

# SENSIBLE GRAMMAR™

<sup>Do</sup> do you exhibit a tendency to  
make punctuation errors?  
<sup>Regardless</sup> Regardless of ~~of~~ your skills,  
<sup>g</sup> typographical errors occur.  
<sup>Therefore</sup> Therefore Sensible Grammar



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Serial Number: 057032

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ALWAYS TEST SENSIBLE GRAMMAR ON A COPY OF ONE OF YOUR DOCUMENT DISKS AFTER YOU MAKE CHANGES TO THE SENSIBLE GRAMMAR SETUP. AFTER CHECKING THE TEST DOCUMENT, LOAD THE DOCUMENT BACK INTO YOUR WORD PROCESSOR AND VISUALLY VERIFY THAT IT APPEARS CORRECT. IF EVERYTHING LOOKS OK, YOU CAN THEN USE SENSIBLE GRAMMAR ON YOUR REGULAR DOCUMENTS.

## **PLEASE NOTE!**

We have included both a 3.5" disk version and a 5.25" disk version of the Sensible Grammar in this package. If you only need one of the disk format versions (3.5" or 5.25") of the program, you can trade in the other version for a duplicate program disk by mailing in the unneeded version with a check for \$5.00 and your registration card. Overseas customers need to enclose a check for \$10.00 in U.S. funds.





# **SENSIBLE GRAMMAR™**

**for ProDOS**

**by David Long**

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# INTRODUCTION

*"Punctuation and spelling apparently cause more people more trouble than any other aspect of writing with the possible exception of what is loosely known as 'grammar.' Both are somewhat mechanical and superficial phases of writing, nowhere near so important as having something significant to say and a genuine interest in saying that something, whatever it is. But neither punctuation nor spelling can be neglected because they have a direct bearing upon success or failure in communicating ideas from writer to reader—the primary aim of writing—and because errors in either one...reflect adversely upon a writer's intelligence, knowledge, and social standing."*

—Harry Shaw, Punctuate It Right, Harper & Row Publishers, 1963

With diligent study and frequent use, reference works, such as the book cited above, can noticeably improve your writing style. Unfortunately, these reference works are often laid aside by busy writers and business people in the press of their daily affairs, and end up being used less often than they should be.

Sensible Grammar takes the drudgery out of analyzing your writing style. By automating the proofreading process, Sensible Grammar makes it easier for busy people to give an important extra polish to their writing.

## What is Sensible Grammar?

Think of Sensible Grammar as an electronic proofreader that helps remove embarrassing "typos" from both personal and business writing. Sensible Grammar goes beyond conventional proofreading programs that check the spelling of individual words in your word processing manuscripts. Sensible Grammar checks your writing to assure it is correctly punctuated. It also compares your writing against its extensive library of over 1000 commonly misused English phrases to identify pompous, informal, cliché, vague, wordy, repetitive, sexist, and other faulty phrases in your manuscript.

Some of the common writing errors caught by Sensible Grammar include:

- Every one was at the party. (*Every one* should be a single word.)
- He said "I won't go". (The period should be inside the quotes.)
- If you go to the store get a gallon of milk. (There should be a comma after *store*.)
- They decided on the the color white. (The word *the* is repeated.)

When Sensible Grammar finds a potential problem in your document, it displays the entire sentence and explains what the potential problem is with the sentence. If Sensible Grammar detects a punctuation error, it lets you mark its location for later correction with your word processor. If the problem is a commonly misused phrase, Sensible Grammar suggests alternate wordings that might be more appropriate and lets you immediately replace the original phrase with one of these suggestions.

Using Sensible Grammar with a high-quality spelling checker, such as our Sensible Speller product, gives you the confidence of knowing that your writing has been carefully edited for problems by two tireless proofreaders.

Our recommended proofreading system for today's professional writer includes:

- A word processing program (such as AppleWorks) for easy entry and correction of manuscripts.
- A spelling-verification program (such as Sensible Speller) to automatically identify and correct misspelled words.
- A punctuation, word usage, and grammar verification program (such as Sensible Grammar) to complete the proofreading process after spelling verification.
- Additional reference publications, as needed, to solve some of the more obscure and less frequent questions on style and word usage.

## Features

Some of the highlights of Sensible Grammar are:

- It catches over 1,000 commonly misused phrases.
- It catches repeated words.
- It detects punctuation errors involving:

◇ braces	◇ parentheses
◇ brackets	◇ periods
◇ colons	◇ question marks
◇ commas	◇ quotation marks
◇ dashes	◇ semi-colons
◇ exclamation marks	

- It can convert complex legal terms into simpler, everyday English.
- It can convert contractions into fully spelled-out words (more formal).
- It can convert full words into common contractions (less formal).
- It can catch *groups of words* that are misspelled, even when the individual words are correctly spelled (e.g. *every thing, can not*).



Some of the limitations of Sensible Grammar (which are more fully described in the reference portion of this manual) are:

- It does not catch *individual words* that are misspelled. Use the Sensible Speller for this.
- It does not catch all grammar or punctuation errors.
- The phrases it catches are *commonly* misused—not *always* misused. (Many of Sensible Grammar's phrases can be the correct phrase to use *in a particular context*. But, frequently, they are incorrectly used. Sensible Grammar calls them to your attention, so you can double check your particular use of the phrase for correctness.)

## Word Processors it Works With

Sensible Grammar works with many Apple ProDOS word processors. A partial listing of compatible word processors follows. We are continually upgrading the program to work with newer word processing programs. The Sensible Grammar program may be made compatible with additional word processors before this manual is republished. To determine if Sensible Grammar is compatible with a word processor not listed below, run the Sensible Grammar program and check the *Quick Setup* menu for new additions.

- AppleWorks
- Apple Writer, ProDOS version
- Format II, ProDOS version
- Mouse Write (currently documents must be saved as Text files)
- MouseWord
- PFS:Write, ProDOS version (currently documents must be saved as Text files)
- Word Juggler
- Zardax, ProDOS version

It also works with standard text files. If your word processor isn't included in the above list, you can probably still use Sensible Grammar by writing your documents to a text file and setting up Sensible Grammar to check text files. Refer to your word processor manual for instructions on writing standard ProDOS "text" or "ASCII" files.

## Hardware Needed

To use Sensible Grammar, you must have:

- **Apple //c or Apple //e with an Extended 80-Column Card.** A RamWorks Card works fine.
- **Monitor.** Must be capable of displaying 80-column text.
- **Disk II, DuoDisk, UniDisk, or UniDisk 3.5 disk drive.**

The following equipment can be used with Sensible Grammar, but is not required:

- **AppleMouse**—You can use the AppleMouse to choose the different options within Sensible Grammar.
- **Printer**—When Sensible Grammar detects a problem, you can print the sentence and problem on your printer.
- **Most brands of hard disk drives** (ProFile, Corvus, Sider, etc.)—You can put Sensible Grammar on the hard disk drive and check documents on the hard disk. However, the hard disk must be fully ProDOS compatible.
- **Apple Memory Expansion Card, RamWorks Card, and other memory cards**—They must be supported by ProDOS as "RAM" disks.

## Package Contents

Included in the Sensible Grammar package you should find:

- **This manual**—It contains complete instructions on how to use Sensible Grammar.
- **Registration form**—Please fill out this registration form and mail it to us. It entitles you to receive information about updates, new products, and help. You won't be eligible for customer support or be able to have your disks updated or replaced unless you send in this form.
- **One 5.25" disk marked "SENSIBLE GRAMMAR for PRODOS"**—This is the disk you run the Sensible Grammar program from if you have a 5.25" disk drive. It is copy protected and may not be duplicated. However, a provision has been made to enable you to transfer all the Grammar files onto a hard disk (such as a ProFile, Corvus, Sider, etc.) or a large RAM disk for faster operation.
- **One 3.5" disk marked "SENSIBLE GRAMMAR for PRODOS"**—This is the disk you run the Sensible Grammar program from if you have a 3.5" disk drive.

If any of these items are missing, contact your dealer immediately.

**Note:** The original owner, during the first 30 days of ownership, can exchange one of the *program disks* (either the 3.5" or the 5.25") for a program disk of the other size, by sending the disk to Sensible Software with a check for \$5.00 (or \$10 in U.S. funds for overseas addresses) and a completed registration card. (The registration card can also be sent in before sending the disk for exchange.)

## Using This Manual

You're probably anxious to start using Sensible Grammar. Follow these steps if you just can't wait any longer:

- Do the tutorial in the next chapter, *15 Minutes to Sensible Grammar*.
- Read the *Introduction* if you haven't already done so.
- Read the beginning of the *Reference Manual* chapter. It explains the conventions used in Sensible Grammar.
- Refer to the *Reference Manual* when you have a question.

**NOTE:** For more information when Sensible Grammar is reporting a potential problem in your document (and you don't understand the message), refer to the appendix *Messages Produced by the Program*.

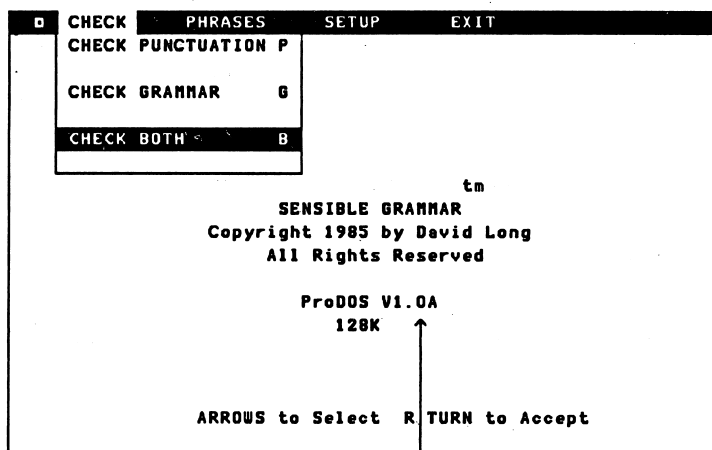


## 15 MINUTES TO SENSIBLE GRAMMAR

In this chapter, you will learn how to start using Sensible Grammar quickly and effectively. We recommend you have a printer available during this tutorial. If you have an Apple IIe, we also recommend that your disk drive controller be installed in slot 6 and your printer card be installed in slot 1.

To run the Sensible Grammar program, insert the supplied Sensible Grammar program disk into drive 1 and turn on the power to your Apple computer.

As Sensible Grammar loads into your computer, a title page with an ink bottle and quill appears on the screen. If you have an AppleMouse installed, the picture includes a mouse in the lower-right corner. After a moment, this picture is automatically replaced by the main screen of the Sensible Grammar program.



**Program Version Number (v1.0A)**

At the top of this screen, a line of text is displayed in inverse video (on the screen it appears as black on white). This line is the *MENU BAR*. Each of the words on this line represents a *menu*. A menu is a list of choices, or commands, grouped together under a common heading.

Notice the word *CHECK* is shown in normal video (white on black) in the menu bar. This shows the *CHECK* menu is currently selected. The contents of the *CHECK* menu are the three lines "hanging" in the box below the word *CHECK*.

These three lines (*CHECK PUNCTUATION*, *CHECK GRAMMAR*, and *CHECK BOTH*) are the individual choices, or commands, available from the *CHECK* menu. These individual choices within a menu are called *MENU ITEMS*. If you choose one of these three menu items, it causes Sensible Grammar to do some activity.



### Selecting a Menu Heading

You can pick any of these three menu items by pressing the **UP** and the **DOWN** arrow keys. Go ahead, try pressing the **UP** and **DOWN** arrow keys. The currently selected menu item is displayed in inverse video (black on white). This *highlighter* moves up and down as you press the **UP** and **DOWN** arrow keys.

After you pick (highlight) the menu item you want to use, you press the RETURN key to execute the command. Don't press RETURN yet—we have a couple of more points to cover in the menu bar before we execute any of the menu items. If you did press the RETURN key, press the ESC key followed by the RETURN key.

**NOTE:** You can also use the mouse to select and execute a menu item. Move the mouse cursor (the movable "^" character) onto the desired menu item and press the mouse button. Caution—when you choose a menu item with the mouse this way—it always selects and immediately runs the menu item. In other words, the two-step procedure from the keyboard (first select, then execute) is a single-step procedure with the mouse (select AND execute). Don't select a menu item with the mouse yet—we have a few more points to cover before we execute a menu item.

Besides selecting menu items under a single menu, you can also use the arrow keys to select other menus on the menu bar. Pressing the **LEFT** and **RIGHT** arrow keys selects a new menu from the menu bar. Go ahead and experiment by pressing the **LEFT** and **RIGHT** arrow keys.

As you move across the menu bar, the chosen menu in the menu bar is displayed in normal video (white on black). Under each heading, a different box opens to list the menu items available under that menu heading.

You can also select menus by positioning the mouse cursor (the movable "^" character) on the desired menu heading and then pressing the mouse pushbutton. This opens the selected menu and displays its menu items. Because menu *headings* in the menu bar aren't executable (only menu *items* can be executed), clicking the mouse pushbutton in the menu bar only opens the menu—nothing is executed until a menu item is chosen.

## The Menu Headings

Sensible Grammar is organized into five major sections corresponding to the headings in the menu bar.

The first menu heading is depicted by a symbol instead of a word. On older Apples, this symbol is an asterisk, "\*\*\*". On Apple //c and enhanced Apple //e computers, this symbol is a rectangular "small disk" ("□"). This menu displays the author's name and a copyright notice.

The *CHECK* menu is the heart of Sensible Grammar. This is the menu you use to proofread and correct your manuscripts.

From the *SETUP* menu, you control which phrases are used to proofread your writing. This menu also gives you access to the list of abbreviations and capitalization exceptions accepted by Sensible Grammar.

Other aspects of the Sensible Grammar program can be adjusted to your liking using the *SETUP* menu. From here, you can specify the type of printer, disk drives, and word processor you are using.

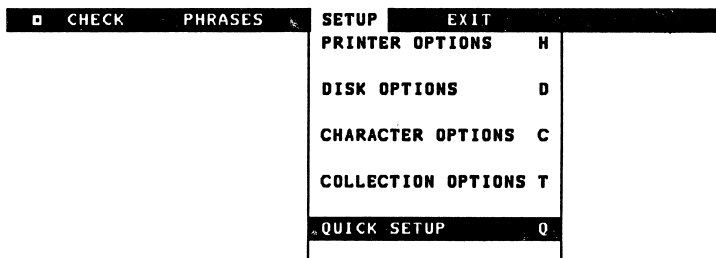
The *EXIT* menu lets you leave Sensible Grammar and run another program (such as your word processor program). Sensible Grammar provides its own easy-to-use *Run Another Program* command, besides the standard Apple *QUIT*.

## Initial Setup (for the tutorial)

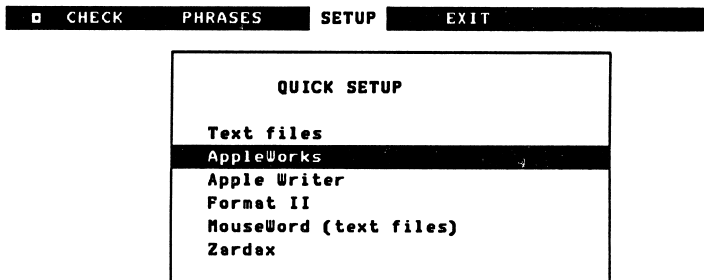
Each time you want to use Sensible Grammar with a different word processor, you first need to change the *SETUP* menu information to match that word processor.

For this tutorial, we are proofreading an AppleWorks file (the file is supplied on the Sensible Grammar ProDOS program disk). Before we begin the tutorial, we must "set up" the Grammar program to proofread AppleWorks files. (If you normally use a different word processor (other than AppleWorks), then—AFTER YOU FINISH THE TUTORIAL—you will need to "set up" Sensible Grammar a second time to match your word processor.)

To adjust the *Setup* menu information for Appleworks, press the **LEFT** and **RIGHT** arrow keys to pick the *Setup* menu in the menu bar. Press the **DOWN** arrow key to highlight the **QUICK SETUP** menu item. Press the **RETURN** key to activate the **QUICK SETUP** menu item.



The *Quick Setup* window opens in the middle of the screen, listing the available quick setups:



Press the **UP** and **DOWN** arrow keys until **APPLEWORKS** is highlighted. Press the **RETURN** key to activate this AppleWorks quick setup. If the question, *You Made Changes, "Make Them Permanent?"* appears (the question doesn't appear if AppleWorks was previously chosen), press the **RETURN** key to choose the **OKAY** answer. Sensible Grammar closes the *Quick Setup* window (since you've made your quick setup selection) and reopens the *SETUP* menu (this was the last menu chosen). Sensible Grammar is now set up to proofread word processing files produced by AppleWorks.

### Proofreading a document

For this tutorial, we will demonstrate how you simultaneously check for both punctuation and "grammar" errors (i.e., the **CHECK** [for] **BOTH** [types of errors] menu item).

To begin the proofreading process, we must tell Sensible Grammar we want to check something. Move the cursor to open the **CHECK** menu by pressing the **LEFT** arrow keys (or by moving the mouse). Move the cursor down to the **CHECK BOTH** choice by pressing the **UP** or **DOWN** arrow keys (or by moving the mouse). Activate the **CHECK BOTH** selection by pressing the **RETURN** key (or clicking the mouse button).

