# 13 Proofreading notes and documents

# Contents

# 13 Proofreading notes and documents

### 1
### How PROFS proofreads for you

PROFS checks your documents and notes for spelling errors and for other problems in the words and phrases you use. PROFS also offers you solutions: correct spellings, synonyms, and alternatives for words and phrases.

Proofreading tasks are done somewhat differently depending on whether you are working with Revisable-Form Text (RFT) documents or Document Composition Facility (DCF) documents and notes.

## Proofreading RFT documents

**Note:   Before you can proofread an RFT document, you must be able to use DisplayWrite/370.  See** *Getting Started with DisplayWrite/370* **and** *Using DisplayWrite/370* **for step-by-step instructions for using DisplayWrite/370 and proofreading an RFT document.**

With RFT documents, you can proofread while you are working with the document.  You can use the VERIFY SPELL or the TSPELL command to check the document for misspelled words. See "How to start proofreading an RFT document" later in this chapter.

## Proofreading DCF documents and notes

The following paragraphs describe the separate proofreading tasks for notes and documents prepared using DCF.

PROFS **checks the spelling** of every word in your note or document against the words in its standard dictionaries. PROFS allows you to build addenda dictionaries for your own specialized words (for example, proper names or acronyms). PROFS gives you the correct spelling of words when you aren't sure. See "Checking your spelling in DCF documents and notes" later in this chapter.

PROFS **checks spelling in context** by looking for words that may be spelled right, but may not be used correctly in the sentence. PROFS uses a list of commonly confused words such as "effect/affect," "then/than," and other words that sound alike but have different meanings. When PROFS spots a possible problem, it shows you alternative words with definitions for each one, to help you make the right choice. See "Checking for spelling in context in DCF documents and notes" later in this chapter for information about commonly confused words.

PROFS **checks for awkward, redundant, and wordy phrases**. PROFS also shows you possible alternative phrases or tells you when it would be better to eliminate the phrase without replacing it. See "Checking for awkward words and phrases in DCF documents and notes" later in this chapter for information about correcting awkward phrases and cliches.

PROFS also helps you **write your notes and documents for specific reading levels.** PROFS lets you choose a reading comprehension grade level (from 4-16) for your notes and documents, and tells you which words are above that grade level. PROFS helps you replace difficult words with synonyms that are within the grade level you choose. See "Checking the reading comprehension grade levels of words" later in this chapter for information about checking the grade level of your words.

While PROFS is proofreading for you, you can **ask for a synonym** for any word in your text. If PROFS has suggestions for that word, you will see a list of choices. (PROFS' source for synonyms is *Roget's II: The New Thesaurus*, copyright 1982 by Houghton Mifflin Company.) See "Choosing synonyms in DCF documents and notes" later in this chapter for help with synonyms.

If you want to **keep your corrected text**, you must tell PROFS before you leave the proofreading function. See "Saving your corrections and finishing proofreading" later in this chapter when you're ready to stop proofreading.

See "Proofreading shortcuts for DCF documents and notes" later in this chapter for information about proofreading shortcuts in PROFS.

At the end of this chapter, you'll find a "fast-track" diagram that summarizes the chapter pictorially.

## 2
## How to start proofreading an RFT document

DisplayWrite/370 provides proofreading support for your RFT documents. In addition to the following commands, DisplayWrite/370 can perform other proofreading tasks (for example, grade level analysis). See *Getting Started with DisplayWrite/370* and *Using DisplayWrite/370* for a complete explanation of proofreading RFT documents.

You can use several PF keys on the DisplayWrite/370 "Edit" screen to do proofreading tasks:

- Press **PF5 = Tspell** to highlight the misspelled word.

- Press **PF6 = Aid** to see a spelling aid window.

- Press **PF7 = Next**, or press **PF23 = Previous** to move from one highlighted word to another.

- Press **PF16 = Addenda** to add a new term to your addenda dictionary.

- Press **PF18 = Synonym** to see a window containing a list of synonyms.

If you do not have 24 PF keys, you can use the Addenda, Previous, and Synonym commands by following these steps:

1. Place your cursor under the word you want to add to your addenda.

2. Press **PF3 = Cmdline**.

3. When the floating command line appears, type **addenda** and press ENTER.

   The word is added to the addenda dictionary.

   To use the previous or synonym command, follow the same steps. When the floating command line appears, type **previous** or **synonym** (depending on which command you want), and press ENTER.

## 3
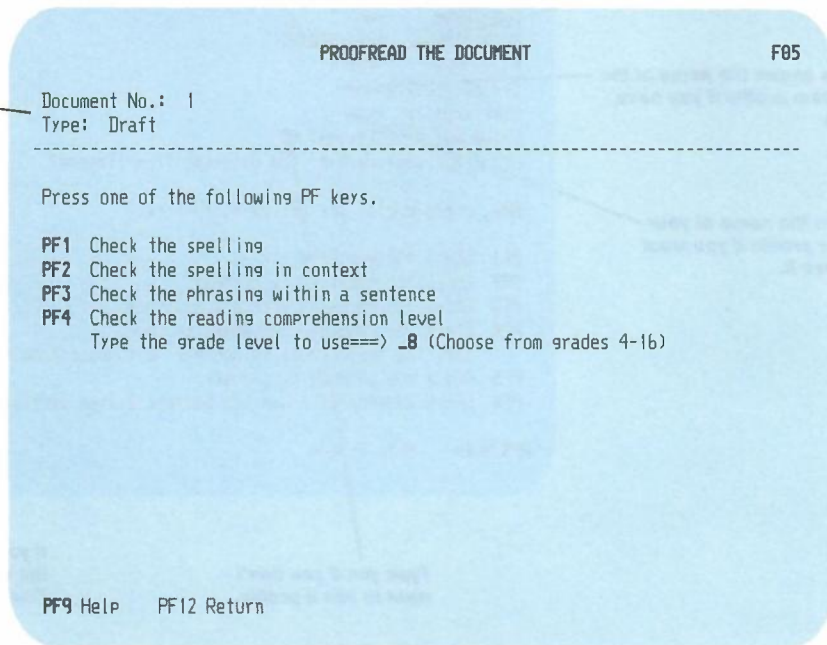## How to start proofreading a DCF document

There are two ways to start proofreading DCF documents or notes.  Use the first way if you want to proofread a document or note you are currently preparing.  Use the second way for DCF documents or notes that you have already filed.

