GRAMMAR

the most intelligent
grammar checker you can buy

CORRECT GRAMMAR®

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Correct Grammar®
for Macintosh

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Overview

Correct Grammar is based on the powerful CorrecText® Grammar Correction System developed by the Houghton Mifflin Company and the world's leading authorities on computational linguistics.

Correct Grammar can function as an online editor and help you produce clearly written, readable documents by checking your documents for spelling, word usage, grammar, and readability.

You will find using Correct Grammar as easy as using your spelling checker—just let it search for possible problems, and you can respond to the easy prompts and menu choices.

What Correct Grammar Does

Correct Grammar identifies errors in grammar, word usage, punctuation, style, and spelling.

In addition, Correct Grammar can apply standard readability tests to your documents to locate readability problems, such as overly long sentences or passive voice. And when Correct Grammar finishes checking your document, it can display a summary of its readability.

As Correct Grammar checks your document, it suggests corrections that you can make. You can also request more information about the suggestions and related problems.

Correct Grammar can display explanations that tell you what may be wrong with the text that it has highlighted, how to correct the text, and how to avoid the mistake in your future writing.

Why Correct Grammar Is Easy to Use

- Correct Grammar is easy to install.

  You just run the installation program, and Correct Grammar is automatically installed onto your desktop.

- You can check all or part of a document.

  You can check as much of a document as you want; you don't have to waste time doing unnecessary checking.

- Correct Grammar provides online help.

  Just use the Help command. If you are using System 7.0 or later, Help appears in balloons.

- Many of the grammatical suggestions are linked to an online tutorial.

  When Correct Grammar finds a grammatical error in your document, it describes the error and suggests how to correct it.

  Many explanations are linked to the online tutorial, so you can use the Tutorial command to display a lesson on the writing principle that applies to the suggestion. The tutorial may include examples of correct sentences or word usage. When you finish with the tutorial, Correct Grammar returns you to the same place in your document.

- You can use existing grammar rules or create your own rules.

  Correct Grammar is based on the expertise of the publishers of the American Heritage Dictionary. It has thousands of grammar rules and its own 135,000-word spelling dictionary.

You can either use these rules or write your own rules. The Correct Grammar MakeRules application allows you to create rules that Correct Grammar uses to find and correct errors. The rules you create may, for example, conform to a corporate standard or your personal writing style.

■ Correct Grammar can check grammar in many types of word processing documents. And it works with any application that can copy text to the Clipboard.

About This Manual

This manual consists of the following chapters and appendices:

■ Chapter 1, "Getting Started," describes how to install Correct Grammar on your Macintosh, how to start Correct Grammar for the first time, how to learn to use Correct Grammar, and what to do if you need help or have problems installing or using Correct Grammar.

■ Chapter 2, "Using Correct Grammar," describes how to use Correct Grammar to check a document.

■ Chapter 3, "Using Options," describes the options that you can use to modify the way Correct Grammar checks your documents.

■ Chapter 4, "Customizing Correct Grammar," describes how to choose, review, and customize predefined style guides.

■ Appendix A, "Examples of Common Grammar Problems," describes common grammar problems and how Correct Grammar suggests correcting them.

■ Appendix B, "The Philosophy and Methodology of Correct Grammar," provides background information on how Correct Grammar checks documents and why it works the way it does.

- Appendix C, "Writing Your Own Rules," gives detailed instructions for writing your own grammar rules and compiling them with the MakeRules application.

Getting Started

In this chapter you'll learn

❑ What you need to get started with Correct Grammar

❑ How to install the application on your computer

❑ How to start Correct Grammar for the first time

❑ How to use the tutorial files to learn about Correct Grammar

Before You Begin

To set up and use Correct Grammar on your Macintosh, you need an understanding of basic Macintosh concepts. Before you begin installing Correct Grammar, you should know how to

❑ Use icons on the desktop

❑ Use the mouse to point, click, and double-click

❑ Start and quit applications

❑ Open, copy, and delete documents

- Pull down menus and choose commands

- Scroll in windows

- Use the Clipboard to store information

If you are not familiar with these tasks, see the manual that came with your system software disks.

What You Need to Get Started

To use Correct Grammar, you must have a Macintosh computer with a hard disk.

Also, your Macintosh System and Finder files must be compatible with Correct Grammar. You must be using System 6.0 or later, with a comparable Finder version. (Correct Grammar is compatible with System 7.0 and later.) To check the System and Finder versions on your computer, choose About the Finder from the Apple ( ) menu.

If your system software is not compatible with Correct Grammar, you can get the latest versions from your authorized Apple dealer in a system software update.

Note: It's a good idea to install your word processing programs before you install Correct Grammar, although you can also install word processing programs later.

Enhancing Performance

You may enhance the performance of Correct Grammar (and many other applications) by turning on RAM Cache. RAM Cache causes information that is frequently obtained from the hard disk to be saved in RAM. To find out how to turn on RAM Cache, see your Macintosh reference manual. Set RAM Cache for 64K or higher.

Installing Correct Grammar

The Correct Grammar program and its associated files are contained on two disks. The disks contain an installation program that automatically installs Correct Grammar on the hard disk.

If you do not have an earlier version of Correct Grammar on your computer, follow the steps below to install this version of Correct Grammar.

◆ **To install Correct Grammar:**

1 Insert the Correct Grammar Disk 1 into the disk drive.

Note: Disk 1 may contain a Read Me First file. This file contains information that was developed too late to be included in the manual. Be sure to open this file and read it before continuing the installation. To open the file, just double-click the Read Me First icon.

2 Double-click the Correct Grammar Installer icon.

3 Follow the instructions on the screen.

If You're Upgrading from a Previous Version

If you're upgrading from a previous version (except any version of Correct Grammar 1.0), you can save the files containing your user dictionary, customized style guides, option preferences, and compiled user rules to use with the new version of Correct Grammar. To determine whether you want to save these files, consider the following:

User Dictionary   The Correct Grammar user dictionary file contains the words you added with the Add button while using Correct Grammar, unless you have been sharing the MS Word user dictionary. If you have been sharing the Word user dictionary, that dictionary contains your added words and you don't need to save the Correct Grammar user dictionary file. The Correct Grammar user dictionary

is named "User Dictionary" and is stored in the Correct Grammar Preferences folder.

Style Guides If you customized any of the style guides, or developed your own, you may want to save them. Customized style guides are stored in the Correct Grammar Preferences folder. The names of the original style guides are listed in Chapter 4, "Customizing Correct Grammar."

Preferences This file contains your option choices and current standard style guide. The Preferences file is stored in the Correct Grammar Preferences folder.

CompiledRules This file contains the grammar rules you have written and compiled with the MakeRules application. The CompiledRules file is stored in the Correct Grammar folder.

To save any or all of the above files from a previous version for use with this version of Correct Grammar, follow the steps below.

◆ **To save files and install Correct Grammar:**

1 In the System folder, open the Correct Grammar Preferences folder.

2 Drag the files you want to save out of the Correct Grammar Preferences folder and store them on the desktop.

3 Close the Correct Grammar Preferences folder, and then close the System folder.

4 If you want to save the rules you have written, open the Correct Grammar folder and drag the CompiledRules file to the desktop.

5 Insert the Correct Grammar Disk 1 into the disk drive.

Note: Disk 1 may contain a Read Me First file. This file contains information that was developed too late to be included in the manual. Be sure to open this file and read it before continuing with the installation. To open the file, just double-click the Read Me First icon.

6 Double-click the Correct Grammar Installer icon.

7 Follow the instructions on the screen to install Correct Grammar.

8 Double-click the Correct Grammar application icon to start Correct Grammar. Correct Grammar asks if you want to share MS Word's user dictionary.

9 If you use MS Word as your word processor, click the Yes button. If you use another word processing program, click the No button.

Correct Grammar displays the Open dialog box.

10 Choose Cancel to close the Open dialog box.

11 Pull down the File menu and choose Quit.

Correct Grammar creates a new Preferences folder in the System folder.

12 If you are saving the CompiledRules file, drag it to the Correct Grammar folder.

13 Open the System folder and drag the other saved files to the new Correct Grammar Preferences folder. This completes the installation and Correct Grammar is now ready to use.

Note: If you are using System 6.0.8 or earlier, the Correct Grammar Preferences folder is located in the current System folder. If you are using System 7.0 or later, the Correct Grammar Preferences folder is located in the Preferences folder in the current System folder.

Installing Correct Grammar on a Network

Correct Grammar can be installed and used on a network. If you want to use Correct Grammar on a network, you must obtain a network license agreement and installation instructions from WordStar® International Incorporated.

About the Correct Grammar Files

After you install Correct Grammar and open the Correct Grammar folder, you'll see the icons for the Correct Grammar application and its associated files.

The Correct Grammar files are described below:

Correct Grammar   This is the application file.

Learn CG and **Tour CG**   You can use these files to learn how to use Correct Grammar and to see the kinds of errors Correct Grammar can help you fix.

Launch CG   You use this program to start Correct Grammar from within other folders or from the desktop.

Read Me First   This file contains last-minute information about using Correct Grammar.

Using CG with MS Word   This file contains information about using Correct Grammar with Microsoft Word.

Using CG with WordPerfect   This file contains information about using Correct Grammar with WordPerfect.

Using CG with Others   This file contains information about using Correct Grammar with other word processors and desktop publishing programs.

MakeRules   This is the application you use to compile the grammar rules you write. For more information, see Appendix C, "Writing Your Own Rules."

Correct Grammar Data   This folder contains the style guides and dictionaries Correct Grammar uses to check documents.

UserRules   This file contains a template for writing new grammar rules. When you write your own grammar rules, you must write them in this file. For more information, see Appendix C, "Writing Your Own Rules."

TeachText   This is the Macintosh plain text (ASCII) word processing application. You use this application to read and print plain text documents like the Read Me First file and the UserRules file. You also use TeachText (or another ASCII word processor) to write new rules in the UserRules file.

The Read Me First File

If you see a Read Me First file when you open the Correct Grammar folder, be sure to open and read it before using this version of Correct Grammar. Double-click the Read Me First icon or retrieve the file, which is a plain text document, with your word processor. The file contains any last-minute information about Correct Grammar that is not included in this manual.

Starting Correct Grammar

To start Correct Grammar, open the Correct Grammar folder and double-click the Correct Grammar icon or the Launch CG icon. You can also make Correct Grammar easier to use by setting up additional ways to start the program. Additional ways to start Correct Grammar are described in this section.

Note: When you start Correct Grammar for the first time, you'll be asked to choose a user dictionary for Correct Grammar to use. The steps for choosing a user dictionary are described later in this chapter.

Starting with a Copy of Launch CG

In addition to starting Correct Grammar as shown above, you can start Correct Grammar by using copies of the Launch CG program. You do this by placing copies of the Launch CG icon on your desktop or in various folders on your hard disk. For example, you might put copies of Launch CG in folders containing documents and in the folder containing your word processor. Then Launch CG is always available in the active window when you quit your word processor, and you won't need to search through folders to locate and start Correct Grammar.

◆ **To make a copy of Launch CG:**

1 Open the Correct Grammar folder.

2 Hold down the Option key, and drag the Launch CG icon to the desktop or to another folder.

3 Release the mouse button. The computer copies the program and a copy of the Launch CG icon appears.

You can make as many copies of Launch CG as you want, but you can put only one copy on the desktop and in each folder.

To start Correct Grammar, double-click the Launch CG icon.

Starting with an Alias

If you are using System 7.0 or later, you can create aliases for the Correct Grammar application and put them wherever you want. Once you create a Correct Grammar alias, just double-click it to start Correct Grammar.

◆ **To create a Correct Grammar alias:**

1 Open the Correct Grammar folder.

2 Select the Correct Grammar application icon.

3 At the File menu, choose Make Alias.

The alias icon appears with its name in italic type (you can edit the name if you want).

4 Drag the alias icon to the desktop or to a folder.

To start Correct Grammar, double-click the alias icon.

Starting from the Apple Menu

If you are using System 7.0 or later, you can start Correct Grammar from the Apple menu instead of having to find a Correct Grammar alias or Launch CG icon.

◆ **To add Correct Grammar to the Apple menu:**

1 Create a Correct Grammar alias as described above in "Starting with an Alias."

2 Open the System folder, and drag the alias icon to the folder named Apple Menu Items.

To start Correct Grammar, pull down the Apple menu and choose the Correct Grammar alias.

Dragging to the Icon

If you are using System 7.0 or later, you can start Correct Grammar and begin checking a document in one step. Just drag the icon of the document you want to check to a Correct Grammar alias or to the

Correct Grammar application icon, and then release the mouse button. If the document is a word processing document, Correct Grammar starts, opens the document, and begins checking it.

Choosing a User Dictionary

The user dictionary is a special dictionary file that you use with Correct Grammar to check spelling. This file allows you to add words that a standard spelling dictionary might not recognize or words that might be flagged as misspellings (for example, trade names, company names, or names of individuals).

Correct Grammar is designed to share the Microsoft Word user dictionary. If you use MS Word as your word processor, you can add words to its user dictionary using Word or Correct Grammar, and the words will be recognized as correct by both programs. If you do not use MS Word, Correct Grammar will use its own user dictionary.

When you start Correct Grammar for the first time, you must select a user dictionary. You can also select a user dictionary using the Options menu. To start Correct Grammar for the first time and select a user dictionary, follow the steps in the procedure below.

◆ **To select a user dictionary:**

1 Start Correct Grammar using one of the procedures described above. Correct Grammar displays a message asking if you want to share the MS Word user dictionary.

2 If you are using MS Word as your word processor and you want Correct Grammar to share the Word user dictionary, click the Yes button.

If you are not using MS Word as your word processor, click the No button.

Correct Grammar displays the Open dialog box so you can select a document to check.

If you want to change your user dictionary later, see "Using a User Dictionary" in Chapter 3, "Choosing Options."

Learning About Correct Grammar

The Correct Grammar folder contains two files, Learn CG and Tour CG, that can help you learn about Correct Grammar.

Using Learn CG

The Learn CG document is a tutorial that introduces you to Correct Grammar. You can use this file to learn, for example, how to correct mistakes Correct Grammar finds or how to ignore suggestions Correct Grammar makes.

Learn CG contains a sample document that shows you how to use the Correct Grammar checking features. The document contains deliberate errors that Correct Grammar detects. Correct Grammar stops when it finds one of these errors. The tutorial describes the error and how Correct Grammar suggests correcting it.

The best way to learn about Correct Grammar is to read what Learn CG displays on your screen, and follow the instructions.

◆ **To use Learn CG:**

1 Open the Correct Grammar folder and double-click the Learn CG icon. Correct Grammar starts and begins checking the sample document.

   Note: If Correct Grammar is already started, choose Open from the File menu, find Learn CG in the list box, and double-click its icon.

2 When Correct Grammar displays a suggestion, read the suggestion in the upper part of the screen, the explanation below it, and the Learn CG text in the lower part of screen.

3 Click an Action button or choose a command from the Action menu to tell Correct Grammar what to do.

When Correct Grammar finishes checking Learn CG, the Save dialog box appears.

4 Click the Discard button. The Readability Summary appears.

5 Click the OK button, and choose Quit from the File menu. Correct Grammar returns you to the desktop.

Using Tour CG

The Tour CG file contains a short, poorly written letter. The purpose of the Tour file is to provide examples of errors Correct Grammar finds and show how it can help you correct them. For example, Tour CG shows you how Correct Grammar finds and corrects run–on sentences, verb agreement problems, split infinitives, redundancies, long noun strings, and spelling errors.

