

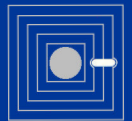
User's Manual

Megaworks™

The Spelling Checker &

Mail Merge Program

For AppleWorks™



megahaus™
WE MAKE COMPUTERS WORK HARDER.
Easier!

System Requirements

Apple IIe or IIc with 128K RAM
and at least one disk drive.

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MegaWorks User's Manual

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Chapter 1

Basic Concepts

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MegaWorks with AppleWorks

MegaWorks is designed exclusively to supplement AppleWorks. AppleWorks owners are already aware of the versatility and power achieved by AppleWorks' ability to combine spreadsheet data, word processing documents, and database files into one document.

These owners might notice, however, that AppleWorks does not include two important applications: spelling correction and mail merge. That's where MegaWorks comes in. MegaWorks can perform both of these applications using AppleWorks documents. Chapter 2 begins the discussion of MegaWorks' mail merging. Spelling correction is discussed at length in Chapter 5.

Because MegaWorks is designed to compliment AppleWorks, Megahaus recommends that you become familiar with AppleWorks before using MegaWorks. The following brief summary is the only AppleWorks training that this manual will provide. The "Apple Presents AppleWorks" disk that comes with AppleWorks is an ideal way to learn AppleWorks quickly.

AppleWorks

AppleWorks combines three main functions: word processing, database and a spreadsheet. These three functions can exchange information by way of the *clipboard*. (The clipboard is the part of the computer's memory that holds information while you travel between the various functions.) You can take information stored in a database, for example, and place it into a word processor file by first storing it on the clipboard.

Because the clipboard is part of the computer's memory, it has a limited size. Sometimes the information that you want to place "onto" the clipboard exceeds that size limit. Don't panic if this happens; there are several ways to get around this limitation. The solutions which apply specifically to MegaWorks will be discussed later in this manual.

Menus

All AppleWorks menus work in the same way: Menu selections are made by moving the highlight bar to the desired option (using the arrow keys or typing in the appropriate number), and then pressing the **Return** key.

Sometimes an AppleWorks menu allows you to select several options. In these cases, you highlight the desired option in the usual fashion, but, instead of pressing the **Return** key to activate the selection, you press the **Right arrow** key to mark it. Then, move to the other menu selections you want and mark them. When you have marked all of the desired options, press the **Return** key.

(If you change your mind about a selection, remember that you can unmark an option by pressing the **Left arrow** key.)

To select a file that is stored in a ProDOS subdirectory with MegaWorks, simply select the subdirectory name just as you would select any file. When MegaWorks presents the files in the subdirectory, select the desired file as usual.

Disk Drives

Both AppleWorks and MegaWorks can be used with either one or two disk drives. If you have only one disk drive, you will experience the inconvenience of disk swapping. Though this may take extra time, it is not difficult; the programs will tell you which disk to insert in the drive and when.

MegaWorks is designed to work smoothly with only one disk drive, keeping the number of disk swaps to a minimum.

Starting Up

MegaWorks comes with three disks. The Program Disk is used to start and run the program. The Dictionary Disk is used with the spelling checker. The Examples Disk contains some example files that you can use to learn MegaWorks; some of the example files are used in this manual.

To begin using the MegaWorks program, place the MegaWorks Program Disk into Drive 1. Now turn the computer on. MegaWorks will soon ask you to enter the date. Make sure you type the date in this format:

MM/DD/YY

Press **Return** when you have typed the new date. The main menu should now be on the screen.

Mail Merge

Chapter 2

How to Create a Form Letter

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What is Mail Merge

Mail merge is a powerful word processing tool. It gives you the ability to take words, sentences, and paragraphs of information from one document and merge them into specific spots in several other documents. Mail merging is the key to creating form letters.

Suppose that you want to reply to several people who have inquired about your product. The letter to each might be very similar except for differences in the names of the people, their addresses, the product they inquire about, and so on.

Mail merging allows you to write one letter and then personalize it to each recipient by merging in specific information.

Mail merging is done by typing special markers into the letter where the personalized information is supposed to go. The information itself (represented by the marker) is listed in a second document, called a list. Although both the list and the letter are written using the AppleWorks program, only MegaWorks can find the information you want from the list and insert it into the appropriate spot in the letter—automatically.

All you need to know to begin mail merging is how to create a master form letter and set up a list.

The Mail Merge Process

MegaWorks is a program designed to provide special applications that AppleWorks does not provide, mail merging and spelling correction. Because it works as an “add on” to the AppleWorks program, it uses all of the same files and works in much the same way as AppleWorks.

To perform mail merging, you first write a form letter and a list using the AppleWorks word processor. The form letter and the list are created for each other as described in this manual.

When you are satisfied with the letter and the list you’ve created, you can then enter MegaWorks and bring the two documents together on the screen. Then, upon your command, MegaWorks will merge the information from the list into the letter and save the resulting form letters on the disk.

All that remains is to enter the AppleWorks word processor and print the form letters that MegaWorks saved on the disk. You can use any of the special formatting features in the word processor to enhance the letters.

Creating a Form Letter Master

The form letter master must be created using AppleWorks. Simply type a letter as you would type any AppleWorks word processing document. When you come to an item in the letter that will change for each copy (i.e., an item that will be merged from the list, such as a name or address), let MegaWorks know that this item will be merged by doing three things:

1. Give the item a special name. This name will be replaced by the information that will appear in each different copy of the form letter. Item names should be no longer than 20 characters and should contain only letters and numbers (no special symbols or blank spaces).
2. After selecting a name for the item, type that name into the letter at the precise location where you want the merged information to appear.
3. Make sure that the item names you have placed in the letter are preceded with two dollar signs (e.g., \$\$Name).

Example of a Form Letter Master

If you are sending the same letter to hundreds of people, the name, address, and salutation of each letter will be different. These items are ideal for merging from a list of names, addresses and salutations.

In the master letter, designate these special items by giving them simple names placed into the letter. Figure 2-1 shows an example. This example can be found on the Examples Disk.

We chose the names *First, Last, address, city, state, zip* and *salutation* to represent the information that will merge into these spots.

Notice that a product will be merged in the middle of the letter and that the First and Last items are on the same line.

\$\$First \$\$Last
\$\$Address
\$\$City, \$\$State \$\$Zip

\$\$Salutation

Enclosed is the information you requested concerning \$\$Product. I hope you find it helpful.

If you would like more information, or a live, “no obligation” demonstration, please contact your area representative by calling 800 555-1234. Thank you for considering XYZ Corporation.

