

Contents

Welcome to WP Grammatik 6.0 for Windows Help

To find information, choose from the following items. To search for information and to move through Help, use the buttons along the top of the Help window.

For more information about writing terms and grammar, choose Grammar and Writing from the Help menu, or choose Grammar Help from the Button Bar.

Choose	For information about
<u>Search (Index)</u>	topics listed alphabetically
<u>Menu Commands</u>	features by menus
<u>Using Help</u>	how to use Help

Menu Commands

Purpose

Use Menu Commands to guide you through topics on menus, menu items, windows, and other parts of the Grammatik interface.

[Check Menu](#)

[Preferences Menu](#)

[View Menu](#)

[Dictionaries Menu](#)

[Statistics Menu](#)

[Help Menu](#)

Two windows appear when you open Grammatik. The [Editor](#) displays the text of your document. The [Grammar Window](#) displays Grammatik's information about your writing.

Checking Styles

 [Preferences](#), Checking Styles

Purpose

When you select a checking style, Grammatik turns on different grammar, style, and mechanical rule classes to tailor proofreading to the specific style. You have a choice of ten predefined styles:

- Spelling Plus
- Quick Check
- Very Strict
- Formal Memo or Letter
- Informal Memo or Letter
- Technical or Scientific
- Documentation or Speech
- Student Composition
- Advertising
- Fiction

Grammatik comes with the Quick Check checking style selected. After you select a new checking style, it will be used for proofreading until you change it.

Steps

To select a checking style,

- 1 Open a document.
- 2 Choose Checking Styles from the Preferences menu, then highlight a checking style and choose Select.
or
Choose a checking style from the Checking Style pop-up list in the Grammar window.

See Also

- [Change Formality Level](#)
- [Edit Checking Styles](#)
- [Maximum Allowed](#)
- [Restore Checking Style](#)
- [Grammar and Writing](#)

Grammatik Main Window

Purpose

When you double-click the Grammatik program icon, the main window appears.

Choose from the following for more information about the main window:

Editor

Grammar Window

You can select commands from the menus on the menu bar, or command buttons in the Grammar window to start operations or change settings.

Steps

To start checking a document,

- 1** Open a document through WordPerfect.
- 2** Choose Grammatik from the Tools menu.
or
Choose Grammatik from the Button Bar.
- 3** Choose Start.

Editing Text Manually

Purpose

During a proofreading session, replacements that you can automatically substitute into a document are often provided. In some cases, however, you must edit the document manually. Use the keys shown below.

- ◆ **Arrow keys**
 - ◆ **move insertion point one character at a time.**
- ◆ **Ctrl-Left Arrow**
move one word left
- ◆ **Ctrl-Right Arrow**
move one word right
- ◆ **PgUp and PgDn**
move up or down one screen
- ◆ **Home**
move to beginning of line
- ◆ **Ctrl-Home**
move to beginning of file
- ◆ **End**
move to end of line
- ◆ **Ctrl-End**
move to end of file
- ◆ **Del**
delete character to the right of the insertion point
- ◆ **Backspace**
delete character to the left of the insertion point
- ◆ **Ctrl-Ins**
copy the selected text to the clipboard
- ◆ **Ctrl-C**
copy the selected text to the clipboard
- ◆ **Shift-Del**
delete (cut) the selected text to the clipboard
- ◆ **Ctrl-X**
delete (cut) the selected text to the clipboard
- ◆ **Shift-Ins**
paste text from the clipboard to the active window at the insertion point

- ♦ **Ctrl-V**
paste text from the clipboard to the active window at the insertion point

- ♦ **Ctrl-Z**
undo the last editing action

- ♦ **Alt-Backspace**
undo the last editing action

- ♦ **Shift-Arrow**
select one character in the direction of the arrow

- ♦ **Ctrl-Shift-Left arrow**
select from the insertion point to the beginning of the previous word

- ♦ **Ctrl-Shift-Right arrow**
select from the insertion point to the end of the next word

- ♦ **Shift-Home**
Select text from the the insertion point to the beginning of the line

- ♦ **Shift-End**
Select text from the insertion point to the end of the line

For some word processors, pressing Enter inserts a new paragraph mark into the document. For other word processors, new paragraphs can't be inserted from Grammatik; the Enter key is disabled.

See Also
[Resume](#)

Grammar Window

Purpose

Use the features in the Grammar window to edit your document while proofreading.

Choose from the following options for more information:

[Start](#)

[Resume](#)

[Replace](#)

[Skip Once](#)

[Skip Always](#)

[Add to Spelling Dictionary](#)

[Undo](#)

[Suggest](#)

In some cases, Grammatik might identify a problem that requires [editing text manually](#). When this occurs, place the insertion point in the Editor window, edit the problem, then choose [Resume](#).

Steps

To see how Grammatik analyzes a sentence,

1 Choose [Parts of Speech](#) or [Parse Tree](#) on the [View menu](#).

While running a check, you might find you need to change the proofreading options or checking style.

To change an option,

1 Choose Checking Styles of Environment from the [Preferences](#) menu.

2 Select the appropriate command.

See Also

[Rule pop-up menu](#)

[Mark](#)

[Save Rules](#)

[Turn Off \(Rule Classes\)](#)

[Turn On \(Rule Classes\)](#)

[Write Error \(to file\)](#)

Start

- ◆ Start

Purpose

Use Start to begin proofreading.

Steps

To start checking a document,

- 1** Open a document through WordPerfect.
- 2** Choose Grammatik from the Tools menu.
or
Choose Grammatik from the Button Bar.
- 3** Choose Start.

See Also

[Resume](#)

Resume

- ◆ Resume

Purpose

Use Resume to continue checking your document after you have edited text manually.

Steps

- 1 Choose Resume after editing.

See Also

Start

Check headers, footers, and footnotes

- ◆ Preferences, Environment

Purpose

Turn this option on if you wish to check text in headers, footers or footnotes when you're in a WordPerfect document. This option is not available in other WordPerfect products, such as Works or Presentations.

Steps

- 1** Choose Environment from the Preferences menu.
- 2** Select Check headers, footers, and footnotes in WordPerfect.
- 3** Choose OK.

Mark

- ♦ Rule pop-up menu, Mark

Purpose

You can choose Mark to tell Grammatik to mark the current problem for later reference and then go on to the next problem. Grammatik inserts the advice enclosed in angle brackets <>.