Tour CG allows you to practice using Correct Grammar and to explore its power and versatility. When you start Tour CG, Correct Grammar automatically checks the document and stops when it finds a problem.

If you're not sure how to respond to the errors Correct Grammar finds, use Learn CG first and then come back to the Tour file.

◆ **To use Tour CG:**

1 Open the Correct Grammar folder and double-click the Tour CG icon. Correct Grammar starts and begins checking the document.

Note: If Correct Grammar is already started, choose Open from the File menu. Find the Tour CG file in the list box and double-click its icon. Correct Grammar will start and begin checking the document.

2 When Correct Grammar makes a suggestion, read the suggestion, the explanation, if any, and the Tour CG text.

3 Click an Action button or choose a command from the Action menu to tell Correct Grammar what to do.

When Correct Grammar finishes checking Tour CG, the Save dialog box appears.

4 Click the Discard button. The Readability Summary appears.

5 Click the OK button, and choose Quit from the File menu. Correct Grammar returns you to the desktop.

If You Need Help

Correct Grammar provides online help for the following:

■ Using Action commands

To get help with using Action commands, choose Help from the Action menu or click the Help button in the Action button bar in the Correction window.

■ Changing style guides

To get help with changing style guides, click the Help button in the Rule Classes dialog box.

■ Changing readability rules

To get help with changing readability rules, click the Help button in the Readability Rules dialog box.

System 7.0 Balloon Help

If you are using System 7.0 or later, Correct Grammar provides help in balloons. You can turn on Balloon Help at any time by clicking the Help button. You can also turn on Balloon Help by choosing Show Help from the ? menu. As you move the mouse pointer to menu choices or buttons, windows, or boxes containing help, Correct Grammar displays the help information in balloons. To turn off Balloon Help, click the Help Off button or choose Hide Balloons from the ? menu.

If You Have Problems

If you have problems installing or using Correct Grammar, and you cannot resolve them by reading this manual or the online help, contact WordStar Technical Support. For more information, see the WordStar Support Policy card in your Correct Grammar package.

If you are a CompuServe subscriber, you can communicate with us through the Writing Tools section of the WordStar Forum (Go WordStar).

Chapter 2

Using Correct Grammar

In this chapter, you'll learn how to

❑ Use Correct Grammar to check documents directly

❑ Use Correct Grammar to check documents on the Clipboard

Correct Grammar checks documents in one of two ways depending on the word processor that created the document you're checking.

Here are the two ways Correct Grammar checks documents:

❑ Correct Grammar checks documents directly. With this method, you use Correct Grammar to open your document and check it. If you make changes you want to save, Correct Grammar saves the changes directly to your document. With documents produced by several popular word processors, Correct Grammar preserves the page layout, formatting, fonts, and highlighting. You can also use the direct method to check documents produced in plain text (ASCII) format.

   To use Correct Grammar to check a document directly, see "Checking a Document Directly" later in this chapter.

❑ Correct Grammar also checks document text on the Clipboard. With this method, you use your word processor to open the document and save all or part of it to the Clipboard. Then, you open the Clipboard with Correct Grammar and check the text. If

you make changes you want to save, Correct Grammar saves them to the Clipboard and you use your word processor to paste the changes into your document. With documents produced by several word processors, Correct Grammar preserves the page layout, formatting, fonts, and highlighting.

To use the Clipboard to check a document, see "Checking a Document Using the Clipboard" later in this chapter.

Correct Grammar and Word Processors

Correct Grammar works with word processors and other text-producing applications in different ways depending on whether Correct Grammar can read and write the native file format and the Clipboard file format of the word processor. There are five categories:

Category 1

You can open the document file using the Correct Grammar Open command, check the document, and save changes to the document in the original file format, retaining the formatting and style attributes (page layout, highlighting, fonts) of the original document.

You can also exchange text between the document and the Clipboard using the Macintosh Copy and Paste functions. With Category 1 programs, Correct Grammar can check text on the Clipboard and save changes to the Clipboard, retaining the formatting and style attributes of the original document.

Category 2

You can open the document file using the Correct Grammar Open command, check the document, and save changes to the document in the original file format, retaining the formatting and style attributes (page layout, highlighting, fonts) of the original document. (This is the same as Category 1.)

You can also exchange text between the document and the Clipboard using the Macintosh Copy and Paste functions. With Category 2 word processors, Correct Grammar can check text on the Clipboard and save changes to the Clipboard, but will not retain the formatting and style attributes of the original document.

If you want to use the Clipboard to check grammar on Category 2 documents, it is recommended that you check grammar before adding style and formatting attributes.

Category 3

You cannot open the document file using the Correct Grammar Open command.

You can exchange text between the document and the Clipboard using the Macintosh Copy and Paste functions. With Category 3 word processors, Correct Grammar can check text on the Clipboard and save changes to the Clipboard, retaining the formatting and style attributes of the original document.

Category 4

You cannot open the word processor's document file using the Correct Grammar Open command.

You can exchange text between the document and the Clipboard using the Macintosh Copy and Paste functions. With Category 4 word processors, Correct Grammar can check text on the Clipboard and save changes to the Clipboard, but will not retain the formatting and style attributes of the original document.

If you want to use the Clipboard to check grammar on Category 4 documents, it is recommended that you check grammar before adding style and formatting attributes.

Category 5

Correct Grammar can be used with word processors that can produce document files in plain text (ASCII) format. If you cannot use Correct

Grammar with your word processor using one of the methods described in categories 1-4, save your document in a plain text file and then check it with Correct Grammar using the direct checking method. (For more information, see "Checking a Document Directly" later in this chapter.) When you finish checking grammar, use your word processor to convert the document back to its original file format. You can open plain text (ASCII) files using the Correct Grammar Open command, check the document, and save changes to the document in the plain text file format.

You can also exchange text between plain text files and the Clipboard using the Macintosh Copy and Paste functions.

In addition to word processors, many other applications produce text documents that Correct Grammar can check. These applications include spreadsheets, databases, desktop utilities, and most modem communication programs. To check text documents produced by these applications, save the text you want to check in plain text (ASCII) format and then check it using the direct checking method.

The following table summarizes the word processor categories.

Category	CG Opens Document Directly?	Check Clipboard?	Clipboard Retains Formatting and Style Attributes?
1	Y	Y	Y
2	Y	Y	N
3	N	Y	Y
4	N	Y	N
5	Y	Y	N/A

To find out how Correct Grammar works with *your* word processor, see the files named "Using CG with MS Word," "Using CG with WordPerfect," or "Using CG with Others" in the Correct Grammar folder.

Checking a Document Directly

When you check a document directly, Correct Grammar opens the document and saves changes directly to the document. The direct method also allows you to interrupt checking and resume checking later, starting in the same place in the document where you stopped earlier. The direct method allows you to switch between documents quickly and easily.

Checking a document directly in Correct Grammar involves the following tasks:

- Opening a document using Correct Grammar

- Checking grammar and spelling

- Making changes in the document using Correct Grammar commands

- Saving changes to the document

Opening a Document

You can open a document in one of the following ways:

- If you are using System 7.0 or later, start Correct Grammar and open a document by dragging its icon to the Correct Grammar application icon or an alias icon. Correct Grammar starts, opens the document, and begins checking.

  You can also start Correct Grammar by double- clicking the application icon or an alias icon or choose Open from the File menu. Correct Grammar displays the Open dialog box with the message *Open document to check.*

  Select the document you want to check and click the Open button. Correct Grammar starts checking the document.

- If you are using System 6.0.8 or earlier, start Correct Grammar by double-clicking either the application icon or a Launch CG icon, or

by choosing Open from the File menu. Correct Grammar displays the Open dialog box with the message *Open document to check.*

Select the document you want to check and click the Open button. Correct Grammar starts checking the document.

Note: If you are using Correct Grammar with MultiFinder, here is a point to remember: If you attempt to start Correct Grammar again while it is already running in the background, you will see the message *Some 'Correct Grammar' documents could not be opened or printed. Please open the documents from within the application.*

To bring Correct Grammar to the foreground to check a document, click the MultiFinder icons in the menu bar until you see the Correct Grammar icon, or choose Correct Grammar from the Apple menu.

Using the Correction Dialog Box

When Correct Grammar starts, it displays the Correction dialog box.
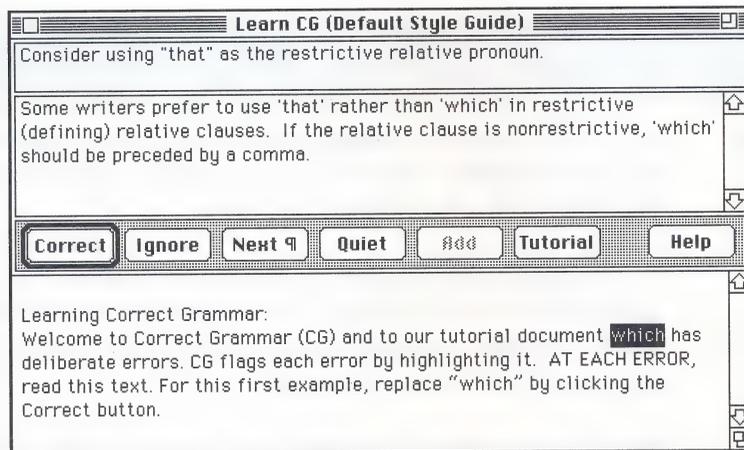
The title bar displays the name of the document and the current style guide being used to check the document. The Action button bar divides the dialog box in half. In the lower part of the dialog box,

Correct Grammar displays the text of the document being checked. In the upper part of the dialog box, Correct Grammar displays suggestions, choices, directions, and tutorial information.

When Correct Grammar Makes a Suggestion

When Correct Grammar finds an apparent problem in a document, it stops checking the document and displays the document text in the lower part of the screen, with the problem highlighted. In the upper part of the screen, Correct G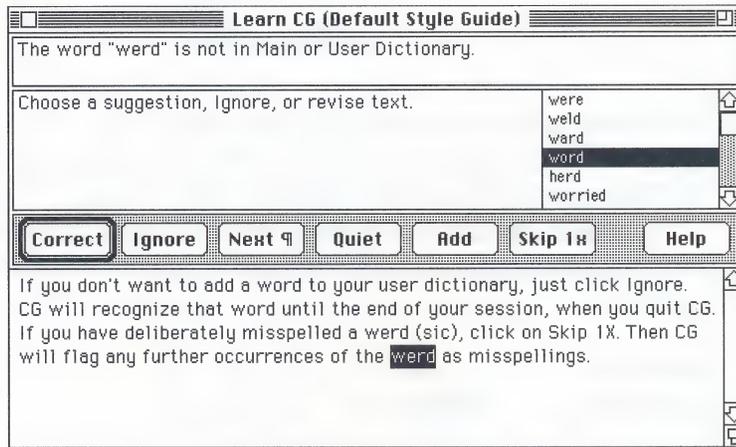rammar displays a suggestion for resolving the problem. Depending on the type of suggestion, Correct Grammar may also display a list of choices and directions for resolving the problem.

```
▤□▦▦▦▦▦▦▦▦▦▦▦ Learn CG (Default Style Guide) ▦▦▦▦▦▦▦▦▦▦▦□▣
┌──────────────────────────────────────────────────────────────┐
│ The word "werd" is not in Main or User Dictionary.           │
├──────────────────────────────────────────────┬───────────────┤
│ Choose a suggestion, Ignore, or revise text.  │ were        ⇧ │
│                                               │ weld          │
│                                               │ ward          │
│                                               │ word          │
│                                               │ herd          │
│                                               │ worried     ⇩ │
├──────────────────────────────────────────────┴───────────────┤
│ [Correct] Ignore   Next ¶   Quiet   Add   Skip 1x   Help     │
├──────────────────────────────────────────────────────────────┤
│ If you don't want to add a word to your user dictionary, just click Ignore. ⇧ │
│ CG will recognize that word until the end of your session, when you quit CG.  │
│ If you have deliberately misspelled a werd (sic), click on Skip 1X. Then CG   │
│ will flag any further occurrences of the werd as misspellings.            ⇩ │
└──────────────────────────────────────────────────────────────┘
```

When Correct Grammar makes a suggestion, you can do one of the following:

- Use an action command to tell Correct Grammar what to do.

- Click the Help button for information about your current choices.

- Click the document text and make changes.

- Double-click a replacement word from the spelling list.

21

Using the Action Commands

The action commands tell Correct Grammar what action to take. The action commands appear on the Action menu and on buttons in the Correction dialog box and will vary, depending on the suggestion Correct Grammar makes. For example, the Look Up command replaces the Correct command when Correct Grammar makes a spelling suggestion.

Action	
Correct	⌘G
Ignore	⌘I
Next ¶	⌘N
Quiet	⌘D
Add	⌘A
Tutorial	⌘T
Help	⌘H

To choose an action command, click the button or choose the command from the Action menu. If a button is double-outlined, pressing the Return key causes the same action as clicking the button. You can also choose a command by using its keyboard equivalent. The keyboard equivalents are displayed next to the commands on the Action menu.

Use This Command	To Do This
Add	Add the highlighted word to your user dictionary. The Add command appears when Correct Grammar questions the spelling of a word.
	If you are sharing the MS Word user dictionary, using the Add command adds the word to that dictionary. For more information, see "Choosing a User Dictionary" in Chapter 1, "Getting Started."

Use This Command	To Do This
Check	Resume checking the document, including the changes you just made. The Check command appears when you click in the text and start typing new text or deleting existing text.
Correct	Insert the correction in your text and recheck the sentence. The Correct command appears when Correct Grammar displays a suggested correction.
Help	Get help with Correct Grammar.
Ignore	Tell Correct Grammar not to make the suggested change. Correct Grammar resumes checking.
	Using the Ignore command on a spelling suggestion causes the word to be accepted for the remainder of the grammar checking session. Use the Skip 1x command if you want Correct Grammar to skip the current instance but make the same spelling suggestion if the word occurs again.
	Note: If you want to turn off the rule that flags this error, use the Quiet command instead of Ignore.
Look Up	Ask Correct Grammar to make alternative spelling suggestions. The Look Up command replaces the Correct command when Correct Grammar finds an apparent misspelling. The spelling suggestions appear in a list above the Help button.
Next ¶	Skip the current paragraph. Correct Grammar goes to the beginning of the next paragraph. To resume checking, use the Check command.

Use This Command	To Do This
Quiet	Turn off the rule that Correct Grammar used to make the current suggestion. When you use the Quiet command, a dialog box appears that allows you to turn off the rule permanently or just for this grammar checking session. *Note:* If you use the Quiet command when a readability maximum has been exceeded, Correct Grammar displays the Readability Rules dialog box so you can enter a new value. For more information, see "Customizing Readability Rules" in Chapter 4, "Customizing Correct Grammar."
Resume	Close the Tutorial window and return to the checking process. The Resume command replaces the Tutorial command after Correct Grammar displays the tutorial text.
Skip 1x	Skip the current spelling problem this time only. Correct Grammar will highlight any future occurrences of the same problem. The Skip 1x command replaces the Tutorial command when Correct Grammar makes a spelling suggestion. *Note:* See the Quiet and the Ignore commands for other ways you can tell Correct Grammar to skip certain spelling problems.
Tutorial	Display a tutorial lesson on the writing principle that applies to the current grammar suggestion. If a lesson is longer than one screen, you can scroll down or up using the scroll bar. When Correct Grammar makes a grammar suggestion, the Tutorial command replaces the Skip 1x command. When you finish the tutorial, use the Check command to resume checking your document.