### Proofreading a DCF document you are preparing

If you are **currently preparing a document**, follow these steps:

1.  Begin at screen F01, "Process the Document."

2.  Press **PF4**.  PROFS shows you screen F05, "Proofread the Document."

*PROFS shows you the document number and type.*

```
                         PROOFREAD THE DOCUMENT                        F05

        Document No.:  1
        Type:  Draft
        ---------------------------------------------------------------------

        Press one of the following PF keys.

        PF1  Check the spelling
        PF2  Check the spelling in context
        PF3  Check the phrasing within a sentence
        PF4  Check the reading comprehension level
             Type the grade level to use===> _8 (Choose from grades 4-16)










        PF9 Help    PF12 Return
```

The top of this screen shows you the document number and the type of document you are working on.  The four major proofreading tasks are listed next to the PF keys.

# Proofreading an existing DCF document

If you want to proofread a **document in your personal storage**,
type **PROOFREAD** on the command line of the main menu.
PROFS shows you screen F07, "Proofread a Document."

Type the filename here.

If you don't want a
SCRIPT filetype, type
another filetype here.

Type the letter of the disk
here if you know it.

This shows the name of the
system profile if you have
one.

Type the name of your
user profile if you want
to use it.

```
                         PROOFREAD A DOCUMENT                        F07

Type in the following information.  Type over the highlighted word if it
does not agree with what you want.

File name    ===> _
File type    ===> SCRIPT
File mode    ===> *
System profile===>
User profile ===>
Leave out profiles===> NO
Proofread only part of the document from line===)        to line===)
                                               --------        --------

Now, press one of the following PF keys.

PF1  Check the spelling
PF2  Check the spelling in context
PF3  Check the phrasing within a sentence
PF4  Check the reading comprehension level
     Type the grade level to use===> 8 (Choose from grades 4-16)
PF5  Add a new addenda dictionary
PF6  Check addenda dictionaries against system dictionaries

PF9 Help    PF12 Return
```

Type yes if you don't
want to use a profile.

If you don't want to proof
the whole text, type the
first and last lines you want.

On the top half of the screen you must type information to
identify the document you want PROFS to proofread:

- Type the **filename** of your document.  This is the name that
  was assigned when the document was created.

- If you want to see a SCRIPT file, go on to the next step. If the filetype of the document you want to proofread is not SCRIPT, type the **filetype**.

- PROFS will search all file disks for the document if an asterisk (*) appears next to **filemode**. If you know the name of the disk where the document is filed, type its **name** (A, B, C, D, and so forth) over the asterisk.

- **System profile**. This is the name of the file that contains your PROFS proofreading choices. If your installation uses a system profile, you should change it only if your PROFS administrator tells you to do so.

- **User profile**. If you want to specify an alternate set of proofreading choices, type the name of the profile here. (You will find more information on setting up your own user profile for proofreading in "Proofreading shortcuts for DCF documents and notes" later in this chapter.)

- If you don't want PROFS to proofread the entire document, tell PROFS which lines to read. After the first arrow, type the line number where you want PROFS to begin. After the second arrow, type the line number where you want PROFS to stop proofreading. If you want PROFS to proofread to the end of the text, leave the second space blank or type an asterisk (*).

The bottom half of the screen lists all the major ways you can proofread using the PF keys. Notice that **PF1** through **PF4** on screen F07, "Proofread a Document," are identical to **PF1** through **PF4** on screen F05, "Proofread the Document." You can use only one of the four PF keys on either screen F05 or F07 at a time.

**Note:** When you proofread from the F07 screen, PROFS will show you the text and also the SCRIPT commands in the text. Be aware that any changes you make to the control information may affect the appearance of the document.

## Proofreading a note you are preparing

To begin proofreading a note you are preparing, follow these steps:

1. Begin at screen E05, "Process Notes and Messages." Press **PF1** on screen E05. PROFS shows you screen E04, "Send a Note."

2. Type your note. Press **PF8** on screen E04. PROFS shows you screen E14, "Proofread the Note."

```
                        PROOFREAD THE NOTE                              E14

     Press one of the following PF keys.

     PF1  Check the spelling
     PF2  Check the spelling in context
     PF3  Check the phrasing within a sentence
     PF4  Check the reading comprehension level
          Type the grade level to use===) _8 (Choose from grades 4-16)












     PF9 Help    PF12 Return
```
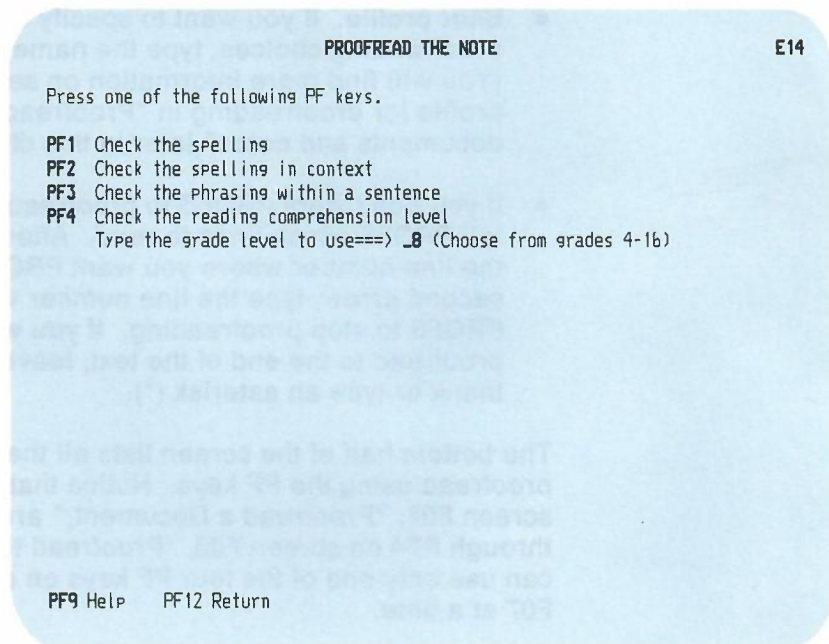
- Press **PF1** on screen E14. PROFS shows you the "Check the Spelling" version of screen F10.

- Press **PF2** on screen E14. PROFS shows you the "Check the Spelling in Context" version of screen F10.

- Press **PF3** on screen E14. PROFS shows you the "Check the Phrasing Within a Sentence" version of screen F10.

- Press **PF4** on screen E14. PROFS shows you the "Check the Reading Comprehension Level" version of screen F10.

