ASPEN Spell Check Procedure

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Version 1

Revision History

Date Revised	Version number	Reason for Change	Revised By
10/07/2016	1.0	Initial draft	Jeremy Kennis

Spell Check Dictionaries

Spell check comes with a comprehensive set of pre-configured dictionaries (meaning word lists only, no definitions) that include common words, contractions, abbreviations and proper names.

You can create your own dictionary, or add words and acronyms that you want spell check to recognize, to the existing dictionaries. By default, all installed dictionaries are located in the SPELL folder under the specific application folder (e.g., C:\ASPEN\ACO\SPELL).

Spell check can use multiple dictionaries for each search. Use the Add/Remove Dictionary buttons to add or remove existing dictionaries from the search list.

The spell check dictionary screens have Help buttons to guide you through some of the other options available.

Spell Check Dictionaries with Multiple ASPEN Applications

If you have more than one ASPEN application installed on a computer (e.g. ACO and ASE-Q), each application has spell check dictionaries installed, but the ASPEN applications use only one set of dictionaries. By default, the ASPEN application that was LAST installed is the one whose dictionaries are used.

Therefore, if you install ASE-Q first and ACO second, both ASE-Q and ACO use the spell check dictionaries in the ACO SPELL folder. This is important to remember when creating your own dictionary or when adding words to the default userdic.tlx dictionary, and when you want to distribute that dictionary to other users.

Note: You do have the option to change the location of the dictionaries by selecting Set Spell Check Location from the ACO or ASE-Q System menus.

Set Spell Check Location

To change the location referenced by spell check, select **Set Spell Check Location** from the ACO or ASE-Q System menus. When you designate a spell check location, the default dictionary (userdic.tlx) must be available in the selected folder, and the location of the spell check files in the Windows registry is set for the current user.

However, you may still need to add any other dictionaries you want to reference to the new spell check location.

To set the Spell Check location

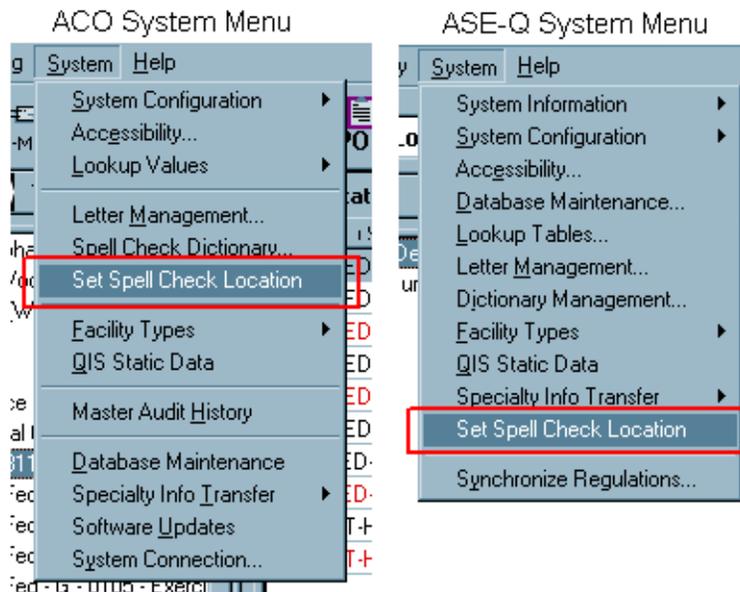1 In ACO or ASE-Q, select **System | Set Spell Check Location**.

Figure 1: Set Spell Check Location menu option

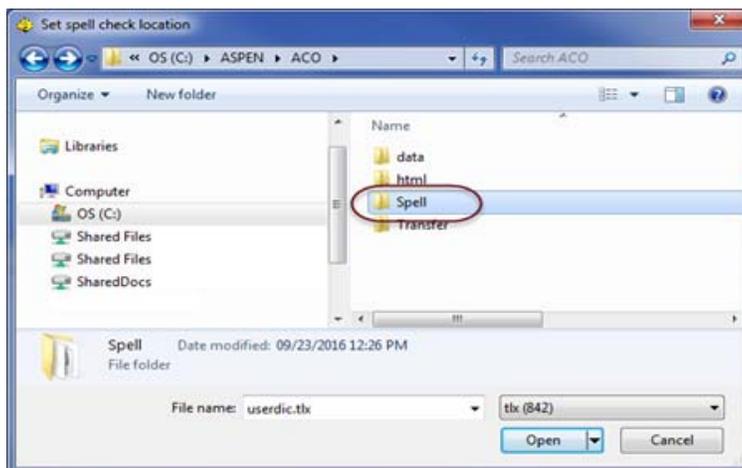2 Select the spell check location (i.e. ASPEN/*ACO or ASEQ*/Spell).

