

# Spell-Right® Dictionary

Your PWP offers several tools to help you avoid spelling and grammatical errors when creating text. Each tool has a special function and can be activated at any time when you are using either **Type** and **Mem** Mode. Below is a list of the tools and a brief description of each. Complete instructions for each function follow in this chapter.

Spell-Right Dictionary – signals misspelled words.

WordFind – finds misspelled words. Proofreads text in memory.

Word-Right AutoSpell – suggests alternative spellings for incorrectly spelled words and automatically replaces them.

List – enables you to look up any word in the electronic dictionary.

Personal Word List – lets you add specialized words to the dictionary as memory allows (number dependent on memory available).

Punctuation Check – checks your text for 14 different types of typing punctuation errors.

## Dictionary

The dictionary checks all words as you type them, and alerts you when you have typed an incorrect word.



**NOTE:** *A group of letters will be considered a word if it is followed by a space, return, tab, index, reverse index, subscript, superscript, pitch change, number, or any other non-alpha character.*

## Dictionary Pointers

Spell-Right looks for the following:

- **Double Words** – if you type two identical words, one after the other.
- **Capitalization Check** – if the first word following a period, question mark, or exclamation point and two spaces *is not capitalized*.  
at the dance. we
- **Unrecognized Words** – if it finds misspellings, transpositions, double strikes, unwanted spaces, and character omissions.

Spell-Right will **not** check:

- Capitalization (except as noted above)
- Single characters
- Numbers
- Any non-alpha character
- Placement of hyphens or uses of apostrophes.

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## Using the Dictionary

The Spell-Right Dictionary is automatically activated when you turn on your unit. When you mistype or misspell a word or type one that is not found in it, two beeps sound and the Lock light flashes. Correct the word using **Correct** or **WordEraser**. The corrected word will also be checked.

### Turning the Dictionary Off/On

Sometimes you may want to turn the dictionary off. To turn it off:

1. Press **Code + D**. No beep is heard. The display prompts:

Spell-Right Off

Press **Code + D** to turn the dictionary back on. A beep is heard. The display prompts:

Spell-Right ON



## WordFind®

When you type very fast, you may type a few words after you hear the beep signal an incorrect word. WordFind will help you locate errors after text is typed.

### Using WordFind in Type Mode

In **Type Mode**, WordFind will search for misspelled words in the correction memory. To use WordFind:

1. Press **Code + Find (F)**. The print hammer glides back to the incorrect word, and the Shift Lock light flashes.
2. Correct the word using **WordEraser** or **Correct**.
3. Press **Code + Find (F)** again to continue finding errors. When you press **Code + Find (F)** and there are no more errors, the print hammer automatically returns to your previous typing position.



### Using WordFind in Memory Mode

In **Mem Mode**, WordFind locates errors throughout the document. You can proofread an entire document from the first word forward or from the last word backward.

1. Type the entire text, or recall a stored file.
2. Position the cursor at the beginning or end of your document.
3. Press **Code + Find (F)**. The cursor moves to the error, a beep is heard, and the Shift Lock light flashes.
4. Correct the word using **WordEraser** or **Correct**.
5. Continue to press **Code + Find (F)** to locate all errors.



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## Word-Right® AutoSpell®

Your Spell-Right Dictionary can automatically replace a misspelled word with a correctly spelled alternative. AutoSpell will suggest alternatives when character transpositions, omitted characters, extra characters, incorrect characters, and phonetic substitutions are found. You select the correct word, and it replaces the error in your text.

AutoSpell also learns and remembers your mistakes. Your typewriter quickly “learns” the types of mistakes you most often make and promptly offers alternatives. For example, if you often transpose characters (you type: teh), the correct word (the) is usually displayed first.


When using AutoSpell, your typewriter inserts corrections in **Mem Mode** by erasing the original word and inserting the change. If the new word is two or more characters longer than the original word, your typewriter automatically realigns the line. In **Type Mode**, if the correction is two or more characters longer than the original word, the typewriter erases the text back to the replacement, inserts the replacement, and reprints the rest of the line. The display prompts:

Auto Realignment

In **Type Mode**, only the incorrect characters are corrected and/or replaced. If you backspace to a prior word, activate AutoSpell and replace it with a word that is one character more or any number of characters less than the original word, the typewriter will automatically activate Half Space to fit the new word in the available space.

