

Using writing tools

Using writing tools

Writing tools let you correct errors in spelling and grammar, correct mistakes automatically, and help to refine your writing style. The writing tools are as follows:

Spell Checker checks for misspelled words, duplicate words, irregular capitalization in texts, and text selections. Spell Checker is available in WordPerfect, Quattro Pro, Paradox, and Corel Presentations

Grammatik checks texts and text selections for grammar and style errors. Grammatik is available in WordPerfect, and Corel Presentations.

Thesaurus lets you look up synonyms. Thesaurus is available in WordPerfect, and Corel Presentations.

User Word Lists are lists of words and phrases that Spell Checker and Grammatik use to check for errors. There are two types of word lists available, User Word Lists and Main Word Lists. Each language comes with a default User Word List. You can customize User Word Lists by adding, deleting or replacing words. Main Word Lists are lists of specialized words used by Spell Checker for a particular language, field, or company. You can have up to 10 User Word Lists and Main Word Lists open at the same time. User Word Lists are available in WordPerfect, Quattro Pro, and Corel Presentations. Main Word Lists are available in Spell Checker.

The Language option lets you check spelling, grammar, or look up a word in a different language. You can also add and remove languages. The Language option is available in WordPerfect, Quattro Pro, Paradox, and Corel Presentations.

[{button ,AL\(`OVR Using writing tools;`,0,"Defaultoverview",\)} More Detailed Information](#)

Using Spell Checker



Using Spell Checker

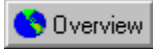
Spell Checker checks for misspelled words, duplicate words, and irregular capitalization in text selections. Spell Checker is available in WordPerfect, Quattro Pro, Paradox, and Corel Presentations

Spell Checker lets you start and close a spell checking session at any time, replace a misspelled word with a suggested word, edit the word manually, or skip the word. You can also add replacements for words to User Word Lists and Main Word Lists. Main Word Lists are lists of specialized words used by Spell Checker for a particular language, field, or company.

You can use the Spell Utility to create and edit a main word list for your business or field (such as medicine or law). The utility can be used to merge main word lists together and to convert main word lists (formerly called dictionaries) from previous formats. Main Word Lists are available only in Spell Checker.

You can customize Spell Checker settings so that it starts automatically, replaces words, beeps when it finds misspelled words, or offers phonetic word suggestions automatically.

Related Topics



Starting and closing Spell Checker

You can start or close a spell checking session at any time.

To start Spell Checker

1. Click Tools, Spell Checker.
2. Click the Start button in the Spell Checker dialog box.

To close Spell Checker

- Click the Close button in the Spell Checker dialog box.



Tip

- You can move the Spell Checker dialog box anywhere on your screen by clicking on the Writing Tools title bar, holding down the mouse button, and moving it to the desired location.



Note

- By default, Spell Checker starts checking your text automatically. To disable Auto Start click Options, Auto Start.

{button ,AL(` PRC Using Spell Checker;',0,"Defaultoverview",)} Related Topics



Checking spelling

Spell Checker lets you check your text in several ways. You can use Spell Checker to check all the spelling in a document, a portion of a document, or only selected text.

To spell check an entire document

1. Click Tools, Spell Checker.
2. Choose Document from the Check list box.
3. Click Start.

To spell check part of a document

1. Click Tools, Spell Checker.
2. Choose one of the following from the Check list box.
 - Number Of Pages
 - Page
 - Paragraph
 - Selected Text
 - Sentence
 - To End Of Document
 - Word
 - Text Box
 - Field
3. Click Start or Resume.

Note

- The options available vary according to the type of document you are checking.

To spell check selected text

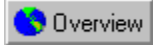
1. Select the text you want to spell check.
2. Click Tools, Spell Checker.
3. Click Start.



Notes

- By default, Spell Checker starts checking text automatically. To disable Auto Start click Options, Auto Start.
- Spell Checker has been customized for each application. Therefore, not all options in the Check list box are available in all applications.

{button ,AL(` PRC Using Spell Checker;'0,"Defaultoverview",)} Related Topics



Manually editing spelling

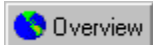
Spell Checker lets you manually edit text during a spell check. You can also continue to spell check a document after manually editing text.

To edit text manually

1. Click Tools, Spell Checker.
2. When Spell Checker stops on a word, click in the document where you want to make changes.
3. Edit the text.

To resume an interrupted Spell Checker session

- Click Resume.



Note

- By default, Spell Checker starts checking text automatically. To disable Auto Start click Options, Auto Start.

{button ,AL(` PRC Using Spell Checker;',0,"Defaultoverview",)} Related Topics

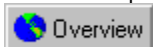


Replacing misspelled words

Spell Checker replaces misspelled words in two ways; you can choose a word from the Replacements list box or you can use the [Auto Replace](#) option to define an automatic replacement for a word. The Auto Replace option is useful for words that are misspelled regularly. Auto Replace replacement words are stored in a User Word List file (WT9XX.UWL, where "XX" is your language code).

To replace a misspelled word

1. Click Tools, Spell Checker.
2. When Spell Checker stops on a word, choose a word from the Replacements list box.
3. Click Replace.

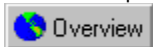


Note

- If Spell Checker does not offer replacement words, click Skip or edit text manually in the Replace With box.

To define automatic replacements

1. Click Tools, Spell Checker.
2. When Spell Checker stops on a word, click Auto Replace.



Note

- By default, Prompt Before Auto Replacement is disabled. To have Spell Checker prompt you before automatically replacing words, click Options, Prompt Before Auto Replacement.

{button ,AL(` PRC Using Spell Checker;','0,"Defaultoverview",)} [Related Topics](#)



Skipping words

The Skip Once or Skip All options are useful when Spell Checker stops on a word that you do not want to change. If you use the Skip Once option, Spell Checker skips the current occurrence of the word but flags subsequent occurrences of the word. If you use the Skip All option, Spell Checker ignores the word for the rest of the spell checking session. Unless Recheck All Text is enabled, Spell Checker also ignores the word in and any subsequent session. You can also skip all occurrences of a word for all spell checking sessions by adding it to a [User Word List](#).

To skip a word once

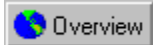
1. Click Tools, Spell Checker.
2. When Spell Checker stops on a word, click Skip Once.

To skip all occurrences of a word

1. Click Tools, Spell Checker.
2. When Spell Checker stops on a word, click Skip All.

To skip all occurrences of a word using a User Word List

1. Click Tools, Spell Checker.
2. Click Options, User Word Lists.
3. Open the User Word List to which you want to add words.
4. Type the word in the Word/Phrase box and click Add Entry.



Note

- If Recheck All Text from the Options menu is selected, Spell Checker flags a word as an error even when Skip All is used to skip the word.

{button ,AL(` PRC Using Spell Checker;',0,"Defaultoverview",)} [Related Topics](#)

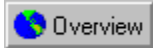
Customizing Spell Checker



Customizing Spell Checker

You can customize how Spell Checker checks spelling in a document. You can choose how Spell Checker starts, searches for misspelled words, irregular capitalization, duplicate words, and words with numbers. For example, you can have Spell Checker suggest replacement words that sound similar to a flagged word, or you can have Spell Checker beep when it finds a spelling error. You can also have Spell Checker spell check your text in a specific [language](#), and you can add words to a [User Word List](#) or a [Main Word List](#).

Customized settings in Spell Checker remain effective for all spell checking sessions until they are changed.



Notes

- Not all writing tools support all languages. For a list of writing tools and the languages they support, click [here](#).



Setting Spell Checker options

Customize Spell Checker to start automatically and to prompt you for automatic replacement of words. The Prompt Before Automatic Replacement option prompts you for words that have been added to a [User Word List](#). You can also have Spell Checker beep on misspelled words and show [phonetic suggestions](#) for words.

To start Spell Checker automatically

1. Click Tools, Spell Checker.
2. Click Options, Auto Start.

To have Spell Checker prompt for automatic replacement of words

1. Click Tools, Spell Checker.
2. Click Options, Prompt Before Auto Replacement.
3. Click Start or Resume.

To have Spell Checker beep on misspelled words

1. Click Tools, Spell Checker.
2. Click Options, Beep On Misspelled.
3. Click Start or Resume.

To have Spell Checker show phonetic suggestions for words

1. Click Tools, Spell Checker.
2. Click Options, Show Phonetic Suggestions.
3. Click Start or Resume.

{button ,AL(` PRC Customizing Spell Checker;',0,"Defaultoverview",)} [Related Topics](#)



Setting Spell Checker text and style options

You can customize the way Spell Checker checks text. You can have Spell Checker check for irregular capitalization, words that contain both letters and numbers, and duplicate words. You can also have Spell Checker recheck text every time you check your spelling. By default, once you have spell checked a document, Spell Checker rechecks only new or changed text. You can recheck your entire document by clicking the Recheck All Text option.

