewWord, and that the commands are the same in both programs. The steps for creating working diskettes and running the programs are also identical.

NOTE: If you want to run Novice NewWord directly from the CP/M prompt (A>, B>, etc.), be aware that it is named NW.COM, not NWNOVICE.COM, on the working diskette. The file is renamed so it can be accessed with the same menu selection as the advanced version.

The first seven chapters of "Do It Yourself" (the first major section of the NewWord User's Guide) are a training manual for both versions of NewWord. Chapters 8 through 12 apply to Advanced NewWord only.

Therefore you should use the same manual for both Novice and Advanced NewWord. The sections that follow describe the details that are unique to the Novice version.

Chapter 1

No differences.

Chapter 2

Remember that the Create Working Diskettes procedure in this chapter is much more complex and long-winded than necessary for Micro Decision owners. It may be of interest to those wishing to learn more about CP/M.

You should still read about .BAK files (page 2-33) and scan the discussion of the different types of disks.

Chapter 3

Page 3-1: The Novice Opening Menu lists only these seven options:

- D Create or change a document
- P Print a document
- Y Erase a whole document
- O Make a copy of a document
- L Select a different disk
- X Finished working with NewWord
- J Get help with the Opening Menu

These commands are enough to get you through all of the exercises in Chapters 1-7 of Do It Yourself. Of course, there are additional editing commands aside from these.

Chapter 4

Page 4-1: The Novice Edit Menu does not include these commands:

- SCROLLING - ^W up
 ^Z down
- OTHER - ^V insert on/off
 ^N paragraph line

Page 4-2: The Status Line contains an additional item that is very significant in the Novice version. It is called the fullness gauge. It appears initially as a row of eight hyphens:

As your computer memory fills up with text, the hyphens sequentially change to equal signs. For example, this indicates that your memory is half full:

=====

The Novice version will only accept your typing until memory fills up. Advanced NewWord automatically empties memory into disk storage when it gets full. This means there's a definite limit to the sizes of documents created with Novice NewWord, about 10 pages. There's no such limit on Advanced NewWord documents.

Pages 4-4 & 4-5: The help messages may differ slightly from those shown in the manual.

Chapter 5

No differences.

Chapter 6

Page 6-2: The "Hint" at the top of the page doesn't apply to Novice, since the R option isn't on the Novice Main Menu.

Do take special note of the discussion of the L command (select a different disk) on the lower half of this page.

Page 6-3: There is no ^qDEL command in Novice NewWord, so there's no help message. This is the last of the four key sequences shown in the middle of the page.

Page 6-4: Ditto for ^qp (find a page) toward the bottom of this page.

Page 6-11: Novice does not have an R (rest) option for finding-/replacing.

Chapter 7

No differences except you should be aware that Novice NewWord prints only what it can fit into memory. This isn't a problem with the practice documents, but if you try to print a long document (perhaps one created with Advanced NewWord), you'll get this message:

Could not fit entirely into memory. Erase what won't fit?

Novice NewWord won't really erase any part of the document if you respond Y. (This is a somewhat misleading message.) It prints only what does fit into memory, and then stops. Advanced NewWord has no such limitation.

Chapters 8-13

As mentioned previously, these chapters are aimed at advanced users. However, Chapter 8 has some useful information for both versions, and the dot commands in Chapter 10 will work with the Novice version as well.



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1. INTRODUCTION TO CORRECT-IT

Correct-It is a spelling checker program for use with your Morrow computer. Normally you will be checking files that you have created with NewWord or some other text editor. Before you use Correct-It, please make note of these three details:

1. As with all of your programs, do not run Correct-It from the Distribution Disk that came with your system. Always make a Working Diskette first, and use it instead. **MD-3 owners:** Correct-It is on your NewWord Working Diskette. **MD-11 and Decision owners:** When reference is made to working diskettes, you'll be using your hard disk instead.
2. If you plan to realign the document using hyphen help, run Correct-It with the document first, then use hyphen help. It is not absolutely necessary that you follow this sequence; however, if you try it both ways, you'll see why we make this recommendation. (Each half of a hyphenated word is treated as a whole word, as is each part of some contractions.)
3. Correct-It saves the uncorrected version of your document in a ".BAK" file, which is the same type of file NewWord creates when you revise a document. Be aware that if NewWord has created a .BAK file for your document already, it will be replaced by the current version of the document in its uncorrected state. This implies that you need to keep track of free diskette space. There must be room on the diskette for another copy of the document before you try to correct it.