You can also press **PF8** on one of the following screens:

- E02, "Reply to the Note"

- E03, "Add Personal Comments to Your Note Log"

- E06, "Send a Note"

- E11, "Forward the Note"

- E13, "Send the Note Again."

PROFS shows you screen E14, "Proofread the Note."

Note that the greeting and closing lines in the note are not proofread.

4
**Checking
your
spelling
in DCF
documents
and notes**

# Beginning the spelling check

Press **PF1** on screen F05 or F07 to have PROFS check your
spelling in a document, or on screen E14 to have PROFS check
your spelling in a note.

PROFS compares each word in your text against the words in
the dictionary or dictionaries it is using. PROFS shows you
your text, screen by screen.

*Number of changes
you've made since you
last saved this file*

*Filetype*

*Filename*  *Filemode*

*The top line on this
screen and total number
of lines in your text*

*Proofreading task PROFS
is doing*

*Text*

*Scale line*

*Command line*

```
Proofread (spell): SAMPLE SCRIPT A1    Alt=3  Line 4 of  31              F10
:p.
Are you still proofreading the old fashioned way, with a pencil and dictionary?
The letter you are now reading has been processed by the PROFS proofreading
function.  The dictionaries that come with this program include 250,000 words,
they cover general English as well as special business, legal, and medical
terminology.  As you can see, if a word in the text is not found in the system
dictionary, it is highlighted on the display screen.  This provides assistence
to the principal or secretary who is creating or proofreading a document.
:p.
The automatic spelling aid, a standard feature, is able to prompt you with the
correct spelling for a misspelled word.  The proofreading function can even
replace the misspelled word for you at the touch of a single key.  Just
think how this will affect your daily business operations!
:p.
If you frequently use technical or special terms (such as "cerenegator" or
"PROFS"), you can add them to one of your dictionaries--again, by pressing a
single key.
:p.
I think you will find that this feature is easy to use and requires very little
<...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
PF1 Addenda    PF2 Split    PF3 Aid    PF4 Unlock    PF5 Newtop    PF6 Synonym
PF7 Next    PF8 Previous    PF9 Help    PF10 Forward    PF11 Backward    PF12 File
====>
```

PROFS highlights all the words that are not in the dictionaries
it is checking.

If you don't see any highlighted words in the first screen that PROFS shows you, you can move to the first highlighted word in the document or note by pressing **PF7**. You can also move forward one screen at a time by pressing **PF10**. To move back one screen, press **PF11**.

## The PROFS dictionaries

PROFS comes with two general English dictionaries and two technical dictionaries.

- **US** is the United States English dictionary of about 130,000 general English words.

- **UK** is the United Kingdom English dictionary of about 130,000 general English words. The U.K. dictionary contains essentially the same word list as the U.S. dictionary; but it uses British spellings. For example, the word "color" appears as "colour" in the U.K. dictionary. In addition, some words will be found in one dictionary and not the other. For example, the term "lorry" appears in the U.K. dictionary.

Neither of the two English dictionaries contains many technical terms. However, PROFS has two technical dictionaries that list terms with both U.S. and U.K. spellings:

- **MEDICAL** has about 105,000 medical terms.

- **LEGAL** has about 20,000 legal terms.

If you don't specify which dictionaries you want, PROFS checks against the dictionaries that your PROFS administrator has named in the system profile. If you want to use a different dictionary or use more than one dictionary, follow these steps:

1. Move the cursor to the command line. You can move the cursor by using the arrow keys, the tab key, or by one of these methods:

    - If the cursor is in the text area, and you have just typed something, press ENTER twice.

    - If the cursor is in the text area, and you have **not** just typed something, press ENTER once.

2. Type **dictionary** followed by the names of the dictionaries you want to use. You may list the dictionaries in any order. PROFS considers the word spelled correctly if it finds it in any dictionary.

3. Press ENTER.

If you don't know which dictionaries are active, you can ask PROFS to show you a list:

1. Move the cursor to the command line.

2. Type **query dictionary**.

    PROFS will show you a list of dictionaries. The list will appear on the command line. You may change this list and then press ENTER.

## Dealing with highlighted words: An overview

There are three ways to deal with a highlighted word:

- If you know that a word is spelled incorrectly and you know how to correct it, you can fix it yourself.

- If you are not sure of the correct word, you can ask PROFS for aid.

- If you know that the word is correct, you can put it in an addenda dictionary, so that the word will no longer be highlighted when it appears.

Of course, you can always ignore the highlighting and leave the word in the text. You would do this if you know the word is correct, but you don't want to add it to a dictionary (for example, people's names, product names).

## Fixing a word yourself

You can correct a word in the same way that you do when you create or change a document. Type the new word over the old one and use the INSERT and DELETE keys to adjust the spacing of the words in the line. If you want to insert an additional letter into a highlighted word, you have to first press **PF4**. This temporarily highlights the entire line of text. Press ENTER when you have finished correcting the line. The highlighting will disappear unless the word is still misspelled.

## Getting assistance from PROFS

If you're not sure what's wrong with a highlighted word or don't know the correct spelling, PROFS will assist you. Follow these steps:

1. Put the cursor **under the highlighted word**. Make sure the cursor is under a letter in the word or to the immediate right of the word. The easiest way to move the cursor is to press **PF7** to move it to the next highlighted word or to press **PF8** to move it to the previous highlighted word.

2. Press **PF3**. PROFS shows you a "spelling aid window."

Highlighted word ———

```
Proofread (spell): SAMPLE SCRIPT A1    Alt=3 Line 4 of 31                F10
:P.
Are you still proofreading the old fashioned way, with a pencil and dictionary?
The letter you are now reading has been procesed by the PROFS proofreading
function.  The dictionaries that come.------------. gram include 250,000 words,
they cover general English as well as| processed |ness, legal, and medical
terminology.  As you can see, if a wo| proceed   |is not found in the system
dictionary, it is highlighted on the | processes |This provides assistence
to the principal or secretary who is .-----------. roofreading a document.
:P.
The automatic spelling aid, a standard feature, is able to prompt you with the
correct spelling for a misspelled word.  The proofreading function can even
replace the misspelled word for you at the touch of a single key.  Just
think how this will affect your daily business operations!
:P.
If you frequently use technical or special terms (such as "cerenegator" or
"PROFS"), you can add them to one of your dictionaries--again, by pressing a
single key.
:P.
I think you will find that this feature is easy to use and requires very little
(...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
PF1 Addenda    PF2 Split    PF3 Aid    PF4 Unlock    PF5 Newtop    PF6 Synonym
PF7 Next   PF8 Previous    PF9 Help   PF10 Forward   PF11 Backward   PF12 File
====)
```

The window shows the correct spelling for the word that PROFS thinks you are trying to spell. If there is more than one possible correction, PROFS shows you a small list in the window. The list will show you what PROFS considers to be the most likely word first, followed by the next most likely, and so forth.