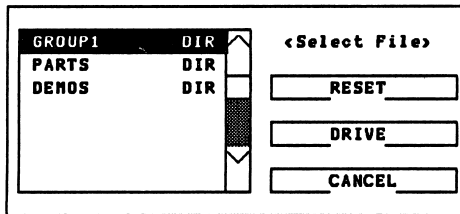
□	CHECK	PHRASES	SETUP	EXIT
	CHECK PUNCTUATION	P		
	CHECK GRAMMAR	G		
	CHECK BOTH	B		

Sensible Grammar gets very busy. Windows automatically open in the middle of the screen and one of your disk drives should begin running. This is normal! Before Sensible Grammar proofreads your file, it reads the lists of phrases it will be using into memory. (If you have already removed the Sensible Grammar disk from the disk drive, you are asked to put it back into the appropriate drive, *INSERT 'PHRASES' IN SLOT 6, DRIVE 1.*)

After Sensible Grammar finishes loading its phrases, the following message appears:

INSERT "DOCUMENT" IN SLOT 6, DRIVE 2.	
OKAY	CANCEL

Normally, here you insert *your* document disk into the appropriate disk drive and press **RETURN**. However, for this demonstration, the Sensible Grammar disk is our "document" disk. Since Sensible Grammar is asking for the "document" disk to be placed in drive 2, you need to move the Sensible Grammar disk from drive 1 to drive 2. After you put the disk in drive 2, press **RETURN**.



A "Pick a File" window appears in the middle of your screen. Sensible Grammar automatically catalogs your "document" disk and displays a list of the names of subdirectories and files that may have been created by your word processor. To the right are three "push button" boxes titled *Reset*, *Drive*, and *Cancel*. Although we won't be using the three "push buttons" in this tutorial, here is a quick summary of what they do:

- RESET** Resets the display to the files in the main directory. This is useful if you are in the wrong subdirectory. (For example, if you chose the *PARTS* subdirectory by mistake, you could click *RESET*, then choose the *DEMOS* subdirectory.)
- DRIVE** Lists the volume names of the available disk drives. You then choose the volume your document is on.
- CANCEL** Cancels the current operation and returns you to the main menu bar.

These three "push buttons" can be chosen with the mouse or by pressing the key matching the first letter of the command (i.e., press **R** for *RESET*, **D** for *DRIVE*, and **C** for *CANCEL*).

Three names are displayed now: *GROUP1*, *PARTS*, and *DEMOS* (not necessarily in this order). These are subdirectories (not files) on the Sensible Grammar disk and can be recognized by the word *DIR* to the right of the file name. The document file we want to proofread is contained in the subdirectory *DEMOS*. To get at this file, press the **DOWN** arrow key until the word *DEMOS* is highlighted. Now, press the **RETURN** key to open the subdirectory, *DEMOS*. After you press the **RETURN** key, Sensible Grammar automatically displays the available subdirectories and word-processing files contained in the *DEMOS* subdirectory. Included among the listed file names is the name of our demonstration file, *EXAMPLE*.

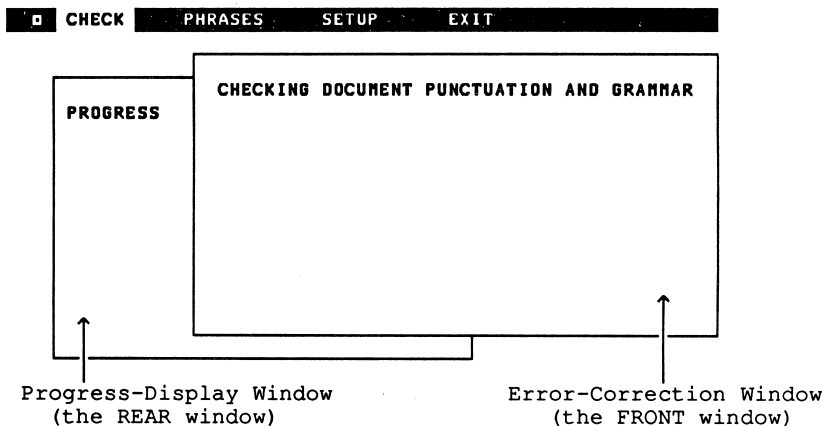
The file we want to proofread is called *EXAMPLE*. Move the highlighter onto this file name by pressing the **UP** and **DOWN** arrow keys. If it is the only file, the highlighter is automatically placed on it. Press **RETURN** to choose it as the file to be proofread.

For this demonstration, pretend you typed the following text into the EXAMPLE file earlier today (using AppleWorks) and you are ready to proofread this file with Sensible Grammar. The text contained in this EXAMPLE file is:

do you exhibit a tendency to make punctuation errors?  
Irregardless of of your skills , typoGraphical errors occur.  
There fore Sensible Grammar can be a very wise investment  
for improving the quality of your writing.

After you press **RETURN** to choose the EXAMPLE file, the "pick a file" window disappears, and Sensible Grammar begins proofreading the file.

Notice there are two windows displayed in the middle of the screen as Sensible Grammar reads through the document. Also, a third window appears at the bottom of the screen whenever Sensible Grammar detects an error.



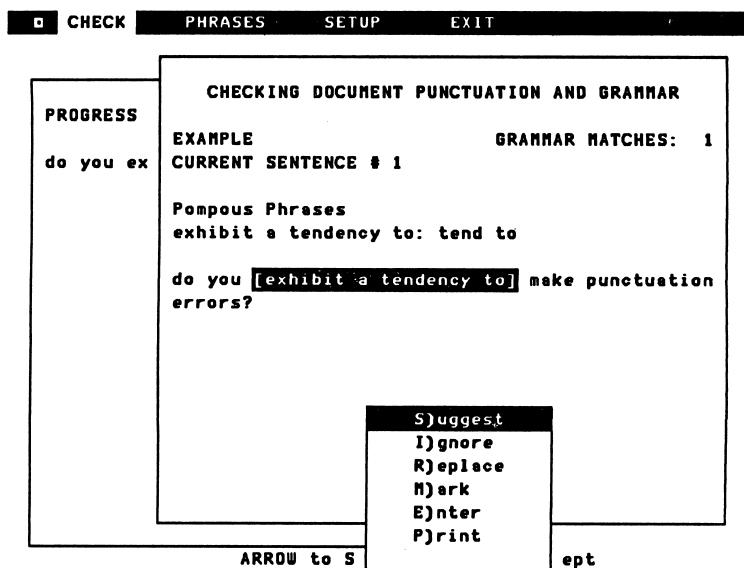
Of the two big windows displayed in the middle of the screen, the front window is the **ERROR**-display window and the rear window is the **PROGRESS**-display window. As Sensible Grammar reads through your file, it collects words until it has a complete sentence. It then displays the sentence "as is" in the rear window, to show where in your document it is. (Most of this window is always hidden, only the leftmost part of this window is ever displayed.)

Sensible Grammar analyzes the sentence to determine if it contains any punctuation errors or any commonly misused phrases. If it finds a potential problem in your sentence, it displays the entire sentence in the *front* Error-display window. The problem area in the sentence is highlighted, and information about the problem is displayed in the window above the sentence. A (smaller) third window appears at the bottom of the screen, giving choices about how to deal with the problem.

This third window comes in two forms. If Sensible Grammar has highlighted a commonly misused phrase as the problem in the sentence, then this third window offers six choices: *Suggest*, *Ignore*, *Replace*, *Mark*, *Enter*, and *Print*. If the highlighted item is a punctuation error, this third window only offers three choices: *Ignore*, *Mark*, and *Print*. The difference between these will be further explained as we proceed through this tutorial.

## Error 1

The first problem in our **EXAMPLE** file that Sensible Grammar calls to your attention is the phrase "exhibit a tendency to." This is a commonly misused phrase (rather than a punctuation error), so you are given six choices in the small window at the bottom of the screen.



Before we explain how to use the six commands at the bottom of the screen, let's examine the additional information Sensible Grammar is displaying above the problem.

The top line in the front window is *CHECKING DOCUMENT PUNCTUATION AND GRAMMAR*. This is just a reminder that you chose the *CHECK BOTH* option (rather than *CHECK PUNCTUATION* or *CHECK GRAMMAR*).

Below this title line, to the left, is the word *EXAMPLE*. This is the name of the document file we are currently proofreading.



Beneath the file name is a line containing status information showing how many sentences have been processed and how many "grammar matches" have been detected so far.

**NOTE:** "Grammar matches" is a misnomer, the number actually indicates how many commonly misused phrases have been detected so far in the document. Only a small percentage of these misused phrases are true "grammar" errors.

Between this status line and the problem sentence, the most important information is displayed—a description of the problem and suggestions for correcting it. For our current problem phrase, "exhibit a tendency to," you see:

Pompous Phrases  
exhibit a tendency to: tend to

*Pompous Phrases* describes the nature of the problem with this phrase—this phrase is more pompous than is necessary for effective writing. The next line repeats the problem phrase, "exhibit a tendency to," followed by a colon and the suggested replacement wording, "tend to."

Now, let's examine the small window at the bottom of the screen with the six choices for dealing with a problem phrase.

<b>S)uggest</b>
I)gnore
R)eplace
M)erk
E)nter
P)rint

The word *Suggest* is highlighted initially, because this is the command you are most likely to use.

The *Suggest* command automatically suggests corrections for your problem phrase. These suggestions are taken from the list of suggested replacements shown above the sentence from your document. Each time you press the **S** key, the next available suggested replacement is substituted into the sentence displayed on the screen. You shouldn't press the RETURN key afterwards. A great feature about this suggestion procedure is that the change isn't permanent! This lets you try more than one suggestion. Or, if you don't like any of the suggestions, you can return to the original wording. (Just keep pressing the **S** key until the original phrase reappears in the sentence.)

To demonstrate, press the **S** key once. Don't press RETURN. The original phrase "exhibit a tendency to" is automatically replaced with the phrase "tend to."

Press the **S** key a second time. The original phrase "exhibit a tendency to" is put back into the sentence.

Of the two phrases that we have just looked at, the shorter phrase, "tend to," does appear to be the better phrase to use in this particular sentence. Press the **S** key a third time to put the phrase "tend to" back into the displayed sentence.

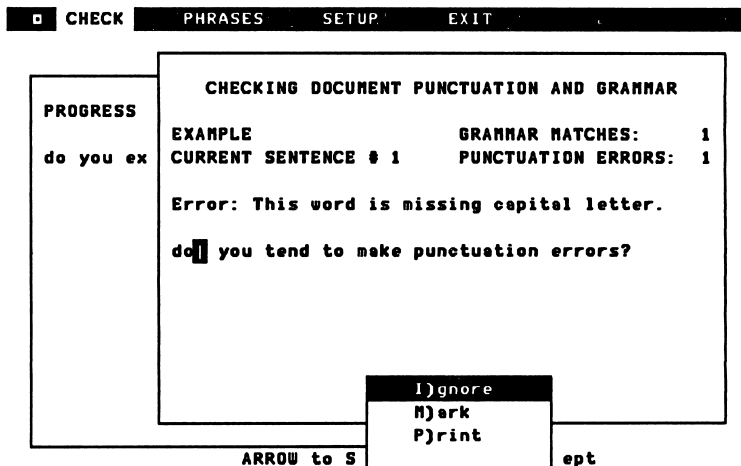
OK, we've changed the sentence displayed on the screen, so that it now appears the way we want it. But the change is not permanent yet. There is a special command called *Replace* we use to make the suggested change permanent.

Press the **R** key to make the suggestion, "tend to," permanent. Don't press RETURN. Sensible Grammar proceeds to the next error in your document. (Alternatively, you can press the **UP** and **DOWN** arrow keys until *Replace* is highlighted, and then press the **RETURN** key.)

**NOTE:** Before using the *Replace* command, you *must* first change the sentence from its original wording with the *Suggest* command.

## Error 2

The next problem in our EXAMPLE file Sensible Grammar detects is the uncapitalized word "do" at the beginning of a sentence. This is a punctuation error (rather than a commonly misused phrase), so you are given three choices in the small window at the bottom of the screen.



Note, this error is in the same sentence as the previous problem. In fact, the word "do" comes before the (replacement) phrase "tend to." This is normal and results from the fact Sensible Grammar looks at each sentence repeatedly as it searches for different types of errors. Remember, although Sensible Grammar may appear to jump around in a given sentence, you can always determine where you are in a document by examining the last line displayed in the rear window.

Notice the display in the window above the sentence containing the punctuation error has changed slightly. Underneath *GRAMMAR MATCHES*, it now shows *PUNCTUATION ERROR* followed by a number. This counts how many potential punctuation errors have been detected so far in your document. The explanation of the problem appearing on the next line is also somewhat different:

Error: This word is missing capital letter.

The explanations for punctuation errors always begin with the word *Error*: as shown above. These *Error*: messages are listed alphabetically in the Appendix describing the various messages produced by the Sensible Grammar program. If you don't understand the error message or what caused it, look up the message in the *Messages Produced by Sensible Grammar* appendix for a more detailed explanation of the problem and recommended correction.

Sensible Grammar doesn't let you immediately correct punctuation errors on the screen. Instead, you must *Mark* punctuation errors, leave the Sensible Grammar program, run your word processor program, find the marked errors (with the find option in your word processor), and correct them using your word processor.

Sometimes, after you have returned to your word processor, you may not be able to remember the punctuation error message that caused you to mark a particular spot in your document. To help solve this problem, Sensible Grammar has a *Print* command.

(Skip this paragraph if you don't have a printer connected.) To demonstrate how the *Print* command works, press the **P** key. Don't press RETURN. A new message appears:

TURN ON AND POSITION PRINTER.	
OKAY	CANCEL

Turn on your printer, move it to the top of a sheet of paper, and press the **RETURN** key. Sensible Grammar prints out the sentence containing the punctuation error and the one-line description of the problem.

When you edit this sentence later using your word processor, this hard-copy description of the problem reminds you what correction needs to be made.

**NOTE:** The order you issue commands is important. If you want to print out a copy of an error, you must use the *Print* command before you use the *Mark*, *Ignore*, or *Replace* commands.

Now that you've printed out a copy of the error message, you can use the *Mark* command to record in the document where the error occurred. Sensible Grammar marks errors by adding a *Marker Character* to your document file. Normally, this marker character is the vertical bar character.

Examine the sentence displayed on the screen. Notice the highlighted vertical bar character. This is the character that will be inserted when you *Mark*, and *this is the location where it is inserted in the sentence*.

To demonstrate, press the **M** key. Don't press RETURN. Sensible Grammar adds the marker character to your document and automatically starts looking for the next problem in your file.

### Error 3

The next problem called to your attention is the phrase "Irregardless." This is a commonly misused phrase (rather than a punctuation error), so you are given six choices in the small window at the bottom of the screen.

<input type="checkbox"/> CHECK    PHRASES    SETUP    EXIT							
<b>PROGRESS</b>  do you ex	<b>CHECKING DOCUMENT PUNCTUATION AND GRAMMAR</b>  <table> <tr> <td>EXAMPLE</td> <td>GRAMMAR MATCHES:</td> <td>2</td> </tr> <tr> <td>CURRENT SENTENCE # 2</td> <td>PUNCTUATION ERRORS:</td> <td>1</td> </tr> </table> <b>Faulty Phrases</b> Irregardless: regardless  [Irregardless] of of your skill , typroGraphical errors occur.	EXAMPLE	GRAMMAR MATCHES:	2	CURRENT SENTENCE # 2	PUNCTUATION ERRORS:	1
	EXAMPLE	GRAMMAR MATCHES:	2				
	CURRENT SENTENCE # 2	PUNCTUATION ERRORS:	1				
	<div> <b>S)uggest</b>            I)gnore            R)eplace            M)ark            E)nter            P)rint         </div>						
	ARROW to S    ept						

The two lines displayed above the sentence with the highlighted phrase indicate the problem with "Irregardless" is that it is a *Faulty Phrase*. The second of these two lines indicates "regardless" is the suggested replacement wording.

Now the easiest way to correct this problem phrase would be to use the *Suggest* and *Replace* commands to substitute "regardless" for "irregardless." But we want to show you how some of the other commands work, so we'll try a different approach to correct this error.

We just finished showing you how the *Print* and *Mark* commands are used to correct punctuation errors. These same two commands are also available when you have a "grammar" error.

When Sensible Grammar reports a problem phrase, *you may find that you need to change more than just the highlighted phrase*. You may need to rewrite a large portion of the sentence to correct it. This is where the *Print* and *Mark* commands are useful. Just like with punctuation errors, you can print out the error message, mark the problem phrase, and correct it later using your word processor.

The only real difference between marking punctuation errors and marking *grammar* errors can be seen if you examine the sentence displayed on the screen. Note the square bracket characters on each side of the problem phrase (instead of a single vertical bar character). These square bracket characters are inserted into your document file when you *Mark* a phrase.

```
A marked punctuation error:
    See Spot run a large number of times,|.

A marked "grammar" error:
    See Spot run [a large number of] times,.
```

To demonstrate, press the **P** key and the **M** key. This prints out the problem sentence and Marks the phrase "Irregardless" in the EXAMPLE file.

Normally, you wouldn't get a chance to see how Sensible Grammar marked the sentence, it would automatically begin searching for the next problem in your document. However, this sentence happens to have a second misused phrase at the end of the sentence. Because both phrases are in the same sentence, you see the marked phrase "[Irregardless]" besides the new problem phrase, "occur." Although both phrases have square brackets around them, you can easily identify the current phrase you are working on, because it is *highlighted* and it is repeated above the sentence where it precedes the suggested replacement wording.

**Error 4**

The two lines displayed above the problem sentence indicate that "occur" is a *Pompous Phrase*. The second suggests "happen" as the replacement wording.

Normally, you substitute "happen" for "occur" with the *Suggest* and *Replace* commands. However, for the purposes of this tutorial, we want to show you how another of the available commands, *Ignore*, is used.