Correct-It is easy to use. You will find that even your largest documents can be completely proofread by Correct-It in less than 20 minutes. Shorter documents will take 10 to 15 minutes.

A typical Correct-It session consists of the following steps:

1. Find words that aren't in Correct-It's dictionaries. This is done automatically by the "CHECK" phase of Correct-It. The "unknown" words may be misspellings, but they may also be proper names or unusual words that aren't commonly used.
2. Interactively look at the words in their context, and decide whether they need to be corrected. In this "FIXUP" stage, you can correct them, or leave them alone, and even add them to Correct-It's "auxiliary dictionary".

Correct-It is completely menu driven. You probably could get by without reading this manual. Even though you can begin checking files immediately, this text is not that long, and a little time spent reading it will pay off in the long run.

2. CHECKING A FILE WITH CORRECT-IT

Correct-It has been designed to be as simple to use as possible. The easiest way to learn how to use Correct-It is to check a sample file. First, make a scratch copy of some file to check. Then, start Correct-It as described in the next paragraph. Read along in the manual as Correct-It progresses checking your file. This manual will first go over the options allowed with the Correct-It "CHECKING" step, and will then describe the options allowed with the "FIXUP" steps.

2.1 Starting Correct-It

With the Micro Decision, you can run Correct-It through the menu system. You also have the alternative of running it directly from the CP/M prompt. In addition, MD-3 and MD-11 owners can run it conveniently from the NewWord Opening Menu. (With Decision computers, you always access Correct-It from the CP/M or Micronix prompt.)

- o **Micro Decision, from Main Menu:** Select Correct-It from the Main Menu. Swap diskettes as instructed on the screen, and continue below.
- o **Micro Decision, from A> prompt:** Insert the Correct-It working diskette into the A drive (lower, left, or only drive). Type `correct` and press RETURN. Remember that with MD-3's the NewWord and Correct-It Working Diskettes are the same diskette. Continue below.
- o **Short cut, MD-1 and MD-2:** Your Correct-It working diskette is specially prepared to run Correct-It automatically if you press the RESET button while the diskette is in the A drive. Backups of the working diskette that were not sysgened will not work this way, but will give a "Not a system diskette" message instead.
- o **Short cut, MD-3 and MD-11:** After editing a file with NewWord, select R run a program from the NewWord Opening Menu. Give `correct` as the name of the program. Press RETURN and continue below. **MD-11 users:** LOG INTO THE USER AREA THAT CONTAINS THE FILE TO BE CHECKED, if you haven't already done so.
- o **Decision D120:** Unlike the "Create a Working Diskette" preliminaries performed by Micro Decision owners, you should have copied the Correct-It distribution diskette onto the A: section of your hard disk. Then at the A> prompt, type `correct` and press RETURN.
- o **Micronix systems:** You should have copied the Correct-It distribution diskette into the /cpm directory, although this location is not mandatory. Change directory to the directory containing the file you want to check. Then at the % or # prompt, type `/cpm/correct` and press RETURN.


```

*****
*
*              SPECIAL NOTE TO MD-1 OWNERS
*
* Like many other programs, Correct-It can be rather cumbersome
* to use on single-drive systems. However, this procedure makes
* things much easier:
*
* 1.  Keep your files down to a size of no more than 100Kbytes
*     (about 30 pages). If necessary, divide large documents
*     into pieces with NewWord's block write command (^kw).
*
* 2.  Copy the file onto the Correct-It working diskette using
*     the "Copy a file or files" option on the Micro Decision
*     Utility Menu.
*
* 3.  Start Correct-It in the normal way. However, at the
*     "Name of file to check:" prompt, do NOT use the B: prefix
*     as recommended below; just use the name of the file.
*
* 4.  When you're finished checking the file, copy it back from
*     the Correct-It diskette to the NewWord diskette that it
*     came from.
*
* 5.  Delete the file and its backup file from the Correct-It
*     diskette, using the "Erase a file" option of the Micro
*     Decision Utility Menu.
*
*****

```

Regardless of the method used to get Correct-It running, the first thing you'll see is:

```

=====
Correct-It :Morrow Designs Spelling Checker V###
          Licensed from Aspen Software Co. (c)(p) 1982

Enter name of file to check:[]
=====

```

Respond B:filename.typ and press RETURN. (E.g., B:NOVEL.CH1 <RET>.)

