14

The Spelling Checker

14.1 Spellchecking 208
14.2 Dictionaries 208
14.3 Check Story/From Caret 210
14.4 Check Word 212
14.5 Check Document 213
14.6 Check as You Type 213
14.7 Creating & Editing Dictionaries 214
14.8 Hyphenation Exceptions 217
14.9 Relocating Spellcheck Dictionaries 218

Ovation Pro will allow you to check text visually by marking up words or interactively. The spell checker can also find repeated words.

The ***Ovation Pro*** spelling checker checks the spelling of words in the document and identifies those that have been misspelt or mistyped. To help you make corrections, it can suggest the correct spelling or allow you to browse through a dictionary for the correct word.

The spelling checker cannot identify correctly spelt words that are used in the wrong context, so you should always read your documents carefully after spellchecking.

This section also describes how to create and maintain user dictionaries and how to add words to the hyphenation exceptions dictionary.

It is also explained how to organise dictionaries when using ***Ovation Pro*** on a network.

14.1 Spellchecking

Experience shows that checking text, especially when reading a document from the screen is prone to missing mistakes. ***Ovation Pro*** has two facilities to help check your text:

- interactive spell check.
- marking wrongly spelt words.

Before either of these can function properly, a dictionary must be available. Normally ***Ovation Pro*** uses the dictionary named `MainDict` by default.

Interactive approach

The text of the document is checked and if a potential error is found a window opens giving you several options.

To activate this procedure **Spellcheck** is used.

Menu➪Misc➪Spellcheck➪.....

The visual way

Ovation Pro can also mark all words it believes are wrongly spelt. This can be selected by setting **Spelling errors** in the View Options menu

Menu➪View➪Options➪.....Ctrl+Shift+O

Words not in the dictionary are underlined in red, e.g. wrognlyy.

Repeated words

A special facility is the indication of repeated words when using the interactive spell check. A ‘repeated word’ is the common typographical error of typing the same word twice e.g. “the the”. The Spellcheck error window has an icon at the bottom which displays "*Repeated word*" if this is the source of the error *(fig. 14.2)*.

14.2 Dictionaries

The spelling checker works by checking the words in a document against the words in the currently loaded dictionaries. If a word can be found in a dictionary, it is assumed that it is spelt correctly.

Main Dictionary

The main dictionary `MainDict`, contains over 67,000 UK English words covering basic vocabulary. Each word ending is treated as a separate word, so there are entries for `walk`, `walks`, `walker`, `walking`, `walked` etc. It also contains many real names such as country and city names. These names are capitalised in the dictionary, so the spelling checker will insist that they are correctly capitalised in the document.

You may add any words to the main dictionary, but it is recommended that any personal words such as names of people, towns and roads, or any specialist terms are put into user dictionaries.

User Dictionaries

You may supplement the main dictionary with any number of user dictionaries. These may contain personal names, foreign words or technical terms for use with specific documents.

For your convenience an empty user dictionary called `UserDict` is supplied by default.

A special user dictionary called `HyphDict` is also supplied. This contains hyphenation exceptions and is used by the hyphenator, not the spelling checker. However, it is maintained in the same way as other user dictionaries *(see 14.8)*.

Rules for Capitalisation

When the spelling checker compares words in the document against those in the dictionaries, it takes the capitalisation of the words into account i.e. whether the letters are in lower-case, upper-case or a mixture of both.

The rules for capitalisation are as follows:

- A word in the document in all upper-case will match with the same word in the dictionary, regardless of the upper-case/lower-case format of the word in the dictionary.

  So the word `introduction` in the dictionary will match with `INTRODUCTION` in the document.

- A word in the dictionary in all lower-case will match with the same word in all lower-case or in lower-case with an initial capital.

  So the word `march` in the dictionary will match with `march` or `March` in the document.

- A word in the dictionary in mixed lower-case and upper-case will only match with the same word in exactly the same format (or in all upper-case as permitted by the first rule above).

  So the word `PostScript` in the dictionary will only match with `PostScript` or `POSTSCRIPT` in the document.

The general rule is that words that are valid in all lower-case, must appear thus in the dictionary.