Figure 2: Set spell check location window

3 Click **Open**.

Reference Multiple Dictionaries in Spell Check

Regardless of the configured spell check location, if you use dictionary files other than userdic.tlx, they must be copied to the new location in order for spell check to reference them. If there are multiple dictionaries in the spell check location, they are all referenced when running the spell check process.

To add dictionaries to spell check location

1   From ACO/ARO, select **System | Spell Check Dictionary...**
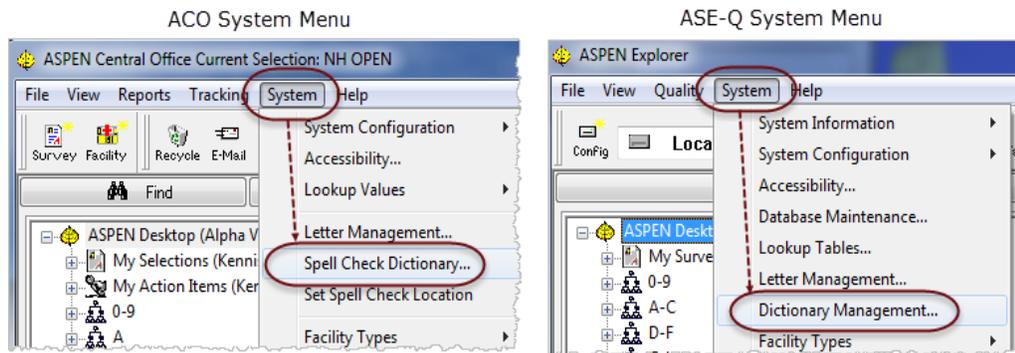
From ASE-Q, select **System | Dictionary Management...**

Figure 3: ACO Spell Check Dictionary and ASE-Q Dictionary Management menu options

2   Click **Add Dictionary**.

3   Locate the spell check file location (e.g., C:\ASPEN\ACO\SPELL).

Note: Dictionary file types are in .tlx format. If you do not see any .tlx files, type ***.*** in the File Name: field, and press **Enter** to display all file types.

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4   Click to highlight the dictionary file you want to include in the spell check location, and click **Open**.

Repeat steps 2 - 4 for each dictionary you want to add to the spell check location.

5   Click **Close** when finished.

Customizing the ASPEN Dictionary

The next three tasks demonstrate ways you can conveniently add words to the default dictionary.

To add words to the dictionary

You can add words and acronyms to the default user dictionary (userdic.tlx).

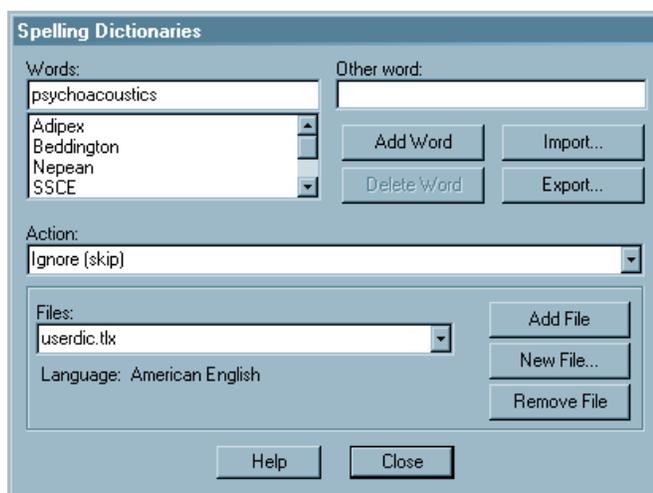**1** From ACO/ARO, select **System | Spell Check Dictionary…**

Figure 4: Adding words with the Dictionaries window

2 Type your new word into the Words box, and click **Add Word**.

3 Click **Close** when done.

To add words to the dictionary with Letter Management:

Another way to add words to your dictionary is to create an ASPEN letter with all of your new words and then run a spell check on that letter.