Three exceptions: MD-1 owners using the special technique discussed above should omit the B:, and so should MD-11 owners, since the program is on their A: (hard disk) drive. Finally, the B: should also be omitted by D120 users, if their file is on the A: part of the hard disk.

With that, Correct-It begins checking the file.

2.2 The CHECKing Phase

After it has been started, Correct-It displays:

-- Reading file

During this phase, Correct-It reads in your entire document and remembers all the unique words in it. Correct-It has a capacity of over 3000 different words in your source document with a total of 15,000 letters. In practice, most documents usually contain less than 800 different words. If you should ever exceed the limits, Correct-It will print a message telling you to split your document. After your file has been read, the words are sorted, and you will see the message:

-- Sorting file

This message:

Number of different words found: nnn

will also be displayed. The number tells you how many unique words were in fact contained in your document, so it's a nice gauge of your vocabulary.

2.3 Checking the Dictionaries

After the words are sorted, Correct-It tries to find them in the master dictionary, as signalled by this message:

--Checking master dictionary

Correct-It scans the master dictionary, displaying a series of periods to indicate progress. (One period is displayed for each letter of the alphabet.) This phase will take about two minutes for a typical document.

After the master dictionary has been scanned, Correct-It then automatically looks for the auxiliary dictionary file called AUXDICT.TXT. The auxiliary dictionary supplements the contents of the master dictionary. The distribution copy of the Correct-It disk has a skeletal AUXDICT.TXT file containing some of the dot commands used by NewWord, and you can update the auxiliary dictionary with words of your own. You would add to the auxiliary dictionary if you have special terms, names, or lingo used frequently in your documents that wouldn't be part of a normal English dictionary. See "Adding Words to the Auxiliary Dictionary" for detailed instructions.

When Correct-It finds the file called AUXDICT.TXT on your Correct-It diskette, it will display:

Checking auxiliary dictionary AUXDICT.TXT

If for some reason AUXDICT.TXT is not present on the Correct-It disk, you'll be asked Do you want to use an auxiliary dictionary? (Y or N). This gives you the option of using various specialized auxiliary dictionaries that you have created. Respond accordingly. If you type Y (and RETURN), you'll be prompted for the filename of the auxiliary dictionary you want to use. If it's on the Correct-It disk, just give the filename; if it's on the document disk, put B: in front of the filename; if it's on some other disk, put C: in front of the filename.

NOTE: The rationale for having multiple dictionaries is that the master dictionary should be kept "pure". This helps Correct-It to run efficiently. The master dictionary also has a special format that makes it harder to supplement than the auxiliary dictionary. The auxiliary dictionary, on the other hand, can easily be updated to contain any words that are unique to your situation.

Once the auxiliary dictionary has been scanned, Correct-It displays:

```
***** Correct-It finished checking B:SAMPLE
Unknown words: 9
```

In this example, 9 unknown words were detected by Correct-It. (Note: occurrences of both the singular and plural of some words, such as "error" and "errors", are counted only once. The same is true of capital and lower case versions of a word. See "Correct-It Technical Notes".)

2.4 Pre-correction Options

Next, this command menu will be displayed on the screen:

```
=====
                Select any option:

                C - Correct file B:SAMPLE
                D - Display unknown words on screen.
                E - Exit from Correct-It.

                ***** Enter C, D, E, or S:[]
=====
```

At this point, you may enter any of the commands C, D, E, or S. All commands are terminated by a RETURN. The most logical command to enter first is D - display the unknown words on the screen. This will give you a sense of how many of the words are actually mistakes, and how many are just unfamiliar to Correct-It.

The options are explained in more detail in the following paragraphs. Correct-It will use the real name of the file currently being checked wherever "SAMPLE" appears in the examples.

2.4.1 C - Correct file SAMPLE

The C command is the normal way to proceed with correcting typos and misspellings. Correcting is described in detail after the remaining options are summarized.

