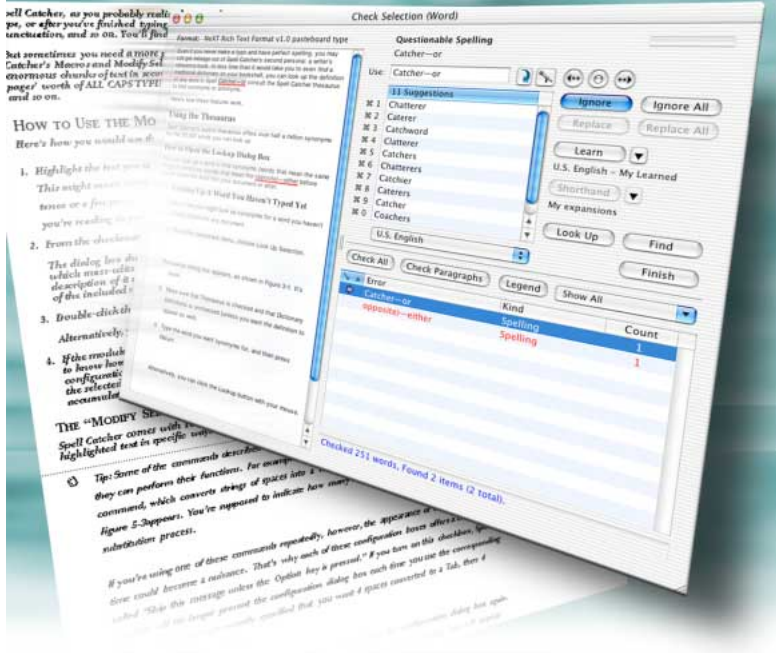


The all-in-one Mac OS X writing tool for use in any application!



Spell Catcher X

By Evan Gross

HTML Dictionary by Richard P. Synergy

Quote Module originally written by Gary Nunes

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Original manual by David Pogue

Revisions by Dennis R. Cohen

Published by Rainmaker Research Inc.

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III

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IV

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CHAPTER 1: WELCOME TO SPELL CATCHER X

Welcome to Spell Catcher X! You now own a powerful writing tool—a program that’s so much more than a spelling checker, its name only hints at its capabilities.

Spell Catcher is not only the most polished spelling checker you can buy, but also a dictionary, thesaurus, abbreviation-expanding typing saver, and an electronic proofreader.

WHAT SPELL CATCHER DOES

If you type on the Mac, you’ll probably find a Spell Catcher feature that helps you.

SPELL CHECKING

Spell Catcher began life as a spelling checker—not just any spelling checker, but a fast, highly optimized one.

But since most modern word processors, e-mail programs, page-layout programs, and even graphics programs come with their own built-in spelling checkers, you may wonder why you’d bother buying yet another one.

The answer is simple: Spell Catcher works in every program—spreadsheets, address book software, calendar programs, and many other kinds of programs that don’t have spell checking at all. Furthermore, by turning over all your spelling operations to a single centralized program, you achieve three useful goals:

- **You maintain only a single word list.** When you add new words to the Spell Catcher dictionary—say, your last name, or words specific to your industry—you do so only once. You don’t have to teach the same words to every other program that has a built-in spelling checker.
- **You maintain only a single spelling dictionary file.** Once you’ve installed Spell Catcher, you can throw away many megabytes’ worth of dictionary files from Microsoft Word, America Online, AppleWorks, InDesign, and so on. You regain huge swaths of hard drive space.
- **You have only one piece of software to learn.** From now on, checking your spelling involves exactly the same keystrokes and menu commands in every program.

Spell Catcher is also far more customizable than the built-in spelling checkers in the programs you already own. For example, you have your choice of interactive spell checking (where Spell Catcher beeps whenever you make a spelling mistake) or traditional spell checking, where Spell Catcher runs after you’re finished typing. You can choose to see Spell Catcher’s correction suggestions appear only when you ask for them, or automatically whenever you make a typo. You can keep Spell Catcher

turned on or off individually in every program you own. You can check spelling in eight different languages. All of this is just the beginning.

DEFINITIONS DICTIONARY

Even if you never use Spell Catcher to check your spelling, you may get plenty of mileage out of the program's built-in definitions dictionary—a real dictionary, complete with definitions and pronunciation guides. Spell Catcher can even say the word you are looking up out loud!

THESAURUS

Spell Catcher is also an electronic book of synonyms and antonyms. With the click of a mouse, you can enliven your writing by replacing a word like big with choices like huge, gigantic, enormous, colossal, and so on.

SHORTCUT GLOSSARY

Spell Catcher can expand abbreviations that you design (such as bc and yfbg) into frequently used phrases (such as because and Your friend, Bill Gates). This expansion takes place automatically, on the fly, as you type—you don't have to press any special keystroke or do anything special to expand these phrases. Over your working career, these shortcut expansion features can save you hundreds of hours of typing.


PROOFREADING AND TEXT MANIPULATION

Spell Catcher also replaces an assortment of add-on proofreading software. For example, it can automatically turn the typographically incorrect straight quotes ("like this") into the proper curly quotes ("like this"); convert double hyphens (- -) into actual long dashes (—); automatically correct DOubled CApitals that you type when you're in a hurry; capitalize the first letter of every sentence; and so on.

If you're an Internet user (and who isn't in today's world), you may also appreciate Spell Catcher's Macros, which can, in one fell swoop, clean up hard-to-read, irregularly formatted e-mail and bulletin board postings from the Net.

INSTALLING SPELL CATCHER

Before you install Spell Catcher for the first time, turn off security programs and virus-protection software, if you have them. These programs can interfere with the installation of Spell Catcher or any other software.

 *System requirements: With any luck, you made sure that you had the necessary system software and Macintosh model before you bought Spell Catcher.*

For the record, however, you need any Macintosh with a CD-ROM drive, running Mac OS X, 10.2 or later.

Then, when you're ready:

1. **Insert the Spell Catcher X CD-ROM, or open the Spell Catcher X.dmg (disk image).**

The CD-ROM window should open automatically (see Figure 1-1). If you don't see it on the screen, double-click the CD-ROM icon. The .dmg file will mount a disk image on your desktop and the window should open automatically.

2. **Double-click the icon named Install Spell Catcher X.**

A welcome screen appears.

3. **Click Continue to dismiss the welcome screen; on the next screen, click Continue after you've finished reading the release notes which will tell you about any last minute additions or changes to the Spell Catcher application or installation process.**



Figure 1-1


4. On the next screen, click Continue after reading the License Agreement, and then click Accept on the drop-down sheet that appears if you agree to the terms. Now you arrive at the first installation screen, shown in Figure 1-2. This is where you select the location (disk) on which Spell Catcher will be installed.



Figure 1-2

 You will need an Administrator account and password to install the software.

5. **Select the disk you want to install on (usually your OS X startup disk), then click Continue to choose your installation type. Click Install to begin the installation process.** When the installation is over, you'll be reminded to Restart. Click Restart and your Mac will reboot.
6. **Registration process:** The first time the computer starts up after you've installed Spell Catcher, open the Spell Catcher application (located in your Application folder, by default). A message appears that asks you to type your name, company (optional), and serial number. (You can press the Tab key to jump from one of these blanks to the next.)
7. **Click Register.**

 *Tip: Your Spell Catcher serial number is printed on the CD-ROM envelope. Don't lose this number! If you ever need to re-install Spell Catcher—when you upgrade to a newer Macintosh, for example—you'll need this number again.*

You may need to perform one additional step in order to activate Spell Catcher's Interactive Checking ability and make its menu available. Click your System Preferences icon in the Dock and then click the International icon. Select the Input Menu tab and turn OFF the check box next to Spell Catcher, then

turn it back ON again, then quit System Preferences. There should now be a flag in your menu bar (the US flag, if your default language is US English). Click the flag item in the menu bar, then choose Spell Catcher from the resulting menu.

Congratulations—you've successfully installed Spell Catcher. You're ready to begin your new life as a spelling-checked, proofread, well-defined, rich-vocabularied, typing-minimized user.

WHAT'S NEW IN SPELL CATCHER X

If you've used previous versions of Spell Catcher, you're in for some pleasant surprises. New in this version are these features:

- Spell Catcher is an application which is accessible via its own menu, the Dock menu, and the Services menu of any application that supports System Services. In addition to being a native OS X (Cocoa) application, Spell Catcher has also been redesigned for better looks, clearer terminology, and full Mac OS X savviness.
- Spell Catcher has been integrated with the standard Spelling Panel.
- Spell Catcher has a completely redesigned Check Selection window that is fuller and easier to use.
- An improved Find in References command easily locates all the reference files (dictionaries) that contain a certain word.
- The Text-to-Speech feature (for English) lets you listen to spoken spelling suggestions and results of Thesaurus and Dictionary Definition lookups.
- Spell Catcher offers new editors for Learned Words (formerly called Supplementary dictionaries) and Shorthand Glossaries (formerly Glossaries). You can edit these word lists right in Spell Catcher, or drag-and-drop text from another program for easy bulk addition of words. Spell Catcher contains features for easily finding duplicate learned words or shorthand glossary entries.
- Extensive online help lets you learn the program more easily.
- The Help menu provides easy access to the Rainmaker Research web site.
- A Register Online option has been added to the Application menu, to make it even easier to register your software.

A SPELL CATCHER CRASH COURSE

Once you've successfully installed Spell Catcher, you may well want to get going trying it out. Here's a five-minute tutorial that shows you many of the program's features.



Figure 1-3

Before you begin, note the checkmark menu icon on the menu bar. This is the Spell Catcher menu, your most common access point to the program's features (see Figure 1-3). If you don't see this checkmark icon, select Spell Catcher from under the Input Menu (usually shown as a flag, see Figures 1-4 a & b). If you do not have Spell Catcher in this menu, review the installation procedure described above.



Figure 1-4a, Figure 1-4b

1. From your Applications directory, choose TextEdit.

For this exercise, we'll use a program that every Mac has—the underappreciated TextEdit application. At this point, the checkmark menu icon should be sporting an eyeball at the upper left, meaning that Spell Catcher is prepared to watch your typing as you type. (If it's not, then Spell Catcher's interactive mode has been turned off for TextEdit. From the checkmark menu, choose Interactive Checking to turn this feature back on.)

2. Type this, complete with the typo in the fifth word: I think that I shal never see

Unless you've muted your Mac's speaker, you should hear a voice say, "Curious!" just after typing shal. That's Spell Catcher telling you that you've typed a word it doesn't recognize—maybe a typo, maybe a misspelling, or maybe just a word it doesn't know. (In the next chapter, you'll find out how to change this sound to a beep, or a blink of the menu bar, or nothing at all.)

Note that you've typed beyond the error—that's totally okay. Spell Catcher is prepared to correct the most recent error, even if it's several lines back. (In fact, it tracks the last several errors, as you'll find out in the next chapter.)

3. **From the checkmark menu, choose the first command—Suggest Spelling for “shal.”**

The window shown in Figure 1-4 appears. As you can see, it offers logical suggestions for correcting your typo. The first choice, “shall,” is what you actually want. You can double-click the word “shall” in the list, of course, but since you’ve just been typing, your hands are still on the keyboard. You’ll save time by using the keyboard shortcut. See the number 1 listed beside the word you want in the corrections list?

4. **Press the number 1 key.**

Instantly, Spell Catcher corrects the spelling mistake and then its window disappears.

5. **Continue typing: A poem as pretty as a tree.**

Let’s see...pretty...pretty...that may not be the strongest possible word here. It’s time to call on Spell Catcher’s thesaurus.

6. **Highlight the word “pretty” by double-clicking it. From the checkmark menu, choose Look Up Selection.**



Figure 1-5

The window shown in Figure 1-5 appears, showing dozens of synonyms for the word “pretty.” Let’s suppose that you settle on “lovely.”

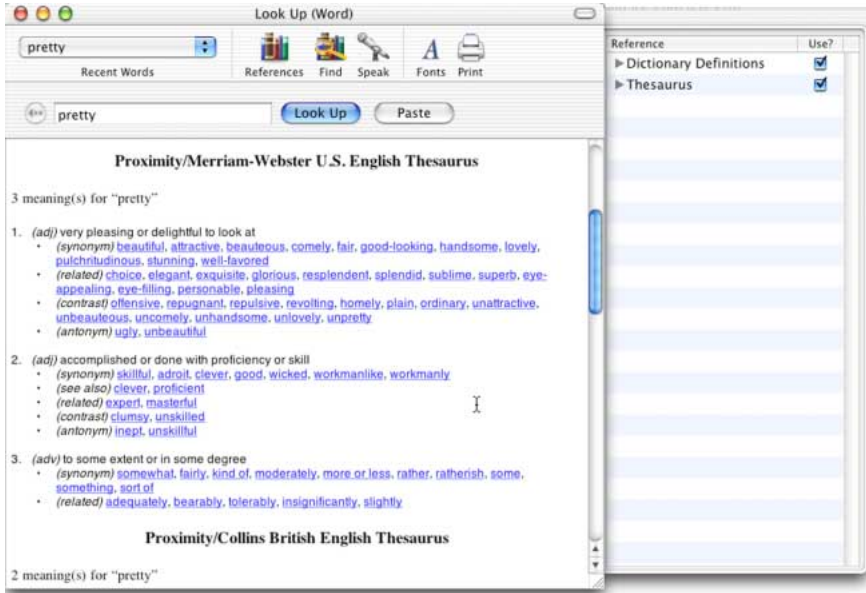


Figure 1-6

7. Click “lovely” once, and then click Paste.

The window goes away, you return to your poem, and you see that the word “lovely” has replaced the original highlighted word “pretty.”