This is a convenient approach if you already have a list of words in an electronic document. Simply copy and paste from that document into your temporary letter, then apply spell check.

1 From ACO, select **System | Letter Management**.

2 Click **New**.

3 In the Letter Desc window, type a name for your letter, and select a Letter Type, then click **OK**.

4 In the letter word processor, type in the new words, or paste in a list of words from another application.

5 Click the **Spell Check** icon on the toolbar (or select **Tools**, then **Spelling…**).
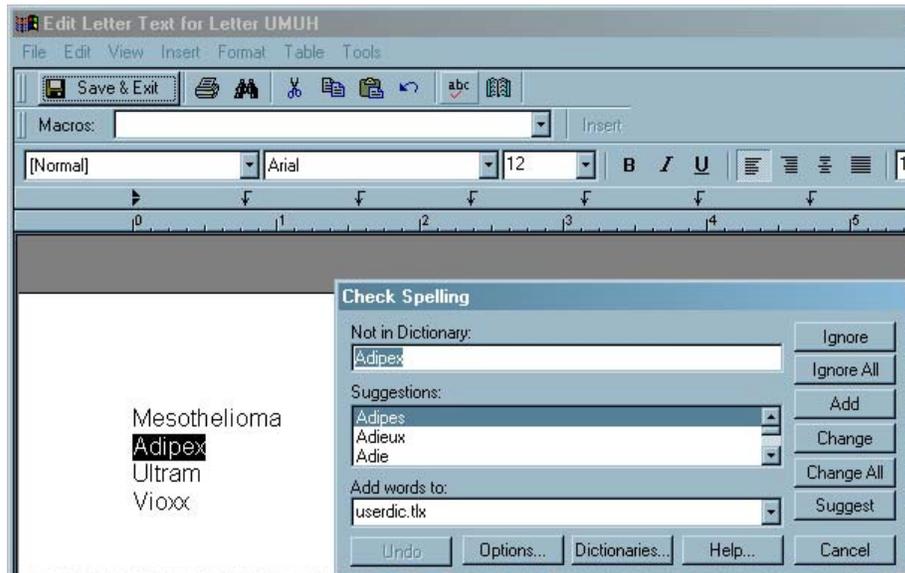

Figure 5: Adding words with the word processor

6 When spell check reports a word as Not in Dictionary (misspelled), click **Add** to add the word to the dictionary in the **Add words to:** field.

Note: If your Add button is not enabled, you may not have an open dictionary. Click **Dictionaries**, then **Add Dictionary** to browse to the Spell folder and add a dictionary file. See "Reference Multiple Dictionaries in Spell Check"

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7 When you see the Spell Check Complete prompt, click **OK**.

To add words from an external dictionary

You can use an ordinary text file to add words to the default user dictionary (userdic.tlx).

1 From ACO/ARO, select **System** | **Spell Check Dictionary...**
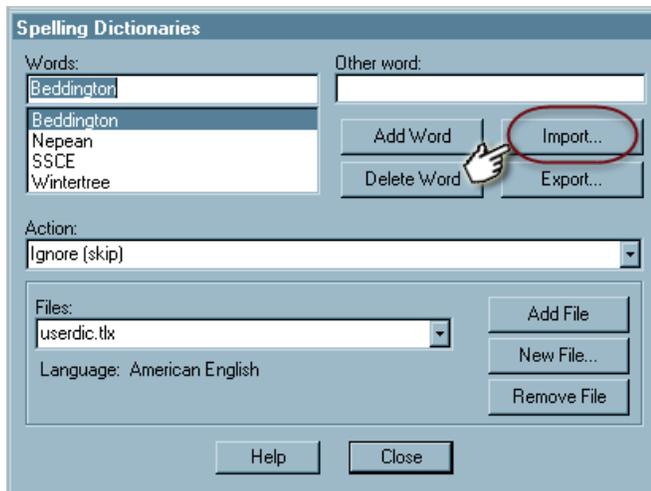
2 Click **Import**.

