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Newer Technology, Inc.
4848 W. Irving Street
Wichita, Kansas 67209

Voice: 1-316-943-0222 or 1-888-656-8324
Fax: 1-316-943-4515

E-mail: livetech@newertech.com

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Welcome to SpellTools

This manual is your introduction to SpellTools. Use it to install and begin working with SpellTools. You can use SpellTools on Macintosh computers that use system software 7.5 or later. If you're new to the Macintosh, read the information that came with your computer before you install SpellTools. You'll need to know basic Macintosh operations and vocabulary to use SpellTools.

What is SpellTools?

Remember that file of the greatest elephant jokes of all time that your friend E-mailed you? Remember how long it took to normalize the spacing and strip out all the garbage characters and unwanted hard returns before you could slap it on the copier, select 250 copies, and press that big green button? Wouldn't it be nice to be able to do that cleanup with a few mouse clicks? With SpellTools you can!

Remember all that correspondence you did last week, each document of which contained much of the same text, but in enough different permutations that you couldn't just set up a template in your word processor? Wouldn't it be nice to make virtual rubber stamps of different snippets of text and drop them into any document in any order in any application? With SpellTools you can!

Would you like to *listen* to your text to get those grammar checking synapses firing in a different order during that late night proofing session? With SpellTools you can!

Would you like to have spell checking and other word processor features, no matter what application you are in? With SpellTools you can!

SpellTools are essential text tools for your Macintosh, no matter what kind of work you do with your Macintosh. Try out its' text stamper, Internet garbage character stripper, find and replace, powerful spell checker, and other useful features. You'll wonder how you ever got by without it!

About this guide

The following conventions are used in this document:

Words in the Chicago typeface refer to buttons such as:
click the **Continue** button.

Words in the Chicago typeface also refer to menu items such as:
choose the **Select Folder...** item

Words in the 10 point Geneva refer to file names such as:
System Folder

Words in the Helvetica italic typeface refer to keyboard keys such as:
the *return* key or the *enter* key

The  symbol is used in this manual to denote a shortcut.

The  mouse trap symbol denotes a possibly confusing subtly.

Quick Start

This section is intended for those who don't feel they need to read the manual and want to quickly get acquainted with SpellTools.

- Install
- Quick Plug-Ins
- SpellTools Quick Tutorial
- Quick Reference Guide



You can install and use SpellTools on any Macintosh computer that meets these requirements:

- system software version 7.5 or later
- at least 8 MB of RAM
- a hard disk with at least 1 MB of available space
- floppy drive or CD-ROM drive to install from

Install



SpellTools 1.3.3 Installer

Double click the Installer icon to begin the SpellTools installation. Follow the on-screen instructions. You will be given the chance to add a SpellTools alias to the Startup Folder, so that SpellTools will automatically launch each time you start up your Mac.

When the installation is complete, you'll find a SpellTools folder which contains the SpellTools application, the Plug-Ins folder, and documentation files.

Quick Plug-ins

The creation of Plug-Ins allows you to use SpellTools with almost any application. You will want to create SpellTools Plug-Ins for applications.



By simply dragging the icon of a desired application onto the SpellTools icon a new Plug-In is automatically created.

SpellTools Quick Tutorial

In the SpellTools folder on your hard drive is a practice SimpleText document titled SpellTools Quick Tutorial that offers examples of all of SpellTool's features. We **strongly** recommend that you take the time to run through this tutorial. It should only take a few minutes. Open the SpellTools folder, locate and double click this practice document.

 If, when you launch the tutorial the SpellTools Floating Palette does not appear, make sure SpellTools has been launched.

Quick Reference Guide



Quick Reference Card

In the SpellTools folder is a handy document titled Quick Reference Card. Simply double click it to see all key commands and shortcuts. *See the last page of this manual.*

Installation

Use this chapter to find out how to install SpellTools.

- Installing SpellTools on your Macintosh
- What gets installed

 You can install and use SpellTools on any Macintosh computer that meets these requirements:

- system software version 7.5 or later
- at least 8 MB of RAM
- a hard disk with at least 1 MB of available space
- floppy drive or CD-ROM drive to install from

Installing SpellTools on your Macintosh

Double click the Installer icon to begin the SpellTools installation. Click the **Continue** button or press the *return* key or the *enter* key to move to the initial Installer screen.



Be sure that the icon in the lower left corner of the Installer window is the disk where you wish SpellTools to be installed. The disk drive can be changed three different ways.

- You can click the disk icon to rotate from drive to drive
- You can click the **Switch Disk** button to select a disk drive
- You can select a folder into which SpellTools will be installed by clicking on the pop-up menu and choosing down the **Select Folder...** item.

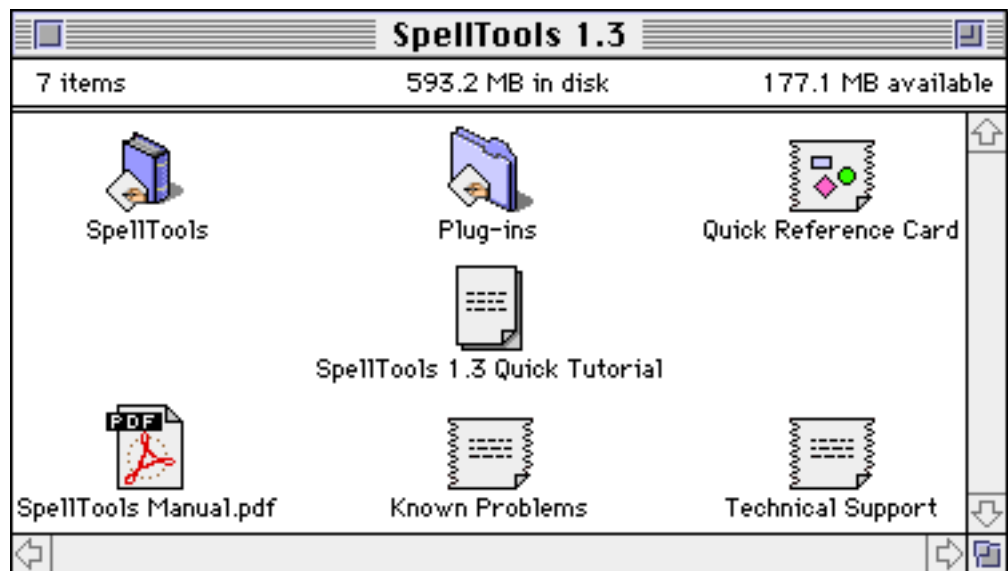
Click the **Install** button and the Installer runs, placing the necessary files onto your disk.