Steps

- 1 Choose Mark from the Rule pop-up menu.
- 2 Return to the marked problems by using your word processor's Search function to find the < character.
- 3 After editing, delete the angle brackets <> and advice.

Turn Off (Rule Classes)

- ♦ Rule pop-up menu, Turn Off

Purpose

Use Turn Off to ignore a grammar rule for the rest of the session.

Steps

- 1 While proofreading a document, choose Turn Off from the Rule pop-up menu.

Steps

To keep the rule turned off and create a custom style,

- 1 At the end of the proofreading session, choose Save Rules from the Rule pop-up menu to keep the rule turned off and create a custom style.

See Also

Turn On (Rule Classes)

Save Rules

Replacements

Purpose

Suggested replacement words and phrases appear in the Replacements list box.

Steps

- 1 Open a document and begin proofreading.
- 2 Select the replacement you wish to use, then choose Replace.

Sometimes advice is unavailable and no replacement is offered. At these times you must use your best judgment and edit text manually.

See Also

Enter Subject

Grammar and Writing

Skip Always

- ◆ Skip Always

Purpose

Use Skip Always to ignore the highlighted word or phrase for the rest of the proofreading session.

If you choose Skip Always, the word will not be added to the personal word list and is flagged if encountered again in a future proofreading session. To learn about adding a word to the personal word list, see [Add](#).

Steps

To skip a word or phrase for the entire proofreading session,

- 1 When a word or phrase you wish to skip is highlighted, choose Skip Always.

See Also

[Skip Once](#)

Add (to Spelling Dictionary)

- ◆ Add

Purpose

When spelling checking is turned on during a proofreading session, Grammatik flags any word not found in its dictionary or your personal word list. If the word is spelled correctly and you often use it in your writing, use Add to put the word in your personal word list.

Steps

To add a new word to the personal word list,

- 1 Choose Add.

See Also

[Create Supplementary Dictionary](#)
[Dictionaries Menu](#)

Skip Once

- ◆ Skip Once

Purpose

If proofreading identifies a problem that you don't wish to change, use Skip Once. Grammatik skips the current problem but flags other occurrences of the problem.

Steps

- 1 Choose Skip Once.

See Also

[Skip Always](#)

Replace

- ◆ Replace

Purpose

If you wish to substitute a replacement word or phrase for a problem Grammatik has detected, use Replace. If more than one replacement is available, highlight the replacement you prefer in the list before choosing Replace. If you don't want to use any of the suggested replacements, edit the document manually.

Steps

- 1 Select the word or phrase you wish to use, then choose Replace.

If you decide against a replacement you've inserted,

- 1 Choose Undo.

The replacement phrase will be removed and your original text will appear.

See Also

Editing text manually

Enter Subject

Undo

Undo

- ◆ Undo

Purpose

After inserting a replacement word or phrase, return to your original document using Undo.

Steps

- 1 Choose Undo in the Grammar window.
or
Choose Undo from the Edit menu.

See Also

[Replace](#)

Preferences Menu

- ◆ Preferences

Purpose

Use Preferences to create a custom checking style, alter the proofreading environment, change the font size, choose the language you prefer to work in, or set a default directory and extension for the open dialogue box.

Steps

- 1 Choose Preferences.
- 2 Choose from the following options:

Checking Styles
Environment

Replacements

- ♦ [Dictionaries](#), Replacements

Purpose

Use Replacements to change, delete, or add words used as automatic replacements. For example, if you often type "hte" when you mean "the," you can have the correction made automatically.

Steps

To edit replacements in the default dictionary,

- 1 Choose Replacements from the Dictionaries menu.

To add a word to the replacements list,

- 1 Choose Add.
- 2 Type the word you wish to replace in the Change text box, then press Enter.
- 3 Type the new word in the To text box, then press Enter.
- 3 When you've completed your replacements list, choose OK.

To edit a word in your replacements list,

- 1 Highlight the word you wish to change, then choose Edit.
- 2 Type your changes in the text box, then choose OK to confirm the change.

To remove a word from the automatic replacement list,

- 1 Highlight the word you wish to delete, then choose Delete.
- 2 Choose Yes to confirm the deletion.

To automatically replace a word without requesting confirmation,

- 1 Select the AutoReplace checkbox in the [Add Replacements](#) dialogue box.
- 2 Choose OK.

See Also

[AutoReplace during grammar check](#)
[Prompt before automatic replace](#)

Edit Skip Words

- ♦ Dictionaries, Edit Skip Words

Purpose

Use Edit Skip Words to add, delete, or change words you want skipped during a spelling-check. These words build the personal word list.

Steps

To edit skip words in the default dictionary,

1 Choose Edit Skip Words from the Dictionaries Menu.

2 Select the word you wish to delete, then choose Delete.

or

Type the word you wish to add in the text box, then choose Add.

3 Choose Close to close the dialogue box when you have completed your edits.

Dictionaries Menu

- ◆ Dictionaries

Purpose

Use the options on the Dictionaries menu to select the supplemental spelling lists you wish to use during a spell-check, and to add or edit a dictionary. Dictionaries must be in WordPerfect format.

Steps

- 1** Choose Dictionaries from the Menu bar.

See Also

[Edit Replacements](#)

[Edit Skip Words](#)

[Select Dictionaries](#)

Environment

- ◆ [Preferences](#), Environment

Purpose

Use Environment to specify what replacements and prompts are offered and how Grammatik works.

Steps

- 1 Choose Environment from the Preferences menu.
- 2 Select the options you prefer, then choose OK.
- 3 Choose Close.

See Also

[Check headers, footers, and footnotes in WordPerfect](#)
[Prompt before automatic replace](#)
[Provide spelling suggestions](#)
[Show help prompts](#)
[Start checking immediately](#)

View Menu

- ◆ View

Purpose

Use the options on the View Menu to see the Parts of Speech or Parse Tree windows. The Parse Tree and Parts of Speech windows cannot be opened until you've started proofreading.

Steps

- 1 Open a document and start proofreading.
- 2 Select Parse Tree or Parts of Speech from the View Menu.

Parts of Speech

- ♦ [View](#), Parts of Speech

Purpose

As part of its analysis, Grammatik assigns parts of speech to each word in a sentence. The analysis is based on context. Grammatik cannot interpret the semantics (author's meaning) of the sentence. Sometimes Grammatik is not sure what part of speech to assign a word. At other times, Grammatik can only tell that a word is one of several parts of speech (e.g., "book" can be either a noun or a verb).