But now, having just returned from 12 years living in Hungary, let’s suppose that you’re a little vague on the exact meaning of tree. Maybe you’d better check Spell Catcher’s dictionary.

8. Double-click the word “tree.” From the checkmark menu, choose Look Up Selection.

Once more, the Lookup window appears.

9. If the Dictionary Definitions checkbox is empty, click on it once.

Sure enough, Spell Catcher identifies tree as “a tall woody plant.” Your memory serves you well!

10. Close the Lookup window.

You’ve had just a taste of the ways Spell Catcher can help you with your writing. For more on the spelling checking features, read Chapter 2; for details on the dictionary and thesaurus, see Chapter 3.


CHAPTER 2: THE SPELLING CHECKER

The biggest decision you have to make is when you'd like Spell Catcher to point out your mistakes. Spell Catcher can check your spelling at two different times:

- **While you're typing:** In Interactive Checking mode, Spell Catcher is always watching your typing. Whenever you type something that isn't in the Spell Catcher word lists, or whenever you make a punctuation or capitalization error, the program beeps. At this point, you can summon a list of suggested replacements for the misspelled word, select a replacement, and then go on typing.
- **After you've finished typing:** When Interactive Checking isn't turned on, Spell Catcher can be used as you would use other spelling checkers. After you are finished typing, Spell Catcher can scan your entire document (or your current selection) looking for mistakes. Spell Catcher will then bring up the Check Selection window, where you can look through the errors and make corrections.


This chapter's two primary sections correspond to each of these checking modes.

It's easy to spot which mode Spell Catcher is in, by the way—just look at the checkmark menu icon at the top of your screen. When it's an eye, Spell Catcher is in Interactive Checking mode; when it's gray, without an eye, Interactive Checking is turned off, and you should choose the Check Selection command when you're ready for spell checking to begin.

 *Note: Interactive checking is only available if you have selected Spell Catcher as the active input method by selecting it from the Input Menu, which enables the checkmark menu.*


It's also easy to turn Interactive Checking on or off—just choose the Interactive Checking command from the checkmark menu. That's important to remember when, for example, you begin typing in Lower Slobovian—not one of the eight languages Spell Catcher knows—and the program begins beeping with every word. Just choose Interactive Checking from the checkmark menu. The checkmark turns gray and the eye is gone, Spell Catcher stops watching your typing, and no more beeping fills the room.

Two more notes about Interactive Checking: First, Spell Catcher stores this setting independently in every program you use. Don't be surprised, therefore, when you switch from, say, AppleWorks to Adobe Illustrator, and notice that the checkmark menu icon just changed. Second, Interactive Checking is not available for applications running in the Classic environment.

 *Tip: Interactive checking and after-the-fact checking aren't mutually exclusive. It's perfectly OK to let Spell Catcher beep as you type—and also to check your spelling all at once just before you print or turn in your document.*

WHAT'S AN ERROR?

Spell Catcher doesn't assume that you're finished typing a particular word until you type a space, press the Tab key, press the Return key, or type a punctuation mark. At that point, Spell Catcher beeps in several circumstances:

 *Note: The “Beep” can be one of several sounds. The default installation uses spoken words for most of the various errors, but you can change these settings in Spell Catcher's Preferences.*

SPELLING ERRORS

Spell Catcher beeps when you've typed a word that isn't in the Spell Catcher spelling files. Sometimes, such a word is an actual misspelling or typo, such as potatoe or Amerca.

Other times, the word is what you intended to type, but simply is not in Spell Catcher's dictionary files, such as phat, twelvish, or your last name. (As you'll read below, it's easy to add such words to the Spell Catcher word lists, so that you won't be beeped at the next time you type them.)

CAPITALIZATION ERRORS

Spell Catcher also beeps if you don't capitalize something the same way it's capitalized in its word lists—when, for example, you type california, fiSh, or Appleworks. Of course, you can always add such words to the dictionary if you truly want to capitalize them that way. (Spell Catcher doesn't beep when you type words or acronyms in all capitals, such as SUPER, NASA, or ASCAP.)

Spell Catcher also warns you when you fail to capitalize the first letter of a new sentence. (And what's a new sentence? Anything you type following a period, question mark, or exclamation point—except when the period is part of a standard abbreviation, such as i.e. or e.g., or is not followed by a space or quotation mark.)

PUNCTUATION MISTAKES


Spell Catcher also lets you know when you've typed combinations of punctuation symbols that don't make sense, such as consecutive commas, colons, semicolons, or periods. (It's smart enough not to

beep when you type exactly three periods, which is an ellipsis...like this... but two, four, or more periods make Spell Catcher suspicious.)

DOUBLE WORD MISTAKES

You'll also hear a beep if you type the same word more than once in a row, so that you don't send your doctoral thesis off to the publisher with sentences like "This is the the most important paper of of my career."

This useful warning system has only one drawback—it may also beep when you've typed two words in a row that make perfect sense, as in "I didn't think that that was an issue" or "Ha ha ha!"

 *If you'd prefer that Spell Catcher keep its nose out of your punctuation, capitalization, and double words, you can turn off these forms of checking by choosing Preferences from the checkmark menu; in the resulting window, choose Spelling, and select the Checking tab. You'll see the checkboxes that control Spell Catcher's checking behavior.*

For details on further customizing Spell Catcher, see Chapter 6.

INTERACTIVE CHECKING

As noted above, when the checkmark menu icon in the menu bar displays the eye, Spell Catcher is watching what you type. When it sees something alarming—that is, when you type a word it doesn't know, or when you begin a word with two capital letters—it beeps (actually, it makes the sound you've selected in Preferences for an error of that type, but we'll call it a beep). When you hear the beep, you have several choices:

KEEP TYPING

If you are perfectly comfortable with what you've typed—if it's a word like *Clintonesque* that you made up and don't intend to use again, for example—just ignore Spell Catcher and continue typing.

Even if you have genuinely made a typo, but you're in the middle of a magnificent train of prose, you can continue typing to the end of the sentence and only then ask Spell Catcher to propose corrections for the typo. Spell Catcher keeps track of the several most recent errors—you don't have to stop to correct a mistake the instant Spell Catcher beeps.


CORRECT THE MISTAKE YOURSELF

If Spell Catcher beeps, and you know exactly why, you can edit the mistake yourself. Despite Spell Catcher's intelligence in proposing suggested corrections, backspacing over the mistake to correct it yourself is often the fastest course of action.


SUMMON SPELL CATCHER'S SUGGESTIONS

If you'd like Spell Catcher to propose a correction, you can summon its Suggest Spelling window in one of three ways:

- **Choose Suggest Spelling from the checkmark menu.**
- **Turn on Auto-Show Suggestions, which has the keyboard equivalent Command-Control-A.**

 *If Auto-Show Suggestions is turned on, Spell Catcher will present the Suggest Spelling window whenever it beeps.*

- **Press Command-Control-S.**

 *If the keystroke Command-Control-S strikes you as too hard to remember, you can change it. From the checkmark menu, choose Preferences. Click Key Shortcuts; in the middle of the window, you'll see a representation of the checkmark menu. Select the Suggest Spelling command, click Set, and press the new keystroke you'd prefer.*

Take care not to assign the Suggest Spelling command to a keystroke—such as Command-C, for example—that's already useful in one of your programs.

For details on assigning new keystrokes to the Spell Catcher commands, see Chapter 6.

In any of these cases, the window shown in Figure 2-1 appears. At this point, you can proceed in any of these ways:

CHOOSE A REPLACEMENT SPELLING


If you see the word you intended to type in the suggestion list, double-click it. (Alternatively, click the word once and then click **Replace**.) The suggestion list goes away, and the corrected spelling appears in your document.

Instead of double-clicking the word, you can also select it using the keyboard—just press the number key that corresponds to the word you want. In Figure 2-1, for example, you could press **Command-1**. The suggestion window goes away, and once again, the word you selected replaces the error in your document.

(If you don't see the word you intended to type in the suggestion list, use the scroll bar next to the suggestion list to bring more suggested spellings into view. If you still do not see the intended word, you can modify the currently misspelled word by clicking on it in the **Use** field. Once again, if you spot the one you want, you can either double-click it or press the number that appears next to it.)



Figure 2-1

 *Tip: Spell Catcher's Interactive Mode actually tracks the last several words you've mistyped. When you finally open the Suggest Spelling window, for example, you may see a tiny pop-up menu just above and to the left of the Use blank; this pop-up menu lists all the words Spell Catcher didn't recognize in your most recent bout of typing.*

After you select a replacement for the most recent error, the word at the top of the window shown in Figure 2-1 changes to represent the second most recent error, and so on.

One more note: Spell Catcher's word-correction scheme works by backspacing over the correct number of words and then retyping them. If you've clicked elsewhere in your document, or switched to another program since making the error, you throw off Spell Catcher's counting. As a result, such a click makes Spell Catcher instantly forget all of the errors it's been tracking.

IGNORE THE TYPO

If you decide that the word you typed was correct after all, but you don't think you'll be using the same word again, click **Ignore**—or press the **Return** key—to close the suggestion list and return to your document.

TYPE IN YOUR OWN REPLACEMENT

If you don't see the word you intended to type into Spell Catcher's list, you can type it yourself right into the window—just edit the text in the “Use” blank at the top of the window. When you're finished, press the Return key or click Replace to use your own spelling as a replacement for the original error in your document.

(You can also, of course, apply any of the other functions described in this section—Learn, Lookup, and so on—to the word you've just typed into the window.)

TEACH THE WORD TO SPELL CATCHER


If you decide that the word you typed was correct, and you think that you may be using it again sometime in the future, consider adding this word to the Spell Catcher word lists. Thereafter, Spell Catcher won't beep when you type the same word again.

To add a word to the word lists, click Learn or choose Learn Word from the checkmark menu. In either case, the word is immediately added to the list selected in the popup menu to the right of the Learn button.

SET UP THE TYPO TO CORRECT ITSELF FROM NOW ON

If you catch yourself making the same typographical error more than once – typing itno instead of into, for example—you'll really appreciate this Spell Catcher option. You can teach Spell Catcher to correct such a typo automatically, from now on, whenever you type it—without Spell Catcher opening any windowes, beeping, or otherwise disrupting your life.

To set this up, select the correct spelling from the list or enter it in the Use text box and click Shorthand. From now on, Spell Catcher will correct this particular typo automatically, almost invisibly, as you type.


 *Technically, this auto-correction feature is a function of Spell Catcher's Shorthand Glossaries function, described in Chapter 4. There you'll find much more detail about this feature and how it works.*

GET MORE INFORMATION ABOUT THE WORD

Once you open the spelling suggestion list, you can also click the Look Up In pop-up menu at the bottom of the window; choose Thesaurus or Dictionary Definitions (the dictionary and thesaurus entries are viewed on one page) from the References button to consult the Spell Catcher reference books for the word in question (or for the word in the suggestion list that you've clicked). See Chapter 3 for details on the dictionary and thesaurus.


LISTEN TO THE WORD

Spell Catcher can even read a word out loud. Just click a word and then click Speak (the microphone button). Until you click on this button again you can click on any word in the Suggestions list to hear it spoken.

 *Tip: Don't rely on the pronunciation provided by Spell Catcher's Speak button before heading to the United Nations to deliver your speech. Spell Catcher uses the Mac's built-in Macintalk computer voice, reading and pronouncing words the way a computer does—which isn't always the way a human being would. Note, too, that the Speak button works only if you're working in English (or Spanish).*

FIND OUT WHAT WORD LIST CONTAINS A WORD

Spell Catcher maintains multiple lists of words for the purposes of checking your spelling—one for each language, for example, plus supplementary word lists of computer terms, abbreviations, and so on. If you see a word in the suggestion list that makes you suspicious, you can identify which word list it came from by clicking the Find button. A window appears that identifies its source.


 *If Spell Catcher displays a spelling suggestion that you consider somehow inappropriate—such as when it proposes the British spelling colour when you typed coler—see Chapter 6. There you'll find out how to create an omitted words file—a list of Spell Catcher suggestions you'd rather not see anymore.*

REQUEST SUGGESTIONS AUTOMATICALLY

Most people use Spell Catcher as it's just been described—when the program beeps, they open the Suggest Spelling window, choose a word from it, close the window, and continue working.

You can save yourself the step of opening the Suggest Spelling window, however, by telling the program to open it automatically whenever it perceives an error. To set up this arrangement, choose Auto-Show Suggestions from the checkmark menu.

Until that application is quit, whenever Spell Catcher would normally beep, it now beeps and opens the Suggest Spelling window automatically. In Spell Catcher's menu you will see an outline around the eye and checkmark. Interactive Checking needs to be active in order for the Auto-Show Suggestions feature to work.

 When Spell Catcher's suggestion list appears automatically, you'll discover that you can't select words in this list by pressing single number keys on your keyboard—by simply pressing the number 4, for example. Instead, you must press the Command key as well—for example, pressing Command-4. Once again, the word you selected replaces the error in your document, and the suggestion list window goes away.