Click the **Restart** button to Restart the computer.

You will be given the option of placing an alias of SpellTools in the Startup folder in the System Folder. This will launch SpellTools, making it ready to use, every time the computer is started.

What gets installed

The SpellTools folder contains the SpellTools application, Plug-Ins folder and documentation files.



Additionally, a folder titled SpellTools Dictionaries is created in the System Folder. A system extension titled Text Services Manager Fix is added to the Extensions folder if you are running MacOS prior to 8.1. If desired, appropriate files for speech synthesis are also installed.

Using SpellTools

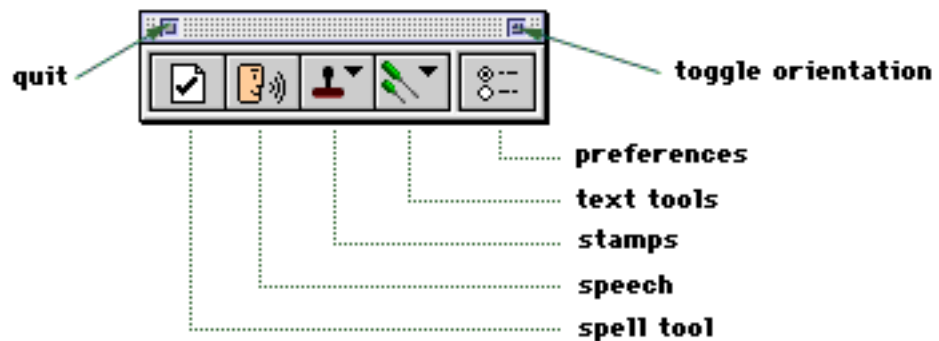
Use this chapter to find out how to use SpellTools.

- The Floating Palette
- SpellTools Quick Tutorial
- The Quick Reference

The Floating Palette

You will interact with SpellTools most often from the Floating Palette. The Floating Palette appears in any program for which you have created a SpellTools Plug-In. The Floating Palette can be arranged either vertically or horizontally by clicking the zoom box in the top right side of title bar.

There are five buttons on the Floating Palette which provide access to the power of SpellTools within applications which have a SpellTools Plug-In.



SpellTools Quick Tutorial

In the SpellTools folder on your hard drive is a practice SimpleText document titled SpellTools Quick Tutorial that offers examples of all of SpellTool's features. We **strongly** recommend that you take the time to run through this tutorial. It should only take a few minutes. Open the SpellTools folder, locate and double click this practice document.

 If, when you launch the tutorial the SpellTools Floating Palette does not appear, make sure SpellTools has been launched.

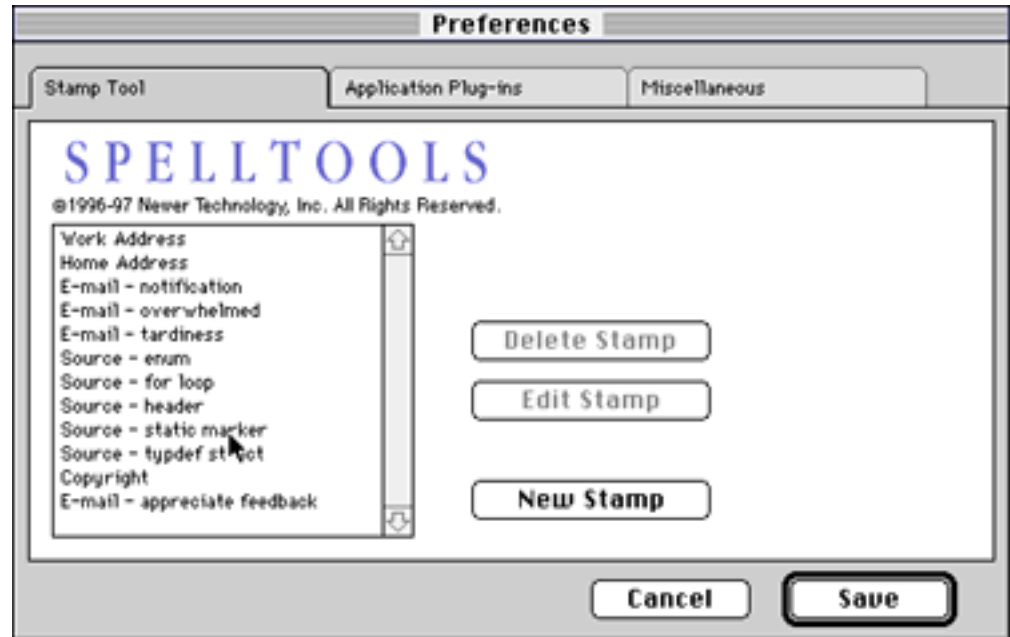
Quick Reference Guide

In the SpellTools folder is a handy document titled Quick Reference Card. Simply double click it to see all key commands and shortcuts. *See the last page of this manual.*

Preferences

Use this chapter to find out how to use SpellTool's Preferences.

- The Stamp Tool Pane
- Application Plug-ins Pane
- Miscellaneous Pane
- Making Plug-ins
- Using SpellTools on Multiple Computers



The Preferences window has three panes: Stamp Tool, Application Plug-ins, and Miscellaneous.

The Stamp Tool Pane

This section focuses on the preference centric aspects of Stamps. Please see **The Virtual Stamper** section or more information on Stamp usage and shortcuts.

Adding New Text Stamps

To create a new stamp from the **Stamp Tool** pane click the **New Stamp** button. This is the same as selecting **New Stamp** from the pop-up menu under the Stamp Tool in the floating palette. This will bring up the stamp creation window.