Although Grammatik attempts to narrow the part of speech assignment by context analysis, occasionally it makes an error. The Parts of Speech display shows the final parts of speech Grammatik assigns to each word. It may help you when you are trying to choose a correct replacement or when you are unsure of Grammatik help advice. For more information about the terms shown below, please see Grammar and Writing.

Steps

- 1 Choose Parts of Speech from the View menu.

Choose from the following list to see explanations of parts of speech codes:

[abrv](#)
[adj](#)
[adv](#)
[aux](#)
[det](#)
[c/s](#)
[cj](#)
[inf](#)
[ij](#)
[mod](#)
[num](#)
[pv](#)
[ppt](#)
[pn](#)
[poss](#)
[prep](#)
[3v](#)
[pres-p](#)
[prn](#)
[<>](#)
[sn](#)
[bv](#)

See Also

[Grammar and Writing](#)

Parse Tree

- ♦ [View](#), Parse Tree

Purpose

You can learn more about how sentences are built by viewing the Parse tree during your editing. During proofreading, Grammatik assigns a part of speech to each word in the sentence. Then a sentence part is assigned to each word or group of words. The Parse Tree displays these sentence parts.

One good reason to use the Parse Tree is when you get a Long Sentence, Fused Sentence, or Comma Splice error. You can consider splitting your sentence into separate sentences by examining where the clauses begin and end. You can move the Parse Tree window into an empty space on your screen and view it while editing. The Parse Tree window automatically updates as new errors are found. Sentences without errors are not shown.

Steps

To view the Parse Tree,

- 1 Choose Parse Tree from the View menu.

To hide the parts of sentence assignments detail,

- 1 Click the Tree icon.


To close the Parse Tree,

- 1 Select Close.

Choose from the following for explanations of the sentence parts:

[Main Clause](#)

[Subordinate Clause](#)

[Relative Clause](#) 

[Wh- Clause](#)

[That Clause](#)

[Subject](#)

[Verb or Verb Phrase](#)

[Direct Object](#)

[Indirect object](#)

[prep_phr](#)

[rel_prn](#)

[phrasal](#)

[adv](#)

[cj](#)

[ij](#)

See Also

[Grammar and Writing](#)

Turn On (Rule Classes)

- ◆ Rule pop-up menu, Turn On

Purpose

During proofreading, you can use Turn Off to deactivate a rule class that you find inappropriate for the type of document you are checking. After deactivating a rule class, re-activate it with Turn On (Rule classes).

Steps

To reactivate a rule class,

- 1 Choose Turn On from the Rule pop-up menu.
- 2 Select the rule you want to turn on from the list box, then choose OK.

Edit Checking Styles

- ◆ [Preferences](#), [Checking Styles](#), Edit

Purpose

Use Edit Checking Styles when you wish to change the rule classes for a checking style. You can turn rule classes on or off, change maximum allowed thresholds and create a custom style. For more information about customizing checking styles, see [Grammar and Writing](#).

Steps

- 1 Choose Checking Style from the Preferences menu.
- 2 Select the predefined checking style you prefer as your model, then choose Edit.
- 3 Turn rule classes on or off, adjust thresholds and change formality as you wish.
- 4 Choose Save As to enter a name for the new style, type in the name of your new style, then choose OK.
or
Choose Save to use the name of the predefined checking style with an asterisk (*) added.

See Also

[Change Formality Level](#)
[Maximum Allowed](#)
[Grammar and Writing](#)

Maximum Allowed

- ◆ Preferences, Checking Styles, Edit

Purpose

Changing the maximum allowed values is one way to customize a checking style. The following values can be changed:

Consecutive nouns

Consecutive prepositional phrases

Long sentence length

Spell numbers below or equal to

Words allowed in split infinitive

Steps

- 1 Choose Edit from the Checking Styles dialogue box.
- 2 Enter the new values.
- 3 Choose Save or Save As.

Change Formality Level

- ◆ Preferences, Checking Styles, Edit

Purpose

Use this option to change the level of formality for the currently selected checking style. The errors that Grammatik flags can be categorized into three levels of formality. By default, a checking style will have an appropriate formality level for that style. For example, Technical or Scientific style is checked at the Formal level (strict rules of diction and usage) and Informal Memo or Letter style is checked at the more relaxed Informal level of formality. If you write in moderate, everyday language, choose Standard. If you prefer your writing to be as polished as possible, choose Formal. If you use many colloquial expressions, choose Informal.

! Whenever you change to a new checking style, your level of formality will change to the default for that checking style.

Steps

- 1 Choose Edit from the Checking Style dialogue box.
- 2 Choose a formality level, then choose Save or Save As.

Consecutive nouns

- ◆ [Preferences](#), [Checking Styles](#), Edit

Purpose

Use this setting to tell Grammatik how many consecutive nouns to allow before it flags an error. For example, if you set this value to three, the following phrase would be flagged as an error:

"quality assurance analysis report."

Steps

- 1 Choose Edit from the Checking Styles dialogue box.
- 2 Type the number you prefer in the Consecutive Nouns text box.

! Remember that the Consecutive Elements Rule Class must be turned on for any consecutive noun error to be flagged.

See Also

[Grammar and Writing](#)

Consecutive prepositional phrases

- ◆ [Preferences](#), [Checking Styles](#), Edit

Purpose

Use this setting to tell Grammatik how many consecutive prepositional phrases to allow before it flags an error. For example, if you set this value to three, the following sentence would be flagged as an error:

One of the many duties of the office of President of this company is to appear distinguished, or at least clean-shaven.

Steps

- 1 Choose Edit from the Checking Styles dialogue box.
- 2 Type the number you prefer in the Consecutive Prepositional Phrases text box.
 - ! Remember that the Consecutive Elements Rule Class must be turned on for any consecutive prepositional phrase error to be flagged.

See Also

[Grammar and Writing](#)

Long sentence length

- ◆ [Preferences](#), [Checking Styles](#), Edit

Purpose

Use this setting to tell Grammatik how many words to allow in a sentence before it flags an error.

Steps

- 1 Choose Edit from the Checking Styles dialogue box.
- 2 Type the number you prefer in the Long Sentence Length text box.

! Remember that the Long Sentence Rule Class must be turned on for any long sentence error to be flagged.

See Also

[Grammar and Writing](#)

Spell numbers below or equal to

- ◆ [Preferences](#), [Checking Styles](#), Edit

Purpose

Use this setting to tell Grammatik when a number should be spelled out ("nine") instead of written as a figure ("9"). Set this value to zero if you don't want figures to be flagged as errors.