Editing a Document

Correct Grammar lets you edit a document during grammar checking.
When Correct Grammar stops to make a suggestion, move the mouse
pointer to the place you want to edit, and click. You can type new
text, use the Delete, Backspace, or Clear key to remove characters or
selected text, and perform other editing functions available on the Edit
menu. For major text revisions, however, it is best to use your word
processor.

When Correct Grammar stops with text selected (highlighted) and you
begin typing, your characters replace the selected text. If you want to
undo your changes and restore the original text, choose Undo Typing
from the Edit menu.

To make a paragraph revert to the form it had before editing, choose
Revert from the Edit menu.

Note: Correct Grammar retains smart (curly) quotes where they
appear in your document, even if you change the text. You can also
add smart quotes while editing in Correct Grammar.

Scrolling a Document

Correct Grammar reads a document from beginning to end; however,
it reads only a part of the document at a time, in *chunks* of text. There-
fore, while Correct Grammar is running, you cannot scroll backward
in the document. If you need to go back to a previous page, close the
document, saving changes if appropriate. Then reopen the document
and use the Next ¶ button to move forward to the text you want to
check.

Closing a Document

While using Correct Grammar to check documents directly, you can
open and close as many documents as you want. To close the current
document, choose Close from the File menu or click the close box. If

you have made changes that you haven't saved, Correct Grammar asks if you want to save them.

Saving Your Changes

While working in Correct Grammar, you can save your changes at any time. When you check a large document, it is a good idea to save revisions from time to time. After saving a document, you can continue checking the document or you can close the document and open another one. If you decide to close the document or quit Correct Grammar, and you haven't saved the latest changes, Correct Grammar displays the Save Changes dialog box.

The Save Changes dialog box commands are described below.

Use This Command	To Do This
Save	Save changes and close the document, replacing the original document. If the Make Backup Document command (Options menu) is on, the original document is preserved with "(old)" added to the name. For more information, see "Making Backup Documents" in Chapter 3, "Choosing Options."
Discard	Abandon changes made with Correct Grammar and close the original document.
Cancel	Cancel the Save request and return to Correct Grammar without taking any action.
Save As	Display the Save As dialog box. A message asks you to name the document. The document is saved with this name. The original document is preserved under its original name.

Interrupting the Checking Process

You can interrupt Correct Grammar's checking process if you want, and then resume checking the document later. Correct Grammar remembers where you interrupted grammar checking. When you reopen the document, Correct Grammar gives you the option of resuming where you stopped. You can interrupt the checking process in either of two ways:

- If Correct Grammar has stopped analyzing text and is offering a suggestion, click the close box or choose Close from the File menu. Correct Grammar interrupts the checking process.

  If you have not made any changes to the document during the grammar checking session, Correct Grammar closes the window and saves the document. If you have made changes to the document, Correct Grammar displays the Save dialog box. You can save the changes, discard the changes, cancel the interruption process, or save the document under a new name.

- If Correct Grammar has not stopped to offer a suggestion and is displaying the word "analyzing" in the Suggestion box, you can press ⌘ -. (period) to interrupt the grammar checking process. Then close and save the document.

Resuming the Checking Process

You can resume grammar checking where you left off only in the document you most recently saved with Correct Grammar, and only if you have not made any changes to the document since you last saved it.

◆ **To resume checking the same document:**

1 Choose Open from the File menu and select the document again. Correct Grammar asks if you want to resume checking from where you stopped the last time.

2 To resume checking at the point where you interrupted the process, click the Yes button.

To begin checking at the beginning of the document, click the No button.

Checking a Document Using the Clipboard

Use Correct Grammar with the Clipboard if you want a convenient way to edit your document or if your word processor is listed in one of the "Using CG with..." files as one that Correct Grammar works with only through the Clipboard.

The Clipboard method allows you to check a document quickly and easily. You can copy any part or all of your document to the Clipboard, check it with Correct Grammar, and then paste the corrected text back into your document.

Checking a document using the Clipboard involves performing the following tasks:

- Moving the text to be checked onto the Clipboard

- Checking grammar and spelling with Correct Grammar

- Making changes in the document using Correct Grammar commands

- Pasting changes from the Clipboard into the document

There are two ways to use the Clipboard with Correct Grammar to check a document. The one you choose depends on how you're using your computer.

■ If you are using the Macintosh multiple application management mode available in MultiFinder and System 7.0 or later, with enough RAM to run Correct Grammar and your word processor simultaneously, follow the steps in "Moving Text with Multiple Applications Running" in this chapter.

■ If you are using the standard single application mode, follow the steps in "Moving Text with One Application Running" in this chapter.

Moving Text onto the Clipboard

There are two ways to start grammar checking using the Clipboard. The one you choose depends on whether you are running Correct Grammar and your word processor simultaneously or running one application at a time.

Moving Text with Multiple Applications Running

Use this procedure if you are using MultiFinder or System 7.0 or later, and your computer has enough memory to run Correct Grammar and your word processor simultaneously. If your computer does not have enough memory for this procedure, follow the steps in "Moving Text with One Application Running" later in this chapter.

◆ **To move text onto the Clipboard and begin grammar checking:**

1 Open the document with your word processor.

2 Select the text you want Correct Grammar to check. (If you want to check the entire document, choose Select All from the File menu.)

3 Copy the selected text to the Clipboard.

4 If Correct Grammar is already started, switch to it (if necessary) and choose Open Clipboard from the File menu.

If Correct Grammar is not started, start it by double-clicking a Launch CG icon or Correct Grammar alias. Correct Grammar displays the Open dialog box.

5 Click the Clipboard button. Correct Grammar begins checking the text on the Clipboard.

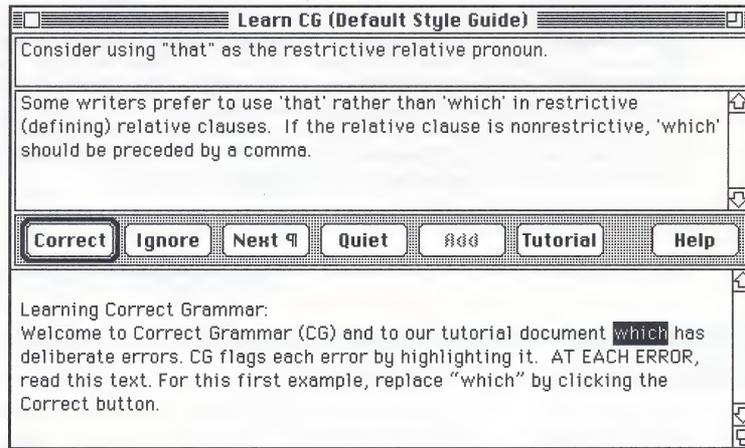## Moving Text with One Application Running

If you are not using MultiFinder or System 7.0 or later, or if your computer does not have enough memory to run Correct Grammar and your word processor simultaneously, you can still use the Clipboard to check documents with Correct Grammar.

◆ **To move text onto the Clipboard and begin grammar checking:**

1 Start your word processor and open the document you want Correct Grammar to check.

2 Select the text you want to check. (If you want to check the entire document, choose Select All from the File menu.)

3 Copy the text to the Clipboard.

4 Quit your word processor.

5 Start Correct Grammar. The Open dialog box appears.

6 Click the Clipboard button. Correct Grammar begins checking the text.

Using the Correction Dialog Box

When Correct Grammar starts the checking process, it displays the Correction dialog box.

```
┌─────────────────────────────────────────────────────┐
│ ▤□         Learn CG (Default Style Guide)         ▣ │
├─────────────────────────────────────────────────────┤
│ Consider using "that" as the restrictive relative pronoun. │
├─────────────────────────────────────────────────────┤
│ Some writers prefer to use 'that' rather than 'which' in restrictive  ⇧ │
│ (defining) relative clauses.  If the relative clause is nonrestrictive, 'which' │
│ should be preceded by a comma.                       │
│                                                     ⇩ │
├─────────────────────────────────────────────────────┤
│ [ Correct ] [ Ignore ] [ Next ¶ ] [ Quiet ] [ Add ] [ Tutorial ]    Help │
├─────────────────────────────────────────────────────┤
│                                                     ⇧ │
│ Learning Correct Grammar:                            │
│ Welcome to Correct Grammar (CG) and to our tutorial document which has │
│ deliberate errors. CG flags each error by highlighting it.  AT EACH ERROR, │
│ read this text. For this first example, replace "which" by clicking the │
│ Correct button.                                     ⇩ │
└─────────────────────────────────────────────────────┘
```
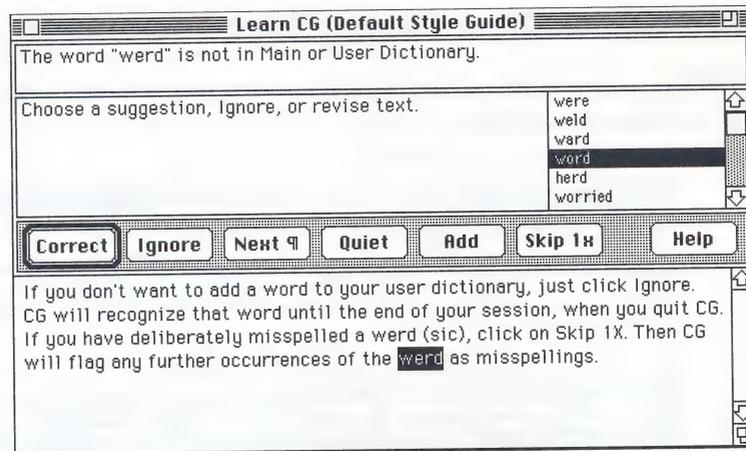
The title bar displays the name of the document and the current style guide being used to check the document. The Action command bar divides the dialog box in half. In the lower part of the dialog box, Correct Grammar displays the text of the document being checked. In the upper part of the dialog box, Correct Grammar displays suggestions, choices, directions, and tutorial information.

When Correct Grammar Makes a Suggestion

When Correct Grammar finds an apparent problem in a document, it stops analyzing document text, displays the text in the lower part of the screen, and highlights the problem. In the top part of the screen, Correct Grammar displays a suggestion for resolving the problem. Depending on the type of suggestion, Correct Grammar may also display a list of choices and directions for resolving the problem.

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```
┌─────────────────────────────────────────────────────────────┐
│▣□════════ Learn CG (Default Style Guide) ═════════▣◻│
├─────────────────────────────────────────────────────────────┤
│ The word "werd" is not in Main or User Dictionary.            │
├─────────────────────────────────────────┬───────────┬──┤
│ Choose a suggestion, Ignore, or revise text. │ were      │⇧│
│                                          │ weld      │  │
│                                          │ ward      │  │
│                                          │ word      │▓▓│
│                                          │ herd      │  │
│                                          │ worried   │⇩│
├──────────────────────────────────────────────────────────┤
│ [Correct] Ignore  Next ¶  Quiet  Add  Skip 1x   Help        │
├──────────────────────────────────────────────────────────┤
│ If you don't want to add a word to your user dictionary, just click Ignore. ⇧│
│ CG will recognize that word until the end of your session, when you quit CG. │
│ If you have deliberately misspelled a werd (sic), click on Skip 1X. Then CG  │
│ will flag any further occurrences of the ▓werd▓ as misspellings.           ⇩│
└─────────────────────────────────────────────────────────────┘
```

When Correct Grammar makes a suggestion, you can do one of the following:

- Use an action command to tell Correct Grammar what to do. (For more information, see "Using the Action Commands" in "Checking a Document Directly" earlier in this chapter.)

- Click the Help button for information about your current choices.

- Click in the document text window and make changes.

- Double-click a replacement word from the spelling list.

Editing Text on the Clipboard

Correct Grammar lets you edit text on the Clipboard during grammar checking. When Correct Grammar stops to make a suggestion, move the mouse pointer to the place you want to edit, and click. You can type new text, use the Delete, Backspace, or Clear key to remove characters or selected text, and perform other editing functions available on the Edit menu. For major text revisions, however, it is best to use your word processor.

When Correct Grammar stops with text selected (highlighted), and you begin typing, your characters replace the selected text. If you want to undo your changes and restore the original text, choose Undo Typing from the Edit menu.

Choose Revert from the Edit menu to make the paragraph revert to the form it had before editing.

Note: Correct Grammar retains smart (curly) quotes where they appear in the text, even if you change the text. You can also add smart quotes while editing in Correct Grammar.

Scrolling the Clipboard

You can scroll the Clipboard text forward and backward as usual, once Correct Grammar has stopped with a suggestion or you have interrupted the checking process.

Saving Changes

When the checking process is finished, Correct Grammar closes the Clipboard and displays the Readability Summary (if that command is on). Click the OK button.

If you did not make any changes in the text, you have finished checking grammar on this text.

If you made changes to the text, those changes are now saved on the Clipboard. You must paste the changed text back into the document. There are two ways to paste changes from the Clipboard back to the document.

- If you are using the Macintosh multiple application management mode available in MultiFinder and System 7.0 or later, with enough RAM to run Correct Grammar and your word processor simultaneously, follow the steps in "Saving Changes with Multiple Applications Running" in this chapter.

- If you are using the standard single application mode, follow the steps in "Saving Changes with One Application Running" below.

Saving Changes with Multiple Applications Running

Use this procedure if you are running Correct Grammar and your word processor simultaneously.

◆ **To paste changes from the Clipboard to the document:**

1 Open your word processor. Your original document and selected text are displayed.

   Make sure the original text you selected is still highlighted. (It should be selected unless you have deselected it accidentally.)

2 Paste the revised text from the Clipboard into your document; it replaces the selected text.

Saving Changes with One Application Running

Use this procedure if you are not running Correct Grammar and your word processor simultaneously.

◆ **To save changes from the Clipboard to the document:**

1 Choose Quit from the File menu to quit Correct Grammar.

2 In your word processor, reopen the original document and select the text to be replaced. (The text you originally selected is no longer selected because you quit the application.)

3 Paste the text from the Clipboard into the original document. The revised text replaces the selected text.

Interrupting the Checking Process

You can interrupt the Correct Grammar checking process if you want, and then close the Clipboard or quit Correct Grammar. You can

resume checking the Clipboard later. When you reopen the Clipboard, Correct Grammar starts checking the text at the beginning. You can interrupt the checking process in either of two ways.

- If Correct Grammar has stopped analyzing text and is offering a suggestion, click the close box or choose either Close or Quit from the File menu. Correct Grammar interrupts the checking process, closes the window, and saves the Clipboard. If the Display Readability Summary command is on, the summary is displayed. Click the OK button. If you chose Quit, Correct Grammar quits and returns you to the desktop.

- If Correct Grammar has not stopped to offer a suggestion and is displaying the word "analyzing" in the Suggestion box, you can press ⌘ -.(period) to interrupt the grammar checking process. Then close the document or quit Correct Grammar as described above.

The Clipboard saves the text until you copy other text to it (by using ⌘ - C). The Clipboard text is also lost when you turn off your computer. To avoid losing changes you have made with Correct Grammar, you must do one of the following:

- Paste the Clipboard text into the original document, as described in "Saving Changes" earlier in this chapter.

- Open a new document with your word processor. Then paste the Clipboard text into it to save the changes until you resume grammar checking.

Tips on Working with Correct Grammar

Here are some tips to help you work with Correct Grammar:

- If you think Correct Grammar has missed an error it should have found, check the Rule Classes dialog box to see if any rule classes are turned off. For more information, see "Customizing a Style Guide" in Chapter 4, "Customizing Correct Grammar."

- If Correct Grammar does not seem to be finding any errors, pull down the Options menu and verify that the Analyze Readability Only option is turned off. For more information, see "Checking for Readability Only" in Chapter 3, "Choosing Options."

- If your document is typed in all capital letters, Correct Grammar checks for spelling errors only and makes no grammar suggestions.

- If Correct Grammar opens a document but displays blank windows, it usually indicates a conflict with a screen-oriented INIT. Disable any INIT that you suspect of conflicting with Correct Grammar, restart your computer, and open the same document again. There are known conflicts with the INITs named "Gun," "Oliver's Button," and "ClickChange." WordStar International is currently working to resolve these conflicts.

Chapter 3

Choosing Options

In this chapter, you'll learn how to

❑ Use the Options menu so that Correct Grammar checks your documents according to your preferences

❑ Use the Options menu to control how Correct Grammar checks your documents for readability

Using the Options Menu

To display the Options menu, start Correct Grammar and click Options in the menu bar.