Enter the name of the stamp at the top of the creation window. Because tabs can be used in the "Stamp Text" but not in the "Stamp Name" the standard *tab* key to move between text fields is confusing. For this reason the Stamp Editor uses only shift tabs to move between editable fields or you can simply click the mouse to switch between fields.

The next step is to enter the text in the lower part of the window. If you want your text to be one long string, simply type into this window (or paste text from the clipboard). Stamps can have a length of up to 1024 characters (1K of text).

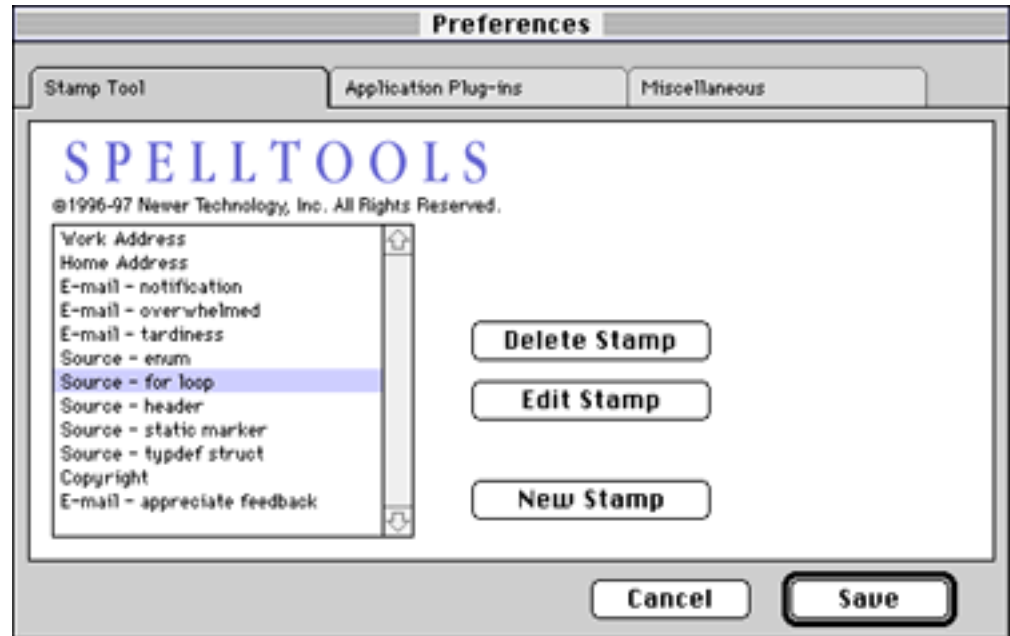
 Tabs are allowable in "Stamp Text" field but may not show up the way you expect them. When you stamp, the tabs will inherit the tab settings of the document you are pasting into.

If you are entering an address, type each line of text and end the line with a return to begin a new line. Returns are used by SpellTools as line breaks in the Stamp Text field to add blank space. For instance, users

may choose to leave a couple of blank lines at the top of their E-mail signature text Stamp to separate their signature from the text that appears above it in the message.

When you are finished entering text into this window, click the **Save** button at the lower right of the stamp window (or press the *enter* key) and your new stamp will appear in the pop-up list of available stamps under the Stamp Tool in the floating palette. To abandon your changes click the **Cancel** button (or press the *esc* key).

Editing An Existing Stamp



Highlight the Stamp to be edited in the menu list of Text Stamps, and press the **Edit Stamp** button (or simply double click on the stamp name in the list).

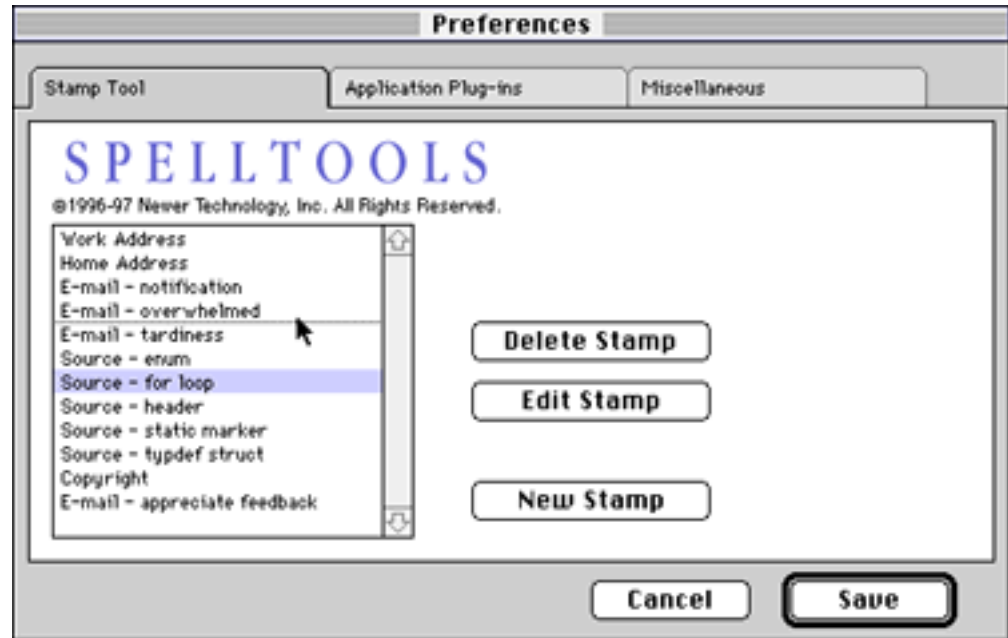
You can change as many preference items as you want. None of them will be saved until you click the **Save** button. You can abandon all the changes at anytime by clicking the **Cancel** button (or press the *esc* key).

 To quickly edit stamps from the floating palette, hold down the *option* key, click the Stamp Tool button, and select the desired item.

Deleting An Existing Stamp

Highlight the stamp to be deleted in the list, and then click the **Delete Stamp** button (or press the *delete* key).