The *Ignore* command ignores the highlighted problem. You use *Ignore* when the original phrase is more appropriate than any of the suggested replacements.

This is not uncommon. Sensible Grammar knows hundreds of phrases. Some of the phrases Sensible Grammar warns you about should never be used in normal writing (e.g., ain't, this here, irregardless, etc.). Unfortunately, many of the phrases Sensible Grammar detects are only incorrect some of the time—depending on the context in which they are used. Thus, there are times when Sensible Grammar highlights a phrase you are using correctly. Choosing the *Ignore* command leaves that instance of the phrase unchanged.

To demonstrate the *Ignore* command with the current phrase, "occur," press the I key. Don't press the RETURN key!

**Error 5**

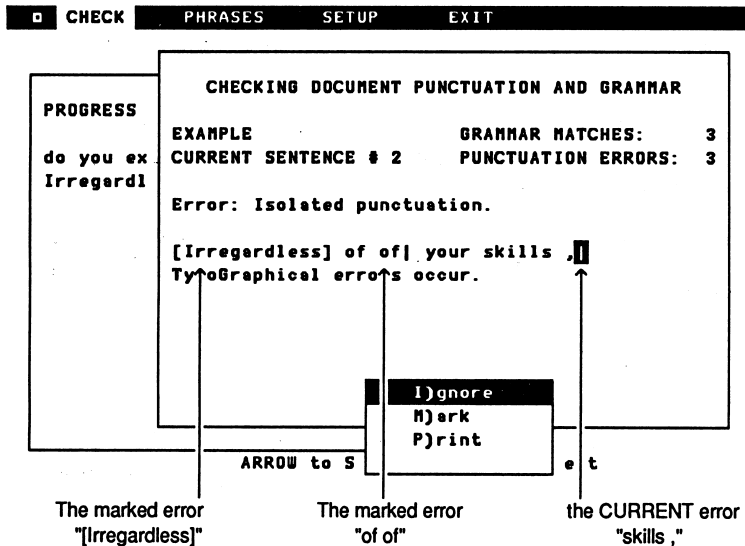
The next problem Sensible Grammar calls to your attention is the duplicated word, "of of." It appears in the same sentence as our last two errors. This is a miscellaneous type of error (It is neither a punctuation error nor a commonly misused phrase.). For these miscellaneous types of errors, Sensible Grammar handles them the same way it does punctuation errors. The *PUNCTUATION ERROR: 2* counter is incremented by one, and you are given the same three choices in the small window at the bottom of the screen that you would have with a punctuation error.

This error, a repeated word, is fairly obvious when you return to your word processor to correct it. You probably can manage with just *Marking* it (without needing to print out a hard copy of the error message).

To demonstrate, press the M key. Don't press RETURN. Sensible Grammar adds the marker character (as shown on the screen before you pressed the M key) to your document and automatically starts looking for the next problem in your file.

## Error 6

The next problem called to your attention is an extra space in front of a comma:



The reason for this error should be fairly obvious when you return to your word processor to correct it. You can probably get by with just Marking it (without needing to Print out a hard copy of the error message).

To demonstrate, press the **M** key. Don't press RETURN. Sensible Grammar adds the marker character (as shown on the screen before you pressed the **M** key) to your document and automatically starts looking for the next problem in your file.

## Error 7

The next problem found is the incorrectly capitalized word, "typoGraphical." This is a miscellaneous type of error (it's neither a punctuation error nor a commonly misused phrase.).

Again, this error should be fairly obvious when you return to your word processor to correct it. Press the **M** key to Mark the error. Don't press RETURN. Sensible Grammar adds the marker character (as shown on the screen before you pressed the **M** key) to your document and automatically starts looking for the next problem in your file.

## Error 8

The next problem called to your attention is the misspelled phrase "There fore." This is a phrase error (rather than a punctuation error), so you are given six choices in the small window at the bottom of the screen. The two-line message above the sentence containing the phrase indicates "There fore" is a *Faulty Phrase* and the suggested replacement is "therefore."

Normally, you would use the *Suggest* and *Replace* commands to substitute "Therefore" for "There fore." However, for the purposes of this tutorial, we want to show you how another of the available commands, *Enter*, is used.

The *Enter* command lets you manually override the suggested replacement(s) for the highlighted phrase. To demonstrate, press the **E** key (Don't press RETURN). A new window appears at the bottom of your screen:

```
ENTER CORRECTIONS:
therefore
```

The word or words contained inside this window (here, "therefore"), are copied from the suggested replacement phrases shown to the right of the colon in the upper part of the screen:

```
Faulty Phrases
There fore: therefore
```

You can now manually change the suggested replacement phrases. You can even delete the entire suggestion and enter your own replacement from scratch. To show you how this works, press the **DELETE** key repeatedly until you delete the word "therefore" inside the *Enter Corrections*: window. Now type in the word **there**, followed by a **space** and the number **4**.

```
ENTER CORRECTIONS:
there 4
```

Press the **RETURN** key. Notice that the line displaying the suggested replacement phrases (in the upper portion of the screen) changes:

```
Faulty Phrases
There fore: there 4
```

Nothing happened to your sentence yet. This is normal. Press the **S** key to show your manually entered replacement as it would be placed into the sentence. Don't press RETURN and don't press the "R" key.



The sentence now begins with "There 4 Sensible Grammar can..." This doesn't look right, so let's try a different replacement. Press the **S** key a second time to put the original phrase, "There fore," back into the sentence. Now press the **E** key to *Enter* a new replacement. The *Enter Corrections* window reappears at the bottom of the screen, but now it contains our most recently entered replacement phrase, "there 4."

ENTER CORRECTIONS: \_\_\_\_\_

there 4

Press the **DELETE** key (or **CONTROL-D**) twice to delete the characters after the word "there." Now type in the rest of the letters to form the word "therefore."

ENTER CORRECTIONS: \_\_\_\_\_

therefore

Now press the **RETURN** key. Notice the line displaying the suggested replacement phrases (in the upper portion of the screen) has changed:

Faulty Phrases

There fore: therefore

Nothing has happened to your sentence yet. Press the **S** key to show your new manually entered replacement as it would be placed into the sentence. Don't press RETURN and don't press the "R" key.

The sentence now begins with "Therefore Sensible Grammar can..." and appears to be correct. You now need to tell Sensible Grammar to make the change permanent. This is done with the *Replace* command. Press the **R** key to replace the original sentence in your file with the corrected one shown on the screen. Don't press RETURN.

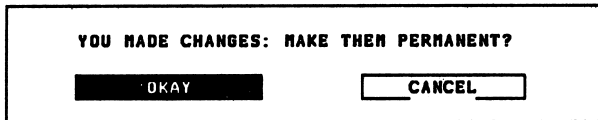
## Error 9

Whoops! Sensible Grammar is still unhappy with this sentence—it has found an error with the word "Therefore." Remember, Sensible Grammar reads each sentence several times for different types of errors. Thus, Sensible Grammar may report a second error at the same point in a sentence where you just fixed an error. This is what has happened in this sentence. The word "Therefore" should be followed by a comma when it begins a sentence, but Sensible Grammar couldn't find this error in your sentence until after you corrected the phrase "There fore."

This error is subtle and may be difficult to remember when you return to your word processor to correct it. Therefore, you would want to Print out a hard copy of the error message before you Marked it. First, press the **P** key to *Print* out a copy of the error. Now press the **M** key, to *Mark* the error in the Example file.

## Conclusion

Sensible Grammar finishes reading the rest of the Example file. No more errors are found, and the following message appears:



This message indicates Sensible Grammar has finished proofreading your file. It also indicates you made at least one change to the document—you either replaced one or more incorrect phrases or you added one or more marker characters to indicate errors in the file (or you did both).

Normally, you want to make these changes a permanent part of your document. To save the changes you made during this tutorial, press the **RETURN** key to answer *Okay* to the above question.

In this tutorial, we are only checking a single file. Since we don't have another file to proofread, we are ready to exit from the Sensible Grammar program. You can leave Sensible Grammar by picking either of the menu items under the *EXIT* menu, or you can simply turn off your Apple.

Now that you have finished with Sensible Grammar, you are left with three things. There are two files on the document disk: a backup copy of the original file, saved as *EXAMPLE.OLD*, and the modified file containing the changes, saved as *EXAMPLE*. You also have a printout of selected error messages from the Example file.

The *EXAMPLE* file with the saved changes now contains the following text (notice the "|" and "[...]" marker characters embedded in the file):

```
do| you tend to make punctuation errors?  
[Irregardless] of of| your skills ,| typoGraphical| errors occur.  
Therefore| Sensible Grammar can be a very wise investment  
for improving the quality of your writing.
```

The printout of selected errors from the Example file appears below. If you didn't have a printer available during the tutorial, this is what would have been printed. Remember, this is not a comprehensive list of all the errors found in the file, although it could have been. The only errors we chose to print out during the tutorial were some representative errors that might not be obvious to us when we returned to our word processor.

PUNCTUATION ERROR: 1

Error: This word is missing capital letter.

do| you tend to make punctuation errors?

GRAMMAR MATCHES: 2

Faulty Phrases

Irregardless: regardless

[Irregardless] of of your skills , typoGraphical errors occur.

PUNCTUATION ERROR: 5

Error: Missing a comma.

Therefore| Sensible Grammar can be a very wise investment for improving the quality of your writing.

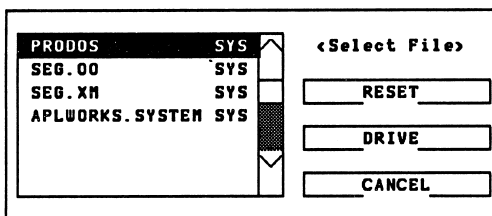
You now need to run your word processing program to remove the error marker characters Sensible Grammar added to your file. Since our tutorial file is an AppleWorks file, you need to get out your copy of AppleWorks and run it.

If you don't have AppleWorks, you can set your computer aside now and simply read the rest of this tutorial. This should give you an idea how you would finish correcting a document created by your word processor.

Let's use the *Run Another Program* option to run Appleworks. Pick the *Exit* menu by pressing the **RIGHT** arrow until *Exit* is in normal video. Highlight the *Run* option using the **UP** and **DOWN** arrow keys. Press the **RETURN** key. You are asked:

READY TO EXIT?	
<b>OKAY</b>	<b>CANCEL</b>

Insert your AppleWorks Boot disk in drive 1. Press **RETURN** to confirm you're ready to leave Sensible Grammar. The "Pick-a-File" menu is displayed:



The files shown in the window are the ones that can possibly be run. Unfortunately, there isn't any way for Sensible Grammar to know which of the files will actually run a program. You can usually tell by the name of the file. If the name ends in *.SYSTEM* and has a file type of *SYS*, then it most likely will run. Some file name you can run are *BASIC.SYSTEM* (for BASIC), *FILER*, *CONVERT*, *SPELL* (for the Sensible Speller), *AW.SYSTEM* (for Apple Writer), and *APLWORKS.SYSTEM* (for AppleWorks). Conversely, you can't run *SEG.00*, *SEG.XM*, or *SPELLER.PIC*. In the above example, one of the files is named *APLWORKS.SYSTEM*. If you don't have this file shown, you probably have the "program" disk in the drive instead of the "boot" disk.

Use the **DOWN** arrow key to highlight this file and press **RETURN**. In a few seconds, the AppleWorks welcoming screen appears. When the message *Insert AppleWorks program disk* appears, remove the "boot" disk and insert your AppleWorks program disk into drive 1. The AppleWorks main menu should now be visible on your screen.

Press the **1** key and the **RETURN** key to add files to your desktop. Press the **2** key and the **RETURN** key to get files from a *different disk*.

Insert the Sensible Grammar program disk you used for the tutorial into drive 2. (This disk contains the Example file we corrected with Sensible Grammar.)

Now press the **UP** and **DOWN** arrow keys to highlight *ProDOS Directory* and the **RETURN** key to change the *Current disk* to a *ProDOS directory*. Type in the following ProDOS directory name and press the space bar to remove any extraneous characters after the name. Then press **RETURN**.

**/GRAMMAR/DEMOS**

You are returned to the *Add Files* menu and you should see the following:

```
Add Files
  Get files from:
  1. The current disk: /GRAMMAR/DEMOS
  2. A different disk
```

Press the **1** key and the **RETURN** key to add files from the *Current disk*. Press the **UP** and **DOWN** arrow keys until the Name *EXAMPLE* is highlighted. Then press the **RETURN** key. The Example file is loaded into AppleWorks and displayed on your screen.

You now need to use AppleWorks editing commands to find any error marker characters that Sensible Grammar added to your file. You can find these error markers in your file by searching for the vertical bar character ("|") and the left square bracket ("["). In AppleWorks, this search is done by typing ⌘-1 (open-apple & the "1" key), ⌘-F (open-apple & the "F" key), **RETURN**, the | key (or the [ key), and a second **RETURN**. This moves your blinking cursor to the next occurrence of that character in your file.

```
-----
Find? Text Page Marker Case sensitive text Options for printer
```

Followed by:

```
Find what text? |
```

Then:

```
Find next occurrence? No Yes
```

Each time you find one of these characters, you should use the arrow keys and the **DELETE** key to delete the marker character. When you delete each marker character, you should correct the error indicated by the character. Refer to the printout of error messages if you don't remember the specific error the marker character represents.

You should repeat this process until no more marker characters are found in your file. In the *EXAMPLE* file, we would search for the various "|" characters and one at a time, make the following changes:

#### FOUND TEXT

```
do| you...
of of| your...
skills ,| typo...
typoGraphical| errors...
Therefore| Sensible...
```

#### CORRECTED TEXT

```
Do you...
of your...
skills, typo...
typographical errors...
Therefore, Sensible...
```

We would also search for the various "[" characters and make the following changes:

**FOUND TEXT**

[Irregardless] of...

**CORRECTED TEXT**

Regardless of...

After completing the above changes, the final corrected EXAMPLE file contains:

Do you tend to make punctuation errors? Regardless of your skills, typographical errors occur. Therefore, Sensible Grammar can be a very wise investment for improving the quality of your writing.

**Setup for Your Word Processor**

You've completed the tutorial. If you use the AppleWorks program for your word processing, you're done—you can skip the rest of this section. However, if you use some other brand of word processor, you now need to set up Sensible Grammar to work with your word processor.

Turn off your Apple, insert the Sensible Grammar program disk into drive 1, and turn the power back on (to run the Sensible Grammar program). Press the **RIGHT** arrow key until the **SETUP** menu is selected from the menu bar. Press the **DOWN** arrow key until the **QUICK SETUP** menu item is selected. Now press the **RETURN** key. A window opens in the middle of the screen listing the available quick setups.

Press the **UP** and **DOWN** arrow keys until your word processor is selected, then press the **RETURN** key twice to save this setup information. Be sure to read the appendix *Notes on Word Processors*.

If your word processor isn't listed in the *Quick Setups* and isn't listed in the Appendix, you may still be able to use it with Sensible Grammar by using the "Text file" option. Choose the Text File option in Sensible Grammar's *Quick Setup* window. Refer to the appendix, *Notes on Word Processors*, for additional instructions.

## Summary of Operation

Here's a short, capsule summary describing how you would use Sensible Grammar to proofread your documents. This summary assumes you have already set up Sensible Grammar to work with your word processor.

- Insert the Sensible Grammar disk in drive 1 and turn on the power.
- Insert the disk with YOUR word processing data files in drive 2.
- Select the *CHECK BOTH* option (by pressing the arrow keys). Then press **RETURN**.
- Pick one of your data files by pressing the arrow keys (you may also need to use the R key, D key, and C keys). When the desired file is highlighted, press **RETURN**.
- Correct, *Mark*, or *Ignore* the errors in your document as Sensible Grammar presents them to you. Remember, if you want to print out an error message, you must *Print before* you *Ignore*, *Mark* or *Replace*. Also, remember that you must *Suggest* a change before you can use the *Replace* command. Again, the rules are:
  - *SUGGEST* before *REPLACE*.
  - *PRINT* before *Ignore*, *MARK*, or *Replace*.
- After Sensible Grammar finishes proofreading your document, save any changes you made, then *EXIT* from Sensible Grammar.
- Run your word processing program. (One way to do this is to put your word processing program disk in drive 1, turn off your computer for 30 seconds, then turn your computer back on again to run your word processor. A better way is to use Sensible Grammar's *Exit* menu.)
- Use your word processing program to find and correct any errors that you marked in your document file. You can find these errors by searching for the marker characters "[I" and "[."





## REFERENCE MANUAL

This section of the manual contains an in-depth discussion of each Sensible Grammar option. Before reading this chapter, you should have done the tutorial in the previous chapter.

### WHAT SENSIBLE GRAMMAR WILL DO FOR YOU

Sensible Grammar reads through your manuscript and compares excerpts from your manuscript against its library of "problem" phrases. When it finds a potential problem in your document, it displays the sentence that contains the suspect phrase, explains what may be wrong with the phrase, suggests alternate wordings that might be more appropriate, and lets you immediately correct the problem. When it finds a punctuation error in your document, it displays the sentence containing the error and lets you mark the location of the problem for later correction with your word processor.