2.4.2 D - Display unknown words on screen

This command causes the unknown words to be displayed on the screen. All the unknown words are shown on the screen, several to a line. If the screen completely fills up, Correct-It will pause until you press the RETURN key. After all the words are listed, Correct-It again pauses until RETURN is pressed, and then returns to the command menu.

2.4.3 E - Exit from Correct-It

This command will exit from Correct-It back to the operating system. This command would normally only be used to abort Correct-It, for example, if you decided it was lunch time.

2.4.4 S - Save unknown words in file B:SAMPLE.BWD

This command stores the unknown words in a separate file on the document disk. This feature is used primarily on computers with limited storage, where the two phases of Correct-It (CORRECT and FIXUP) are run separately. Morrow users would not normally make this selection.

3. CORRECTING THE DOCUMENT ("FIXUP")

This phase begins when you select C - Correct file B:SAMPLE from the previous list of options. It enables you to interactively correct the original document after it has been checked against the dictionaries. It uses the unknown word list compiled in the last phase, scanning your document until it comes across one of the "unknowns". Keep in mind that an unknown word may be perfectly correct, and be unknown only because it's not in a Correct-It dictionary.

For each unknown word found, you are given the choice of correcting it, accepting it for the rest of the document, accepting it just one time, or accepting and learning it for inclusion in the auxiliary dictionary. Instead of correcting the document, you may optionally simply mark the unknown words with the symbol "#" for later correction using NewWord. In this case you'd use NewWord's find function (^qf) to locate the "#" markers.

There is also a "WordStar mode" that allows interactive correction, and additionally marks the corrected words when their width has changed. This helps you to go back and find paragraphs that need to be realigned after correction.

In any case, a new copy of your file is generated, and the original copy is left untouched as an added protection feature. The pre-correction version appears in the diskette directory with ".BAK" at the end of its name. It replaces any .BAK version of the document that was there already. Also, recall what was said earlier about the need for free diskette space, since Correct-It creates a new copy of the document.

3.1 Correction Options

Once you begin the correction phase, you'll be presented a second layer of options on how to perform the corrections, as shown in the "FIXUP" menu below:

```
=====
There are three options for FIXUP:
```

```
  C - Interactively correct unknown words.
```

```
  M - Mark unknown words in file with #.
```

```
  W - WordStar mode: Correct + mark if width changes.
```

```
Enter C, M, or W:[]
=====
```

The C choice selects interactive correction. During interactive correction, Correct-It scans through the document on the screen, pausing when an unknown word is found, and prompting you for additional instructions. This method is most useful with unjustified files, since it may change the lengths of some lines when a correction is shorter or longer than the mistake.

The M option is sometimes more appropriate for justified documents. It tells Correct-It to mark each unknown word in the file with a pound sign ("#"), without correcting anything. For example "mistak" will be marked as "mistak#". There is no interaction with Correct-It once you pick this option. The assumption here is that you would have to revise the document with NewWord to fix the alignment anyway, so you might as well make the corrections yourself at the same time. Use ^qf to find the first pound sign, and ^l to find additional ones.

The W option is a compromise between the "C" and "M" routes. It allows both interactive correction and markers, but pound signs are placed only where the length of the correction is different from the original. You can then search for the pound signs with NewWord as described above, but this time all you'll be doing is realignment, since the corrections will have been made already with Correct-It. This would be the preferred method for right-justified documents.

3.2 Interactive Correction Menu

Interactive correction is the easiest way to correct the document, and will probably be the course you take most often. Once you select C - Interactively correct unknown words or W - correct and mark if width changes, Correct-It begins scanning the file.

Whenever an unknown word is found in the original document, Correct-It pauses and displays the word. The word will be contained in context on the previous line of the display, with a "?" immediately under the word. Following the error indicator, a command menu appears:

```
=====
Sample line with oone spelling error.
      ?
***** unknown word: oone
Word correction mode - Options
  A - Accept word for rest of session, don't learn
  C - Correct word, prompt will follow
  D - Dictionary help. Find a word in dictionary
  E - Exit - accept word and discontinue checking
  L - Learn word for auxiliary dictionary
  O - One time acceptance of word

A, C, D, E, L, O, (H for Help) ? []
=====
```

You may choose any of the options listed. The full menu is displayed automatically only after the first error. When subsequent errors are detected, Correct-It will display only the last prompt line. If you forget which letter is which, use the H command to redisplay the full menu.