If you are using more than one dictionary, PROFS will check all of them. PROFS lists the possible correct words from each dictionary.

To choose a correctly spelled word from the window, follow these steps:

1.  Move the cursor in the window list until it is **under the word** that you want to use. (The cursor will be placed under the first word when the window is first shown.)

2.  Press ENTER.

    PROFS substitutes the correctly spelled word for the highlighted word in the text. The new word is not highlighted and the window disappears. You can now move to the next highlighted word.

You can cancel the spelling aid window without choosing a replacement by pressing **PF3** again.

## Checking spelling while doing other proofreading

Any time you are proofreading a document or note, you can ask PROFS to check a word even if it is not highlighted. Put the cursor under the word and press **PF3**.

PROFS will first check the word for the proofreading task it is doing. If PROFS finds information for that task (spelling in context or awkward phrasing) you will see a window with that information. If PROFS finds nothing relating to that task, it checks the spelling of the word and shows you a spelling aid window if the word is misspelled.

## Fixing words next to punctuation or in a series

To highlight a word, PROFS inserts a special blank character before it. Another special blank is inserted after the word to change the text back to normal lighting.

Occasionally, a misspelled word will be located immediately next to punctuation or to other words without any blank spaces. For example:

procesed.

rock/scissors/pafer

PROFS highlights the period after "procesed." PROFS highlights all three words "rock/scissors/pafer," because the three words are written together with no blanks separating them.

You can ignore highlighted punctuation marks or correctly spelled words that are joined to the incorrect word. But you must move the cursor under the word you want to correct. If you press **PF3** while the cursor is under "rock" or "scissors," PROFS tells you that the word is spelled correctly. Use **PF7**, **PF8**, or the cursor movement keys to place the cursor under the word that is misspelled.

## Adding to the dictionaries: Addenda dictionaries

PROFS sometimes highlights a word that is spelled correctly. This means that the word is not included in any of the dictionaries you are using. Examples might be proper names, technical terms that don't appear in the medical or legal dictionaries, and acronyms. Occasionally, you may find an English word that is not in the PROFS dictionaries.

If you don't want PROFS to highlight the word every time it appears in this document and future documents or in notes, you must add it to a dictionary. You can't change PROFS' standard dictionaries, but you can build your own customized dictionaries for these words called **addenda dictionaries.** You can put all these extra words in one addenda dictionary or you can make several addenda dictionaries so that you can keep different kinds of words in different categories. For example, you might want one dictionary for acronyms, another for names, and another for words that you use on one project, in one document style, or with one client.

**Adding words to an addenda dictionary:** To add a word to an addenda dictionary, follow these steps:

1.  Place the cursor under the word on your screen.

2.  Press **PF1.**

    PROFS will show you an **addenda update window**. The window contains the word you want to add and a list of addenda dictionaries. PROFS gives you two choices to start with: a general addenda dictionary called PROOF and one with the filename of the document or note that PROFS is proofreading. Your PROFS administrator may have changed these or added more choices. You may also create your own addenda dictionaries. (See "Creating new addenda dictionaries" later in this chapter. )

*Highlighted word*

*Addenda dictionaries window*

*Just press ENTER to put the word in the dictionary marked with the \*. Move the cursor to SAMPLE and press ENTER to put the new word in the dictionary named SAMPLE.*

*You can name new addenda dictionaries by using commands.*

```
Proofread (spell): SAMPLE SCRIPT A1   Alt=3  Line 4 of  31              F10
:P.
Are you still proofreading the old fashioned way, with a pencil and dictionary?
The letter you are now reading has been processed by the PROFS proofreading
function.  The dictionaries that come with this progra .----------. 000 words,
they cover general English as well as special business, | PROFS  | edical
terminology.  As you can see, if a word in the text is  |* PROOF | the system
dictionary, it is highlighted on the display screen.    | SAMPLE | assistence.
to the principal or secretary who is creating or proof  '----------' cument.
:P.
The automatic spelling aid, a standard feature, is able to prompt you with the
correct spelling for a misspelled word.  The proofreading function can even
replace the misspelled word for you at the touch of a single key.  Just
think how this will affect your daily business operations!
:P.
If you frequently use technical or special terms (such as "cerenegator" or
"PROFS"), you can add them to one of your dictionaries--again, by pressing a
single key.
:P.
I think you will find that this feature is easy to use and requires very little
<...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
PF1 Addenda    PF2 Split    PF3 Aid    PF4 Unlock    PF5 Newtop    PF6 Synonym
PF7 Next   PF8 Previous   PF9 Help   PF10 Forward   PF11 Backward   PF12 File
====> check case, add hyphens (ex-am-ple), select addenda.
```

3. Check the word you are adding for capital letters and word division.  (See the special notes in the next two sections.)

4. One of the dictionaries in the window is marked with an asterisk (\*).  If you want the word to be added to this addenda dictionary, you do not have to move the cursor.  If you want the word to be added to one of the other addenda dictionaries, move the cursor until it is directly under the name of the addenda dictionary you want.

5. Press ENTER to add the new word.

## Special notes on capital letters

PROFS puts a word into the addenda dictionary exactly as it appears in the addenda update window, with the same uppercase and lowercase letters. Make sure that this is the way you want it to be stored. If a word begins with a capital letter in your text only because it is at the beginning of a sentence, you probably don't want to add it to the addenda dictionary with a capital letter at the beginning. Correct the letters inside the window by typing over the character, replacing it with the one you want.

If you store the word with **all lowercase letters**, PROFS will consider the word to be spelled correctly in a document or note if it has:

- All lowercase letters, or

- An initial uppercase letter, or

- All uppercase letters.

For example, the word you store in the addenda dictionary as **cerenegator** will be considered spelled correctly if it is **cerenegator, Cerenegator,** or **CERENEGATOR** in the text.

If you store the word with an **initial uppercase letter**, PROFS will consider the word to be spelled correctly in a document if it has:

- An initial uppercase letter, **or**

- All uppercase letters.