#### Check for Some Grammar Errors

A sentence showing how Sensible Grammar indirectly checks your grammar by looking for frequently misused phrases is, *"If you feel badly, go home."* The sentence contains a grammatical error. Because the word *"badly"* is an adverb, it modifies the verb *"feel"*—not the subject *"you."* Literally translated, the above sentence is really saying, *"You are 'feeling' something."* If this act of *'feeling'* is being done in a bad manner, then go home. The correct way to word the sentence is to use the adjective *"bad"* to modify the subject of the sentence *"you."* The corrected sentence reads: *"If you feel bad, go home."* (If this example is not yet clear to you, try substituting the words *"healthily"* and *"healthy"* for the words *"badly"* and *"bad."*)

In this example sentence, Sensible Grammar detects the grammar error indirectly by warning you that the frequently misused phrase *"feel badly"* is in your sentence. Sensible Grammar shows you the sentence where the problem phrase occurred and suggests the correct wording *"feel bad."* At your command, Sensible Grammar then immediately replaces the problem phrase with the corrected wording.

#### Check for Many Punctuation Errors

Sensible Grammar detects many punctuation errors and lets you optionally insert a marker character after each such error. The marker character enables you to later locate and correct the punctuation error with your word processor.

## WHAT IT WON'T DO FOR YOU

- Sensible Grammar's suggestions won't be right 100 percent of the time. Sensible Grammar often gives you several suggestions from which you must choose the most appropriate one. And, there are times when the original wording will be "correct" for the thoughts you are expressing.
- Sensible Grammar won't find all your grammatical mistakes. It won't find:
  - Misplaced words.
  - Poor sentence structure.
  - Verbs in the wrong tense.
- Sensible Grammar doesn't check the spelling of words in your document files. However, the *Faulty* phrase group does include many common misspellings that spelling checkers won't find. For example, Sensible Grammar will question these phrases: *can not*, *for ever*, and *any body* because they are multiple-word phrases with the individual words spelled correctly.
- Sensible Grammar doesn't find (or correct) phrases in your document with misspelled words in them. Sensible Grammar performs best on files that have already been proofread with a quality spelling-checking program, such as our Sensible Speller.
- When Sensible Grammar finds a "problem phrase" in your document, it doesn't always mean you have used the phrase incorrectly. Several phrases Sensible Grammar watches for have both a correct usage and an incorrect usage. When Sensible Grammar detects one of these in your writing, it doesn't automatically know whether you have used it correctly or incorrectly. It only knows it has found a phrase that people frequently misuse. Sensible Grammar always alerts you to these phrases to let you double check you're using them correctly in the document.

For example, the phrase "reference" is used correctly in the sentence "Please provide a reference with your resume." However, it is used incorrectly in the sentence, "Please reference diagram No. 5." In this latter sentence, it's a pompous term and Sensible Grammar's suggested replacement, "see," is more appropriate. It is up to you to recognize that "Please provide a see with your resume." is not an improvement, and that "Please see diagram No. 5." is an improvement.

Remember, Sensible Grammar doesn't definitively say whether a sentence is right or wrong. Sensible Grammar alerts you to potential problem areas in your documents and helps you correct any phrases that are incorrectly used.

## CONVENTIONS

### Using Sensible Grammar With an AppleMouse

Sensible Grammar is designed from the ground up to be mouse compatible. You can execute different features of the program by simply "pointing" at the desired command with the mouse cursor and clicking the mouse pushbutton.

The *mouse cursor* is a circumflex character ("^"). It appears whenever you have an AppleMouse attached to your Apple and can be moved anywhere on the screen. You can identify it by moving the mouse and watching the screen.

The mouse cursor may cover a character on the screen. If you need to see the character under the mouse cursor, move the mouse to uncover the character.

To pick something with the mouse, move the mouse cursor onto the desired item. If the mouse cursor is on top of the desired item (covering up one of the letters in the item), then you have selected the item. You activate the item by pushing down briefly on the pushbutton built into the mouse. *You don't need to double click the mouse button to select an option.*

The various windows that appear when you activate menu items under the *SETUP* menu have several "special" cases. Some of these items toggle to a new value when you click on them. Clicking on other *SETUP* items lets you type in (from the keyboard) a new value for the item. There is nothing displayed on the screen informing you ahead of time which way a *SETUP* item will behave when you click on it.

This can cause you problems, because it is easy to accidentally change some of the *SETUP* values mistakenly by clicking the mouse on them. You may not even notice that you have changed the value until much later.

**NOTE:** Until you become experienced with Sensible Grammar, we strongly recommend you use the keyboard, not the mouse, to change settings in the *SETUP* menu items.

The mouse does have some limitations. There are a few situations where you must always use the keyboard to enter data: for example, when typing in the *Printer Init Sequence*, or when manually *Entering* a new replacement for a misused phrase.

On the other hand, the mouse gives you access to some features that are not available from the keyboard. There are scroll bars available on some of the display windows in Sensible Grammar. These scroll bars let you immediately jump to any page of the displayed information if you have a mouse. If you don't have a mouse, then you cannot use the scroll bars, and you must repeatedly "page up" or "page down" until you reach the desired page of information.

## Using Sensible Grammar Without an AppleMouse

The keyboard is fully supported as an alternative to the AppleMouse.

The four arrow keys are used to select entries. The item currently selected is highlighted. It is shown in inverse video (black letters on a white background).

The **RETURN** key activates the highlighted item.

The **ESC** key "leaves" or "backs out" of the current operation. If you are making changes to *SETUP* information, you are asked if you want to save any changes you may have made. If you are doing anything else, the **ESC** key *CANCELS* whatever you are doing.

The windows appearing when you activate *SETUP* menu items have several "special" types of commands you can choose. These special *SETUP* data items are recognizable by the help line displayed at the very bottom of the screen. One of these three lines is displayed:

- |                    |               |
|--------------------|---------------|
| • RETURN to Toggle | ESC to Finish |
| • RETURN to Enter  | ESC to Finish |
| • RETURN to Accept | ESC to Finish |

As you move the highlighter up and down through the list of *SETUP* data items displayed in the window in the middle of the screen, the bottom line changes between *RETURN to Toggle...* and *RETURN to Enter...*

If the bottom line says *RETURN to Toggle...*, then pressing the **RETURN** key changes the value for the highlighted line to the next possible value it is allowed to be.

If the bottom line says *RETURN to Enter...*, then pressing the **RETURN** key enters a text edit mode. The bottom line changes to *RETURN to Accept...* While you are in this text-edit mode, you can type in several characters as the new data for the highlighted item. After typing in the new data, press the **RETURN** key to "accept" this new data for the highlighted item.

There are several places in Sensible Grammar where you can select and activate items by typing a single character on the keyboard. Normally, you must pick an item (with the arrow keys) and *then* activate it (by pressing **RETURN**) using two key presses. This supplements selecting items with the four arrow keys. There are even a few situations where the arrow keys won't let you access an item, and you must type a single character from the keyboard to select them.

**Pick-a-File Dialog**—In particular, the "pick a file" window has three pushbuttons, labeled *RESET*, *DRIVE*, and *CANCEL*. These pushbuttons cannot be selected using the four arrow keys. However, you can choose any one of these three items by pressing the key corresponding to the first letter of the command. To execute the *RESET* command, press the *R* key. To execute the *DRIVE* command, press the *D* key. To execute the *CANCEL* command, press the *C* key. You can also access *Cancel* by pressing the *ESC* key.

**Menus**—Another place where you have special single-character commands available is in the menu bar. When you select a menu from the menu bar, there is a single character displayed to the far right of each menu item in the box. As an alternative to moving the highlighter down to the desired menu item, you can simply press the key corresponding to the letter displayed to the right of the menu item. This automatically selects and activates that menu item.

**Error-correction Command Menu**—Yet, another situation occurs where you have special "single character" commands. When you are correcting errors in one of your document files and the "third" small window appears at the bottom of your screen, it lists either three or six commands you can use to correct an error (*Suggest*, *Replace*, *Ignore*, *Enter*, *Print*, and *Mark*). You can press the key corresponding to the first letter of the command (*S* for *Suggest*, *R* for *Replace*, etc.) as an alternative to moving the highlighter down to the desired item.

We find touch typists prefer these single character commands in many situations, while "hunt and peck" typists prefer the mouse or the arrow keys to select items.

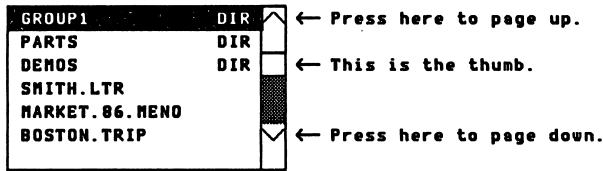
Normally, any of the menu items can be selected at any time. You don't have to "close" any open windows before selecting a new menu item. For example, if you are listing phrases and see a phrase you wish deleted, you can immediately go to the menu bar and choose the *REMOVE PHRASES* menu item.

When selecting a new menu item, Sensible Grammar assumes you have finished with any previous menu items selected. If changes are made to the setup information and a new menu item is picked, Sensible Grammar asks if you want to permanently save, temporarily save, or throw away (*Undo*) the changes before moving to the new menu item. If you are in the middle of proofreading a document file and try to choose a new menu item (such as *LIST PHRASES*), you are more restricted in your choices—partial changes can't be saved—you can either throw away the changes or continue until the entire file is proofread.

Besides the menu items, items in the frontmost window can also be selected. The only time you may find this confusing is when one of the "setup" windows is "left over" after you have used it. In this situation, the left-over setup window is visible from the last time you used it, but is behind another window (or behind a pulled-down menu). Although the left over "setup" window is visible (and may be the only window displayed), you cannot highlight items in it because it is behind either another window or a pulled-down menu.

## Scroll Bars

Scroll Bar controls are tall, rectangular shaded areas with arrows on each end. If a window has a scroll bar, it is always on the far right side of that window.



This is the scroll bar

Moving the mouse cursor to the *page up* or *page down* arrows in the scroll bar and clicking the pushbutton causes the displayed information in the window to scroll up or down a page at a time. If you try scrolling past the beginning or end of the available information, the display stops at the beginning or end of the data and remains unchanged. The *thumb* indicator in the scroll bar (the white area in the shaded part of the scroll bar) automatically moves to show where the displayed page is in the body of available information.

You can also jump immediately to any page of information by "dragging" the thumb. To display a specific page, move the mouse cursor onto the scroll bar thumb press and hold down the mouse push button, while holding down the mouse push button move the mouse cursor (dragging the thumb) to the desired new thumb position, and then lift up on the mouse push button.

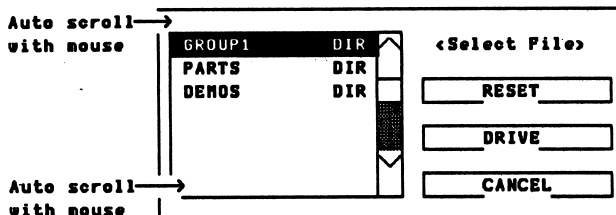
**NOTE:** When you drag the thumb to a new location with the mouse, it may jump up or down slightly from where you have moved it. This happens because Sensible Grammar displays data in full pages. When your new thumb position falls in the middle of a display page, Sensible Grammar automatically adjusts it to be at the beginning of that display page. This effect is most pronounced when listing a group of phrases containing very few phrases.

Sensible Grammar has a feature called "automatic mouse positioning." In many locations in the Sensible Grammar program, the mouse cursor is automatically moved to the highlighted item in a list of choices when the list first appears on the screen. This automatic cursor repositioning only happens when the list of items first appears on the screen; after which, you can move the cursor normally with the mouse. If you're like us, your desk is usually covered with reference material and has very little room for mouse movement. This feature is very handy in these situations.

To avoid unnecessary repositioning of the cursor, this feature is disabled when you are accessing the menu bar and its menus.

## The "Pick-A-File" Dialog

Whenever you need to select a file from a disk, you see:



Sensible Grammar automatically catalogs your disk and in the inner window, displays the names of all files on the disk that are either subdirectories or data files of the correct file type for your word processor.

If you have an AppleMouse, you can scroll through the directory quickly by moving the mouse pointer to one of the auto-scroll locations and then holding down the mouse pushbutton.

In the above example, three file names are displayed: *GROUP1*, *PARTS*, and *DEMOS*. These are the subdirectories on the Sensible Grammar disk and can be recognized as such by the word *DIR* to the right of the file name.

If the file you want is in one of these subdirectories, use the **UP** and **DOWN** arrow keys to highlight the correct subdirectory, and press the **RETURN** key. Alternatively, you can place the mouse pointer on the subdirectory name and click the mouse button. Sensible Grammar catalogs the subdirectory and displays the available subdirectories and files.

If you pick the wrong subdirectory, you can return to the main directory by using the *RESET* option. You do this by pressing the **R** key or by clicking the mouse in the *RESET* button. This returns you to the main directory of the present disk.

If the file you want is on another disk, use the *DRIVE* option. Press the **D** key (or click the mouse in the *DRIVE* button) to choose it. The *Drive* option lists the volume names of the available disks. To the right of each volume name is the word *VOL* to remind you they are volumes. Simply, choose the desired volume (by highlighting it and pressing **RETURN**) and its directory is listed. If the disk you want isn't in one of the drives, put the disk in one of the drives and choose the *DRIVE* option again.

You can cancel the disk access by choosing the *CANCEL* option. Do so by pressing the **C** key or clicking the mouse in the *CANCEL* button.

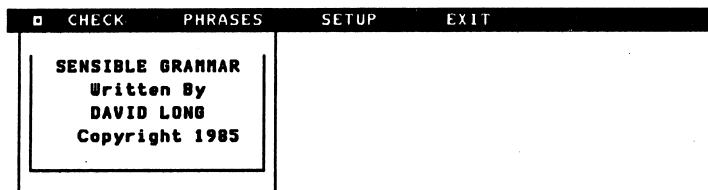
If Sensible Grammar can't find any files with the correct type (e.g. word processing files when you do a *Check*), you see:



There are several things you can be doing wrong. First, you may have the wrong disk in the drive. Second, you may have picked a subdirectory that has the wrong type files in it. Press the *Reset* button to return to the main directory and try again. Third, you may have Sensible Grammar set up for the wrong word processor.

## THE "\*" OR " " MENU

By selecting this special box (to the left of the word *CHECK* in the menu bar), you see information about the Sensible Grammar program displayed:



This menu heading is depicted by a symbol instead of a word. On older Apples, this symbol is an asterisk, "\*". On Apple //c and Enhanced Apple //e computers, this symbol is a rectangular "small disk".



## CHECK MENU

The *CHECK* menu looks like:

<input type="checkbox"/>	CHECK	PHRASES	SETUP	EXIT
	CHECK PUNCTUATION	P		
	CHECK GRAMMAR	G		
	CHECK BOTH	B		

It's from this menu bar that you proofread documents. There are three types of proofreading checks available:

**CHECK PUNCTUATION**—Selecting *CHECK PUNCTUATION* allows you to proofread a document file for punctuation errors. Only the *Abbreviations* and *Capitalization Exceptions* phrase lists are used for this proofreading.

Besides punctuation errors, several miscellaneous error conditions are also checked by this selection. For example, repeated words (e.g., "of of") are detected during a "punctuation check."

**CHECK GRAMMAR**—Choosing *CHECK GRAMMAR* allows you to proofread a document file for commonly misused phrases. All phrase lists you have enabled are used for this proofreading (except for the *Abbreviations* and *Capitalization Exceptions* phrase lists).

This option doesn't detect or report any punctuation errors or any of the several miscellaneous error conditions. For example, repeated words (e.g., "of of") are not detected during a "grammar check."

**CHECK BOTH**—Selecting *CHECK BOTH* allows you to proofread a document file for every possible error that Sensible Grammar recognizes. This includes punctuation errors, miscellaneous errors, and commonly misused phrases. All phrase lists enabled are used.

When you specify a *Check*, Sensible Grammar determines if all the needed phrase groups have been previously loaded into memory. If they haven't been loaded, you see:

THE CURRENT PHRASE STATUS:		
✓ Cliche Expressions	Got	61
✓ Contractions: Remove	Got	47
✓ Contractions: Use	Off	
✓ Faulty Phrases	Got	142
✓ Informal Phrases	Got	203
✓ Legal Terms: Remove	Got	22
✓ Legal Terms: Use	Off	
✓ Personal Phrases	Off	
✓ Pompous Phrases	Got	377
Redundant Phrases		
Sexist Phrases		
Vague Phrases		
Wordy Phrases		
<b>GETTING PHRASES</b>		

Sensible Grammar loads the needed phrases. This takes from several seconds (for a *Punctuation Check*) to about a minute for *Checking Both*. If you check several documents in a row, you save time because the phrases are only loaded once.

Note that as each phrase group is loaded or skipped over, it is checked off. Also, if the group is loaded into memory, the word *GOT* is displayed after the group, and the number of phrases in the group is displayed.

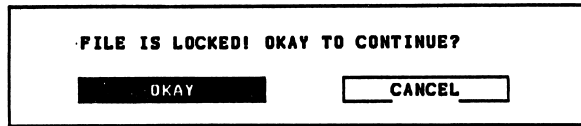
Next, you are asked to:

INSERT "DOCUMENT" IN SLOT 6, DRIVE 2.	
<b>OKAY</b>	CANCEL

This is a reminder to insert your document disk. The document disk doesn't have to be in this drive, but a ProDOS disk must be in the drive. Press the **RETURN** key or click the mouse in the **OKAY** button to proceed. If you want to abort the process, press one of the arrow keys to highlight the **CANCEL** button and then press **RETURN**. You can change the initial location of the data disk in the *Setup* menu's *Disk Options*.

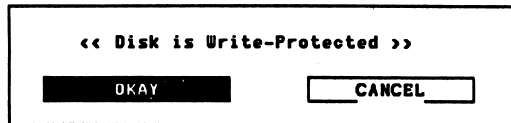
If you select **OKAY**, you proceed to the *Pick-a-File* dialog. This dialog was previously described in this chapter.