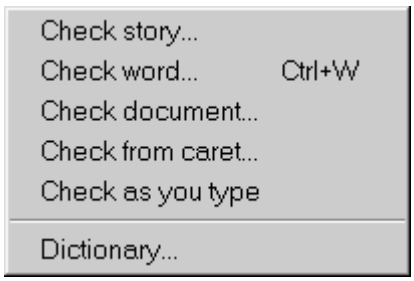


*Fig. 14.1 - The **Spellcheck** menu.*

Please note that dictionaries can contain more than one copy of the same word, if each copy has a different lower-case/upper-case format.

Loading & Attaching Dictionaries

If you spellcheck a document without loading any dictionaries first, the `MainDict` and `UserDict` dictionaries are automatically loaded. These should be suitable for most applications.

Alternatively you may explicitly load the dictionaries required using the option **Spellcheck➪Dictionary** *(fig 14.1)*.

Menu➪Misc➪Spellcheck➪Dictionary…

The process of loading a dictionary involves two stages:

- The dictionary is physically loaded into memory if it is not already in memory.
- The dictionary is attached to the current document. This means that it will be used when the document is spellchecked.

The names of the dictionaries attached to a document are saved with the document. So when the document is reloaded and spellchecked, the appropriate dictionaries are automatically loaded from disc.

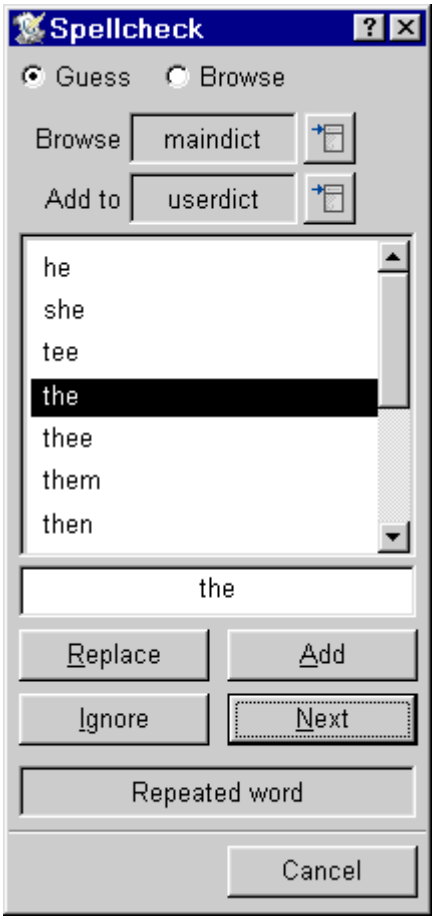


*Fig. 14.2 - A **Repeated Word** found.*

14.3 Check Story/From Caret

Menu➪Misc➪Spellcheck➪.....

Choose **Spellcheck➪Check story** to check all the words in the current story against the words in the currently loaded dictionaries. The check starts at the beginning of the story and continues to the end of it, irrespective of the position of the caret or of selected text.

Alternatively, **Spellcheck➪Check from caret** will check the spelling of all the words from the word containing the caret to the end of the story or from the start of a selection.

Remember that if you have not explicitly loaded any dictionaries, the `MainDict` and `UserDict` dictionaries will be automatically loaded for you.

If there are no spelling errors, the message `No spelling errors` is displayed. Otherwise the word is highlighted and the **Spellcheck** dialogue box is displayed with the queried word in the writable icon *(fig. 14.3)*.

*Fig. 14.3 - The **Spellcheck** dialogue box.*

Ignore

If you consider that the queried word, despite its omission from the loaded dictionaries, is correct as it stands, you may click on the Ignore option. The spell check will then resume at the following word.

Words that are ignored are placed in a special dictionary embedded in the document called `!Ignore`. If you spellcheck a document more than once in the same session, words ignored in the first spell check will not be queried again in subsequent spell checks. This feature can save considerable time.

Each loaded document that has been spell checked may have its own ignore dictionary.

An ignore dictionary remains resident until the document is closed or until the dictionary is deleted using the **Spellcheck➪Dictionary** dialogue box. Alternatively you may use an option on the **Choices** dialogue box *(see 15.7),* which causes the ignore dictionary to be saved with the document. This means that ignored words will not be queried next time the document is loaded and spell checked *(fig. 14.4)*.

Next

If you don't want the word adding to the ignore dictionary for example if you want to examine any other occurrences click on this option. The spell check will then resume.