```
┌─────────────────────────────────────┐
│ Options                              │
├─────────────────────────────────────┤
│ ✓Make Backup Document                │
│  Automatic Spelling Suggestions      │
│  Share MS Word User Dictionary...    │
├─────────────────────────────────────┤
│  Emphasize Related Errors...         │
├─────────────────────────────────────┤
│ ✓Display Readability Summary         │
│  Write Readability Summary File      │
├─────────────────────────────────────┤
│  Analyze Readability Only            │
├─────────────────────────────────────┤
│  Language...                         │
└─────────────────────────────────────┘
```
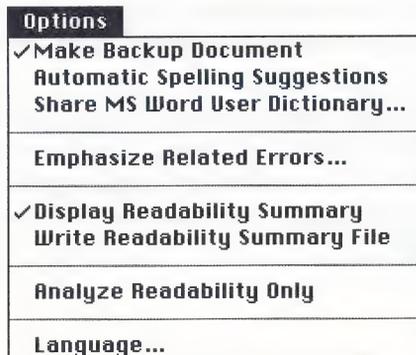
The commands on the Options menu are either on or off. (Exceptions are the Emphasize Related Errors and Language commands, which display dialog boxes when chosen.)

Note: The Language command is available only in the International version of Correct Grammar.)

A check mark next to a command means the command is on. The Make Backup Document and Display Readability Summary commands are on when you start Correct Grammar for the first time.

Choosing a command toggles it on and off. To turn a command on or off, drag the mouse pointer to the command to highlight it, and then release the mouse button. The check mark disappears to indicate that the command is off. To turn the command on again, simply choose it again.

The following sections describe how to use the Options commands to tell Correct Grammar how to proceed with document checking.

Making Backup Copies of Documents

When the Make Backup Document command is on, Correct Grammar makes a backup copy of your word processing document each time it checks the document. Having a backup copy of your document ensures that you can go back to the previous version of the document, even though you may have saved changes to the current version.

Correct Grammar stores the backup copy of a document in the same folder as the current document. The backup copy has the same name as the previous document with (old) appended to it. For example, the backup copy of a document named MyText would be named MyText(old).

Requesting Automatic Spelling Suggestions

When Correct Grammar finds a spelling error in your document, it can either display a Look Up command that you can use to request alternative spelling suggestions or it can automatically display the spelling suggestions.

When the Automatic Spelling Suggestions command is on, Correct Grammar displays spelling suggestions each time it finds a possible spelling error. When the Automatic Spelling Suggestions command is off, you have to use the Look Up command to see the spelling suggestions. Turn this command off if you want Correct Grammar to display alternative spellings only when you request them. You may find this preferable when the document contains many specialized words that aren't in your spelling dictionary.

Using a User Dictionary

When you first started Correct Grammar after installing it, you chose a user dictionary for Correct Grammar to use to check spelling. You can change that choice by using the Share MS Word User Dictionary command on the Options menu.

◆ **To select a new user dictionary:**

1 Pull down the Options menu.

If Correct Grammar is sharing the MS Word user dictionary, a check mark appears next to the command Share MS Word User Dictionary. If no check mark appears, it means Correct Grammar is using its own user dictionary.

2 Choose the Share MS Word Dictionary command from the Options menu.

If you have been sharing the MS Word user dictionary, the check mark disappears and Correct Grammar begins using its own user dictionary.

If you have been using the Correct Grammar user dictionary, the Open dialog box appears.

3   Locate the MS Word folder that contains the user dictionary. (The dictionary may be named "Custom Dictionary.")

4   Select the MS Word user dictionary file and click the Open button. Correct Grammar closes the dialog box and begins sharing the MS Word user dictionary.

Deleting or Changing a Word in the User Dictionary

If you are using the Correct Grammar user dictionary, you can delete or change a word that you have added.

◆   **To delete or change a word in the user dictionary:**

1   Quit Correct Grammar.

2   Open the Correct Grammar Preferences folder.

If you are using System 6.0.8 or earlier, this folder is located in the System folder. If you are using System 7.0 or later, this folder is located in the Preferences folder in the System folder.

3   Drag the User Dictionary icon to the desktop.

4   Double-click the User Dictionary icon.

Correct Grammar starts, displays the Correction window, and opens the dictionary.

Each word in the user dictionary will be flagged as a possible misspelling since Correct Grammar no longer has a user dictionary to use.

5   Move the insertion point to the word you want to delete or change.

6   To delete a word, select the word and the entire line it is on, and press the Delete key.

To change a word, delete or add letters or characters as necessary.

7   Choose Quit from the File menu. The Save Changes dialog box appears.

8   Click the Save As button or press Return to save the dictionary changes. The Save As dialog box appears.

9   Click the Save button. Correct Grammar displays the message *Replace existing 'User Dictionary?'*

10   Click the Yes button. Correct Grammar displays the Readability summary, if that command is on.

11   Click the OK button. Correct Grammar returns you to the desktop.

12   Drag the User Dictionary icon to the Correct Grammar Preferences folder, and close the folder.

Adding a Word to the User Dictionary

You can add special words and special constructions, such as abbreviations, to the Correct Grammar user dictionary.

T I P   If you have many words to add, you can save time by creating a special document containing the words you want to add.

◆ **To add a word to the user dictionary:**

1 Start Correct Grammar and open a document containing the word(s) you want to add.

2 When Correct Grammar suggests that the word may be misspelled, click the Add button.

3 When you finish adding words, quit Correct Grammar. Correct Grammar adds the words to the user dictionary.

Adding Abbreviations to the User Dictionary

To Correct Grammar, a period indicates the end of a sentence. Therefore, if you use an abbreviation that ends with a period, (for example, "lbs.") Correct Grammar flags the abbreviation. You can avoid this by adding the abbreviation to the user dictionary.

◆ **To add an abbreviation to the dictionary:**

1 Replace the period with another character, such as "z".

2 Add the word to the user dictionary using the steps in "Adding a Word to the User Dictionary" above. In this example, add the word "lbsz".

3 Replace the "z" with a period using the steps in "Deleting or Changing a Word in the User Dictionary" above.

Note: If Correct Grammar displays the message *Internal user dictionary full*, it means your dictionary is too large for the space allowed in Correct Grammar. Contact WordStar Technical Support to find out how to adjust Correct Grammar for a larger user dictionary.

Emphasizing Related Errors

When Correct Grammar makes a grammar suggestion that involves two words, such as the agreement of a subject and a verb, it displays the related words with different highlighting. For example, in the screen below, notice the differences in the highlighting.

```
┌──────────── Learn CG (Default Style Guide) ────────────┐
│ Consider "problem" instead of "problems".              │
│                                                     ⬆  │
│                                                        │
│                                                        │
│                                                     ⬇  │
│ ┌─────────┐ ┌──────┐ ┌───────┐ ┌──────┐ ┌────┐ ┌────────┐ ┌──────┐ │
│ │ Correct │ │Ignore│ │Next ¶ │ │Quiet │ │Add │ │Tutorial│ │ Help │ │
│ └─────────┘ └──────┘ └───────┘ └──────┘ └────┘ └────────┘ └──────┘ │
│ The problems you can encounter in a single sentence is often complex. ⬆ │
│ Sentences like the previous one have a disagreement between the subject │
│ (problems) and the verb (is). Fixing either one will create a grammatically │
│ correct sentence, but only one will result in the sentence you want.  In │
│ such cases you may need to click Ignore for the first suggestion, and then │
│ you will see the appropriate suggestion, changing "is" to "are." Then click │
│ Correct to fix the text.                            ⬇  │
└────────────────────────────────────────────────────────┘
```

You can use the Emphasize Related Errors command to choose the type of highlighting you want Correct Grammar to use on related words.

◆ **To make highlighting choices:**

1 At the Options menu, choose the Emphasize Related Errors command. The Related Error Emphasis dialog box appears.

```
┌──────────────────────────────────────┐
│ Related Error Emphasis               │
│ ──────────────────────────────────── │
│ Style              Color             │
│ ☐ Bold                               │
│ ☐ Italic        ┌──────────┐         │
│ ☒ Underline     │          │         │
│ ☒ Outline       └──────────┘         │
│ ☒ Shadow        ┌──────────┐         │
│ ☐ Condense      │  Cancel  │         │
│ ☐ Extend        └──────────┘         │
│                 ┌──────────┐         │
│                 │    OK    │         │
│                 └──────────┘         │
└──────────────────────────────────────┘
```
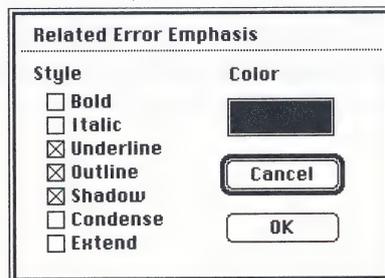
2 Click the check boxes for the types of highlighting you want.

3 Click the OK button or press Return to save your choices.

If you are using a color monitor, you can change the colors used in the highlighting.

◆ **To change the highlighting color:**

1 In the Related Error Emphasis dialog box, click the Color box. The Color Wheel dialog box appears.
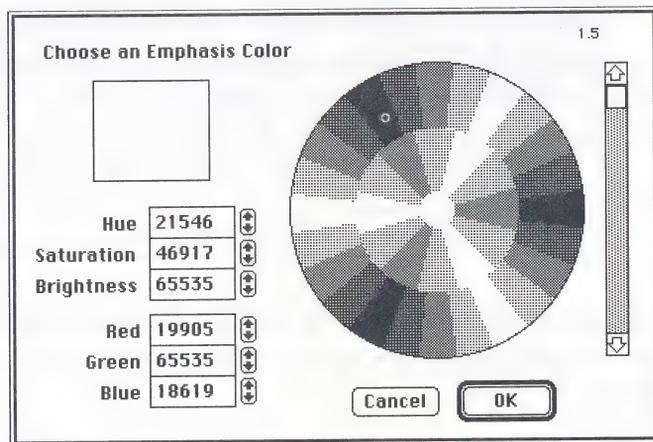
2 In the color wheel, click the color (hue) you want used for highlighting related errors. The color appears in the sample color box in the upper-left corner of the dialog box.

You can also select the hue by changing values in the Hue box. Click the Hue box and type the new value. Or you can click the Up or Down arrows to increase or decrease the values. (The range is 0–65535.)

3 In the color wheel, click the desired color saturation. (The greatest saturation is at the outer edge of the color wheel.)

You can also select the saturation by changing the values in the Saturation box. Click the Saturation box and type the new value. Or click the Up or Down arrows to increase or decrease the values. (The range is 0–65535. Zero is white (no color); 65535 is maximum color saturation.)

4 Select the desired brightness by sliding the scroll bar or changing the value in the Brightness box.

To change the value, click the box and type the new value. Or click the Up or Down arrows to increase or decrease the values. (The range is 0–65535; 65535 is maximum brightness.)

5 Click the OK button or press Return to save the changes.

Checking Documents for Readability

The readability of a document is determined by many factors, including the length of paragraphs, sentences, and words, and the use of passive voice in the document. (For more information about readability and how Correct Grammar checks for it, see Appendix B, "The Philosophy and Methodology of Correct Grammar.")

During a grammar check, Correct Grammar identifies the portions of your document that may cause readability problems. Correct Grammar can also display a summary of the readability problems in the document. This readability summary can help you determine if your document is appropriate for its intended audience.

```
┌─────────────────────────────────────────────────────────┐
│  ┌───── Correct Grammar Readability Analysis ─────┐      │
│  │                                                 │      │
│  │  Paragraphs:              15                    │      │
│  │  Sentences:               63      (4.2 per paragraph)  │
│  │  Words:                   948     (15.0 per sentence)  │
│  │  Letters:                 4482    (4.7 per word) │      │
│  │  Syllables per 100 words: 152                   │      │
│  │                                                 │      │
│  │  Passive sentences:       3       (4 % passive) │      │
│  │  Long sentences:          0       (0 % long)    │      │
│  │                                                 │      │
│  │  Misspelled words:        0       (100 % correct) │    │
│  │  Sentences fixed:         0       (100 % correct) │    │
│  │  Sentences hard to read:  0       (100 % correct) │    │
│  │                                                 │      │
│  │  Flesch Reading Ease score:  62.2  (Easy)       │      │
│  │  Grade level required:       8     (89 % of U.S. adults) │
│  │  Flesch-Kincaid grade level: 8.3                │      │
│  │  Gunning Fog Index:          10.0               │      │
│  └─────────────────────────────────────────────────┘      │
│                                                           │
│   ┌──────────────┐                                        │
│   │      OK      │                                        │
│   └──────────────┘                                        │
└─────────────────────────────────────────────────────────┘
```

Displaying the Readability Summary

You may want to request a summary of a document's readability before Correct Grammar begins checking the document for grammar and spelling errors. Then, when Correct Grammar finishes checking the document, it either displays the summary, or saves it to a file so you can review or print it later.

To ask Correct Grammar to display a readability summary after checking a document, turn on the Display Readability Summary command on the Options menu. Then select the document you want to check. Correct Grammar automatically displays the summary when it completes the checking process.

Saving the Readability Summary

You can ask Correct Grammar to save a readability summary in a file. When the Write Readability Summary File command on the Options menu is turned on, Correct Grammar saves the summary as a document in the same folder as the checked document. The summary document has the same name as the checked document followed by (Stats).

For example, a readability summary for a document named MyText would be saved in a file called MyText(Stats).

Once you save a readability summary for a document, Correct Grammar saves the next readability summary for that document in the same Stats file, without erasing the previous summary. Each new readability summary is added to the end of the previous summary. This allows you to compare the new summary to previous summaries so you can review the effects of your editing on the document's readability.

◆ **To write a readability summary file:**

1 Pull down the Options menu and turn on the Write Readability Summary File command.

2 Choose Open from the File menu and select the document you want to check from the list box.

3 Click the Open button and check the document normally. Correct Grammar automatically writes the summary file when it completes the checking process.

Printing the Readability Summary

To print a readability summary, first create a Stats document by saving the summary as described above. Then open the Stats document with your word processor and print it.

Checking for Readability Only

You can choose the Analyze Readability Only command to limit Correct Grammar to checking your document for readability only. Checking for readability only is quicker than checking for grammar errors *and* readability in your document.

When the Analyze Readability Only command is on, Correct Grammar does not stop to identify spelling or grammatical errors,

but checks for readability only. It also displays a readability summary when it completes the checking process.

When the Analyze Readability Only command is off, Correct Grammar checks the document for spelling and grammar, stopping to make suggestions when it finds an apparent problem.

◆ **To check readability only:**

1 Pull down the Options menu and turn on the Analyze Readability Only command.

2 Choose Open from the File menu and select the document you want to check from the list box.

3 Click the Open button. Correct Grammar checks readability only and displays a summary when it completes the checking process.

Making a Language Choice

If you're using the International version of Correct Grammar, the Options menu contains the Language command.

This command tells Correct Grammar whether to check for American English or British English spellings. You can also specify whether "-ise" or "-ize" will be used for word endings. If you specify "-ise" for word endings, Correct Grammar will flag "-ize" endings.

If you choose British English, Correct Grammar will suggest British spellings instead of American (for example, "colour" instead of "color," or "aeroplane" instead of "airplane"). Correct Grammar will also suggest the British form for compound words, such as "non-smoking" instead of the American form "nonsmoking."

◆ **To choose American or British English spellings:**

1 Choose Language from the Options menu. The Language dialog box appears.


