



# ATARI *P* Proofreader

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## Spellbound!

In a publishing house, a proofreader is someone who reads galleys—text that's been set in type—word for word to check for and correct typographical errors. This process, logically enough, is called “proofreading,” or “proofing” for short.

ATARI Proofreader™ is designed specifically for AtariWriter™ to give you extra word-processing capabilities. Because Proofreader uses the same type of commands as AtariWriter, you'll find it very easy to use. The program works much like a traditional proofreader. Drawing on a dictionary of over 36,000 words, Proofreader can check the spelling of virtually every word in your AtariWriter text files. It also puts this “electronic dictionary” at your command, so you can “look up”

words right on your TV screen while you're writing or editing with AtariWriter.

Proofreader also lets you create your own personal “dictionary files” of words that don't appear in Proofreader's basic dictionary—for example, foreign words, legal or medical terms, brand names, proper names, or other expressions that you often use in your schoolwork or profession.

ATARI Proofreader is just that—a *proofreader*, not a *copy editor*. So it can't tell you if you've used a word out of context. Nor will it correct your spelling for capitalization. In other words, it won't tell you to write *loose* instead of *lose*, *fifteenth* instead of *fifteen*, *bear* instead of *bare*, or *Florida* instead of *florida*.

## How ATARI Proofreader works

When you select one of the SPELLING OPTIONS on the Proofreader menu, the program displays the text on your screen almost exactly as it appears when you're editing it with AtariWriter, scrolling the text upward and checking the spelling of each word.

Proofreader displays all *correct* words in *normal* video (white letters on a blue background). *Incorrect* words appear in *inverse* video (blue letters on a white background). While you're proofing a file, any words that you've underlined with AtariWriter—which

normally appear in *inverse* video—appear in *normal* video as long as they're spelled correctly.

Proofreader checks your spellings *only* against words either in its own dictionary or in a dictionary that you've created. If it doesn't “recognize” a word, it highlights the word as incorrectly spelled, whether it is or not.

The OTHER COMMANDS on the Proofreader menu enable you to create, save, and load personal dictionary files, and to return to the AtariWriter menu.

## Proofreader and the size of your text files

When loaded into your computer along with AtariWriter, Proofreader takes up a certain amount of your computer's memory, leaving less room for the AtariWriter text files that you create or load, edit or proof. For this reason, *it's a good idea always to load Proofreader along with AtariWriter*, even when you don't plan to proof any files during a work session with AtariWriter. This way, you won't inadvertently create any files that will be too large to load and proof later; and you'll have Proofreader's dictionary just a few keystrokes away.

You may have to write, save, and proof longer documents as several separate, shorter files. This presents no problem with Atari-

Writer, since you can chain these shorter files together when printing long documents (see page 34 of your AtariWriter user's guide).



## How to use this guide

This guide teaches you how to use all the features of Proofreader: how to highlight and correct spelling errors in a text file, print a list of misspelled words, and search through Proofreader's dictionary when you're not sure of a spelling. The guide also shows you how to create, save, and load your own personal dictionary files.

*Loading Proofreader* tells you how to load the program and AtariWriter into your computer system. *Instant proofreading* provides a quick overview of the program. If you're already fairly adept at using your ATARI Computer and AtariWriter, this section

may be all you'll need to start proofing your text files.

*Proofreading step by step* offers more detailed, tutorial-style instructions on using the program. And the section, *Creating your own dictionary*, explains how to adapt Proofreader to your own particular needs.

Finally, the guide includes *Appendices* which provide instructions on using a printer driver with Proofreader and a listing of common error messages you may encounter.

## Loading Proofreader

Your ATARI Proofreader package includes two diskettes, to be used with either the ATARI Disk Operating System (DOS) 2 or DOS 3 AtariWriter text files. One diskette is the Proofreader program; the other is the Proofreader dictionary.

*Before you begin using Proofreader, it's strongly recommended that you make a back-up copy of the Proofreader dictionary. For instructions on duplicating a diskette see your DOS Reference Manual.*

Follow these steps to load Proofreader and AtariWriter into your computer system:

**1.** With your computer turned off, turn on your television set or monitor and disk drive. (If you have more than one disk drive, see the box Using two disk drives.) Wait for the busy light on your disk drive to go out.