For example, if you add the word **Gaithersburg** to an addenda dictionary, PROFS will not highlight **Gaithersburg** or **GAITHERSBURG,** but it will highlight **gaithersburg.**

If you store the word with **any other combination** of uppercase and lowercase letters, the word in the text must match the dictionary entry exactly. For example, **McGonigal, l'Enfant,** and **NYC** must look like this in the text. PROFS will highlight other spellings such as **Mcgonigal, l'enfant, nyc,** or **Nyc.**

## Special notes on word division

Before you enter a word into an addenda dictionary, you can also tell PROFS how the word should be hyphenated at the end of a line of text. You can tell PROFS where to divide a word by putting **single hyphens** (-) into the word in the addenda update window.

## Creating new addenda dictionaries

If you want to have more addenda dictionaries, for example, one for names and one for acronyms, follow these steps:

1. Move the cursor to the command line.

2. Type **adictionary.** Type the names of the addenda dictionaries you want. For example,

       ===> **adict names acronyms**

3. Press ENTER.

When naming an addenda dictionary, choose a name that is eight characters or less and that includes only letters or numbers (no special characters). The addenda dictionaries that you name following ADICTionary will be the choices you now see in the addenda window. If you also want to use other addenda dictionaries that you had been using before, you must list them along with your new ones. For example,

       ===> ADICT names acronyms proof =

You can also use the command ADICTionary to tell PROFS when you start proofreading which addenda dictionaries to use with this text. You can type the names of as many as seven addenda dictionaries. If you want PROFS to use the addenda dictionary that has the same name as the file you are working on, just type an equal sign ( = ) for the dictionary name.

**Note:** The ADICTionary command not only creates new dictionaries, it also identifies the dictionaries to be used for the proofreading session. You can type new addenda dictionary names and existing dictionary names after the ADICT command.

If you are not sure which addenda dictionaries you are using,

1. Move the cursor to the command line.

2. Type **query adictionary.**

3. Press ENTER.

   PROFS shows you a list of active addenda dictionaries. You may change this list and press ENTER.

## 5 Checking for spelling in context in DCF documents and notes

PROFS checks for spelling in context by finding words that are spelled correctly but might not be used appropriately in a sentence. PROFS uses its list of commonly confused words (such as "principal/principle" or "their/there/they're") to find inappropriate words.

If PROFS is already proofreading your document or note, move the cursor to the command line, type **verify context**, and press ENTER.

If you are on either screen F05, "Proofread the Document," or screen F07, "Proofread a Document," or screen E14, "Proofread the Note," press **PF2**.

PROFS shows you your text with problem words highlighted. To fix a highlighted word, follow these steps:

1. Move the cursor under the highlighted word.

2. Press **PF3**.

   PROFS shows you a window with a list of words that might be more appropriate in your sentence. PROFS also gives you a short definition of each word to help you choose the most appropriate one.

**Proofread (context): SAMPLE SCRIPT A1   Alt=3** Line 4 of 31                    **F10**
:p
Are you still proofreading the old fashioned way, with a pencil and dictionary?
The letter you are now reading has been processed by the PROFS proofreading
function.The dictionaries that come with this program include 250,000 words,
they cover general English as well as special business, legal, and medical
terminology.As you can see, if a word in the text is not found in the system
dictionary, it is highlighted on the display screen.This provides assistance.
to the principal or secretary who is creating or proofreading a document.
:p.
The automatic spelling aid, a standard feature, is able to prompt you with the
correct spelling for a misspelled word.The proofreading function can even
replace the misspelled word for you at the touch of a single key.Just
think how this will affect your daily business operations!
:p.          .-------------------------------------------------.
If you frequently | **affect** - cause emotion or have influence       |egator" or
**"PROFS"**), you can | **effect** - result of action or  to bring about    | essing a
single key.   |_____|
:p.
I think you will find that this feature is easy to use and requires very little
<...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
 PF1 Addenda   PF2 Split   PF3 Aid   PF4 Unlock   PF5 Newtop   PF6 Synonym
 PF7 Next   PF8 Previous   **PF9** Help   PF10 Forward   PF11 Backward   PF12 File
====>

To replace an inappropriate word, follow these steps:

1. Move the cursor under the word in the window that you
   want to put in the text.

2. Press ENTER.

   PROFS puts the new word into the text.  The window
   disappears.  You can now move the cursor to the next
   highlighted word.

Sometimes PROFS highlights a replacement word, because it cannot tell whether the new word is used correctly. This would happen if more than one word in the window is appropriate in a particular sentence. For example, look at the sentence:

Easter Island is an awesome cite.

"Cite" is clearly the wrong word for this sentence. But both of the possible replacements, "sight" meaning "viewing" and "site" meaning "location," are appropriate. PROFS highlights either replacement word in this case. If you're sure it's the word you want, ignore the highlighting and go on to the next highlighted word. Press **PF3** again.

**6**
**Checking**
**for awkward**
**phrases**
**in DCF**
**documents**
**and notes**

PROFS checks your document or note for cliches and for phrases that are redundant, awkward, or wordy. PROFS also suggests ways to rewrite phrases to eliminate the problem.

If PROFS is already proofreading your document or note, move the cursor to the command line, type **VERify PHRases**, and press ENTER. If you are on either screen F05 or screen F07 for documents or screen E14 for notes, press **PF3**. PROFS shows you your text with awkward phrases highlighted.

You may be able to improve the phrase yourself by rewriting it. You can use **PF2** to split lines if you need more space to rewrite your sentence. Press **PF4** to "Unlock" a line before you make any changes to it. If the sentence you are looking at is near the bottom of the screen, you may want to see more of the text before you rewrite. **PF5** moves the line with the cursor to the top of the screen, and PROFS shows you the next part of your text on the rest of the screen. If you want help in changing the phrase, follow these steps:

1. Move the cursor under the highlighted phrase.

2. Press **PF3**.

   PROFS either shows you a window with a rewritten version of the phrase, or it will tell you that it can't suggest a replacement for the phrase.

If you want to use the phrase that PROFS suggests:

1. Move the cursor under the phrase in the window.

2. Press ENTER.

   The new phrase will appear in the text in place of the old one, and the window will disappear.

   When the new phrase appears as part of a sentence, you might have to rewrite other parts of the sentence to make sure the phrase fits grammatically. If you don't want to make any changes, press **PF3** again.