3.2.1 A - Accept word for rest of session, don't learn

The A (accept) option will cause the word to be considered acceptable-as-is for the remainder of the interactive correction session. This option is most useful for specialized words contained in one document that you do not want to add to the auxiliary dictionary, but which may appear again in the same document. After you specify "A", Correct-It will ignore any additional occurrences of that word in the document.

3.2.2 C - Correct word, prompt will follow

The C (correct) option allows you to correct the word. After you specify "C", you will be prompted for the replacement for the word. The replacement should be exact, including upper and lower case as needed. You can replace run together words ("theonly") with two separate words if needed: "the only". The word may be deleted entirely by entering a RETURN only.

Correct-It will automatically look up the replacement word in the master dictionary. If the new word is not in the dictionary, a message will be displayed, and you will be given three choices. If you enter A, the replacement will be accepted, and FIXUP will continue checking the file. If the replacement was incorrect, you can enter C, and you will be able to correct the word again. You may also enter D to get dictionary help. See the description of the "D" command in the next paragraph for more details.

3.2.3 D - Dictionary help. Find a word in dictionary.

The D (dictionary) command allows you to interactively query the master dictionary. After you enter the "D", the current unknown word will be displayed and you will be prompted. If you then simply press the RETURN key, the current unknown word will be used as a key for the dictionary lookup. You may also enter any other word as a key, but RETURN is the logical choice. Correct-It will then display several words nearest in spelling to the key word. Use this feature to find the correct spelling of the word.

3.2.4 E - Exit - accept word and discontinue checking

The E (exit) option allows you to discontinue checking, and exit from Correct-It. The remainder of the original document will be copied to the new output file with no additional checking.

3.2.5 L - Learn word for auxiliary dictionary

The L (learn) option allows Correct-It to learn the word. The word is accepted just as with the "A" option. In addition, Correct-It remembers the word for inclusion in the auxiliary dictionary at the end of the correction session. Once a word becomes part of the auxiliary dictionary, it won't be counted as an "unknown" in future sessions with Correct-It. When we say "the" auxiliary dictionary, we're referring to AUXDICT.TXT; however, you will have the option of adding these words to any auxiliary dictionary you like.

3.2.6 O - One time acceptance of word

The O (one-time) option says that the word is acceptable just this once. If the word is found later in the same document, Correct-It will again pause and request a response.

3.3 Wrap Up Options

After the entire document has been scanned, Correct-It may display several messages and command menus, depending on what happened during the session. If WordStar mode ("W") had been specified, Correct-It will print out how many corrected words actually changed width. If any did change width, you will be reminded to go back into the document to remove the "#" marks and rejustify the paragraphs.

If any new words were learned with the "L" command, you will have the option of saving them. You may specify A to append the new words to an existing auxiliary dictionary, such as AUXDICT.TXT. You can also create a new dictionary (C) for the words. In either case, you'll need to type the name of the dictionary, plus a drive letter (such as B:) if it's not on the Correct-It diskette.

If you decide you don't want to save any of the new words, you can enter N to abandon them.

Finally, you'll have two options: D to delete bad word file B:SAMPLE.BWD and E to exit to CP/M. Under most circumstances, you should delete the bad word file before exiting. See the discussion of adding words to an auxiliary dictionary for one reason not to delete it.

4. SAMPLE CORRECT-IT SESSION

The following is what you would see during an actual session with Correct-It. Note that user input is underlined. Explanatory comments are enclosed in braces ("[]"), and would not appear in the actual session. Carriage returns are shown as <RET>.

```
=====
Correct-It : Morrow Designs Spelling Checker V###
Licensed from Aspen Software Company (c)(p) 1982

Enter name of file to check: b:sample <RET>
-- Reading file.
-- Sorting file.
   Number of different words found: 46
-- Checking master dictionary.
.....
Checking auxiliary dictionary AUXDICT.TXT
-----
***** Correct-It finished checking B:SAMPLE
Unknown words: 3

Select any option:

C - Correct file B:SHORT.TXT
D - Display unknown words on screen.
E - Exit from Correct-It.
S - Save unknown words in file B:SAMPLE.BWD

***** Enter C, D, E, or S: d <RET>           [d: display words]

===== List of unknown words =====

querey  speeling  spellbinder
```

Press RETURN to continue with command menu <RET>

Unknown words: 3

Select any option:

- C - Correct file B:SAMPLE
- D - Display unknown words on screen.
- E - Exit from Correct-It.