Steps

- 1 Choose Edit from the Checking Styles dialogue box.
- 2 Type the number you prefer in the Spell numbers below or equal to text box.
 - ! Remember that the Number Style Rule Class must be turned on for any number style error to be flagged.

See Also

[Grammar and Writing](#)

Words allowed in split infinitive

- ◆ [Preferences](#), [Checking Styles](#), Edit

Purpose

Use this setting to tell Grammatik how many words to allow in a split infinitive before it flags an error. Words come between the first word ("to") and the last word (base verb) of an infinitive without reporting an error. For example, if you set this value to one, the phrase "to boldly go" would not be flagged, but the phrase "to very boldly go" would be flagged.

Steps

- 1 Choose Edit from the Checking Styles dialogue box.
- 2 Type the number you prefer in the Words allowed in split infinitive text box.
 - ◆ Remember that the Split Infinitive Rule Class must be turned on for infinitive error to be flagged.

See Also

[Grammar and Writing](#)

Statistics Menu

- ◆ Statistics

Purpose

Use the Statistics menu to view the three statistical summaries:

Basic Counts

Flagged

Readability

Steps

- 1 Open a document through WordPerfect.
- 2 Choose Grammatik from the Tools menu.
or
Choose Grammatik from the Button Bar.
- 3 Choose Basic Counts, Flagged or Readability from the Statistics menu.

See Also

Add Comparison Document

Readability

- ◆ Statistics, Readability

Purpose

The Readability statistics contain a brief interpretation of your document's readability statistics. These statistics are meant as helpful indicators of potential problems; they are not absolute rules.

The statistics in the Readability include:

- ◆ **Flesch Reading Ease Score**

This number is high for readable writing and low for complex writing. Many companies require writing that matches a certain Flesch Reading Ease Score. Interpret the score for your document as follows:

Score	Reading Difficulty
90-100	Very easy
80-90	Easy
70-80	Fairly easy
60-70	Standard
50-60	Fairly Difficult
30-50	Difficult
0-30	Very Difficult

The Flesch Reading Ease Score formula is:
 $206.835 - (1.015 \times \text{average words/sentence})$
 $-(84.6 \times \text{average syllables/word})$

- ◆ **Passive voice**

Too many passive constructions can make your work boring or difficult to understand.

- ◆ **Sentence complexity**

Long sentences or sentences with complex structure are often difficult to understand.

- ◆ **Vocabulary Complexity**

Too many large words or unusual words may be too difficult for most readers.

- ◆ British English versions of Grammatik may use different scoring systems. For a complete explanation of Readability statistics, please see the User's Guide.

Steps

- 1 Open a document through WordPerfect.
- 2 Choose Grammatik from the Tools menu.
or
Choose Grammatik from the Button Bar.
- 3 Choose Readability from the Statistics menu.

See Also

[Add Comparison Document](#)

Basic Counts

- ◆ Statistics, Basic Counts

Purpose

Use Basic Counts to determine if you use many long words in your writing, or if your paragraphs are too long for the reader to easily understand. During Basic Counts, the syllables, words, sentences, sentence lengths and paragraphs in your document are counted and averaged.

Steps

1 Open a document through WordPerfect.

2 Choose Grammatik from the Tools menu.

or

Choose Grammatik from the Button Bar.

3 Choose Basic Counts from the Statistics menu.

- ◆ Basic Counts does not consider text in tables, headings, footers, lists, or other specially formatted text. If you need a count of every word in your document, use the document information or speller for your word processor.

Flagged

- ◆ Statistics, Flagged

Purpose

Flagged shows the numbers of each error type flagged in your document. Use this information to find what particular problems you tend to repeat in your writing.

Steps

- 1 Open a document through WordPerfect.
- 2 Choose Grammatik from the Tools menu.
or
Choose Grammatik from the Button Bar.
- 3 Choose Flagged from the Statistics menu.

Add Comparison Document

- ◆ Statistics, Readability, Add

Purpose

Use Add to add another document and its statistics to the comparison document list. The Gettysburg Address, a Hemingway short story, and the U.S. Internal Revenue tax form are the default comparison documents that come with Grammatik.

Use this feature to track your writing progress by comparing one revision of a document to the next or to provide a company approved document as a comparison.

Steps

To compare your document to one of the standard works,

- 1 Open a document, then start Grammatik.
- 2 Choose Readability from the Statistics menu.
- 3 Choose Add from the Readability window.
- 4 Choose OK to confirm that you wish your document added to the list of Comparison documents.

- ◆ Only one document may be added to the comparison document set at a time. If you attempt to add a second document, your first custom comparison is automatically overwritten.

To return to a default comparison,

- 1 Choose the comparison you prefer from the comparison document list box.

Help Menu

- ◆ Help

Purpose

The Help menu contains commands that provide information about Grammatik, Windows, and the Help system.

Choose from the following for more information:

[Contents](#)

[Menu Commands](#)

[Using Help](#)

Search for Help on

- ◆ [Help](#), Search for help on

Purpose

Use Search for Help on to access any help topic in Grammatik. Help topics include information on Grammatik commands, rule classes, and writing problems.

Using Help

Purpose

The following information explains basic features of a Help topic (this screen is a Help topic).

Pop-up definitions are dot-underlined, colored words and phrases that you click to see a "pop-up" window that displays information. The pop-ups below explain the buttons on the top of this Help screen, and are examples of the pop-ups found in Help. Click once to read them, then click again to close them.

Contents Search Back History Print Close

Jump terms are solid-underlined, colored words and phrases that move you to another Help topic. To read the topic about Context-Sensitive Help, click this jump term: context-sensitive help then click the Back button to return to this topic.

- ◆ The light bulb icon is an icon containing a hint. Click the light bulb to read the hint.



Text following a route icon shows the menus and button you choose to access a feature.

- ◆ Text following an exclamation point is important information.

About Grammatik

- ◆ [Help](#), About Grammatik

Purpose

Use About Grammatik to get information about the Program release dates and your computer setup. In particular, the version number of Grammatik is listed.

To return to the Grammatik main window after selecting About, choose OK.