## 7 Checking the reading comprehension grade levels of words in DCF documents and notes

PROFS can check words in your document or note to make sure that they do not go beyond the reading comprehension grade level that you specify. PROFS checks the reading comprehension grade levels (from 4 to 16) of about 40,000 words in PROFS' U.S. English dictionary. These grade levels are based on studies done with *The Living Word Vocabulary*, published in 1981 by World Book, Inc., in which words and their meanings were checked for understanding at many levels. PROFS cannot check for grade levels for words in specific contexts, and does not assign grade levels for medical or legal terms. If PROFS finds a word in the U.S. English dictionary without grade level information, it highlights the word.

**If PROFS is already proofreading your document or note**, move the cursor to the command line, type **VERify GRADEs**, a space, and a number from 4 to 16. Then press ENTER.

**If you are on the F05, F07, or E14** screen, type a number from 4 to 16 after the arrow at the end of the **PF4** key line. Press **PF4**. If you do not type a number, PROFS will automatically choose grade level 8.

PROFS shows you your text on screen F10. Any words that are above the grade level you chose (shown at the top of the screen) are now highlighted.

*These words are above the 8th grade reading comprehension level.*

*Press PF3 to find the grade level of a highlighted word.*

*Change the grade level for which PROFS checks by typing the VERify GRADEs command here.*

```
Proofread (grade 8): SAMPLE SCRIPT A1   Alt=3  Line 4 of  31                F10
:P.
Are you still proofreading the old fashioned way, with a pencil and dictionary?
The letter you are now reading has been processed by the PROFS proofreading
function.  The dictionaries that come with this program include 250,000 words,
they cover general English as well as special business, legal, and medical
terminology.  As you can see, if a word in the text is not found in the system
dictionary, it is highlighted on the display screen.  This provides assistence
to the principal or secretary who is creating or proofreading a document.
:P.
The automatic spelling aid, a standard feature, is able to prompt you with the
correct spelling for a misspelled word.  The proofreading function can even
replace the misspelled word for you at the touch of a single key.  Just
think how this will affect your daily business operations!
:P.
If you frequently use technical or special terms (such as "cerenegator" or
"PROFS"), you can add them to one of your dictionaries--again, by pressing a
single key.
:P.
I think you will find that this feature is easy to use and requires very little
<....+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
 PF1 Addenda    PF2 Split    PF3 Aid    PF4 Unlock    PF5 Newtop    PF6 Synonym
 PF7 Next   PF8 Previous   PF9 Help   PF10 Forward   PF11 Backward   PF12 File
====>
```

**If you want to know what grade level has been assigned to a highlighted word:**

1.  Put the cursor under the word.

2.  Press **PF3**.

    PROFS shows you a message on the command line at the bottom of the screen.  For example:

    The vocabulary grade level of "fashioned" is 12.

**If you want to change the grade level PROFS checks for**, type
the VERify GRADEs command and a different number on the
command line. For example:

    ===⟩ **VER GRADE 10**

Then press ENTER.

## Replacing a word

1. Move the cursor under the highlighted word.

2. Press **PF6**.

   PROFS shows you a window containing a list of synonyms
   arranged in columns, with each column heading indicating
   a different part of speech. The words in each column may
   be further divided into sections representing differences in
   meaning. A dash divides each section. Words **above** the
   grade level you chose will be highlighted just as they are in
   the text.

```
Proofread (grade 8): SAMPLE SCRIPT A1   Alt=3  Line 4 of  31                F10
:P.
Are you still proofreading the old fashioned way, with a pencil and dictionary?
The letter you are now reading has been processed by the PROFS proofreading
function.  The dictionaries that come with this program include 250,000 words,
they cover general English as well as special business, legal, and medical
terminology.  As you can see, if a word in the text is not found in the system
----------------. highlighted on the display screen.  This provides assistence
n.              | r secretary who is creating or proofreading a document.
 language       |
 dialect        | ling aid, a standard feature, is able to prompt you with the
 idiom          | or a misspelled word.  The proofreading function can even
 jargon         | lled word for you at the touch of a single key.  Just
 lexicon        | l affect your daily business operations!
 vernacular     |
 vocabulary     | use technical or special terms (such as "cerenegator" or
----------------' add them to one of your dictionaries--again, by pressing a
single key.
:P.
I think you will find that this feature is easy to use and requires very little
⟨...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
PF1 Addenda   PF2 Split   PF3 Aid    PF4 Unlock   PF5 Newtop   PF6 Synonym
PF7 Next   PF8 Previous   PF9 Help   PF10 Forward  PF11 Backward  PF12 File
====⟩
```

**To replace the highlighted word with a synonym:**

1. Move the cursor under the **first letter** of a synonym.

2. Press ENTER.

   PROFS replaces the word and the window disappears.

If you decide that you don't want any synonym from the window, press **PF6** again. The window will disappear, and your original word will reappear in the text, even if you were trying out a synonym. (To find out how to try out synonyms before making a final choice, see "Choosing synonyms in DCF documents and notes" later in this chapter.)

Remember to change a word to plural or possessive agreement in the window **before** you put it in the text. Some words may not have synonyms in PROFS or, if your word is misspelled, PROFS may show you a window of synonyms that is different from what you expected. Check the spelling first. When spelling is corrected, the grade levels may change.

**8
Choosing
synonyms
in DCF
documents
and notes**

While PROFS is proofreading your document or note in any of the three ways, you can also ask for appropriate synonyms for almost any word in your text. PROFS uses *Roget's II: The New Thesaurus*, copyright 1982 by Houghton Mifflin Company, as the source for its synonyms. PROFS does not give synonyms for technical words.

## Finding synonyms

To find synonyms for a word, follow these steps:

1. Move the cursor under the word.

2. Press **PF6**.

   PROFS shows you a window containing a list of synonyms. In the window, PROFS shows you synonyms arranged in columns, with each column heading indicating a different part of speech. The words in each column may be further divided into sections representing differences in meaning. A dash divides each section.

```
 Proofread (spell): SAMPLE SCRIPT A1   Alt=3  Line 4 of  31                    F10
 :p.
 Are you still proofreading the old fashioned way, with a pencil and dictionary?
 The .------------------------------------------------------------------. ding
 fun | adv.           adj.           vb.            n.             | 00 words,
 the | additionally   silent         silence        silence        | edical
 ter | also           hush           hush           hush           | e system
 dic | further        noiseless      shut up        quietness      | sistance.
 to  | furthermore    quiet          -              stillness      | ment.
 :p. | item           -              calm           |
 The | more           motionless     allay          | u with the
 cor | -              stationary     compose        | even
 rep | even           -              lull           | t
 thi | yet            calm           quiet          |
 :p. |                halcyon        settle         |
 If  |                placid         soothe         | or
 "PR |                quiet          | sing a
 sin.'------------------------------------------------------------------'
 :p.
 I think you will find that this feature is easy to use and requires very little
 <...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....
   PF1 Addenda    PF2 Split    PF3 Aid    PF4 Unlock    PF5 Newtop    PF6 Synonym
   PF7 Next   PF8 Previous   PF9 Help   PF10 Forward   PF11 Backward   PF12 File
   ====)
```

If your word is plural or has an ending added to it, PROFS might not find synonyms for your exact word. PROFS will then search by looking for synonyms for the **root word**. For example, if your word is "dictionaries," PROFS will show you a list of synonyms for the root word "dictionary." If you want to put a synonym for the root word into your text, you may need to change it slightly or add an ending. Change the word in the window **before** you put it in your text.