***** Enter C, D, or E: c <RET> [c: correct file]

***** Loading FIXUP.COM

Morrow Design Correct-It(tm) - FIXUP Version 1.0

Licensed from Aspen Software Company (c)(p) 1982

There are three options for FIXUP:

- C - Correct unknown words interactively.
- M - Mark unknown words in file with #.
- W - WordStar mode: Correct + mark if change width.

Enter C, M or W: c <RET> [c: interactive correction mode]

This is a short file that demonstrates some of the features of Morrow Design's Correct-It spelling checker. It allows you to

?

***** unknown word: speeling

Word correction mode - Options

- A - Accept word for rest of session, don't learn
- C - Correct word, prompt will follow
- D - Dictionary help. Find a word in dictionary
- E - Exit - accept word and discontinue checking
- L - Learn word for auxiliary dictionary
- O - One time acceptance of word

A, C, D, E, L, O, (H for Help) ? c <RET> [c: correct word]

Enter exact replacement: spelling <RET>

correct mistakes interactively, querey the dictionary for help,

?

***** unknown word: querey

A, C, D, E, L, O, (H for Help) ? d <RET> [d: dictionary help]

Unknown word was: querey

Press RETURN only to look up querey

OR enter a new word to look up: <RET>

Looking for: querey

queen	queer	queerer
queerest	quell	quelling
quemoy	quench	quenching
queried	queries	querulous
querulously	query	querying [notice "query" is correct]
quest	questing	question
questionable	questioned	questioner

***** unknown word: querey

A, C, D, E, L, O, (H for Help) ? c <RET> [c: correct "querey"]
Enter exact replacement: query <RET> [the correct spelling]
and add new words to the dictionary. It is
also compatible with most CP/M word processors such as
WordStar, NewWord, Magic Wand, Spellbinder, and Select.

?

***** unknown word: Spellbinder

A, C, D, E, L, O, (H for Help) ? l <RET> [l: learn Spellbinder]

**** END OF FILE ****

Number of new words learned: 1

You may now save the learned words if you wish.

You have the following options:

A to APPEND to auxiliary dictionary

C to CREATE a file for learned words

N to NOT SAVE new words

Enter A, C or N: a <RET> [a:append]

Name of auxiliary dictionary to append to? auxdict.txt <RET>

CORRECT finished. Final options:

D to delete bad word file B:SAMPLE.BWD

E to exit to CP/M

Enter D or E: d <RET>

[d: delete the bad word file]

B:SAMPLE.BWD deleted.

CORRECT finished. Final options:

D to delete bad word file B:SAMPLE.BWD

E to exit to CP/M

Enter D or E: e <RET>

{e: exit back to CP/M]

CORRECT exiting.

Corrected file is B:SAMPLE

=====

5. ADDING WORDS TO THE AUXILIARY DICTIONARY

Unlike the master dictionary, an auxiliary dictionary is a normal text file, just like your source documents. Normally, you will add newly-learned words to an auxiliary dictionary at the end of a FIXUP session. However, any word processor or editor (such as NewWord) used to create files checked by Correct-It can also be used to create or edit an auxiliary dictionary.

The only format requirement of the words contained in an auxiliary dictionary is that each word be formed from the standard ASCII letter characters and be separated from the next by any character that is not a letter. It is easiest to use blanks or carriage returns to separate words, but you can use commas or any other non-letter you want. You can also put several words on each line if you like. The words in an auxiliary dictionary do not need to be in any particular order, nor is there any restriction on upper or lower case, as Correct-It will always fold words to one case for internal use. For your own benefit, however, you might want to keep the words in alphabetical order.

The words you add to an auxiliary dictionary should be at least two letters long and less than 40 letters long. Duplicate words will not hurt anything. You can add as many words as you like to an auxiliary dictionary, up to the limit of the space available on one disk file.

