



VIP Speller™

Text Proofreading System

Operator's Manual



For the TRS-80 Color and TDP System 100 Personal Computer

VIP Speller (TM)
Copyright (C) 1983
By Peter A. Stark
Under License to Softlaw Corporation

VIP Speller Operators Manual
Copyright (C) 1983
By Peter A. Stark
Under License to Softlaw Corporation

All Rights Reserved

Software and Operators Manual Copyright Notice

This software and operators manual are intended for the personal use and pleasure of the purchaser. Both have been copyrighted by Peter A Stark and licensed to Softlaw Corporation, and reproduction of the software or this operators manual or any part thereof by any means is forbidden without express written permission from Softlaw Corporation and Peter A. Stark.

VIP Speller, VIP Library
VIP Writer II, VIP Calc
VIP Terminal, VIP Disk-ZAP
& VIP Database
Are Trademarks of Softlaw Corporation.

Softlaw Corporation 9072 Lyndale Ave. So.
Minneapolis, Minnesota 55420 612/881-2777

TABLE OF CONTENTS

Section	Description	Page
System requirements and loading instructions...		1
System requirements.....		1
Loading VIP Speller from the diskette.....		1
Backing up the dictionary.....		1
System overview.....		2
VIP Speller tutorial.....		2
Menu selections: A, D, I, M, X, or Q.....		2
The file to be proofread.....		12
Specifying file names for disk access.....		14
The dictionary file: Fundamentals.....		15
The expanded format dictionary.....		15
The compressed format dictionary.....		16
Dictionary creation and alteration.....		19
Printing hard copy of errors.....		23
Marking or correcting erroneous words.....		24
Additional features.....		26
VIP Speller prompts.....		28

APPENDIX

How to use other VIP Library programs.....	37
--	----

SYSTEM REQUIREMENTS AND LOADING INSTRUCTIONS

System Requirements

VIP Speller was designed to work with all models of the TRS-80C Color and TDP System 100 Personal Computers, from 16 to 64K without requiring FLEX. Since it is a DISK ONLY program, it requires that you own a disk drive. Further, it is assumed that you own a printer. Since VIP Speller was specifically created to work with VIP Writer files, references throughout this manual will be to that word processing system and its features.

Loading VIP Speller from the Diskette

The VIP Speller master disk contains three files as follows:

- 1) SPELLER/BIN is the VIP Speller program. It is written in machine language and will only run from the master disk.
- 2) DICT/VIP is the dictionary file, containing approximately 20,000 words in a compressed format.
- 3) SAMPLE/VIP is a short sample text file to try VIP Speller on.

To load VIP Speller, mount the Master Diskette in Drive 0, type `LOADM"SPELLER"` and press `<ENTER>`. Almost immediately a billboard will appear and the program will continue to load. The program will automatically execute. When the drive has stopped, press any key to enter the program. After the program has executed, replace the Master Diskette in its jacket. You will first be asked to specify the printer parameters (see page 17). Press `<ENTER>` twice for 600 baud and no linefeeds, or press the keys corresponding to the desired selections.

Backing Up the Dictionary

VIP Speller is supplied on a copy-protected disk. The DICT dictionary, however, as well as the SAMPLE file, can be copied with the COPY command. Before starting to use VIP Speller, you should copy these over to a freshly initialized disk. On a single-drive system, insert the original disk into drive 0 and type: `COPY "DICT/VIP"`. The computer will prompt you to insert source and destination disks in the same way as when you do a single-disk BACKUP.

To copy the DICT/VIP file in multi-driven systems from drive 0 to drive 1, insert the original VIP Speller into drive 0 and an initialized disk into drive 1, and type: `COPY "DICT/VIP:0" TO "DICT/VIP:1"`

System Overview

VIP Speller is a program for checking text files for spelling and typographical errors. It does this by comparing each word in the file against a dictionary file to identify every word which does not appear in that dictionary. Incorrect words can then be displayed or printed on a printer. In addition to just displaying or printing incorrect or questionable words, VIP Speller has a number of additional functions, including the ability to actually correct the mistake in the text file.

Even though a dictionary file containing thousands of words is supplied with VIP Speller, it can obviously never be complete. This is especially true if the text file being checked is full of technical jargon, abbreviations, or formulas and symbols which look to the program as though they might be valid words. Hence each time VIP Speller encounters a word it does not recognize, it displays it and asks whether to ignore it, add it to the dictionary, or mark it as possibly incorrect.

You should tell VIP Speller to ignore the word whenever a word or symbol has been encountered which, though not in the dictionary, is nevertheless correct. VIP Speller simply ignores this word, and goes on to the next. The second option is to add the word to the dictionary file. It often happens that words are encountered in the text which are not in the dictionary, but which should be there. The Add option lets VIP Speller add them to the dictionary so they will be there in the future.

The third option is to mark the word as possibly incorrect. Marking a word in this way allows VIP Speller to do one of three things:

1. If there is a printer available on the system, VIP Speller will print out this word so as to

make a printed record of those words you may want to correct, or at least look up, later.

2. VIP Speller can mark this word in the source text to make it easy to find later. (This is done by inserting three asterisks after the word.)

3. VIP Speller can also correct the word, so you can fix the errors in the text file without using VIP Writer at all.

VIP Speller Tutorial

VIP Speller prompts you for all the information it needs, so that using it is fairly simple and straightforward. Thus, rather than going into detailed procedures, let us consider a simple example which you can try to get a quick feel for how VIP Speller works. The following example describes how to try out VIP Speller on a single-drive disk system. Obviously, having multiple disk drives makes the job easier and more convenient.

On your disk is a short text file called SAMPLE/VP which contains the text:

Hello machine. Please let me know whether this
text has any mistakes.

Notice that it has the misspelled word "misteaks". We will use VIP Speller to find and correct this error.