Add Supplementary Dictionary

- ◆ Dictionaries, Select Dictionaries, Add

Purpose

Use Add Supplementary Dictionary when you wish increase the number or type of dictionaries used during spell-checking. You can add any WordPerfect 6.x supplementary dictionary to the Grammatik dictionary list. You can use up to three supplementary dictionaries. Note that WordPerfect 6.0 for Windows supplementary dictionaries will be automatically converted to WordPerfect 6.1 format and will no longer be compatible with WordPerfect 6.0.

Steps

- 1 Choose Select Dictionaries from the Dictionaries menu, then choose Add.
- 2 Select the dictionary you wish to add to the search list, or type its name, then choose OK.

See Also

Delete Supplementary Dictionary

Create Supplementary Dictionary

- ◆ [Dictionaries](#), Select Dictionaries, Create

Purpose

A supplementary dictionary is an additional list of words used for spell checking. You add words to a supplementary dictionary every time you use Add during the spell checking of a document.

You might wish to create a new supplementary dictionary if you are working on a long document or a series of documents with many special terms or foreign phrases.

Steps

- 1 Choose Select Dictionaries from the Dictionaries menu, then choose Create.
- 2 Type the name of your new dictionary in the File Name text box. Use .sup as the file extension.
- 3 Choose OK.

The new dictionary appears at the bottom of the search order. If you wish to add words to the new dictionary during a spelling check, or edit skip words or replacements in the new dictionary, use [Set Default](#) to select the new dictionary.

See Also

[Dictionaries Menu](#)

Delete Checking Style

- ◆ [Preferences](#), [Checking Styles](#), Delete

Purpose

Use Delete Checking Style to remove a custom checking style from the checking styles list. You can't delete pre-defined checking styles, only the checking styles you create.

Steps

- 1 Choose Checking Styles from the Preferences menu.
- 2 Select the custom style you wish to remove, then choose Delete.

See Also

[Edit Checking Styles](#)

Delete Supplementary Dictionary

- ◆ [Dictionaries](#), Select Dictionaries, Delete

Purpose

Use Delete Supplementary Dictionary to remove a supplementary dictionary from the search order list. The dictionary file is removed only from the list, not from your hard drive.

Steps

- 1 Choose Select Dictionaries from the Dictionaries menu.
- 2 Select a dictionary from the Dictionaries in Search Order list box, then choose Delete.
- 3 Choose Yes to confirm the deletion.

See Also

[Dictionaries Menu](#)

[Create Supplementary Dictionary](#)

[Add Supplementary Dictionary](#)

Editor

Purpose

The document you are proofreading appears in the Grammatik Editor window. You can place the insertion point in the document text and edit manually or use the suggestions to edit your document.

Steps

- 1 Open a document through WordPerfect.
- 2 Choose Grammatik from the Tools menu or the Button Bar.

See Also

[Editing Text Manually](#)
[Grammar Window](#)

Enter Subject

Purpose

Grammatik sentence rewriting cannot always pick out the correct subject for a sentence. To allow you to enter the correct subject, it offers <subject> as a placeholder for the subject you will type in. If you need help deciding on the best subject, see [Grammar and Writing](#).

Steps

- 1 Choose a replacement sentence containing <subject>.
- 2 Type the correct subject of the sentence, then choose OK.

See Also

[Replace](#)
[Replacements](#)

New Sentence

Purpose

When a replacement is offered, the sentence with the replacement in place is shown in the New Sentence text box. This gives you an opportunity to see how the sentence reads before inserting a replacement in your document. Choose another replacement if you wish to see another version of the sentence.

Steps

- 1** Open a document, then start Grammatik.
- 2** Select a replacement to view a new sentence.

See Also

[Replacements](#)

Prompt before automatic replace

- ◆ [Preferences](#), Environment

Purpose

Use this option to be prompted before an automatic replacement is inserted. Automatic replacements are created when you select [AutoReplace during grammar check](#) in the [Edit replacements](#) dialogue box. You can override all automatic replacements by deselecting this check box.

Steps

- 1 Choose Environment from the Preferences menu.
- 2 Select Prompt before automatic replace if you wish to be prompted.
- 3 Choose OK.

See Also

[Dictionaries Menu](#)
[Edit Replacements](#)

Provide spelling suggestions

- ◆ Preferences, Environment

Purpose

Turn this option on if you prefer spelling suggestions to be offered during proofreading.

Steps

- 1** Choose Environment from the Preferences menu.
- 2** Select Provide spelling suggestions.
- 3** Choose OK.

See Also

Dictionaries

Restore Checking Style

- ◆ [Preferences](#), [Checking Styles](#), Edit

Purpose

Use this option to return to the default settings for a checking style. Restore is available only for custom styles named under one of the original Grammatik checking style names.

When a custom checking style is saved to Grammatik checking style name, an asterisk (*) is added to the name. Custom checking styles created under new names cannot be return to default settings.

Steps

- 1 Choose Checking Styles from the Preferences menu.
- 2 Select the checking style you prefer to return to default settings, then choose Edit.
- 3 Choose Restore.

See Also

[Checking Styles](#)

[Edit Checking Styles](#)

Rule Classes

- ◆ [Preferences](#), [Checking Styles](#), Edit

Purpose

Use this option to edit Rule Classes and create custom checking styles for your documents. For a description of every rule class, see Grammar and Writing. Rule Classes may also be turned off and on while proofreading from the [Rule pop-up menu](#).

Steps

- 1 Choose Checking Styles from the Preferences menu.
- 2 Select a checking style you wish to customize, then choose Edit.
- 3 Select or deselect rule classes off or on.

For help on rule classes, click the question mark button.

- 4 Choose Save or Save As.

To turn off one rule at a time while proofreading, use the Rule pop-up menu.

- 1 Open a document, then start Grammatik.
- 2 When you come to an error you no longer want flagged for this proofreading session, click Rule, then choose Turn off.
- 3 To save your turned off rules to a custom checking style, choose Save Rules.

See Also

[Change Formality Level](#)
[Checking Styles](#)
[Edit Checking Styles](#)
[Maximum Allowed](#)
[Save Rules](#)

Rule Pop-up Menu

Purpose

Use the Rule pop-up menu to turn a rule off and on during a proofreading session, save rule settings, mark an error you wish to return to later, write an error to a file for future reference, or get help on rules.

Steps

- 1 Open a document, then start Grammatik.
- 2 When you need to perform a task, click Rule, then select the feature.