### Using AutoSpell

Activate AutoSpell to suggest alternative spellings when errors are located.

 **NOTE:** In **Type Mode**, AutoSpell only checks text in the correction memory.

1. Press **Code + AutoSpell (Tab S)** when the cursor or print hammer is on the incorrect word. A beep is heard. The display first prompts:

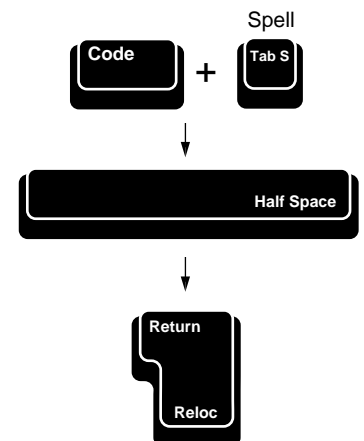
AutoSpell THINKING

and then alternative words are displayed.

2. Press **Spacebar** to scroll through the alternatives one word at a time. The prior word moves off the display. Press **Back Space** to return to prior word(s). If you attempt to move the cursor beyond the last word, the display prompts:

END OF LIST

*continued...*



When you are at the beginning of the list, the display prompts:

BEGINNING LIST

If no alternatives are recommended, the display prompts:

No Alternatives.

3. Press **Return** when the correct word is displayed. If you decide not to replace the original word, press **Code + AutoSpell (Tab S)** to exit AutoSpell. No beep is heard. If no alternative is available, the unit automatically exits AutoSpell.



**NOTE:** *Do not use AutoSpell to automatically correct if realignment involves both normal and bold print because the typewriter corrects only in the active print mode.*

## List

When you are unsure about how to spell a word, List lets you look it up in the Dictionary and/or your Personal Word List and automatically insert it into text. In **Type Mode**, List works only within the correction memory. You can use List to look up a word that has been flagged as incorrect or you can look up a word before typing it.

## Correcting Entered Text

When you use List in **Type Mode** to automatically insert a word, the incorrect characters are replaced. If you select a word that is one character more or any amount of characters less than the original word and there is text to the right, the Memory Typewriter will activate Auto Half Space to fit the new word in the spaces.

If the new word is two or more characters longer than the original word, your Memory Typewriter automatically realigns the line. The Memory Typewriter erases the text back to the replacement, inserts the replacement and reprints the rest of the line. The Status Line prompts:

Auto Realignment

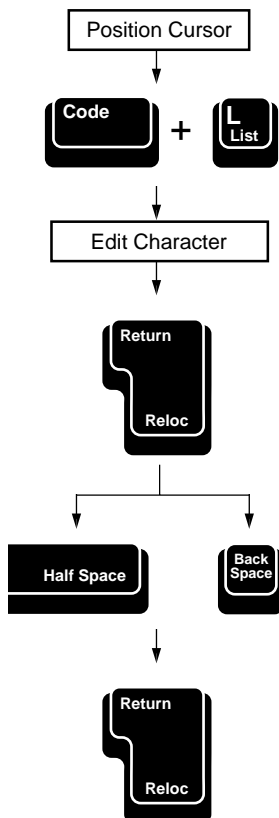
In **Mem Mode**, the original word is erased from the display and the new word inserted. Remember to reformat your text before printing if you replace a word with one that is larger or smaller than the original word.

1. Position the cursor on the incorrect word.
2. Press **Code + List (L)**. The display prompts:

List:

followed by the characters of the flagged word up to an incorrect character.

*continued...*



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3. Edit the characters on the screen to ensure your word will be located. For example, if you type “buter” but intended “butter” and activate List, the display will prompt “bute.” These are the only valid characters. If you continue without adding a second “t,” “butter” will not appear in the list unless you edit “bute” to read “but.”
  4. Press **Return**. The display lists words in your Personal Word List (if you have created one) and then words in the Dictionary. A **P** appears on the display next to the Spell-Right Dictionary symbol (☑) when Personal Words are being displayed.
  5. Press **Spacebar** to scroll through the list one word at a time. Press **Back Space** to return to the prior word(s). Holding down either key causes the list to scroll faster.  
If you attempt to cursor beyond the last word, display prompts:  
END OF LIST  
If you backspace to the first word, the display prompts:  
BEGINNING LIST  
If no words match your entry, the display prompts:  
No Match Found
  6. Press **Return** to select a word when the cursor is under the correct one, or deactivate List without selecting a word by pressing **Code + List (L)**.