To check for irregular capitalization

1. Click Tools, Spell Checker.
2. Click Options, Check Irregular Capitalization.
3. Click Start or Resume.

To check for words that contain letters and numbers

1. Click Tools, Spell Checker.
2. Click Options, Check Words With Numbers.
3. Click Start or Resume.

To check for duplicate words

1. Click Tools, Spell Checker.
2. Click Options, Check Duplicate Words.
3. Click Start or Resume.

To recheck all text every time you check the spelling

1. Click Tools, Spell Checker.
2. Click Options, Recheck All Text.
3. Click Start or Resume.



Notes

- By default, Spell Checker does not check for words containing numbers. To ensure that Spell Checker checks words with numbers click Options, Words With Numbers.
- If you click Recheck All Text, Spell Checker flags a word as an error even if you have previously clicked Skip All to skip the word.

{button ,AL(` PRC Customizing Spell Checker;'0,"Defaultoverview",)} Related Topics

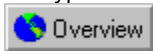


Using User Word Lists

User Word Lists are lists of words and phrases that Spell Checker uses to check for errors. During a spell checking session Spell Checker scans two types of word list files: User Word Lists and Main Word Lists. You can activate up to 10 lists of each type. Spell Checker first scans the active User Word Lists. If it does not find a word or phrase, Spell Checker scans the Main Word Lists you have activated. If you want to create or edit a Main Word List, you can use the Spell Utility. The utility can be used to merge main word lists together and to convert main word lists (formerly called dictionaries) from previous formats. Main Word Lists are available only in Spell Checker. You can also add word to User Word Lists from the Spell Checker dialog box.

To add words to a user word list in Spell Checker

1. Click Tools, Spell Checker.
2. Click Options, User Word Lists
3. Choose the User Word List to which you want to add words in the User Word Lists list box.
4. Type a word in the Word/Phrase box and click Add Entry.



Tip

- To add a word to the current User Word List, click Add from the Spell Checker dialog box.

{button ,AL(` PRC Customizing Spell Checker;'0,"Defaultoverview",)} Related Topics

Using Grammatik



Using Grammatik

You can use Grammatik to check an entire document, or part of a document for grammar, spelling, and style errors. Grammatik is available in WordPerfect, and Corel Presentations.

You can replace a sentence that has a grammatical error with a suggested sentence, or you can skip the error once or for the rest of the current session. You can also disable the rule associated with the error, so that Grammatik does not flag errors of the same type.

You can choose a checking style designed for the type of writing you are checking, or you can create a customized checking style.

You can customize Grammatik to start automatically, to prompt before it automatically replaces words, and to show spelling suggestions for misspelled words. You can also customize Grammatik to check an entire document including headers, footers, and footnotes.

Grammatik can also analyze the grammatical structure of a document and provides statistics about the writing style, the types of errors flagged in your document, and the level of readability of the text.

{button ,AL(` OVR Using writing tools;',0,"Defaultoverview",)} Related Topics



Checking the grammar in text

Grammatik lets you check your text in many ways. You can check the grammar in an entire document, part of a document, or only selected text.

To check an entire document

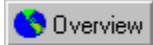
1. Click Tools, Grammatik.
2. Choose Document from the Check list box.
3. Click Start.

To check part of a document

1. Click Tools, Grammatik.
2. Choose one of the following from the Check list box.
 - Number Of Pages
 - Page
 - Paragraph
 - Selected Text
 - Sentence
 - To End Of Document
 - Word
 - Text Box
3. Click Start or Resume.

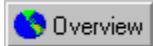
To check selected text

1. Select the text you want Grammatik to check.
2. Click Tools, Grammatik.
3. Click Start.



Tip

- You can move the Grammatik dialog box anywhere on your screen by clicking on the Writing Tools title bar, holding down the mouse button and moving it to the desired location.



Notes

- By default, Auto Start is enabled and proofreading begins when you start Grammatik. To disable Auto start, click Options, Auto start.
- The options available for checking part of a document vary according to the type of document you are checking.
- Grammatik has been customized for each application. Therefore, not all options in the Check list box are available in all applications.

{button ,AL(` PRC Using Grammatik;',0,"Defaultoverview",)} Related Topics



Manually editing text

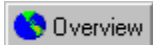
Grammatik lets you manually edit text during a Grammatik session. You can resume checking the document after manually editing text.

To edit text manually

1. Click Tools, Grammatik.
2. When Grammatik stops on an error, click in the document where you want to make changes.
3. Edit the text.

To resume an interrupted Grammatik session

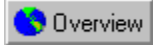
- Click Resume.



Note

- By default, Auto Start is enabled and proofreading begins when you start Grammatik. To disable Auto start, click Options, Auto start.

{button ,AL(` PRC Using Grammatik;',0,"Defaultoverview",)} Related Topics



Replacing specific words and phrases

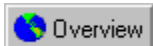
Grammatik replaces words or phrases in two ways; you can choose a word from the Replacements list box or you can use the [Auto Replace](#) option to define an automatic replacement for a word. The Auto Replace option is useful for words that are regularly misspelled. Auto Replace replacement words are stored in a User Word List file (WT9XX.UWL, where "XX" is your language code).

To replace a word or phrase

1. Click Tools, Grammatik.
2. When Grammatik stops on a word, choose a replacement word or phrase from the Replacements list box.
3. Click Replace.

To automatically replace misspelled words

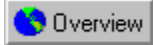
1. Click Tools, Grammatik.
2. When Grammatik stops on a word, click Auto Replace.



Note

- By default, Auto Start is enabled and proofreading begins when you start Grammatik. To disable Auto start, click Options, Auto start.

{button ,AL(` PRC Using Grammatik;' ,0,"Defaultoverview",)} [Related Topics](#)



Skipping a writing error

You can use the Skip Once or Skip All options to skip a writing error. Skip Once skips the current error but flags subsequent occurrences of the problem. Skip All skips the error for the rest of the proofreading session. You can also skip all occurrences of a word for all proofreading sessions by adding it to a [User Word List](#).

To skip a writing error once

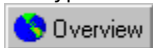
1. Click Tools, Grammatik.
2. When Grammatik stops on a writing error, click Skip Once.

To skip all instances of a writing error

1. Click Tools, Grammatik.
2. Click Skip All.

To skip all occurrences of a word using a User Word List

1. Click Tools, Grammatik.
2. Click Options, User Word Lists.
3. Open the User Word List to which you want to add words.
4. Type the word in the Word/Phrase box and click Add Entry.



Tip

- By default, Auto start is selected and proofreading begins as soon as you open Grammatik. To turn off Auto start, click Options, Auto start.

{button ,AL(` PRC Using Grammatik;',0,"Defaultoverview",)} [Related Topics](#)

Customizing Grammatik



Customizing Grammatik

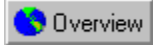
You can customize how Grammatik checks grammar in a document. You can customize Grammatik to start automatically, to prompt you before it automatically replaces words and to show spelling suggestions for misspelled words. You can also customize Grammatik to check headers, footers, and footnotes. You can also choose a different language, to check your grammar and add words to a User Word List for future use.



Note

- Not all writing tools support all languages. For a list of writing tools and the languages they support, click [here](#).

{button ,AL(`OVR Using Grammatik;'0,"Defaultoverview",)} Related Topics



Setting Grammatik options

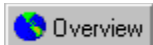
You can customize Grammatik to start automatically, and to prompt you before it replaces words. The Prompt Before Automatic Replacement option prompts you for words that have been added to a [User Word List](#). You can also customize Grammatik to show spelling suggestions during a proofreading session.

To start Grammatik automatically

1. Click Tools, Grammatik.
2. Click Options, Auto start.
2. Close Grammatik, then start it again.

To prompt before automatic replacement

1. Click Tools, Grammatik.
2. Click Options, Prompt Before Auto Replacement.
2. Click Start or Resume.

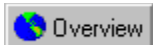


Note

- To use the Prompt Before Auto Replacement option, you must enable Auto Replace.