Sincerely,

Hubert Humes
General Manager

Figure 2-1

The list that accompanies this letter will look something like this:

\$\$First:Fred
\$\$Last:Smith
\$\$Address:123 Washington Street
\$\$City:Los Angeles
\$\$State:CA
\$\$Zip:91001
\$\$Salutation:Dear Mr. Smith:
\$\$Product:Gadgets

MegaWorks will read the letter, finding every item name (every word beginning with \$\$). It will then match those items with identical items in the list and produce a copy of the letter with the item names replaced by the merged-in information (see Figure 2-2).

Fred Smith
123 Washington Street
Los Angeles, CA 91001

Dear Mr. Smith:

Enclosed is the information you requested concerning Gadgets. I hope you find it helpful.

If you would like more information, or a live, “no obligation” demonstration, please contact your area representative by calling 800 555-1234. Thank you for considering XYZ Corporation.

Sincerely,

Hubert Humes
General Manager

Figure 2-2

The next chapter explains how to create a list.

Chapter 3

How to Create a List

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What is a List?

A list is a document that contains the information that will be merged into the form letter. In the list are the names of the items to be merged; these names match the names you chose in the letter for the “to be merged” items (the names preceded by dollar signs \$\$). Following the names in the list is the actual information that will merge into the letter.

The list that contains the information to be merged into the form letter is a separate AppleWorks word processing document. A single list can be used for any number of different form letters but the information in the list must match the “to be merged” items in the form letter. Figure 3-1, for example, shows a matching set.

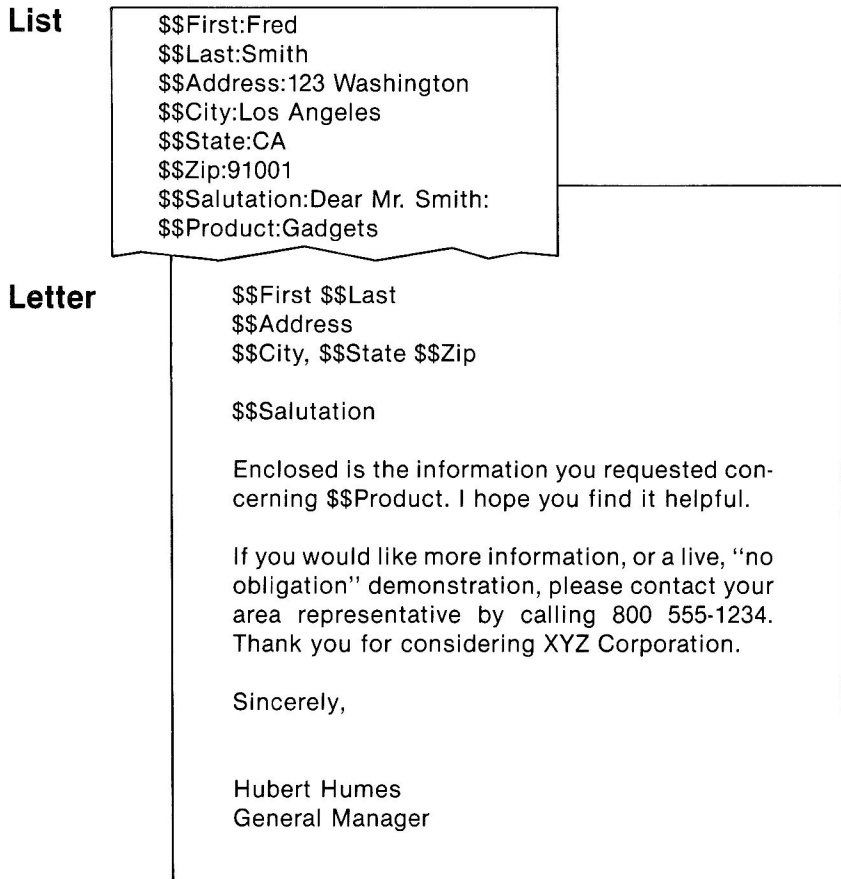


Figure 3-1

Notice that the item names are preceded by two dollar signs in both the letter and the list and that the item names match in spelling. Following the item names in the list are colons; everything following the colons will merge into the appropriate spot in the letter.

The list shown in Figure 3-1 will produce one copy of the form letter. You can produce another copy which contains completely new information by adding another “set” of items to the list. Each set represents a new copy of the letter. Separate the sets by typing a backslash (\) between them as Figure 3-2 shows.

```
$$First:Fred
$$Last:Smith
$$Address:123 Washington Street
$$City:Los Angeles
$$State:CA
$$Zip:91001
$$Salutation:Dear Mr. Smith:
$$Product:Gadgets
\
$$First:Alice
$$Last:Jones
$$Address:493 Any Way
$$City:
$$State:NY
$$Zip:10011
$$Salutation:Dear Alice:
$$Product:Dog Biscuits
```

Figure 3-2

Note: Notice that we've included as part of the salutation the colon following the name. This could be placed in the letter itself.

You can leave an item blank (e.g., the “City” item in Figure 3-2) but the item name must be present or the merge process pauses and asks you to enter the missing item into the letter from the keyboard. (This is explained in the next chapter.)

Using the Word Processor to Type a List

If you use the AppleWorks word processor to type your MegaWorks list, you may want to use this short cut:

Begin by typing the item names with the two dollar signs in front. Following the names, type the colons that separate the names from the actual information. Next, enter the backslash that separates the sets of information. Your list should look something like this:

Note: The sample list shown in this chapter is on the Examples Disk. The sample list is called LIST.SAMPLE.

Note: The database places an extra space between the colon and the first character of the information in your list. This will not affect the mail merge process.

\$\$First:
\$\$Last:
\$\$Address:
\$\$City:
\$\$State:
\$\$Zip:
\$\$Salutation:
\$\$Product:

Now, using the word processing **Copy** and **Paste** commands, copy this information and paste it back onto the end of itself. Use this method to create as many sets as you like. When you are finished, save this document as a blank “template” from which you can create more lists. Then, simply return to the list and create another document, entering the information you like after the colons.

The template you create for the mail merge list will look something like this:

\$\$First:
\$\$Last:
\$\$Address:
\$\$City:
\$\$State:
\$\$Zip:
\$\$Salutation:
\$\$Product

Note: When you use the database to create a list, the colons are inserted for you.

\
\$\$First:
\$\$Last:
\$\$Address:
\$\$City:
\$\$State:
\$\$Zip:
\$\$Salutation:
\$\$Product
 \
\$\$First:
\$\$Last:
\$\$Address:
...

Note that the Examples Disk contains a blank template for this mailing list. It is called BLANK.LIST.

Boilerplating

MegaWorks lets you merge entire paragraphs of information from a list into a letter. This is commonly known as boilerplating and allows you to really personalize your form letters by inserting entire paragraphs of information.