Insert the VIP Speller master into your disk drive and start by typing: `LOADM "SPELLER":EXEC<ENTER>`. This loads and executes the binary SPELLER/BN program. VIP Speller will now request the name of your text file:

Enter file name of text file to be proofread -

This gives you a chance to switch disks to put in the one which has the text file to be corrected. In our case, the SAMPLE file is on the same disk as VIP Speller so you may just continue. Generally, though, you will either specify a different drive for the disk which has your text file, or remove the VIP Speller disk and replace it with another disk. Having done that, type in the name SAMPLE. (The rules for file names are the same as in BASIC - you would normally answer with the name, a slash, the extension, a colon, and the drive number. The extension is assumed to be /VIP unless specified differently, and the drive number is assumed to be drive 0 unless specified otherwise. Thus, assuming your disk is in drive 0, you need only answer the text request prompt here with "SAMPLE", since the program will assume you mean SAMPLE/VIP:0.)

VIP Speller will now open the text file (giving an error message if it does not find it) and then display the following message:

What kinds of words do you want?

A = Any group of characters enclosed by a space or CR, or

S = Select only words which are reasonable

Enter A or S:

Give the answer <A>.

VIP Speller now reads the entire source file and constructs in memory a list of all words. It displays the message:

Processing text file ... please wait

In this case we need not wait very long - reading our short text file should take no more than a second or two (unless the disk drive head has to do a lot of moving) and then VIP Speller displays the following:

Source text file has been read.
Total number of words = 12
Enter file name of dictionary file

VIP Speller is finished with the text file. Now tell VIP Speller where to find the dictionary file. For example, if the disk is in drive 0, you can answer with DICT/VIP:0, or just DICT. The program now opens the dictionary file, displaying any error messages if it does not find it.

VIP Speller next wants to know whether you want to update the dictionary by adding any new words to it:

Are you going to save words
Into a new dictionary file?
Answer Y or N -

For now simply answer with <N>. (Answering <Y> would tell VIP Speller to read your existing dictionary, probably add some new words, and write a new dictionary file. We will not do that at this time.) VIP Speller now replies with:

Starting to process dictionary ... Please wait

VIP Speller now reads the dictionary and compares it with the words stored in memory. Keep in mind that, even though the sample text file is very short, this may still take a minute or so since the dictionary contains thousands of words which must all be read. Very little processing is done while the file is being read, so this step proceeds about as fast as the disk system can do it. Don't think that if your file is 100 times as long as this sample file, it will take 100 times as long to process. Such longer files do not take very much longer to process than the sample.

Each time VIP Speller encounters an unknown word it displays it. In the case of our test file, the only message we will get is:

MISTEAKS

I, M, X, or Q -

VIP Speller now expects you to answer with the letter <D>, <M>, <X>, or <Q>. Enter some other character (such as a period) to get an explanation of what the choices are:

A - Add this word to dictionary

D - Add all words to dictionary

I - Ignore and go to next

M - Mark this word incorrect

X - Mark all words Incorrect

Q - Quit VIP Speller

(The message explains the <A> and <D> answer, but they are not allowed choices because we have already told VIP Speller that we are not going to add words to the dictionary.) Simply enter an <M> at this point. This tells VIP Speller to mark that word, since it appears to be incorrect.

As soon as VIP Speller finishes reading the rest of the dictionary, it prompts:

Dictionary file is finished processing.

Since you have told VIP Speller to mark the word "MISTEAKS", it now wants to know what to do with the marked word. The next prompt asks:

Would you like to write a new

Text file with incorrect words

Either corrected or marked?

Answer Y or N -

Answer with a <Y>. (If you answered with <N>, VIP Speller would assume you are finished and stop.) The next question is then:

Which -- Ccorrected or marked?

Answer C or M -

At this point, VIP Speller is ready to rewrite your text file, with those words which you had earlier marked either to be corrected, or at the very least marked (followed by three asterisks) to make them easier to find later. Answer with a <C>. VIP Speller will now rewrite your file correcting the marked words.

In order to rewrite your entire text file (which might be much larger than your available memory), VIP Speller must read it again. Although most users will probably be using VIP Speller with one disk drive (and therefore write the file back on the same disk that it is read from), some users may have two disk drives and will be reading from one drive and writing to another. Since the text file might now be on a different drive than it was when first read, VIP Speller asks for the file name again:

Enter the file name or the text
File being proofread.

And then:

Enter the file name for a new
Text file to be generated.

Answer with the correct file names; in this case, you would probably answer SAMPLE for the first question, and perhaps NEWSAMPL for the second.

VIP Speller now starts to read the SAMPLE file and write the NEWSAMPL file. Each word in the file is compared against the list of words you marked previously. Since the only marked word was "MISTEAKS", as soon as the program reaches that word it prompts:

MISTEAKS - C, I, OR M -

and again waits for a single letter answer. Hit a return or some other key to get an explanation:

C - Correct this word
I - Ignore this word
M - Mark word with ***

Enter a <C> to <C>orrect. VIP Speller now repeats the text up to and including the incorrect word as follows:

Hello machine. Please let me know whether this
text has any mistakes.

Type in the correct word. make
Sure to capitalize it exactly
As you want it.

Use the <SHIFT> and <O> keys to switch to lower case mode, and then carefully type in the word: "mistakes" in lower case (that is how it should appear in the sentence), but without the period (which is not part of the word). If you make a mistake, simply backspace and correct it. Then end the input of the word with <ENTER>.

VIP Speller now finishes writing the new text file with the corrected word, and then ends with:

Proofreading finished.

VIP Speller is finished. type
Any key to return to BASIC.

Typing any key will then completely reset the computer (erasing VIP Speller in the process) and return to BASIC's OK prompt. If you're curious, you can now load the NEWSAMPL file into the VIP Writer to see how your mistake (sic.) has been corrected.

Now that you have a feel for VIP Speller, let's look at some more details.