If the document you choose is Locked, you are asked:



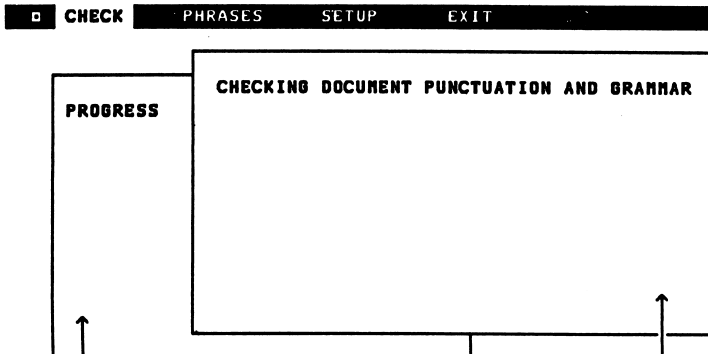
This message is warning that the file you are trying to change is currently locked. A locked file is a software protection option that normally prevents a file from being overwritten. Confirm you have chosen the correct file, then choose *OKAY* to go ahead and use the file anyway. If you don't want to check the document, pick *CANCEL*, and you're returned to the main menu.

If the document is on a disk with a tab covering the write-protect notch, you are told:



Sensible Grammar must be able to write to the document disk. You can either remove the write-protect tab from the disk and pick *Okay*, or you can pick *Cancel* to return to the *Pick-a-File* dialog.

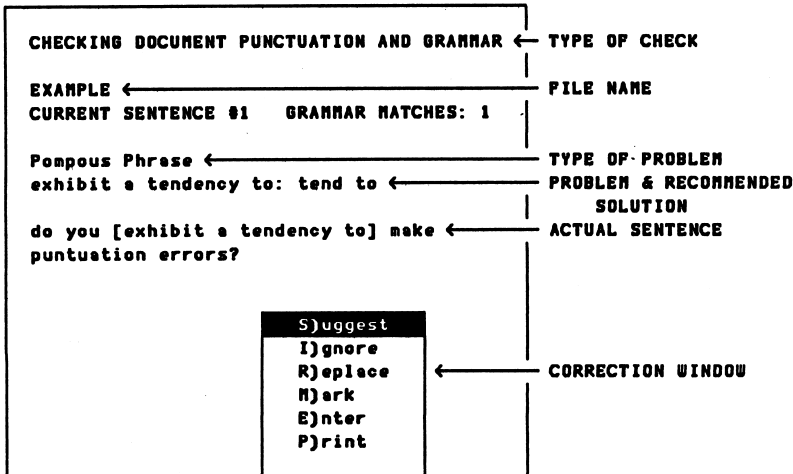
As Sensible Grammar proofreads your document, it displays the beginning of each sentence in the background window. Only the left edge of this window is visible, but that should be enough to give you some idea of where in the document you are:



Progress-Display Window  
(the REAR window)

Error-Correction Window  
(the FRONT window)

Sensible Grammar analyzes the sentence to determine if it contains any punctuation errors or any commonly misused phrases (depending which type of check you are doing). If a problem is detected, the entire sentence is displayed in the front window. The problem area in the sentence is highlighted, and information about the problem is displayed in the window above the sentence.



A (smaller) third window then appears at the bottom of the screen, giving you a set of commands for dealing with the highlighted problem in the sentence.

This third window comes in two forms. If Sensible Grammar has highlighted a commonly misused phrase as the problem in the sentence, then this third window offers six choices: *Suggest*, *Ignore*, *Replace*, *Mark*, *Enter*, and *Print*. If the highlighted item is a punctuation error, this third window only offers three choices: *Ignore*, *Mark*, and *Print*. You can select any of these options by highlighting the one you want and then pressing the **RETURN** key. You can press the key corresponding to the first letter of the option (i.e. pressing the letter **P** for *Print*). In this latter case, don't press RETURN afterwards. A third way to pick one of these options is to click the mouse on the desired command.

## PUNCTUATION ERRORS

Problems classified as "punctuation" errors include improper punctuation, repeated words, and irregular capitalization. The location of a "punctuation" error in the sentence is shown by an inverse straight line ("|"), although you can change the marker character in the *Setup* menu.

<b>I)gnore</b>
<b>M)ark</b>
<b>P)rint</b>

When Sensible Grammar detects a possible punctuation error, you cannot immediately edit the document to correct the error. Instead, you must "mark" the location of the punctuation error with a special marker character. This lets you return to your word processing program, find the problem by searching for the special "marker" character, and then use the full editing power of your word processor to make any necessary corrections.

Use the *Print* command to get a hard-copy description of the error, if you aren't sure you'll remember the nature of the problem later (when you correct the mistake with your word processor). An easy way to insure that you have a hard-copy printout of each punctuation error is to enable the *Auto-Print* option in the *Setup* menu.

The correction window offers you these choices for punctuation errors:

- **Ignore**—Leaves the text unchanged. Use this option when the original sentence was correct or when you want to ignore the reported error.
- **Mark**—Inserts the Punctuation Marker Character (initially the straight line, "|") in the document at the location in the sentence shown on the screen. When you finish proofreading the document, use your word processor to search for the marker and then correct the problem.
- **Print**—Prints the marked sentence and a description of the problem on the printer. It doesn't add the marker character to the sentence, and you must select either the *Ignore* or *Mark* option to proceed. If you have *Auto-Print* set to *Yes*, the error is automatically printed when you choose the *Mark* command.

The first time Sensible Grammar prints information for a document, you see:

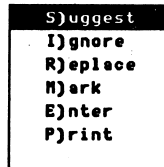
TURN ON AND POSITION PRINTER.	
<b>OKAY</b>	<b>CANCEL</b>

Verify the printer is on and connected to the computer. Also, check the paper location. Press **RETURN** or click the mouse pushbutton in the *Okay* box to start printing. If you don't want to print the problem, choose *Cancel*.

If you select *Cancel* and this message keeps reappearing, then you probably have *Auto-Print* enabled in the *Setup* menu. You should disable *Auto-Print* before checking if you don't want a printout.

## GRAMMAR MATCHES

Grammar Matches happen when you use a phrase in your document that is in one of Sensible Grammar's phrase groups.



- **Suggest**—If you agree that the highlighted phrase could be improved, you can press the **S** key (the *Suggest* command) to display how the next available replacement phrase would appear. This change is not permanent. Because it is only a temporary change, you can keep pressing the **S** key to try out other suggestions or even to revert to the original phrase.
- **Ignore**—Leaves the text unchanged. You use this option when the original wording is correct or when you want to ignore the reported error.
- **Replace**—Before you can use the *Replace* command, you must use the *Suggest* command to replace the suspect phrase with a replacement phrase. After suggesting an acceptable replacement phrase, you can make the change permanent by pressing **R** (for the *Replace* command).

If you try to *Replace*, without doing a *Suggest* first, you are warned that nothing will be replaced. Press **RETURN** or click in the *Okay* button, and you're given another chance to suggest a replacement. If you don't want to replace the phrase, use the *Ignore* option.

**NOTE:** After "correcting" a phrase with *Suggest* and *Replace*, the new phrase may also be reported as suspect for an entirely different reason. In fact, it is possible to get stuck in a loop where two or more phrases continue to be suggested as replacements for each other. For example, this happens if you simultaneously enable both the "use" and the "remove" phrase lists for contractions or legal terms.

To break out of such a loop, and as a generally good rule of thumb, we recommend that you do NOT blindly accept Sensible Grammar's suggestions for rewording your manuscript. Before accepting Sensible Grammar suggestions, carefully read each suggestion in the context of your document to see if it retains your original meaning and is really clearer or more concise.

- **Mark**—Another option for correcting a suspect phrase is to "mark" the location of a problem phrase with special marker characters. This lets you return to your word processing program to find the phrase by searching for the special "marker" characters. You can then use the full editing power of your word processor to make extensive changes to the problem area.

This is helpful when you need to correct other words in a sentence that are not part of the highlighted suspect phrase. The automatic editing capabilities of Sensible Grammar only let you change the highlighted phrase. So you need to mark that phrase and return to your word processor to finish changing the rest of the sentence.

We also recommend that you use the *Print* option before you *Mark* a problem phrase. This gives you useful information about the problem when you edit the sentence with your word processor. If you have *Auto-Print* set to *Yes*, the error is automatically printed when you *Mark* it.

- **Enter**—If the suggested replacement phrases aren't exactly right, you can manually type in your own replacement phrase by using the *Enter* command.

Once you choose the *Enter* option, a new window opens near the bottom of the screen:

ENTER CORRECTIONS:

tend to

Note that the replacement phrases displayed in this window are copied from the upper middle part of the screen.

Use **CONTROL-I**, **CONTROL-D**, **DELETE**, the arrow keys, and text keys to change the displayed replacement phrase until it is the way you want it to appear in the document. The **CONTROL-D** and **DELETE** keys delete the character before the cursor. Use the **TAB** key or **CONTROL-I** keys to toggle between inserting characters and overwriting characters. Locating and pressing the mouse button within the text moves the cursor to the location of the mouse and turns on the insertion mode.

The replacement phrase should be entered in lower-case letters. Sensible Grammar automatically adjusts any letters that should be upper case. If you want to enter multiple replacements, separate the phrases with **<OR>**.

When you are through entering the replacements, press **RETURN**. The new replacement phrases you typed in don't appear immediately in the document. Instead, they are displayed in the upper middle portion of the screen as the suggested replacement phrases. Now, press the **S** key (to use the *Suggest* option) to display how the next replacement phrase appears in the context of the document. This change is not yet made permanent. Because it is only a temporary change, you can keep pressing the **S** key to try out your other suggestions or even to revert to the original phrase.

If you are satisfied with a suggested replacement phrase as it is displayed in the context of your document, make the displayed replacement permanent by pressing **R** (for the *Replace* option).

- **Print**—Prints the sentence and the description of the problem on the printer. *Print* doesn't make any changes to the sentence, and you must pick one of the other commands to proceed. If you have *Auto-Print* enabled, you automatically get a printout each time you choose the *Mark* command.
- **ESC key**—Pressing the **ESC** key gives you a way to abort the proofreading session. You'll find this helpful if you have to suddenly leave or if you realize you're proofreading the wrong document or if you want to "undo" all your changes. After pressing the **ESC** key, you are asked:

DO YOU WANT TO STOP CHECKING?	
<input type="button" value="OKAY"/>	<input type="button" value="CANCEL"/>

If you accidentally pressed the **ESC** key, highlight the *Cancel* button and press **RETURN**. You're returned to the proofreading session.

If you do want to quit the proofreading session, choose *Okay*. All changes made to the document are thrown away, and you're returned to the main menu.

**NOTE:** Picking a menu item with the mouse while you are checking a file is the same as pressing the **ESC** key.



## Saving Changes

When you finish checking a document, you see one of two messages. If you used either the *Mark* or *Replace* options during the session, you see:

YOU MADE CHANGES: MAKE THEM PERMANENT?	
<input type="button" value="OKAY"/>	<input type="button" value="CANCEL"/>

Normally, you want to permanently save the changes by choosing the *Okay* button. However, if you realize you made a serious mistake, choosing *Cancel* throws away all changes and restores the file to its original state.

If you didn't use *Mark* or *Replace* during the session, you see the following message near the bottom of the screen:

No Changes Made.  
Check Was Successfully Completed.

This message indicates you didn't make any changes to the document, and there was no need to alter the original document. You are returned to the main menu.

## PHRASES MENU

The *PHRASE* menu lets you examine and modify the various phrases:

□ CHECK	PHRASES	SETUP	EXIT
	LIST PHRASES	L	
	ADD PHRASES	A	
	REMOVE PHRASES	Z	
	NEW PHRASE GROUP	N	
	SETUP GROUP INDEX	S	

Selecting *List Phrases* lets you list the phrases in one of the phrase lists. You can add phrases to any of the phrase lists by using the *Add Phrases* option. Using the *Remove Phrase* option, you can remove phrases from a phrase list. The *New Phrase Group* option lets you pick which phrase group to work with. *Setup Group Index* lets you choose which phrase lists should be used when a document is checked.

First, let's establish a little nomenclature:

**PHRASE.** We call an individual phrase and its suggested replacements simply a "phrase." Sensible Grammar can work with over 1,000 individual phrases at one time.

**PHRASE LIST.** We call a collection of individual phrases a "phrase list" or a "list of phrases." Normally, individual phrases with similar characteristics are combined into a single phrase list, and an appropriate name is assigned to the phrase list (e.g. "pompous," "wordy," "cliche," etc.). Sensible Grammar can work with 10 to 20 phrase lists at one time.

**PHRASE GROUP.** We call a collection of "phrase lists" a "phrase group" or a "group of phrase lists." Sensible Grammar can only work with one phrase group at a time.


## LIST PHRASES

Selecting *List Phrases* lets you display the phrases from one of the phrase lists. After picking the option, you see:

LIST PHRASES FROM:	
Cliche Expressions	
Contractions: Remove	
Contractions: Use	
Faulty Phrases	
Informal Phrases	
Legal Terms: Remove	
Legal Terms: Use	
Personal Phrases	
Pompous Phrases	
Redundant Phrases	
Sexist Phrases	
Vague Phrases	
Wordy Phrases	

Pick a list of phrases by moving the highlighter with the **UP** and **DOWN** arrow keys (or moving the mouse). When the desired phrase list is highlighted, press **RETURN** (or click the mouse button) to choose it. If this phrase list isn't in memory, you see the message *Getting Phrases* while they are loaded.

After the phrase list is loaded into memory, Sensible Grammar displays the individual phrases:

LIST PHRASES	
Cliche Expressions	
[a great deal of]	
much <OR> many	
[a large number of]	
many	
[above mentioned]	
former <OR> previous <OR> same	
[according to our records]	
<OMIT>	
[as always]	
<OMIT>	
[as per]	
<AVOID>	
[as per your request]	
as you requested	

The individual phrases consist of two parts—the "misused" phrase and the suggested replacements. The "misused" phrase is displayed on the screen enclosed within square brackets("[ " and " ]"). This is the phrase Sensible Grammar looks for in your documents.

The suggested replacements for the "misused" phrase are displayed in the following line without *square* brackets. Multiple replacement phrases are separated by "<OR>". Special instructions can be entered as "<AVOID>", "<OMIT>", etc.

You can print out the phrase list by pressing the **P** key while the individual phrases are displayed on the screen.

Use the **UP** and **DOWN** arrow keys to page through the list. You can move quickly to phrases beginning with a particular letter by pressing the letter while holding down the **OPEN-APPLE** or **CLOSED-APPLE** key. The letter should be in the same case as the phrase (normally lower case). See the section on *Scroll Bars* at the beginning of this chapter for more information.

Press the **ESC** key when you're through viewing the list to return to the main menu.

## ADD PHRASES

You can add phrases to any of the phrase lists by using the *Add Phrases* option. Using this option, you can customize Sensible Grammar to recognize other phrases.

Pick the phrase list you want by highlighting it and pressing the **RETURN** key. You now see:

**ADD PHRASES**

**Cliche Expressions**

Enter The Phrase To Match In Box #1.  
Enter The Corrective Phrase In Box #2.  
Control D = Delete Character  
Control I = Insert On/Off

**PHRASE TO MATCH:**

**CORRECTIVE PHRASE:**

2)

In the first box, enter the "misused" phrase you want Sensible Grammar to look for in your documents. The phrases should always be entered in lower-case letters. However, if it's a *Capitalization Exception*, enter the word in the correct upper and lower-case letters.

Use the **DELETE** key or **CONTROL-D** to delete characters. Use the **TAB** key or **CONTROL-I** to toggle between "inserting" characters and overwriting characters. Locating and pressing the mouse button at the desired location within the text, moves the cursor and selects insertion mode.

When you finish entering the "misused" phrase, press **RETURN**. The cursor moves to the second box. However, if the phrase list already contains the "misused" phrase, you are told:

**FOUND DUPLICATE IN: cliche Expressions  
CANNOT CONTINUE**

**OKAY**

Press the **RETURN** key, and you are returned to the *Phrases* menu bar.

If the misused phrase is new, you enter the suggested replacement in the second box labeled *Corrective Phrase*:

**ADD PHRASES**

**Cliche Expressions**

Enter The Phrase To Match In Box #1.  
Enter The Corrective Phrase In Box #2.  
Control D = Delete Character  
Control I = Insert On/Off

**PHRASE TO MATCH:**

that their

**CORRECTIVE PHRASE:**

Here are some rules to follow when entering the replacement:

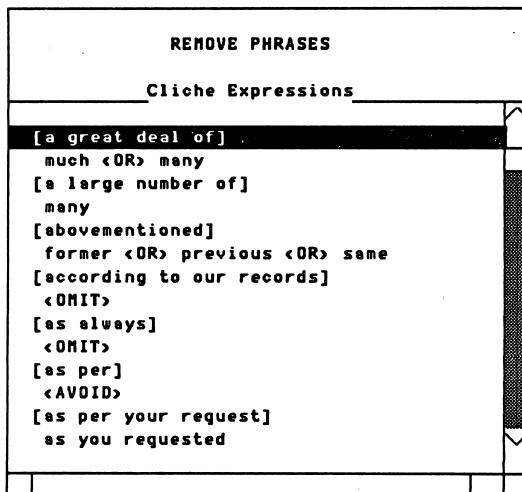
- The phrase should be entered entirely in lower-case letters, except for special commands (e.g. "<OR>", "<OMIT>", etc.).
- Press the **RETURN** key only when you have finished entering all the corrective phrases. When you reach the end of a line, the words automatically wrap around to the next line.
- When entering multiple replacements, separate the phrases with **<OR>**.
- If there are no valid replacements and the phrase should be omitted, enter **<OMIT>** or **<AVOID>**.
- If there are valid replacements or the phrase could be omitted, enter **<OR>** **<OMIT>** as the last choice.
- If you want to enter a special note, put it at the end of the other replacements and enclose the note within a greater and less than sign (e.g. "<OR> <GIVE DATE>" or "<OR> <CORPORATE RULE>").