Boilerplating is quite simple; just type the paragraph of information following a field name in your list. Following is an example of a boilerplate paragraph:

```
$$First:Fred
$$Last:Smith
$$Address:123 Washington Street
$$City:Los Angeles
$$State:CA
$$Zip:91001
$$Salutation:Dear Mr. Smith:
$$Product: Gadgets
$$Closing:
```

In closing, I hope that the Flotsam project proves successful for your firm. We at XYZ are looking forward to our meeting in January.

Note: The paragraph begins on a separate line because it is meant to be a separate paragraph in the letter.

Remember that you do not have to type a carriage return at the end of a line. If you do type a carriage return, the paragraph might not form to the margins in the letter.

Using the Database to Create a List

You can use any AppleWorks database to easily create a MegaWorks merge list. This list can be sorted in any order you like, using the database's sorting features.

There are two things to consider when using the AppleWorks database to create a list. First, the field names in the database must be preceded by two dollar signs (\$\$) to indicate that they are MegaWorks mail merge fields. Second, the report used to print the information in the database must be designed to print a MegaWorks mail merge list. The following sections explain these setup procedures in more detail.

Database Field Names

If the information stored in an AppleWorks database file will be used to create form letters or mailing lists with the MegaWorks mail merging program, you must prepare the fields in the file.

To prepare the fields in a database file, simply place two dollar signs before the field name.

\$\$Name

This can be done when you create the file from scratch or you can go back to an existing file and insert the dollar signs into existing field names.

Note: Remember that AppleWorks will automatically update the column headings when you use the ⌘-Z (Zoom) command.

To insert dollar signs into existing field names of your database, bring the desired database to the screen in AppleWorks, then use the ⌘-N command to change the file name. (This is documented in Chapter 5 under “Adding or Changing Report Names or Titles” in the *AppleWorks Reference Manual*.) Next, press the **Return** key to move the cursor to the field names where you can insert the needed dollar signs.

Inserting the Slash

After adding the dollar signs to your database, move the cursor to the line below the last field.

Now, insert a new field with this special name:

\

That’s right. Create a field that has a backslash as its name. Be sure that you use the backslash (\) and not the slash (/). Your database should look something like Figure 3-3 when you are through.

Remember, the example shown in this manual and supplied for you on the MegaWorks disk is a mailing list file. However, you can create merge lists with any kind of file you like.

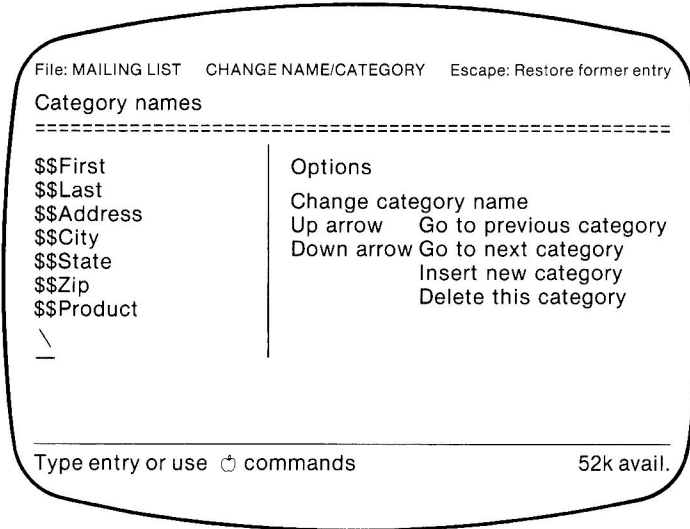


Figure 3-3

Database Reports

Your database is not ready to print a MegaWorks mail merge list until you have created the appropriate report. To create a report design, enter AppleWorks and open the database file that contains the special field names containing the two dollar signs. Next, use the -P command to enter the report activities. The screen should look like Figure 3-4.

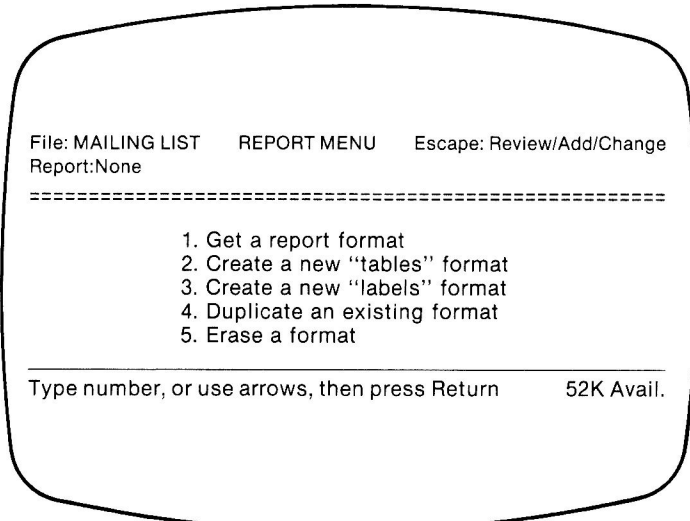


Figure 3-4

Creating a New Labels Format

The report that will print a MegaWorks mail merge list will be a labels format report. Therefore, with the choices shown in Figure 3-4 on the screen, select option 3, **Create a new “labels” format**.

AppleWorks asks you to name the report, which allows you to use the same report again, providing you save the changes to disk. After you name the report, AppleWorks shows you a sample layout. This layout lists the field names in a column as Figure 3-5 shows.

Note: Make sure that there is no extra blank space at the end of the labels format. You can rearrange the fields in the labels format or even remove unwanted fields if you like.