That's because, when its suggestion window appears, Spell Catcher normally doesn't make the correction in the active, or front-most, window. Technically speaking, the window you were typing in remains in front, so that you can continue typing in your document. Any typing you do goes into your application window, not Spell Catcher.

AFTER-THE-FACT CHECKING: THE CHECK SELECTION COMMAND

Interactive checking isn't the only way to go. You can also use Spell Catcher the way most people use spelling checkers—by running it after you've finished with your writing, thus giving it a once-over before you send your work out into the world.

To turn off the Interactive Checking feature, inspect your checkmark menu icon—if the eye isn't present, then interactive checking is already turned off. If the eye is present, choose Interactive Checking from the menu to turn the feature off.

Now highlight the text you'd like Spell Catcher to check. In most cases, you'll want to select the entire document—which, in most programs, you can do by choosing Select All from the Edit menu, or by using the keyboard shortcut Command-A. (Of course, if you'd prefer Spell Catcher to check only a single sentence, paragraph, or even word, highlight only that much text.)

Now, from the checkmark menu, choose Check Selection. Spell Catcher goes to work. The window shown in Figure 2-2 appears when Spell Catcher finds the first error, which it identifies in the Questionable Spelling blank. (At the left of the window, Spell Catcher also shows you the selected text where the word appears, with highlighting to indicate the word itself in context.)

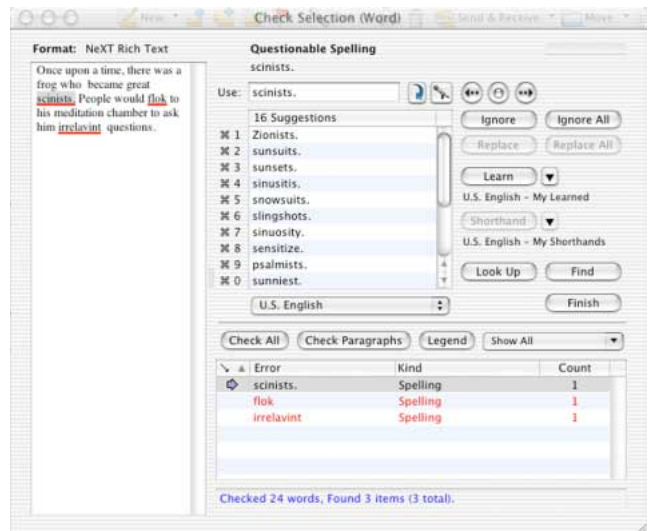


Figure 2-2

FIXING ERRORS

At this point, you can take any of the same steps described in “Interactive Checking,” in the first part of this chapter:

- **Choose a replacement spelling.** If you see the word you intended to type in the suggestion list, double-click it or type the key corresponding to the number beside it. (You can also scroll to bring more suggestions into view.)
- **Ignore the typo.** Just press Return, or click Ignore, to skip this error and continue checking.
- **Ignore the typo and all others like it.** If Spell Catcher has flagged a legitimate word that you use in this document repeatedly—let’s say you’re writing up a press release about a new product called MindX-pand-R, and that product name appears 50 times—click Ignore All. Spell Catcher will no longer consider this word a misspelling—in this batch of checking, anyway.
- **Teach Spell Catcher the word.** If you decide that the word you typed was correct, and you plan to use it again in the future, click Learn to insert the word into Spell Catcher’s word lists. (You’d do this, for example, if you became the product manager for MindX-pand-R and intended to do a lot of writing about it.)
- **Type a replacement.** If Spell Catcher’s suggestions aren’t what you want, you can type the corrected spelling yourself right into the “Use” blank at the top of the window. When you’re finished, press the Return key or click Replace. The checking continues.
- **Find out what word list contains the word.** You can identify which Spell Catcher word list provided a suggested word by clicking the Find button.
- **Listen to the word.** Click Speak to listen to the word’s pronunciation in the Mac’s computer voice. (As noted earlier, don’t rely on the Mac’s voice as an authoritative pronunciation.)
- **Set up the typo to correct itself from now on.** You can teach Spell Catcher to correct your favorite typos automatically whenever it checks your spelling using the Check Selection command.

To set this up, click Shorthand.

When you’re finished checking, click Finish. Spell Catcher asks if you want to paste the corrected text (a behavior described in the next section) into your document; click Paste. You return to your newly corrected document.

HOW THE “CHECK SELECTION” COMMAND WORKS

You may find this discussion somewhat technical. But if you plan to use the Check Selection command (for after-the-fact spell checking), understanding Spell Catcher’s behavior can save you time and frustration.

Because Spell Catcher isn’t actually built into every Mac application, it uses a sneaky trick to check a selected batch of text—behind the scenes, the Check Selection command begins by copying the highlighted text to your invisible Macintosh Clipboard. The entire spell checking process actually takes place right there on the Clipboard, not in your document.

When you’ve corrected all the typos, you might expect that Spell Catcher would simply paste its Clipboard contents back into your document. This scheme would work perfectly in a program that offered no formatting commands, such as bold, italic, font changes, style sheets, and so on.

Unfortunately for Spell Catcher’s designers, life isn’t so simple. The text you’re checking often does contain formatting that you’d like to preserve. Therefore, Spell Catcher will put its corrected text back into your document by pasting it with formatting. Many programs are designed to preserve formatting in text you copy to the Clipboard; when you’re finished checking text using Spell Catcher, the program can safely paste it back into your document, formatting (and spelling) intact.

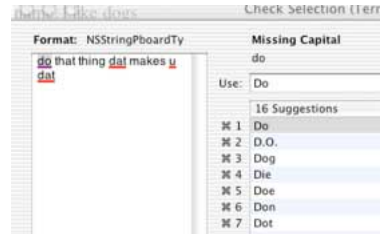


Figure 2-3

* *Caution: The copy/spell-check/paste sequence has an important consequence: Anything you had copied to your clipboard before using the Check Selection command is gone forever. Use the Check Selection command only when nothing important is on the clipboard.*


If you’re checking text that has no formatting, no big deal; otherwise, consider using Spell Catcher’s Interactive checking mode instead of the Check Selection command.

CHECKING A SINGLE WORD

Although most people use Spell Catcher’s interactive or after-the-fact checking modes, there may be a few times when you just want to check the spelling of a single word—to settle an argument while playing Scrabble, for example.

The quickest way to do so: from the checkmark menu, choose Suggest Spelling. Type the word you want to check into the “Use” blank, and then click Suggestions (the circular arrow). If your spelling is

correct, Spell Catcher tells you so just below the Use text box; if the spelling isn't correct, Spell Catcher shows its usual list of suggestions.

 *If the preference “Missing capital at the beginning of a sentence” is active and you type in lowercase a word which normally would be capitalized, then Spell Catcher will suggest that you capitalize it.*

CUSTOMIZING THE SPELLING CHECKER

If there's a spelling checker on earth that's more customizable than Spell Catcher, we have yet to meet it. The Spell Catcher Preferences window offers hundreds of settings governing every conceivable spell-checking behavior.

To view the settings, choose Preferences from the checkmark menu or from the contextual menu that appears when you click Spell Catcher's Dock icon. Note, by the way, that the top of this window lets you specify whether the settings you're changing apply universally—in every Macintosh program—or only to a specific program.

CUSTOMIZING WHAT'S CONSIDERED AN ERROR

Click the Spelling item in the toolbar at the top of the Preferences window. Then, select the Checking tab if it isn't already selected. In the list that appears, you'll find these options:

- **Questionable Spelling.** When this checkbox is selected, Spell Catcher watches for spelling mistakes—as opposed to capitalization, punctuation, and other kinds of mistakes. You'll probably rarely want to turn off this checkbox—but when the day comes that you want to check a document only for capitalization errors, you'll be ready.
- **Questionable Capitalization.** Turn off this option if you don't want Spell Catcher to notify you about errors in capitalization, such as INteresting, bEEfstEak, or washINGton. (See “What's an Error?” at the beginning of this chapter for details.)
- **Missing capital at the beginning of a sentence.** Leave this option turned on, if you'd like Spell Catcher to warn you when you fail to capitalize the first word of a sentence. (If you check single words or incomplete sentences with this option active, Spell Catcher will suggest you capitalize the first word being checked.)
- **Repeated Words.** Leave this option turned on if you want Spell Catcher to warn you when you type the same word two times in succession.
- **Questionable Punctuation.** This option makes Spell Catcher alert you when it catches the kinds of double punctuation described in “What's an Error?,” at the beginning of this chapter.

- **Shorthand Glossary expansions during Check Selection.** When this option is on, entries in your shorthand glossary will automatically be filled in with the full word or phrase while Spell Catcher is checking the selection.
- **Ignore: Words that begin with capitals.** Suppose you're entering hundreds of names into your address-book program. Since Spell Catcher doesn't recognize most of the names, you find it beeping far too often. If you turn on this option, Spell Catcher will ignore names—that is, words beginning with capitals.
- **Except at the beginning of a sentence.** The “Ignore Words that begin with capitals” option just described could backfire—if taken literally by the software, Spell Catcher would fail to check the first word of every sentence, which is, of course, normally capitalized. This checkbox prevents that situation, ensuring that the first word of every sentence is checked for spelling even if it's capitalized. This setting is disabled if Ignore Words that begin with capitals is turned off.
- **Ignore: Words that are all UPPERCASE.** If you type a lot of acronyms, you could find this a very handy option. The downside of turning on this option is that typographical errors in your acronyms won't be detected. The upside is that you don't have to enter all your acronyms into a Learned Word list.
- **Ignore: Words that contain numbers.** If you're into computers or science, this one's for you—it makes Spell Catcher ignore words like H2O and 64MB when checking your spelling.
- **Ignore: One-letter words.** Turn on this option to prevent Spell Catcher from flagging headings like a), b), and c) as spelling errors.
- **Ignore: Roman Numerals.** This option prevents Spell Catcher from flagging the numerals in terms like Palm VII and Rocky IV as spelling errors.
- **Ignore: Internet addresses and file names.** For many people, this option alone is worth the purchase of Spell Catcher. It prevents the program from flagging e-mail and Web-page addresses, such as mike@netwerx.com and <http://www.whitehouse.gov/tours>, as questionable. It also tells Spell Catcher not to consider strings with embedded periods as questionable (such as America.mp3).

CUSTOMIZING INTERACTIVE CHECKING

To view these settings, click Interactive in the toolbar at the top of the Preferences window. As you'll find out, Spell Catcher's interactive checking mode can automatically correct many more errors than simple spelling mistakes.

ON THE TYPING TAB:

- **Interactive features enabled.** This checkbox lets you enable/disable Interactive features when Spell Catcher has been selected in the Keyboard menu.
- **Ignore the most recently-typed word when followed by.** This lets you specify keystrokes to signal Spell Catcher to ignore the last word typed.


ON THE SPELLING TAB:

- **Check spelling as you type.** This checkbox is equivalent to selecting Interactive Checking from the checkmark menu.
- **Suggest Spelling window:** Automatically show suggestions when an error is detected. If you turn on this checkbox, then Spell Catcher's list of correction suggestions appears automatically whenever the program detects an error. You're saved the effort of choosing the Suggest Spelling command. (See "Request suggestions automatically," earlier in this chapter, for details.) The subordinate checkbox, "Keystrokes go to the Suggest Spelling window," tells Spell Catcher that whatever you type when the Suggest Spelling window is visible is directed to it rather than your document window.
- **Suggest Spelling window:** Closes when no errors remain. As described in "Choose a replacement spelling," earlier in this chapter, Spell Catcher's Interactive Checking mode can track multiple errors in a single session of typing. When you finally open the Suggest Spelling window, you can select corrected spellings for one error after another.

Turn on this option if you'd like the suggestions window to close automatically after Spell Catcher has corrected the last error.

ON THE AUTOMATIC TAB:


- **"Smart" quotes and punctuation.** When this option is turned on, Spell Catcher automatically replaces the straight quotes you type (") with professional looking, typographically correct curly quotes ("").

 *Tip: Avoid activating this option in certain kinds of programs. First, most word processors offer this feature already; second, curly quotes become gibberish when sent in e-mail messages. Turn on this option, therefore, only in other kinds of programs—databases, graphics programs, and so on.*


- **Consecutive hyphens toggle between em dash, en dash, and hyphen.** Although you may have been typing two hyphens to indicate a dash -- like this -- for years, doing so in the com-

puter era can make you look amateurish. After all, every Macintosh font contains the symbol for a real dash—like this—as found in professionally published documents like books and newspapers.

When you turn on this option, then, Spell Catcher substitutes a typographically correct dash whenever you type a double hyphen. In fact, it also substitutes an en dash (the shorter dash used to indicate a range, as in March 15-17) when you type three hyphens in a row. (Keep typing hyphens to alternate between the longer em dash, the shorter en dash, and a hyphen.)