*If you're using a printer driver, refer to the Appendices before proceeding.*

**2.** Insert your AtariWriter cartridge in the cartridge slot on your computer and the Proofreader program diskette, *label side up*, in your disk drive. (The program will prompt you when to load the Dictionary diskette.)

**3.** Turn on your computer.

**4.** The computer displays the program title and prompts you to Press **3** for DOS 3. The computer will automatically load DOS 2. To choose the DOS 3 option, press **3** while the option instruction is showing. You only have *five* seconds to press **3**, so you should know beforehand what disk operating system you are using. A timer shows how many seconds you have left to activate DOS 3.

### ATARIWRITER

**C**REATE File  
**D**ELETE File  
**E**DIT File  
**F**ORMAT Disk  
**I**NDEX of Disk Files  
**L**OAD File  
**P**RINT File  
**S**AVE File  
**V**ERIFY Spelling

SELECT LETTER \_\_\_\_

After a few moments, the AtariWriter menu appears on your TV screen. You'll notice that a new selection, VERIFY Spelling, has been added to the

menu. This is your gateway to ATARI Proofreader.

Now type **V**, and take a minute to study the Proofreader menu. It gives you seven options:

**C** CORRECT spelling errors, word by word

**H** HIGHLIGHT errors

**P** PRINT a list of errors

### ATARI PROOFREADER

#### SPELLING OPTIONS

**C**ORRECT Errors

**H**IGHLIGHT Errors

**P**RINT Errors

#### OTHER COMMANDS

**D**ICTIONARY Search

**L**OAD Personal Dictionary

**R**ETURN to ATARIWRITER

**S**AVE Personal Dictionary

SELECT LETTER \_\_\_\_

**D** SEARCH through the Proofreader dictionary for the correct spelling of a word

**L** LOAD a personal dictionary (stored on diskette) into your computer's memory

**R** RETURN to the AtariWriter menu

**S** SAVE a personal dictionary on diskette

Just as with the AtariWriter menu, you select the Proofreader option you want by typing the first letter of its name.

You can return to the Proofreader menu at any time while you're proofreading a file by simply pressing **ESC**.

### Using two disk drives

If you have two disk drives, you can use Proofreader with a minimum of "disk swapping." When loading the program, turn on both drives, and insert your Proofreader program diskette in *drive 1* and your Dictionary diskette in *drive 2*. This way, you can use *drive 1* for loading and saving the AtariWriter text files you're working with.

Now remove the Proofreader program diskette and insert your text file in *drive 1*. Press **RETURN** when the program prompts you to INSERT PROOFREADER DICTIONARY DISKETTE IN DISK DRIVE 2 THEN PRESS **RETURN**. This step allows Proofreader access to the dictionary.

## Instant proofreading

Once you've loaded Proofreader and AtariWriter into your computer system, follow these steps to proofread an AtariWriter text file:

**1** **Load** or create a short AtariWriter file—preferably one that contains some spelling errors—then select **VERIFY Spelling** from the AtariWriter menu.

**2** **Select** one of the quick proofreading options from the **SPELLING OPTIONS** on the Proofreader menu:

**HIGHLIGHT Errors** gives you a “bird’s-eye view” of the spelling errors in your document.

**PRINT Errors** gives you a printed list of your errors as well as an on-screen overview of them. (*Be sure that your printer and, if you have one, your interface module are turned on before selecting this option.*)

**3** Type **Y** and press **RETURN** when Proofreader asks, **PROOFREAD ENTIRE FILE? Y/N**. (For instructions on proofreading a specific passage in a file, see Step 9.) Remember—you can always break off proofing a file by pressing **ESC**.

When Proofreader has identified all the errors in your file, or when you press **ESC**, it tells you how many words have been checked, and the Proofreader menu reappears.

**4** **Follow prompt** to **INSERT PROOFREADER DICTIONARY DISKETTE IN DISK DRIVE 1, THEN PRESS RETURN**. (If you have two disk drives, see the box on page 5.)

**5** **Select CORRECT Errors** to correct the errors in your file, word by word, as Proofreader identifies them. Type **Y** and press **RETURN** when Proofreader asks, **PROOFREAD ENTIRE FILE? Y/N**.