See Also

[Turn Off \(Rule Classes\)](#)

[Turn On \(Rule Classes\)](#)

[Save Rules](#)

[Write Error \(to file\)](#)

[Mark](#)

Select Dictionaries

- ◆ [Dictionaries](#), Select Dictionaries

Purpose

Use Select Dictionaries to add, create, or delete a supplementary dictionary; to set a default dictionary; or to edit skip words or replacements.

Steps

- 1** Choose Select Dictionaries from the Dictionaries menu.
or
Choose the Select Dictionaries icon.
- 2** If you are changing the default spelling dictionary, select the supplementary dictionary from the list, then choose Set Default.
- 3** Choose Edit Skip Words or Edit Replace to make changes or additions to a selected dictionary.
- 4** Choose Create to begin building a new supplemental dictionary.
- 5** Select a dictionary, then choose Delete when you wish to remove a dictionary from the list.
- 6** Choose Close.

See Also

[Add Supplementary Dictionary](#)
[Create Supplementary Dictionary](#)
[Delete Supplementary Dictionary](#)
[Edit Skip Words](#)
[Edit Replacements](#)
[Set Default Supplementary Dictionary](#)

Set Default Supplementary Dictionary

- ◆ [Dictionaries](#), [Select Dictionaries](#), Set Default

Purpose

Use this option to choose which dictionary you want words added to during a spelling check or when editing skip words or replacement words from the Dictionaries menu.

Steps

- 1 Choose Select Dictionaries from the Dictionaries menu.
- 2 Select a dictionary in the Dictionaries in Search Order list box, then choose Set Default.

See Also

[Add Supplementary Dictionary](#)
[Create Supplementary Dictionary](#)

Show help prompts

- ◆ Preferences, Environment

Purpose

Turn this option on to see help information in the title bar.

Steps

- 1 Choose Environment from the Preferences menu.
- 2 Select Show help prompts, then choose OK.

See Also

Environment

Start checking immediately

- ◆ [Preferences](#), Environment

Purpose

Use this option to have checking start as soon as you open a document. When Start checking immediately is selected, you do not have to choose Start.

Steps

- 1 Choose Environment from the Preferences menu.
- 2 Select Start checking immediately.
- 3 Choose OK.

See Also

[Checking Styles](#)
[Environment](#)
[Start](#)

Save Rules

- ♦ [Rule pop-up menu](#), Save Rules

Purpose

Use this option to create custom checking styles.

Steps

- 1 Open a document, then start Grammatik.
- 2 When a rule class that you wish to turn off is flagged, open the Rule pop-up menu, then choose Turn Off.
- 3 Open the Rule pop-up menu, then choose Save Rules.

You can save the new settings to a new custom checking style name, or to the original checking style. When you save to the original checking style name, an asterisk (*) appears next to the name.

See Also

[Edit Checking Styles](#)

[Turn Off \(Rule Classes\)](#)

[Turn On \(Rule Classes\)](#)

Write Error (to file)

- ♦ [Rule pop-up menu](#), Write Error

Purpose

Use Write error (to file) when you wish to view the error and its corresponding advice later. The error is written to the file named WTGW60.ERR. This file is stored in the Windows directory or the private path if you have specified one. No marking characters are placed in your document.

Steps

- 1 Open a document, then start Grammatik.
- 2 When an error you wish to remember is flagged, choose Write Error from the Rule pop-up menu.
- 3 Choose New to create a new WTGW60.ERR file. Your old WTGW60.ERR will be overwritten.
or
Choose Append to add the error to the end of the current WTGW60.ERR file.

See Also

[Mark
Rule Pop-up Menu](#)

AutoReplace during grammar check

- ◆ [Dictionaries](#), [Edit Replacements](#), Add

Purpose

Use AutoReplace during grammar check to automatically substitute replacement words in the text of your document, without requiring confirmation.

Steps

- 1** Choose Edit Replacements from the Dictionaries menu.
- 2** Choose Add.
- 3** Complete the Add dialogue box, then select AutoReplace during grammar check.

See Also

[Edit Replacements](#)

[Prompt before automatic replace](#)

 **Hint**

In a relative clause, a phrase that does not appear in the relative clause itself, but still has a function in the clause, appears in curly braces next to the function it performs. Example: the employees who used the plan. Here, "the employees" is the subject of the relative clause "who used the plan." "Who" represents "the employees" in the clause. "The employees" appears in curly braces ({}) next to "subject."

 **Hint**

You can move the Parse Tree window into an empty space on your screen and view it while editing. The Parse Tree automatically updates as new errors are found. Sentences without errors are not shown.

abbreviation

Examples: etc., St.

adjective

Modifies a noun. Example: a "good" book

adverb

Modifies a verb or an adjective. Examples: go "quickly," a "very" good book

auxiliary verb

A form of "be," "have," or "do." Examples: "is" coming, "had" not run, "did" he say

comparative or superlative

Forms of adjectives or adverbs. Examples: happier, slowest

conjunction

Joins words, phrases, or clauses. Examples: the book "and" the pen, "because" it is late

determiner

A special type of adjective. Examples: a, an, the, some, these, any

Direct Object

The direct object receives the action. The verb that acts on this object is shown in angle brackets (<>) after the direct object. Example: Bob gave "an apple." DIRECT OBJECT: an apple <gave>

Indirect Object

The indirect object tells "to whom" or "for whom." The verb acting on the indirect object is shown in angle brackets (<>). Example: Bob gave an apple "to her." INDIRECT OBJECT:
her <gave>

infinitive

Verb form using "to" plus a base verb. Examples: to read, to go

interjection

An exclamation. Examples: hi, oh, hey

Main Clause

Clause #1. This clause contains a complete meaning without any other sentence component. Example: We will have the meeting today.

modal

A type of auxiliary verb. Examples: will, must, can, should, might

number

Examples: three, 497, 6:00

past

Past tense form of a verb. Examples: He "wrote" the book. We "went" to the store.

past-participle

A form of a verb. Examples: The note was "written" in ink.

phrasal

A preposition that is part of a verb phrase, but separated from it. Example: call him "up"

plural noun

Examples: books, children

possessive noun

Possessive form of a noun, indicating ownership. Examples: "dog's" leg, "students' cars, "Joe's" son

preposition

Relates nouns and pronouns to other words. Examples: folder "of" notes, gift "for" you

prepositional phrase

Example: "to the office," "of the President"

present participle

A form of a verb, usually formed by the addition of "ing." Examples:
He is "writing" a book. She is "going" to bed.

pronoun

Takes the place of a noun. Examples: I, me, you, mine, yourself, these, who, which

punctuation

Examples: period (.), comma (,), question mark (?)