```
Language-specific options
⦿ American Dictionary
○ British Dictionary
   ○ Require -ise spellings
   ○ Require -ize spellings
( Cancel )        (  OK  )
```

2 Select American Dictionary or British Dictionary.

3 Click the OK button to save your settings.

Customizing Correct Grammar

In this chapter, you'll learn how to

❑ Customize Correct Grammar by choosing a predefined style guide

❑ Customize a style guide to fit your writing style

You can customize the way Correct Grammar checks documents by choosing a predefined style guide designed for specific types of writing or by modifying a style guide to more closely fit your writing style.

You can choose a style guide that fits your writing style and makes suggestions that complement that style. For example, if you are writing an academic paper, you might choose the Academic style guide, which checks for formal language. Or, if you are writing fiction, you might choose the Fiction style guide, which allows you more freedom to express yourself.

The predefined style guides provide you with different levels of grammar and readability checking, but you are not limited to those styles. You can change styles as often as you like and you can customize style guides.

Deciding on a Predefined Style Guide

A style guide consists of a set of grammar rules and a set of readability rules that Correct Grammar uses to check documents.

Before deciding on a predefined style guide, you should do the following:

- Display the list of predefined style guides.

- Read the descriptions of the predefined style guides in this section.

- Review the settings for grammar and readability rules for each style guide.

Displaying the List of Predefined Style Guides

The list of predefined style guides appears on the Rules menu. To display the list, pull down the Rules menu. (Hold down the mouse button to keep the Rules menu displayed.)

```
┌─────────────────────────────────────┐
│ Rules                               │
├─────────────────────────────────────┤
│   Open Style Guide...               │
│   Save A Copy of Style Guide As...  │
│ ┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄  │
│   Review Style Guide...        ⌘R   │
│ ┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄  │
│ ✓Default                            │
│ ┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄  │
│   Academic                          │
│   Advertising                       │
│   Basics                            │
│   Business                          │
│   Custom                            │
│   Fiction                           │
│   Informal                          │
│   Legal                             │
│   Readability (ONLY)                │
│   Reviewer                          │
│   Technical                         │
└─────────────────────────────────────┘
```
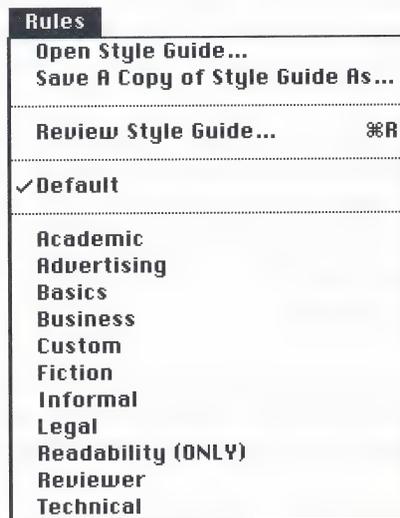
A check mark appears next to the name of the style guide that is currently active. If you customize style guides, the Rules menu displays them also. Customized style guides are grouped at the top of the style guide list, in the same section as the Default style guide.

The predefined styles are described below.

Style Name	Description
Default	This style guide is selected the first time you start Correct Grammar. The Default style guide is the strictest style guide, with all grammar rules turned on.
Academic	Very formal.
Advertising	Allows for creative freedom.
Basics	Very informal.
Business	Allows some informality, including cliches ("the bottom line is"). Allows the use of some passive voice.
Custom	Strict. You can customize this style guide to complement your own writing style.
Fiction	Allows for creative freedom.
Informal	Very relaxed; the least strict style guide.
Legal	Allows for characteristics of legal writing, such as long sentences.
Readability (only)	Checks readability only. All spelling rules and most grammar rules are turned off.
Reviewer	Very strict. All grammar rules are turned on. Readability rules are relaxed.
Technical	Allows for complex material and the use of passive voice.

Reviewing Rule Settings

The settings for the grammar and readability rules used in the prede-
fined style guides are displayed in the Grammar Rules dialog box and
the Readability Rules dialog box associated with each style guide.

◆ **To review the grammar rule settings of a style guide:**

1 Pull down the Rules menu, and choose the style guide you want to
review.

2 Press ⌘-R or pull down the Rules menu and choose Review Style
Guide. The Grammar Rules dialog box appears.
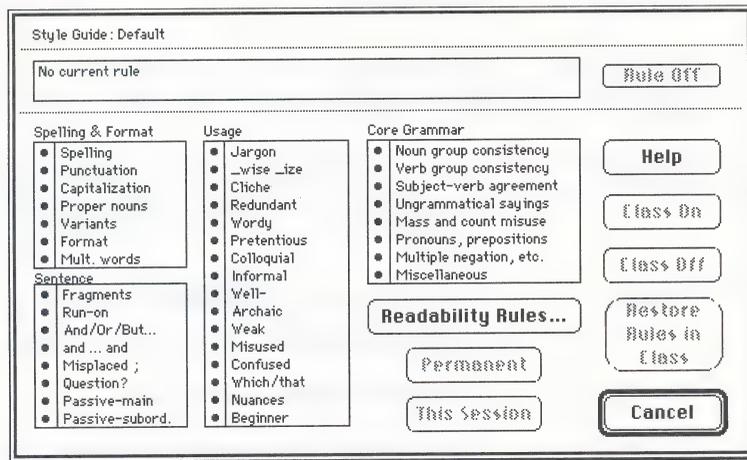
The Grammar Rules dialog box displays the grammar rule settings for
the current style guide. Correct Grammar uses thousands of rules to
check grammar. These rules are grouped into rule classes and dis-
played by type, as follows:

■ Spelling and Format

■ Sentence

■ Usage

■ Core Grammar

A bullet in front of a rule class name means that all rules in that class are active for the current style guide. A hollow diamond in front of a rule class name means that at least one rule is turned off in that rule class. If no bullet appears in front of a rule class name, it means that all rules in that class are turned off for the current style guide. For more information about the grammar rules settings, see "Customizing a Style Guide" later in this chapter.

◆ **To review the readability rules settings:**

1 Pull down the Rules menu, and choose the style guide you want to display.

2 Press ⌘-R or choose Review Style Guide from the Rules menu. The Grammar Rules dialog box appears.

3 Click the Readability Rules button. The Readability Rules dialog box appears.

```
┌─────────────────────────────────────────────────────────┐
│ ┌───────────────────────────────────────────────────────┐ │
│ │ Split Infinitives            ○ All OK                 │ │
│ │ ◉ "...to boldly go..." not OK  ○ "...to rather boldly go..." │ │
│ │ ○ "...to not very boldly go..."  ○ "...to not at all boldly go..." │ │
│ └───────────────────────────────────────────────────────┘ │
│ ┌───────────────────────────────────────────────────────┐ │
│ │ Consecutive Nouns            ○ All OK                 │ │
│ │ ○ "...office automation division..." not OK           │ │
│ │ ◉ "...office automation database division..."         │ │
│ │ ○ "...office automation database development division..." │ │
│ └───────────────────────────────────────────────────────┘ │
│ ┌───────────────────────────────────────────────────────┐ │
│ │ Prepositional Phrases        ○ All OK                 │ │
│ │ ○ "...in a ship at the bottom of the sea..." not OK   │ │
│ │ ◉ "...in the hold of a ship at the bottom of the sea..." │ │
│ │ ○ "...in a jar in the hold of a ship at the bottom of the sea..." │ │
│ └───────────────────────────────────────────────────────┘ │
│ ┌───────────────────────────────────────────────────────┐ │
│ │ Words in Sentence:   [ 32 ]      Grade Level:  [ 16 ] │ │
│ └───────────────────────────────────────────────────────┘ │
│ [Grammar Rules...] [Help] [Permanent] [This Session] [Cancel] │
└─────────────────────────────────────────────────────────┘
```

The Readability Rules dialog box displays the settings for the current style guide's readability rules. The settings limit the number of words allowed in a split infinitive, the number of consecutive nouns allowed in a phrase, and the number of words and consecutive prepositional phrases allowed in a sentence. Grade Level sets the maximum reading

grade level of your target audience. For more information about the readability rules settings, see "Customizing Readability Rules" later in this chapter.

Choosing a Predefined Style Guide

Choose the style guide that is appropriate for the document that you want to check. However, if you check multiple documents that require the same style, you don't need to choose a style each time; Correct Grammar remembers which style guide was the last one used and uses it for the next document.

◆ **To choose a predefined style guide:**

1 Pull down the Rules menu.

2 Choose the style guide you want.

The style guide you select becomes the current style. On the Rules menu, a check mark appears next to the new style guide. Correct Grammar uses that style to check your documents.

Correct Grammar stores predefined style guides in the Correct Grammar Data folder and displays them on the Rules menu automatically. If you store a style guide outside the Correct Grammar folder, you can select that style guide by using the Open Style Guide command.

◆ **To choose a style guide stored outside the Correct Grammar Data folder:**

1 Pull down the Rules menu and choose Open Style Guide. The Open dialog box appears.

2 Select the style guide from the folder where it is stored.

3 Click the Open button. Correct Grammar chooses the style guide and closes the dialog box.

Setting a Standard Style Guide

If you change style guides during a grammar checking session, and then quit Correct Grammar, Correct Grammar asks if you want to make the latest style guide your standard style. If you respond "Yes," the style remains the same for all subsequent grammar checking sessions (until you choose a different style guide). If you respond "No," Correct Grammar returns to the previous standard style guide. If you rename or discard the standard style guide, Correct Grammar uses the Business style guide.

Customizing a Style Guide

One of the most useful features of Correct Grammar is that you can change a style guide to make choices about how Correct Grammar checks your documents. You can turn off a specific grammar rule or an entire rule class, and you also can modify readability rules.

Grammar Rule Classes

Since Correct Grammar allows you to turn off rule classes, it is important to understand what each rule class does. The rule classes are described below.

Spelling and Format Rule Classes

These rule classes contain the rules Correct Grammar uses to check spelling, punctuation, capitalization, and formats.

Rule Class	What It Does
Spelling	Checks the spelling of words in your documents.
Punctuation	Checks punctuation in your documents.
Capitalization	Checks for capitalization errors, especially words that begin a sentence.

Rule Class	What It Does
Proper Nouns	Checks for capitalization of proper nouns.
Variants	Checks for spelling variants. When more than one spelling is technically correct, Correct Grammar tells you which is preferred. This rule class also checks for correct spelling of common foreign phrases, such as "a capella."
Format	Checks the format of dates, compound numbers, times, and abbreviation punctuation.
Mult. words	Checks for words that are also words when split, such as "everyone," "awhile, and "anymore."

Sentence Rule Classes

These rule classes contain rules that Correct Grammar uses to check sentence structure and voice.

Rule Class	What It Does
Fragments	Checks for incomplete sentences.
Run-on	Checks for run-on sentences. A run-on sentence often contains multiple sentences separated by commas.
And/Or/But	Checks for sentences that begin with "And," "Or," or "But."
and...and	Checks for sentences that contain two consecutive clauses beginning with "and."
Misplaced ;	Checks for occurrences of a semicolon where a comma would be more correct.
Question?	Checks for sentences consisting only of a relative clause beginning with a question word and not ending with a question mark.

Rule Class	What It Does
Passive - main	Checks for passive voice in the main clause. For example, for the sentence "The car was driven by John," Correct Grammar suggests "John drove the car."
Passive - subord.	Checks for passive voice in a subordinate clause.

Usage Rule Classes

These rule classes contain rules that Correct Grammar uses to check word usage.

Rule Class	What It Does
Jargon	Checks for jargon, such as "bottom line" and "feedback."
...wise,...ize	Checks for words that have a nonstandard "-wise" or "-ize" suffix such as "personnelwise."
Cliche	Checks for cliches such as "cutting edge" and "point blank."
Redundant	Checks for redundant phrases such as "past history" and "these same."
Wordy	Checks for wordy expressions such as "a half a" and "point in time."
Pretentious	Checks for pretentious word usage such as "orientate" and using "author" as a verb.
Colloquial	Checks for nonstandard intensifiers such as "real" and "awful."
Informal	Checks for extremely informal expressions such as "this here," "try and," and "inside of."
Well-	Checks for nonstandard usage of "well-" as a prefix.

Rule Class	What It Does
Archaic	Checks for archaic words such as "whence" and "henceforth."
Weak	Checks for weak modifiers that detract from meaning, such as in the phrases "awfully hard," "considered opinion," and "past achievements."
Misused	Checks for misused words, such as in the phrase "is comprised of."
Confused	Checks for commonly confused words, such as in the phrase "The bride stood at the alter."
Which/that	Checks for proper word choice to introduce restrictive (that) and nonrestrictive (which) clauses.
Nuances	Checks for words that are similar in meaning but different in nuance such as "adverse" and "averse."
Beginner	Checks for mistakes beginning writers commonly make, such as confusing "bazaar" and "bizarre" or "right" and "rite." These rules are intended for writers who are learning English as a second language.

Core Grammar Rule Classes

The Core Grammar rule classes form the fundamental rules of grammar by which Correct Grammar operates. These rule classes cannot be turned off, since doing so would undermine the basic usefulness of Correct Grammar. However, individual rules in these rule classes can be turned off. For more information, see "Turning Off a Grammar Rule" later in this chapter.

Using the Grammar Rules Dialog Box

A Rule Class may contain hundreds of different but similar rules. Turning off one rule will not prevent Correct Grammar from making

other apparently similar suggestions. For example, turning off the rule that flags one phrase as "wordy" will not stop Correct Grammar from flagging other similar wordy phrases. To turn off all such similar rules, you must turn off the entire rule class.

You can use the Grammar Rules dialog box to turn off grammar rules and grammar rule classes. The name of the current style guide appears in the upper-left corner of the dialog box. The current grammar suggestion (if any) is displayed below the style guide name.

The Command Buttons

The command buttons in the Grammar Rules dialog box are described below.

Use This Command	To Do This
Rule Off	Disable the specific rule that triggered the current suggestion. If you select this option, the rule class will be marked with a hollow diamond to indicate that one or more rules are turned off in that rule class.
Class On	Turn on a rule class that has been turned off. All rules in that class that were turned off with the Rule Off command or the Quiet command will remain off when the class is turned on again.
Class Off	Turn off all rules in the rule class. (Core Grammar rule classes cannot be turned off.)
Restore Rules in Class	Restore (turn on) rules that were turned off using the Quiet command or the Rule Off command. This command does not turn on a rule class that has been turned off. See "Class On" above.
Cancel	Cancel any changes you may have made and return Correct Grammar to your document to continue checking.

Use This Command	To Do This
This Session	Tell Correct Grammar to use your style guide changes for this session of grammar checking only. The next time you start Correct Grammar, it will use the style guide settings that were in effect prior to the current changes.
Permanent	Save your style guide changes permanently (or until you change them again). These changes will be in effect the next time you start Correct Grammar.
Readability Rules	Close the Grammar Rules dialog box and open the Readability Rules dialog box.

Turning Off a Grammar Rule

Correct Grammar allows you to turn off the rule that was used in making the current suggestion for revising your sentence. Rules can be turned off using the Rule Off command in the Grammar Rules dialog box or the Quiet command in the Correct Grammar Correction dialog box.

◆ **To turn off a rule using the Rule Off command:**

1 Press ⌘-R or pull down the Rules menu and choose Review Style Guide. The Grammar Rules dialog box appears. The rule class containing the flagged rule is highlighted.

2 Click the Rule Off button. A hollow diamond replaces the bullet next to the Rule Class name, indicating that at least one rule in the rule class is turned off.

3 If you want to turn off the rule permanently, click the Permanent button.

If you want to turn off the rule for this grammar checking session only, click the This Session button.

Correct Grammar resumes checking your document.

CAUTION *Use caution in turning off rules permanently. Individual rules cannot be turned back on except by restoring all rules in the rule class.*

◆ **To turn off a rule using the Quiet command:**

1 Click the Quiet button in the Correction dialog box or choose Quiet from the Action menu. The Quiet Rule dialog box appears.

2 If you want to turn off the rule permanently, click the Permanent button.

If you want to turn off the rule for this grammar checking session only, click the This Session button.

Correct Grammar resumes checking your document.

Turning Off a Grammar Rule Class

As mentioned earlier in this chapter, Correct Grammar allows you to turn off any rule class, except a Core Grammar rule class (only individual rules can be turned off in the Core Grammar Rule Class.)

◆ **To turn off a rule class:**

1 Press ⌘-R or pull down the Rules menu and choose Review Style Guide. The Grammar Rules dialog box appears.

2   Double-click the rule class you want to turn off, or click the rule class and then click the Class Off button. The bullet in front of the rule class name disappears, indicating that the rule class is turned off.

3   If you want to turn off the rule class permanently, click the Permanent button.

If you want to turn off the rule class for this grammar checking session only, click the This Session button.

Correct Grammar resumes checking your document.

Turning On a Grammar Rule Class

◆   **To turn on a grammar rule class:**

1   Press ⌘-R or pull down the Rules menu and choose Review Style Guide. The Grammar Rules dialog box appears.

2   Double-click the rule class you want to turn on, or select the rule class and then click the Class On button. The rule class becomes active and displays a bullet in front of its name.

Customizing Readability Rules

Correct Grammar allows you to customize its review of the readability of your writing by modifying the readability rules attached to the current style guide. You can modify these rules by changing the limits for the number of words allowed in a split infinitive, the number of consecutive nouns allowed in a phrase, and the number of words and consecutive prepositional phrases allowed in a sentence. You can also set the reading grade level of your target audience. Correct Grammar checks each sentence to determine whether it exceeds the limits you have set.

For more information on readability, see Appendix B, "The Philosophy and Methodology of Correct Grammar."

The Correct Grammar readability rules are in the Readability Rules dialog box.