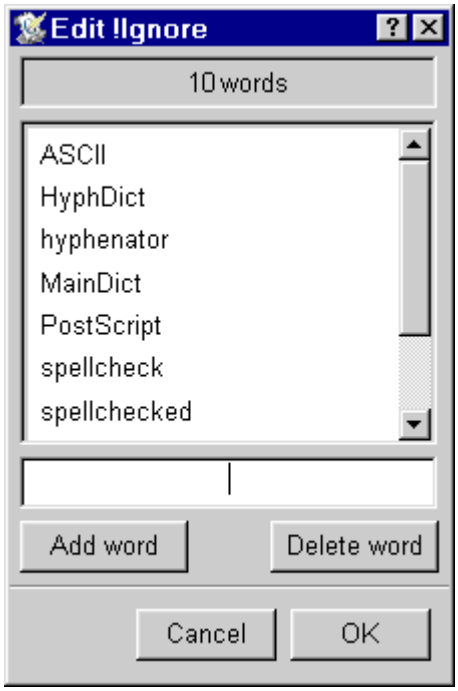


Fig. 14.4 - An example !Ignore dictionary created while spellchecking this chapter.

Guess

If **Guess** is selected, the window above the queried word shows the words that the spelling checker suggests may be the correct spelling. The guesses are made on the assumption that one of the following simple typing errors has been made:

- There is a single typing error.
- A pair of letters have been transposed.
- There is one missing letter.
- There is one extra letter

In the example dialogue box shown, the queried word is `ommission`, and one of the guesses is correctly shown as `omission`.

If the queried word is incorrect and the intended word is listed in the guess window, you can replace the misspelt word in the document by double-clicking over the intended word in the guess window. The new word will replace the misspelt word, taking the same upper-case and lower-case format. The spell check will then resume at the following word.

Browse

If **Browse** is selected, the window above the queried word lists the words in `MainDict` that are adjacent to the queried word in the dictionary. The default dictionary being browsed is `MainDict`, but this may be changed by choosing any loaded dictionary from the **Browse** menu.

Use the vertical scroll bar to browse through the list of words. If the queried word is incorrect and the intended word is listed in the browse window, you can replace the misspelt word in the document by double-clicking over the intended word in the browse window. The new word will replace the misspelt word, taking the same upper-case and lower-case format. The spell check will then resume at the following word.

Replace

If the queried word is incorrect and the intended word is not listed in the guess or browse window, you may correct the misspelt word directly in the writable icon. Alternatively left click over the closest word in the guess or browse window to transfer that word to the writable icon, where it may be edited.

Notice that if **Browse** is selected, the browse window is continually updated to show the words adjacent to the queried word as it is edited.

When you have corrected the queried word, click on **Replace** to replace it in the document and continue the spellcheck.

Add

If you consider that the queried word is not only correct but also sufficiently important to merit a place in a dictionary, click on **Add**. The spell check will then resume at the following word.

The dictionary to which the word is added is shown in the icon to the right of the words **Add to**. If you have not explicitly loaded any dictionaries, the default dictionary to which words are added is `UserDict`. This may be changed by choosing another dictionary from the menu. Please note that words are not physically inserted into dictionaries until the spell check has completed.

> The `Cursor up` and `Cursor down` keys in the spell check window allow stepping through words. This allows error correction without taking your hands off the keyboard.

> Holding down Control when clicking on Add or Replace will carry out the action but without resuming the spell check. Useful if you want to see how the text looks after replacing a word.

Cancel

You may cancel the spell check at any time by clicking on **Cancel**. If any words have been added to any dictionaries (except the ignore dictionary) during the spellcheck, you will be asked if you wish to retain the changes *(fig. 14.5)*.

The End of the Spell Check

When the spell check has finished, you will be asked if you wish to retain the changes made to the dictionaries *(fig. 14.5)*.

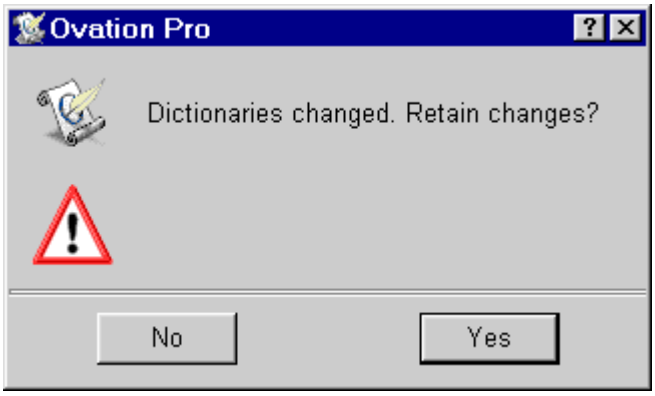


*Fig. 14.5 - Click on **Yes** to retain the changes made to any dictionaries during the spellcheck.*

14.4 Check Word

Menu➪Misc➪Spellcheck➪Check word…
Ctrl+W

Choose **Check word** to check the spelling of just the word at the caret. If the word is present in one of the loaded dictionaries you will hear a beep, and no further action is taken.