## Locating Words

You can also use List to locate words before you type them whether you are using **Type** or **Mem** Mode. For example, you may want to use the word encyclopedia, but are unsure of the correct spelling.

1. Position the cursor on a blank space with no character to the immediate left.
2. Press **Code + List (L)**. The display prompts:  
List:
3. Type in as many characters of the word that you are sure are correct. For example, to look up encyclopedia, enter “ency.”
4. Press **Return**. The display will list all words beginning with those you typed in.
5. Scroll through the words using the keys indicated in the instructions above.
6. Press **Return** to select a word, or press **Code + List (L)** to exit.

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## Personal Word List

Frequently used specialized terms that are not contained in the built-in Spell-Right Dictionary can be added easily. For example:

Individual Names

Medical Terms

Scientific Terms

Foreign Words

You can add approximately 300 words, depending upon their length, to the Personal Word List section of the dictionary. Words entered into the Personal Word List can be up to 25 characters in length. Numbers, spaces and non-alpha characters cannot be entered.

### Adding Words to the Personal Word List

You can add words to the Personal Word List in either **Type** or **Mem Mode**.

1. Type the word. Do *not* space after the word. If the dictionary is turned on, a beep is heard and the Shift Lock light flashes even though the word is spelled correctly.
2. Press **Code + E**. Display prompts:

ENTERED

If the word is in the Spell-Right Dictionary or Personal Word List, the display prompts:

Already Exists.

If the Personal Word List is full, the display prompts:

Not Enough Memory



**NOTE:** *You can also press **Code + E** to enter a word into the dictionary after typing it in a document or during the WordFind function.*



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## Viewing the Personal Word List

1. Position the cursor or print hammer on a blank space with no characters to the immediate left.
2. Press **Code + List (L)**. The display briefly prompts:  
List:
3. Press **Return** to begin listing words. (The **P** symbol appears on the right of the display to show that the selected word is in the Personal Word List.) If there are no words in the Personal Word list, the display prompts:  
**P** Empty  
Then prompts:  
Code + L to Exit
4. Press **Spacebar** to view more words. If you attempt to move the cursor beyond the last word, the display prompts:  
END OF LIST  
Press **Back Space** to return to prior displayed words. When you are at the beginning of the list, the display prompts:  
BEGINNING LIST
5. Press **Code + List (L)**, to exit Personal Word List.

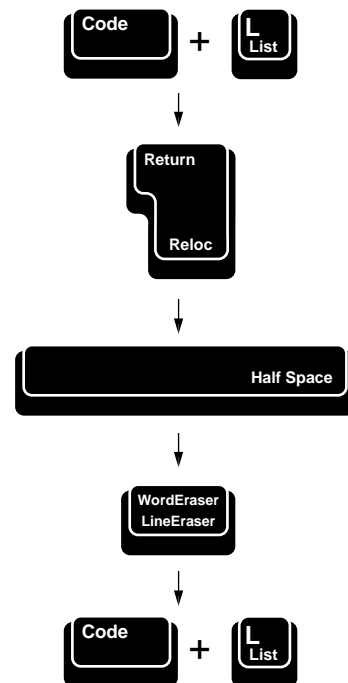
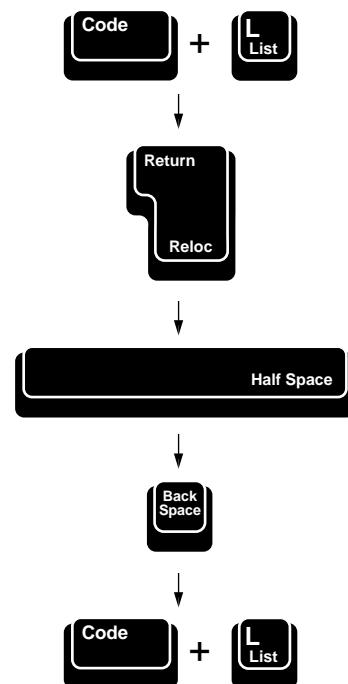
## Deleting Words from the Personal Word List

1. Position the cursor or print hammer on a blank space with no character to the immediate left.
2. Press **Code + List (L)** to activate List. The display briefly prompts:  
List:
3. Press **Return** to begin listing all words, or type part or all of the word to be deleted. The unit will display words beginning with those characters. The **P** symbol appears on the right of the display to show that the selected word is in the Personal Word List. (You cannot delete words in the Spell-Right Section of the Dictionary.)
4. Press **Spacebar** until your selection appears. Press **Back Space** to return to the prior word.
5. Press **WordEraser**.
6. Press **Code + List (L)** to deactivate List when your deletions are made.