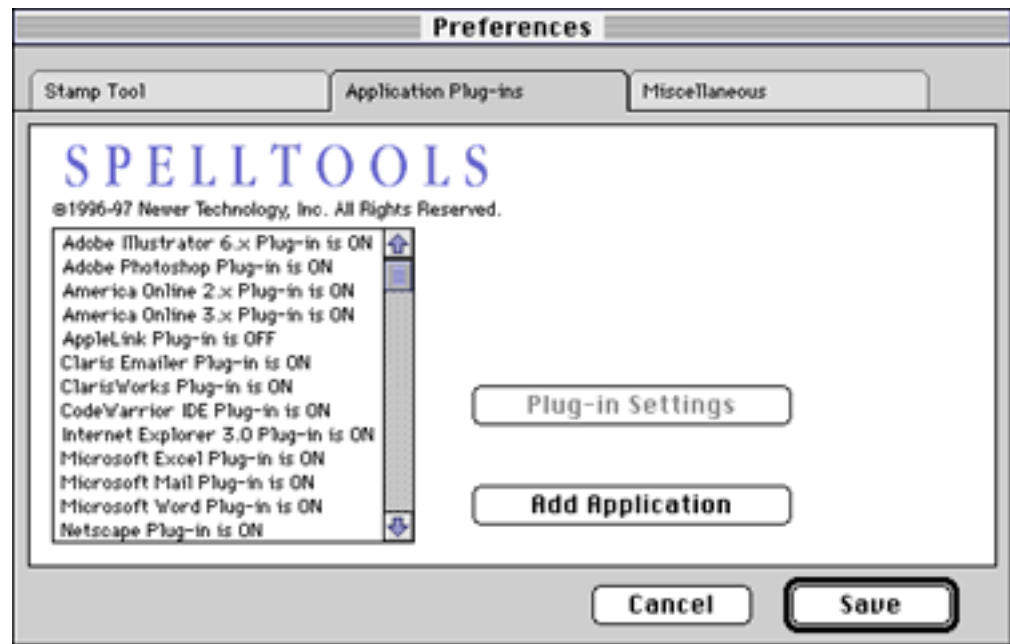
Sorting the List of Stamps



Simply click and drag stamp items to desired position.

Application Plug-ins Pane

This pane has a window which shows all the currently installed Plug-Ins. Next to each Plug-In name are the words 'is On' or 'is Off', signifying the working state of each Plug-In.



To toggle the status of Plug-Ins to either On or Off, simply double click the name in this window.

In addition, you may add new Plug-Ins by clicking the **Add Application** button[†].

 By simply dragging the icon of a desired application onto the SpellTools icon a new Plug-In is created.

[†]*Please see **Making Plug-ins** section for more information*

Miscellaneous Pane

This pane allows you to set spell checker preferences, select what voice the speech synthesizer uses, edit the user dictionary, etc...



When the **Enable "No Spelling Errors Were Found" Alert** is checked, a dialog box appears at the conclusion of each spell checking operation, notifying you that Spell Checking was completed and that no errors were found. Un-check this box to prevent this dialog box from being shown.

When **Skip Over HTML Tags** is checked, you can spell check a document that contains HTML tags without the spell checker tripping on tag content.

When **Ignore Diacritical Garbage Words** is checked the spell checking engine ignores diacritical runs of text. For instance, if someone sends you a blurb of Japanese (double byte characters) that has embeded English such as:

Ç±ÇÃÉ\ÉtÉgÉÉÉGÉAÇÕMacOS 7.x.xà»è,,Çª ìÆçİÇµÇ<ÇÂÅB

Checking this option will ignore the "diacritical garbage" and attempt to extract English words only.

When the **Show Splash Screen** box is checked the SpellTools splash screen will appear each time SpellTools is loaded.

The **Select Speech Voice** pop-up menu allows you to select the Speech Synthesis voice the Macintosh uses to perform SpellTools Speech. You will want to experiment with these voices to find the one that best meets your needs. There are a wide variety of available voices from the realistic to the outrageous.

By clicking the **Edit User Dictionary**[†] button, you have access to all of the words in the User Dictionary. You can add, delete or import words from this screen.

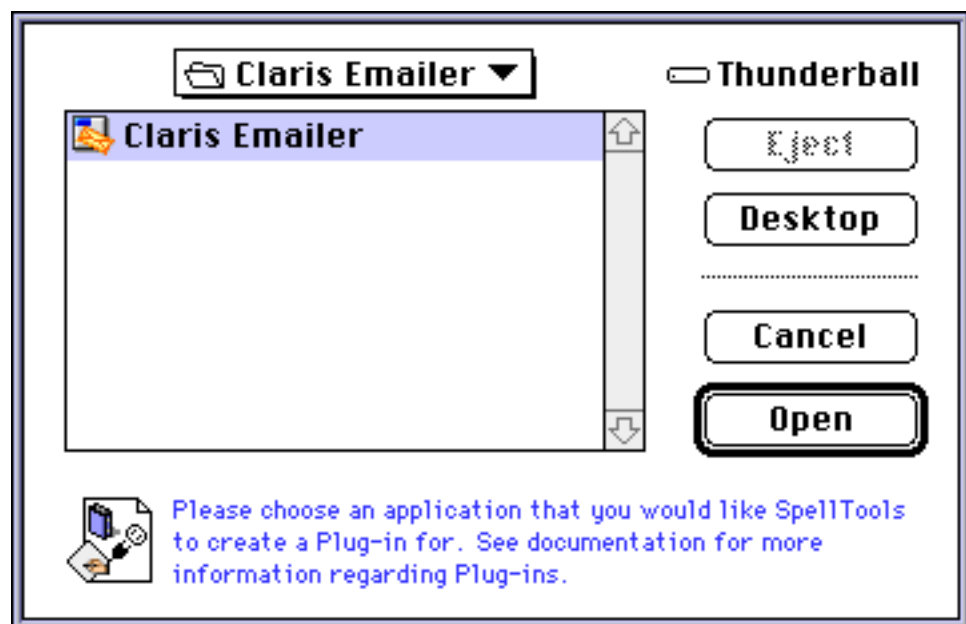
[†]*Please see **Spell Checking** section for more information*

Making Plug-ins

The creation of Plug-Ins allows you to use SpellTools with almost any application. You will want to create SpellTools Plug-Ins for applications.

 By simply dragging the icon of a desired application onto the SpellTools icon a new Plug-In is created.