If the word is not present in any of the loaded dictionaries, the **Spellcheck** dialogue box is displayed with the queried word in the writable icon. The procedure for correcting the queried word is the same as for **Check story** described earlier.

When the queried word has been corrected or ignored, the dialogue box is closed and the spell check stops.

14.5 Check Document

Menu➪Misc➪Spellcheck➪Check document…

Choose **Check document** to check the spelling of all the word in all stories in the document. The procedure for correcting queried words is the same as for **Check story** described earlier.

14.6 Check as You Type

Menu➪Misc➪Spellcheck➪Check as you type

This checks the spelling of each word after you have typed it. The word ends when you type a space, tab, carriage return or punctuation mark.

If the typed word is absent from the dictionaries currently loaded, a beep will be heard. At this point you can:

- Ignore the warning if you consider the word to be correct.
- Correct the spelling in the document.
- Choose **Check word** to use the facilities on the **Spellcheck** dialogue box to correct the word.

Words are not checked if you move the caret off the word before you have finished typing it, nor are words created as a result of the insertion or deletion of characters.

Another way of checking while you type is by setting **Spelling errors** in

View➪Options➪Spelling errors
Ctrl+Shift+O

If this is done then wrongly typed words are marked.

14.7 Creating & Editing Dictionaries

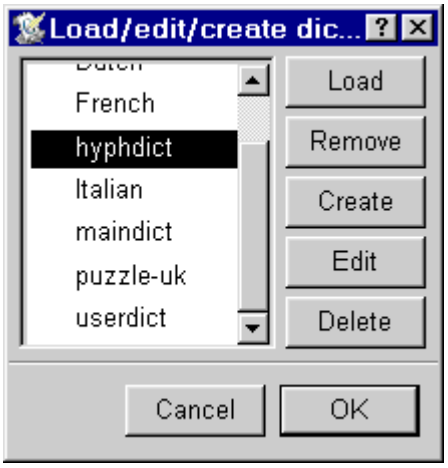
Menu➪Misc➪Spellcheck➪Dictionary…

The **Spellcheck➪Dictionary** option opens the **Dictionary** dialogue box *(fig. 14.6)*. This allows you to load, remove, create, delete and edit dictionaries.

The small window lists all the dictionaries that currently exist. Those that are loaded and attached to the current document are ticked. Apart from `MainDict`, `UserDict` and any other user dictionaries you have created, this window will often list two further dictionaries, `HyphDict` and `!Ignore`.

`HyphDict` contains a list of words that are hyphenated in a special way by the automatic hyphenator *(see 14.8)*. `HyphDict` is automatically loaded and attached to the current document, but may be edited, deleted and re-created just like any other dictionary.

The embedded dictionary `!Ignore` contains a list of words that were ignored during previous spellcheck operations on the current document. `!Ignore` may be edited and deleted just like other dictionaries. Unlike other dictionaries, `!Ignore` is normally deleted when the document is closed, unless you choose to save it with the document *(see 14.2)*.



*14.6 - The **Dictionary** dialogue box allows you to load, remove, create, delete and edit dictionaries.*

Selecting a Dictionary

Most of the operations described below apply to a selected dictionary. To select a dictionary, left click over its name so that it becomes highlighted. You may only select one dictionary at a time.

Load

The **Load** option loads the selected dictionary (if it is not already loaded), and attaches it to the current document. A tick next to the dictionary name indicates that it is attached, and will be checked against next time the document is spellchecked.

Remove

Remove, detaches the selected dictionary from the current document, and if it is not attached to any other loaded documents, removes it from memory. This means that the selected dictionary will not be checked against next time the document is spell checked.

Please note that **Remove** does not actually delete the dictionary.

Create

The **Create** option opens the **Create dictionary** box *(fig. 14.7)*, which allows you to create a dictionary with the name specified.