The following procedure is suggested for building up your auxiliary dictionary, as an alternative to deciding whether Correct-It should learn certain words while you are going through the session:

1. Maintain only one master version of your auxiliary dictionary. If it is called AUXDICT.TXT, it will be automatically read in by Correct-It. While you may want to have separate versions for different applications, keeping one will ensure that duplicate words don't work their way into the auxiliary dictionary. You may start with the sample AUXDICT.TXT, create your own with NewWord, or create your own at the end of a FIXUP session.
2. Use your main auxiliary dictionary whenever you use Correct-It. Save the bad word list created by Correct-It (that is, don't delete it at the end of the session). The bad word list will then only contain words that are not contained in either the master 36,000 word dictionary or in your auxiliary dictionary.
3. With NewWord, remove true mistakes from the bad word list. Be careful to remove all true mistakes, and leave only correctly spelled words in the file. At this point, you will have only legitimate words not found in either the master or the auxiliary dictionary.

4. Append the list of new words to the end of your main auxiliary dictionary, using PIP from the CP/M prompt. Your system diskette should be in drive A:, the Correct-It diskette in drive B:, and the document diskette with the .BWD file will use virtual drive C:

```
PIP B:AUXDICT.TXT=B:AUXDICT.TXT,C:SAMPLE.BWD
```

(MD-11 owners use the command line:)

```
PIP Ø:AUXDICT.TXT=Ø:AUXDICT.TXT,SAMPLE.BWD
```

This assumes you've logged into the user area containing the corrected document and its .BWD file.

A helpful note: if your auxiliary dictionary is less than 3000 words long, you can use Correct-It to "check" it. This will produce a new bad word file that will have all duplicates and words found in the master dictionary removed, as well as being sorted alphabetically.

6. UPDATING THE MASTER DICTIONARY

The distribution disk contains a program called DICTEDIT.COM. This program can be used to add or delete to the master dictionary. There is also a file called EMPTYDIC.BIN on the distribution disk which is an empty dictionary. It can be used with DICTEDIT to build up a totally new master dictionary.

DICTEDIT is simple to use, although it does require that there be room on the diskette for the original DICT.BIN and the updated copy, plus any words added. Before running DICTEDIT, you should prepare a list of words that you wish to add to or delete from the master dictionary. This will normally be your main auxiliary dictionary.

Start DICTEDIT at the A> prompt by entering:

```
DICTEDIT <RET>
```

The program will first ask if you want to add or delete words in the dictionary. Answer A or D. Then you will be prompted for the file name with the word list. DICTEDIT will then read that word list. The file may contain words of any size and in any order, and duplicates will not hurt. There may be at most about 4,000 words in the file, however.

DICTEDIT then asks for the name of the new dictionary for output. You could answer with "DICT.NEW", for example. After that, you will be prompted for the name of the old master dictionary. This will usually be "DICT.BIN", although it may be mounted on a different drive.

You will also be asked for the name of the new index file. It is very important to keep track of which index file goes with which dictionary. CORRECT and LOOKUP require the correct index file to look up words in the master dictionary. The index file for DICT.BIN is called DINDEX.BIN, so in theory you could use any name other than this. It is best to pick a name like NEWIND.BIN.

After these file names are entered, the program will update the dictionary, and write the updated version of the index file. There is little penalty for keeping your new words in an ASCII auxiliary dictionary, so it is not necessary to update the master dictionary often. It is probably best to wait until you have a hundred words or so in your auxiliary dictionary.

You should keep track of what modifications you have made to the master dictionary. By keeping the word files used to update the dictionary on a backup disk, you will be able to later reverse the update process. After updating the dictionary, you should rename the new dictionary to DICT.BIN so that it can be used by Correct-It automatically.

7. LOOKUP UTILITY

LOOKUP is a utility program that allows you to interactively look up words in the dictionary. Start LOOKUP by entering "LOOKUP" after the CP/M prompt. The program will then ask you for a word to look up. You may enter any word you wish, and spell it as closely to correct as you are able. LOOKUP will then search the dictionary using the word you supplied as a key. Depending on how close of a match is found in the dictionary, 10 to 20 surrounding words will be displayed.