You can also use the **Create a Plug-In...** item under the Goodies menu **or** click the **Preferences** button on the floating palette (see "The Floating Palette" section), click on the **Applications Plug-In** tab, and click on the **Add Application** button.



Either way a standard Open dialog box appears, asking you to locate an application. Use standard Macintosh folder navigation techniques to locate the application you wish to make a Plug-In for. Once you have highlighted the application in the window, either double-click on it **or** click on the **Open** button (the *return* or enter key). If a Plug-In does not already exist for that application, one will be created.

Using SpellTools on Multiple Computers

If you use SpellTools on more than one Macintosh you may want to synchronize the SpellTools Preference file so you have the same stamps on both machines.

Many people already keep a single folder of their data files from various applications, which they copy back and forth between locations. Since SpellTools allows the use of an alias of the preference file in the system folder, one technique that works well is to keep your "real" preference file in the data folder, and an alias of it in the system folder.

This technique works well with any application, not just SpellTools, that supports alias files.

Spell Checking

Use this chapter to find out how to use the Spell Checker.

- Spell Checking Text
- Stylized Text Support
- The Spell Checking Window
- Neologisms
- Dictionary Use and Maintenance
- The Future

The intelligent linguistic engine transparently processes redundant user interaction and increases overall performance. For instance – once a word has been spell checked and replaced, all subsequent occurrences of the misspelled word are automatically replaced without any user interaction. Another SpellTools feature is double word detection as in “this is is a double word error example”. There are a few instances where double words are acceptable such as “very very” but it’s preferable to ask rather than to assume. There are many hidden features like these built into SpellTools.

Spell Checking Text

When you click the spelling button on the Floating Palette, SpellTools checks for selected text. If none is found, it tries to select all the text. If the application you're using does not support the Macintosh software standard Select All (⌘ A), SpellTools cannot perform the auto text selection. You can overcome this break with Macintosh standards by manually selecting the text you want to check prior to clicking the SpellTools check button.

The Text tool dialog in **Photoshop** is an example of where you must manually select the text prior to clicking the check button, because the text window does not support the Select All (⌘ A) command.

Stylized Text Support

SpellTools tries to preserve stylized text that may have a variety of font style attributes and sizes. Applications that support stylized clipboards, work well with SpellTools.

Unfortunately for SpellTools, some applications such as **Quark XPress** and **Adobe PageMaker** have extended "internal" style information that SpellTools is oblivious to. What this means is that SpellTools can inadvertently mess up text formatting in such applications. As a general rule this only seems to be a problem with page layout programs.

As an example:

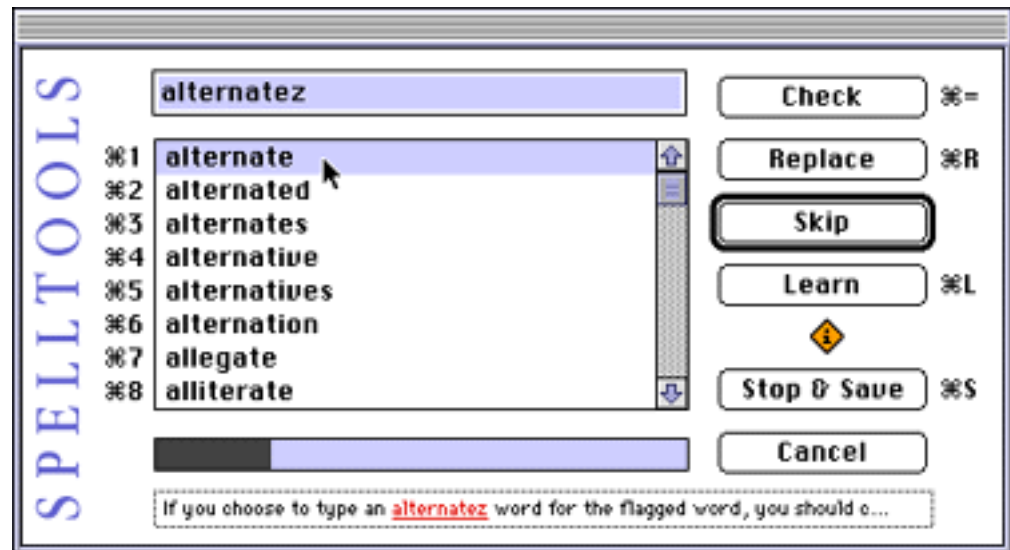
Now is the **time** for all *goo men* to come to the **aid** of their country!

would change to:

Now is the time for all good men to come to the aid of their country!

The good news is that the other features of SpellTools work correctly. The first button spell checks the selected text, or if no text is selected, the entire document is checked.

The Spell Checking Window



When an unknown word is encountered, the SpellTools spell checker window appears. In this window, the word in question is at the top, while replacement suggestions appear below the unrecognized word. The word in question also appears at the bottom of the checker window, underlined and in red. This context helps you in determining not only where the word is used but also the meaning of the sentence surrounding it. The thermometer bar just above the context window gives you a visual check of spell check completion status.

If you type an alternate word for the flagged word, click the **Check** button (or press ⌘ =) to check the word you just typed for accuracy.

To select one of the suggested words, double click the replacement word in this list. You may also use the keyboard *up* and *down* arrow keys to select a word from the list of options and then click the **Replace** button (or press ⌘ R).

You may also select a suggested word from the list by using the ⌘ number key combinations listed to the left of each word. For example, in the screen above, if you wanted “alternates” as a replacement, pressing ⌘ 3 would perform this replacement regardless of the highlighted word. When you scroll through a longer list of suggestions, the ⌘ key shortcuts listed to the left of each word are dynamically updated. So, as you scroll through the list and the words move relative to the shortcut keys, (⌘ 2) may represent more than one word. Whichever word is beside each ⌘ key shortcut is the word that SpellTools will substitute. Clicking the **Replace** button (or press ⌘ R) inserts the highlighted word from the list into your document.

The **Skip** button simply passes over the flagged word and moves on to the next questionable word. **Skip** may be activated by hitting the *return* or *enter* keys or by clicking the cursor on the **Skip** button.

The **Learn** button (or press ⌘ L) adds the questionable word to the User Dictionary.