**6** **At the first error**, Proofreader stops, highlights the word, and sounds a tone. To correct the spelling, type **C** and press **RETURN**, then type the word *exactly* as you want it to appear (you can use the **DELETE BACK SPACE** key to correct typos as you go) and press **RETURN**. Proofreader asks, **ARE YOU SURE? Y/N**. Type **Y** and press **RETURN** when you're sure of your corrected spelling, or type **N** and press **RETURN** to try again.

To keep the spelling as it is and continue proofing the file, simply press **RETURN**. Keep in mind that once you “approve” a spelling, Proofreader will *not* highlight that spelling as an error if it appears again in the file.

**7** Type **D** and press **RETURN** to look up a word in the electronic dictionary. Then type in as many letters as you know that start the word—you must enter *at least* the first two letters—and press **RETURN**. Proofreader displays all the words, usually nine at a time, that begin with those letters. As you look through each set of nine words, press **RETURN** to continue searching.

To try a different spelling, type **C**, then type in the new spelling. When you find the word you're looking for, type **C** and press **RETURN**, then correct the spelling in your file and continue proofing.

**8** Press **ESC** when you are finished correcting the file. When the Proofreader menu appears, type **R** to return to the AtariWriter menu. Now you can edit, print, or save your corrected file.

**9** **Select EDIT File** from the AtariWriter menu to proofread only a specific passage in a file. Position the cursor at the point in the file where you want to begin proofing; then go to the Proofreader menu and start your proofing procedure. When Proofreader asks, **PROOFREAD ENTIRE FILE? Y/N**, type **N** and press **RETURN**.

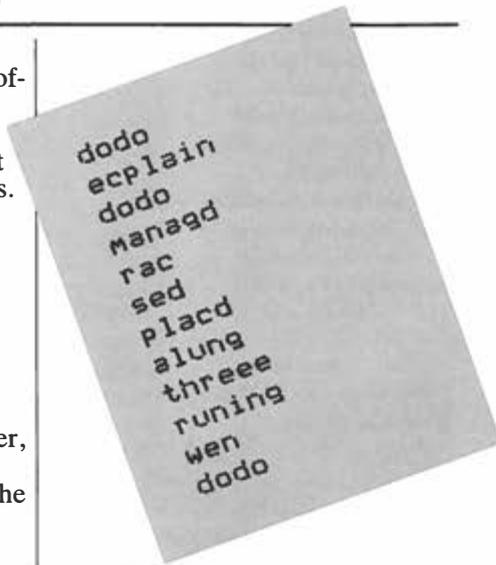


## How to print errors

Like HIGHLIGHT Errors, the PRINT Errors option on the Proofreader menu gives you an overview of your spelling errors on your screen, but it also prints out each misspelled word it identifies. The procedure for using PRINT Errors is just like that for using HIGHLIGHT Errors.

To try this option, first make sure that your printer and, if you have one, your interface module are turned on. Then, with the Proofreader menu before you, type **P**. (If you don't have a printer, or if your printer isn't turned on when you select PRINT Errors, the message PRINTER DID NOT RESPOND appears on your screen.)

Again, Proofreader asks if you want to PROOFREAD ENTIRE FILE? Y/N, allowing you to proof the whole file or a specific part of it. See the instructions for responding to this prompt under *How to highlight errors*.



In your printed list of errors, you'll notice that Proofreader ignores capital letters in your text file, printing misspelled words in all lowercase letters.

## How to correct errors

When you use the CORRECT Errors function on the Proofreader menu, the program stops at each misspelled word and allows you to correct it. Proofreader will help you with your corrections by allowing you to search its basic dictionary or a personal dictionary for the proper spelling of a word.

**Remember:** Proofreader will regard any word that it can't find in its dictionary as misspelled.

With the Proofreader menu before you, type **C** for CORRECT Errors. Just as when you use HIGHLIGHT or PRINT Errors, Proofreader next asks if you want to PROOFREAD ENTIRE FILE? Y/N. You can start correcting errors at the top of your next file or at any point within the file.

If you've just come from the AtariWriter menu, Proofreader asks you to INSERT PROOFREADER DICTIONARY DISKETTE IN DISK DRIVE 1, THEN PRESS **RETURN**. See the instructions under *How to highlight errors* for responding to this prompt.

When Proofreader begins checking your file, it stops at the first error it finds and offers you a "correction menu" of three choices at the bottom of your screen.



### Correct word

Proofreader stops at the word "ecplain." Since you know the correct spelling for this word, type **C** for CORRECT WORD, then press **RETURN**.