Menu Selections A, D, I, M, X, or Q

Each time VIP Speller encounters a word in your text which is not in your dictionary, it displays the word and asks you:

A, D, I, M, X, or Q -

It then waits for a one-letter answer, and will only accept the letters <A>, <D>, <I>, <M>, <X>, or <Q> as a valid response; any other answer will result in a short message to remind you what the choices are, and then VIP Speller will ask again which selection you desire. The selections are explained, in order, below.

<A> stands for ADD, meaning that you want this word added to the dictionary IF one is being written. This option would normally be used when the word displayed is correct, but is missing from the dictionary. When answering <A>, make sure that the word is correctly spelled, or else VIP Speller will retain this incorrect spelling (unless you later remove it from the dictionary). Keep in mind that it may not be desirable to add every new word - some words may be very specialized, and you may never use them again. Such words will just clutter up the dictionary. Remember too that VIP Speller asked you earlier whether you want to save words in a new dictionary file. If you answered <N>o, then you cannot add words, and an <A> answer will be interpreted as an IGNORE (discussed below).

<I> means IGNORE. VIP Speller will simply IGNORE the current word and do nothing with it. This is the logical answer when you encounter a word which is correct, but which you don't want added to the dictionary. IGNORE would also be an appropriate answer when VIP Speller runs across acronyms, special symbols, or portions of formulas. (Remember, specifying earlier that you want ANY group of characters which is delimited

by a space or carriage return means that VIP Speller will pick up many symbols and equation fragments which are not words, and which should not be in the dictionary.)

<Q> means QUIT. VIP Speller will simply stop, close all files, and return to BASIC.

<M> means MARK. You would normally give this answer for words which are either questionable, or definitely wrong. This option marks the questionable or wrong words to let you do one of three things:

1. If you are printing marked words (see the section on printing later), these words will be output to a printer.

2. If you later specify that you want a marked file written to a disk file, each marked word will be followed by a sequence of three asterisks ***.

3. If you choose to correct the text file, then VIP Speller will prompt you with the marked words and let you change them. (If you don't print, and don't choose to have the marked file written, or the text file corrected, then Marking does nothing, and Marking becomes the same as IGNORING.)

<D> is similar to <A> (ADD), but instead of adding only the current word to the dictionary, <D> adds this and all following words to the dictionary. The <D> option would be used, for example, to merge two dictionaries together, as it eliminates the need to hit <A> for each new word. But note that the <D> option should be used only when it is known that all the words in the text file being proofread are spelled correctly, since VIP Speller will add all the new words without displaying them.

<X> is similar to <M> (MARK), but instead of marking only the current word, <X> marks this and all

following new words. Normally, VIP Speller displays each new word and asks you what to do. But once you answer <X>, the current word and all following words not found in the dictionary will be marked without your being asked what to do again. In other words, if you are going to print the errors, all words not found in the dictionary will automatically be printed. If you are writing a marked file, all words found will automatically be marked in the file.

You can answer <X> at any point, since it only applies to all of the following words. Notice, however, that the questionable words are printed out in alphabetical order (to make it easy to look them up in a dictionary without flipping back and forth), not in the order in which they appear in the text.

The File to be Proofread

VIP Speller can proofread any normal ASCII file, prepared using VIP Writer and most standard text editors. Just prepare your text in the normal way and save it to disk. When reading that file, VIP Speller makes several assumptions:

1. Words can be up to 79 characters long, but only the first 31 characters are checked for spelling.
2. A word which is hyphenated such that the hyphen appears as the last character on a line is put back together and the hyphen is deleted. In other words, a word which is split between two lines is put back together and treated as one word for spelling purposes. (But note - a hyphenated word split between two lines cannot be automatically corrected in the text file; and VIP Speller will tell you so. Correcting such words will require the use of the VIP Writer.
3. A word which has embedded punctuation marks (such as periods or hyphens) is read exactly as it exists in the source file, and not separated. For example, if the text contains the word "under-achiever", the program will treat that as one word, and will not separate it into "under" and "achiever".
4. VIP Speller was designed to ignore the format markers used by VIP Library programs, including the VIP Writer. Where a format marker, such as a Header, Footer, Auxiliary marker, Comment marker or Center marker is followed by text, the text will be checked and the markers ignored. P CODE markers, Format, and Link markers are treated somewhat differently. All text between a P CODE pair, including carriage returns, and the P CODE markers themselves are totally ignored. Everything from a Format or Link marker up to and including the next carriage return is also ignored. You therefore will not have a problem with the Speller constantly spotting those features as errors.

There are several more criteria which are used to find words in the source text, but these depend on which option you chose in response to the question

What kinds of words do you want?

A = Any group of characters enclosed by a space or CR, or

S = Select only words which are reasonable

Enter A or S :

If you answer <A>, then any group of characters separated by a space, a Nonspace or a carriage return from adjacent words will be read. Only punctuation marks are treated somewhat differently: 1) Words enclosed by parentheses or single or double quotes are read without these parentheses or quotes; 2) Valid punctuation marks (such as . , : ; ! and ?) of the type which might normally follow a sentence or phrase are omitted if they follow a word, but are included if they immediately precede a word or are inside a word.

The <A> option is normally used in proofreading text, as it picks up even unusual words, completely erroneous characters, and unusual use of punctuation.

If you answer <S>, then the criteria are considerably more stringent: 1) A word is read only if it does not contain numbers. Hence "RS-232-C" would not be read; 2) Punctuation marks either preceding or following a word are omitted. This mode would generally be used to scan text for new words with the express purpose of adding them to the dictionary.

The <S> or Select mode is considerably more selective than the <A> or All mode, so that questionable words need not be looked at when adding new material to the dictionary. On the other hand, the <A> mode is better for actually looking for errors as it does a more complete checking. With some use, you may develop your own favorite mode.

Any lower case letters in either the source text or the dictionary are automatically converted to upper case. Hence the word "humbug" is equivalent to "Humbug" or even "HuMbUg".