## Erasing the Entire Personal Word List

Turn the power on while pressing **WordEraser**. The display prompts:


**P** Empty





## Printing the Personal Word List


You can print all or part of the Personal Word List from either mode. However, in **Mem Mode**, you must be creating or editing a file.

 **IMPORTANT:** *Be sure to activate End of Page warning so that printing pauses at the end of the page.*

1. Position the cursor or print hammer on a blank space with no characters to the immediate left.
2. Press **Code + List (L)** to activate List.
3. Press **Return**.
4. Press **Code + P**. Printing begins immediately. The display prompts:  
Printing  
Words print in alphabetical order, one word per line, using current margins and pitch.
5. Press **Code + List (L)** to exit when printing is completed.

### Printing Part of the Personal Word List

1. Type the word.
2. Press **Code + List (L)** to activate List. The display begins listing words with the word that you typed.
3. Press **Code + P**. Printing begins immediately. The display prompts:  
Printing  
Words print in alphabetical order, one word per line, using current margins and pitch.

 **NOTE:** *If there are no words in the Personal Word List, the display prompts: **P** Empty  
Then prompts: Code + L to Exit*

### To Halt Printing the Personal Word List

Press **any key** but **Code**. Printing will stop at the end of the current line.  
The display prompts:  
Code + P to Resume

### To Resume Printing the Personal Word List

Press **Code + P**.

### To Cancel Printing the Personal Word List

Press **Code + Stop (S)**. Printing stops at the end of the current line.

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## Battery Backup

All words entered in the Personal Word List are backed up by the same rechargeable battery that supplies power to memory and programmed formats. Therefore, you must turn your typewriter on for a total of one hour every 60 days to recharge the battery.

## Punctuation Check<sup>®</sup>

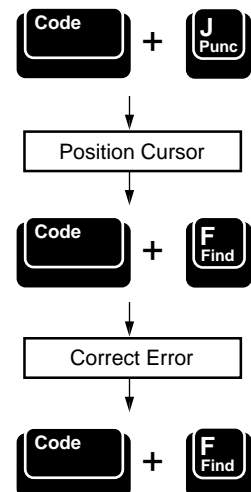
You can quickly and easily check your text for different types of punctuation errors (this feature only works in **Mem** Mode). After typing text in memory, activate Punctuation Check and scan it using WordFind. When an error is located, the violated punctuation rule number is displayed.

At the end of the first text scan, all text is again scanned for an odd number of quotation marks, parenthesis and brackets. If an odd number of these are identified, the punctuation rule will be displayed, indicating that you forgot to close (or open) a quotation mark, parenthesis, or bracket.

 **NOTE:** *When you turn your unit on, Punctuation Check is always disabled.*

To use the Punctuation Check:

1. Finish typing your text.
2. Press **Code + Punct (J)** to activate the Punctuation Check feature. A beep is heard, and the display prompts:  
Punc. Check ON
3. Position the cursor at the beginning or ending of text. The cursor scans from its current position forward or backwards.
4. Press **Code + Find (F)**. When a punctuation error is located, the appropriate number for the punctuation rule is displayed. Refer to the rule descriptions.
5. Correct the error, if necessary, and press **Code + Find (F)** to resume scanning.



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## Punctuation Check Rules

1. Space twice after periods, exclamation points, and question marks.

Incorrect — meeting? I will be

Correct — meeting? I will be

2. Space once after commas and semicolons.

Incorrect — Sue brings cheese, crackers

Correct — Sue brings cheese, crackers

3. Space twice after a colon when the next word begins with a capital letter. Otherwise, space once after a colon.

Incorrect — Party List: Dale, Adam, Jim

Correct — Party List: Dale, Adam, Jim

4. Place periods and commas inside quotation marks.

Incorrect — "War and Peace".

Correct — "War and Peace."