To show spelling suggestions for misspelled words

1. Click Tools, Grammatik.
2. Click Options, Suggest Spelling Replacements.
3. Click Start or Resume.



Notes

- When you disable Suggest Spelling Replacements, Grammatik still flags spelling errors. However, Grammatik does not list suggested replacements in the Replacements list box.
- By default Suggest Spelling Replacements is enabled. To disable the option, click Options, Suggest Spelling Replacements.

{button ,AL(` PRC Customizing Grammatik;' ,0,"Defaultoverview",,)} [Related Topics](#)



Checking headers, footers, and footnotes

You can customize Grammatik so that it checks headers, footers, and footnotes.

To check headers, footers, and footnotes

1. Click Tools, Grammatik.
2. Click Options, Headers, Footers, Footnotes.



Note

- This option is available only in WordPerfect.

`{button ,AL(` PRC Customizing Grammatik;'0,"Defaultoverview",)}` [Related Topics](#)

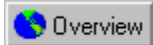


Using User Word Lists

User Word Lists are lists of words and phrases that Grammatik uses to check for errors. During a grammar check, Grammatik scans the activated User Word Lists. You can activate up to 10 User Word Lists for Grammatik to scan.

To add a word to a user word list in Grammatik

1. Click Tools, Grammatik.
2. Click Options, User Word Lists
3. Choose the User Word List to which you want to add words from the User Word Lists list box.
4. Type a word in the Word/Phrase box and click Add Entry.

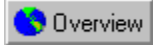


Tip

- To add a word to the current User Word List, click Add from the Grammatik dialog box.

{button ,AL(^ PRC Customizing Grammatik;',0,"Defaultoverview",)} Related Topics

Using checking styles



Using checking styles

A checking style is a preset writing style rule applied to a document. Use a checking style to check a document for a specific type of writing. For example, you can choose the Advertising checking style to check advertising copy or marketing materials. The Advertising checking style is designed to check for mechanics and grammatical accuracy.

You can choose from the following 11 preset checking styles or create your own. Click on any of the following checking styles for more information.

- [Spelling Plus](#)
- [Quick Check](#)
- [Very Strict](#)
- [Formal Memo or Letter](#)
- [Informal Memo or Letter](#)
- [Technical or Scientific](#)
- [Documentation or Speech](#)
- [Student Composition](#)
- [Advertising](#)
- [Fiction](#)
- [Grammar-As-You-Go](#)

You can also customize a checking style by adding, deleting or editing rule classes; setting a maximum number on certain grammar rules, and choosing a formality level. The grammar and style rules can be added, deleted and edited. The maximum allowed option lets you set a maximum number that Grammatik allows for consecutive nouns, consecutive prepositional phrases, long sentence length, the range of numbers that should be spelled out, and the amount of words allowed in a split infinitive. The formality level allows Grammatik to check a document for strict or relaxed use of language and diction. You can choose from three formality levels, informal, standard, and formal.

{button ,AL(`OVR Using Grammatik';,0,"Defaultoverview",,)} [Related Topics](#)



Choosing a checking style

Use a checking style to check your document using specific grammar and style rules. You can use a checking style for only one document or for all documents. A checking style, remains effective until you disable the checking style or choose another one.

To select a checking style

1. Click Tools, Grammatik.
2. Click Options, Checking Styles.
3. Select a checking style from the list box.

`{button ,AL(PRC Using checking styles;'0,"Defaultoverview",)}` [Related Topics](#)



Creating, deleting, and editing a checking style

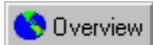
Use Grammatik to create, delete, edit, and restore a checking style.

To create a checking style

1. Click Tools, Grammatik.
2. Click Options, Checking Styles.
3. Choose Very Strict from the list box, then click Edit.
4. Disable the Rule Classes boxes that you do not want to include.
5. Type a number in the Maximum Allowed options that you want to include.
6. Choose a Formality level.
7. Click Save As, and type a name for the new checking style.

To delete a checking style

1. Click Tools, Grammatik.
2. Click Options, Checking Styles.
3. Choose a checking style, then click Delete.



Note

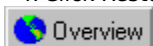
- You can delete custom checking styles, but you cannot delete preset checking styles.

To edit a checking style

1. Click Tools, Grammatik.
2. Click Options, Checking Styles.
3. Click a checking style, then click Edit.
4. Choose the Rule Classes boxes to include in the checking style.
5. Type a number in the Maximum Allowed options you want to include.
6. Choose a Formality level.
7. Click Save.

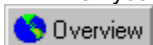
To restore an edited checking style

1. Click Tools, Grammatik.
2. Click Options, Checking Styles.
3. Select a checking style, then click Edit.
4. Click Restore, and click the Save button.



Note

- When you save an edited default checking style, an asterisk (*) is added to the style name.



Tips

- To save an edited or restored checking style with a new name, click Save As, then type the new name.
- Custom checking styles saved with new names cannot be returned to default settings.

{button ,AL(` PRC Using checking styles;' ,0,"Defaultoverview",)} Related Topics



Specifying maximum values in a checking style

You can specify how Grammatik checks the grammar of a document. For example, you can specify the maximum number of consecutive nouns that Grammatik allows. Grammatik lets you specify a number for five grammar rules, [Consecutive Nouns](#), [Consecutive Prepositional Phrases](#), [Long Sentence Length](#), [Spell Numbers Below Or Equal To](#), and [Words Allowed In Split Infinitive](#).

To specify the number of consecutive nouns allowed

1. Click Tools, Grammatik.
2. Click Options, Checking Styles.
3. Choose a checking style and click the Edit button.
4. Type a number in the Consecutive Nouns box.

To specify the number of consecutive prepositional phrases allowed

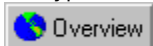
1. Click Tools, Grammatik.
2. Click Options, Checking Styles.
3. Choose a checking style and click the Edit button.
4. Type a number in the Consecutive Prepositional Phrases box.

To specify maximum sentence length

1. Click Tools, Grammatik.
2. Click Options, Checking Styles.
3. Choose a checking style and click the Edit button.
4. Type the number of words allowed in the Long Sentence Length box.

To specify the range of numbers to be spelled out

1. Click Tools, Grammatik.
2. Click Options, Checking Styles.
3. Choose a checking style and click the Edit button.
4. Type a number in the Spell Numbers Below Or Equal To box.



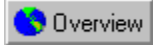
Tip

- Set the Spell Numbers Below Or Equal To value to zero if you do not want figures to be flagged as errors.

To specify the number of words allowed in a split infinitive

1. Click Tools, Grammatik.
2. Click Options, Checking Styles.
3. Choose a checking style and click the Edit button.
4. Type a number in the Words Allowed In Split Infinitive box.

{button ,AL(` PRC Using checking styles;',0,"Defaultoverview",)} [Related Topics](#)



Changing formality levels in a checking style

Choosing a formality level lets Grammatik check a document for strict or relaxed use of language and diction. Each checking style has a default level of formality assigned to it. Each formality level focuses on a different style of writing. You can choose from three formality levels, informal, standard, and formal.

To change a formality level

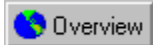
1. Click Tools, Grammatik.
2. Click Options, Checking Styles.
3. Choose a checking style, then click Edit.
4. Enable one of the following Formality levels

Informal

Standard

Formal

5. Click the Save button.

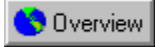


Note

- To save an edited checking style with a different name, click Save As, type a name for the style, and click OK.

{button ,AL(PRC Using checking styles;',0,"Defaultoverview",,)} Related Topics

Using rule classes



Using rule classes

Rule classes contain groups of grammar and style rules. Grammatik uses rule classes to detect common writing errors.

You can enable or disable rule classes at any time during a Grammatik session. You can also choose which rule classes to apply during a Grammatik session, edit a rule class or save a new set of rules as a [Checking Style](#).

{button ,AL(`OVR Using Grammatik';0,"Defaultoverview",)} [Related Topics](#)

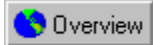


Enabling or disabling rule classes

You can enable or disable rule classes at any time during a Grammatik session. When you disable a rule, Grammatik ignores all the errors associated with that rule during the current proofreading session.

To enable a rule

1. Click Tools, Grammatik.
2. Click Options, Turn On Rules.
2. Choose the rule you want to enable.



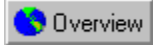
Note

- The Turn On Rules option is available only when you have disabled a rule during proofreading. Otherwise, it is dimmed.