Relative Clause

This is a type of subordinate clause that acts like an adjective, describing a noun or pronoun before it. A relative clause usually starts with a relative pronoun like "who," "whom," or "what." Example: The employees "who used the dental plan" appreciated the change.

relative pronoun

Examples: who, that, which, what

singular noun

The name of a person, place, thing, or idea. Examples: Tom, Utah, pen, health

Subject

The subject of a clause performs the action. Subjects can be one word or several.

Examples: "John" ran, "the cats" meowed, "all the children and their mothers" took naps

Subordinate Clause

Clause # Subord. This is another name for a dependent clause. A subordinate clause cannot stand alone. It depends on another clause to complete its meaning. Example: We will have the meeting today, "since everyone is here."

That Clause

A specialized subordinate clause starting with "that." Example: We were sure "that you would pay us."

Third-person

Third-person present form of a verb. Examples: he "waits," she "brushes" her hair, "does" it sing

verb

Shows action or existence. Examples: "read" the book, it "is" informative

Verb or Verb Phrase

The verb generally shows the action. Verbs can contain one or several words. VERB is used for a single word; VERB PHRASE is used when several words make up the verb. Examples: John "ran" (VERB), he "has gone" (VERB PHRASE)

Wh- Clause

CLAUSE # WH A specialized subordinate clause starting with "when," "how," "why," or "where." A wh-clause can act like a noun, an adverb, or an adjective. Examples: We knew "where she would go." I will tell you "when I go."

Add Replacement Words

- ◆ [Dictionaries](#), [Edit Replacements](#), Add

Purpose

Use Add Replacement Words to add words used as automatic replacements. For example, if you often type "hte" when you mean "the," you can have the correction made automatically.

Steps

1 Choose Edit Replacements from the Dictionaries menu.

To add a word to the replacements list,

1 Choose Add.

2 Type the replacement, then choose Add.

3 When you've completed your replacements list, choose OK.

See Also

[Edit Replacements](#)

Grammar and Writing

- ◆ [Help](#), Grammar and Writing

Purpose

You can learn more about grammar rules, writing styles, and improving your own writing by choosing Grammar and Writing help.

Steps

- 1 Choose Grammar and Writing from the Help menu.
or
Choose the Grammar Help button from the Button Bar.

Search for Grammar Help on

- ◆ [Help](#), Search for Grammar Help on

Purpose

You can go directly to the help topic you need.

Steps

- 1 Choose Search for Grammar Help on from the Help menu.
- 2 Type the name of the topic you need help on.
- 3 When the topic name appears in the list, select it, then choose Show Topics.
- 4 Select the topic you prefer, then choose Go To.

Search for Help on

- ◆ [Help](#), Search for Help on

Purpose

You can go directly to the help topic you need.

Steps

- 1 Choose Search for Help on from the Help menu.
- 2 Type the name of the topic you need help on.
- 3 When the topic name appears in the list, select it, then choose Show Topics.
- 4 Select the topic you prefer, then choose Go To.

Maximize Grammatik

Purpose

Use Maximize to change the Grammatik icon to a full size window.

Steps

- 1** After minimizing Grammatik to an icon, click the icon once to open the menu.
- 2** Choose Maximize.

See Also

[Minimize Grammatik](#)

Minimize Grammatik

Purpose

Use Minimize to change Grammatik from a window to an icon.

Steps

- 1** Click the minimize button (the down-arrow button in the title bar).

See Also

[Maximize Grammatik](#)

Restore Grammatik

Purpose

Use Restore to return Grammatik to its original size and position.

Steps

- 1 Click on the minimized Grammatik icon to open the menu.
- 2 Choose Restore.

See Also

[Maximize Grammatik](#)

Save as Checking Style

Purpose

Use Save As Checking Style to save your new checking style as a file under a name you choose.

Steps

- 1** After making changes to your document, choose Save As.
- 2** Type your new checking style, then choose OK.

Screen Close

- ♦ Control menu, Close

Purpose

Use Close to close a document or to exit an application.

Steps

- 1 Choose Close from the Control menu.
- 2 Choose Yes to save changes and exit the document or application.

See Also

Switch To

Screen Maximize

- ♦ Control menu, Maximize

Purpose

Use Maximize to enlarge a window to full size.

Steps

- 1 Activate the window you wish to maximize, then choose Maximize from the Control menu.
or
Click the Maximize button (the up-arrow button on the window title bar).

See Also

Screen Minimize

Screen Minimize

- ♦ Control menu, Minimize

Purpose

Use Minimize to reduce a window to an icon.

Steps

- 1 Activate the window you wish to minimize, then choose Minimize from the Control Menu.
or
Click the Minimize button (the down arrow button on the window title bar.)

See Also

Screen Maximize

Screen Move

- ♦ Control menu, Move

Purpose

Use Move to relocate a window on the screen.

Steps

- 1 Activate the window you wish to move, then choose Move from the Control menu. Use the arrow keys to move the window to a new location, then press Enter.
or
Drag the title bar to the new location.

See Also

Screen Size

Screen Restore

- ♦ Control menu, Restore

Purpose

Use Restore to restore a window to its previous size and position.

Steps

- 1 Activate the window you wish to restore, then choose Restore from the Control menu.
or
Click the Restore button (the double-arrow button on the window title bar).

See Also

Screen maximize

Screen size

Screen Size

- ♦ Control menu, Size

Purpose

Use Size to modify the size of a window.

Steps

- 1 Activate the window you wish to size, then choose Size from the Control menu. Use the arrows until the outline of the window is the size you prefer, then press Enter.
or
Place the pointer on the window border (the pointer becomes a double arrow), then drag the pointer to the size you prefer.

See Also

Screen Maximize

Screen Minimize

Screen Restore

Size Bar

Purpose

Change the size of the Grammatik window.

Steps

- 1** Place the pointer on the window border (the pointer becomes a double arrow), then drag the pointer to the size you prefer.

See Also

[Screen Size](#)

Switch To

- ♦ Control menu, Switch to

Purpose

Use Switch To to activate other applications without exiting the current one.

Steps

- 1 Choose Switch To from the Control menu, select the application you prefer, then choose Switch To.
or
Press Alt + Tab.

Title Bar

Purpose

The horizontal bar across the top of each window that contains the name of the application or window, the Control menu box, and the maximize, minimize and restore buttons. Sometimes the title bar also contains help prompts that give you information about menu items you select.