5. Place colons and semicolons outside quotation marks.

Incorrect — "illness;" consequently

Correct — "illness"; consequently

6. Do not type a comma before a parenthesis or bracket.

Incorrect — when I retire, (I'm 50 now) I want to

Correct — when I retire (I'm 50 now), I want to

7. Do not type a comma after the words "such as" or "like."

Incorrect — a manual such as, this one

Correct — a manual such as this one

8. Do not type a comma before the word "than."

Incorrect — He looks different, than his photo

Correct — He looks different than his photo

9. Space before and after a dash (a dash is two hyphens typed side by side).

Incorrect — meeting is before noon--not later

Correct — meeting is before noon -- not later

10. Do not type a dash and comma side by side.

Incorrect — one day visit, -- not ten -- because

Correct — one day visit -- not ten -- because

11. Do not type a dash and a period side by side.

Incorrect — It was Bob Rogers -- the guard from Pleasantville -- .

Correct — It was Bob Rogers -- the guard from Pleasantville.

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12. Do not space after an opening parenthesis or bracket or before a closing parenthesis or bracket.

Incorrect — Betsy ( my kid sister)

Correct — Betsy (my kid sister)

13. Do not space before an apostrophe.

Incorrect — The chef 's portions were generous.

Correct — The chef's portions were generous.

14. Always close parentheses, quotation marks and brackets.

Incorrect — He said, "I will be away that week.

Correct — He said, "I will be away that week."

### ***Exceptions***

Because certain punctuation marks can be used for more than one purpose, correct punctuation will sometimes be signaled as incorrect. For example:

- If a beginning quote is followed by a period used as a decimal point.

" .98"

- If a beginning quote is followed by three periods indicating text lifted from context.

". . .

- If a single quote is used to indicate inches.

3"

- If an open parenthesis is missing when setting off numbers.

1)

- If two open or two closed parentheses are used consecutively.

(x + (a-b) +z) = y

- If a period used in abbreviations is not followed by two spaces.

U.S.A.

i.e.

e.g.

etc.,

p.m.

Mrs. Jones

- If a list of numbered phrases is typed continuously.


We all work for (1) speed, (2) control,  
and (3) good form.

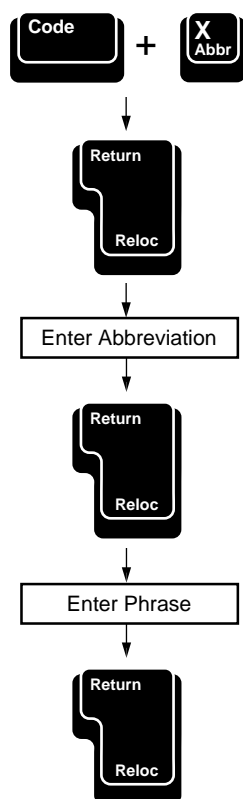
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## Abbreviations

The Abbreviation feature allows you create a personalized list of words or phrases you frequently use and insert any one of them into text at any time by simply typing the abbreviation of the word or phrase. The phrase will be printed on the page in **Type** Mode or inserted into the file in **Mem** Mode.

Abbreviations for words or phrases in your list can be up to five (5) characters in length. Words and phrases can be up to 40 characters in length. You use the abbreviation to recall the word or phrase from memory and insert it into text. You can have as many phrases as can fit in the memory. If you fill memory with text, you will have less space for abbreviations. If you keep file memory relatively free, you can store significantly more abbreviations.

 **NOTE:** *The Abbreviation feature is inactive when you are entering a decimal, center, or flush right tab.*



### Creating an Abbreviation

You can create an abbreviation in either mode. If you make a mistake while entering the abbreviation label or text, use **Correct**, **WordEraser** or **Typeover**.

1. Press **Code + X**. A single beep is heard, and the display prompts:  
Abbr. On  
followed by the prompt:  
Label:
2. Press **Return**. The display will prompt:  
Enter Label:
3. Enter an abbreviation label from 1 to 5 characters in length for the word or phrase you will be saving. The abbreviation label can have letters or numbers in it and can be either upper or lower case. For example, you may type “sy” for “Sincerely yours.” If you type more than five characters, the unit will prompt:  
Too Long
4. Press **Return** to save the abbreviation label. The display will prompt:  
Text:  
If the label was already used, the unit will beep three times, display  
Already Exists  
and prompt you to enter another abbreviation label.