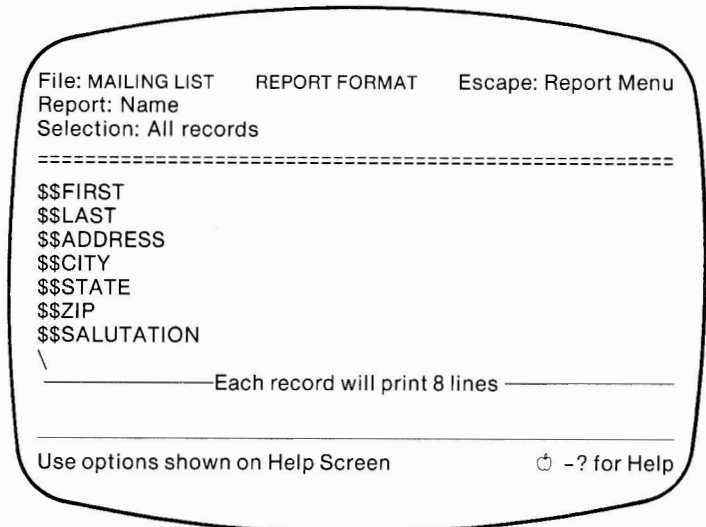
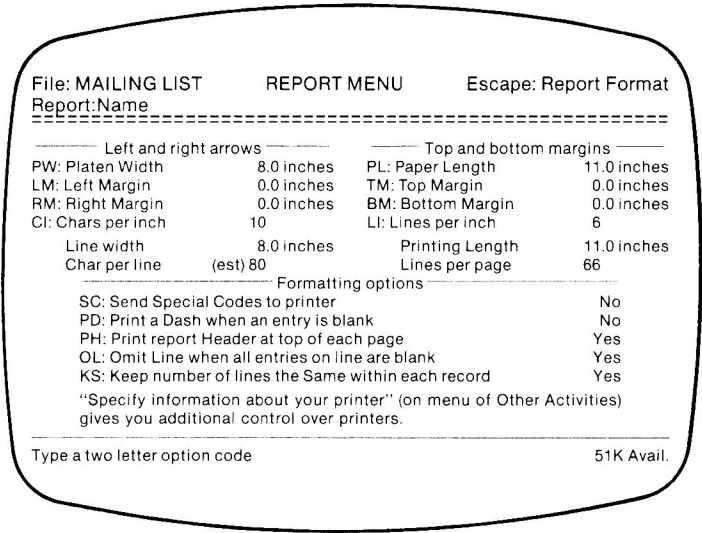


Figure 3-5

Although you can change the sample layout shown by AppleWorks, you'll want to leave it intact because it is in exactly the form that MegaWorks needs for its mail merge list. Only two things remain to be done.

Turning the Header Off

Before printing the report, you must tell AppleWorks not to print a header on each page. Simply type **⌘-O** to enter the print options. The screen should look like Figure 3-6.



Type PH to turn the header off

Figure 3-6

Now type **PH** to turn the header off and press the **Esc** key to return to the report format.

Printing the Category Name

The last step in creating a merge list is to use the **⌘-V** command on each field in the list. The **⌘-V** command tells AppleWorks to print the item name along with the information in the report.

Simply move the cursor to each item in the list and press **⌘-V**. The screen should look something like Figure 3-7.

Note: The database places an extra space between the colon and the first character of the information in your list. This will not affect the mail merge process.

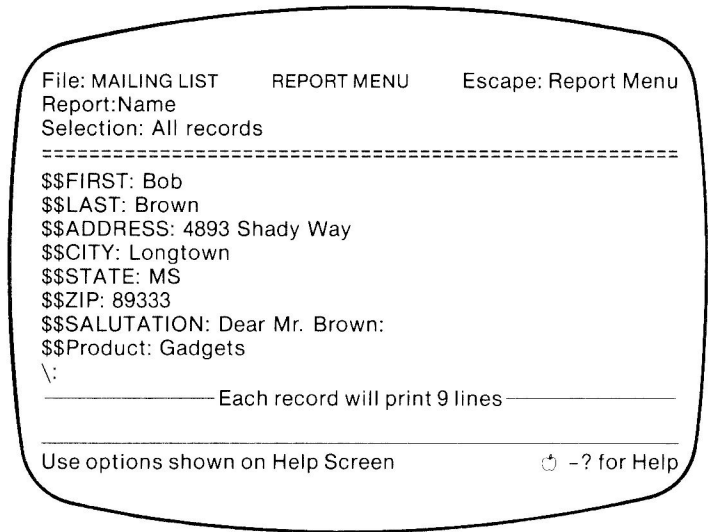



Figure 3-7

Printing the List

Once the file and its report are set up as described above, you are ready to print the mail merge list. Simply enter the -P command to begin printing. AppleWorks then asks

Where do you want to print the report?

Because the printed report has to be a word processing document, choose option 5, **The Clipboard**. After you select this option, AppleWorks begins to print the report to the clipboard.

At this point, two things can happen. If everything goes well, AppleWorks will display this message:

The report is now on the clipboard,
and can be moved or copied into Word
Processor documents.

If you get this message, you can proceed to copy the contents of the clipboard into a word processing document as described in Chapter 12 under “Printing a Report to the Clipboard for a Word Processor Document” in the *AppleWorks Reference Manual*.

If the report, when printed, is too large to fit onto the clipboard, AppleWorks will display this message:

The report exceeds the 250 Word Processor lines that can be put on the clipboard.

This message indicates that AppleWorks did not print any part of the report onto the clipboard due to the clipboard's limited size. To overcome this size limitation, simply tell AppleWorks to print only a section of the report (or a *range* of the report). This is explained in more detail below.

Using Lists Over Again



If you save the changes made to your database, using the **Save Desktop Files to Disk** command in the AppleWorks main menu, you will be saving the report format you designed. This allows you to use the same report format over and over again to print various portions of your database information—at various times without repeating the setup steps.

You can also use the printed report over and over for all kinds of different form letters. Once you have created a list and saved it as a word processing document, you can use it another time.

Printing Report Ranges

When printing a database report that will be used as a MegaWorks mail merge list, you can tell AppleWorks to print a particular section of the information in the report. For example, you can print only the names in your mailing list that begin with the letter “M.”


This feature is useful for selecting a group of information for your mail merge list. Perhaps your database contains hundreds of names and addresses, but you want to send form letters to only a handful of them.

To select a range of items in your database report, use the AppleWorks -R (record selection rules) command immediately prior to printing the report. Details of the -R command can be found in Chapter 4 under “Changing Record Selection Rules” in the *AppleWorks Reference Manual*.

Ranges Overcome Clipboard Size

Another reason for selecting a report range is to shorten the report so that it will fit onto the clipboard. The clipboard holds a maximum of 250 lines; if the report is larger than this, you'll have to break it up into smaller pieces and print them one by one. Here's how to do it:

First, estimate the number of records that will fit onto the clipboard by dividing the number of lines in each record into 250. For example, you can fit about 25 mailing list records onto the clipboard because each one is nine lines long.

Second, using the -R commands, select a group of 25 records to print from the total number. You might try printing the names from A to M, for example.

Third, print the report to the clipboard, then copy the report into a word processing document. This is done by starting a new word processing document, then using the **Copy** and **Paste** commands to retrieve the clipboard information.

Fourth, select a second group of 25 records that continue from where the last group left off. Perhaps you'll print the names from N to Z. Then print it to the clipboard and copy it onto the end of the last group in your word processing document.

You now have the entire report in a word processing document, having printed it in pieces.

Summary

To create form letters using the MegaWorks mail merge program, you'll need both a master letter and a list. The list contains several "sets" of information that will merge into the letter. Each set of information creates a new, unique letter.