See Also

[Show help prompts](#)

[Screen Minimize](#)

[Screen Maximize](#)

[Screen Restore](#)

Suggest

- ◆ Suggest

Purpose

When you have the Provide spelling suggestions option turned off, you must request spelling suggestions.

Steps

- 1 Choose Suggest from the Grammar window when you wish to see spelling suggestions.

See Also

[Environment](#)

[Provide spelling suggestions](#)

Control Menu

Purpose

Use the options on the Control Menu to position, size, close, and switch application windows, and to open Grammatik from another application.

Steps

To use the Control Menu,

- 1 Double-click the control-menu box, in the upper left corner of the screen.

Choose from the following options for more information: [Screen Close](#)

[Screen Maximize](#)

[Screen Minimize](#)

[Screen Move](#)

[Screen Restore](#)

[Screen Size](#)

[Switch To](#)

 **Hint**

Use this button to return to the last topic you opened.

 **Hint**

Use this button to close the Help window.

♦ **Hint**

Use this button to return to the main Contents screen. You can navigate through specific areas of Help quickly, by clicking Contents.

Context-Sensitive Help

Purpose

Use Shift+F1 or F1 to get context-sensitive Help in a dialogue box, menu, or window. Shift+F1 requires a mouse and provides more specific help than F1. When you press Shift+F1 the insertion point changes to a cursor that looks like this: ♦

Steps

To use Shift+F1,

- 1 Press Shift+F1 in a dialogue box, menu, or window.
- 2 Click the item or control you wish information about.

To use F1,

- 1 Press F1 while a menu item is highlighted or when a dialogue box or window is open.
or
Choose the Help button in a dialogue box.

See Also

[Using Help](#)

♦ **Hint**

Dialogue boxes let you communicate with an application. They display warnings and messages, and they let you select and implement options by choosing appropriate commands. Dialogue boxes have a title bar and a control menu, but they do not have a menu bar. They can be moved to different locations on the screen. Most dialogue boxes must be closed before you can work in a window, but a few will allow you to move between the window and the dialogue box. If an option in a dialogue box is unavailable, it will appear dim. When it becomes available, it will change to a normal appearance.

♦ **Hint**

You can reduce the size and move the Help window to keep it on-screen while you follow the steps.

Choose Always on Top from the Help menu above to display the Help window "on top" of other applications, even when it is minimized. Or, size both Help and the application window so they do not overlap.

◆ **Hint**

Use this button to display the last 40 Help topics you opened, with the most recent at the top of the list. To reopen a topic, double-click it.

- ◆ **Hint**

A small graphics image that represents an application, a command, or a tool. Clicking or double-clicking an icon will produce an action.

- ◆ **Hint**

A list of options displayed on screen from which you can select a particular function or command.

♦ **Hint**

Use this button to print the current Help topic.

- ◆ **Hint**

The path that indicates where a feature is found. The hand icon points to the steps you take to access the feature.

♦ **Hint**

Use this button to search for Help topics by typing keywords.

♦ **Hint**

A method of displaying a document so that many of its elements appear graphically and many features are immediately available as on-screen choices.

Check menu

- ◆ Check

Purpose

The Check menu lets you choose which part of your document to proofread. You can proofread your entire document, a block of selected text, or from a cursor position forward.

Steps

- 1 Choose a checking method from the Check menu.

See Also

[Document](#)

[Paragraph](#)

[Selected text](#)

[Sentence](#)

[Text Entry Box](#)

[To End of Document](#)

Document

- ♦ Check, Document

Purpose

Proofread your entire document.

Steps

- 1 Open a document through Wordperfect.
- 2 Choose Grammatik from the Tools menu.
- 3 Choose Document from the Check menu.

See Also

Paragraph

Selected Text

Sentence

Text Entry Box

To End of Document

Paragraph

- ♦ Check, Paragraph

Purpose

Proofread only the paragraph containing the insertion point.

Steps

- 1 Open a document through WordPerfect, then place the insertion point anywhere in the paragraph you wish to check.
- 2 Choose Grammatik from the Tools menu.
- 3 Choose Paragraph from the Check menu.
- 4 Choose Start.

See Also

Document

Selected Text

Sentence

Text Entry Box

To End of Document

Selected Text

- ♦ Check, Selected Text

Purpose

Proofread only a block of text you've selected.

Steps

- 1** Open a document through WordPerfect.
- 2** Select a block of text.
- 3** Choose Grammatik from the Tools menu.
- 4** Choose Selected Text from the Check menu.
- 5** Choose Start.

See Also

Document

Paragraph

Sentence

To End of Document

Text Entry Box

Sentence

- ♦ Check, Sentence

Purpose

Proofread only the sentence containing the insertion point.

Steps

- 1 Open a document through WordPerfect, then place the insertion point in a sentence.
- 2 Choose Grammatik from the Tools menu.
- 3 Choose Sentence from the Check menu.
- 4 Choose Start.

See Also

Document

Paragraph

Selected Text

Text Entry Box

To End of Document

Text Entry Box

- ♦ Check, Text Entry Box

Purpose

You can proofread the text you've typed in a text entry box, for example, the text in the Speller or Quick Finder. You will seldom, if ever, use this feature from your word processor. Use Grammatik from the Tools menu instead.

Steps

- 1 Open Grammatik in the text entry box you wish to proofread.
- 2 Choose Start.

See Also

Document

Paragraph

Selected Text

Sentence

To End of Document

To End of Document

- ♦ Check, To End of Document

Purpose

Proofread from the insertion point to the end of the document.

Steps

- 1 Open a document through WordPerfect, then place the insertion point where you wish to start proofreading.
- 2 Choose Grammatik from the Tools menu.
- 3 Choose Start.

See Also

Document

Paragraph

Selected Text

Sentence

Text Entry Box

Help

- ♦ [Rule popup menu](#), Help

Purpose

You can get online help for the current rule class.

Steps

- 1 Start Grammatik.
- 2 Click Rule, then select Help.

See Also

[Grammar and Writing](#)

Skip Language

Purpose

If a portion of your document is not supported by Grammatik's supplementary dictionaries, this dialog appears. Use Skip Language to ignore all unsupported languages for the rest of your proofreading session. For more information, see the Language help topic in WordPerfect Online Help.

Steps

- 1 Choose Skip Language to ignore unsupported languages and continue proofreading.
or
Choose Exit to stop proofreading and close Grammatik.