When you finish entering the suggested replacements, press **RETURN**. You'll see the message *Saving Phrases...* and then be returned to the main menu. If you decide you really don't want to add the new phrase, press the **ESC** key (instead of the **RETURN** key) to abort the process.

## REMOVE PHRASES

By using the *Remove Phrase* option, you can (what else?) remove phrases from a phrase list. For example, if you are a personnel manager, you probably mention "reference" in your letters very regularly. Each time Sensible Grammar finds "reference" in one of your letters, it suggests you replace it with "see." After a short time, this becomes tiresome. By using the *Remove Phrase* option, you can remove "reference" from Sensible Grammar's vocabulary.

To begin, highlight *Remove Phrases* and press **RETURN**. Highlight the list of phrases containing the phrase you want to delete. Press the **RETURN** key. Now you see a screen very similar to the one for *Listing Phrases*:



REMOVE PHRASES

Cliche Expressions

[a great deal of]

much <OR> many

[a large number of]

many

[abovementioned]

former <OR> previous <OR> same

[according to our records]

<OMIT>

[as always]

<OMIT>

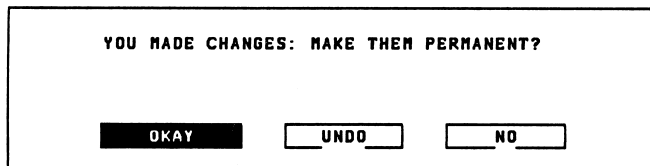
[as per]

<AVOID>

[as per your request]

as you requested

However, this time one of the phrases is highlighted. Use the **UP** and **DOWN** arrow keys (or the mouse) to highlight the phrase you want to remove. You can move quickly to phrases beginning with a particular letter by pressing the letter while holding down the **OPEN-APPLE** or **CLOSED-APPLE** key. The letter should be in the same case as the phrase (normally lower case). When the phrase you want to remove is highlighted, press **RETURN** or click the mouse button. The phrase disappears. If there are other phrases you want to remove from this phrase group, repeat the procedure. When you're through, press the **ESC** key:



YOU MADE CHANGES: MAKE THEM PERMANENT?

OKAY UNDO NO

The **OKAY** button permanently removes the deleted phrases.

Choosing the **UNDO** button puts the deleted phrases back into your phrase list.

Choosing the **No** button temporarily removes the deleted phrases from the phrase list. Sensible Grammar acts as if the phrases are deleted until you exit from the program. But, the deleted phrases are not removed from the permanent copy of the phrase list and will be used the next time you run Sensible Grammar.

## NEW PHRASE GROUP

The *New Phrase Group* option lets you pick a group of phrase lists to work with. This does three things for you:

- It provides a way to edit the support phrases for the punctuation error checking. This phrase group include a list of acceptable abbreviations and capitalization exceptions.
- It lets you install new groups of phrases that Sensible Software may, from time to time, publish as add-on products for Sensible Grammar.
- It lets you use phrase groups that you create from scratch.

The Sensible Grammar program disk contains two phrase groups, *GROUP1* and *PARTS*. The *GROUP1* phrase group contains the lists of commonly misused phrases that Sensible Grammar detects during a "Grammar Check." The *PARTS* phrase group contains various lists of words used by Sensible Grammar during a "Punctuation Check."

After you finish changing the punctuation data files, you must select a different phrase group. If you leave the *New Phrase Group* set to the file *PHRASE.PARTS*, then Sensible Grammar will not do the *Check Grammar* command properly. After you finish editing the *PHRASE.PARTS* phrase group, we recommend you select the file *PHRASE.GROUP1* as the current *New Phrase Group*.

To edit the punctuation data files, use the *New Phrase Group* command to select the *PHRASE.PARTS* file. You can now use the *Add Phrases*, *List Phrases*, and *Remove Phrases* menu items to edit the various phrase lists. For example, if you used the word "dBase" regularly in your writing, you might want to add it. Use the *New Phrase Group* option to pick the file *PHRASE.PARTS*. Now use the *Add Phrase* menu item. Pick the phrase list *Capitalization Exceptions*. Type in the word "dBase" and press **RETURN**. The word is now added, and you will no longer be warned about the word containing mixed upper and lower-case letters.

The *Capitalization Exception* group is used to determine if a word with mixed upper and lower-case letters should be flagged as a possible problem. The *Capital: Special* group contains words which must begin with a capital letter. The *Abbreviations* group is used to determine period usage. When Sensible Grammar finds a period between two letters, it looks at this group to see if the words are a valid abbreviation. Also, it checks the *Abbreviations* group when it finds an uncapitalized word after a period. The *Numbers* groups are used to determine if a hyphen should separate two numbers (e.g. twenty-one). Many of the other phrase groups are used to determine if a sentence is missing a comma or needs a comma.

Refer to the appendix *Creating Your Own Phrase Groups* for details on how to create a phrase group.



## SETUP PHRASE INDEX

This option lets you choose which phrase lists should be used from the active phrase group when a document is checked. When you pick the *Set Up Index* option, you see:

THE CURRENT PHRASE STATUS:	
Cliche Expressions	YES
Contractions: Remove	YES
Contractions: Use	NO
Faulty Phrases	YES
Informal Phrases	YES
Legal Terms: Remove	YES
Legal Terms: Use	NO
Personal Phrases	NO
Pompous Phrases	YES
Redundant Phrases	YES
Sexist Phrases	NO
Vague Phrases	YES
Wordy Phrases	YES

Each of the phrase lists is displayed followed by a *YES* or *NO*. If *YES* follows a phrase list, then that phrase list will be used for proofreading a document. If *NO* follows the list, the phrase list won't be used for proofreading.

**NOTE:** These yes/no settings are ignored for the *PHRASE.PARTS* phrase group.

Some phrase lists shouldn't be used at the same time. Selecting both the *Contractions: Remove* and *Contractions: Use* phrase list is contradictory. One list suggests contractions while the other attempts to remove them. The same applies to the two *Legal Terms* phrase lists.

To change the setting for a phrase list, highlight the phrase list you want to change and press **RETURN**. Continue this process until you've made all the desired changes. Press the **ESC** key when you're through. If any changes have been made, you see:

YOU MADE CHANGES: MAKE THEM PERMANENT?		
<input checked="" type="button" value="OKAY"/>	<input type="button" value="UNDO"/>	<input type="button" value="NO"/>

The **OKAY** button saves the changes you've made to the Sensible Grammar disk, and they are permanently saved.

Choosing the *UNDO* button restores the phrase settings to the way they were before you chose this option.

The *NO* button lets you use the new phrase setup temporarily, but doesn't save this setup to the disk. The phrase setup is used for the rest of this proofreading session. The next time you run Sensible Grammar, the old phrase setup will be restored.

SETUP MENU

The *SETUP* menu lets you customize Sensible Grammar for your hardware equipment and word processor:

□	CHECK	PHRASES	SETUP	EXIT
			PRINTER OPTIONS	H
			DISK OPTIONS	D
			CHARACTER OPTIONS	C
			COLLECTION OPTIONS	T
			QUICK SETUP	Q

To change any of the above setup information, highlight the desired menu item and press **RETURN**. Make the desired changes in the setup window that appears in the middle of the screen. Finally, press the **ESC** key to return to the menu bar and save any changes you may have made.

If you did make changes, Sensible Grammar asks if you want to permanently save the new settings:

YOU MADE CHANGES: MAKE THEM PERMANENT?

OKAY

UNDO

NO

The *OKAY* button permanently saves the new setup to the Sensible Grammar disk.

Choosing the *UNDO* button restores the previous setup.

The *NO* button lets you use the new setup temporarily but doesn't save it to the disk. The new setup is used for the rest of this proofreading session. The next time you run Sensible Grammar, the settings will revert to the previous settings.

**NOTE:** *Quick Setups* reset the *Character Options* and the *Text Collection Options*. Use the *Quick Setup* menu item before changing any other setup information.

## PRINTER OPTIONS

The *Printer Options* menu bar lets you configure Sensible Grammar for your printer:

PRINTER OPTIONS	
Printer Slot:	1
Printer Requires Linefeed:	NO
Printer High Bit Set:	YES
Printer Width:	80
Printer Init:	<input checked="" type="checkbox"/> NO
Auto-Print:	YES

**PRINTER SLOT (1,2,...,7)**—Tells Sensible Grammar which slot contains your printer interface card. Most people install their printer interface card in slot number one. Thus, you probably want to answer this question with a 1. **DON'T** confuse this with your disk controller card (which is usually installed in slot number six). If you have an Apple //c, this value must be set to 1.

**PRINTER REQUIRES LINEFEED (YES,NO)**—Tells Sensible Grammar whether your printer needs a linefeed at the end of each line. If Sensible Grammar double spaces on your printer, change this to a *NO* answer. If Sensible Grammar overwrites lines while printing, change this to a *YES* answer.

**PRINTER HIGH BIT SET (YES,NO)**—Tells Sensible Grammar whether to send characters to your printer with the "high bit" on or off. Normally, this should be set to *YES*; however, if your printer does not seem to be printing the proper characters (for example, if it prints graphics characters), try changing this to a *NO* answer.

**PRINTER WIDTH (40...255)**—Tells Sensible Grammar how wide your printer is. Normally, you set this to either 40, 80 or 132 columns (although numbers from 39 to 255 are acceptable). The number you enter determines how many characters Sensible Grammar prints per line. Be sure you've set the *Printer Init* option to initialize your printer for this number of characters per line.

**PRINTER INIT** (printer initialization characters)—Tells Sensible Grammar what characters to send to your printer to initialize it. For example, a parallel printer interface card normally needs a special character sequence to enable it to print 80 columns wide (**CONTROL-I 80N RETURN**). As another example, the Apple ImageWriter printer needs a special character sequence to enable it to print 132 columns wide (**ESCAPE Q**). You can enter these and other special character sequences here, and they will be sent to your printer before each list of words.

You can enter any characters into this printer initialization character sequence EXCEPT the DELETE character. To enter **ESC**, **RETURN**, **LEFT** or **RIGHT** arrow, or a control character, hold down the **OPEN-APPLE** (⌘) key while pressing the key.

**AUTO-PRINT** (YES, NO)—Tells Sensible Grammar whether it should automatically print out the error message when you *Mark* a punctuation or grammar error. Setting this to YES can be very handy. You'll have a printout to refer to when you return to your word processor. DO NOT enable if you don't have a printer attached (leave it set to "No").

## DISK OPTIONS

From the *Disk Options* menu you can customize where Sensible Grammar begins looking for documents and phrase lists.

<input type="checkbox"/> CHECK	PHRASES	SETUP	EXIT
--------------------------------	---------	-------	------

DISK OPTIONS	
Document Slot:	6
Document Drive:	2
Phrases Slot:	6
Phrases Drive:	1
Keep Original File As ".OLD"	YES

**DOCUMENT SLOT** (1...7)—This is the slot number where Sensible Grammar initially looks for your document to be proofread. A floppy, RAM, or hard disk drive must be connected to this slot, and a ProDOS disk must be in the drive when the power is turned on. Most people have their disk drives connected to slot 6.

**DOCUMENT DRIVE** (1...2)—This is the drive number where Sensible Grammar looks for your document to be proofread. If your computer system includes two floppy disks, then you most likely want to keep your document disk in drive 2.

**PHRASE SLOT (1...7)**—This is the slot number where Sensible Grammar looks for the phrases groups (they are initially on the Sensible Grammar disk). A floppy, RAM, or hard disk drive must be connected to this slot. Remember, most people have their disk drives connected to slot 6. If you transfer Sensible Grammar to a hard disk, set this to the slot number your hard disk is in. Sensible Grammar automatically scans the disk (and subdirectories of the disk) for the phrases.

**PHRASE DRIVE (1...2)**—This is the drive number where Sensible Grammar looks for the phrase groups. Normally, you set this to 1. If you transfer Sensible Grammar to a hard disk, set this to the drive number of your hard disk. Most hard disks use drive number one.

**KEEP ORIGINAL FILE AS 'OLD' (YES,NO)**—When proofreading a document, you can have Sensible Grammar save your original document along with the modified document. The original document name has *.OLD* appended to the end of the name. If this results in a file name with too many characters, the name is shortened and ends in *.OLD*.

Some word processors restrict the format of a file name. If yours does, you'll need to rename the *.OLD* file before you can bring it back into the word processor.

After a while, your disks will collect quite a few backup files. Use your word processor, the Filer, or System Utilities to delete any *.OLD* files you no longer need.

## CHARACTER OPTIONS

From this menu you adjust which characters are allowed in words. One possible application of this is to enable Sensible Grammar to accept international character sets on specially equipped Apples.

▣ CHECK
PHRASES
SETUP
EXIT

**MODIFY CHARACTER OPTIONS**

\$00	I	\$10	I	\$20	I	\$30	0	I	
\$01	I	\$11	I	\$21	!	I	\$31	1	I
\$02	I	\$12	I	\$22	"	I	\$32	2	I
\$03	I	\$13	I	\$23	#	I	\$33	3	I
\$04	I	\$14	I	\$24	\$	I	\$34	4	I
\$05	I	\$15	I	\$25	%	I	\$35	5	I
\$06	I	\$16	I	\$26	&	I	\$36	6	I
\$07	I	\$17	I	\$27	'	I	\$37	7	I
\$08	I	\$18	I	\$28	(	I	\$38	8	I
\$09	I	\$19	I	\$29	)	I	\$39	9	I
\$0A	I	\$1A	I	\$2A	*	I	\$3A	:	I
\$0B	I	\$1B	I	\$2B	+	I	\$3B	;	I
\$0C	I	\$1C	I	\$2C	,	I	\$3C	<	I
\$0D	I	\$1D	I	\$2D	.	I	\$3D	=	I
\$0E	I	\$1E	I	\$2E	.	I	\$3E	>	I
\$0F	I	\$1F	I	\$2F	/	I	\$3F	?	I

S) tandard   1) Skip one   2) Skip two  
H) ard Hyphen   I) gnore   E) rror Switch

**NOTE:** This is an advanced option! Normally, the *quick setup* option for your word processor automatically adjusts the character types for you.

The display represents the ASCII character set and consists of four screens. For each ASCII character, three pieces of information are displayed: the hexadecimal code, the "actual" character, and a character "type" code representing how Sensible Grammar handles the character. Control characters don't have the "actual character" displayed.

Press **RETURN** or push the mouse pushbutton to toggle the display to the next page of characters. It is not possible to select individual characters using the mouse. You must use the arrow keys. To select a character, press the arrow keys until the desired character is highlighted.

To change the character "type" code, press the key corresponding to one of the character types displayed at the bottom of the screen. The display immediately changes to reflect the new "type" code for this character.

Here is a description of the available character "type" codes:

**S - STANDARD**—This character is treated as a normal upper or lower-case character. Included in this group are letters, numbers, punctuation marks (except the hyphen), space, RETURN, and any character available on a standard typewriter. This group doesn't include control characters and other special characters.

**1 - SKIP ONE**—This character and the character following it are "ignored" by Sensible Grammar (regardless of the "type" of the next character).

**2 - SKIP TWO**—This character and the two characters following it are "ignored" by Sensible Grammar (regardless of the "types" of the next two characters).

**H - HARD HYPHEN**—This character is treated as a traditional hyphen by Sensible Grammar.

**I - IGNORE**—This character is totally "ignored" by Sensible Grammar—as though the character was not present in the text during the check. If your word processor has a soft hyphen character, you should change the character code of it to *Ignore*.

**E - ERROR SWITCH**—This character tells Sensible Grammar to stop checking the document until this character occurs again. Sensible Grammar then starts checking the document. You'll find this handy for excluding diagrams, equations, and special formatted text.

## TEXT COLLECTION OPTIONS

The *Text Collection Option* menu lets you modify the way Sensible Grammar works on your document.

▢ CHECK PHRASES SETUP EXIT

TEXT COLLECTION OPTIONS	
Ignore Line Beginning With:	
Number of Spaces Between Sentences:	2
Mark Entire File Automatically:	NO
Grammar Left Marker Character:	[
Grammar Right Marker Character:	]
Punctuation Marker Character:	
Character Ends Paragraph:	\$80
Length of Header to Ignore:	300
Character Filter:	3
Alternate <CR> Char:	\$0D

**IGNORE LINES BEGINNING WITH (character)**—This option tells Sensible Grammar not to check any line that starts with the specified character. Many word processors (e.g., Apple Writer) call for various document formatting commands to be "embedded" in the middle of the document. Usually, these embedded formatting commands always begin with the same character.

If a line begins with this character in your document files, Sensible Grammar totally "ignores" all following characters on that line.

**NUMBER OF SPACES BETWEEN SENTENCES (1,2,3,4)**—This option tells Sensible Grammar what is the minimum number of spaces there should be between sentences. Traditionally, there should be two spaces between sentences. However, many people prefer to have only one when the document is fill justified. This avoids large white "holes" in the final printing. Adjust the number by pressing **RETURN** or clicking the mouse button on this option. The number rotates through the available settings.