 *You'll generally want to turn this option off when writing e-mail or working on Web pages, since true dashes often turn to garbage symbols when transmitted over the Internet in an e-mail and must be entered as codes in HTML documents.*

- **Fix DOubled Capitals.** Turn on this option if you'd like Spell Catcher to turn words like MYlar into Mylar.
- **Capitalize proper names and acronyms.** Turn on this option if you'd like Spell Catcher to capitalize proper names (change "california" to "California") and acronyms (change "usa" to "USA") for you.
- **Capitalize the first word of a sentence.** Turn on this option if you'd like Spell Catcher to capitalize the first letter of every sentence as you type.
- **Prevent double spaces.** In the typewriter era, you were probably taught to type two spaces after a period. Today, however, the space built into every computer font is already the appropriate width—if you type two spaces after a period, the gap you create is too large. Spell Catcher, therefore, can automatically prevent you from typing more than a single space in a row—just turn on this option.
- **Convert fractions:** When enabled, Spell Catcher will automatically convert certain fractions to their single-character equivalents.

 *This feature is only available in applications which have been written to accept Unicode character input. This includes Cocoa applications, but only those Carbon applications which have been specifically engineered to accept Unicode.*

ON THE SHORTHANDS TAB:

- **Make Shorthand Glossary expansions as you type:** Checking this box tells Spell Catcher that whenever it encounters a word you've typed in one of your Shorthand Glossaries to automatically make the substitution.
- **Automatically capitalize expansions made at the beginning of a sentence:** Tells Spell Catcher that the first word of a glossary expansion is to be capitalized if it begins a sentence.

CUSTOMIZING YOUR ERROR BEEPS

As you type, Spell Catcher watches for various different kinds of errors—spelling, capitalization, punctuation, shorthands, and repeated words, as described in “What’s an Error?” at the beginning of this chapter. In fact, Spell Catcher can make a different beep sound for each of these kinds of errors. Once again, the controls for customizing this behavior appear when you choose Error Signals in the toolbar of the Preferences window.

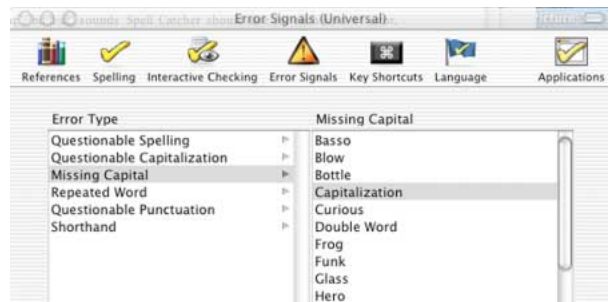


Figure 2-4

- **Error type:** To specify which of your Mac’s built-in sounds Spell Catcher should use for each kind of error, click the Error Type on the left side of the Preferences window and then click the corresponding sound from the list on the right side, as shown in Figure 2-4. (Note that some of the sounds in the list, such as “Capitalization” and “Double Word,” aren’t built-in Mac sounds—they’re special Spell Catcher sounds, a voice speaking these words, such as “Misspelling!”)
- **Volume:** Using this slider, you can also specify how loud each sound should be.
- **Mute All:** Select this checkbox to make Spell Catcher silent. From now on, when Spell Catcher detects an error, it will not play a sound to notify you. That’s a handy option when, for example, you’re about to take your laptop into a meeting and would rather not alarm your comrades with unnecessary beeps.
- **Flash the screen:** These options will cause the screen to flash instead of (or in addition to) playing a sound.
- **Signal Errors:** When checking spelling as you type and during Check Selection. Instead of turning off Spell Catcher’s beeps completely, using the Mute All checkbox described above, you can use these two checkboxes for independent control over the beeping during Spell Catcher’s two spell-checking modes—Interactive Checking and after-the-fact (Check Selection) checking. (When you

silence Spell Catcher using the checkboxes, you get no notification at all, except for the appearance of the correction-suggestion list, if you've opted to have it appear automatically.)

CUSTOMIZING THE KEYBOARD SHORTCUTS

Almost every command in the checkmark menu has a keyboard equivalent—for example, instead of choosing Interactive Checking from this menu, you can press Command-Option-I.

Spell Catcher's key combinations are designed not to conflict with keyboard shortcuts in the programs you use every day. As a result, you may find some of the factory-installed keyboard shortcuts harder to remember than you'd like. No problem—you can change them easily enough.

1. **From the checkmark menu (or the Dock icon's contextual menu or the Spell Catcher menu), choose Preferences.**

The Preferences window appears.

2. **From the toolbar, choose Key Shortcuts.**

You see a tabular mock-up of the checkmark menu, as shown in Figure 2-5.

3. **Click the command keyboard shortcut you want to change.**

Click Set if you wish to change the key equivalent, Remove if you wish to eliminate the shortcut, and Item Default if you wish to restore it to Spell Catcher's default setting. After clicking Set, press the keyboard combination you'd rather use (Set changes to Waiting).

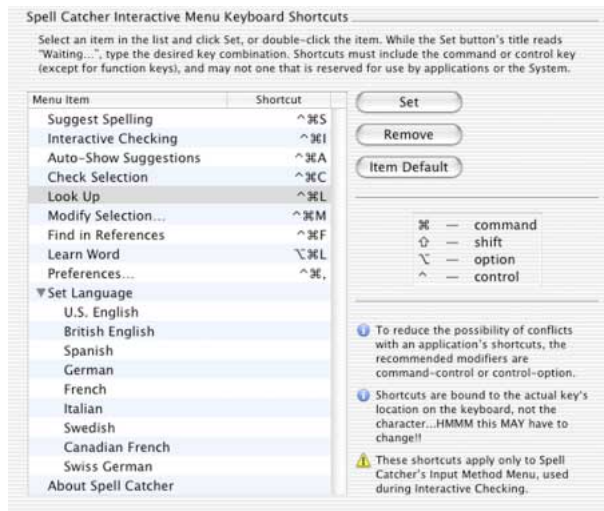



Figure 2-5

You can't choose keystrokes involving the Shift key or Option key alone (such as Shift-P or Option-x). However, you can use almost any keystroke involving the Command key or Control key (such as Command-R or Control-I), as well as combinations that involve the Shift and Option keys (such as Command-Shift-S or Control-Option-5).

 When choosing new keyboard shortcuts for your favorite Spell Catcher commands, do your best to avoid keystrokes that are already claimed by your Macintosh programs. Spell Catcher will intercept these keystrokes—in other words, if you assign Spell Catcher a keystroke that's used by, say, AppleWorks, you'll trigger the Spell Catcher function, not the AppleWorks function.

4. Click OK.

CUSTOMIZING “LANGUAGE” CHECKING

Spell Catcher works with a wide variety of languages. After opening Preferences via the checkmark menu, the Dock icon's contextual menu, or by choosing Preferences in the Spell Catcher menu, click Language in the toolbar.

From the Default spelling language popup menu, you can choose the language you want Spell Catcher to use unless told otherwise.

- **Use preferred language from System Preferences checkbox:** This is where you can tell Spell Catcher to go through the list of languages specified in your Language System Preferences and use the first one for which it has a dictionary.
- **Show current spelling language in the Dock:** This tells Spell Catcher to display the keyboard menu icon as part of its Dock icon (for example, the US flag appears in the Dock icon when this option is chosen and US English is the current language being used).

CHAPTER 3: THE THESAURUS AND DICTIONARY

Even if you never make a typo and have perfect spelling, you may still get mileage out of Spell Catcher's second persona: a writer's reference book. In less time than it would take you to even find a traditional dictionary on your bookshelf, you can look up the definition of any word in Spell Catcher—or consult the Spell Catcher thesaurus to find synonyms or antonyms.

Here's how these features work.

USING THE THESAURUS

Spell Catcher's built-in thesaurus offers over half a million synonyms for the 50,000 words you can look up.

HOW TO OPEN THE LOOKUP WINDOW

You can look up a word to find synonyms (words that mean the same thing) or antonyms (words that mean the opposite)—either before you've typed the word into your document or after.

LOOKING UP A WORD YOU HAVEN'T TYPED YET

Here's how you might look up synonyms for a word you haven't actually typed into any document.

1. **From the check-mark menu, choose Look Up Selection.**

The lookup window appears, as shown in Figure 3-1. It's blank.

2. **Make sure that Thesaurus is checked and that Dictionary Definitions is unchecked (unless you want the definition to appear as well).**

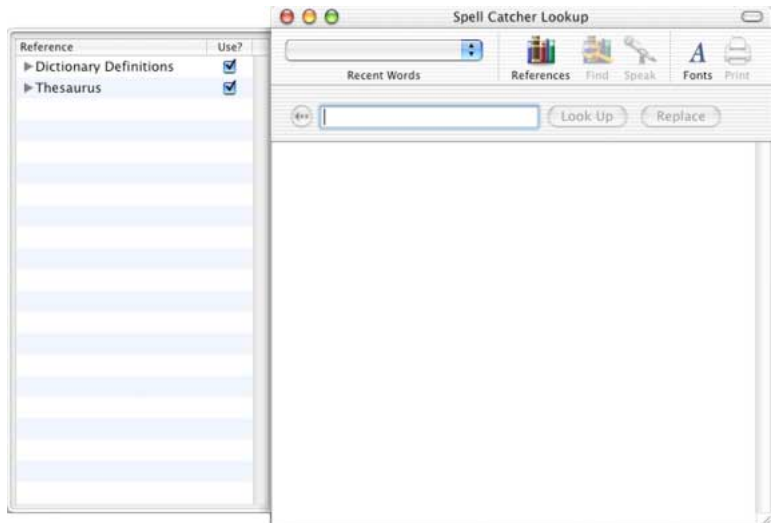


Figure 3-1

3. Type the word you want synonyms for, and then press Return. Alternatively, you can click the Lookup button with your mouse.

As shown in Figure 3-2, Spell Catcher now displays a list of words that mean the same as the one you typed or the opposite. See “How to use the Lookup window” in the next section.

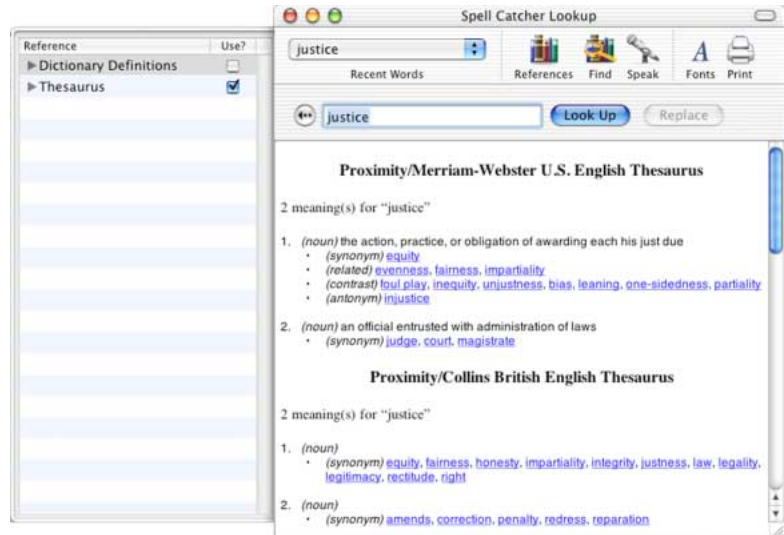



Figure 3-2

LOOKING UP A WORD YOU’VE JUST TYPED

Suppose you’re typing along in your document— all creatures great and tiny—and it occurs to you that tiny may not be exact word that suits the phrase.

From the checkmark menu, choose Look Up “tiny.” (When you’re typing, this command always displays the most recently typed word—but only if the checkmark menu icon has the eye present, meaning that Interactive Checking is turned on. See Chapter 2 for details on Interactive checking.)


 *With Lookup, as with all other interactive checking, Spell Catcher considers the word you are currently typing to be incomplete. The most recently typed complete word is used. That means that you must have typed a space or a punctuation character after the word before using Lookup.*

The lookup window appears, already displaying the definition of and synonyms for the word “tiny.” Now see “How to use the Lookup window” in the next section.

LOOKING UP A WORD YOU'VE HIGHLIGHTED IN YOUR DOCUMENT


You can also look up synonyms or antonyms for a word you've highlighted in any document. To do so, choose Look Up Selection.


Once again, the Lookup window appears, already showing the definition and synonyms, etc., for the highlighted word.

 *If Spell Catcher doesn't know any synonyms for the word you're looking up, it shows a list of "Alternative words." These shouldn't be interpreted to be synonyms—instead, they're simply the closest alphabetical matches in the list of thesaurus entries that Spell Catcher does have.*

HOW TO USE THE LOOKUP WINDOW

No matter how you got to the Lookup window, once it's showing you synonyms, you can proceed in any of several ways.

 *If you are seeing definitions and Thesaurus entries from other languages and wish to see only Thesaurus entries for your language, you need to uncheck Dictionary Definitions and any other language Thesauri in which you're not interested, in the Lookup window's Reference Drawer.*

 *Tip: you can change the order of the items that display in the Lookup window. To have Thesaurus items display before Dictionary items, simply drag the "Thesaurus" item (next to the disclosure triangle) to the top of the drawer and drop it.*

- Click on any word in the lists of synonyms and antonyms to view synonyms and antonyms for it. In fact, you can proceed on this way, looking up synonyms for synonyms, venturing farther away from your original search, until you find just the word you've been looking for.

At any time while the window is open, you can retrace your steps—use the Recent Words pop-up menu in the toolbar of the Lookup window to jump back to any prior word you looked up, or click the Back button to go backwards through the list of looked-up words one by one.

- When you find a word you like, you can make a mental note of it and close the Lookup window. Alternatively, you can let Spell Catcher paste the currently selected word (highlighted in the upper-left corner of the window) into your document.