*continued...*

- 
5. Enter a phrase up to 40 characters in length. The phrase can have numbers, letters or spaces. (Spaces will count as one character.) Text can be bold or underscored. If you type more than 40 characters, the display will prompt:

Too Long

and the extra characters will be ignored. To exit the feature without saving the abbreviation label or text, press **Code + X** prior to step 6.

6. Press **Return**. The display prompts:

ENTERED

and returns you to the typing scale in **Type** Mode or last cursor position in **Mem** Mode.



**NOTE:** *If there is not enough memory for the abbreviation, the unit will not be able to store it. Delete files or abbreviations already in memory to make room for the new abbreviations.*

## Using an Abbreviation in Type Mode

Activate Auto Return by pressing **Code + Return (1)** if you want the printed text to wrap around to the next line.

1. Press **Code + X**. The unit beeps once, and the display prompts:

Abbr. ON

then:

Label:

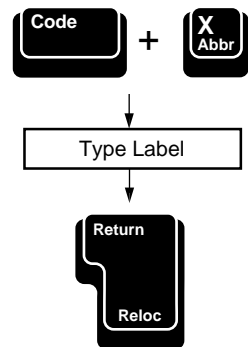
2. Type the abbreviation label. (The label name is not case sensitive. That is, if you entered the label “fbi,” you can recall it by typing “FBI” or “fbi.”)

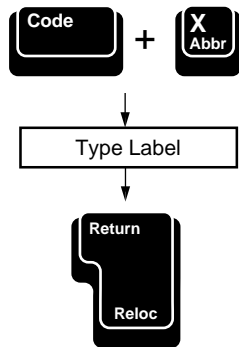
If the label is not found, the display will prompt:

No Match Found

beep three times, and then exit the Abbreviation feature.

3. Press **Return**. The full text is printed and the print hammer is located on the space after the last character. The feature is exited so you can continue typing.





## Using an Abbreviation in Mem Mode

No matter whether Insert is on or off, the Abbreviation feature will insert the word or phrase in the file.

1. Position the cursor where the abbreviation is to be inserted.
2. Press **Code + X**. The unit beeps once, and the display prompts:  
Abbr. ON  
then:  
Label:
3. Type the label. The label name is not case sensitive. That is, if you entered the abbreviation label "fbi," you can recall it by typing "FBI" or "fbi."

If the label is not found, the display will prompt:

No Match Found

beep three times, and then exit the Abbreviation feature.

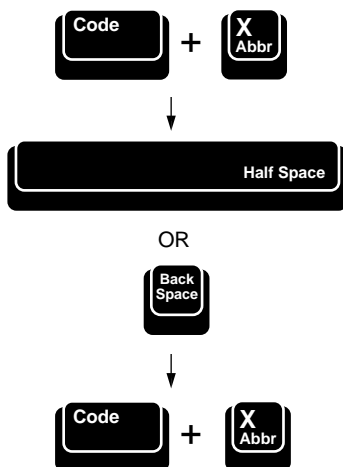
4. Press **Return**. The full text will be inserted into the file. If there is not enough memory for the text in the file, the display will prompt:

Not Enough Memory

and the Abbreviation feature will terminate. Part of the text will be inserted into the file prior to the warning prompt. Once the abbreviation is inserted into the file, the unit will display:

Abbr. OFF

and exit the Abbreviation feature.



## Viewing and Deleting Abbreviations

You can view all the abbreviation labels in the unit's memory in either mode.

1. Press **Code + X**. The display will prompt:  
Label:
2. Press **Spacebar**. Abbreviation labels will appear on the display in alphabetical order. Press **Spacebar** again to move forward through the list of labels and **Back Space** to view prior labels. If desired, you can print a label and the text by pressing **Return** or delete a label and the text by pressing **WordEraser**.
3. Press **Code + X** to exit.

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## Editing an Abbreviation

To edit an abbreviation, first delete the abbreviation label and text (see above) and then enter a new label and text.

## Printing an Abbreviation List

You can print out a list of all the abbreviation labels and text in either mode.

1. Activate the End of Page feature so that printing pauses at the end of the page.
2. Press **Code + X**. The display will prompt:  
Label :
3. Press **Code + P**. All the abbreviation labels and text will be printed out in alphabetical order, starting at the left margin.