To replace a word in the text with a synonym from the list, follow these steps:

1. Move the cursor under the **first letter** of the synonym you have chosen.

2. Press ENTER.

   PROFS replaces the word and the window disappears.

## Trying out synonyms

If you are not sure which synonym will work best in your text, you can try out as many as you want while you keep the synonym window on the screen. Follow these steps:

1.  Put the cursor under the word you want to try, but make sure that the cursor is **not under the first letter** of the word, (If the cursor is under the first letter, the window will close.)

2.  Press ENTER.

    The synonym you chose will appear in your text, replacing the original word. The window will remain on your screen so that you can continue to view all of the choices. The synonym you chose will also still be in the window. The cursor will now be under the **first** letter of this synonym.

3.  If you decide that you want to use this synonym, press ENTER.

    The synonym will stay in your text and the window will disappear. If you want to try other synonyms instead, you can repeat steps 1 and 2 as often as you like before you do step 3.

If you decide that you don't want any synonym from the window, press **PF6** again. The window will disappear, and your original word will reappear in the text, even if you were trying out a synonym.

## 9
## Saving your corrections and finishing proofreading

PROFS proofreads documents or notes in its own storage. The corrected document or note does not replace the old one until you tell PROFS to do so.

If you want to stop proofreading and save your correction, press **PF12**. PROFS files the corrected version of your document or note and returns you to the screen where you started proofreading.

If you want to save the corrections you have made so far but continue proofreading, type **SAVE** on the command line. Press ENTER. PROFS files the corrected version and continues to show you the proofreading screen. (You can also make the SAVE command automatic. See "Proofreading shortcuts for DCF documents and notes" later in this chapter.)

If you want to stop proofreading and not keep any of your corrections, type **QUIT** on the command line and press ENTER. PROFS keeps the old version of the document or note and returns you to the screen where you started proofreading.

## 10
## Proofreading shortcuts for DCF documents and notes

## Using the AUTOAID, AUTONEXT, and AUTOsave commands

When PROFS is proofreading for you, you can save time and steps by setting up some steps automatically with commands. Remember to press ENTER to have PROFS accept your commands.

If you want PROFS to show you an aid window automatically for every highlighted word or phrase when you use **PF7** or **PF8**, type **AUTOAID** on the command line on any text screen. You can cancel AUTOAID by typing **AUTOAID OFF** on the command line.

If you want PROFS to move automatically from one highlighted word or phrase to the next one, type **AUTONEXT** on the command line on any text screen. When you request AID from PROFS (either by using AUTOAID or by pressing **PF3**) and then choose a word from the aid window, PROFS automatically finds the next highlighted word for you. You can cancel AUTONEXT by typing **AUTONEXT OFF** on the command line.

If you want PROFS to save your changes automatically at regular intervals as you are proofreading your text, type **AUTOsave** on the command line and then type a space followed by a number from 1 to 99999. The number tells PROFS how many corrections to accept before saving your corrected text. To cancel the AUTOsave command, type **AUTOsave OFF** or **AUTOsave 0** on the command line.

## Specifying the default addenda dictionary

If you know you'll be adding many words in your document or note to one of your addenda dictionaries, you may want to specify it as the default addenda dictionary. The default addenda is marked with an asterisk (*) in the window. You add words to it by pressing ENTER; you don't have to move the cursor.

To change the default addenda dictionary, type **ADEFault** on the command line followed by a space and then the name of the addenda dictionary you want as the default. Press ENTER.

## Building an addenda dictionary before you proofread your text

You can set up an addenda dictionary for all of the highlighted words in a specific document. You can then review this list without dealing with each instance of the word as it occurs in the text. To set up an addenda dictionary for a specific text, press **PF5** on screen F07, "Proofread a Document."

The name of this dictionary is the same as the filename of your document. The filetype is ADDENDA. You can now use XEDIT to review this file and eliminate any misspelled words that you do **not** want to be added to this addenda dictionary. You can do this by erasing the entire line entry in the addenda file that contains the misspelled word. (See "Appendix D: Using the System Product (SP) Editor (XEDIT)" for more information about XEDIT commands.)

## Checking your addenda dictionaries against the system dictionaries

To keep your addenda dictionaries as short as possible, you can check to be sure you are not keeping words in your addenda dictionaries that are already in the system dictionaries.

Press **PF6** on screen F07, "Proofread a Document." PROFS checks all addenda dictionaries in the profile that is specified on screen F07. If there is no profile specified, PROFS checks the addenda dictionary called PROOF and the one that has the same name as the filename of the document (if it is given on screen F07). After you press **PF6**, PROFS sends you a series of messages. The first one is that the addenda dictionaries are being verified. Then, one message is shown for each addenda dictionary checked. PROFS shows the total number of duplicate words that were erased from each of the addenda dictionaries.

PROFS erases words from the addenda dictionaries that are already listed in the system dictionaries. PROFS also sorts the words again in the addenda dictionaries to make its own search task easier.

## Setting up your own user profile

PROFS has an initial setting (**system value**) for every proofreading option. Your PROFS administrator may change the commands and options that PROFS will use when proofreading for everyone on your system. The list of options and commands that your PROFS administrator sets up is the **system profile**.

If you want to specify commands or options that differ from the system profile (SYSPROF PROOF), you can create your own **user profile** called "PROFILE PROOF." For example, you can tell PROFS which systems dictionaries and which addenda dictionaries you always use. You can also specify that you want to use the AUTONEXT and AUTOAID commands whenever you proofread. (Remember that you can cancel either of these commands if you find it easier not to have them while you're proofreading a particular document or note.)