To disable a rule

1. Click Tools, Grammatik.
2. When Grammatik alerts you to an error you do not want to flag, click the Turn Off Rules button.

{button ,AL(` PRC Using rule classes;','0,"Defaultoverview",)} Related Topics



Adding, deleting, or saving rule classes

You can customize rule classes to suit proofreading requirements. For example you can create rule classes for certain types of documents such as technical reports. You can also add a rule, delete a rule, and save a set of rules as a new [checking style](#).

To add a rule class to a checking style

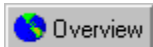
1. Click Tools, Grammatik.
2. Click Options, Checking Styles.
3. Choose a checking style, then click Edit.
4. Select a rule class, and click Save.

To delete a rule class from a checking style

1. Click Tools, Grammatik.
2. Click Options, Checking Styles.
3. Choose a checking style, then click Edit.
4. Select a rule class, and click Save.

To save a set of rules as a new checking style

1. Click Tools, Grammatik.
2. Click Options, Save Rules.
3. Click Save As, and type a name for the new checking style.



Notes

- When you save an edited default checking style, an asterisk (*) is added to the style name.
- The Save Rules option is available only when a rule has been turned off.

{button ,AL(^ PRC Using rule classes;',0,"Defaultoverview",)} [Related Topics](#)

Analyzing a document



Analyzing a document

Grammatik lets you analyze the grammatical structure of text in a document. You can analyze parts of a sentence and parts of speech. When Grammatik analyzes parts of a sentence it assigns a sentence part to each word or group of words. When Grammatik analyzes parts of speech, it assigns a part of speech to each word in a sentence.

You can also analyze text by using three statistical reports: Basic Counts, Flagged List, and Readability Report. The Basic Counts report analyzes the writing style in the document. The Flagged report displays the types of errors flagged in the document. The Readability report estimates the amount of skill required for a reader to understand the document.

{button ,AL(' OVR Using Grammatik;',0,"Defaultoverview",)} Related Topics



Analyzing parts of a sentence

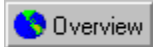
When Grammatik analyzes a sentence, it assigns a sentence part to each word or group of words. Grammatik uses Parse Tree to let you view the parts of a sentence.

The abbreviations that identify parts of a sentence are listed below. Click any of the following for a brief explanation.

- [adv](#)
- [cj](#)
- [direct object](#)
- [ij](#)
- [indirect object](#)
- [main clause](#)
- [phrasal](#)
- [prep_phr](#)
- [relative clause](#)
- [rel_prn](#)
- [subject](#)
- [subordinate clause](#)
- [that clause](#)
- [verb or verb phrase](#)
- [wh- clause](#)

To view a parse tree

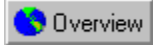
1. Click in the sentence for which you want to view the Parse Tree.
2. Click Tools, Grammatik.
3. Click Options, Analysis, Parse Tree.



Tip

- You can drag the Parse Tree window to another location on the desktop, and view it while you edit.

{button ,AL(^ PRC Analyzing a document;',0,"Defaultoverview",)} [Related Topics](#)



Analyzing parts of speech

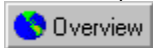
When Grammatik analyzes text, it assigns a part of speech to each word in a sentence. The parts of speech that Grammatik assigns to a sentence can be viewed in the Parts Of Speech dialog box.

The abbreviations that identify parts of speech are listed below. Click any of the following for a brief explanation.

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

To view parts of speech

1. Click Tools, Grammatik.
2. Click Options, Analysis, Parts Of Speech.



Tips

- You can drag the Parts Of Speech window to another location on the desktop, and view it as you edit.

{button ,AL(` PRC Analyzing a document;',0,"Defaultoverview",)} [Related Topics](#)

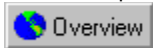


Displaying Basic Counts reports

You can create a Basic Counts report to analyze a writing style. The Basic Counts report determines if there are too many long words, or if paragraphs are too long and complicated for the reader to easily understand.

To view a Basic Counts report

1. Click Tools, Grammatik.
2. Click Options, Analysis, Basic Counts.



Note

- Basic Counts does not consider text in tables, headings, footers, lists, or other specially formatted text.

`{button ,AL(` PRC Analyzing a document;`,0,"Defaultoverview",)}` [Related Topics](#)



Displaying Flagged Errors reports

You can create a Flagged Errors report to analyze a writing style. The Flagged Errors report lists the types of errors flagged in a document, and reports the number of times each error was flagged. You can also use this report to identify the types of grammar problems that often appear in a document.

To view a Flagged Errors report

1. Click Tools, Grammatik.
2. Click Options, Analysis, Flagged.

{button ,AL(^ PRC Analyzing a document; ,0,"Defaultoverview",)} Related Topics

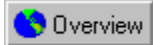


Displaying Readability reports

You can create a Readability report to analyze a writing style. The Readability report analyzes the amount of skill required for a reader to understand the text in a document. Grammatik analyzes the readability of a document by comparing the text with a comparison document. You can choose from one of three Grammatik comparison documents, or you can add a custom comparison document. Grammatik lets you add only one custom comparison document at a time. If you add a second document, it overwrites the first custom comparison document.

To view the readability of your text

1. Click Tools, Grammatik.
2. Click Options, Analysis, Readability.
3. Choose a comparison document from the Comparison Document list box.



Note

- The Readability statistics are meant to indicate potential problems only.

To add a comparison document

1. Open the document you want to use as a comparison document.
2. Click Tools, Grammatik.
3. Click Options, Analysis, Readability, Add Document.

{button ,AL(` PRC Analyzing a document;`,0,"Defaultoverview",)} Related Topics

Using Thesaurus

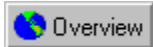


Using Thesaurus

You can use Thesaurus to refine a writing style. Thesaurus lets you look up options such as Synonyms, Antonyms, and Related Words. When you select more than one look-up option in the Options list box, Thesaurus displays the look-up options selected and suggests words. Thesaurus is available in WordPerfect, and Corel Presentations.

Thesaurus replaces and inserts words in a document. The Insert button becomes a Replace button when you want to replace a word in a document with a word Thesaurus suggests. Thesaurus does not specify word forms for verbs that appear the same in both the present and past tense and words used as multiple parts of speech. Thesaurus lets you choose the correct word form to insert or replace in a document.

You can customize Thesaurus to automatically look up a word, help you with the spelling, or automatically close. You can also choose the language that you want to work in, and set data files for that language for future use.



Note

- Not all languages support all look up options. For information about which languages support which look up options, click [here](#).

{button ,AL(`OVR Using writing tools;' ,0,"Defaultoverview",)} Related Topics



Looking up words

You can look up a word in Thesaurus and maintain a History list of the words looked up in the current document. When you look up a word, Thesaurus provides a short definition and a list of the look up options selected. Thesaurus also maintains a History list of the words that you have looked up. The History list shows the words you have look up in the current Thesaurus session only. Each time you start Thesaurus, it begins a new History list.

To look up a word

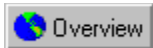
1. Click on a word in your document.
2. Click Tools, Thesaurus, Look Up.

To look up a word from the Thesaurus dialog box

1. Click Tools, Thesaurus.
2. Click a word in a list box in the Thesaurus window, or type a word in the Replace With (or Insert) box.
3. Click Look Up.

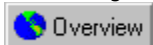
To view a History list of words in a document

1. Click Tools, Thesaurus.
2. Click the arrow button to the right of the Insert or Replace With box.



Tip

- You can move the Thesaurus dialog box anywhere on your screen by clicking on the Writing Tools title bar, holding down the mouse button, and moving it to the desired location.



Notes

- Not all languages support all look up options. For information about which languages support which look up options, click [here](#).
- By default, Auto Look Up is enabled. When you start Thesaurus it automatically looks up the selected word. To enable or disable Auto Look Up, click Options, Auto Look Up.

{button ,AL(PRC Using Thesaurus;',0,"Defaultoverview",)} Related Topics

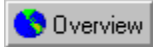


Replacing and inserting words in Thesaurus

Thesaurus automatically replaces a word with a suggested word. When the insertion point is on a blank line or is surrounded by spaces, the Replace button changes to the Insert button to let you insert a word from Thesaurus.

To replace a word

1. Click in the word you want to replace.
2. Click Tools, Thesaurus, Look Up.
3. Choose a word in the list box, then click Replace.