To do so, click Replace. If you had highlighted a word in your document before choosing the Look Up command, you return to your document, where the highlighted word is now replaced by the synonym you selected. (If no word was highlighted in your document, then Replace simply types the selected synonym at the location of your insertion point.)

- If you'd like to hear the Lookup results read in the Mac's computer voice, click Speak (the microphone button).
- To view the dictionary definition of any word in the thesaurus lists, click the word and then make sure to check the Dictionary Definitions checkbox in the window's References drawer.
- If you're writing an angry letter to the customer-service department of a company that's done you wrong, remember that you can drag highlighted text from the Lookup window into your document. In seconds, you can write a sentence like: You had the gall, the effrontery, the cheek, the nerve, the presumption, the insolence, the audacity to overcharge me \$25!
- To return to your document without closing the Lookup window—when you plan to use the Lookup window again shortly, for example—press Command-Shift-Tab. The Lookup window remains on the screen, but your document window is the active one, ready to accept your typing. If you have multiple applications open, hold down the Command-Shift keys and click the Tab key until the application you want to go back to is the one shown in the Dock.

USING THE DICTIONARY DEFINITIONS


Spell Catcher is also a miniature Webster's, giving you instant definitions for nearly 80,000 English words. In general, using the definitions dictionary works exactly like using the thesaurus—the definitions and the thesaurus features are built into the same window. In other words, you can look up a definition in any of three ways:

- You can look up a word you've just typed into a document (provided Interactive Checking is turned on, as indicated by the yellow checkmark menu icon). For example, suppose you've just typed my little chickadee, but you're not quite sure what, in fact, a chickadee is. In this case, stop after typing the word, and then choose "Look Up 'chickadee'" from the checkmark menu. When the window appears, learn that a chickadee is a "small grayish American bird" by checking the References drawer's Dictionary Definitions checkbox.



Figure 3-3

- If you haven't been typing, choose Look Up Selection, from the checkmark menu. In the window that appears, check the Dictionary Definitions checkbox, type the word you want to look up, and then press Return (or click the Look Up button). As shown in Figure 3-3, Spell Catcher now displays the definition, if it knows one.

 *If you use the dictionary definitions more frequently than the thesaurus, you can configure Spell Catcher to show its definitions screen (instead of or in addition to the synonyms page) whenever you use a Look Up command. Doing so saves you the step of clicking in the References drawer. To set up this arrangement, see “Customizing the Lookup Features” at the end of this chapter.*

- You can also look up the definition for any word that's already been typed into any document—which can be extremely useful when you're corresponding with intellectuals by e-mail. Highlight the word in your document, and then choose Look Up Selection from the checkmark menu.

HOW TO USE THE LOOKUP WINDOW FOR DEFINITIONS

In Spell Catcher, a definition consists of several parts:

- The part of speech. This indication, such as noun, verb, adjective, pronoun, adverb, and so on, tells you what grammatical function your word serves. The part of speech will be followed by other forms of the word, such as plurals for nouns or tenses for verbs.
- The definitions. If a word has more than one meaning, they're listed—and numbered—in order of usage frequency.
- Other forms. At the bottom of the window, you may find other forms of the word you looked up—that is, beneath the definition of certain appear cer*tain*ly, cer*tain*ty, and cer*tain*ties, along with their parts of speech. The * symbol shows you where the syllables are broken—useful when, for example, you're trying to decide where you should hyphenate a word in your document.

Once the Lookup window is showing you a definition, you can proceed in any of several ways.

- At any time while the window is open, you can retrace your steps—use the Recent Words pop-up menu in the toolbar of the Lookup window to jump back to any previous definition.
- On the off chance that you find a word in the definition that you like better than the one you originally looked up, click Replace. Spell Catcher pastes the currently selected word (the one in the Lookup text box) into your document.
- If you'd like to hear the Lookup results in the Mac's computer voice, click the Microphone button or choose Speech->Start Speaking from the Edit menu.

- You can drag highlighted text from the definitions window into your document window—which is useful when carrying on a debate by e-mail with fellow word nerds. Did you really mean to say that you were featured at last week’s rodeo riding a filibuster? According to my dictionary, a filibuster is “a long speech to delay a legislative vote!”

CUSTOMIZING THE LOOKUP FEATURES

As with any of Spell Catcher’s functions, you can fiddle with the behavior of the thesaurus and dictionary features.

- In the Lookup window’s References drawer (click the “Reference Books” button in the toolbar to open the drawer, if it is not currently visible), mark which references you wish used by clicking their checkboxes. The References are in categories and you can click the flippy triangle to display the options in each category.
- Display Font Panel. Using the Font Panel (click the “A” button in the toolbar), you can specify what type size and typeface you want the Lookup window results to use.

CHAPTER 4: SHORTHAND GLOSSARIES: THE AUTOMATIC TYPIST

Over the years, Spell Catcher can save you hundreds of cumulative hours of typing—and wear and tear on your hands and wrists—by typing for you. Using Spell Catcher’s shorthand glossary feature, you can create self-expanding abbreviations that save you typing, ensure spelling consistency, and even correct common typos automatically.

For example, the first shorthand-glossary entry most people create is one that types their e-mail “signature.” You might decide that cmj should expand to “Cordially, Michael Jordan” whenever you type it.

If you’re a doctor or lawyer, you might create shorthand glossaries that type out standard bits of text in the documents you create. A surgeon might create an abbreviation called reportintro that expands to: “The patient appeared in my office at 17 West Broad Street in excellent health, but complaining of the following symptoms:”.

And if you’re somebody who types quickly, you can even use the shorthand glossary for a sneaky trick: create abbreviations that look like typos—and define the expanded form as the correctly spelled versions. For example, you might teach Spell Catcher to expand the abbreviation teh into the word “the,” or potatoe into “potato.”

To get you started, Spell Catcher comes with a predefined library of common spelling errors in shorthand-glossary format. (In fact, teh and potatoe are already in the list.) Spell Catcher, in other words, may be correcting your typos as you type, without you even being aware of it!

HOW TO SET UP YOUR ABBREVIATIONS

You can add new self-expanding abbreviations to the shorthand glossary in several different ways.

CREATING A SHORTHAND ENTRY MANUALLY

Here’s how to create a shorthand glossary entry.

1. **Open the Glossary document.** You can do this with File->Open in Spell Catcher X (navigate to your User folder (or Home)/Library/Application Support/Spell Catcher/References/US English – My Shorthands), for example, or by choosing Preferences from the checkmark menu, clicking References in the toolbar, and (after clicking a flippy triangle to display the glossary you wish to edit), double-clicking the glossary name. This will open the glossary in its own window.

2. Click the + button to add an abbreviation, and enter it in the text field that is presented (Figure 4-1).

3. If you want Spell Catcher to recognize your abbreviation only when capitalized a certain way, click the Match Abbreviation's Case checkbox at the bottom of the window. Ordinarily, Spell Catcher expands a shorthand abbreviation no matter how it is capitalized, with a small caveat. You

can type *btw* or *BTW*, and the program will still write *by the way*. One attribute Spell Catcher has is that if the expansion is in the Glossary as all lower-case, *BTW* will expand to *BY THE WAY* and *Btw* will expand to *By the way*. If even one character is upper-case, the substitution will be literal.

If you turn on the Match Abbreviation's Case checkbox, however, Spell Catcher will expand your abbreviation only if it's capitalized the same way you've entered it in this window.

Also, when you turn on the Keep Expansion's Case checkbox, Spell Catcher will expand your abbreviation exactly as you typed it no matter how it is capitalized.

The other checkbox at the bottom of this window, Don't type separator, which you'll probably use even less frequently, requires a good deal of explanation. Spell Catcher doesn't expand an abbreviation until you've followed it with a space or punctuation mark (otherwise, you'd find your abbreviations expanding even when they appear in the middle of words!). When it recognizes that you have completed typing an abbreviation, Spell Catcher replaces the abbreviation with the expanded version and types the space or punctuation mark that triggered the expansion.

If you'd prefer that Spell Catcher not add the space or punctuation mark after expanding this particular abbreviation, turn on Don't type separator. (This option can be useful in e-mail, spreadsheet, and database programs. If you were to press the Space bar, for example, to expand an

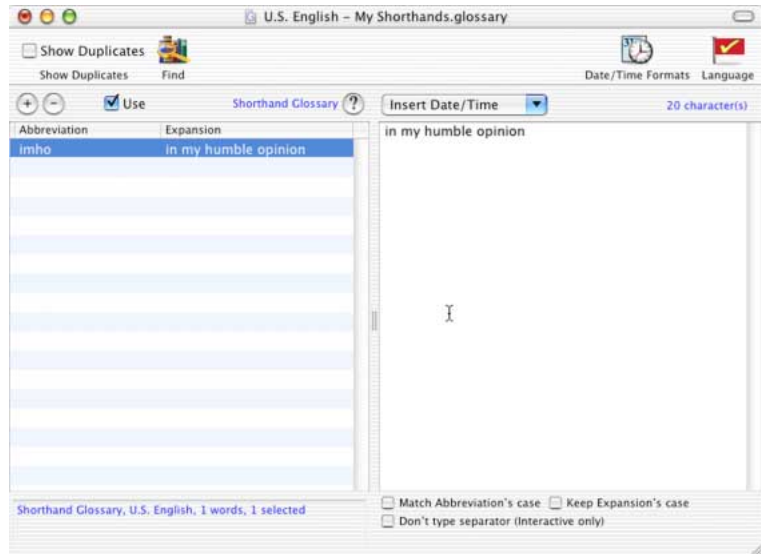


Figure 4-1

abbreviation in a spreadsheet cell or the Subject line of an e-mail, you'd leave that cell or field behind with the expanded phrase and a space. This option prevents that space from appearing.)

4. **Press the Tab key—or click—to move the insertion point to the Expansion box. Type the full, expanded text for your shorthand entry.**

The expanded glossary entry can be approximately 8000 keystrokes long—about 1200 words. (If this shorthand entry is intended to correct a common typo automatically, this is where you type the corrected version.)

5. **When you're finished typing the expanded version, simply close this window and Spell Catcher will save the changes you have made.**

Now you're ready to try out your abbreviation. See "How to Trigger Shorthand Expansions," later in this chapter.

CREATING A SHORTHAND ENTRY DURING SPELL CHECKING

Instead of creating your shorthand entries manually, as described in the previous section, you may sometimes want to add entries in the process of checking your spelling. This way, you'll be staring right at the words that you frequently misspell, giving you the perfect opportunity to create self-correcting glossary entries for them. (See Chapter 2 for details on checking your spelling.)

When Spell Catcher finds an error, you'll see its list of suggestions, as shown in Figure 4-2. Here is how to create a shorthand entry.



Figure 4-2


1. **Once you're looking at the suggestion window shown in Figure 4-2, click—once—on the corrected spelling in the list of suggestions.**

Actually, if the first suggestion in the list is the correct spelling, you don't even have to take this step.

On the other hand, if the corrected spelling doesn't appear in the list of suggestions at all, type it into the word to "Use" blank.

2. **Click Shorthand. (Optionally, first click the popup next to the Shorthand button to choose the glossary to which the shorthand should be added.)**

You return to your document, where the spelling error has been corrected. From now on, if you make the same error again, Spell Catcher will correct it without even notifying you.

 *Tip: In the Check Selection and Check Word windows, Option-clicking Shorthand will open the Glossary and automatically select the abbreviation you just added. Additionally, hovering over the Shorthand button in these windows will display a tooltip containing the abbreviation, expansion, and Shorthand Glossary to which the addition will be made.*

PREDEFINED SHORTHAND ENTRIES FOR THE DATE AND TIME

Spell Catcher also lets you create shorthand entries for a wide range of date and time formats.

To change an existing abbreviation, or to select a different format for the date or time that gets inserted (such as 10/10/02 or Wednesday, October 10, 2002), visit the Preferences window, as described in “Customizing Shorthand Glossary Behavior” at the end of this chapter.

DELETING OR EDITING YOUR SHORTHAND ENTRIES

Editing or deleting shorthand entries one at a time is easy:

1. **From the checkmark menu, choose Preferences.**
2. **From the toolbar, click References (if the References list isn’t already displayed).**
3. **Select the Glossary you wish to edit from the References list, and click the Open button. You’ll have to click a flippy triangle for the language to make it visible.**
4. **Click the shorthand entry you want to edit or delete.**
You’ll see its expanded form in the right-hand box.
5. **To delete the entry, click the – (minus) button. To edit it, modify the shorthand entry or its expanded form (double-click on it, or select it and hit the Enter key), and then close the shorthand editor window.**

HOW TO TRIGGER SHORTHAND EXPANSIONS


The two ways to turn your abbreviations into their expanded forms correspond to the two ways Spell Catcher can check your spelling—either interactively, as you type, or all at once, after the fact.

TRIGGERING EXPANSIONS AS YOU TYPE

Open a program, such as TextEdit or your word processor, where you can type. Make sure that the checkmark menu icon contains the eye, indicating that Interactive Checking mode is turned on. (If you prefer to type with Interactive Checking turned off, see “Triggering Expansions While Spell Checking,” in the next section.)

Try typing a sample sentence that includes one of the abbreviations you've set up. As soon as you type the abbreviation and then press the Space bar, Tab key, or another punctuation mark, Spell Catcher replaces the abbreviation with the expanded phrase.