Proofreader now asks you to ENTER CORRECTED WORD OR JUST RETURN. You can press **RETURN** if you've decided that you want to keep the spelling as shown, and Proofreader will return you to the correction menu. Otherwise, type the word exactly as you want it to appear in your text, using upper- and lowercase letters. You can even use the underlining feature of AtariWriter, in which case your corrected spelling will appear in inverse video on your screen. You can also use the **DELETE BACK SPACE** key to correct typos as you're entering the correct spelling. When you've finished, press **RETURN**.

As a final check, Proofreader asks, ARE YOU SURE? Y/N. If you typed the word as you intended, type **Y** and press **RETURN**. If you made a mistake and want to retype the word, type **N** and press **RETURN**, then retype the word correctly.

### Search dictionary

Say you don't know exactly how the next incorrect word in your file—"managd"—should be spelled. The SEARCH DICTIONARY option on the correction menu lets you look through Proofreader's dictionary (or a personal dictionary that you've created) for the proper spelling.

Type **D**, then press **RETURN**. Proofreader asks you what you want to SEARCH FOR. Type in as much of the word as you can, entering at least the first two letters—for example, try typing "man." Proofreader searches its dictionary for all words that start with these letters and displays them at the top of your screen.

If the dictionary has more words beginning with those letters, Proofreader prompts you to press **RETURN TO CONTINUE SEARCH**, **C TO CANCEL**. If you press **RETURN**, nine more words appear on your screen. If you type **C**, Proofreader asks you again what you want to SEARCH FOR, and you can try another sequence of letters.

If you've typed a sequence of letters that Proofreader can't find at the beginning of any word in the dictionary, the program displays the message **NOT FOUND**. Press **RETURN** to start over again with another sequence of letters.

Once you've found the word you want in the dictionary, type **C** to cancel your search, then press **RETURN**—the correction menu reappears.



Now that you know the correct spelling, type **C** to correct the word. Notice that the dictionary list is still at the top of your screen, so you won't forget how the word is spelled.

### Keep this spelling

Proofreader highlights the word "Dodo" in the *Alice in Wonderland* passage, even though you've spelled it correctly, because the program can't find the word in its dictionary. Since you want to keep the word as is, simply press **RETURN TO KEEP THIS SPELLING**. Proofreader goes on to check the rest of the file.

Whenever you use **KEEP THIS SPELLING**, Proofreader "memorizes" the word. Should the same word appear again in the file, Proofreader won't highlight it again. And when you've finished checking the file, you can store all the words the program has "learned" in a personal dictionary file for later use.

## How to look up words in the electronic dictionary

With the **DICTIONARY Search** option on the Proofreader menu, you can look up words in Proofreader's basic dictionary (including any words that you've "added" that are still in your computer's memory) without first selecting the **CORRECT Errors** option. **DICTIONARY Search** is handy when you want to double check a spelling while you're writing or editing with AtariWriter.

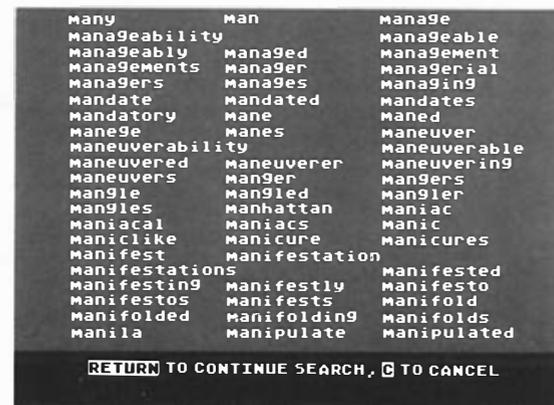
The procedure for using **DICTIONARY Search** is just like that for using the **SEARCH DICTIONARY** option on the correction menu.

With the Proofreader menu before you, type **D**. If you've just come from the AtariWriter menu, Proofreader asks you to **INSERT PROOFREADER DICTIONARY DISKETTE IN DISK DRIVE 1, THEN PRESS RETURN**. See the

instructions under *How to highlight errors*, page 9, for responding to this prompt.

Now Proofreader asks you what word you want to **SEARCH FOR**. Type in at least the first two letters of the word—again, try typing "man." Press **RETURN** when you've finished. Proofreader displays all the words in its dictionary that begin with those letters, up to 63 words at a time.