Note

- In some instances, Thesaurus prompts you to select the correct form of the word you want to insert. This happens when you want to replace a word that is the same in the present or past tense (such as "read") or a word that can be used as multiple parts of speech (as either a noun or a verb, for example).

To insert a word

1. Click Tools, Thesaurus.
2. Type a word in the box and click Look Up.
3. Click in the document where you want to insert a word.
4. Choose a word from the list box to place it in the Insert box, then click Insert.

To undo the last word replacement or insertion

- Click Edit, Undo.

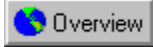
{button ,AL(` PRC Using Thesaurus;',0,"Defaultoverview",)} Related Topics

Customizing Thesaurus



Customizing Thesaurus

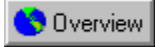
You can customize Thesaurus to look up words or close automatically. Thesaurus can also be customized to suggest spelling suggestions for misspelled words and display multiple alternative word lists. You can also specify the language you want to look up a word in and to set a data file for that language.



Note

- Not all writing tools support all languages. For a list of writing tools and the languages they support, click [here](#).

{button ,AL(`OVR Using Thesaurus;',0,"Defaultoverview",)} Related Topics



To look up a word and close Thesaurus automatically

You can customize Thesaurus to look up words and close automatically.

To enable or disable Auto Look Up

1. Click Tools, Thesaurus.
2. Click Options, Auto Look Up.

To enable or disable Auto Close

1. Click Tools, Thesaurus.
2. Click Options, Auto Close.

{button ,AL(` PRC Customizing Thesaurus;',0,"Defaultoverview",)} Related Topics



Setting display options

Thesaurus can display spelling suggestions and multiple alternative word lists. Spelling Assist displays spelling suggestions when you type a word Thesaurus doesn't recognize. Multiple alternative words are useful when you work with large documents.

To display spelling suggestions

1. Click Tools, Thesaurus, Options.
2. Select Spelling Assist.

To display multiple alternative words list box

1. Click Tools, Thesaurus.
2. Click the left and right arrow buttons beside the first and last word lists.


`{button ,AL(PRC Customizing Thesaurus;',0,"Defaultoverview",)}` [Related Topics](#)

Customizing look up options



Customizing look up options















Thesaurus lets you customize look up options for synonyms, antonyms, related words, related information and cross references. You can also look up hypernyms, hyponyms, and phrases. However, not all languages support

all look up options.  For information about what languages support which look up options, click [here](#).

{button ,AL(` OVR Using Thesaurus;',0,"Defaultoverview",)} Related Topics

Languages and supported look up options

The following table lists the languages and the options they support

Language	Synonym	Antonym	Related Words	Related Information	Cross References	Hypernym	Hyponym	Phrases
Catalan	■	■	■	■				
Danish	■							
Dutch								
English-US								
English-UK								
English-CE								
English-OZ								
Finnish								
French-National								
French-Canada								
German-National								
German-Swiss								
Italian								
Norwegian								
Portuguese-National								
Portuguese-Brazilian								
Spanish-National								
Spanish-Latin American								
Swedish								

{button ,AL(` OVR Using Thesaurus';,0,"Defaultoverview",)} [Related Topics](#)



Looking up synonyms and antonyms

You can customize how Thesaurus look up words. For example, you can specify that Thesaurus looks up synonyms and antonyms. Synonyms are words with the same meaning. For example, if you look up "happy," Thesaurus lists words such as "glad," "carefree," and "lighthearted." Antonyms are words with an opposite meaning. For example, if you look up "ugly," Thesaurus lists words such as "attractive," "beautiful," and "pretty."

To look up synonyms

1. Click Tools, Thesaurus.
2. Click Options, Synonyms.
3. Choose a word or type a word in the Replace With (or Insert) box.
4. Click Look Up.

To look up antonyms

1. Click Tools, Thesaurus.
2. Click Options, Antonyms.
3. Choose a word or type a word in the Replace With (or Insert) box.
4. Click Look Up.



Note

- Not all languages support all look up options. For information about what languages support which look up options, click [here](#).



Tip

- You can also look up a word by clicking it in a list box in the Thesaurus window.

{button ,AL(` PRC Customizing look up options;',0,"Defaultoverview",)} [Related Topics](#)



Looking up related words and related information

You can customize how Thesaurus looks up words. For example, you can specify that Thesaurus looks up related words and related information on a word. Related words are words that have a similar meaning to a word that you look up. For example, if you look up "old," Thesaurus lists words such as "senior," "original," and "outdated." Related information lists all words associated to the genus of a word. For example, the related information of "tree" includes "plants," "leaves," "gardening," "pruning," and "roots."

To look up related words

1. Click Tools, Thesaurus.
2. Click Options, Related Words.
3. Choose a word or type a word in the Replace With (or Insert) box.
4. Click Look Up.

To look up related information

1. Click Tools, Thesaurus.
2. Click Options, Related Information.
3. Choose a word or type a word in the Replace With (or Insert) box.
4. Click Look Up.



Note

- Not all languages support all look up options. For information about which languages support which look up options, click [here](#).



Tip

- You can also look up a word by clicking it in a list box in the Thesaurus window.

{button ,AL(` PRC Customizing look up options;',0,"Defaultoverview",)} [Related Topics](#)



Looking up hypernyms and hyponyms

You can customize how Thesaurus look up words. For example, you can specify that Thesaurus looks up hypernyms and hyponyms. Hypernyms display the superordinate of a word. For example, the hypernym of "branch" is "tree." Hyponyms display the subordinate of a word. For example, the hyponym of "animal" is "cat."

To look up hypernyms

1. Click Tools, Thesaurus.
2. Click Options, Hypernyms.
3. Choose a word or type a word in the Replace With (or Insert) box.
4. Click Look Up.

To look up hyponyms

1. Click Tools, Thesaurus.
2. Click Options, Hyponyms.
3. Choose a word or type a word in the Replace With (or Insert) box.
4. Click Look Up.



Note

- Not all languages support all look up options. For information about which languages support which look up options, click [here](#).



Tip

- You can also look up a word by clicking it in a list box in the Thesaurus window.

{button ,AL(` PRC Customizing look up options;'0,"Defaultoverview",)} [Related Topics](#)



Looking up cross references and Phrases

You can customize how Thesaurus looks up words. For example, you can specify that Thesaurus looks up cross references and phrases. Cross references are useful when you want to look up information from other documents. Phrases gives you different meanings of a word. For example, if you look up "time," Thesaurus suggests lists phrases such as "it's about time" "time to go now" and "what time is it."

To look up cross references

1. Click Tools, Thesaurus.
2. Click Options, Cross References
3. Choose a word or type a word in the Replace With (or Insert) box.
4. Click Look Up.

To look up phrases

1. Click Tools, Thesaurus.
2. Click Options, Phrases.
3. Choose a word or type a word in the Replace With (or Insert) box.
4. Click Look Up



Note

- Not all languages support all look up options. For information about which languages support which look up options, click [here](#).



Tip

- You can also look up a word by double-clicking it in a list box in the Thesaurus window.

{button ,AL(` PRC Customizing look up options;',0,"Defaultoverview",)} [Related Topics](#)

Using User Word Lists



Using User Word Lists

A word list is a list of words or phrases scanned when you proof your text using the writing tools. Writing tools scan two types of word lists: User Word Lists and Main Word Lists. Each language comes with a default User Word List. User Word Lists can be customized to add, delete or replace words. Main Word Lists are lists of specialized words used by Spell Checker for a particular language, field or company. You can have ten lists of each type active when you use the writing tools. The active User Word Lists are scanned first; if the word or phrase is not found there, the active Main Word Lists are scanned. User Word Lists are available in WordPerfect, Corel Quattro Pro, and Corel Presentations. Main Word Lists are available in Spell Checker.

For information on how to create Main Word Lists using the Spell Utility click [here](#).

{button ,AL(` OVR Using writing tools;' ,0,"Defaultoverview",)} Related Topics



Choosing User Word Lists

Use User Word Lists to help proof a text. You can have up to 10 User Word Lists active simultaneously.

To choose a User Word List

1. From Spell Checker or Grammatik, click Options, User Word Lists.
2. From the User Word Lists list box, enable the check box that corresponds to the word list you want.

To choose the document word list

1. From Spell Checker or Grammatik, click Options, User Word Lists.
2. From the User Word Lists list box, enable the Document Word List.



Tips

- The user word list for your language and the Document word list do not have check boxes because they are always active.
- An "x" appears in the check box next to each active word list.