The source text file can be much larger than your available memory since only one copy of each different word is kept in memory at a time. That is, suppose that a given text repeats the word "THE" five hundred times. In the actual source file this word therefore takes up a total of 1500 bytes (plus 500 spaces!), whereas it only occupies three bytes while VIP Speller is running. Since it is very unlikely that every word in a text file would be unique, there is a large amount of repetition in an average text file. The larger the file, the more often words repeat. Hence in a small file such as the example above the word storage in VIP Speller may be almost as big as the file. But in large files, the word storage may be only 5 or 10 percent of the file.

Specifying File Names for Disk Access

Both the text file name and the dictionary file name default to /VIP extensions. The supplied dictionary is entitled DICT/VIP. However, since VIP Speller asks for a file name, any valid file name can be used. If the extension is other than /VIP, then it too must be entered when the program asks for the name.

In single-drive systems, drive 0 is assumed unless you specify a different drive by adding :1, :2 or :3 to the file name. If you are using multiple disk drives, the drive number should always be specified for every file. This is a good habit to avoid possible misunderstandings.

Disk file names are specified in the standard Radio Shack convention of NAME/EXT:DR. VIP Speller checks the validity of file names before using them. If a non-existent file is specified for input, or if a file

non-existent file is specified for input, or if a file name specified for output already exists, VIP Speller will prompt you with a message and allow you to give another name. In the case of output files, it will also give you the option of deleting previous files.

To make it easier to keep track of file names while running the program, VIP Speller allows you to list a disk directory any time it is waiting for a file name. When it is waiting for a file name, you may type in any one of the following three commands: "+DIR"; "+DIR 0"; "+DIR 1". (The plus sign is required; otherwise the command will be treated as a file name.) In the first command, typing +DIR implies drive 0. You may also ask for a directory of drive 2 or 3.

The Dictionary File: fundamentals

VIP Speller requires a dictionary file which it uses to check your text. This dictionary can be in one of two forms: the "expanded dictionary" and the "compressed dictionary". The dictionary file which is supplied with VIP Speller is in the compressed dictionary format. VIP Speller can read or write either format.

The Expanded Format Dictionary

The expanded dictionary file is a standard text file, and may be prepared and edited with the VIP Writer. Within the dictionary, words are listed in all uppercase and are separated by carriage returns. Thus, when listed by the VIP Writer, each word in the dictionary will appear on a separate line.

Words having the same root but different word endings are listed separately in the dictionary. A typical of entries might be: "SAVE", "SAVED", "SAVES" and "SAVING".

It is important to note that the words within the dictionary must be sorted into exact alphanumeric collating sequence. The ASCII code is used for sorting the entries into order, and it is essential that words within the dictionary be maintained in sorted order at all times. This means that it is possible to edit the dictionary with the VIP Writer, but you must be careful when inserting new words to insert them into exactly the correct place.

The Compressed Format Dictionary

The compressed format dictionary contains the same words as the full dictionary, but the words are encoded so they take less room. This has two effects - more words fit on a disk (or, alternatively, the same dictionary requires fewer disks or sectors), and VIP Speller takes proportionately less time to read them. In other words, compressing the dictionary speeds up the running time as well.

For example, the words "save", "saved", "saves" and "saving" would be stored in compressed form as: "save4d4s3ing". This code means the following: "save" is the first word; "4d" is the word obtained by combining the first four letters of the preceding word, followed by the letter "d". Hence this is "saved". "4s" is again save plus an "s", or "saves". "3ing" takes the three first letters "sav" of the previous word, plus the letters "ing", to form "saving".

The compressed dictionary can also be listed or edited, but because of the data compression, it is more difficult to do so. (The fact that the parity bit - the left-most bit - of the digits used in the encoding have their parity bit set makes it more so.) As with the expanded dictionary, any words added to the dictionary must be added in the correct place to make sure that the dictionary remains in alphabetic order. Due to the compression used, this is extremely difficult to do with

the VIP Writer. But, as it turns out, this is not much of a problem since the easiest way of expanding the dictionary is by using VIP Speller itself.

As we saw in the above example, after the source text file was read, VIP Speller asked

Are you going to save words
Into a new dictionary file?

Answer Y or N -

In the example earlier, we simply answered <N> for No. When we did that, VIP Speller read the dictionary and compared it with the source text file, but did not update the dictionary. If, however, you answer <Y> for Yes, you will be asked to:

Rewrite everything, or just
New words? Answer E or N -

Rather than update the old dictionary file directly, VIP Speller updates the dictionary by copying it into a new dictionary file. This question indicates that there are two choices: <E> means Everything. The entire old dictionary, plus any new words being added, will be copied into a new dictionary file. <N> means New. The new dictionary file will not contain the old dictionary words, only the new words being added.

Normally, to update the dictionary you would use the <E> mode. This will result in a completely new dictionary file which is now updated to include old as well as new words. There are, however, two instances when you might want to use the <N> mode. First, rewriting the dictionary sometimes takes two disk drives (if the dictionary takes up more than half of a disk) as well as some time. This may often not be convenient. For example, some users prefer to store their new words to a separate file to save time, and only update their dictionary (using these separate files as input) at periodic intervals. Second, sometimes it is useful to

prepare a file of wrong words, rather than correct words. You can simply create a file called WRONG, and just add incorrect words to it, without having all the dictionary words added to it as well.

Once you specify what words are to go into the new file, VIP Speller asks:

Full or compressed format?

Answer F or C -

At this point you would type an <F> for a dictionary in the expanded format (where every word is fully spelled out), or a <C> for the compressed format. Next, you will be asked to:

Enter file name or new

Dictionary file

In response to this prompt, you should now enter the desired name for the new dictionary file.

As supplied, the dictionary is slightly less than half of a disk. Hence if you only have one disk drive, the dictionary can be expanded and rewritten on the same disk, as long as that disk has no other programs or data. To copy the dictionary onto an empty disk, use the COPY command discussed above. On two-drive systems, the old and new dictionaries will generally be on different disks. In that case, there is no reason why they cannot have the same file name. For example, the dictionary you are reading could be DICT:0 while the new dictionary file could be DICT:1 (the extension /VIP is implied by default.) Just to avoid mistakes, however, you should use different file names so you don't accidentally erase the current file. At least at the beginning, the dictionary will be a fairly dynamic entity as you add and remove words. So you might wish to insert a date or version number (as in DICT8-14 for August 14th) into the file name to keep track of what you have done.