(If the expansion doesn't take place as scheduled, see "Customizing Shorthand Glossary Behavior" at the end of this chapter.)


 *Tip: You may occasionally want to use one of your abbreviations in its original form, without expanding. For example, suppose your name is Brian Livingston Taylor, and you've set up a shorthand abbreviation BLT that expands to your full name. But now you're writing an e-mail to the local deli, ordering a BLT sandwich. How do you stop Spell Catcher from making it look like you're ordering a Brian Livingston Taylor sandwich?*

Easy: just hold down the Shift key as you type the space that follows the abbreviation (or, if your Interactive Typing Preferences specify ignoring the most recently typed word when followed by a Tab or Return, type one of those characters.) Spell Catcher doesn't expand your abbreviation in that case. (Of course, you can also turn off the Interactive Checking command in the checkmark menu to disable shorthand expansions altogether.)

TRIGGERING EXPANSIONS WHILE SPELL CHECKING

When Interactive Checking is turned on in a certain program—that is, when the checkmark menu icon is yellow and you see the eye—Spell Catcher expands your abbreviations as you type them. But what if you prefer to type with Interactive Checking turned off? No problem—simply type the abbreviations as you prepare your document. Spell Catcher will expand them all at once, later, when you run the spelling checker.

See "After-the-Fact Checking: the Check Selection Command" in Chapter 2 for details on checking the spelling of a finished document.

 *If you notice that Spell Catcher isn't expanding the abbreviations in a document you're spell checking, it may be that this feature has been turned off. See "Customizing Shorthand Glossary Behavior" in the next section.*

CUSTOMIZING SHORTHAND GLOSSARY BEHAVIOR

Spell Catcher's Preferences window, which you open by choosing Preferences from the checkmark menu, offers several controls over the way shorthand entries expand.

- **During Interactive Checking.** This checkbox (Make Shorthand Glossary expansions as you type) lets you specify whether or not Spell Catcher expands your abbreviations as you type. You might consider this the primary on/off switch for the shorthand feature. It is located on the Shorthands tab of the Interactive preference.
- **Shorthand Glossary expansions during Check Selection.** “Check Selection,” in this case, refers to all-at-once, after-the-fact, batch spell-checking, as described in Chapter 2. This checkbox lets you specify whether or not Spell Catcher should recognize and expand abbreviations in chunks of highlighted text as it's checking your spelling. You'll find it on the Checking tab of the Spelling preference.
- **Date shorthand: and Time shorthand:.** Spell Catcher lets you specify Shorthand Glossary items for Date and Time in a wide variety of formats. You create the formats on the Date/Time tab of the Spelling preference. These formats become available in the Add/Edit Shortcut Glossary window's Insert Date/Time popup menu. Create your Shorthand and choose the format to accompany it from the popup menu. Unlike Spell Catcher 8, no Date/Time shorthands are predefined. With the greater flexibility offered in Spell Catcher, you are empowered to create as many (or few) such abbreviations as you desire and name them in ways which are meaningful to you.

CHAPTER 5: SPELL CATCHER, THE PROFESSIONAL EDITOR

Spell Catcher, as you probably realize by now, does much more than correct your spelling. As you type, or after you've finished typing, it can correct double spaces, double capitals, double punctuation, and so on. You'll find details on these proofreading features in Chapter 2.

But sometimes you need a more powerful assistant to help you whip some text into shape. Spell Catcher's Macros and Modify Selection commands may be just what you need. They can massage enormous chunks of text in seconds, converting mangled e-mail text to neat paragraphs, converting pages' worth of ALL CAPS TYPING into normally capitalized writing, making straight quotes curly, and so on.

HOW TO USE THE MODIFY SELECTION COMMAND

Here's how you would use the Modify Selection command to process a highlighted batch of text:

1. **Highlight the text you want to change.**

This might mean using the Select All command in the Edit menu, or just dragging through a sentence or a few paragraphs. (Needless to say, you can't edit text that's not editable, such as text you're reading in your Web browser or an e-mail that you've received.)

2. **From the checkmark menu, choose Modify Selection.**

The window shown in Figure 5-1 appears. It lists various text-processing modules, each of which mass-edits the highlighted text. You can click the name of a module to read a short description of it at the bottom of the window. (You can also read the next section for descriptions of the included modules.)

3. **Double-click the name of the module you want.** Alternatively, you can click the Proceed button or press the Return key.

4. **If the module requires more information (for example, the Multiple Spaces to Tab module needs to know how many spaces should exist before invoking), you will be prompted with a configuration dialog for that module; otherwise, the module will perform its function, convert-**

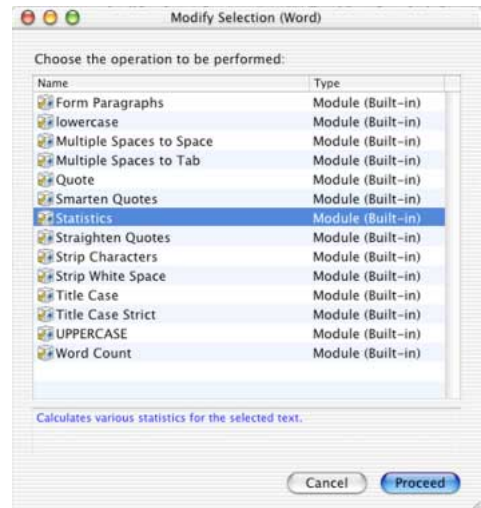



Figure 5-1

ing the selected text or, in the case of an analysis module like Statistics, displaying a dialog with the accumulated information.

THE “MODIFY SELECTION” MODULES: WHAT THEY DO

Spell Catcher comes with 14 built-in modification modules—commands that change your highlighted text in specific ways. Here’s what they do.

 *Tip: Some of the commands described in this section require further information from you before they can perform their functions. For example, when you use the Multiple Spaces to Tab command, which converts strings of spaces into a Tab character, the configuration box shown in Figure 5-3 appears. You’re supposed to indicate how many consecutive spaces qualify for the Tab-substitution process.*

If you’re using one of these commands repeatedly, however, the appearance of this message each time could become a nuisance. That’s why each of these configuration boxes offers a checkbox called “Skip this message unless the Option key is pressed.” If you turn on this checkbox, Spell Catcher will no longer present the configuration dialog each time you use the corresponding command. If you most recently specified that you want 4 spaces converted to a Tab, then 4 spaces it shall ever more be.

There may come a day, however, when you want to summon the configuration dialog again. In that case, Option-click the Proceed button shown in Figure 5-1. The dialog will appear once more.

FORM PARAGRAPHS

If you've ever received e-mail from somebody that looks as though it was formatted by a drunken chimpanzee, you'll appreciate this command. As shown in Figure 5-2, it fixes up paragraphs typed on computers that automatically put a return at the end of each line.

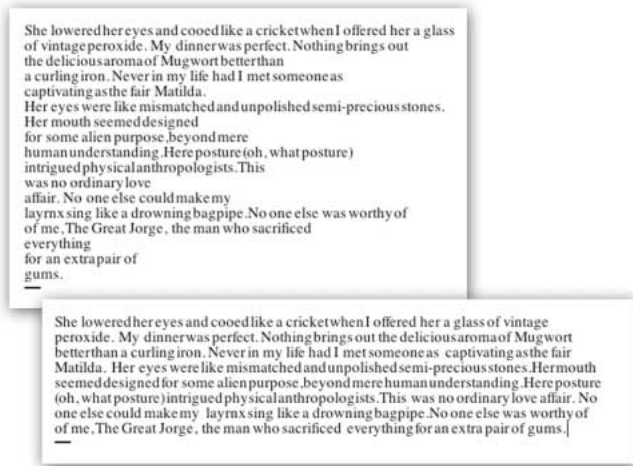



Figure 5-2

 *Technically, the Form Paragraphs command works its magic by changing every lone Return character to a space, and every pair of Return characters to a single return character.*

LOWERCASE

Use this command to change all capitals in the highlighted passage to lowercase letters.

MULTIPLE SPACES TO SPACE

This module condenses multiple spaces into a single space. It's most useful when you receive a file from somebody who likes to press the Space bar twice after each period instead of once.

When you click Proceed, Spell Catcher shows the dialog in Figure 5-3. It wants to know how many spaces is too many. For example, you can type 3 here to indicate that you want double spaces left alone, but three or more condensed into a single space.



Figure 5-3

MULTIPLE SPACES TO TAB

Suppose you receive an e-mail message in which somebody has tried to line up columns of information by pressing the space bar. Using this command, you can quickly convert those multiple space runs, in your word processor, into a single press of the Tab key.

When you click Proceed, Spell Catcher asks how many consecutive spaces should be considered a Tab. For example, if you enter 3 here, then double spaces in the document will be left alone.

QUOTE

When you're corresponding on the Internet, either by e-mail or in newsgroup discussion boards, it's customary to quote back the relevant portion of the message you're responding to. In general, Internet citizens indicate quoted material with brackets, as shown in Figure 5-4.

```
> It's not that you're not the same man anymore, Jorge. It's that I'm
> not the same woman. You no longer challenge me. Your exoskeleton
> has become all too familiar. Stop trying to impress me with that
> kirsone molting. It's time for me to turn a new leaf and use the
> old one for compost. Please face the facts and end this incessant
> pleading! Don't act so bewildered. This isn't the first time you've
> danced with a legend.

That is sooooo true! Gee Maitilda, when you're right, you're right. I
promise to respect your wishes. Will you marry me?
```

Figure 5-4

The Quote command automatically inserts these brackets into material you're about to paste. It also lets you specify how wide each line of text should be, in case you subscribe to the convention that quoted-back material should appear in a narrower than usual column.

SMARTEN QUOTES

Spell Catcher can convert any straight quotes, also known as typewriter quotes, "like this," into typographically correct curly quotes, "like this." In other words, this command is ideal when you intend to reuse material that somebody e-mailed to you—curly quotes almost never appear in e-mail—by pasting it into a genuine word processor, where curly quotes look terrific.

STATISTICS

This Modify Selection command doesn't, in fact, modify anything. Instead, it shows you a report like the one in Figure 5-5, which indicates how many characters, syllables, words, sentences, and paragraphs are in the selected material.

Most of the statistics are self-explanatory, but a few require some description:

- **Characters:** This display tallies the total number of letters, numbers, punctuation marks, spaces, and so on.
- **Words:** Two words separated by a hyphen (such as “slow-mo”) are counted as a single word.
- **Syllable statistics:** Spell Catcher tries to estimate the number of syllables by counting vowel clusters. It also reports on the number of words you've used with three or more syllables to help you gauge the relative reading difficulty of your work. The resulting figure should give you a reasonable approximation; however, words like *reenact*, *Taliesen*, and *onomatopoeia* will yield imprecise results. These statistics appear on three lines: Approximate number of syllables, Words with at least 3 syllables, and % of words with at least 3 syllables.
- **Number of sentences:** Spell Catcher actually just tallies the number of sentence punctuation marks (periods, question marks, and exclamation points). Periods used for other reasons, such as abbreviations and separators in a URL, throw off the accuracy of this statistic.
- **Average number of words per sentence:** This number, too, helps you recognize the general reading difficulty of the text or the author's tendency toward run-on sentences.
- **Gunning's Fog Index:** Much though this may sound like weather terminology, this statistic provides a very rough estimate of the educational level of the text you're checking. If the index is 6, a sixth-grader should be able to read this material. If it's 12, you're dealing with college-level text. (This index is extremely subjective, varies widely depending on the particular piece of prose, and works better with longer selections.)



Figure 5-5

 *Tip: Spell Catcher will calculate the Gunning's Fog index like this:*

1. *By dividing the number of words by the number of sentences.*
 2. *By adding the result to the percent of words with three or more syllables.*
 3. *By multiplying the result by .4 and round off to the nearest whole number.*
-

- **Flesch's Index:** Here's an alternate educational-level estimator. All the usual cautions apply—this estimate is far too rough and variable to use in, say, assessing college applications.

 *Tip: Spell Catcher will calculate the Flesch index like this:*

1. *By dividing the number of words by the number of sentences.*
 2. *By multiplying the result by 1.015.*
 3. *By multiplying the number of syllables in the first 100 words by 0.846.*
 4. *By adding this number to the result of step 2.*
 5. *By subtracting the result from 206.835.*
-

STRAIGHTEN QUOTES

This command performs the opposite function of the Smarten Quotes module. This one transforms "curly quotes" into "straight ones," which is especially useful if you intend to paste what you're writing into an e-mail message, newsgroup posting, or Web page. (Curly quotes generally appear as garbage characters once they're sent to the Internet.)

STRIP CHARACTERS

In some ways, this command is the opposite of the Quote command described earlier. Instead of adding brackets or other symbols to the beginning and ending of each line of text, this one eliminates such symbols. You'll probably use it most often to remove > symbols from quoted material you see on the Internet or via e-mail.

If you leave the “Any number of occurrences” checkbox selected, Spell Catcher will remove not just a single > mark from the beginning of each line (or whatever you’ve specified), but multiple >>> marks as well, if they occur.

STRIP WHITE SPACE

Use this command to delete spaces or tabs from the beginnings or ends of lines of text. Once again, this command is most useful when processing text from the Internet—particularly text you copy from a Web page, where indentation is often simulated by adding many spaces before each line of text.