`{button ,AL(` PRC Using User Word Lists;','0,"Defaultoverview",)}` [Related Topics](#)



Adding words and phrases to a User Word List

You can add a word or phrase to the User Word List so that the word or phrase is not flagged as an error. You can also define replacement words and phrases and add them to a User Word List. If you define more than one replacement or add alternative words, you can choose the replacement you want when Spell Checker or Grammatik stops on a word. To view some examples of how you can use this option click [here](#).

To add a word to a User Word List

1. From Spell Checker or Grammatik, click Options, User Word Lists.
2. Choose the User Word List to which you want to add a word or phrase.
3. Type the word or phrase you want in the Word/Phrase box.
4. Click Add Entry.

To add a replacement word to a User Word List

1. From Spell Checker or Grammatik, click Options, User Word Lists.
2. Choose the User Word List you want to edit in the Word list box.
3. Type the word or phrase you want to replace in the Word/Phrase box, then type its replacement in the Replace With box.
4. Click Add Entry.

To add alternative words to a User Word List

1. From Spell Checker or Grammatik, click Options, User Word Lists.
2. Choose the User Word List you want to edit.
3. Type a word or phrase in the Word/Phrase box, then type its replacement in the Replace With box.
4. Click Add Entry.
5. Repeat steps 3 and 4 for each additional alternative.



Notes

- In Spell Checker, alternative words appear in the Replacements or Suggestions list box.
- When you are spell-checking text, you can click Add to add a word to the default user word list selected. Words you commonly use might be flagged as incorrect, and when this happens you can add the word to the word list.

{button ,AL(^ PRC Using User Word Lists;',0,"Defaultoverview",)} [Related Topics](#)



Editing and deleting words or phrases in a User Word List

You can edit or delete words in a User Word List at any time.

To edit a word or phrase in a User Word List

1. From Spell Checker or Grammatik, click Options, User Word Lists.
2. Choose the User Word List that contains the word or phrase you want to edit.
3. Choose the word or phrase you want to edit.
4. Edit the word or phrase in the Replace With box.
5. Click Replace Entry.



Note

- If the word list you want to edit does not appear in the Word Lists box, use Add List to open the list.

To delete a word from a User Word List

1. From Spell Checker or Grammatik, click Options, User Word Lists.
2. Choose the word list you want to edit.
3. Choose the word or phrase you want to delete.
4. Click Delete Entry.

{button ,AL(` PRC Using User Word Lists;',0,"Defaultoverview",)} Related Topics



Using multiple User Word Lists

You can activate up to 10 User Word Lists and 10 Main Word Lists at the same time. For example, if you want Spell Checker to scan both the U.S. English and the Canadian English Main Word Lists, choose both lists. If you work in the medical profession, you can select a third-party medical word list that runs with WordPerfect writing tools. Each language supported by Spell Checker has a default Main Word List.

The writing tools scan the active User Word Lists in the order in which they appear in the Word Lists box, and then scan the active Main Word Lists. You can change the order of word lists.

To add a User Word List

1. From Spell Checker or Grammatik, click Options, User Word Lists.
2. Click in the list box where you want to position the new User Word List.
3. Click Add List.
4. Choose the new User Word List, then click Open.



Note

- The filename extension for a user word list is .UWL.

To remove a User Word List

1. From Spell Checker or Grammatik, click Options, User Word Lists.
2. Choose the User Word List in the Word Lists box.
3. Click Remove List.



Note

- When you remove a User Word List from the Word Lists box, the word list file is not deleted.

To disable a User Word List

1. From Spell Checker or Grammatik, click Options, User Word Lists.
2. Disable the check box that corresponds to the User Word List you want to disable.



Notes

- The User Word List for your language and the Document Word List do not have check boxes because they are always enabled.
- An "x" appears in the check box next to an active word list
- When you spell-check or proofread, the User Word Lists are scanned in the order they appear in the list box. Use Remove List and Add List to change the order of the word lists.
- To restore a User Word List to its default contents, delete the file WT9XY.UWL (where XX is the language.) In Windows 95 or 98, the WT9XY.UWL is located in C:\MY DOCUMENTS\COREL USER FILES. In Windows NT, the WT9XY.UWL file is located in D:\WINNT\PROFILES\<USER NAME>\PERSONAL\COREL USER FILES.

{button ,AL(` PRC Using User Word Lists;',0,"Defaultoverview",)} [Related Topics](#)

Choosing a language



Choosing a language

You can check the spelling or grammar of dates, time, currency symbols and other text in another language. You can also look up a word in a different language.

All languages are integrated in the suite. You can add and remove languages in Spell Checker, Grammatik, and Thesaurus. The language option lets you choose a language from the languages already added, and set a default Writing Tools language.

Many of the languages support hyphenation. Hyphenation lets you reduce the raggedness of text along the right margin by dividing a word that falls at the end of a line, instead of forcing the entire word to the next line. To check which languages support hyphenation see [Writing tools supported languages](#).

{button ,AL(`OVR Using writing tools;',0,"Defaultoverview",)} [Related Topics](#)



Writing tools supported languages

The following table lists languages and the writing tools .

Language	Code	Spell Checker	Grammatik	Thesaurus	Hyphenation
Afrikaans	AF	Yes	No	No	Yes
Catalan	CA	Yes	No	Yes	Yes
Czech	CZ	Yes	No	No	Yes
Danish	DK	Yes	No	Yes	Yes
Dutch	NL	Yes	Yes	Yes	Yes
English-U.S.	US	Yes	Yes	Yes	Yes
English-U.K.	UK	Yes	Yes	Yes	Yes
English-Canada	CE	Yes	Yes	Yes	Yes
English-Australia	OZ	Yes	Yes	Yes	Yes
Finnish	SU	Yes	No	Yes	Yes
French-National	FR	Yes	Yes	Yes	Yes
French-Canada	CF	Yes	Yes	Yes	Yes
Galician	GA	Yes	No	No	Yes
German-National	DE	Yes	Yes	Yes	Yes
German-Swiss	SD	Yes	Yes	Yes	Yes
Greek	GR	Yes	No	No	Yes
Hungarian	MA	Yes	No	No	Yes
Icelandic	IS	Yes	No	No	Yes
Italian	IT	Yes	Yes*	Yes	Yes
Japanese	JP	Yes	No	No	No
Norwegian	NO	Yes	No	Yes	Yes
Polish	PL	Yes	No	No	Yes
Portuguese-Portugal	PO	Yes	No	Yes	Yes
Portuguese-Brazil	BR	Yes	No	Yes	Yes
Russian	RU	Yes	No	No	Yes
Slovak	SK	Yes	No	No	Yes
Sotho	ST	Yes	No	No	Yes
Spanish-National	ES	Yes	Yes	Yes	Yes
Spanish-America	EA	Yes	Yes	Yes	Yes
Swedish	SV	Yes	No	Yes	Yes
Turkish	TR	Yes	No	No	No
Tswana	TN	Yes	No	No	Yes
Xhosa	XH	Yes	No	No	No
Zulu	ZU	Yes	No	No	Yes

*Errata Corrige is included as part of the Italian language utilities instead of Grammatik.

{button ,AL(`OVR Using writing tools;',0,"Defaultoverview",)} Related Topics



Choosing a language in Spell Checker

Every language has specific ways of formatting dates, time, currency symbols, and other text. You can use the Language option to check for the formatting conventions of another language. For example, Spell Checker can format all dates in a document according to French conventions (such as 12 avril 1996 for French).

To choose a language

1. Click Tools, Spell Checker.
2. Click Options, Language.
3. Choose a language from the Language list box.



Note

- Not all writing tools support all languages. For a list of writing tools and the languages they support, click [here](#).

{button ,AL(` PRC Choosing a language;','0,"Defaultoverview",)} [Related Topics](#)



Adding and removing a language in Spell Checker

You can add a language to Spell Checker. If you no longer require a language, you can remove it. You can make a language your default language.

To add a language to Spell Checker

1. Click Tools, Spell Checker.
2. Click Options, Language.
3. Click the Add button.
4. Type a language code and description of the language that you want to add.
5. Click the Add button.

To remove a language

1. Click Tools, Spell Checker.
2. Click Options, Language.
3. From the Language list box, choose the language you want to remove.
4. Click the Remove button.