Dictionary Creation and Alteration

In general, the dictionary file will be much larger than your computer's memory. This is no problem since it is only read one word at a time. In practice, however, dictionary size may be limited by disk size. Though the dictionary we supply with VIP Speller occupies just under one half of a disk, it is entirely possible that your own dictionary may grow larger with time. In general, the larger the dictionary is the longer it will take to read it. Since VIP Speller must read the entire dictionary from beginning to end, a 20,000 word dictionary automatically adds a minute or so to the total processing time.

In general, most people have an active vocabulary which is smaller than the dictionary. If the dictionary contains words which you never use, then VIP Speller is wasting its time, and yours, while it looks through them. Moreover there are many more words in the English language than just these 20,000, especially when you consider the technical terms and names which you might use. As a result, the dictionary will naturally grow in size as you use VIP Speller more and more. If you are not careful, it may some day grow to a size where it does not fit on the disk.

These considerations suggest two approaches to control your dictionary size. First, you can create separate dictionaries to take care of your special needs. Thus, if you often use a technical vocabulary in writing, you can create a special technical term dictionary to check against those files. That way, you will not have to have a huge dictionary to check your ordinary correspondence and reports. Of course, whenever you expand your dictionary you should do it with care to make sure the words to be added are truly used by you.

A second method to keep your dictionary to a small size is to prune it. Pruning a dictionary - that is,

deleting undesired words from it - is fairly simple if you have two disk drives; you should not attempt it with a single drive. Generate a simple text file with just one or two words such as "the", and use VIP Speller to proofread it. Tell VIP Speller to generate a new dictionary, in expanded form, and set a granule limit of perhaps 30 granules for each dictionary file segment (the procedure for doing this is explained later.) This will expand the dictionary into straight text, and split it up over a number of disks. Now use the VIP Writer to edit each file and delete those words you don't want. Finally, use VIP Speller to proofread a text file with the new dictionary, and rewrite a compressed new dictionary. This last step combines the separate expanded dictionary files back into a single compressed dictionary.

Obviously there are times when a large dictionary is a necessity and we would be remiss if we didn't provide for it. (Note, however, that extending the dictionary over two or more disks requires a minimum of two disk drives.) VIP Speller has provisions for splitting the dictionary file over two or more disks. All you have to do is make the initial decision to split, and VIP Speller will do the rest. Here is how it works. If you list the contents of the DICT file, you will see that there is one entry in that file which is a non-existent word - the "word" ~~~~~~ (twelve up arrows) which appears at the very end of the file as an end of file marker. Since your text will never have a word "larger" than ~~~~~~, this means that VIP Speller should always exhaust all the words in your text before it reaches the end-of-file marker on the DICT file. If the opposite happens - that is, it runs out of DICT entries while there are still words left in your text, it simply assumes that the dictionary continues on another disk. It therefore asks you:

Dictionary file is finished processing
But we seem to need more words.
Does the dictionary continue

On another file?

Answer Y or N -

If you answer <Y> for Yes, VIP Speller will then ask for the file name of the following dictionary file, and (assuming there are no errors) will continue. Since VIP Speller pauses during processing to ask for new files, it gives you time to switch disks if necessary.

If you find it necessary to break up your DICT file over two or more disks, do so before you reach a full disk. This will make sure that VIP Speller always has enough room when extending the dictionary.

To break up a dictionary into two (or more) disks, here's what you do. When specifying a file name for the updated dictionary, specify a granule count first. Each time that VIP Speller is waiting for a file name, you may enter a maximum granule count by preceding it with the "<" symbol. This will force VIP Speller to close that output file when that number of granules is reached, and open a new file on another disk. This procedure is discussed more fully later.

VIP Speller will split up a file by default when it runs out of room on the current disk. When it enters the last sector, it will close the file, display a message, and ask for a new disk and new file name. Though this is adequate to prevent errors, it is not an entirely satisfactory way to split a dictionary since it does not give you any control over how much space is left over, and the disk may not have enough space left over for future editing.

It may sometimes be desirable to merge our dictionary with a dictionary obtained from some other source. The simplest way to do this is to treat the new dictionary as just another text file to be proofread by VIP Speller, and simply ADD every new word to your dictionary with the ADD option discussed above. (But note - a compressed dictionary cannot be read as a text

file.) When using this method, however, remember that your computer's memory size will affect results.

1. Normally, VIP Speller can proofread text files much larger than memory because of the redundancy and duplication of words in typical text. But a dictionary has no duplication. If you are reading a dictionary as if it were a text file, every single word of that dictionary will have to fit into memory. You must therefore break up large dictionaries into smaller pieces which will fit into memory and process them separately.

2. When merging two dictionaries, the resulting new dictionary will be at least as big as the larger of the two original dictionaries, but smaller than their sum. Hence it will generally be a good idea to break up the DICT dictionary onto two disks before proceeding to make any significant additions.

Three final items merit discussion. 1. When VIP Speller asks for a new disk, it expects you to have one ready. Then is no time to start formatting disks. On the other hand, VIP Speller never updates a file in place, so it would not disrupt anything if you should abort a run in the middle. This can be done either by choosing the "Q" answer when a questionable word is displayed, or by pushing the <BREAK> key.

2. If you are updating a multi-disk dictionary and writing a new one, keep in mind that the new dictionary will also be on several disks. But note one item: If you are updating a multi-disk dictionary, VIP Speller will only rewrite those dictionary segments up to and including the last segment which has words added to it. That is, the disks after the last word to be added will not be rewritten, since they would not require any changes.