The list consists of the field identifiers (or item names), which are preceded by two dollar signs and the information itself. A typical list will look something like this:

```
$$First:Fred
$$Last:Smith
$$Address:123 Washington Street
$$City:Los Angeles
$$State:CA
$$Zip:91001
$$$Salutation:Dear Mr. Smith:
$$Product:Gadgets
```

There are two ways to create a mail merge list. One way is to simply type the list in the AppleWorks word processor, including the field names and the information following the field names.

Another way of creating a list is to let AppleWorks create it from information contained in your AppleWorks database file. A few steps are necessary to set up this process, but they need only be done once. Once done, mail merge lists are easy to create. Plus, you can use the database to sort the information and to select specific groups of information to include in your mail merge list.

Following is a summary of the steps necessary to create a mail merge list using the AppleWorks database.

1. Create a new database with field names that begin with two dollar signs. The field names you select for the database should match those in the accompanying form letter. The last field in the database should be named with only a backslash (\).

or

Modify an existing database by inserting two dollar signs in front of each field name. This is done with the ⌘-N command in the desired database. Insert a field below all the other fields with a backslash (\) as its name.

2. Enter the report selections by typing ⌘-P in the database. Select the option, **Create a new "labels" format.**

3. In the labels format you can remove unwanted fields. However, make sure that there is no extra space below the last field. The number of lines in the report should equal the number of fields in the database.

4. Use the **⌘-V** command on each field in the report. Simply move the cursor to each field and type **⌘-V**.
5. If desired, use the **⌘-R** command to establish some rules for selecting a group of records for the report.
6. Enter the print options with the **⌘-O** command, then turn the header off by typing **PH**.
7. To print the report, enter the command **⌘-P**. Now select **The Clipboard** as a destination for the report. If the report is too large to fit onto the clipboard, use the **⌘-R** command to select a portion of the report that will fit. After completing steps 7 and 8 you can go back and print the rest of the report.
8. Return to the AppleWorks main menu and begin a new word processor document from scratch.
9. Copy the report, which is on the clipboard, into the new word processor document using the **⌘-C** Copy command.
10. **MAKE SURE YOU SAVE THE NEW (OR MODIFIED) DATABASE SO THAT YOU CAN USE IT AGAIN IN THE FUTURE WITHOUT REPEATING THESE STEPS.**

MegaWorks

Chapter 4

How to Merge Information

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Now that you know how to create a letter and a list, this chapter explains how to use MegaWorks to merge the information in your mail merge list into your master form letter. When the letter and the list are complete, you are ready to begin merging with MegaWorks.

Starting MegaWorks

To begin, place the MegaWorks Program disk in Drive 1 and turn the computer on. In a moment, MegaWorks asks for the date. You can change the date if you like, or you can press the **Return** key to keep the same date. After entering the date, MegaWorks displays its main menu as shown in Figure 4-1.

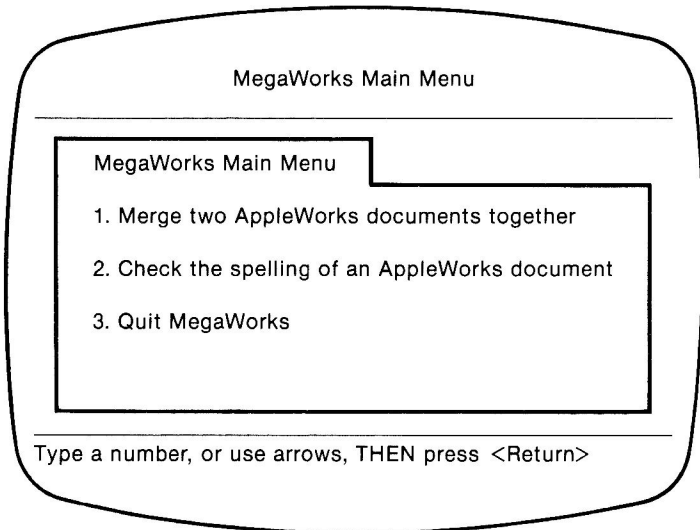


Figure 4-1

To begin mail merging, select option 1, **Merge two AppleWorks documents together**. You can do this by using the arrow keys to move the highlight bar to the desired option, then pressing the **Return** key, or simply by typing the number, then pressing **Return**.

After entering the mail merge option, the screen will look like Figure 4-2.

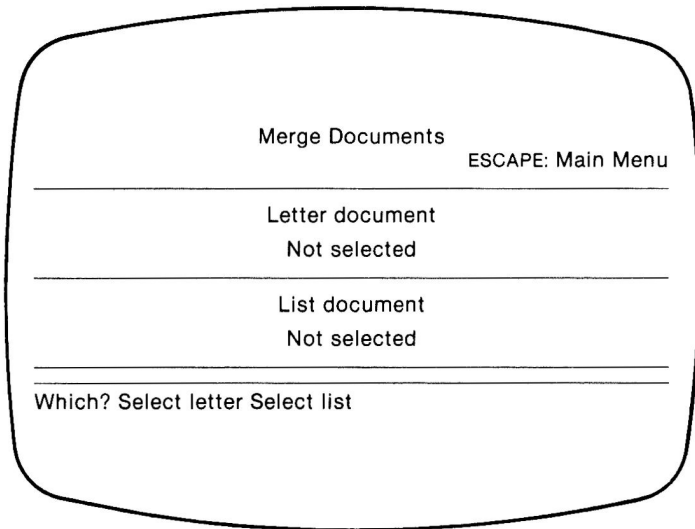


Figure 4-2

At this point you are able to select the letter and list that you would like to merge together. Remember, the letter and the list must be written using the AppleWorks word processor. The two documents are prepared for merging as described in Part 1 of this manual.

Selecting a Letter

To select the letter document, enter the **Select letter** command. If you have one disk drive, MegaWorks asks you to insert the data disk. A list of the document on the data disk is displayed on the screen.

After you select the letter, MegaWorks displays part of the letter you chose at the top of the screen. This is handy for double checking that you selected the correct letter (see Figure 4-3).

Note: To use the sample letter and list, place the Examples Disk into the drive. The sample letter is called **LETTER.SAMPLE** and the sample list is called **LIST.SAMPLE**.