TITLE CASE, TITLE CASE STRICT:

Text is in title case when the first letter of each word is capitalized, as it is in newspaper headlines or book titles. The Title Case command capitalizes the first letter of every word in the highlighted text; the Title Case Strict command makes all other letters lowercase in the process (thus turning NASA and DeMarzio into Nasa and Demarzio).

UPPERCASE

Use this command on those rare occasions when you want to convert the entire piece of highlighted text into ALL-CAPITAL TYPING.

WORD COUNT:

This command produces a dialog in Figure 5-6, that tallies the total number of words and characters in the highlighted swath of text.

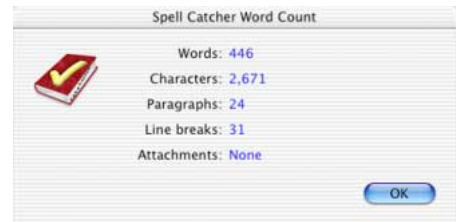


Figure 5-6

MACROS: STRINGS OF CHANGES

The 14 functions you can perform with Spell Catcher’s Modify Selection command are all well and good. But when cleaning up e-mail or processing text for submission to your art department, you may sometimes find yourself performing the same three Modify Selection commands over and over again, week in and week out, going quietly insane.

That’s the beauty of Spell Catcher macros—they let you chain together several commands from the Modify Selection list. For example, you can create a macro called E-mail Cleanup which would apply three steps to the body of an e-mail that you’ve highlighted: first, strip the white space from the begin-

nings and ends of lines; second, remove any Internet quote marks (>); and, third, re-flow the text into paragraphs, removing the return characters from each line.

BUILDING YOUR OWN MACROS

You can easily construct your own high-powered text-crunching macros—like this:

1. **From Spell Catcher's menu, choose Edit Macros.**

The window shown in Figure 5-7 appears.

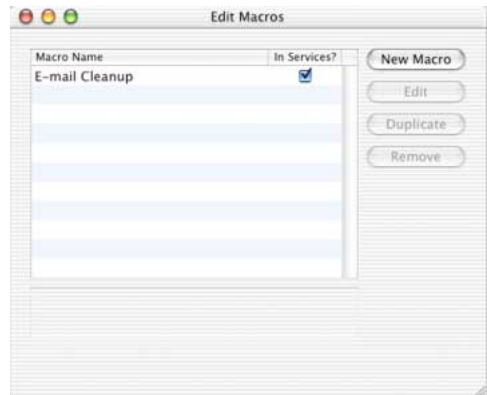


Figure 5-7

2. **Click New Macro and the sheet shown in Figure 5-8 will appear. Give your macro a name and, optionally, a description.**

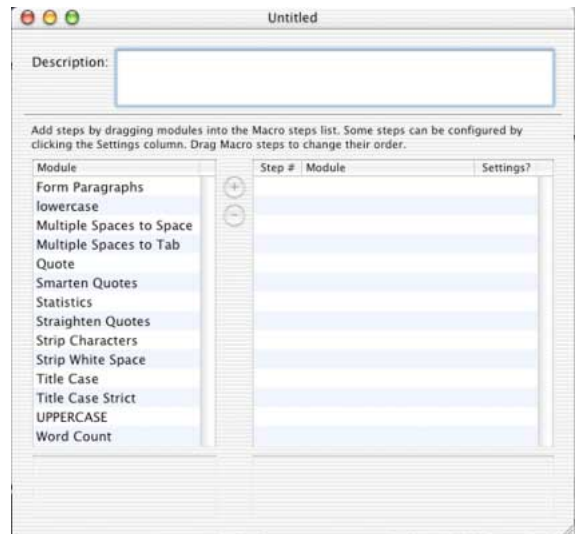


Figure 5-8

3. **Choose a command from the Module list and click the plus button.**

Its name now appears in the right-hand list.

4. **If a blue Settings button is available, click it to adjust the parameters for the step you've just added.**

In some cases, no Settings button appears; that's a signal that there are no options to configure for the step you've added.

If there is a Settings button, click it to view the dialog corresponding to the step you've added, make your changes and click OK.


5. **Repeat steps 2 and 3 until you've completed your multi-step macro. Click OK.**

6. If you wish your macro to be available via Spell Catcher's Services menu, check the In Services? checkbox for your item in Figure 5-7.
7. Close the Edit Macros window when you're done.

USING A MACRO

To use your newly created macro, highlight some text that you've typed. From the checkmark menu, choose Modify Selection. The Modify Selection window appears, as shown in Figure 5-1.

Click Macros above the list to view the list of macros you've created; double-click one to apply it to the highlighted text.

 *Tip: If you find yourself using a macro frequently, consider assigning a keystroke to it. Triggering a macro from the keyboard may be faster and more efficient than selecting the macro from within a window. See "Editing Macros" in the next section for instructions.*

EDITING MACROS

If the effect of the macro isn't quite what you expected, you can edit its steps easily enough. From Spell Catcher's Window menu, choose Edit Macros. The window shown in Figure 5-7 appears. Select the macro you wish to edit from the list and click the Edit button. At this point, the sheet shown in Figure 5-8 appears. The following operations are available:

- **Remove.** Click the minus button to remove one or more steps of the macro, which you've first specified by highlighting it (or them) with a single click.
- **Settings.** Whenever a step of the macro is highlighted that has parameters you can change—a Search and Replace step, for example—click the blue button in the Settings column for that step. After clicking the button, change its settings in the dialog that appears.
- **Reorder the steps.** You can change the order of the steps in your macro by dragging the step to its desired position in the list.
- **Macro Description.** Type a descriptive phrase into this box; it will show up whenever you click the name of your macro in a Spell Catcher window.

In the window shown in Figure 5-7, you can also click:

- **Delete.** Click this button to vaporize the macro whose name you've selected from the list.

After you confirm that you want to discard it forever, Spell Catcher deletes this macro from the list.

- **Duplicate.** Click this button to duplicate the selected macro, which gives you a chance to create similar macros without having to laboriously add each step.
- **Show in Finder.** Click this button to locate this item in a Finder window, so that you can rename the item.

CHAPTER 6: THE CHECKMARK MENU, ITEM BY ITEM

The first five chapters of this manual are organized by Spell Catcher feature. This chapter is for your reference: it tells you what each command in Spell Catcher's checkmark menu (see Figure 6-1) does. In reading this material, you may discover Spell Catcher features and settings you never knew existed.



Figure 6-1

Tip: You can also access Spell Catcher's features via the Spell Catcher Application's menus, the Dock menu, or the Services menu (Spell Catcher has two separate entries in the Services menu—one for the Modify Selection plug-ins and user-created macros, the other for Spell Catcher's key features) in applications which support the Services menu. See Chapter 7 for more information on these menus.


SUGGEST SPELLING

Most of the time, you use this command when typing along while Spell Catcher's Interactive Checking command (described next) is turned on. Spell Catcher beeps, indicating that it has detected a spelling mistake; if you'd like Spell Catcher to suggest a corrected spelling, this command is the one you want. See Chapter 2 for help in navigating the window that then appears (see Figure 6-2).

You can also use this command when Interactive Checking isn't turned on, or indeed when you're not even using your computer for typing. For example, you could use it on the spur of the moment while solving a crossword puzzle and getting into a debate with a family member over the legitimacy of the word *zyzygy*. Just choose Suggest Spelling from the checkmark menu; in the window shown in Figure 6-2, type the word you want to check and then click Suggestions. If a list of word suggestions appears, you've misspelled the word you typed; otherwise, the words No Current Error appear in the upper-left corner of the window.



Figure 6-2

 *Tip: If you like, you can set up Spell Catcher to suggest spellings automatically whenever it detects an error. For details, see the end of Chapter 2.*

INTERACTIVE CHECKING

This command is an on/off switch for Spell Catcher's interactive checking mode, in which Spell Catcher beeps or speaks whenever it sees you make a spelling error or typo. When Interactive Checking mode is on, Spell Catcher's checkmark menu icon has a small eyeball in the upper left corner. (When Interactive Checking is turned off, Spell Catcher's checkmark menu icon is just the standard checkmark.) This command is also the on/off switch for the expand-as-you-type Shorthand Glossary feature, which is described in Chapter 3.

It's worth noting that Spell Catcher remembers its Interactive Checking on/off status independently in every program you use. If you switch from one program to another and notice that the checkmark menu icon just gained or lost the eyeball, it's because Interactive Checking was turned off in one program, and on in the other.

AUTO-SHOW SUGGESTIONS

This command tells Spell Catcher to automatically display the Suggest Spelling window whenever it encounters a questionable spelling. When Auto-Show Suggestions is on, the Spell Catcher checkmark menu icon will be enclosed in a black square, either with or without the Interactive Checking eyeball.

Although you can invoke Auto-Show Suggestions with Interactive Checking turned off, it really doesn't make much sense to do so. As described below, if you check manually, the Check Selection window will be present and it is a superset of the Suggest Spelling window.

CHECK SELECTION

If you'd rather type without being interrupted when you make a spelling error, don't use Interactive Checking mode. Instead run Spell Catcher's spelling checker after you're all finished typing. To do so, highlight what you've typed—no matter what program you're using—and then choose this command, Check Selection, from the checkmark menu.

The window shown in Figure 6-3 appears, so that you can begin the process of checking your spelling. See Chapter 2 for detailed instructions for conducting your spell checking session and using this window. (That chapter also reminds you that the Check Selection command eliminates anything you had copied to the Macintosh Clipboard.)

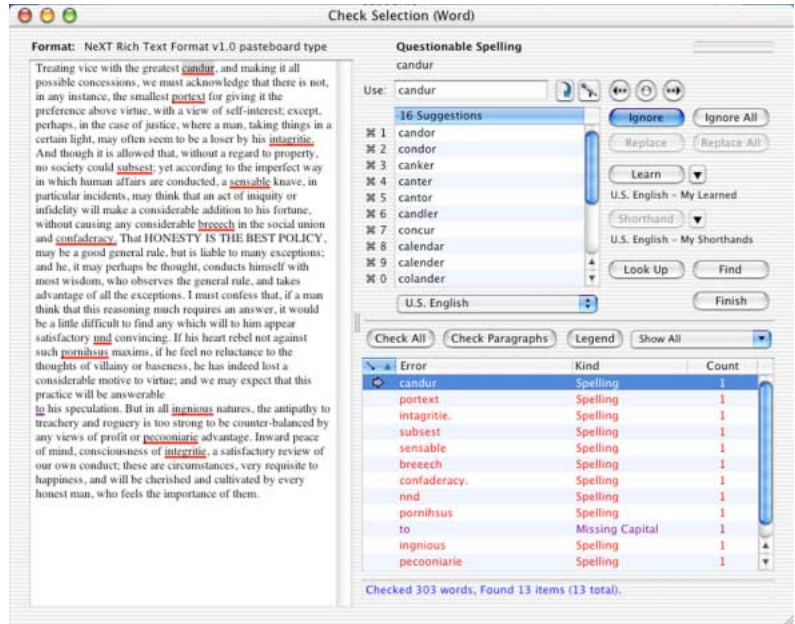


Figure 6-3

LOOK UP SELECTION

When you want to consult Spell Catcher’s impressive collection of built-in reference books—such as its definitions dictionary or thesaurus—this is the command you want. If you’ve just typed the word you want to look up, and the checkmark menu icon is displaying the eyeball, the wording of the command changes to reflect the last word you typed (it might say, for example, Look Up “fishy”). You can also highlight any word you’ve previously typed and then choose Look Up Selection from the checkmark menu.

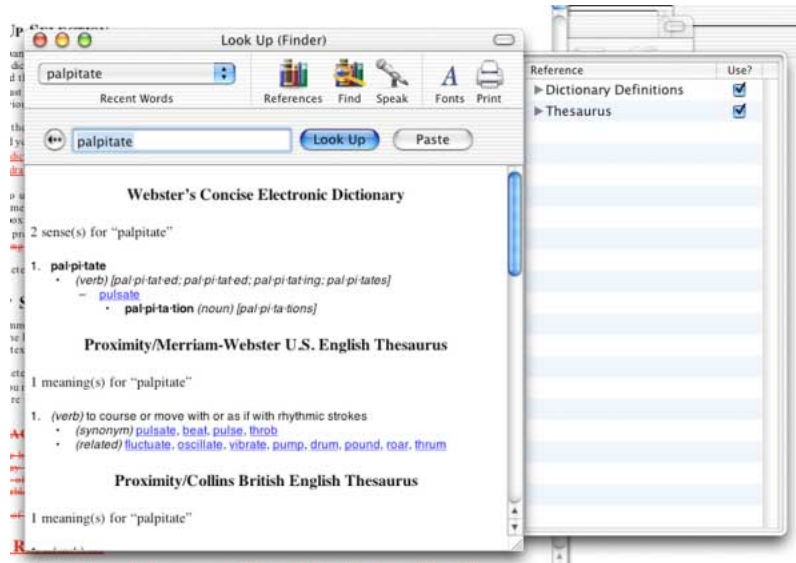


Figure 6-4

Either way, the window shown in Figure 6-4 appears, showing a definition followed by a list of synonyms for the word you highlighted. To restrict the dictionaries and/or thesauruses used, check and uncheck the corresponding items in the window’s References drawer.