3. If you decide to build a completely customized dictionary by starting from scratch, start a blank DICT

file with the VIP Writer by putting in just one entry - the ~~~~~~ which is used by VIP Speller to decide whether there are more dictionary files to follow. The exact number of up arrows is unimportant - just put in ten or so.

Printing Hard Copy of Errors

Whenever a word is Marked, it can be printed on a printer. This provides a permanent record of questionable words, making it easy to look them up or correct them at a later time using the Locate command in the VIP Writer. In fact, the printer may be activated or deactivated at any time from the keyboard.

VIP Speller requires the same printer as Color Computer BASIC - one that works at 600 baud, prints 80 columns, provides a feedback signal (called a handshaking signal) to indicate whether or not it is ready for another character, and provides an automatic line feed after every carriage return. You may select your baud rate and whether or not you desire linefeeds if your printer has different requirements.

The baud rate and linefeed options are presented when you first start the program. The default is 600 baud and no linefeeds. You may change these defaults by making the desired selection. The proper key selections are set out below:

Printer baud rate

1=110 2=300 3=600 4=1200 5=2400 6=4800 7=9600

The default baud rate is 600, and you may select it by pressing <ENTER>. Select any of the others by pressing the appropriate key.

Linefeeds Y/N

Select the desired result or press <ENTER> for no linefeeds.

Controlling the printer and other output functions is done as follows.

Any time that VIP Speller is either outputting to the TV screen, or inputting from the keyboard, it can be interrupted by typing a <SHIFT><@> (as in BASIC). Unlike BASIC, however, the <SHIFT><@> does more than just temporarily stop output. The <SHIFT><@> can be followed by one of the following keys:

<O> - activates the printer on if off, or deactivates it if it is on. When the printer is enabled, it prints everything that appears on the TV screen.

<P> - toggles the pause function. When the pause is on, output will stop every fifteen lines to allow you to read or copy down the text on the screen.

<BREAK> - stops execution of VIP Speller, closes all files, and returns to BASIC.

Any other key - lets VIP Speller continue as if nothing had happened.

Marking or Correcting Erroneous Words

If you have Marked any words in the source text, then after VIP Speller has finished comparing the words from your text file with its dictionary it will ask:

Would you like to write a new
Text file with incorrect words
Either corrected or marked?

Answer Y or N -

If you answer <N> for No, it returns to BASIC. If, however, you answer <Y> for Yes, it will ask you:

Which -- corrected or marked?

Answer C or M -

You now can choose to either Correct or Mark. Entering <M> for Mark will cause VIP Speller to go through the entire text file, and insert a *** marker after every questionable word which you had earlier marked. Entering <C>, on the other hand, allows you to actually correct the wrong words.

In either case, the marking or correcting will be done by reading the original text file again, and writing a new text file. VIP Speller will therefore first ask you to:

Enter the file name of the text file being proofread.

And also to:

Enter the file name for a new Text

You must now put the disk with your original text file back into the drive, as it will be read again. You will also be writing a new text file in which the incorrect words have been marked or corrected. If the text file is large, it may be necessary to save the new file on a different disk.

VIP Speller will now read the original text file, and write a new text file in which each of the words which you have Marked is either flagged with a *** marker, or corrected, depending on your answer to the <C>, <D>, or <M> prompt. As it does when expanding the dictionary, VIP Speller makes a new file rather than trying to update the existing file.

Additional Features

As briefly mentioned above, whenever VIP Speller is waiting for a file name, it can accept several other commands:

1. When waiting for a file name, VIP Speller will accept a command of the form: "+DIR", "+DIR 0" or "+DIR 1". These commands allow you to get a disk directory in case you have forgotten the file names of your files.

2. Each time VIP Speller is asking for a name for an output file, you may also specify a limit to the number of granules to be used. This function is specifically designed to allow you to segment long dictionaries if they do not fit on a single disk. The format to be used is to enter the "<" symbol, followed by the maximum number of granules to be used, as in the example "<5". VIP Speller will then display the message "Current granule limit is ..." which repeats the number entered. If you make a mistake, you may correct that number by entering it again, or cancel it by entering "<0".

As the new file is written, VIP Speller will count the granules used. When it reaches the granule limit, it will close the output file, display the message; "Closing output file because the granule limit has been reached. Insert new disk and enter new file name," and wait for a new file name. This function works for both corrected or marked text files, as well as for updated dictionaries. For example, if you have a total of just 50 free granules on your disk, but expect an updated dictionary to extend to 60 granules, you could enter <30 when opening the dictionary, so that the first 30 granules would go on one disk, and the remainder on another.

In addition, VIP Speller keeps track of available disk space. When an output file (either text or dictionary) enters the last free sector on a disk, VIP Speller will close the file, display the message: "Closing output file because disk is full. Insert a new disk and enter new file name," and wait for a new file name. This message is displayed before the last sector is filled up, so that you can switch to a new disk without losing data and without having to start all over. In general, setting a granule limit is preferable to letting VIP Speller reach the last sector, since that method leaves some extra space on a disk which can be used for later dictionary editing.

VIP Speller Prompts

Listed below, in alphabetical order, are all the possible messages which VIP Speller may output while it is executing, along with any additional information which might help interpret them.

A, D, I, M, X, or Q

These are the six choices you have when you are adding words into the dictionary, and a new word has been found in your text. If in doubt what to do, hit any other character for a short explanation, or (as a last resort) read this manual.

Are you going to save words into a new dictionary file?

Whenever VIP Speller finds a word in your text which is not in the dictionary, it displays it and asks for instructions. One of the options is to Add these words into the dictionary. Before starting any processing of the dictionary, VIP Speller needs to know whether you will be Adding words. If the answer is No, then it will not open a new dictionary file.

Are you sure?

Before deleting an existing file, VIP Speller checks to make sure you really mean it. Answer with <Y> for Yes if you want to proceed with deleting the file; answering with any other character will return to an earlier prompt to ask whether you want to write a new file, thus giving you the option of backing out altogether.