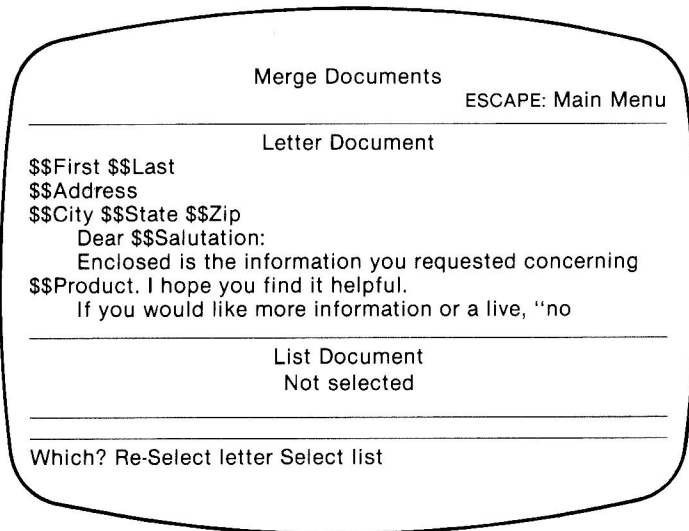


Figure 4-3

Selecting a List

Select a list by entering the **Select list** command and then using the arrow keys to highlight the desired list document on your data disk, then press the **Return** key. When a list and a letter are selected, the screen will look something like Figure 4-4.

Hint: With both the list and the letter showing on the screen, you have a chance to make sure that they correspond to each other (that the fields are the same in each).

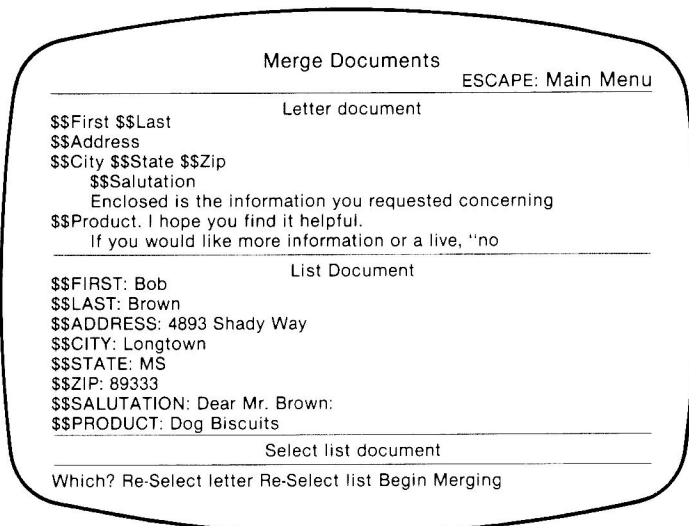


Figure 4-4

Merging

After selecting the letter and the list, three new options come to the bottom of the screen:

Re-Select letter Re-Select list Begin merging

To begin merging the two documents, select the **Begin merging** command. MegaWorks will then ask

Merge and save as?

MegaWorks is asking you to name the document that will contain the results of the merge. In other words, MegaWorks will merge the two documents together and place the resulting form letters in a separate document. This document can later be printed with the AppleWorks word processor.

After you confirm the merge process, MegaWorks displays its progress as shown in Figure 4-5.

Note: Do not type a pathname when you enter a name for the document. MegaWorks automatically stores it on the disk that contains the letter and list.

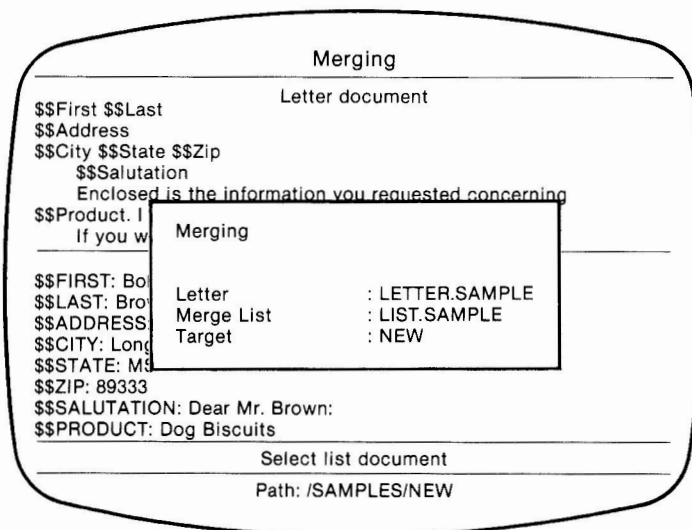


Figure 4-5

At this point, several things can happen. If everything goes smoothly, MegaWorks will save the copies of the form letters under the name you specified and return to the merge screen.

Keyboard Entries

If MegaWorks has trouble matching the item names in the letter to the item names in the list, it will give you the opportunity to enter the information from the keyboard. You will see this message at the bottom of the screen:

Key \$\$NAME was not found in the list

NAME? _____

In this example, the item called \$\$NAME was not found in the list. This could be due to an error in spelling or an omission of the item.

To continue merging, MegaWorks asks you to type the information for the unknown item from the keyboard. The information that you enter will be merged into the letter as if it had come from the list. If you press the **Return** key without entering anything, MegaWorks will leave that item blank in the form letter and proceed to the next item.

This feature can be handy when you are printing just a few copies of your form letter. Creating a list to merge into your form letter may be too much work for only two or three letters, so instead you can call up your form letter with MegaWorks and merge the information from the keyboard. To do this, use a “dummy” list. A dummy list is any word processing document that contains no \$\$ field names (i.e., a blank document).

Partitioning the Document

If you’re merging a long list of items that produce a lot of form letters, MegaWorks may have to partition the target document (the document that contains the finished letters—after merging). This is because an AppleWorks word processing document can be no larger than 30K bytes.

If, after merging, your target document is larger than 30K bytes, MegaWorks will automatically split it up into 30K segments. The first segment will have the name you chose, the second segment will have the same name, but with the number “1” after it, the third segment will have the number “2” after the name, and so on.

Note: Seemingly minor inconsistencies in the merge list can cause a field to be unrecognized by MegaWorks. Make sure that there is no extra space between fields or within the name of a field. The colons following the field names should appear immediately after the last character in the name.

An extra space following the colon (preceding the information) will not cause any problems.

Note: If MegaWorks cannot find the same item name for each copy of the letter, you might find it more efficient to quit merging by pressing the **Esc** key and to go back into the AppleWorks word processor to correct the error in the list. If the item name has been misspelled, for example, you could use the AppleWorks **⌘-R** (Replace text) command to easily change every occurrence of the incorrect item name.

When you print these documents with the AppleWorks word processor, you can print them in succession to get the entire group of letters produced by MegaWorks. See Chapter 13 under “Printing a Word Processor Document” in the *AppleWorks Reference Manual* for details about printing word processing documents.

Spelling Correction

Chapter 5

Correcting Spelling Errors

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This chapter shows you how to correct the spelling errors in your AppleWorks word processing documents. Using the MegaWorks spelling checker you can automatically correct misspelled words right on the screen.

To begin, you'll need the MegaWorks Program Disk, the MegaWorks Dictionary Disk, and a word processing document created with the AppleWorks word processor. You might want to use the sample document supplied for you on the MegaWorks Examples Disk; this document is called **SPELL.SAMPLE**.