**MARK ENTIRE FILE AUTOMATICALLY (yes/no)**—This option tells Sensible Grammar to automatically Mark all the errors found. We recommend you leave this answer set to *No*. However, you may find using this option along with the *Auto Print* option an alternative way of checking your documents. Teachers especially will find this an excellent way of helping students.

**WARNING:** If you set this option to a **Yes**, Sensible Grammar does not show you each suspect error in context; instead, it automatically runs through the **ENTIRE** file, marking all suspect errors! Normally, you want to answer this question with an **No**.

**GRAMMAR LEFT MARKER CHARACTER (character)**—This option tells Sensible Grammar what character to place at the beginning of a grammar error. We recommend the opening square bracket ("[") or curly bracket ("{").

**GRAMMAR RIGHT MARKER CHARACTER (character)**—This option tells Sensible Grammar what character to place at the end of a grammar error. We recommend the closing square bracket ("]") or curly bracket ("}").

**PUNCTUATION MARKER CHARACTER (character)**—This option tells Sensible Grammar what character to place at a punctuation error. Try to choose a character you can easily search for with your word processor and one that would not normally be used much in the text of your document. Characters we find to be good choices are the vertical bar ("|"), circumflex ("^"), at sign ("@"), underscore ("\_"), and tilde ("~") characters. Don't use the circumflex with AppleWorks files.



**CHARACTER ENDS PARAGRAPH** (hexadecimal number)—This tells Sensible Grammar what character your word processor uses to signify the end of a paragraph (not the end of a line). Some word processors (Apple Writer) use a RETURN to mark the end of paragraph. The *Quick Setup* option automatically adjusts this option. If your word processor doesn't denote the end of a paragraph with a single character, set this option to \$00.

**LENGTH OF HEADER TO IGNORE** (#)—This option tells Sensible Grammar to "ignore" a specified number of characters at the very beginning of each document file. Some word processors (e.g., AppleWorks) begin each file with a block of header information telling the word processor how to format the document. By specifying the proper number of characters in this option, you can force Sensible Grammar to skip over this block of header information without trying to collect words from it. For most word processors, leave this option set to zero ("0"), so Sensible Grammar checks every character in the file. (The *Quick Setup* menu automatically adjusts this number.)

**CHARACTER FILTER** (1,2,3)—This option tells Sensible Grammar how to "filter" the characters that it reads from and writes to your document files.

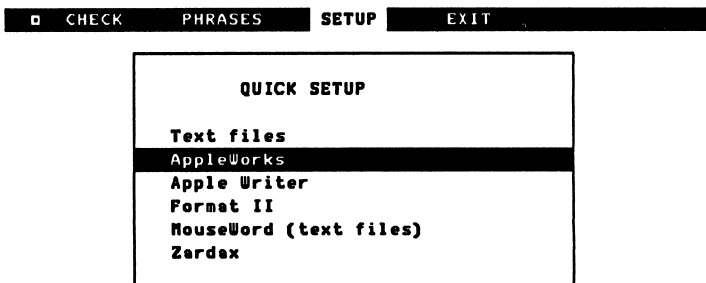
If your word processor stores documents using POSITIVE ASCII characters, you should choose *CHARACTER FILTER*: 3. Fortunately, most Apple word processors in use today use the same standard, negative ASCII character set. Thus, most people should use *CHARACTER FILTER*: 1.

**ALTERNATE <CR> CHAR** (hexadecimal ASCII value)—This option tells Sensible Grammar to treat a second ASCII character the same way that it treats the RETURN character (hexadecimal code \$0D). If your word processor has a "soft" RETURN, specifying its ASCII code here allows Sensible Grammar to handle it.

Few of the currently available word processors for the Apple need this option. If your word processor doesn't need this option, or if you are not sure if it does, we recommend that you leave this option set to a value of "\$0D."

## QUICK SETUP

From the *Quick Setup* menu, you can quickly set up Sensible Grammar for any of the listed word processors, or you can "undo" any changes you may have made. The screen on your computer may not agree with the above menu. Quick setups for new word processors may be added to this menu between reprintings of this manual.



**CAUTION:** When you use a *quick setup*, it also changes the Character Options and Text Collection Options.

Text files is a special setting. Not only does it work with standard sequential text files, but it also works with many word processors. If your word processor isn't listed, try the Text file setting, it probably will work with "text" or "ASCII" files produced by your word processor.

After you have used the appropriate *quick setup* for your word processor, press the **ESC** key to return to the Sensible Grammar menu.

**NOTE:** Be sure to read appendix *Notes on Word Processors* for special notes about your word processor.

## EXIT MENU

The *Exit* option is used to leave Sensible Grammar.



If you select either of the available options, you are asked:

<b>READY TO EXIT?</b>	
<b>OKAY</b>	<b>CANCEL</b>

Selecting the *OKAY* button exits Sensible Grammar. Picking the *Cancel* button returns you to the Sensible Grammar main menu.

**RUN ANOTHER PROGRAM (R)**—This option makes it easy to exit Sensible Grammar and run another program. After saying *Okay* to the *Ready to Exit* question, insert the disk with the program you want to run in any disk drive and press **RETURN**. The *Pick-a-File* dialog is displayed:

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>PRODOS</b></td> <td style="width: 40%;"><b>SYS</b></td> </tr> <tr> <td><b>GRAMMAR.SYSTEM</b></td> <td><b>SYS</b></td> </tr> <tr> <td><b>GROUP1</b></td> <td><b>DIR</b></td> </tr> <tr> <td><b>PARTS</b></td> <td><b>DIR</b></td> </tr> <tr> <td><b>DEMOS</b></td> <td><b>DIR</b></td> </tr> </table>	<b>PRODOS</b>	<b>SYS</b>	<b>GRAMMAR.SYSTEM</b>	<b>SYS</b>	<b>GROUP1</b>	<b>DIR</b>	<b>PARTS</b>	<b>DIR</b>	<b>DEMOS</b>	<b>DIR</b>	<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;">&lt;Select File&gt;</div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <span style="border: 1px solid black; padding: 2px 10px;">RESET</span> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <span style="border: 1px solid black; padding: 2px 10px;">DRIVE</span> </div> <div style="display: flex; justify-content: space-between;"> <span style="border: 1px solid black; padding: 2px 10px;">CANCEL</span> </div>
<b>PRODOS</b>	<b>SYS</b>										
<b>GRAMMAR.SYSTEM</b>	<b>SYS</b>										
<b>GROUP1</b>	<b>DIR</b>										
<b>PARTS</b>	<b>DIR</b>										
<b>DEMOS</b>	<b>DIR</b>										

The file types shown in the window are the ones that could possibly be programs. Unfortunately, there isn't any way for Sensible Grammar to know which of the files will actually run a program. The listed file types include *SYS*, *BIN*, *TXT*, *VOL*, and *DIR*. You can usually tell which is the correct file to run by the name. If the name ends in *.SYSTEM* and has a file type of *SYS*, then it most likely will work. BASIC programs aren't displayed, but if *BASIC.SYSTEM* is on the disk, it is displayed. Picking *BASIC.SYSTEM* automatically runs the BASIC program *STARTUP* (if it's on the disk). Pressing **RETURN** runs the highlighted program.

Some file name you can run are *FILER*, *CONVERT*, *SPELL* (for the Sensible Speller), *AW.SYSTEM* (for Apple Writer), and *APLWORKS.SYSTEM* (for AppleWorks). Conversely, you can't run *SEG.00*, *SEG.XM*, or *SPELLER.PIC*.

**QUIT (Q)**—This is the standard ProDOS "quit" function where you are asked *Enter Prefix* and then *Pathname*. The only time you will probably want to use this option is when you are using the Catalyst. Otherwise, the *Run another Program* option is much handier.



## APPENDIX A: SINGLE DRIVE OPERATION

### Changes Required in the Setup

To use Sensible Grammar with a single disk drive, you need to change one value in the setup information. Press the **LEFT** and **RIGHT** arrows to open up the *SETUP* menu. Press the **UP** and **DOWN** arrows until *DISK OPTIONS* is highlighted; then press **RETURN**. Now, press the **UP** and **DOWN** arrows until *DOCUMENT DRIVE* is highlighted; then press **RETURN**. The number displayed after *Document Drive* should now be changed from a "2" to a "1." Press the **ESC** key once; then press the **RETURN** key to *SAVE CHANGES TO DISK*.

### Changes in the Tutorial

When the tutorial instructs you to move the Sensible Grammar disk from drive 1 to drive 2, leave the Sensible Grammar disk in drive 1 (your only drive). In the above paragraph, you set up Sensible Grammar to look for the document disk in drive 1, because the Sensible Grammar disk contains the document disk for the tutorial.

### When Checking One of Your Documents

When you check one of your own documents (not on the Sensible Grammar disk), boot Sensible Grammar, select one of the *Check* options (*Check Punctuation, Grammar* or *Both*). The program now loads the phrases and asks you to insert the document disk. At this point, remove the Sensible Grammar disk and insert your document disk. If you remove the Sensible Grammar disk too soon, you will be asked to put it back in.



## APPENDIX B: USE WITH OTHER HARDWARE AND CATALYST

### INSTALLING SENSIBLE GRAMMAR ON ANOTHER DISK

You need to follow the guidelines in this section if you want to use Sensible Grammar on a drive other than an Apple Disk II drive. Several files must be kept in the directory where the grammar program file is located. Several files must be kept in the special subdirectories named *GROUP1* and *PARTS*.

**NOTE:** If you plan on using Sensible Grammar with Catalyst //e, see the next appendix for a much easier way to install Sensible Grammar.

#### Recommended Setup

To install Sensible Grammar onto another disk, you will need to use the Filer or System Utilities. You cannot install it onto another 5.25" disk. After booting the Filer or System Utilities program, the first thing you should do is make a subdirectory on your hard disk called *GRAMMAR*.

Now, copy the following files from the Sensible Grammar disk to the *GRAMMAR* subdirectory on your hard disk. The volume name of the Sensible Grammar disk is */GRAMMAR*.

GRAMMAR.SYSTEM  
GRAMPIC1  
GRAMPIC2  
GRAMP

GRAM.INDEX  
PHRASE.GROUP1  
PHRASE.PARTS

**NOTE:** If you are using the System Utilities, then you can also copy the two subdirectories (described in the next paragraph) at the same time. They are:

GROUP1

PARTS

If you're using the Filer, you also need to create the above subdirectories in the *GRAMMAR* subdirectory on your hard disk and then copy the files into them. You must use these names! Don't try using other names for these subdirectories. Copy all of the files in these subdirectories on the Sensible Grammar disk to the matching subdirectory on the other disk.

The contents of the subdirectories are:

**GROUP1**

CLICHE  
FAULTY  
INFORMAL  
POMPOUS  
PERSONAL  
REDUNDANT  
REMOVE.CONTRACT  
REMOVE.LEGAL  
SEXIST  
USE.CONTRACT  
USE.LEGAL  
VAGUE  
WORDY

**PARTS**

ABBREVIATIONS  
ADVERBCONJ  
CAPEXCEPTIONS  
CAPITALS  
COORDINATE  
NUMONES  
NUMTENS  
PRONOUNS  
PREPOSITIONS  
PUNCEXCEPTIONS  
SUBORDINATE  
TRANSITIONS

You're done! Unfortunately, the process takes a lot less time to describe than do. If you have problems with the installation, try redoing it. Be very careful when entering the names; any and all typing errors cause problems.

The first time you run Sensible Grammar from the other disk, you will be prompted to *INSERT 'PHRASES' IN SLOT 6, DRIVE 1*. You must choose the *CANCEL* option to get past this message. Now, immediately go over to the *SETUP* menu and choose the *DISK OPTIONS* menu item. Use the arrow keys and the *RETURN* key to change the displayed disk slot and disk drive numbers to match your hard disk drive. Press the *ESC* key and the *RETURN* key to save this new disk drive setup information. From now on, when you use Sensible Grammar, everything should work properly, and these steps should not need to be repeated unless you change your computer equipment.



## **USING GRAMMAR WITH CATALYST //E**

Sensible Grammar can be used with Quark's Catalyst //e. Catalyst //e is a program selector for use with hard disk drives. After installing the Grammar program, you need to customize it for the slot and drive your hard disk drive is in.

### **For Catalyst //e, Version 2**

To install Sensible Grammar, boot the Catalyst and select the *Catalyst Editor*. Next, choose option 6, *Install Program* and then option 5, *Miscellaneous Manufacturers*. The Catalyst instructs you to insert the boot disk. Insert the Grammar program disk and press the **space bar**. The disk drive spins for about a minute. Finally, the Catalyst tells you Sensible Grammar has been installed. Sensible Grammar is located in the subdirectory *GRAMMAR* with the main program named *GRAMMAR.SYSTEM*.

Follow the instructions in the previous section to set up Sensible Grammar for the RAM disk.

### **For Catalyst //e, Version 3**

If you have Catalyst //e, version 3.0, you can install Sensible Grammar by simply dragging the Grammar icon onto the hard disk (or UniDisk 3.5). Again, you need to customize Sensible Grammar after moving it onto the disk. The Sensible Grammar program is located in the subdirectory *GRAMMAR* with the main program called *GRAMMAR.SYSTEM*.

Follow the instructions in the previous section to set up Sensible Grammar for the RAM disk.

## **USING GRAMMAR WITH A RAM DISK**

Sensible Grammar can be used with a RAM disk. If you plan on switching back and forth between your word processor and Sensible Grammar during the day, you can save time by copying the Grammar program and phrase groups to the RAM disk. Follow the instructions in the previous sections to copy and set up Sensible Grammar for the RAM disk.

If you have your document on the RAM disk, Sensible Grammar will check it faster than if it was on a disk drive.



## **APPENDIX C: CREATING YOUR OWN PHRASE GROUP**

You can create your own specialized phrase groups to use with Sensible Grammar. For example, you could create a language translation phrase group that would literally translate from one language to another on phrase-by-phrase basis. This would be crude but be a good start.

To create a new phrase group, read the rest of this appendix. Make a copy of the phrase files on the Sensible Grammar program disk. Then, use a word processor to look at the files supplied with Sensible Grammar. The best way to create the phrase files is to modify the copies of the files supplied with the program.

### **Structure of Phrase Groups**

A phrase group consists of two parts.

The first part is a text file containing the location of each phrase set. It also contains a more descriptive name for the group. There are two lines for each phrase group. The first line, a descriptive name, is used by Sensible Grammar whenever it needs to display the name of the group. It can be up to 22 characters long. Immediately following the descriptive name (and on the same line) is a plus or minus sign. A plus sign indicates the group should be used for proofreading, while a minus sign indicates the group shouldn't be used. The second line of each name contains the ProDOS file name. The phrases should be in a subdirectory, and the name should include the subdirectory name (e.g. *GROUP1/CLICHE*).

The second part of a set of phrases is a subdirectory with text files containing the actual phrases. Each of the files in the subdirectory contains an actual phrase group. The structure of the phrase group is quite simple. The first line contains the phrase Sensible Grammar should look for, and the second line contains the suggested replacement phrases. If there is no suggested replacement, then the second line is blank.

By following these rules, you can create your own phrase sets.



## APPENDIX D: HANDLING ERRORS

In most cases, when you get an error message, the problem will be obvious. Whenever you don't understand the error, look up the error message in the appendix, *Messages Produced by the Program*. Read the explanatory note for that message and follow any suggestions given. If this doesn't work, check the setup options against the initial setting. They're given below. Also, make sure you've set up the program properly for your word processor.

Hopefully, this section will help you correct most of the problems that you may encounter. However, if you experience a problem that you can't resolve on your own, you may want to write us for assistance. Please be sure to mention that you are using the Sensible Grammar for ProDOS and also mention the program version number. This version number is displayed near the bottom of the screen when you first boot Sensible Grammar.

You also need to send (if possible) a disk containing a sample document (both before and after being proofread) and include instructions explaining how to reproduce the problem you encountered. We also need to know what word processor, what computer model (e.g., Apple //e Enhanced with Extended 80-column card), what disk drive (Disk II, DuoDisk, UniDisk 3.5, ProFile, etc.), and what other optional interface cards you had installed at the time the problem occurred.

If your problem relates to printouts, please mention the printer brand, printer model and interface card you are using. Please send a sample printout.

In addition, please include your daytime phone number. We'll try resolving your problem as quickly as possible—either by phone or mail.

### Problems While Checking the Tutorial

If you experience a problem while doing the tutorial, perhaps the original tutorial file has been changed. This could happen if someone else has previously done the tutorial.

Check the way your program disk is set up versus the initial settings described below.

## INITIAL SETUP

Sensible Grammar was originally shipped with the following settings:

### PHRASES Menu

#### SET UP INDEX

##### CHECK DOCUMENTS USING:

Abbreviations	yes
Capitalized Exceptions	yes
Cliche Expressions	yes
Contractions: Remove	yes
Contractions: Use	NO
Faulty Phrases	yes
Informal Phrases	yes
Legal Terms: Remove	yes
Legal Terms: Use	NO
Personal Phrases	NO
Pompous Phrases	yes
Redundant Phrases	yes
Sexist Phrases	NO
Vague Phrases	yes
Wordy Phrases	yes

### SETUP Menu

#### PRINTER OPTIONS

Printer Slot:	1
Printer Requires Linefeed:	NO
Printer High Bit Set:	Yes
Printer Width:	80
Printer Init:	^180N
Auto-Print:	NO

#### DISK OPTIONS

Document Slot:	6
Document Drive:	2
Dictionary Slot:	6
Dictionary Drive:	1
Keep Original File As ".OLD"	yes

#### COLLECTION OPTIONS

Ignore Line Beginning With:	.
Number of Spaces Between Sentences:	1
Mark Entire File Automatically:	NO
Grammar Left Marker Character:	[
Grammar Right Marker Character:	]
Punctuation Marker Character:	
Character Ends Paragraph:	\$8D
Length of Header to Ignore:	300
Character Filter:	3
Alternate <CR> Char:	\$0D

## APPENDIX E: MESSAGES PRODUCED BY SENSIBLE GRAMMAR

Here is a list of the messages produced by Sensible Grammar. These include operational errors (i.e. Disk I/O error) and normal messages Sensible Grammar displays while proofreading your documents.