Buffer memory full; You must segment your source text file

This error message indicates that the text file being proofread has too many different words, and that the amount of memory available is not large enough to

hold them all. This is an error message which will probably never occur on normal text files since they tend to contain many repetitions of the same words, and thus require little memory. It might occur, however, if the text file being proofread is another dictionary which has no repetitions. In that case, it may be necessary to split the source text into several smaller text files and process each separately.

- C, I, or M -

This message is given at the end of a run when the text file is being rewritten with either corrected or marked words. As each marked word is found, VIP Speller gives the choice of <C> Correcting the current word, <I> Ignoring it, and <M> Marking it with a *** marker so it can easily be found at some later time.

Cannot correct this word.

When the text file is being rewritten with corrected words, it is not possible to correct a word which is split up (hyphenated) over two lines, or which has embedded non-alphabetic characters, such as printer control codes. If you attempt to do so, you will get this message. If this occurs, you will have to use the VIP Writer to make the actual correction.

Closing output file because disk is full.
Insert a new disk and enter new file name.

This message is displayed when the program starts to write an output file on the last free sector on the disk. VIP Speller will then close the file, ask you to insert a new disk which has room for the continuation of the file, and then ask for the new file name.

Closing output file because granule limit has been reached.

Insert a new disk and enter new file name.

This message indicates that an output file has reached the maximum granule size limit you specified earlier following the "<" command. VIP Speller will then close the file, ask you to insert a new disk which has room for the continuation of the file, and then ask for a new file name.

Current granule limit is

VIP Speller uses this message to repeat the granule limit you have just entered with the "<" command. This is done strictly as a check; you may reset the limit to another value by repeating the "<" command, or may cancel the limit altogether by entering "<0".

Dictionary error - This word is either
Repeated or out of order

While compressing the dictionary, VIP Speller also checks to see that the words are in the correct alphabetic sequence. If this message is displayed, the indicated word is out of order, but processing will continue. There may be more such messages if other words are out of order as well. These words will not affect VIP Speller, but at some future time you may wish to edit the full dictionary (not the compressed one!) to remove them. If you do so, keep in mind that these words may be in there twice - once in the correct place, and once in the wrong place. Make sure to delete the incorrect one.

Dictionary file is finished processing

The current dictionary file has been read and the disk can be removed, if necessary. If VIP Speller suspects that the dictionary might continue on another disk, then the following message will be displayed:

Dictionary file is finished processing
But we seem to need more words.
Does the dictionary continue on another file?
Answer Y or N -

The normal answer to this would be <Y>, since it indicates that the first dictionary file did not end with ~~~~~~. If, however, you are using a dictionary which for some reason omits this marker, then it is possible that VIP Speller may be mistaken about the existence of another dictionary file, and the answer would then be <N>.

Enter file name of dictionary file.

This request is for the name of the first (or only) dictionary file to be compared with the text in memory.

Enter file name of new dictionary file

When new words are to be added to a dictionary, VIP Speller requests the name to be used for the new, updated dictionary file.

Enter file name of text file to be proofread.

This requests that you enter the file name of the original text file being checked for spelling or typographical errors.

Enter file name of the next dictionary file to read.

This message is given when a dictionary seems to be split up over several files, and VIP Speller is asking for the second or following file name.

Enter file name of the next dictionary file to write.

This message requests the name of the second or following files to be written when a dictionary is being updated to add new words.

Enter the file name for a new text file to be generated.

This request is for the file name to be used in generating a new text file which will contain the source text along with the corrected words, or with the *** characters which indicate words which were Marked as being either incorrect or questionable.

Enter the file name of the text file being proofread.

This request is given toward the end of processing, when VIP Speller is about to copy the text file into a new text file which is either corrected or marked. VIP Speller asks for the name again since the file might now be in a different drive than it was when first read.

Error in reading input file

This is a fatal error message indicating a disk error; VIP Speller therefore aborts processing and returns to BASIC. You may use VIP Disk-ZAP to correct the disk error so that you can continue to use the disk.

Error in specifying file name

This error message indicates a format error in a file name. This will be followed by a request to repeat.

ERROR (followed by two-letter error code)

This error message is given when the disk interface hardware encounters a disk error. One of the following two-letter error codes will appear after the word ERROR:

NR - Not Ready or incorrect drive number
WP - Write Protected disk
WE - Write Error on output file
SK - Seek Error in disk drive
RE - Read Error on input file
IO - Unspecified disk I/O error

The VIP Disk-ZAP may be used to correct these errors if repairable.

File exists -- Delete old file ?

This message is given when a file name was given for an output file (such as a new dictionary or marked text file), but a file of that name already exists. If you answer <Y>, VIP Speller will ask "ARE YOU SURE?" before proceeding to delete the file; if you answer <N>, VIP Speller will go back and ask again whether you wish to output at all.

File specified does not exist
Enter the file name again -

This message is given when you have specified an input file (such as a text file or dictionary file) which does not actually exist on the disk. There is now the opportunity to re-enter the name.

Finished writing new dictionary file

This indicates that VIP Speller has finished writing a dictionary file, and the disk can be removed from the drive if necessary.

Full or compressed format?
Answer F or C -

This question is asked when you have indicated that you wish to write a new dictionary file. See the section on full vs. compressed earlier in this manual. Note also that, although possible, it really doesn't

make sense to use the compressed format when writing only new words to the dictionary file, since such a file will most likely be processed by the VIP Writer or used as a text file for VIP Speller at some later time.

I, M, X, or Q -

VIP Speller is waiting for an answer of <I> for Ignore, <M> or <X> for Mark, or <Q> for Quit. <M> will Mark the current word in the source file so it can either be printed out by the printer or marked in a new text file with a *** marker. <X> will mark this word as well as all following new words. <I> Ignores a word and goes on to the next. <Q> Quits everything, closes files, and immediately returns to BASIC. When in doubt, enter any other character for a short message which summarizes the available options.