How to Begin

Begin by bringing the MegaWorks main menu onto the screen as described in Chapter 4. The screen should look like Figure 5-1.

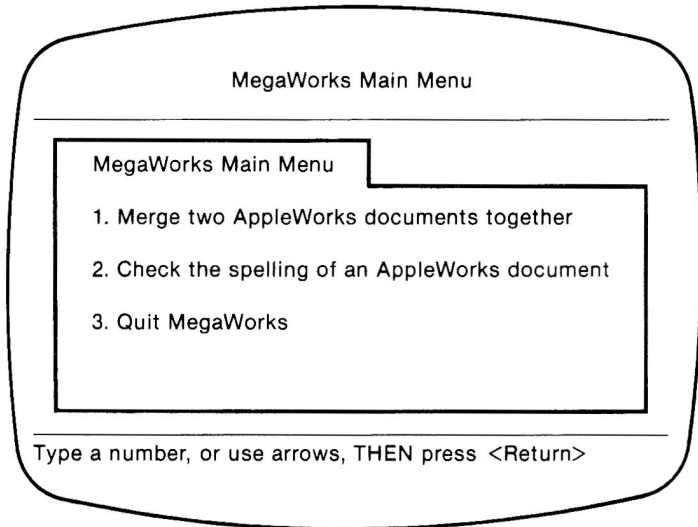


Figure 5-1

The first two options shown on the Main Menu are the two main functions of MegaWorks, mail merging and spelling correction. To check the spelling of an AppleWorks letter, select option 2.

After selecting the spelling checker, MegaWorks displays the AppleWorks word processing documents contained on the disk in Drive 2. If you have only one drive, MegaWorks asks you to insert the ProDOS data disk containing the desired word processing document.

You can use the sample MegaWorks documents by inserting the Examples Disk. The screen should look like Figure 5-2.

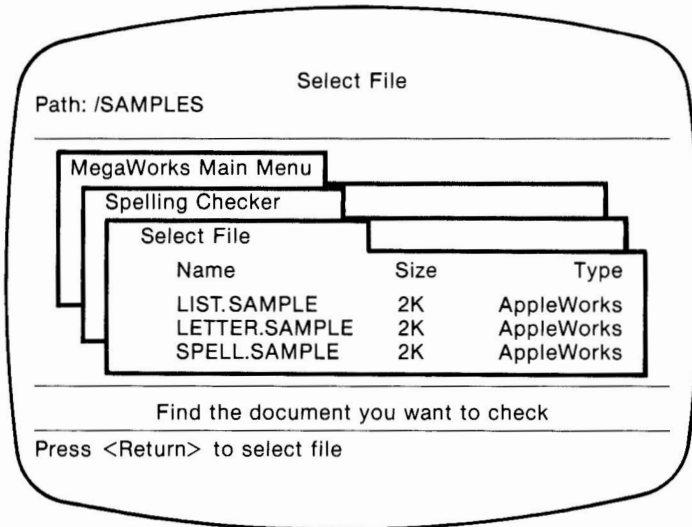


Figure 5-2

You can now select the desired document for spelling correction by moving the highlight bar and pressing the **Return** key. Select the document called **SPELL.SAMPLE**.

The Dictionary Disk

Once you have selected a document, MegaWorks asks you to insert the Dictionary disk. After inserting the Dictionary Disk and pressing the **Return** key, the spelling checker presents the display shown in Figure 5-3.

Note: This process may take some time.

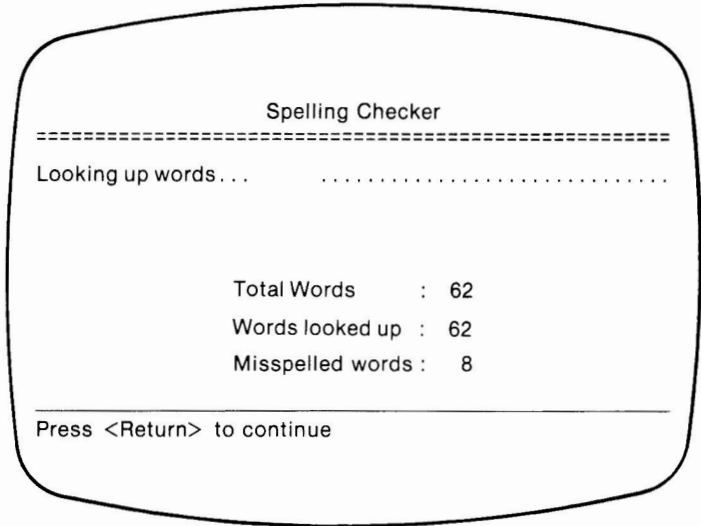


Figure 5-3

Following is an explanation of the display shown in Figure 5-3.

Total Words. The number presented here indicates the total number of words in your document.

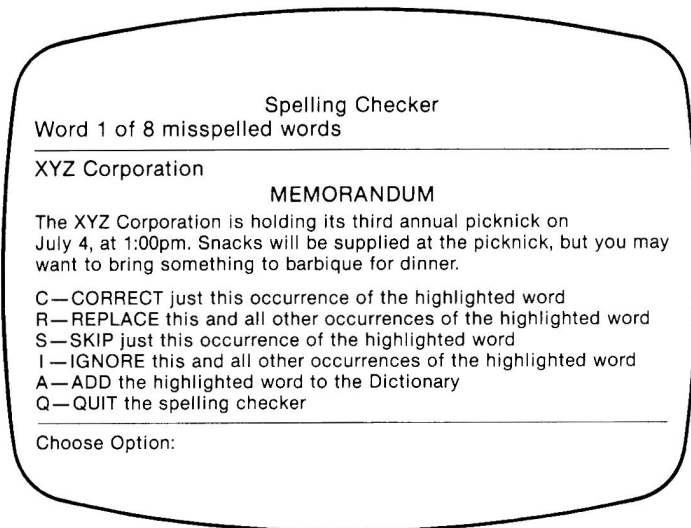
Words Looked Up. This number tells you how many words in your document have been looked up in the dictionary and should eventually match the total number of words in the document, then disappears.

Misspelled Words. This is the number of words that the spelling checker could not find in its dictionary because they are either misspelled or missing from the dictionary.

Press the **Return** key to move from this display to the correction display.

The Spelling Checker Correction Screen

The next step in the spelling checker is to actually correct the document's misspelled words. Six commands are used to look through a document and correct its spelling errors. These commands are listed on the correction screen, as Figure 5-4 shows.