Figure 6: Spelling Dictionaries window

3 In the Import Dictionary dialog, go to **Desktop**.

4 Change Files of Type to All Files, select the dictionary file you want to import, and click **Open**.

Making Dictionaries Available

If you import or create a dictionary that you want others to be able to reference, you can make the dictionary file available. When it is added to the spell check location, users can select the new dictionary so it is referenced when a spell check is run.

ACO/ARO/ACTS

Distributing your newly customized dictionary is simple if you install your ASPEN applications in the recommended configuration. The new dictionary automatically becomes available to all users since everyone accesses the dictionary from the shared network installation folder.

ASE-Q

For ASE-Q, you need to distribute the default dictionary file (userdic.tlx), as well as any other dictionary files, to all users. Normally, these files should be copied to the SPELL folder located in the ASE-Q application folder. An example location would be: C:\ASPEN\ASEQ\SPELL.

Creating your own Dictionary Files

If you prefer not to save new words to the default user dictionary file userdic.tlx, you can create your own dictionary file and have the spell check use that instead. The advantage to doing this is that you can name your dictionary file in such a way that it helps you identify it as your custom dictionary. For example, you might create a medical dictionary and name it MEDICAL.tlx and distribute it to your users.

One way to create a custom dictionary is to run spell check on a letter or citation that has an unknown (or misspelled) word in it. This activates the spell check dialog and gives you a chance to create your own dictionary file. Creating your dictionary file using Letter Management is very similar to the steps describing adding words to the dictionary with letter management.

More ...

"To add words to the dictionary with Letter Management:"

To create your own dictionary file

You can add the words in an existing letter to a different dictionary file.

1   From ACO/ARO, select **System** | **Letter Management**.

2   Select a letter, and click **Text**.

    You can choose any letter, as long as it is not read-only.

3   Click the **Spell Check** button on the toolbar (or select **Tools**, then **Spelling...**).

4   Click the **Dictionaries...** button.

5 Click **New Dictionary** and enter the new dictionary File Name. For example, MEDICAL.tlx (You must use the .tlx extension).
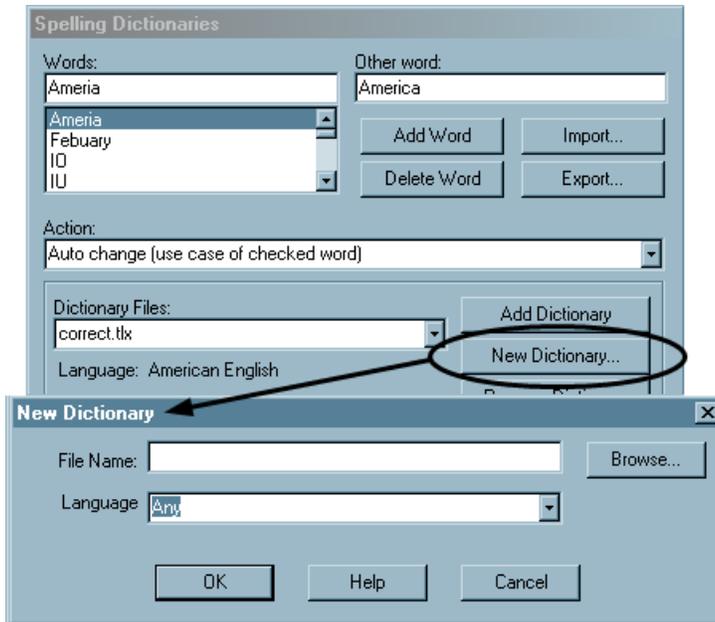

Figure 7: Creating a new spell check dictionary

6 Click **OK** to create the new dictionary file.

7 Click **Close** to return to the Check Spelling dialog.

8 Select your new dictionary using the **Add words to** drop-down list. The spell checker will add all new words to your dictionary.

9 Click **Add** to add each new word to your new dictionary.

You can now distribute and make your dictionary files available.

More ...

"Making Dictionaries Available".

Shared Spell Check Files

In order for all users to share the same dictionary files, you can place the dictionary files on a shared network location so that all users can access the dictionaries. This requires each user to set the spell check location, and select the location of the dictionary files.