To view the available languages

1. Click Tools, Spell Checker.
2. Click Options, Language.
3. Enable the Show Available Languages Only checkbox.

To set a default language

1. Click Tools, Spell Checker.
2. Click Options, Language.
3. Choose a language from the Language list box.
4. Enable the Save As Default Writing Tools Language check box.



Note

- You can remove languages that only you have created.

{button ,AL(^ PRC Choosing a language;','0,"Defaultoverview",)} [Related Topics](#)



Choosing a language in Grammatik

Every language has specific ways of formatting dates, time, and currency symbols. Grammatik lets you check the formatting conventions of another language. For example, Grammatik can format all dates in a document according to French conventions (such as 12 avril 1996 for French).

To choose a language

1. Click Tools, Grammatik.
2. Click Options, Language.
3. Choose a language from the Language list box.



Note

- Not all writing tools support all languages. For a list of writing tools and the languages they support, click [here](#).

{button ,AL(` PRC Choosing a language;`,`0,"Defaultoverview",)} [Related Topics](#)



Adding and removing a language in Grammatik

Grammatik lets you add a language so you can proofread a document. If you no longer require a language, you can remove it. You can also set any language as the default language.

To add a language in Grammatik

1. Click Tools, Grammatik.
2. Click Options, Language.
3. Click the Add button.
4. Type a language code and description of the language that you want to add.
5. Click the Add button.

To remove a language

1. Click Tools, Grammatik.
2. Click Options, Language.
3. From the Language list box, choose the language that you want to remove.
4. Click the Remove button.

To view the available languages

1. Click Tools, Grammatik.
2. Click Options, Language.
3. Choose the Show Available Languages Only checkbox.

To set a default language

1. Click Tools, Grammatik.
2. Click Options, Language.
3. Choose a language from the Language list box.
3. Enable the Save As Default Writing Tools Language check box.



Note

- You can remove languages that only you have created.

{button ,AL(PRC Choosing a language; ,0,"Defaultoverview",)} Related Topics



Choosing a language in Thesaurus

Thesaurus lets you add a language so you can check documents in another language.

To choose a language

1. Click Tools, Thesaurus.
2. Click Options, Language.
3. Choose a language from the Language list box.



Note

- Not all writing tools support all languages. For a list of writing tools and the languages they support, click [here](#).

{button ,AL(` PRC Choosing a language;','0,"Defaultoverview",)} [Related Topics](#)



Adding and removing a language in Thesaurus

Thesaurus lets you add a language so you can look up a word or use relational type options such as synonyms and antonyms in another language. If you no longer require a language, you can remove it. You can also set any language as your default language.

To add a language in Thesaurus

1. Click Tools, Thesaurus.
2. Click Options, Language.
3. Click the Add button.
4. Type a language code and description of the language that you want to add.
5. Click the Add button.

To remove a language

1. Click Tools, Thesaurus.
2. Click Options, Language.
3. From the Language list box choose the language that you want to remove.
4. Click the Remove button.

To view the available languages

1. Click Tools, Thesaurus.
2. Click Options, Language.
3. Enable the Show Available Languages Only checkbox.

To set a default language

1. Click Tools, Thesaurus.
2. Click Options, Language.
3. Choose a language from the Language list box.
4. Enable the Save As Default Writing Tools Language check box.



Note

- You can remove languages that only you have created.

{button ,AL(` PRC Choosing a language;',0,"Defaultoverview",)} Related Topics



Setting a data file

A data file sets the language file that Thesaurus uses to look up words.

To set a data file

1. Click Tools, Thesaurus.
2. Click Options, Set Data File.
3. Choose the language file that you want Thesaurus to use.

{button ,AL(` PRC Choosing a language;' ,0,"Defaultoverview",)} Related Topics



Using and adding languages in User Word Lists

Each language has a default User Word List. If you want writing tools to scan your document using more than one language, then you can add the language you require.

To choose a previously added User Word List for another language

1. From Spell Checker or Grammatik, click Options, User Word Lists.
2. Click the Add List button.
3. Choose a User Word List from the list.

To change the current language from the User Word List dialog box

1. From Spell Checker or Grammatik, click Options, User Word Lists.
2. Click the Change button.
3. Choose the language to which you want to change.

{button ,AL(` PRC Choosing a language;',0,"Defaultoverview",)} Related Topics

Writing tools popgraphics

A Main Word List is a list of specialized words that Spell Checker uses for a particular language, company, or field (such as legal and medical). The English, French, Spanish, Italian, German, and Dutch versions of WordPerfect include a .MOR file (for example, the English file is WT9EN.MOR). Spell Checker can search other Main Word Lists you have installed, such as medical word lists. You can create a Main Word List file using the Spell Utility.

A Document Word List contains words and phrases that you want Spell Checker to skip, replace, or display alternatives for in the current document only. Spell Checker scans this list first when you perform a spell check.

The Spell Utility is a separate application that you run from the Start button. The filename is WT9SPTLEN.exe (installed to C:\Program Files\Core\Shared\Shared\WritingTools\9.0 folder where X is the drive where WordPerfect Office 2000 is installed). It is available only if you installed WordPerfect Office 2000 using the Custom option. If you used the Typical option, you can reinstall WordPerfect Office 2000, this time clicking the Custom option. The Custom option installs all the files of the Typical installation and more. Disable the applications that you do not want to reinstall.

A User Word List is a list of words and phrases that Spell Checker and Grammatik use to check for errors. You can add words to a User Word List so that the writing tools will skip or replace these words, or display alternatives for them. For example, you can specify replacements for words that you often mistype or misspell. Or, you can add words (such as your name) that you don't want Spell Checker or Grammatik to flag as incorrect.

You can also create multiple User Word Lists. User Word List files have the extension .UWL. The User Word List that ships with WordPerfect is WT9XX.UWL (where "XX" is the code for your language).

Each document has its own User Word List, to which you can add words and phrases that pertain specifically to that document.

Spell Checker and Grammatik always scan the Document User Word List first.

A coordinate term is a type of general word for example, as "oak" is a type of "tree." Its coordinates are words that are also types of a more general word. For example, "bike" is a type of "motor vehicle;" some of its coordinates are "car," "truck," "tank," and "golf cart."

If spell checking is enabled during a proofreading session, Grammatik flags words it does not find in its dictionary or your User Word List. If a flagged word is spelled correctly and you use it often in your writing, click the Add button to add the word to your User Word List.

Use the options on the Analysis menu to analyze your writing style. The options are Parse Tree, Parts Of Speech, Basic Counts reports, Flagged reports, Readability reports.

Use Exit or Close to exit any open documents and then exit Grammatik.

Auto Replace lets you substitute correct words for misspelled or mistyped words. For example, if you tend to type "freind" instead of "friend," you can add "freind" to the [User Word List](#). If Quick Correct is enabled, the word is automatically replaced every time you type it.

Replace lets you substitute a replacement word or phrase for an error Grammarik has detected.

Replace All lets you substitute a replacement word or phrase for every occurrence of an error.

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

Skip lets you ignore an error that you don't want to change. Grammatik skips the current error but flags other occurrences of the error.

The Consecutive Nouns option lets you specify how many consecutive nouns Grammatik allows before it flags an error. For example, if you set the value to 3, the following phrase is flagged as an error:

"quality assurance analysis report"

The Consecutive Prepositional Phrases options lets you specify how many consecutive prepositional phrases Grammatik allows before it flags an error. For example, if you set the 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 at all press conferences."

The Long Sentence Length option lets you specify how many words Grammatik allows in a sentence before it flags an error.

The Spell Numbers Below Or Equal To option lets you specify the range of numbers that should be spelled out ("nine") instead of written as a numeral ("9"). Set the value to 0 if you don't want numerals to be flagged as errors.

The Words Allowed In Split Infinitive option lets you specify how many words Grammatik allows in a split infinitive before it flags an error. Grammatik counts the number of words between the first word ("to") and the last word (base verb) of an infinitive, and reports an error when the number exceeds the maximum allowed. For example, if you set this value to 1, the phrase "to boldly go" is not flagged because only one word comes between "to" and "go." However, the phrase "to very boldly go" is flagged because two words are between the split infinitive.

Skip All lets you ignore a word or phrase for the rest of the proofreading session.

Start lets you begin proofreading.

Undo lets you undo the last word or phrase replacement.

An abbreviation is a shortened version of a word. For example: etc. is an abbreviation of etcetera.

An adjective modifies a noun. Example: a "good" book.

An adverb modifies a verb or an adjective. Examples: go "quickly," a "very" good book.