This is part of your document

These are the Spelling Checker commands

Figure 5-4

This screen is divided into various parts. The line at the top of the screen tells you which of the misspelled words you are currently checking.

The top half of the screen shows each misspelled word in your document and some of the text surrounding that word. The word in question is highlighted within the context of the document so that you can see exactly how it was used.

The bottom half of the screen displays the commands available for correcting the highlighted word. Below the list of commands is the prompt "Choose Option," indicating that MegaWorks is waiting for your command.

The Spelling Checker Commands

There are six commands available in the spelling checker: two commands for correcting the misspelled word, two commands for ignoring the misspelled word, a command to add the word to the dictionary, and a quit command.

If the highlighted word is indeed misspelled, the **Replace** command will replace all occurrences of the misspelled word with the corrected version you type—throughout the entire document. The **Correct** command will replace just this one occurrence of the misspelled word but will highlight each subsequent occurrence. This is handy for keeping capitalization intact when correcting words. For example, the same word might appear at the beginning of a sentence and in the middle of a sentence—both versions of the word are spelled the same, except that one begins with a capital letter. You can correct the “lower case” version of the word with another lower case version and the “upper case” version of the word with another upper case version.

If the word is spelled correctly but is highlighted because it is not in the dictionary (this is often the case with names), you can use the **Ignore** command to ignore all occurrences of the word in the document or use the **Skip** command to ignore just this one occurrence and move on to the next word in question. Furthermore, you can use the **Add** command to add this word to the dictionary and skip all of its subsequent occurrences.

The Skip Command

The **Skip** command is used to pass over a highlighted word without changing it at all. This command is handy for names and words that you do not want to add to the dictionary but that are spelled correctly. Because the **Skip** command ignores only the highlighted word, if the same word appears again in the same document it will be highlighted again.

The first word highlighted in the sample document is “XYZ.” In this case it is the name of a corporation and it is spelled correctly. Because “XYZ” is not a frequently used name you probably don’t

want to add it to the dictionary. So use the **Skip** command by typing **S**.

The Ignore Command

The **Ignore** command is like the **Skip** command but it ignores every occurrence of the highlighted word throughout the document. If you ignore a word, you will not see the word highlighted again in the same document.

In the sample, the word “XYZ” is highlighted again. This is because you used the **Skip** command the last time it appeared, which ignores only one occurrence of the word. This time use the **Ignore** command by typing **I**.

Remember: MegaWorks thinks that any word not found in its dictionary is misspelled. This may not be the case, as we will see later.

The Correct Command

The **Correct** command is used to correct the spelling of a word. When you enter the **Correct** command, the spelling checker asks for the correction. After typing the correction, the spelling checker makes sure that the correction is in the dictionary. If not, it gives you the opportunity to correct the word again. This feature lets you check alternative spellings of a word without having to run to the dictionary each time.

The sample shows the word “picknick” as being misspelled. To correct this word type **C** (for Correct). The spelling checker asks:

Change to what? _____

Normally, you would enter the spelling “picnic,” but to see what happens, enter this *incorrect* spelling of the word:

picnick

The spelling checker reports that the correction you entered is not in the dictionary and gives you the opportunity to either use it or not. If you go ahead and use the correction even though it is not in the dictionary, you will be given the opportunity to add the word to the dictionary.

If you choose not to use the word, you can repeat the process with a different spelling of the word. Try it on the sample document.

The Replace Command

The **Replace** command is like the **Correct** command in that it gives you the opportunity to change the highlighted word. The Replace command, however, replaces every occurrence of the word throughout the document. This command is handy for words that are consistently misspelled throughout a document.

Try the **Replace** command on the next occurrence of the word “picknick” in the sample document.

The Add Command

The **Add** command lets you add the highlighted word to the spelling checker’s dictionary. This command is handy for medical, legal, or other specialized vocabularies.

You can add up to 10,000 words to the dictionary. The word “frizbee” should be highlighted in the sample. Try adding this word to the dictionary. After adding a word to the dictionary you will not see the word highlighted again.

Note: Because changes to the dictionary are irreversible, it is a good idea to make periodic backup copies of the Dictionary Disk.

The Quit Command

The **Quit** command abandons the current session of spelling correction and leaves the document unchanged. None of the corrections made to the document prior to quitting will be saved, and none of the words you may have added to the dictionary with the **Add** command will be added.

Adding Words to the Dictionary

If you have made any additions to the dictionary, at the end of the session (when you have finished correcting the entire document) MegaWorks displays all of the words that you have chosen to add. Figure 5-5 shows an example.

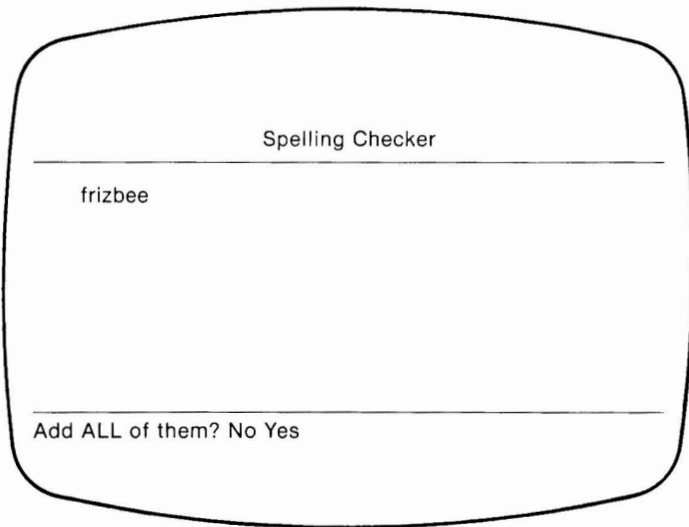


Figure 5-5

At the bottom of the screen MegaWorks asks:

ADD THESE WORDS?

If all the words are correct, type **Y** to add the words to the dictionary. If you decide not to add all of the words, type **N**. Typing **N** allows you to select only the words you want to add.

These are the commands used to select a word:

Up Arrow and Down Arrow	Move the highlight bar to desired word.
Right Arrow	Selects the word.
Left Arrow	Unselects the word.

Select as many words from the list as you like, then press the **Return** key to add the selected words to the dictionary.

Next, MegaWorks asks you to reinsert the ProDOS data disk into the drive.

Saving the Corrected File

MegaWorks automatically saves the new, corrected version of the document onto the original data disk under the same name as it previously contained. The old, uncorrected version of the document is also stored; however, it is stored under the new name:

MEGAWORKS.SPELL

You can recover the old, uncorrected version of a document by calling up MEGAWORKS.SPELL into the AppleWorks word processor and changing its name. This should be done before correcting another document's spelling errors because each time a document is corrected its original version is saved as MEGAWORKS.SPELL.

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