If the dictionary contains more than 63 words beginning with the letters you've specified, Proofreader also prompts you to press **RETURN TO CONTINUE SEARCH, C TO CANCEL**. If you haven't yet found the word you're looking for, press **RETURN**; the program displays more words beginning with the specified letters, until it reaches the end of its file of such words—then, if you press **RETURN**, the Proofreader menu reappears. Or, if you don't see the word you're looking for, type **C** and renew your search with a different combination of letters.



## Creating your own dictionary

Among its 36,000 entries, ATARI Proofreader's basic dictionary includes most commonly used words. Chances are that your writing projects will involve the use of unique or specialized words that are not included in the basic dictionary. Proofreader enables you to supplement its dictionary by creating, saving, and loading your own word lists in the form of personal dictionary files.

A personal dictionary file is simply a list of words of your choosing. It's a good idea to organize your dictionary files according to subject or project. For example, you might have separate files for each subject in

school or for each short story that contains specific characters and place names.

You can create and save a personal dictionary file in two ways:

By saving new words from a text file that you've checked using Proofreader's CORRECT Errors option, or—

By creating and saving a word list using the CREATE File and SAVE File options on the AtariWriter menu.

Keep in mind that you must save your personal dictionary files on diskette; you cannot use dictionary files that have been saved on a cassette tape.

### Before you return to AtariWriter

You can go back and forth between AtariWriter and Proofreader as much as you like. But keep these rules in mind as you use the two programs together to create and use personal dictionary files:

**1.** Any words that Proofreader has "memorized" while you were using the CORRECT Errors option will be erased when you return to AtariWriter from Proofreader. So be sure to save any words you might need for future use *before* you return to AtariWriter.

**2.** A personal dictionary file that you've loaded into your computer's memory while using Proofreader will be erased from memory when you return to AtariWriter. You'll have to load the dictionary file again if you want to use it again to proof a file.

**3.** When you're using Proofreader, your computer's failsafe text buffer does not retain the last character, line, or block of text that you've deleted, as it does when you're using AtariWriter. You can't recover deleted text by pressing **START INSERT** when you're using Proofreader.

## Creating and saving a personal dictionary with AtariWriter

Using AtariWriter to create a personal dictionary file is simple. With the AtariWriter menu before you, select CREATE File. Then type in the words you want—see the box Rules for creating word lists for some guidelines. Don't press **RETURN** after each word—just be sure to leave at least one space between words.

When you've finished creating your list, press **ESC** to return to the AtariWriter menu, then select SAVE File and save your personal dictionary file on diskette just like any AtariWriter text file.

### Rules for creating word lists

You can enter a word in just about any of its grammatical forms in a personal dictionary file, as long as you follow these guidelines:

**1.** Begin each word with a letter. Don't include punctuation marks, parentheses, or other nonalphabetical characters, except for the single quotation mark (') used in contractions like can't and she'll. For hyphenated compound words, like mass-produce, enter each word (mass and produce) separately.

**2.** Don't enter the possessive of nouns (words ending in 's)—just enter the noun itself.

**3.** Your personal dictionary files take up space in your computer's memory. How many words you can enter in a personal dictionary depends on how large a text file you want to proof against the dictionary.

For example, if you want to proof a file of 4500 characters (about three double-spaced pages) on a computer system with at least 32K RAM, you'll be able to load a personal dictionary file of about 650 eight-letter words. With a file of 9000 characters, however, your computer will be able to accommodate a file of only 110 eight-letter words. (To check the number of characters in an AtariWriter text file, use the INDEX of Disk Files selection from the AtariWriter menu. Find out how many sectors the file occupies, then multiply that number by 125.)

CARS  
CARTE  
CARTE  
CARTON  
CARTON  
CARVER  
CARVING  
CASED  
CASEWOI  
CASH  
CASHIER  
CASINO  
CASKET  
CASSEROLI  
CASSETTES  
CASTER  
CASTLE  
CAST-OFF  
CASTS  
CASUALNESS  
CASUALTY  
CATALOGED  
CATALOGS

## Saving new words

Each time you tell Proofreader to KEEP THIS SPELLING while using the CORRECT Errors option—as with the word “Dodo” in the passage from *Alice in Wonderland*—the program “memorizes” the word. When you’ve finished correcting a file, you can save all such words as a personal dictionary file to be used later when you’re proofing the same or similar text files.