Clicking the small info diamond between the **Learn** and the **Stop & Save** buttons brings up a screen with help on replacing misspelled words and the Dictionary word count. Here you can check on the number of words in both the Main Dictionary and in the User Dictionary. Also the version number of SpellTools is reported here.

The **Stop & Save** (or press ⌘ S) button allows you to check the document at any point and then stop the checking process and save the changes made so far. For instance, you might click **Stop & Save** and then switch to another application to have SpellTools perform spell checking there.

Unlike some spell checkers, clicking the **Cancel** button (or the *esc* key) stops the spell check and returns the document to its original status without saving any changes made thus far.

During the spell checking function, SpellTools checks for common errors such as repeat words typically created during editing. When a repeated word is encountered, a dialog box is displayed. Clicking the **Yes** button eliminates one of the repeated words. Clicking the **No** button leaves both words untouched.

At the conclusion of spell checking, if no words were flagged, a "**No Spelling Errors Were Found**" dialog box is displayed.

If you do not want to see this dialog, click on the **Preferences** button on the floating palette, click on the **Miscellaneous** pane, and uncheck the box next to **Enable "No Spelling Errors Were Found" Alert**. If this box is not checked, there is no feedback after the spell checking routine is finished.

Neologisms

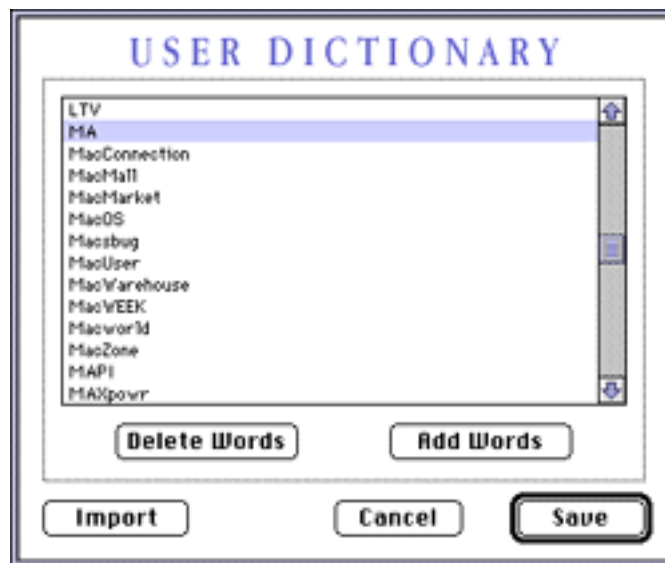
Neologisms are special case words that have irregular capitalization, such as **PowerPC** , **IBM**, **TrueType**, **NUpowr** and **others** . In order to handle mixed cases, words are stored in the user dictionary in case sensitive form. SpellTools can also detect irregular capitalization like "ROger" and offers the suggestion "Roger".

Dictionary Use and Maintenance

While the Main Dictionary that ships with SpellTools has more than 68,000 words, some words you are likely to encounter are not within this basic dictionary. The User Dictionary can accumulate new words as they are added. To add words to the User Dictionary as they are brought up in the checker window, simply click the **Learn** button (⌘ L).

Sometimes it is not a good idea to add certain words to the dictionary. For instance a lot of people are tempted to add 'th' to the user dictionary as in: 8th Street or 256th Squadron. A very common typographical error is to type 'th' when you meant 'the' so adding 'th' to the dictionary would allow "She can never find th car keys!" to be valid. So be careful when adding new words to the dictionary.

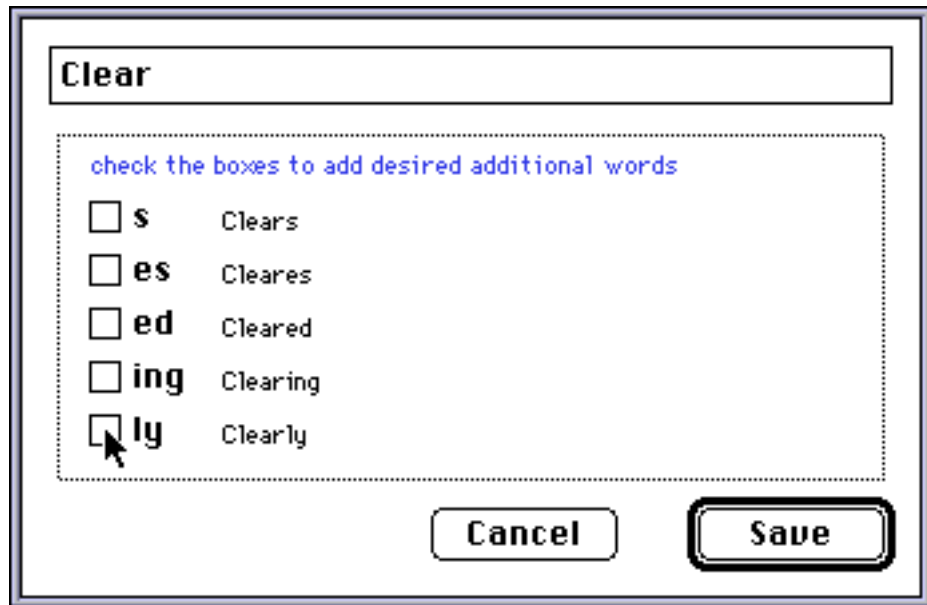
To add or delete individual words to the User Dictionary from the dictionary editor access **Edit User Dictionary** under the Goodies menu in the SpellTools application. *You can also press the **Preferences** button on the floating palette, select the **Miscellaneous** pane, and click the **Edit User Dictionary** button.*



You can select words to delete from the list by selecting them and clicking the **Delete Words** button to remove them from the User Dictionary.

To select multiple contiguous words from the list, hold the *shift* key as you click on words in the list.

To select multiple non-contiguous words from the list, hold the ⌘ key as you click on words in the list.



Click the **Add Words** button in the User Dictionary window. Here you can not only add a new word, but also add the plural and other forms of the same word to the dictionary. The alternate forms of the main word are selected by clicking the boxes next to each alternate word form. *Check these word forms, as you may find not all of them are appropriate.* When you have chosen all of the word forms desired, click the **Save** button to retain these new words in the User Dictionary.