```
┌─────────────────────────────────────────────────────────┐
│ ┌─────────────────────────────────────────────────────┐ │
│ │ Split Infinitives               ○ All OK            │ │
│ │ ◉ "...to boldly go..." not OK   ○ "...to rather boldly go..." │ │
│ │ ○ "...to not very boldly go..." ○ "...to not at all boldly go..." │ │
│ ├─────────────────────────────────────────────────────┤ │
│ │ Consecutive Nouns               ○ All OK            │ │
│ │ ○ "...office automation division..." not OK         │ │
│ │ ◉ "...office automation database division..."       │ │
│ │ ○ "...office automation database development division..." │ │
│ ├─────────────────────────────────────────────────────┤ │
│ │ Prepositional Phrases           ○ All OK            │ │
│ │ ○ "...in a ship at the bottom of the sea..." not OK │ │
│ │ ◉ "...in the hold of a ship at the bottom of the sea..." │ │
│ │ ○ "...in a jar in the hold of a ship at the bottom of the sea..." │ │
│ ├─────────────────────────────────────────────────────┤ │
│ │ Words in Sentence:  [ 32 ]    Grade Level:  [ 16 ] │ │
│ └─────────────────────────────────────────────────────┘ │
│ ( Grammar Rules... ) ( Help ) ( Permanent ) ( This Session ) ( Cancel ) │
└─────────────────────────────────────────────────────────┘
```

◆ **To change a readability rule:**

1 At the Rules menu, choose the style guide you want to change.

2 Press ⌘-R or pull down the Rules menu and choose Review Style Guide. The Grammar Rules dialog box appears.

3 Click the Readability Rules button. The Readability Rules dialog box appears.

4 Click the button for the setting you want in the Split Infinitives, Consecutive Nouns, and Prepositional Phrases boxes.

5 If you want to make the change permanent, click the Permanent button.

If you want to make the change for this grammar checking session only, click the This Session button.

Split Infinitives

An *infinitive* is a verb used with "to," for example, "to go." A *split infinitive* has one or more modifiers between the "to" and the verb, for example "to clearly see." Your writing will usually be clearer if you avoid using split infinitives.

The settings for this rule control when Correct Grammar flags the use of split infinitives. You can choose only one option for this rule setting. The examples in the Readability Rules dialog box let you set a maximum of one, two, three, four, or more intervening words in a split infinitive. The examples indicate the number of intervening words that are *not* to be allowed.

Click the button for the limit you wish to set; Correct Grammar flags all split infinitives that match or exceed the number of intervening words shown in the example.

Select This Option	To Do This
To boldly go	Flag split infinitives with one intervening word.
To rather boldly go	Flag split infinitives with two intervening words.
To not very boldly go	Flag split infinitives with three intervening words.
To not at all boldly go	Flag split infinitives with four intervening words.
All OK	This choice tells Correct Grammar not to check for split infinitives.

Consecutive Nouns

A noun can act as an adjective modifying another noun. A long sequence of nouns usually creates a sentence that is hard to read, for example, "pickup truck radiator hose clamp bolt." Correct Grammar

examines each sentence for consecutive nouns and flags those sentences with consecutive nouns that exceed the preset limit. You can change this limit to modify how Correct Grammar flags consecutive nouns.

You can choose only one option for this rule setting. The examples in the Readability Rules dialog box let you allow a maximum of three, four, or five or more consecutive nouns. The examples indicate the number of consecutive nouns that are *not* to be allowed.

Click the button for the limit you wish to set; Correct Grammar will flag all consecutive noun phrases that match or exceed the number of consecutive nouns shown in the example.

Select This Option	To Do This
Office automation division	Flag phrases with three or more consecutive nouns.
Office automation database division	Flag phrases with four or more consecutive nouns.
Office automation database development division	Flag phrases with five or more consecutive nouns.
All OK	Allow any number of consecutive nouns. This choice tells Correct Grammar not to check for consecutive nouns.

Prepositional Phrases

A long sequence of prepositional phrases can create an awkward and sometimes unreadable sentence, for example, "in the hotel at the north side of the park on the west side of town." Correct Grammar checks sentences for prepositional phrases and flags those with consecutive prepositional phrases that exceed the preset limit. You can change this limit to modify how Correct Grammar checks your documents for consecutive prepositional phrases.

You can choose only one option for this rule setting. The examples let you allow a maximum of two, three, four, or five or more consecutive prepositional phrases. The examples indicate the number of consecutive prepositional phrases that are *not* to be allowed.

Click the button for the limit you wish to set. Correct Grammar will flag as violations all consecutive prepositional phrases that match or exceed the number of consecutive prepositional phrases shown in the example.

Select This Option	To Do This
In a ship at the bottom of the sea	Flag three or more consecutive prepositional phrases.
In the hold of a ship at the bottom of the sea	Flag four or more consecutive prepositional phrases.
In a jar in the hold of a ship at the bottom of the sea	Flag five or more consecutive prepositional phrases.
All OK	Allow any number of consecutive prepositional phrases. This choice tells Correct Grammar not to check for consecutive prepositional phrases.

Sentence Length

Long sentences are usually harder to read than short sentences. Correct Grammar counts the number of words in each sentence and flags those that exceed the preset limit. You can change this limit to modify how Correct Grammar checks your documents for sentence length.

◆ **To set a limit on sentence length:**

1 At the Rules menu, choose the style guide you want to change.

2   Press ⌘-R or pull down the Rules menu and choose Review Style Guide. The Grammar Rules dialog box appears.

3   Click the Readability Rules button. The Readability Rules dialog box appears.

4   Click the Words in Sentence box. The insertion point appears in the box.

5   Type the maximum number of words you want in each sentence.

You can set this limit as high as 99, but 32 words per sentence is considered best for most writing styles.

Correct Grammar flags all sentences with word counts that exceed the limit.

6   If you want to make the change permanent, click the Permanent button.

If you want to make the change for this grammar checking session only, click the This Session button.

Grade Level

When text is written to a certain *grade level,* it means that adults who have completed that grade in school should be able to read and understand the text. If you specify the grade level of your target audience, Correct Grammar will check your sentences to be sure they meet that level. You can set grade levels from 1 (first grade) to 16 (college graduate). Any sentence that is too difficult to be read and understood by readers at that grade level is flagged.

◆   **To specify a grade level:**

1   At the Rules menu, choose the style guide you want to change.

2   Press ⌘-R or pull down the Rules menu and choose Review Style Guide. The Grammar Rules dialog box appears.

3 Click the Readability Rules button. The Readability Rules dialog box appears.

4 Click the Grade Level box. The insertion point appears in the box.

5 Type the maximum grade level you want Correct Grammar to check for.

To allow sentences of unlimited complexity, set the grade level to 0 (zero). This setting tells Correct Grammar not to check for grade level.

6 If you want to make the change permanent, click the Permanent button.

If you want to make the change for this grammar checking session only, click the This Session button.

Common Grammar Problems

This appendix provides examples of common grammar problems and discusses Correct Grammar's suggested solutions.

The chairman asked him point blank if the product would ship on time.

Correct Grammar comments that "point blank" is a cliche and suggests "directly," "outright," or "close" as possible substitutes.

We tried awfully hard to include everyone.

"Awfully" is a weak modifier, notes Correct Grammar. The sentence would be improved by replacing it with "very" or "extremely."

It is his considered opinion that no more funds should go to that facility.

Correct Grammar explains that "considered opinion" is an overused phrase and recommends being more specific or dropping "considered" as a weak or unnecessary modifier.

She has included a list of her past achievements.

The word "past" is unnecessary. Correct Grammar suggests deleting it.

She won the race without hardly running at all.

"Without hardly" is a double negative. Correct Grammar recommends that you rephrase the sentence using just "without."

They stood waiting with baited breath.

The correct spelling is "bated" in this context.

I could care less whether they show up or not.

Correct Grammar recommends using "couldn't care less" to convey "do not care at all."

He presented his dossier comprised of letters of recommendation.

In this sentence "comprised" is misused. Correct Grammar recommends replacing it with "composed."

He took the book which you left behind.

The use of "which" for a restrictive clause is frowned on by some careful writers. Correct Grammar suggests replacing it with "that."

We need his feedback on the proposal before the week's end.

Correct Grammar identifies "feedback" as jargon and suggests "comments," "response," or "opinion" as an alternative.

I met him at the national conference. Sitting at a table in the lobby.

This is an incomplete sentence. Correct Grammar highlights the sentence fragment that begins with "Sitting..." and points out that it seems incomplete.

His appearance as well as his conduct are sloppy.

The Republican Headquarters are in the downtown area.

Neither he nor his supervisor want to delay the project.

The books that win prizes really deserves them.

There lies several broken parts.

These examples involve a mismatch between subject and verb. The first three require a singular verb and the last two require a plural verb. Since Correct Grammar can't tell what you mean, it sometimes suggests changing the subject to match the verb. If you ignore that suggestion, Correct Grammar suggests changing the verb to match the subject.

Will Bill or him be hired?

The responsibility rests with she and I.

It was her who ordered the project cancelled.

It is common to confuse "he" with "him," "she" with "her," and so on. Correct Grammar flags these pronoun errors and suggests the appropriate form.

Bob is the candidate whom we think will win.

"Who" and "whom" are relative pronouns that are frequently misused. Because contemporary usage has replaced "whom" with "who" in many situations, this is an area where Correct Grammar is relaxed about the formal rules.

At our meeting, the chairman turned the task over to me and Bill.

Correct Grammar points out that the proper form is to place "me" at the end of a series.

The chairman and myself have chosen a new plan.

"Myself" is a reflexive pronoun and should not be used as the subject of a sentence. Correct Grammar suggests that you consider "I."

He asked if it was alright to finish the report later.

Correct Grammar points out that "all right" is the correct spelling.

We divided the winnings between the four players.

Correct Grammar points out that "among" is the form to use when more than two are involved.

I have no doubt but that we will meet the deadline.

Correct Grammar suggests deleting the "but" to resolve the multiple negation in the phrase "no doubt but that."

It should be a lesson to each and every one of us.

Correct Grammar points out that "each and every" is unnecessarily wordy and recommends replacing the phrase with "each" or "every."

She acted enthused about her new job.

Correct Grammar points out that "enthused" is an incorrect word in this context and recommends rephrasing the sentence with a form of "be enthusiastic" or "rave."

He had less men than in the previous campaign.

"Less" and "fewer" are frequently confused. The correct word to use here is "fewer."

She tried hard to diligently and courteously offer her assistance.

"To offer" is the infinitive form of the verb, and putting words between "to" and "offer" creates a split infinitive. The Readability Rules dialog box lets you adjust the number of words allowed between "to" and the verb.

We had to revise the magazine cover art design specification.

"Magazine cover art design specification" is called a sequence of noun modifiers. You can control the number of noun modifiers allowed by Correct Grammar by changing that option in the Readability Rules dialog box.

The club provides parking for it's members.

"It's" is a contraction for "it is." The possessive form needed in this sentence is "its," without the apostrophe.

Whose responsible for this project?

This sentence needs the contraction "who's," which is short for "who is." "Whose" is the possessive form; it could be used if the sentence were revised to read "Whose responsibility is this project?"

The room looked like a tornado had gone through it.

He organizes people well, like an executive must to be efficient.

Correct Grammar can spot the misuse of frequently confused words such as "like," "as," and "as if." "Like" is a preposition and belongs in a prepositional phrase: "He looks like a soldier." "As" and "as if" are conjunctions, and the two examples above require conjunctions.

The workers completed the original building in September, 1952.

When you use this format (month and year) for a date, no comma is required.

What percent of the stock do they own?

Correct Grammar points out that "percentage" is used when you mean an unspecified amount.

He wanted a social director with more joy de vivre.

Correct Grammar examines this and other foreign phrases for correct form. In this case, Correct Grammar suggests the correct expression "joie de vivre."

The Philosophy and Methodology of Correct Grammar

Why Correct Grammar Works the Way It Does

by Houghton Mifflin Company

The CorrecText Grammar Correction System (GCS) builds upon the pioneering work in computational linguistics carried out by Dr. Henry Kucera and his associates at Brown University. Dr. Kucera and Dr. W. Nelson Francis compiled the Brown Corpus of Present-Day American English, from which was derived a core word list with statistical frequencies. The grammatical analysis required for this work led Dr. Kucera to design sophisticated parsing programs that identified the basic structural components of English sentences. This technology was incorporated into a prototype for CorrecText GCS. Linguists and engineers at Houghton Mifflin Company refined the prototype to account for the complex sentences common in standard business and technical documents and designed rule systems to identify grammatical and stylistic errors. The final product is the result of a team effort that combined computational expertise with a knowledge base derived from experience in linguistics, publishing, and language pedagogy.

Two considerations guided our development of CorrecText GCS. On the one hand, the power of the computer technology defines the range of problems we can address. On the other hand, the substance and style of the product we have developed are determined by our model of the linguistic behavior of the real-world user.

The major technological advance embodied in CorrecText GCS is the ability to analyze the structure of English sentences and to identify those places in improperly formed sentences where errors of various types may have occurred. In addition, the CorrecText GCS software incorporates a lexicon containing not only the words likely to be used in written documents, but also facts about the way they work in sentences—regular and irregular inflections, idiomatic constructions, frequency of occurrence, capitalization, etc.

The application of this powerful technology and extensive lexical resource to the development of a useful proofreading tool requires careful attention to the practical needs of users. We have concentrated on the kinds of errors most people make in producing documents such as memos, letters, and reports on a word processor. Our goal is to make the writing task easier, to inspire confidence that the form of the written document will not make a poor impression or interfere with the primary goal of communication. We specifically want to avoid badgering or intimidating writers with admonishments to fix things that don't seem wrong or with fussy adherence to outdated or excessively formal styles of expression. The program runs efficiently because it does not attempt to locate errors that seldom occur.

The rules contained in CorrecText GCS's software derive in part from extensive research on effective communications, including business communications. They address the errors that people readily recognize as mistakes once they are pointed out—provoking what we call the "Gee, how did I miss that?" response. The grammar and style corrections correspond to the forms of written expression the user would probably have produced if more time for revision had been available.

Agreement errors within a phrase or between the subject and the verb are a common consequence of revising text with a word processor. They are often particularly difficult for the writer to spot. For

example, CorrecText GCS flags the mistake in the following sentence, which could have been caused by partial rewriting:

The content and structure of the manual reflects the writer's preferences.

Although CorrecText GCS flags phrases or sentences that deviate from conventions for written usage, it is carefully designed so that it intervenes in matters of style and word choice only where appropriate. Some products have simply taken phrases from grammar and style books and allowed them to be mechanically matched against patterns in a document being checked for style. In contrast to such *style checkers*, CorrecText GCS analyzes syntactic form to determine how the words are used. Consider, for example, the different ways of correcting redundant comparatives like "more better." One pattern-matching system identifies the string "more" followed by any word ending in "er" as a possible error. Unfortunately, this has the effect of flagging phrases like "more beer," "more butter," or "more danger" as redundant comparatives. At the very least, this sort of overflagging will annoy the writer. By referring to parts of speech, CorrecText GCS flags only comparative adjectives or adverbs in this construction, thereby avoiding overflagging and, in addition, identifying similar redundant comparatives like "more worse" and "longer wider" that the pattern-matching system would fail to find.

Pattern-matching systems also have the undesirable effect of confining all users to a single level of diction. Decisions about word choice and appropriateness of particular locutions should be made by the writer, who alone can judge the purpose, audience, and context of the communication. Insistence upon a particular level of formality or style or expression, as embodied in error messages with a prescriptive tone, can demoralize the user. Insecurity about writing—apparently a major problem even among successful business people—may well develop into a full-blown writer's block when aggravated by condescending feedback.

Striving for an excessively formal style too different from the user's ordinary habit of expression can lead to conspicuous grammatical mistakes and result in a document that is less rather than more impressive.