You can also use the Look Up Selection command to look up a word that you haven’t yet typed. From the checkmark menu, choose Look Up Selection (even though no word is highlighted in your document). Once again, the window shown in Figure 6-4 appears, but this time it’s empty. Type a word and click Look Up or press the Return key.

For a complete discussion of the options shown in Figure 6-4, see Chapter 3.


MODIFY SELECTION

Use this command to mass-edit chunks of highlighted text in almost any program. You’ll be asked how you want to change the highlighted material—make its quotation marks curly, change it from all capitals to standard capitalized text, and so on.

For a complete discussion of the Modify Selection command and its options, see Chapter 5. For now, simply note that you must highlight some text in some program before using this command; otherwise, you'll produce nothing more than an error sound.

FIND IN REFERENCES

You won't use this command every day, but it can occasionally be useful. It identifies for you which of Spell Catcher's reference files—its spelling dictionaries, definition dictionaries, thesaurus, shorthand glossary files, and so on—contains a particular word. You might find this feature useful in, for example, one of these circumstances:

 *Tip: Like the Lookup item, the name of this item may change while you're using the program. If you haven't yet typed anything in your program, or if you've been clicking the mouse, this menu item will probably say Find Selection in References—otherwise, it will probably say Find “word” in References (where the text ‘word’ will be the last word you typed in the program).*

- As you're typing one day, Spell Catcher expands the word tiff into Tagged Image File Format—a shorthand glossary entry you vaguely remember having created, but no longer want. Meanwhile, you've been creating shorthand entries in three different shorthand files. Use this command to pinpoint which of these files contains your tiff entry, so that you can delete it.
- You type a word that you're certain isn't a real word—but Spell Catcher doesn't flag it as an error. You vow not to sleep until you find out which Spell Catcher spelling file contains that word.

When you choose this command, the window shown in Figure 6-5 appears. Type the word or shorthand entry you'd like to investigate, and then click Find or press the Return key). Spell Catcher shows you a list of reference files that contain that particular word.

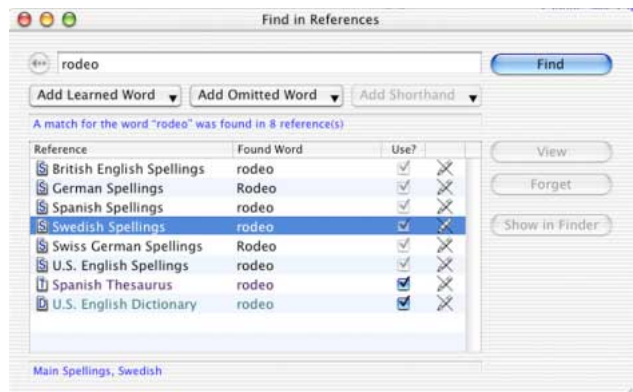


Figure 6-5

LEARN WORD

Although Spell Catcher's built-in spelling files contain correct spellings for over 100,000 words, many last names, your company's trademarked product names, and your favorite Apache Indian words probably aren't among them. For that reason, Spell Catcher offers this command, which teaches Spell Catcher to accept the last error word as a correctly spelled one in the future. This menu item is only available when you have recently typed a word that Spell Catcher does not know.

When you choose this command, Spell Catcher adds the word to your default learned words file, for example U.S. English-My Learned Words

PREFERENCES

This command summons Spell Catcher's Preferences window, shown in Figure 6-6. This window is the supreme command center for the program; it's where you indicate exactly how you'd like each Spell Catcher feature to behave.

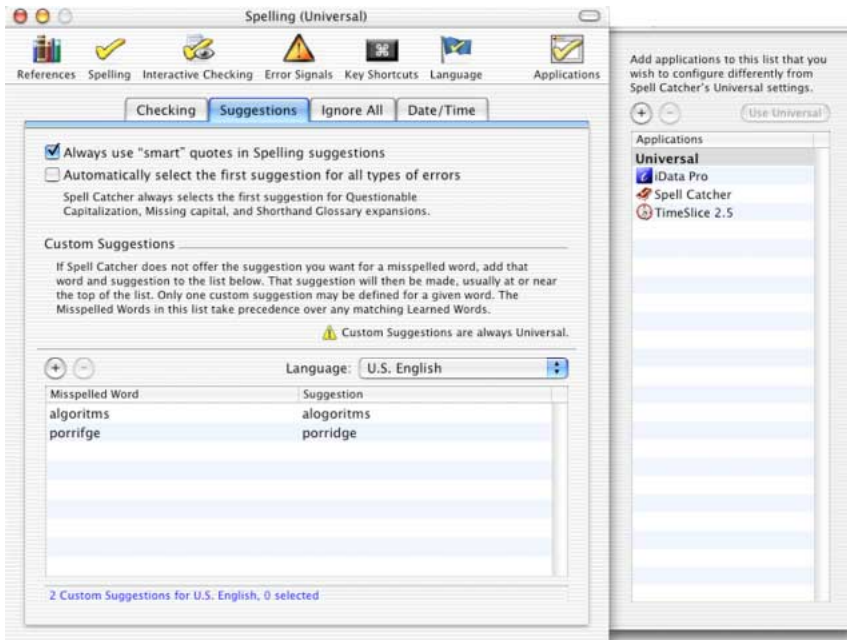



Figure 6-6

 *Tip: The preference settings you make in this window can be either universal—in effect in every program—or unique to the Mac program you were running when you chose the Preferences command from the checkmark menu. Begin each session of changing preference settings, therefore, by clicking the Applications button in the toolbar to display the Applications drawer and selecting either Universal or the applications to which you want to apply special preference settings.*

SET LANGUAGE

This command is actually a hierarchical menu, from which you choose the language whose reference files you wish to have primacy during upcoming operations. In other words, you can choose French just before entering a passage in French and Spell Catcher will check the French dictionary and thesaurus files as you type (if interactive checking is on) or when you choose other Spell Catcher commands.

ABOUT SPELL CATCHER

This command summons a window that displays your Spell Catcher version number. The window also contains credits, for those who helped work on the product (the Credits button) and the companies from whom we've licensed our dictionaries (the Notices button).

CHAPTER 7: OTHER POINTS OF ACCESS

This Chapter consists of 2 sections. The first section describes the Dock menu, and the second section describes the Services menus.

THE DOCK MENU

The Dock menu provides access to the main features of Spell Catcher, and is where you will normally access those features when using applications in the Classic layer. You can also use the Dock menu from any application in OS X (when the Dock is visible). To display the Dock menu, simply right- or control-click on the Spell Catcher icon in the Dock while the Spell Catcher application is running. You should see a menu similar to the one in Figure 7-1.

A brief description of the main entries in the Dock menu is below.

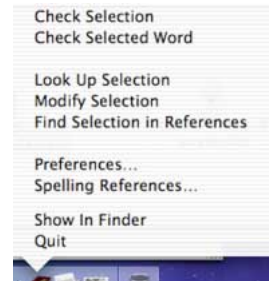


Figure 7-1

CHECK SELECTION

This option will bring up the Check Selection window, and will run a spelling check on the text you currently have selected. If you do not have any text selected when you choose this option, Spell Catcher will simply beep at you. For a detailed description of this option, see the Check Selection section in Chapter 6.

CHECK SELECTED WORD

This option will copy the selected text, and will bring up the Suggest Spelling window. It is intended for checking one or two word selections, and will display an error message if you have more text selected. For a detailed description of this option, see the Suggest Spelling section in Chapter 6.

LOOK UP SELECTION

This option will allow you to perform dictionary/thesaurus lookups on the selected text. If you do not have any text selected when you choose this option, an empty Lookup window will appear. Selections of more than one word will usually not find a corresponding definition. For a detailed description of this option, see the Lookup Selection section of Chapter 6.

MODIFY SELECTION

This option will allow you to mass process large amounts of text. If you do not have any text selected when you choose this option, Spell Catcher will simply beep at you – otherwise, Spell Catcher will display a list of the built-in modules and user-created macros for you to choose from. For a detailed description of this option, see the Modify Selection section of Chapter 6.

FIND SELECTION IN REFERENCES

This option will allow you to perform a Find in References upon the selected text. If you do not have any text selected when you choose this option, an empty Find in References window will appear. For a detailed description of this option, see the Find In References section of Chapter 6.

PREFERENCES

This option will bring up Spell Catcher's Preferences window. Various options from this window are discussed in Chapters 2, 4, and 6.

SPELLING REFERENCES

This option will open Spell Catcher's Preferences window, on the References panel. From here, you can modify various settings for Spell Catcher's reference files (such as turning specific dictionaries on or off) edit or view various reference files, add or remove files from Spell Catcher's list of reference files, or change whether Spell Catcher should prompt you before saving changes you might make to these files (this only applies to changes made from Spell Catcher's reference editors – you will never be prompted to save changes caused by using the Learn, Forget, or Shorthand buttons in the various Spell Catcher windows).


THE SERVICES MENU

Spell Catcher has two entries in the Services menu. The first entry (named “Modify Selection”) provides access to Spell Catcher's Modify Selection modules and user-created macros. The other entry (“Spell Catcher”) provides access to several of Spell Catcher's main features.

The Services menu items are only available to applications which support Services. This includes virtually all Cocoa applications and Carbon applications which have been specifically designed to take advantage of Services. If you aren't sure whether your application should support Services, you can check with the software vendor or publisher.

The items in these menu will be available to you whether Spell Catcher is currently in Interactive mode or not – they will even be available when Spell Catcher isn't the active Input Method.

A brief description of the items in these menus follows.

 *Tip: Normally, items in the Services menu are only enabled when you have data selected. Because Spell Catcher's items all operate only on text, they will only be enabled when you have text selected.*

THE MODIFY SELECTION SERVICES MENU

You should see a menu similar to the one in Figure 7-2. Using this menu, you can have direct access to specific modules or macros that you have created. For a description of the items in this menu (excluding any user-created macros), please see Chapter 5.



Figure 7-2

THE SPELL CATCHER SERVICES MENU

This menu will give you access to several of Spell Catcher's main features, and should look similar to the one in Figure 7-3. A brief description of the items in this menu follows.

- **Check Selection**—This will bring up the Check Selection window and Spell Catcher will begin checking the text that was selected. For a more complete description, see Chapter 6.
- **Check Word**—This will allow you to check the selected word. For a more complete description, see the Suggest Spelling section in Chapter 6.
- **Find in References**—This will bring up the Find in References window. For a more complete description, see Chapter 6.
- **Look Up**—This will bring up the Look Up window. For a more complete description, see Chapter 6.
- **Modify Selection**—This will bring up a list of the built-in modules and user-created macros. For a more complete description of the built-in modules, see Chapter 5.

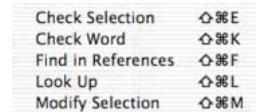


Figure 7-3

APPENDIX: TROUBLESHOOTING SPELL CATCHER X

Q: I installed Spell Catcher and restarted, but do not see Spell Catcher in the menu bar.

A: Open your System Preferences from the Dock, click on International, click on the Input Menu tab. Sort the list by name and/or scroll down if necessary to find Spell Catcher in the list. (Jaguar only: if the box next to Spell Catcher is checked, uncheck it.) Check the box in the “On” column. You should now see a small flag icon in the menu bar - the input menu. Spell Catcher will be an item in this menu.

Q: I am using Spell Catcher with Microsoft Word X, and am having formatting issues after using Check Selection.

A: There are some RTF translation issues (as of this writing) between the OS and Microsoft Word. We hope to be able to address this in the future. For now, if you lose section breaks after checking a selection of text in Word, simply select a section at a time when using Check Selection. Or, you might consider using Interactive Checking.

Q: I notice that you have some modules in the Services menu, but my application will not let me use them.

A: As of this writing, Services are automatically available to all Cocoa applications, but Carbon applications must be specifically coded to utilize them. Check with the vendor of your application, to see if it should be able to utilize Services.

Q: My application should be able to use Services, but I do not understand how to use them.

A: Select some text in your application, then choose the appropriate item from the Services menu of your application.

Q: Even after selecting text, the items in the Services menu are still greyed out. What can I do?

A: You can use Spell Catcher's Dock menu—highlight some text in your application, then (while holding the Control key down), click on the Spell Catcher application icon in the Dock, and pick an item from the resulting menu. If you wish to use one of the Modify Selected plug-ins, choose Modify Selected, and you will get a window allowing you to pick the module(s) you wish to use.

GETTING IN TOUCH WITH RAINMAKER RESEARCH

HAVE YOUR TECHNICAL INFORMATION READY

If you need to get in touch with our tech-support staff, please be ready to give us the following information:

1. Your Spell Catcher version.

✱ Please **do not** post serial numbers to our message board.

2. A description of your system configuration, including...
 - Macintosh Model
 - System RAM
 - System Software Version
 - The application name and version you were using when the problem occurred
3. A detailed description of your problem including steps to reproduce it.

TECHNICAL SUPPORT CONTACTS

Technical support is available any time via the Internet.

On-line Support:

Message Board <http://www.rainmakerinc.com/forums/>
 FAQ <http://www.rainmakerinc.com/support/kb/>
 World Wide Web <http://www.rainmakerinc.com/>

Internet E-Mail:

Sales and Upgrades <mailto:sales@rainmakerinc.com>
 Suggestions..... <mailto:feedback@rainmakerinc.com>
 General Product Inquiries..... <mailto:info@rainmakerinc.com>

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