You may merge someone else's SpellTools User Dictionary with your own, press the **Import** button. This brings up a standard Macintosh Open dialog box where you can and use standard Macintosh navigation techniques to find the User Dictionary to be merged. Double click on the file name in the list and it will be merged into your User Dictionary. If duplicate words exist between the files, SpellTools automatically ignores the duplicates.

 Import only works with SpellTools User dictionaries. User dictionaries from other spell checkers are incompatible with this process.

The Future

Newer Technology is committed to further product research and looks forward to more advanced linguistic tools in future versions of SpellTools.

For instance, contextual parsing would offer smart homonym support for common errors such as "you're" instead of "your". Newer Technology welcomes your feedback. Send feedback to craig@newertech.com.

Speech Support

The second button on the Floating Palette activates the Speech feature that reads the selected text to you. Again, if no text is selected, the entire document is read from the beginning through the end. Once Speech has begun, you can stop it at any time by simply clicking the same floating palette button used to begin Speech.

SpellTools utilizes the Speech Synthesis capability built into the MacOS. Speech Synthesis allows you to type text and have SpellTools read it back to you. This ability allows you to hear the text and listen for problems with grammar, idea flow and word usage. Proofreading your own work is very hard to accomplish accurately. A better method of proofing is to have someone else review the text. The Macintosh can perform this for you, reading your work back to you so that you can hear exactly what is typed. Using the speech capability in SpellTools means that you can close your eyes and simply listen to the words exactly as they are written.

To select the voice the Macintosh uses to read text files, click the **Preferences** button on the Floating Palette and select the **Miscellaneous** pane or access **Preferences...** under the SpellTools File menu. You will probably want to experiment to find the voice that is the most useful for your needs. The professional grade voices generally provide the most utility. To select voices, click and hold the mouse on the pop-up list of voices and select the desired voice.



To quickly change voices press the *option* key and click on the speech button. This precludes having to access the Preferences dialog box to make this change.

Notice that when Speech has been activated, the button graphic changes to a Stop sign.



Speech support may not work on some of the older Macintoshes which use slower 68020 or 68030 processors.

The Virtual Stamper

Use this chapter to find out how to use the Virtual Stamper.

- Stamping into Documents
- Create New Text Stamps
- Editing an Existing Stamp
- Deleting an Existing Stamp
- Sorting the List of Stamps
- Date and Time Formats

Stamping into Documents

The third button in the palette allows access to the Text Stamper function. The Text Stamper feature of SpellTools is very useful for anyone who types text, uses E-mail or ever finds the need to type the same text more than once. Text Stamps are nothing more than a way to set up text strings such as your home address, work phone and fax numbers or your E-mail signature and be able to add them to any document by simply selecting them from a list.

By clicking and holding the cursor on this button, the list of Text Stamps appears. You can select a Text Stamp by simply following down this list until the desired stamp is highlighted. At the end of the list are two options that are always present regardless of the number of stamps you create: the Date Stamp and the Time Stamp.

Create New Text Stamps

 To quickly make stamps, simply click the Stamp Tool button on the floating palette and select either **New Stamp** or **Make Stamp from Text Selection**.

To create a new stamp from the **Stamp Tool** pane, press the **Preferences** button, go to the **Stamp Tool** pane, and click the **New Stamp** button. This is the same as selecting **New Stamp** from the pop-up menu under the Stamp Tool in the floating palette. This will bring up the stamp creation window.

If you select **Make Stamp from Text Selection** you can create a stamp out of the current text selection. If there is no selection, a select all is issued. If the selection exceeds 1024 characters the selection is truncated to 1024 characters.

See Preferences: The Stamp Tool Pane for more information.

Editing an Existing Stamp

 To quickly edit stamps from the floating palette, hold down the *option* key, click the Stamp Tool button, and select the desired item.

See **Preferences: The Stamp Tool Pane** for more information.

Deleting an Existing Stamp

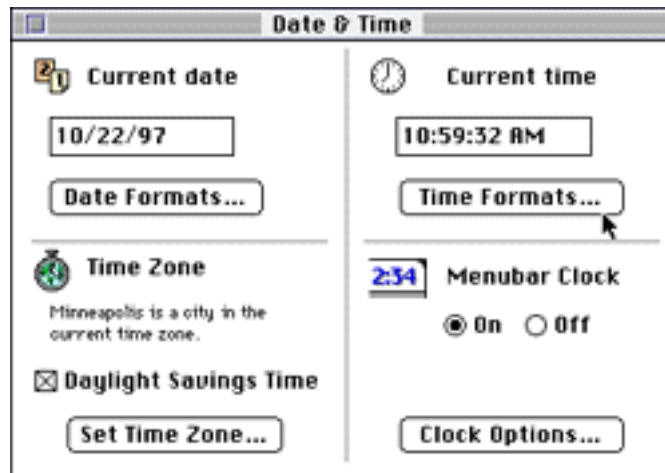
See **Preferences: The Stamp Tool Pane** for more information.

Sorting the List of Stamps

See **Preferences: The Stamp Tool Pane** for more information.

Date and Time Formats

Date formats can be chosen for the Date Stamp by holding down the shift key, ⌘ key, or no key while clicking on the Stamp button.



If you click on the **Time Formats button** in the Date and Time control panel of your Macintosh, you will see the three different formats displayed in the sample box.

The top format (example: Friday, July 18, 1997) may be stamped by simply clicking on the Stamp Button and selecting Date Stamp.

The middle format (example: Fri, Jul 18, 1997) may be stamped by holding down the ⌘ key while clicking on the Stamp Button and selecting Date Stamp.

The bottom format (example: 7/18/97) may be stamped by holding down the *shift* key while clicking on the Stamp Button and selecting Date Stamp. Leading zeros may be added to the numbers in this short format by checking the appropriate boxes after clicking the Time Format button in the Date and Time control panel of your Macintosh.

Using the Text Tools

When you click and hold the fourth Floating Palette button, the text processing tools pop up. To use these tools, **select the text in the document to be acted upon** and then click and hold on this button. Highlight an option from the list and SpellTools performs that task.