### GRAMMAR AND PUNCTUATION ERRORS

**Error: A dash is never preceded by white space.**

Remove the space between the dash and the preceding word. The only exception to this rule is when you are citing the source of a quotation on the following line. For example:

"This is a quotation."  
—the source

**Error: A digit should precede the decimal point.**

Fractional numbers should be written with a preceding zero (e.g., .25 should be written as 0.25).

**Error: A hyphen should separate compound numbers.**

The numbers twenty-one through ninety-nine should be hyphenated when written out.

**Error: Abbreviation expected.**

You used an abbreviation that wasn't in Sensible Grammar's list of abbreviations. Either ignore it, correct it in your document, or add it to Sensible Grammar's list of abbreviations.

**Error: Balance out of order.**

This error is caused when you are using punctuation marks that are normally balanced in left-right pairs, and you get them out of order. For example, ("example)" has the right parenthesis and the closing quotation mark out of order. Sometimes, when the first set in a paragraph is out of order, subsequent punctuation may be incorrectly flagged.

If you refer to the Apple using left and right brackets ("Apple [I]"), Sensible Grammar flags it as balance out of order. In this situation, ignore the error message.

**Error: Extraneous space.**

This message indicates you have an extra space that needs to be removed. For example, a dash consists of two hyphens with no spaces before, between, or after them. If you type hyphen, space, hyphen, this error is generated. Or, if you type a space between a dash and the following word, this error is generated.

If you are using an asterisk to footnote the word that precedes it, there should be no space between the asterisk and the word.

If the error is within an ellipsis mark, check the construction. Sensible Grammar doesn't handle the construction correctly.

If an error occurs next to a quote mark and you previously got a "balance out of order" error, you should examine the sentence closely. Sensible Grammar tries to "move" the quote marks to eliminate the error. If you are simply missing a quote mark, this is incorrect, and the error should be ignored.

**Error: Isolated punctuation.**

Usually caused by an extra space in front of a punctuation character. This message can also be caused by an extra space after an opening quotation mark.

If you have used an asterisk in the body of your document to indicate a footnote, then the footnote should begin with an asterisk, and should not have any spaces between the asterisk and the text of the footnote.

If the error is within an ellipsis mark, check the construction. Sensible Grammar doesn't handle the construction correctly.

**Error: Missing a comma.**

There are several situations Sensible Grammar thinks you need an additional comma in the sentence:

- The sentence starts with a conjunctive adverb. For example, the sentence "However you can do it." should have a comma after the word "However."
- The sentence starts with an introductory phrase. For example, the sentence "In other words you can't build it without all the parts." should have a comma after the word "words."
- Sensible Grammar also gives this message for several other reasons. Basically, the program believes you should have a comma within the sentence. If you're not sure whether a comma is missing, consult a reference book, and review its rules. If you don't know the difference between an adverb and an infinitive (and don't want to), a good reference book is "*Punctuate It Right!*" by Harry Shaw.

You can modify the phrases Sensible Grammar uses to determine this error. Use the *New Phrase Group* option to select the file *PARTS.GROUP*.



**Error: Missing a semicolon.**

This message normally occurs when you have the semicolon and comma placed on the wrong sides of a conjunctive adverb. The semicolon should always be placed before the conjunctive adverb and the comma should always come after (e.g. "...went first; however, we recommend...").

**Error: Missing comma following this clause.**

ONE cause of this error is if you are missing a comma after an introductory prepositional phrase in a sentence. If the first word in your sentence is IF, AS, or AT—then the first portion of your sentence is a *PREPOSITIONAL PHRASE*. This prepositional phrase usually should be separated from the rest of the sentence by a comma. A classic example is a sentence that reads "If [something], then [something]." One exception to the rule: Very short sentences that don't begin with "if". For example, the sentence "At last we meet." doesn't need a comma.

Be careful! For this particular error, Sensible Grammar puts its marker after the first WORD in the sentence, but the missing comma usually needs to be added later in the sentence—after the first phrase in the sentence. If you are uncertain where to place the comma, slowly say the sentence out loud. Notice the point where you pause slightly in the middle of the sentence. Place the comma at that location.

A second type of error that can cause this message is a conjunction at the beginning of the sentence (i.e., sentences beginning with and, or, but, etc.). Usually, the conjunction can simply be removed without affecting the rest of the sentence. If the conjunction must remain, a comma usually should be placed after it.

**Error: Missing white space.**

This message usually indicates that you need to add a space after the punctuation character.

You may also sometimes get this error if you have too much punctuation (e.g., a comma followed by a semicolon).

**Error: Mixed upper and lower-case letters.**

The highlighted word contains upper and lower-case letters, and the word isn't in the *Capitalization Exception* list. If the word should be this way, you might want to add it to the Exception list. Some of the words in the exception list are Appleworks, ProDOS, and UniDisk.

**Error: No comma should follow a dash.**

A comma should never follow a dash.

**Error: No period should follow a dash.**

A period should never follow a dash.

## **Sensible Grammar      Appendix E: Messages Produced by the Program**

### **Error: Punctuation belongs inside quotes.**

Periods and commas always belong inside the closing quote mark.

You also receive this message if you have a question mark or an exclamation mark after a closing quote mark. This is not always an error. Depending on your context, it is sometimes legal to have the question mark or exclamation character after a closing quote mark. In this case, simply ignore the error message.

### **Error: Punctuation belongs outside quotes.**

Semicolons and colons should be outside a closing quote mark.

### **Error: (#) Spaces should follow end of sentence.**

You can customize Sensible Grammar to expect 1, 2, 3, or 4 spaces after the end of each sentence. This error appears when you have not used that number of spaces after the end of a sentence. Either adjust the spacing at the end of your sentence to the correct number of blanks or change the value stored in the Sensible Grammar setup information.

### **Error: This word is missing capital letter.**

The indicated word begins a sentence, and the first letter of this word should be capitalized.

### **Error: This word is repeated.**

This message appears if you use the same word twice in a row without any punctuation in between.

### **Error: Three digits should follow a comma.**

When you use commas to make a large number more readable, Sensible Grammar expects to find exactly three numeric digits after each comma in the number. This message indicates you are missing a digit or you have an extra digit in the number. This message could also indicate that you left out the space after a comma if you were typing in a list of numbers.

### **Error: Too much punctuation.**

Indicates that you have put two punctuation characters where you should only have one.

Another way to generate this error is to add the possessive "'s" to a pronoun that is already a possessive word. For example, "her's" would be flagged as too much punctuation.

If the error is within an ellipsis mark, check the construction. Sensible Grammar doesn't handle the construction correctly.

**Error: Unbalanced curly braces.**

This message indicates that you may have a different number of left curly brace characters than right curly brace characters. We have included this test in case you sometimes use curly braces to enclose parenthetical matter. There is no firm rule requiring balanced curly braces, as they are seldom used in normal writing. In fact, in manual writing, a single (unbalanced), very-large curly brace is occasionally used to indicate the members of a set of items. Consider this message only as a guideline and treat it as you desire.

**Error: Unbalanced double quotes.**

This message indicates that you may have an odd number of double quote marks. Normally, you should have a closing quote mark for each opening quote mark (resulting in an even number of double quote marks).

The only exception to this rule is if the quote spans several paragraphs. In this situation, you would have a single opening quote mark at the beginning of the paragraph and no closing quote mark in the paragraph (except at the end of the entire quote). In this instance, ignore the error message.

**Error: Unbalanced error switch.**

You have an uneven number of "error" switches in your document. This switch is used by Sensible Grammar to ignore sections of the document. This message is only a warning. The error switch is described in the *Collection Options*.

**Error: Unbalanced parentheses.**

This message indicates that you may have a different number of left parenthesis characters than right parenthesis characters (you should have exactly one right for each left). The exception to this rule occurs in outlines where sections are numbered. (e.g. "5)" or "a)").

**Error: Unbalanced square brackets.**

This message indicates that you may have a different number of left bracket characters than right bracket characters (you should have exactly one right for each left).

**Error: Unnecessary comma.**

This message appears if you have a comma to the right of the decimal point in a long number. (Commas are only used to the left of the decimal point in large numbers.)

This message also appears if you have a comma in front of a left parenthesis character. Either remove the comma or place it after the parenthetical expression (i.e., put the comma after the right parenthesis character).

It also happens if you have a comma after a coordinate conjunction (e.g. "He played baseball, but, he wasn't very good"). The coordinate conjunctions are in the file *Coordinate Conjunctions*.

## OTHER ERRORS

### **Catalog Full.**

You cannot add more files to the "top" or volume directory of this disk. The solution to this problem is to move some of your files into subdirectories. You can add many more files to the disk by putting them in subdirectories.

### **Can't Find Disk! Try Again?**

Sensible Grammar couldn't find the information it was looking for on the disk. Make sure you have the correct disk in the correct disk drive.

### **Check Was Successfully Completed.**

This message indicates that Sensible Grammar has finished proofreading your document. It does not indicate whether or not you saved your corrections.

### **Disk is Write-Protected.**

The disk Sensible Grammar is trying to write to has the write-protect notch covered. Remove the write-protect tab and select *Okay* or pick *Cancel* to abort the operation.

### **Do You Want to Stop Checking?**

You pressed the **ESC** key while you were proofreading a document. Picking *Okay* stops the check and any changes made during the check are thrown away. Choose *Cancel* to continue checking the document.

### **File is Locked! Okay to Continue?**

This message warns you that the file you are trying to change is currently locked. Double check to make sure you have chosen the correct file, then choose *OKAY* to go ahead and use the file anyway, or choose *CANCEL* to leave the file unchanged.

### **Found Duplicate in <phrase group>. Cannot Continue.**

This message is given when you try adding a phrase to a phrase group and the phrase is already in a phrase group. To change a phrase already in a phrase group, you need to delete the phrase and then re-add it, including any change you want.

### **Insert "Document" in Slot x, Drive x.**

It is normal for this message to appear once as a reminder when to insert a document disk. If it keeps appearing after you have inserted your document disk in the specified slot and drive, then you may have a problem. First, make sure you actually have a disk drive available at the displayed slot number and drive number. Second, make sure you have the document disk inserted into the drive at that slot number and drive number. If the wrong slot and/or drive number are displayed in the message, you can stop what you are doing and change them using the *Disk Options* under the *Setup* menu.

**Insert "Phrases" in Slot x, Drive x.**

Possible causes of this message: you removed the Sensible Grammar disk from the disk drive before it loaded the phrases it needs, or you don't have the phrase files in the correct subdirectory (see *Setting Up for Hard Disk Drive*), or you have the wrong values set for the Dictionary Slot number and Dictionary Drive number (see *Disk Options* under SETUP).

**No Usable Files Here. OK?**

This message appears when Sensible Grammar can't find any files in the current directory or subdirectory of the specific kind it is searching for. For example, when you are trying to *EXIT* from Sensible Grammar, you receive this message when you choose a disk or subdirectory that does not have any *SYS* type files. When this message appears, press **RETURN** to select the *OKAY* button. This acknowledges you have read the message and lets you try to use a different disk or subdirectory.

If you are searching for one of your word processing files, you could get this message if you are in the wrong ProDOS subdirectory, or if you have Sensible Grammar set up for a different type of word processor. (when Sensible Grammar is set up for Apple Writer, you won't be able to see the names of any AppleWorks files, and vice versa.)

If you have opened up the wrong subdirectory and need to go back up to the top-level ProDOS directory (i.e., the disk */VOLUME* name), click on either the *RESET* or the *DRIVE* push buttons.

**Nothing Was Replaced. Okay?**

This warning appears when you try to use the *Replace* command before you have *Suggested* a change to the sentence displayed on the screen. You must use the *Suggest* option before using *Replace*. Press **RETURN** to continue checking your document.

**Only You Can Prevent RESET Errors.**

You pressed **CONTROL-RESET**. Press **RETURN** to continue.

**Original Document Is Changed.**

This message indicates Sensible Grammar has finished proofreading your document. You made corrections to the file and are now being asked if you want to save the changes.

**Original Document Unchanged.**

This message indicates Sensible Grammar has finished proofreading your document. You didn't make any corrections to the file; thus, it is unchanged. If you had made any corrections, you would be asked if you wanted to make them permanent.

**Ready to Exit?**

Click *OKAY* if you are finished proofreading with Sensible Grammar. Click *CANCEL* to return to Sensible Grammar.

**This Disk Is Full.**

This message indicates the disk is too full to hold any additional information. Although it appears that you have two choices, *OKAY* and *CANCEL*, they both do the same thing. We recommend that you always choose *CANCEL* when this message appears.

If this message occurs while proofreading a file, *CANCEL* the checking, format a new disk, and copy the document file onto that disk. This should provide sufficient room for you to proofread the file. (Note: you have sufficient free room on the disk if the amount of free room is equal to or greater than the size of the file you are proofreading.)

If you receive this message often, you may want to stop keeping backup copies of your document files (the "...OLD" files). This can be changed using the *DISK OPTIONS* under the *SETUP* menu.

**Turn On & Position Printer.**

This message appears when you ask Sensible Grammar to write to your printer. Position your paper at the top of a sheet (the "top of form") and then press the *RETURN* key. If you don't want to print, you can click the *CANCEL* button.

**Unable To Read Disk**

This message indicates that a generic I/O ERROR occurred with one of your disk drives. Open your disk drive doors, make sure the floppy disks are firmly inserted in your disk drives, then close the disk drive doors and press *RETURN*. If this message continues to appear, your disk drives may be out of alignment, their speed may be off, or one of the floppy disks may have been damaged or partially erased. Try using one of the copy programs (Filer or System Utilities) to make another copy of your disk.

**You Made Changes: Make Them Permanent?**

This message indicates Sensible Grammar has finished proofreading your document file or you have just *ESC*aped from modifying the program. You can now save the changes by choosing *OKAY*.

If you just finished proofreading a document, choosing *CANCEL* throws out the changes. Be careful: if you choose *CANCEL*—all of your corrections are discarded—you cannot selectively cancel corrections.

**NOTE:** If you have enabled the *Keep original file as .OLD* disk option, you can also retrieve your original file—even if you answer *OKAY* to this question—by using the file of the same name that ends with an ".OLD" extension.

If you were changing Sensible Grammar's setup, then picking *Okay* saves the changes to disk. Choosing *Undo* throws away your changes and restores the settings to their previous settings. Picking *No* lets you use the changes until you leave Sensible Grammar.

## APPENDIX F: NOTES ON WORD PROCESSORS SETUPS

Here are some special instructions for using Sensible Grammar with different word processors. A word processor is only listed if there is information you should know about using it with Sensible Grammar.

**AppleWorks**—This Quick Setup is designed to work directly with standard AppleWorks files—not AppleWorks "Text" files. If you want to check a Text file, you need to set up Sensible Grammar for Text files.

When you save a file in AppleWorks, the name can have spaces in it. However, the actual file name on disk will have periods in place of the spaces and be in all upper-case letters. For example, the AppleWorks' file *Letter to Smith* actually has the name *LETTER.TO.SMITH* on disk.

If you replace a phrase with a much longer or shorter phrase, the screen display in AppleWorks may be wrong (the length of the line in the paragraph may be too long or short). However, the document will still print correctly. You can correct the display by adding and then deleting a character earlier in the paragraph.

**Format II, ProDOS**—Format II saves each page as a separate document. You will have to check each page of your document separately. Format II saves the page number as part of the file name. For example, the first page of the document *SMITH* has the file name *SMITH.....01* on the disk *LETTERS*.

**Mouse Word**—Use the Quick Setup for Mouse Word. The one area where there may be problems is with the formatting commands **^EH** and **^EF** (end header and end footer) commands. The *H* and *F* may become the first letter of the next word. So, if you use these commands and see a word beginning with an *H* or *F* at the beginning of a sentence, we suggest you mark the error and check it in the word processor. Also, during proofreading, you may see numbers appear at times. You should ignore them, they are part of the formatting commands. Due to the way Mouse Word uses formatting commands, numbers are not analyzed by Sensible Grammar.

**MouseWrite**—Use the Quick Setup for Text files. Presently, you should save your documents as text files for proofreading. Don't check formatted Mouse Write documents directly, the documents will become garbled.

**PFS:Write, ProDOS**—Sensible Grammar doesn't check the header or footer text.

**WordPerfect**—Use the Quick Setup for Text files. Presently, you should save your documents as text files for proofreading. Don't check formatted WordPerfect documents directly, the documents will become garbled.

**Zardax**—Sensible Grammar may run some words together in letters for mail merging. The character after the curly brackets ({, }) is ignored. Since the labels for mail merging are usually cryptic and in upper-case letters, you should be able to see where this is happening. Also, numbers may appear to be part of words. The numbers actually are part of the formatting commands., and you should ignore them. Numbers are not analyzed by Sensible Grammar in Zardax files due to the structure of Zardax formatting commands.



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