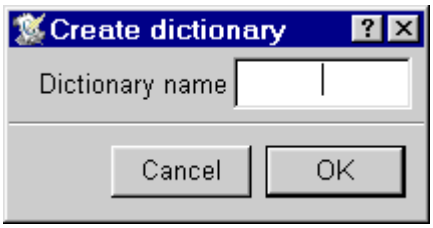
A warning is given if you attempt to create a dictionary with the same name as an existing dictionary.

You can create and save any number of dictionaries with your document.

Delete

The **Delete** option deletes the selected dictionary.

Since this action is irreversible, you will be asked for confirmation before the deletion takes place.



*14.7 - The **Create dictionary** dialogue box.*

Edit

Dictionary files cannot be edited directly in a text editor since they are in a special compressed format. The **Edit** option allows you to examine and edit the contents of a dictionary.

Remember that most words in the dictionaries should be in lower-case letters so that they will match with all lower-case words or words with initial capitals. If words in the dictionary have capitals, the spelling checker will insist that queried words are capitalised.

Click on **Edit** to open the **Edit** dialogue box for the selected dictionary *(fig. 14.8)*. Alternatively, double-click on the dictionary name in the scrolling window. The name of the dictionary being edited is confirmed in the title bar.

The window in the dialogue box lists the words in the dictionary in alphabetical order. You may use the scroll bar to scroll through the list of words. The number of words in the dictionary is shown in an icon at the top of the window.

*14.8 - The **Edit** dialogue box allows you to edit dictionaries.*

Add

To add a new word to the dictionary, simple type it into the icon below the word list, and press Return or click on **Add**. Your new word is inserted into the dictionary in the correct place, and highlighted in the word list. If you are adding a number of words to the dictionary, remember to clear the writable icon before typing each new word.

Notice that as you type into the writable icon, the word list continually updates, showing you the words adjacent to it in the dictionary. This feature may be used at any time to locate words in the dictionary.

To add a word based on a word in the word list, left click over the word in the word list to transfer it to the writable icon. Now edit the word as required, then press Return or click on **Add** to add it to the dictionary.

Delete

To delete a word, left click on it so that it is highlighted, then click on **Delete**.

Saving the Dictionary

Click on **OK** to save the dictionary with all the changes you have made. Click on **Cancel** to close the dialogue box without updating the dictionary.

Import & Export

In addition to adding words individually into a dictionary, you may import words in bulk from file. To do this, prepare an ASCII text file of words, with each word separated by a carriage return or line feed character. Now drag the file of words to the **Edit** dialogue box and drop it on the word list, where it will be merged into the existing dictionary. Please note that with large dictionaries, this process may take some time to complete.

Right clicking over the word list in the **Edit** dialogue box, will open a menu offering "Import Words" and "Export Words", these options open the standard Windows Open and Save dialogues. Exported text files will contain each word in the dictionary separated by an end of line code.

14.8 Hyphenation Exceptions

The special dictionary called `HyphDict` is used by the automatic hyphenator to deal with words that do not hyphenate correctly using the standard algorithm. So if you find that a word is regularly hyphenated incorrectly, you may add it to `HyphDict`. This may be done in one of two `ways`:

- If the word is added to `HyphDict` without any hyphens, then it will be ignored by the automatic hyphenation algorithm i.e. it will not be hyphenated
- If the word added `HyphDict` contains one or more hyphens, it will only be hyphenated at one of the hyphens. So if you add the word `auto-matic`, it will only be hyphenated between `auto` and `matic`.

Please note that `HyphDict` is only used when automatic hyphenation has been enabled *(see 5.6)*.

14.9 Relocating Spellcheck Dictionaries

Dictionaries are installed by separate installer programs. The first time one of these is run you will be offered a choice of location.

Spell Checking on a Network

A common requirement when running ***Ovation Pro*** on a network or when more than one user shares a computer is to allow users to share `MainDict`, but have their own user dictionaries.

The installer for `MainDict` will offer you a choice of setting up a UserDictionary folder for each user. If this is selected then when ***Ovation Pro*** is re-run, each user can browse the same shared version of `MainDict`, and add words to their own copy of `UserDict`. Any new dictionaries created, are saved locally in the users profile and override any shared dictionaries with the same name.

If `MainDict` is edited, it is automatically saved locally and overrides the original shared version.