Please re-enter file-name -

If you have used the +DIR command (to get a directory) or the "<" (to set a granule limit) in response to a file name request, VIP Speller will ask you to enter the desired file name with this request.

Proofreading completed.

This message indicates that VIP Speller has successfully finished its proofreading or correction job.

Rewrite everything, or just new words?

Answer E or N -

This question is asked when you have specified that you want to prepare a new dictionary file. Answering <E> for Everything will write all dictionary words to this new file - both words copied from the old dictionary, as well as new words being added. Answering <N> for New will write only the new words. This option is used most often when it is inconvenient to update the

entire dictionary, and you want to write the new words into a separate file which can be incorporated into the dictionary at some later time.

Source text file has been read. Total number of words =

This message indicates that the text file being proofread has been read, and the disk can be removed from the drive if necessary. This message also displays the total number of words in the source text file. Note that the word count given may be different from the actual word count since VIP Speller only counts those words it actually reads, not those words which do not pass its word selection criteria. Moreover, words which are hyphenated at the end of a line are recombined before being counted.

VIP Speller is finished.
Type any key to return to BASIC.

This is the last message before VIP Speller returns to BASIC when it is finished, or has encountered a fatal disk error.

Starting to process dictionary ... Please wait

Since it may take a minute or two to read a sizable dictionary, this message alerts you to the fact that the whirring and clicking of the disk drive is expected to last a while. When questionable words are found, reading of the dictionary will be interrupted by the display of the words, and the read time will seem very short. But when a text file has very few questionable words, the read time may appear longer.

Starting to process text file ... Please wait

This message indicates that VIP Speller is about to read your text file. For short text files this may take only a few seconds; for very long files (the equivalent of 30 or more pages, for example) it may take a minute

or two. The time is highly dependent on not just the length of the text file, but also on its nature. Dictionary files, or files which have a large number of repetitions of a relatively small number of words will take a short time; files which contain many different words in random order will take longer. Be patient - VIP Speller can read a document containing many pages before you could read just a few paragraphs.

The specified disk seems to have errors
Or is full. Try another disk

Each time you open a new file for writing, VIP Speller reads the file allocation sector on track 17 (sector 2) on your disk to find out how many free sectors there are on the disk. If it has trouble reading this record, or the disk is full, VIP Speller will display this message. Use VIP Disk-ZAP to check the disk for errors and correct them.

Type in the correct word. Make sure to capitalize it
Exactly as you want it.

This prompt is given when words are being corrected in the source text file. In response, you should type in the word being corrected, making sure to spell it properly and capitalize it exactly the way you want it to appear in the text. To make this job easier, VIP Speller displays the previous few lines leading up to the occurrence of the word.

What kinds of words do you want:

A = Any group of characters enclosed by a
space or CR, or

S = Select only words which are reasonable
Enter A or S :

The answer to this question (either <A> or <S>) controls the algorithm by which VIP Speller recognizes words in the source file being proofread. For a more complete explanation of the criteria used, read the

section entitled "The File to be Proofread" earlier in this manual.

Would you like to write a new text file, with incorrect Words either corrected or marked?

Answer Y or N -

And the following message:

Which -- corrected or marked?

Answer C or M -

These two messages appear only if at least one word had earlier been marked (in response to the "A, D, I, M, X, OR Q" prompt) as being incorrect or questionable. Answering Yes to the first question will then allow the choice of either Correcting words in the source text file, or Marking them with a *** marker. This is done by rewriting the text into a new text file.

Note that VIP Speller over-writes either your text file or your dictionary with new data (unless you specify their file names when it asks for a new file name to use for writing, and even then you will have to answer <Y> twice when it asks you whether you are sure!)

It is possible to quit processing at any time (either with the <Q> command, or by typing <SHIFT><@> followed by <BREAK>) and not have to worry about erasing files. The worst that might happen is that you have a partially written new file which must then be deleted.

A P P E N D I X

How To Use Other VIP Library Programs

Each of the programs in the VIP Library, with the exception of VIP Speller and VIP Disk-ZAP, were specifically designed to create files compatible with other programs in the Library. With the Library you can perform the essential home business tasks and combine the results for many purposes.

The VIP Writer is one of the central programs in the Library. It contains the most sophisticated editing and printing features, and it is to be used to create all reports combining files created on other applicable Library programs. Its companion is the VIP Speller. The Speller is an indispensable tool to correct typos and misspellings in VIP Library files.

VIP Calc is used to create financial or mathematical reports. It contains sophisticated print functions for independent printing of such reports. You may create files usable by the VIP Writer for reports to be combined with other text, and you may create templates with the VIP Writer for use in VIP Calc.

VIP Terminal is a communications program capable of transmitting and receiving any ASCII file, including VIP Library files. ASCII files can be transferred to the VIP Writer for further editing. The Terminal program also allows you to transfer files to work, clubs or friends. You can also print files received from others.

VIP Database, similar to VIP Calc has its own sophisticated print functions for independent printing of database files. You can also create files for use with the VIP Writer to create combined text and database files.

VIP Disk-ZAP is a disk repair utility designed to repair any kind of file created using the Color Computer disk operating system. Of course, it therefore will also work on other Library files.

NOTES

1. The first part of the report is a general introduction to the subject of the study. It discusses the importance of the study and the objectives of the research. It also mentions the scope of the study and the limitations of the research.

2. The second part of the report is a literature review. It discusses the work of other researchers in the field and identifies the gaps in the existing knowledge. It also mentions the theoretical framework of the study and the hypotheses that are being tested.

3. The third part of the report is a description of the research methodology. It discusses the research design, the data collection methods, and the data analysis techniques. It also mentions the reliability and validity of the research.

4. The fourth part of the report is a presentation of the research findings. It discusses the results of the study and compares them with the findings of other researchers. It also mentions the implications of the study and the conclusions that can be drawn from the research.

5. The fifth part of the report is a conclusion. It summarizes the main findings of the study and discusses the implications of the research. It also mentions the limitations of the study and the areas for future research.

NOTES