To save the word “Dodo” from the *Alice in Wonderland* passage, for example, type **S** to select SAVE Personal Dictionary from the Proofreader menu when you’ve finished correcting the passage.

Proofreader checks to see if there are any new words to save. If there aren’t, it displays the message NO WORDS IN MEMORY TO SAVE, and the Proofreader menu reappears. As long as there is at least one new word to save, Proofreader asks, PERSONAL DICTIONARY SAVE FILE NAME? Type in a file name for this personal dictionary file—something like ALICE (don’t include the disk drive number)—then press **RETURN**.

Now Proofreader prompts you to INSERT PERSONAL DICTIONARY DISKETTE IN DRIVE 1, THEN PRESS **RETURN**. Insert a formatted data diskette in your disk drive (drive 1 if you have more than one drive), then press **RETURN**. Proofreader checks to see if there’s a file on the diskette with the same file name you’ve specified for your personal dictionary. If there is, the program asks if you want to REPLACE EXISTING FILE? Y/N. Type **Y** and press **RETURN** only if you want to delete the existing file from your diskette

and replace it with your new personal dictionary file. Otherwise, type **N** and press **RETURN**, then select SAVE Personal Dictionary again and give your dictionary file a new, unique file name.

Next, Proofreader asks if you want to SELECT WHICH WORDS TO STORE? Y/N. Type **N** and press **RETURN** if you want to save *all* the new words from the file you’ve just corrected. Otherwise, type **Y** and press **RETURN**—this way, you can edit your personal dictionary file before saving it. Proofreader displays all new words from your corrected file on your screen, one at a time, and asks if it can STORE WORD? Y/N as each one appears. Type **Y** or **N**, as you wish, for each word, and press **RETURN**.

When you’ve finished selecting the words for your personal dictionary file—or if you choose not to select the words when asked, Proofreader prompts you to PRESS **RETURN** TO CONTINUE. When you press **RETURN**, Proofreader saves your new personal dictionary file, and the Proofreader menu reappears.

## Proofreading with your personal dictionary files

To use your personal dictionary files to proofread an AtariWriter text file, you must first load the text file into your computer, using the LOAD File selection on the AtariWriter menu (unless you’ve just created the text file).

Next, use the LOAD Personal Dictionary option on the Proofreader menu to load your personal dictionary into your computer. With the Proofreader menu before you, type **L**. Proofreader checks to see if there’s enough memory available to accommodate a dictionary. If there isn’t, it displays the message NO ROOM TO LOAD WORDS, and prompts you to make another selection from the menu. If there is room, the program prompts you to ENTER PERSONAL DICTIONARY FILE NAME. Type in the name of the dictionary file you want to load, then press **RETURN**.

Proofreader then asks you to INSERT PERSONAL DICTIONARY DISKETTE IN DRIVE 1, THEN PRESS **RETURN**. Put the diskette containing your dictionary file in your disk drive, then press **RETURN**. Proofreader loads the file—unless it’s unable to find the specified file on your diskette, in which case it displays the message FILE NOT FOUND and prompts you to make another menu selection.

When Proofreader has loaded your dictionary file, it tells you how many words it has loaded, and prompts you to make another menu selection. If your computer’s memory can’t accommodate all the words in the file, the message MEMORY FULL INCOMPLETE DICTIONARY LOAD appears.

Depending on the size of the AtariWriter text file you want to proof and the amount of RAM your computer is equipped with (see the box Rules for creating word lists on page 15), you can usually load more than one personal dictionary at the same time. Just select LOAD Personal Dictionary from the Proofreader menu again and repeat the procedure.

When you’ve finished loading your personal dictionary files, select from SPELLING OPTIONS the item you want from the Proofreader menu and begin proofing.





#### ORIGINS OF ATARI PROOFREADER

ATARI Proofreader was originally the Atari Program Exchange (APX) program ATSPELLER FOR ATARIWRITER™, created by R. Stanley Kistler. It won first prize in the Home Management category in the APX quarterly contest for Winter, 1983.

Every effort has been made to ensure the accuracy of the product documentation in this manual. However, because we are constantly improving and updating our computer software and hardware, Atari Corp. is unable to guarantee the accuracy of printed material after the date of publication and disclaims liability for changes, errors or omissions.

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