Text Tools Overview

Normalize Returns of Text Selection deletes extra *returns* in the selected text and fixes the line break spacing problems produced by some E-mail hardware/software. Return normalization is also useful when someone gives you a file (or you download one) that has extra space between paragraphs that you want to delete.

Anyone who has worked in the production of finished documents can appreciate the time savings afforded by automatic Return deletion.

Normalize Spaces of Text Selection deletes any extra space characters in the selected text. Again, E-mail messages are usually filled with random extra space characters – some inserted during the documents' creation and others as a by-product of E-mail hardware/software. Space normalization is also useful when you download text that is formatted using spaces instead of Tabs.

Normalize Leading Spaces of Text Selection deletes any extra space characters at the beginning of lines that may have been left over after space normalization.

Add ">" to Text Selection is very useful adding the "internet quote" symbol to a selection of text before E-mailing it.

Strip ">" from Text Selection is very useful in removing those extraneous E-mail and Internet characters from text files.

UPPERCASE the Text Selection changes all the text to uppercase, or capital, letters.

lowercase the Text Selection changes all the text to lowercase, or small, letters.

Capitalize the Text Selection changes the first letter of each word to a capital letter.

Word Count of Text Selection shows the number of selected words, lines, and characters.

Find & Replace the Text Selection allows you to easily perform a Find/Replace in any application. Simply highlight a selection of text to be operated upon and then select **Find & Replace the Text Selection**. Enter the word or words into the **Look For:** field and type the replacement(s) in the **Replace With:** field. Clicking the **Replace** button replaces a single found instance, while the **Replace All** button changes every instance of the **Look For:** word(s) with the **Replace With:** word(s). The **Cancel** (or esc key) button quits the procedure and leaves the document untouched, forgetting all changes.

Troubleshooting

Problem	Application	Solution
No Floating Palette appears in the application	Any	Make sure SpellTools has been launched. Has a Plug-In been created? If not, create a Plug-In for the application; See Making a Plug-In section
Style information is lost after spell checking	Quark XPress, Adobe PageMaker, any application that has "private" style information	None - see "Stylized Text Support" section
Nothing happens after clicking the Spell Check button	Any application that doesn't support command A	Manually select text before Spell Checking
A dialog box that says: "There Is Not Enough Memory To Complete This Operation" appears	Any	Use the Finder's "Get Info" command to increase the memory partition for the target application
"Speech Disabled" message in Preferences Voices selection pop-up menu	Any	Install Apple's Speech Synthesis Software (which is an option of the SpellTools Installer)
Clicking the Spell Check button with no text selection brings up an address book.	Microsoft Mail or Quarterdeck Mail	Preselect text prior to clicking the Spell Check button
SpellTools seems to mess up my HTML tags	Any	A SpellTools bug. Get version 1.3.2 or later from www.newertech.com
When I click on buttons - nothing happens.	WriteNow 4.x	None - we are currently investigating the problem.

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If you discover what you believe to be a significant error in the logical operation of the software, please contact our Technical Support Department. We will attempt to either correct the problem or help you to avoid similar errors in the future. Newer Technology, Inc. cannot be held responsible for the results of such errors.

Technical Support

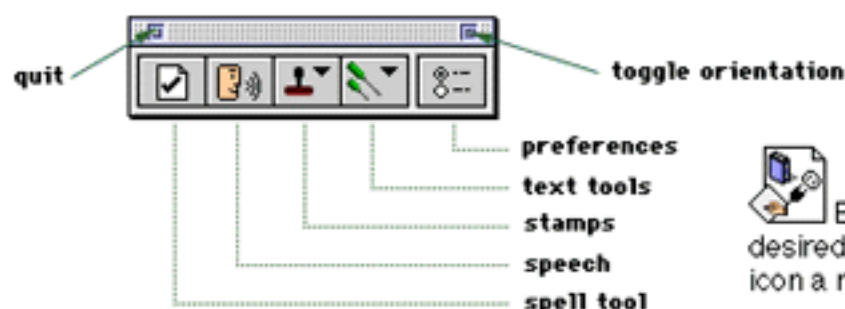
Should you have questions regarding the features or operation of SpellTools, please contact our Technical Support Department Monday through Friday from 8:30 am to 5:30 pm Central Time. Or feel free to contact us by the other means listed below.

Newer Technology, Inc.
4848 W. Irving Street
Wichita, Kansas 67209

Voice: 1-316-943-0222 or 1-888-656-8324
Fax: 1-316-943-4515

E-mail: livetech@newertech.com

SpellTools Quick Reference Card



By simply dragging the icon of a desired application onto the SpellTools icon a new Plug-In is created.

SPELL TOOL

Clicking the Spell Check button with no selection causes a "Select All" to find text

Spell Check window "Check" button key equivalent ⌘=

Spell Check window "Replace" button key equivalent ⌘R

Spell Check window "Skip" button key equivalent return or enter

Spell Check window "Learn" button key equivalent ⌘L

Spell Check window "Stop & Save" button key equivalent ⌘S

Spell Check window "Cancel" button key equivalent esc

Spell Check window word list key equivalents ⌘1...⌘8

Click the ⓘ icon to get information about the spell checking engine

SPEECH TOOL

Clicking the Speech button with no selection causes a "Select All" to find text

Option-click the Speech button to select different voices

Stop Speech key equivalent ⌘.

STAMP TOOL

Press and hold the option key while selecting a stamp to edit rather than paste stamp

Press the shift key while selecting a date stamp to use short form (e.g. 10/19/96)

Press the ⌘ and shift key while selecting a date stamp to use abbreviated form

Stamp Editor window "Save" button key equivalent (body can have returns) enter

Stamp Editor window "Cancel" button key equivalent esc

Stamp Editor window toggle name and body fields key equivalent shift-tab

** Stamps can have a body length of up to 1024 characters (1K of text)*

TEXT TOOLS

Unlike the Spell Tool or Speech Tool you have to select text for a tool to work

PREFERENCES

Navigate lists with the arrow keys or simply type the first few letters of an item

Preferences window "Save" button key equivalent return or enter

Preferences window "Cancel" button key equivalent esc