When PROFS reads the profiles, it first reads the **system value**, then the **system profile**, and then the **user profile**. It accepts the last value for each command or option it finds. For example, look at the following table of commands and options:

| System Value | System Profile | User Profile | Final Value |
|---|---|---|---|
| DICT US | | DICT US LEGAL | DICT US LEGAL |
| ADICT PROOF = | | ADICT NAMES = | ADICT NAMES = |
| ADEF PROOF | ADEF = | | ADEF = |
| AUTONEXT OFF | | AUTONEXT ON | AUTONEXT ON |
| AUTOSAVE OFF | | | AUTOSAVE OFF |

To set up a user profile, you must go outside of PROFS to create a Conversational Monitor System (CMS) file. Your PROFS administrator can help you.

# 13 Proofreading Notes and Documents

## Fast Track

When working on a DCF document

| F01 | | F05 | | | |
|-----|---|-----|---|---|---|
| Process the Document | —PF4— | Proofread the Document | | | |

- PF1 ➤ Check spelling
- PF2 ➤ Check spelling in context
- PF3 ➤ Check phrasing in sentence
- PF4 ➤ Check reading comprehension level
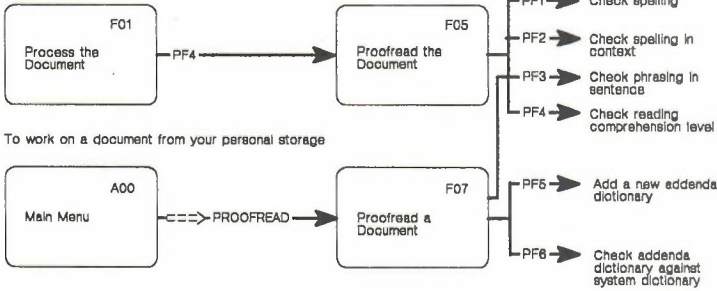
To work on a document from your personal storage

| A00 | | F07 |
|-----|---|-----|
| Main Menu | ⊂==> PROOFREAD— | Proofread a Document |

- PF5 ➤ Add a new addenda dictionary
- PF6 ➤ Check addenda dictionary against system dictionary
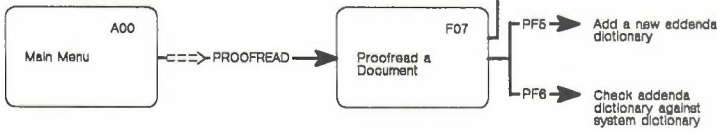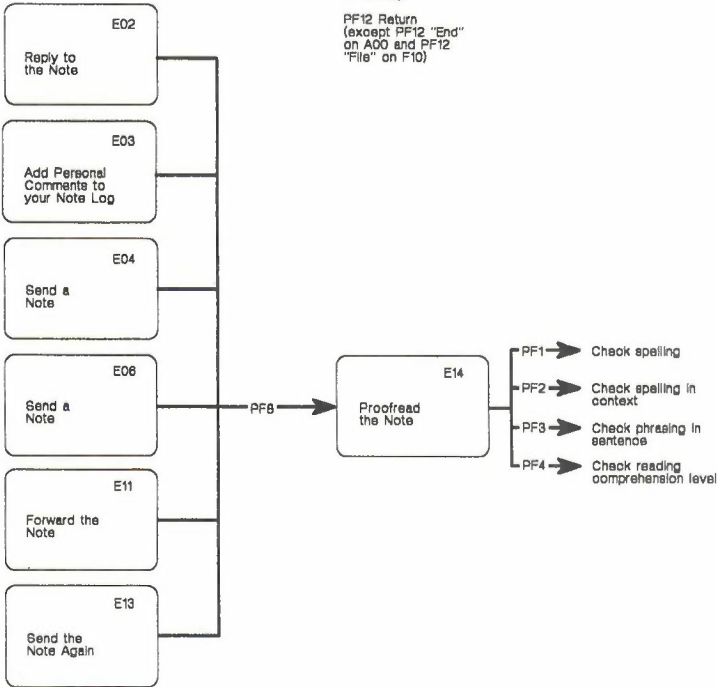
On all screens:

PF 9 Help

PF12 Return (except PF12 "End" on A00 and PF12 "File" on F10)

When working on a note:

| E02 |
|-----|
| Reply to the Note |

| E03 |
|-----|
| Add Personal Comments to your Note Log |

| E04 |
|-----|
| Send a Note |

| E06 |
|-----|
| Send a Note |

| E11 |
|-----|
| Forward the Note |

| E13 |
|-----|
| Send the Note Again |

—PF8—➤

| E14 |
|-----|
| Proofread the Note |

- PF1 ➤ Check spelling
- PF2 ➤ Check spelling in context
- PF3 ➤ Check phrasing in sentence
- PF4 ➤ Check reading comprehension level

| F10 |
|-----|
| Proofreading (Your text) |

- PF1 ➤ Addenda (to put words in an addenda dictionary).
- PF2 ➤ Split (to split lines if you need more space to rewrite your sentence).
- PF3 ➤ Aid (to have PROFS help with correct spellings, spellings in context, alternate phrases). You can make aid automatic.
- PF4 ➤ Unlock (press before making changes to a line).
- PF5 ➤ Newtop (moves the line with the cursor to the top of the screen). PROFS shows you the next part of your text on the rest of the screen.
- PF6 ➤ Synonym (to have PROFS show synonyms).
- PF7 ➤ Next (to move to next highlighted words). You can set this feature on automatic.
- PF8 ➤ Previous (to move to previous highlighted words).
- PF9 ➤ Help (to show the Help screen).
- PF10 ➤ Forward (to move forward one screen).
- PF11 ➤ Backward (to move backward one screen).
- PF12 ➤ File (to stop proofreading and save corrections).

When working with an RFT document

```
┌─────────────────────┐                    ┌─────────────────────┐
│              F63     │                    │                     │        Tspell (shows you
│ Process the          │ ──PF2──▶           │ DisplayWrite/370    │ ─PF5─▶ the highlighted word)
│ Document             │                    │ "Edit"              │
│                      │                    │                     │ ─PF6─▶ Aid (to help with
└─────────────────────┘                    └─────────────────────┘        correct spellings)

                                                                   ─PF7─▶  Next (to move to the
                                                                           next highlighted word)

                                                                   ─PF16─▶ Addenda (to put words in
                                                                           the user addenda dictionary)

                                                                   ─PF18─▶ Synonym (to show you
                                                                           a synonym)

                                                                   ─PF23─▶ Previous (to move to the
                                                                           previous highlighted word)
```