A sample session with LOOKUP follows. User input is underlined. Notice that in the first example, an exact spelling was used. In the second, only the first four letters of "Albuquerque" were needed to get the correct spelling displayed, demonstrating that you need not enter the entire word to look it up.

=====
A>LOOKUP

Morrow Designs Correct-It(tm): LOOKUP utility Version 1.0
Licensed from Aspen Software Company (c)(p) 1982

Enter word to lookup (Ctrl-C to exit): example <RET>

Looking for: example ***** FOUND!

exalt	exaltation	exalted
exalting	examination	examine
examined	examiner	examines
examining	example	examples
exasperate	exasperated	exasperating
exasperation	excavate	excavation
exceed	exceeded	exceeding

Enter word to lookup (Ctrl-C to exit): albu <RET>

Looking for: albu

alamo	alan	alarm
alarmed	alarming	alarmingly
alas	alaska	alba
albeit	album	albuquerque
alchemy	alcohol	alcoholic
alcoholism	alcorn	alcove
alcoves	alden	alder

Enter word to lookup (Ctrl-C to exit): ^c
=====

8. CORRECT-IT TECHNICAL NOTES

This section contains some technical notes about Correct-It's files, its dictionary, and the methods used to detect unknown words.

8.1 Files on the Distribution Diskette

The Correct-It diskette contains the following files:

CORRECT.COM - Correct-It program. This program is used to check your document for unknown words. CORRECT uses DICT.BIN.

DICT.BIN - The 36,000 word dictionary checked by Correct-It. Words in the dictionary have been compressed, and the dictionary takes only about 100K bytes of disk space. DICT.BIN is used by CORRECT, FIXUP, and LOOKUP.

DINDEX.BIN - An index file to DICT.BIN. DINDEX is used by FIXUP and LOOKUP to know where to look in DICT.BIN for words.

AUXDICT.TXT - A small sample auxiliary dictionary. You may add to this dictionary or build up a completely new one of your own. This auxiliary dictionary contains the dot commands used by NewWord.

FIXUP.COM - Program to interactively correct errors detected by Correct-It. Corrections are double checked for accuracy, and you may interactively query the dictionary. FIXUP uses DICT.BIN and DINDEX.BIN.

LOOKUP.COM - A utility program that allows you to use the dictionary in an interactive look up mode. LOOKUP requires DICT.BIN and DINDEX.BIN.

DICTEDIT.COM - Program to update master dictionary. Words may be added to or deleted from the master dictionary DICT.BIN. DICTEDIT also generated a new index file for the dictionary.

EMPTYDIC.BIN - Empty master dictionary for optional use with DICTEDIT.

8.2 The Master Dictionary and Other Details

Correct-It's dictionary is a little over 36,000 words long. That is fairly big, but by no means contains all the words of the English language. Just because an unknown word is listed does not mean that it is really incorrect.

Correct-It ignores upper and lower case completely. If Correct-It lists "mistak" as an unknown word, then some form of "mistak" appears somewhere in your source file. However, that may be as "Mistak" or "MISTAK" or any other combination of upper and lower case letters, as well as just "mistak". Keep that in mind when you go back to correct your file. Also, don't forget that the misspelled word may appear more than once in your document.

All words just one letter long are considered correct. Correct-It does not handle hyphenated words. You should check your document before inserting hyphens. Also, words are only checked to see if they are in the dictionary. Correct-It cannot find mistakes such as "from" misspelled as "form".

Correct-It also handles plurals of words found in the source document a little differently. If the letter before the ending "s" is not a vowel or s, f, x, y, cs, or sh, Correct-It assumes the word is a regular plural and drops the s to form the singular of the word. The singular is then used to look up the word in the dictionary. This technique extends the effective dictionary size by about 10,000 words with no sacrifice in accuracy. This algorithm is very accurate, and used only for regular plurals. Since it is not possible to use an algorithm to correctly form the singular of words that do not meet the above conditions (i.e., words that end in a vowel, ch, etc.), the dictionary contains many plurals for that class of words.

Correct-It allows you to disable the plural recognition algorithm. When starting Correct-It if you use the "NOP" switch, no plural checking will be performed. For example: "CORRECT FILE.TXTNOP". You will find that using "NOP" greatly increases the size of the bad word list.

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