An auxiliary verb is a form of "be," "have," or "do." Examples: "is" coming, "had" not run, "did" he say.

A determiner is a type of adjective. Examples: "a," "an," "the," "some," "these," "any."

Comparative and superlative are forms of adjectives or adverbs that indicate a degree of comparison. Examples: happier, slowest.

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

An infinitive is a verb form that uses "to" and a base verb. Examples: to read, to go.

An interjection is an exclamation. Examples: hi!, oh!, hey!

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

A number is a unit of measure. Examples of a number are: three, 497, 6:00.

The past is the past tense of a verb. Examples: He "wrote" the book. We "went" to the store.

A past participle is a past-tense form of a verb. Example: the note was "written" in ink.

A plural noun is the plural form of a noun. Examples of a plural noun are: "books," "children."

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

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

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

A present participle is a form of a verb, usually created by adding "ing." Examples: He is "writing" a book. She is "going" to bed.

A pronoun takes the place of a noun. Examples: "I," "me," "you," "mine," "yourself," "these," "who," "which."

A punctuation clarifies the meaning of a phrase or statement by inserting punctuation marks. Examples: period (.), comma (,), question mark (?).

A singular noun is the name of one person, place, thing, or idea. Examples: "Tom," "Canada," "pen," "health."

A verb shows action or existence. Examples: "read" the book, it "is" informative.

A main clause is complete meaning without any other sentence component. Example: "We will have the meeting today."

A subordinate clause is also called 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."

A relative clause 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.

A Wh- Clause is referred to as 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."

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

The subject of a clause performs the action. A subject can be one word or several. Examples: "John" ran, "The cats" meowed, "All the children and their mothers" took naps.

A verb or verb phrase shows action in the verb. Verbs can contain one or several words. VERB is used for a single word. For example: John "ran." A VERB PHRASE is used when several words make up the verb. For example: He "has gone" (VERB PHRASE).

A direct object receives the action. Example: Bob gave her "an apple".

An Indirect Object tells "to whom" or "for whom." Example: Bob gave an apple to "her."

A prepositional phrase is a preposition and its object, plus any modifiers. Prepositional phrases usually function as adjectives, adverbs, or nouns. Example: We came back "for the second show."

A relative pronoun introduces a subordinate clause and links it with an independent clause. Example: The noise "that" scared you was made by the boy "who" lives next door.

A phrasal is a preposition that is part of a verb phrase, but separated from it. Example: put the book "down."

The Formal Formality Level is a formality level that uses strict rules of diction and usage.

The Informal Formality Level is a formality level that allows for relaxed use of the language; this level allows colloquial expressions.

The Standard Formality Level is a formality level that allows for moderate, everyday language.

A checking style is a preset writing style that Grammatik refers to when proofreading text. There are 11 preset checking styles. Depending on which checking style you choose, a specific set of proofreading criteria is used to check your document.

A rule class is a group of related grammar and style rules. Grammatik uses rule classes to detect common writing problems.

The Fiction checking style is a checking style that makes allowances for the writer's artistic license. Many rule classes are disabled, and informal language is acceptable. The Formality level is Informal.

The Advertising checking style is a checking style for advertising copy and other marketing literature designed to make a sale. The emphasis is on mechanics and grammatical accuracy rather than on style. Certain rule classes are disabled. The Formality level is Informal.

The Documentation Or Speech checking style is a checking style for documentation targeted at a general, non-scientific audience. Jargon and special terminology are challenged. It has a low passive voice threshold. The Formality level is Standard.

The Technical Or Scientific checking style is a checking style for scientific publications containing long, complex noun phrases and a technical vocabulary. The passive voice threshold is high. The Formality level is Formal.

The Informal Memo Or Letter checking style is a checking style for informal memos and letters. This style allows industry-specific jargon. The Formality level is Informal.

The Formal Memo or Letter checking style is a checking style that requires a formal tone and a strict interpretation of grammar and style rules. This style is appropriate for correspondence, meeting minutes, and legal documents. It requires language that is more formal than an inter-office memo. The Formality level is Formal.

The Student Composition checking style is a checking style for long documents. The Formality level is Formal.

The Spelling Plus checking style is a checking style that quickly checks for spelling errors and simple rules such as punctuation and capitalization. The Formality level is Standard.

The Quick Check checking style is the default checking style. This style is appropriate for most types of documents written for a general audience, such as general correspondence, informal reports, essays, and speeches. The Formality level is Standard.

The Very Strict checking style is a checking style for writing that requires a formal tone and a strict interpretation of grammar and style rules. This style is appropriate for correspondence, meeting minutes, and legal documents. The Formality level is Formal.

The Grammar-As-You-Go checking style marks words or phrases that indicate incorrect grammar or use as you type.

The Options menu items let you specify how Grammatik proofreads your documents.

A split infinitive is a verb in its infinitive form (to be, to run) that is split by intervening modifiers. For example, in the split infinitive "to boldly go," the adverb "boldly" splits the infinitive "to go."

A base verb is the form of a verb that comes after "to" in an infinitive, or after a modal like "would."

Synonyms are words with the same meaning. For example, if you look up "happy," Thesaurus lists words such as "glad," "carefree," and "lighthearted."

Antonyms are words with an opposite meaning. For example, if you look up "ugly," thesaurus lists words such as "attractive," "beautiful," and "pretty."

Related words are words that have a similar meaning to a word that you look up. For example, if you look up "old," Thesaurus lists words such as "senior," "original," and "outdated."

An example illustrates terms and rules. For example, if you look up "city," Thesaurus lists examples of cities, such as "New York City," "Tokyo," and "Paris."

The Show Phonetic Suggestions option lets you view a list of words that sound like the word in the Replace With (or Insert Word) box. For example, Spell Checker suggests words such as "trail," "trial," or "trill" to replace "traail."

Here are examples of how you can use the Adding Words to a User Word List feature:

- If you often type incorrectly, you can define the correctly spelled word as a replacement. For example, you can specify "the" as a replacement for "hte."
- You can replace abbreviations or acronyms with words or phrases. For example, you can define Chief Executive Officer as the replacement for the acronym CEO.
- You can define multiple alternatives for a word. For example, you can define "United States of America," "United States," and "U.S.A." as replacements for the word "usa." During a spell checking or proofreading session, you can choose which alternative phrase you want to use to replace "usa."

Grammatik lets you change a passive sentence to an active sentence. For example, Grammatik suggests the following three replacements for the sentence "A good time was had:"

- They had a good time
- We had a good time
- <SUBJECT> had a good time

If you choose a replacement that begins with <SUBJECT>, Grammatik prompts you to type a subject for the sentence.

Readability formula

Grammatik displays a readability formula based on the language used in your application. United States English uses the Flesch-Kincaid formula. This is a widely-used formula that determines the school grade level that a reader needs to understand a document. A grade level score of 6-10 is considered the most effective for a general audience.

Languages other than United States English may use different scoring systems. For example, UK English uses the Flesch Reading Ease Score. This number is high for readable writing and low for complex writing. Many companies require writing that matches one of the following Flesch Reading Ease Scores.

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 as follows: $206.835 - (1.015 \times \text{average words / sentence}) - (84.6 \times \text{average syllables / word})$

- 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—long words or unusual words may be too difficult for most readers.

For example, to replace the verb "read" in the sentence "I read a magazine in the doctor's waiting room yesterday," with the correct form of the verb "peruse," choose "perused" from the Select Word Form dialog box. The sentence is now displayed as "I perused a magazine in the doctor's waiting room yesterday."

A hypernym is a superordinate of a word. For example, the hypernym of cat is animal.

A hyponym is a subordinate of a word. For example, the hyponym of animal is cat.

Related information gives you information related to a topic. For example, the related information of "tree" is "plants," "leaves," and "roots."

Cross references lets you find specific information from other documents. For example, you can use cross references to look up information on "trees" in a document that you are working in with information on "trees" from another document.

For example, you can use Phrases to _____

The Description is the name of the language you want to add. For example, the description of "Danish," is "Danish."

The Language Code is a 2 character code on the right side of the language. For example, the language code for Croatian is "HR."

For example, "read," which appears the same when you use it in the sentence "I am going to read that book tomorrow," and in the sentence "I read that book yesterday."

For example, "wonder," which appears the same when you use it in the sentence "I wonder what is going to happen today," and in the sentence "I looked upon the scene with wonder."