We have exercised care and common sense in the selection of errors to flag. These include, in addition to agreement problems described above, incomplete sentences, comma splice run-ons, colloquial or awkward phrases, and common mistakes in pronoun usage, punctuation, format, and capitalization. Error messages are formulated so as to give information about usage and level of diction without imposing a narrow conformity.

We want to help each user produce writing in a comfortable style that is at the same time clear, persuasive, and free from what the intended audience would identify as genuine errors.

How Correct Grammar Checks Your Document

Correct Grammar uses CorrecText GCS to identify and correct errors. To do this accurately and quickly, GCS uses a team of four "experts," four computerized specialists that analyze your writing:

- Sentence Expert
- Dictionary Expert
- Parsing Expert
- Parse Analyzing Expert

Each expert processes your writing in its area of competence in English. When an expert cannot resolve an ambiguous or complex problem, it passes the problem to the other experts, since they have access to additional information about the structure of English.

Sentence Expert

The Sentence Expert identifies the words, punctuation, and ends of each sentence. The Sentence Expert also identifies nonsentences: titles, headers, footers, and lists. This is not as simple as it appears. For example, a period may indicate the end of a sentence—or an

abbreviation. Similarly, a trailing apostrophe may indicate a closing single quotation mark—or a possessive plural noun.

CorrecText checks non-sentences for errors in spelling only, while it checks true sentences for errors in spelling, grammar, syntax, punctuation, style, and format.

Dictionary Expert

The Dictionary Expert looks up each word in the Master Lexicon of 135,000 word forms to determine its grammatical functions and features. This information is needed by the Parsing Expert and Parse Analyzing Expert to construct a parse of the sentence, and, ultimately, to detect and correct errors accurately.

The Dictionary Expert also must determine the grammatical functions and features of words not in the Master Lexicon, especially technical terms and jargon, contractions, words in special expressions, and the special words you use in your own writing. For example, the Dictionary Expert determines that *she's* can be a contraction for *she is* or *she has*. It can also determine that the imaginary word *dictionarifying* could be a present participle, adjective, or even a noun.

The Dictionary Expert identifies spelling errors in various classes:

- Misspellings that are typographic (doubling a letter: *givven* instead of *given*) and phonetic (spelling a word as it sounds, such as *newmonia* instead of *pneumonia*)

- Grammatical misspellings (using a regular pattern for an irregular verb or noun: *gived* instead of *gave* or *given*)

- Contraction errors (making complex contractions: *she'd've* instead of *she would have*)

- Stylistically poor words (using *-wise* or *-ize* in jargon words such as *computer terminal-wise* or *iconize*)

- Nonpreferred spellings (using the British variant *judgement* instead of the preferred American variant *judgment*)

- Incorrectly used forms (using the form *carte* outside of the expressions *carte blanche* and *a la carte*)

Parsing Expert

The Parsing Expert uses efficient and very accurate techniques for determining the specific grammatical function of each word in the sentence. The Parsing Expert uses this information to generate a "parse tree." A parse tree is a formal representation—it looks like an upside down tree—of the components of each sentence and how they relate to each other.

The Parsing Expert determines the grammatical functions of the words and establishes the relationships between words and punctuation marks as they are used in the sentence. To do this, the Parsing Expert must find and classify noun and verb phrases, predications (subject-verb groups), and a wide variety of coordinate and subordinate clauses using information about a range of English syntactic structures. Even simple sentences can be difficult to parse because English is very ambiguous. For example, this sentence theoretically has 36 different parses: *Time flies like an arrow.*

Time	adjective, noun, and verb (3)
flies	noun and verb (2)
like	adjective, adverb, conjunction, noun, preposition, and verb (6)
an	article (1)
arrow	noun (1)
.	period (1)

Parse Analyzing Expert

The Parse Analyzer examines the parse tree, attempting to identify problems in the sentence. Here the Parse Analyzer identifies hundreds of errors in five major classes:

- Core Sentence Grammar Errors

  Incomplete sentences: *We off at the last stop* instead of *We got off at the last stop.*

  Comma splices: *She was a great bicyclist, she rode for miles every evening.*

  Subject-verb agreement: *had gave* instead of *had given;*

  Incorrect pronoun case: *Give this to Jenny and I* instead of *Give this to Jenny and me.*

  Commonly confused words: *its* instead of *it's.*

- Context-sensitive Grammar Errors

  Confusing adverbs and adjectives: *She hears good* instead of *She hears well.*

  Incorrect pronoun order: *I and you are good friends* instead of *You and I are good friends.*

- Style Errors

  Colloquial use of verbs as nouns: *You should see the quotes I got about our film from him!* instead of *You should see the quotations I got about our film from him!*

  Colloquial verb forms: *We could of gone to the movies* instead of *We could have gone to the movies.*

- Format Errors

  Improper date formats: *February 13th* instead of *February 13* or *13 February*.

  Incorrect punctuation with abbreviations: *Turn the handle off i.e. all the way to the left.* instead of *Turn the handle off, i.e., all the way to the left.*

- Punctuation Errors

  Placement of a period inside or outside parentheses: *I brought the cheese (and she brought the bread.)* instead of *I brought the cheese (and she brought the bread).*

  Placement of a comma outside of direct quotations: *"You shouldn't have done it", John said.* instead of *"You shouldn't have done it," John said.*

What Is Readability and How Does Correct Grammar Check for It?

With Correct Grammar you can communicate more effectively by writing at the right level for your audience. It is the only software that lets you set target readability values for your text, and then shows you the specific sentences where you have exceeded those values.

The readability factors are grouped together in the Readability Rules dialog box. Each of them represents a style consideration that contributes to the readability of your document. When a sentence exceeds any of these values, Correct Grammar notifies you so you can revise it.

In addition to sentence-by-sentence checking, Correct Grammar gives you a report on your document's overall readability. The data and indexes are designed to help you gauge your writing level, and can be used to compare one document with others, or with earlier drafts of the same document.

The first part of the report tells you about the number of paragraphs, sentences, words, and syllables in your document. Each of these—length of paragraphs, of sentences, and of words—is a key factor in determining the readability of your documents. (Note that Correct Grammar does not provide a paragraph count in a few word processing formats.)

The next item reported is use of the passive voice. Correct Grammar helps you avoid a common weak spot in writing—misuse or overuse of the passive voice. Here is an example of the passive voice: "The committee's report was read by the president." It is called passive because the subject of the sentence, the report, is not doing anything, but rather having something done to it—it is *being read*. The communication is much more direct and forceful rewritten in the active voice: "The president read the committee's report."

Note that there are times when the passive voice is appropriate. Usually this is a situation where the doer is not known or not significant. For example, "The notice was posted in the cafeteria." It is of no importance who posted the notice, and introducing that information into the sentence might be distracting. You should examine each use of the passive voice and ask yourself whether it could be improved by rewriting in the active voice.

Correct Grammar distinguishes between using the passive voice in the main clause and in a subordinate clause. In general, the passive voice in a subordinate clause is more likely to be acceptable than in the main clause. Here is an example of the passive voice in a subordinate clause: "George worked all morning on the article, although it had already been sent to the printer."

The passive voice check can be turned on or off in the Grammar Rules dialog box. There are two rules that apply to passive voice. If you select Quiet when you see the message *This seems to be a passive verb construction,* you can disable checking of passive voice in subordinate clauses. The second rule will still be active, and, when appropriate, you will see the message *This main clause may be written in the passive voice.* Be more careful about disabling this rule.

The next information reported is the number of long sentences. For this entry, a sentence is considered long if it exceeds the "Words in Sentence" option in the Readability Rules dialog box.

The report then categorizes all the problems found in your document. First is the number of misspellings that were corrected, and the percentage of correctly spelled words. Next is the number of sentences containing non-spelling errors that were corrected, and percentage of sentences that were correct. Finally, the *hard to read* sentences are those that exceeded any of the Readability Maximums in the Readability Rules dialog box. As your writing improves, these percentages should all get closer to 100.

The last part of the report consists of several readability scores, using the indexes described in the next section.

Readability Scores

Over the years a number of language authorities have tried to establish objective standards for evaluating English prose. The underlying premise is that, in general, a document communicates most effectively if the average sentence is short and direct and uses straightforward vocabulary. The best known of these authorities is probably Rudolf Flesch, who proposed numerical measures of the readability and interest level of text.

The Flesch Reading Ease Score is based on the number of words in each sentence, and the average number of syllables per word. On this scale, "standard" writing has an average of 17 words per sentence, with 147 syllables per 100 words. Writing at this level earns a score of about 70 to 80. The highest score, 100, represents the easiest writing level, about 4th grade. Scores of 0 to 30 are considered college graduate level. It is worth noting that, even as he created this system that evaluates text based on sentence length, Flesch pointed out that short sentences can become dull to read; he recommended varying the sentence length, striving only to keep the *average* at about 17 words.

The table that follows is Flesch's summary of reading level for American adults who have completed the grade level shown.[1]

Description of style	Average Sentence Length	Average Number of Syllables per 100 Words	Reading Ease Score	Estimated School Grades Completed
Very easy	8 or less	123 or less	90–100	4th
Easy	11	131	80–90	5th
Fairly easy	14	139	70–80	6th
Standard	17	147	60–70	7th–8th
Fairly difficult	21	155	50–60	Some high school
Difficult	25	167	30–50	High school or some college
Very difficult	29+	192+	0–30	College

[1] Chart from *The Art of Readable Writing* by Rudolf Flesch. Copyright 1949, 1974 by Rudolf Flesch. Reprinted with permission of Harper and Row, Publishers, Inc.

Flesch found that, on this scale, Very easy writing could be understood by 93% of American adults; Easy writing by 91%; Fairly easy writing by 88%; Standard writing by 83%; Fairly difficult by 54%; Difficult by 33%; and Very difficult by 4 1/2%. These percentage numbers are included on the readability report screen.

The Flesch-Kincaid system attempts to represent readability as a school grade level. Writing at the "standard" Flesch level of 70 to 80 translates to about 7th or 8th grade level writing. The Flesch-Kincaid formula has become a standard required by the U.S. Government and the military (DOD MIL-M- 38784B).

The Gunning Fog index, developed by Robert Gunning, reports on the difficulty of the writing. It considers sentence length but emphasizes word length as a measure of "fog level." Multi-syllable words tend to make a document more difficult to read, and thus raise the fog level. The Fog index is also given in school grade level, usually higher than the Flesch-Kincaid score.

Writing Your Own Rules

Correct Grammar provides all the power that most people need to check documents. It is designed to look carefully for writing errors without being too obtrusive. Chapter 4 in this manual, "Customizing Correct Grammar," provides instructions for tailoring Correct Grammar style guides to the writing style you want.

This appendix describes another way you can customize Correct Grammar: by writing your own Correct Grammar rules. Most users never need to write their own rules; however, by doing so, you can have more control over the style Correct Grammar will check for. For example, your manager may not like to see certain phrases in company correspondence; or your company may want to exclude certain words and phrases from documents for legal reasons.

How Rules Work

A rule tells Correct Grammar to look for a certain word pattern and to display error messages and suggestions when it finds that pattern. The rules you write may be as simple as finding and flagging an unacceptable word or as complex as finding and flagging unacceptable grammar or style. For example, if you don't want the word "dweeb" used in any of your documents, you can write a rule that tells Correct Grammar to look for "dweeb" and propose up to three alternative words to replace it. In addition to a message describing the error, you can specify a detailed explanation and a tutorial-style lesson.

Writing New Rules

When you installed Correct Grammar, the program provided TeachText and a TeachText file named UserRules that contains sample rules you can use as templates for writing simple rules. To write new rules, you must write the rules in the UserRules file using TeachText or another text editor that produces a plain-text (ASCII) file.

Writing new rules is a five-step process. Each step of the process is explained in detail in the rest of this appendix.

◆ **To write a new rule:**

1 Create a rule type.

Every rule must belong to a rule class. The RULETYPE statement creates a rule class. For example, a rule that finds the word "dweeb" and suggests alternative words might belong to a rule type called FORBIDDEN WORDS.

2 Create a rule statement.

The RULE statement defines an individual rule. A rule statement can range from finding unacceptable words to looking for complicated grammatical constructions. For example, to prohibit the use of the word "dweeb" in company correspondence, you can write a rule that finds every occurrence of "dweeb" and suggests alternative words.

3 Create error messages and alternatives.

The Correction dialog box has windows for displaying information. The EM*n* and ALT*n* statements create messages that can appear in these windows. The windows in the upper part of the dialog box display suggestions and explanations about the rule.

For example, the rule prohibiting the use of the word "dweeb" might suggest "Use 'fool' instead" in one window and "Don't use this word in company correspondence" in another window.

The tutorial dialog box appears when you use the Tutorial command and provides information about the principle of grammar or word usage that applies to the current rule. The tutorial dialog box might display the comment "This word is a slang word and is not found in the dictionary. Words that are not in the dictionary are unacceptable in business writing."

4 Compile your rules using the MAKERULES application.

The MAKERULES application is a program that converts your rules in the UserRules file into code that can be used by Correct Grammar. The code is stored in a file called CompiledRules. The text in the UserRules file is not changed.

5 Move the CompiledRules file into the Correct Grammar Preferences folder.

Using MAKERULES to Compile the Rule File

Once you have written new rules in the UserRules file, you must convert the information in the file to code that Correct Grammar can use to check documents. The MAKERULES application provided with Correct Grammar compiles (converts to code) the UserRules file.

MAKERULES creates a new file named CompiledRules and places the code in this file. When checking a document, Correct Grammar first uses the rules in the CompiledRules file and then applies its own rules.

◆ **To use MAKERULES to compile the UserRules file:**

1 In the Correct Grammar folder, double-click the MAKERULES application icon. MAKERULES compiles the UserRules file and displays a text window.

2 If the rule file compiled successfully, MAKERULES displays the message *Successful compilation of rule file.* This message indicates that Correct Grammar has created the CompiledRules file.

3 Press Return to quit MAKERULES and return to the Correct Grammar folder.

4 Drag the CompiledRules file icon to the Correct Grammar Preferences folder. Your new rules are ready to use.

Note: If you are using any version of System 6.0, the Correct Grammar Preferences folder is located in the System folder. If you are using System 7.0 or later, the Correct Grammar Preferences folder is located in the Preferences folder in the System folder.

If the rule file did not compile successfully, MAKERULES displays an error message and identifies the location of the error. (For more information, see "Rule Compiler Error Messages.") You must correct the error and recompile the UserRules file.

◆ **To remedy an unsuccessful compilation:**

1 Write down the error message and the location of the error.

2 Press Return to quit MAKERULES and return to the Correct Grammar folder.

3 Double-click the UserRules file icon to open it.

4 Correct the error identified by MAKERULES and save the file.

5 Repeat the steps in the procedure above for using MAKERULES to compile the UserRules file.

The Rule File

When you write new rules, you must write them in the UserRules file in the Correct Grammar folder. A rule file contains three basic types of statements:

- RULETYPE statements that name new categories of rules in which to put new rules

- RULE statements that define the actual rules

- EM*n* and ALT*n* statements that display information about the rule and how to comply with it

Each statement in a rule file begins with a keyword (a word that has a special meaning to the MAKERULES compiler.) RULE and RULETYPE are the two most important keywords. Several other types of statements further describe rules and rule types. The keywords for these statements are EM1, EM2, EM3, ALT1, ALT2, and ALT3.

Keywords must always be entered in uppercase. Also, a word that is a keyword should be used only as a keyword. Do not use a keyword as a rule name.

You can also use other elements, such as logical operators and macros, in your statements to make your rules apply to very specific conditions.

RULETYPE Statements

The RULETYPE statement format is

RULETYPE *n* = *name*

where:

- *n* is a unique ruletype number from 1 to 100

■ *name* is the name of the rule type. The name can be up to 255 characters long (short names are easiest to use). It can contain any characters except these:

```
|   !   =   ( )   { }   [ ]   &   "   #
```

or these:

```
space   tab   linefeed   formfeed   carriage return
```

These characters always end the current field in a statement.

It's best to avoid using lowercase letters in a name because the rule compiler always interprets that word as a rule type name when it appears in a rule. For example, suppose you assign a certain rule type the name "wordy." If the word "wordy" appears in a rule (as a word to be avoided, for example), the rule compiler interprets it as a reference to a rule type name, even where a rule type name isn't allowed. If you name the rule type WORDY, you don't have this problem.

The following example shows a RULETYPE statement that defines a rule type named FORBIDDEN_WORDS:

```
RULETYPE 3 = FORBIDDEN_WORDS
```

You can add error messages that Correct Grammar displays when it finds a violation of a rule that belongs to this rule type. For more information, see "EM*n* and ALT*n* Statements" in this appendix.

RULE Statements

A RULE statement defines a grammar problem and, optionally, tells Correct Grammar what to do when it finds that problem.

Every rule must belong to a defined rule type. Therefore every RULE statement must refer to a preceding RULETYPE statement.

The RULE statement format is

```
RULE \pattern ruletype n
```

where

- The \ (backslash) indicates that the following word is a trigger word. Every rule pattern must contain exactly one trigger word. For more information, see "Trigger Words" later in this appendix.

- the word *pattern* specifies the word pattern (usually a word or a phrase) that the rule is to detect.

- the word *ruletype* identifies the rule type to which this rule belongs.

- the *n* is a unique rule number from 1 to 255.

Here's an example of a RULE statement that refers to the rule type FORBIDDEN_WORDS:

```
RULE \dweeb  FORBIDDEN_WORDS  1
```

A RULE statement can span any number of lines. This is important because the RULE statement is the only type of statement that has several parts. For example, the statement above can also be written like this:

```
RULE
  \dweeb
  FORBIDDEN_WORDS
  1
```

In the following sections you'll encounter several RULE statements that are so long they must be divided into several lines.

EM*n* and ALT*n* Statements

You can use two kinds of statements, EM*n*, and ALT*n*, to specify the text you want to appear on the screen when a rule is violated. Each of

these statements must appear immediately after a RULE or
RULETYPE statement.

If an EM*n* or ALT*n* statement appears

- After a RULE statement, it affects the rule defined by that RULE
  statement.

- After a RULETYPE statement, it affects the rules defined by all
  RULE statements that belong to that rule type and don't have their
  own EM*n* or ALT*n* statements.

- After a RULE statement and the associated RULETYPE statement,
  an EM*n* or ALT*n* statement in the RULETYPE overrides the one in
  the rule.

The EM*n* Statement

The EM*n* statement defines an error message for a rule or rule type.
When Correct Grammar encounters a violation of the affected rule, it
displays the message in the explanation window. The EM*n* statement
format is

```
EMn = "Error Message"
```

The *n* can be 1, 2, or 3, and you can use any or all of the EM statements
to define several kinds of error messages:

- EM1 defines a message that appears in the top window of the
  Correction dialog box. It can be up to 80 characters long.

- EM2 defines a message that appears in the lower part of the
  explanation window. It can be up to 240 characters long.

- EM3 defines a message that appears as the tutorial text if the user
  requests it. It can be up to 10,000 characters long.

In each case, a line break counts as 2 characters.

Here's an example of a rule with the two types of error messages:

```
RULETYPE 3  =  FORBIDDEN_WORDS
RULE \dweeb FORBIDDEN_WORDS 1
  EM1  = "Consider dope instead."
  EM2  = "Everybody dislikes this word, and it's
              not in the dictionary anyway."
```

Notice that the text in EM2 occupies two lines. Correct Grammar inserts appropriate line breaks when it displays the text. (For more information about displaying line breaks, see "Escape Sequences in Error Messages" in this appendix.)

You can divide EM*n* text into any number of lines, as long as it begins and ends with quotation marks. When you compile the rule file, it is treated like this:

- Leading and trailing spaces on each line are ignored.

- Each line break is treated as a double space if the last character on the preceding line is a period, and a single space if it is not.

   Avoid ending a line with a period that represents an abbreviation, because the rule compiler will think it represents the end of a sentence and insert two spaces after it.

The ALT*n* Statement

The ALT*n* statement defines an alternative to a word or phrase that violates a rule. The *n* can be 1, 2, or 3, and you can define up to three different alternatives for Correct Grammar to propose when a rule is violated. You then use ALT*n* in an EM1 statement to include the alternative in that statement. All alternatives (ALT*n*) must displayed in the EM1 statement. The ALT*n* statement format is

```
ALTn  =  "Alternative"
```

The EM1 and ALT*n* statements can be in any order, as long as they all immediately follow the RULE or RULETYPE statement they're associated with.

The following example shows a rule with one alternative (ALT1):

```
RULE \Acme FORBIDDEN_WORDS 2
   EM1  = "Consider ALT1 instead."
   EM2  = "Don't name our competitors in published
               documents."
   ALT1 = "one midwestern manufacturer"
```

The EM1 message would look like this when displayed:

```
Consider 'one midwestern manufacturer' instead.
```

Note that Correct Grammar puts apostrophes around the alternative that it substitutes into the message.

The following example shows a rule that proposes two alternatives to a forbidden word:

```
RULE  \nerd  FORBIDDEN_WORDS  3
   EM1  = "Consider ALT1 or ALT2 instead."
   EM2  = "Everybody dislikes this word, and it's
               not in the dictionary anyway."
   ALT1 = "dope"
   ALT2 = "fool"
```

Comments

Any line in a rule file that begins with a pound sign (#) is a comment. Comments document the contents of a rule file; they have no effect on the operation of Correct Grammar. They can appear before, between, or after the statements, but not within a statement.

Blank lines can appear anywhere in a rule file, that is, before, between, after, or within statements.

A pair of statements separated by some comments and a blank line might look like this:

```
RULETYPE 3 = FORBIDDEN_WORDS
  EM1  = "The boss hates this word."
# A line that starts with a pound sign is a comment.
# EM1 stands for error message, level 1.
# (Any number of statements and blank lines can
# separate the rule from its parent rule type, but
# the RULETYPE statement must be first.)

RULE  \dweeb  FORBIDDEN_WORDS  1
  EM1  = "Consider ALT1 instead."
  EM2  = "Everybody dislikes this word."
  ALT1 = "dope"
```

Escape Sequences in Error Messages

Certain sequences of characters have special meanings in error messages. They're called escape sequences because they let you escape from the convention that every character in the message represents itself. Escape sequences let you format error messages and use characters that you otherwise could not express.

Here's an example of an error message that contains an escape sequence:

```
EM2 = "Don't name our competitors in published
         documents.\P\PIf you must identify a
         competitor, do so by describing its product."
```

The escape sequence \P\P represents two line breaks, or a new paragraph. The message is displayed like this:

```
Don't name our competitors in published documents.

If you must identify a competitor, do so by describing its
product.
```

The escape sequences you can use are listed below. Note that case is significant; \P is a valid escape sequence, but \p is not.

Escape Sequence	Description
\P	Line break (use two to represent a new paragraph)
\s	Matches **s** when Correct Grammar is checking British spelling and **z** when it's checking American spelling. Useful in words that are spelled differently in British and American English
\ \	The character \
\"	The character "

More Complex Rules

So far you've seen only the simplest type of rule, that is, one that looks for a single word or a fixed sequence of words. You can also define more sophisticated rules that manipulate any unit of text up to a complete sentence. The following sections explain how.

Trigger Words

A trigger word is a word whose presence in text triggers the application of a rule. It is preceded by a backslash (\). Every rule pattern must contain exactly one trigger word.

For example, in the first rule below, "again" is the trigger word. In the second rule, "course" is the trigger word. In the third rule, "owing" is the trigger word.

```
RULETYPE 4 = WORDY
RULE \again and again   WORDY 1
  ALT1 = "repeatedly"
  EM1  = "Wordy expression. Consider ALT1 instead."

RULE in the \course of   WORDY 2
  ALT1 = "during"
  EM1  = "Wordy. Try using ALT1 or rewriting the
           sentence with 'while'."
```

```
RULE \owing to the fact that   WORDY 3
  ALT1 = "because"
  EM1  = "Wordy expression. Consider ALT1 instead."
```

When Correct Grammar finds a trigger word, it checks the associated rule to see if it fits the text; that checking process is less efficient than the process of finding trigger words. Selecting the least frequently used word in a rule definition as the rule's trigger word increases the speed and efficiency of the search.

A trigger word must be an invariant part of a rule definition; that is, it must always appear in the same position in text that matches the rule. It cannot be a macro (such as IS_PRONOUN, which matches any pronoun) or an optional word. If it appears in a logical expression it must appear in the first part of the expression. For more information, see "Logical Expressions," "Optional Parts," and "Macros" in this appendix.

Optional Parts

You can use braces ({ }) to identify an optional part of a rule pattern, as in this example:

```
RULE a matter of {public} \record   WORDY 4
  ALT1 = "documented"
  ALT2 = "on the record"
  EM1  = "Wordy expression. Consider ALT1 or ALT2
               instead."
```

The word "public" may or may not occur in the expression. Thus this rule will flag both the expressions "a matter of record" and "a matter of public record."

Any Inflection of a Word

An asterisk (*) after a word indicates "any inflection of the word." For example, adding an asterisk after the word "crash" in the following rule will flag inflections like "crashes," "crashed," and "crashing" as well as "crash."

```
RULE \crash*   FORBIDDEN_WORDS 5
  ALT1 = "collision"
  ALT2 = "casualty"
  ALT3 = "incident"
  EM1  = "Consider ALT1, ALT2, or ALT3 instead."
  EM2  = "Avoid using words with strong negative
              connotations."
```

A Contraction of a Word

Whenever Correct Grammar encounters a contraction such as
"doesn't" or "they're," it expands the contraction before matching the
text to rules. Thus any rule that matches a phrase that can be con-
tracted matches the contraction as well. For example, the following
rule will flag the phrase "doesn't hardly" as well as "does not hardly."

```
RULETYPE 5  =  NEGATIVES
RULE   \does not hardly   NEGATIVES 1
  EM1 = "This is a double negative."
```

Macros

The behavior of a word can vary with its use in a sentence. You can
use macros in rules to allow for this behavior. A macro matches
words only when they're used in the specified way.

For example, the macro IS_FORM_OF_BE matches all inflections of
the verb "to be." Thus it matches "be," "is," "are," "was," "were,"
"being," and so on. But "being" can also be used as a noun, as "He is
a being from another planet." When "being" is used in this way, it
isn't an inflection of "to be," and IS_FORM_OF_BE doesn't match it.

Macros with the prefix CAN_ determine whether the current word can
be a certain kind of word, no matter how it is used in the current sen-
tence. An example is CAN_BE_ORDINAL, which matches any word
that can be an ordinal number, like "second." Macros with the prefix
IS_ determine whether the current word is the kind of word in ques-
tion in the current sentence. An example is IS_ORDINAL, which only
matches a word that is an ordinal number in the current sentence.
IS_ORDINAL would match "second" in "I fixed the second problem,"
but not in "It only lasted a second."

Most macros have both a short and a long name. For example, the short name of IS_ORDINAL is IS_ORD. You can use either name for a macro.

This rule contains an optional macro that can match a noun phrase of any length:

```
RULE   take* {IS_NOUN_PHRASE} into \consideration   WORDY   5
   EM1  = "Wordy expression. Simplify by using the
                  verb 'consider'."
```

The macro IS_NOUN_PHRASE can match a noun phrase containing any number of words. Thus the rule will flag "take into consideration," and also expressions like "take your advice into consideration" and "take the profit of the company into consideration."

You can use macros to restrict the cases that a rule pattern will match. For example, this rule matches an inflection of the word "author" only when used as a verb:

```
RULETYPE 6 =   WORD CHOICE
RULE  \author* & IS_VERB   WORD_CHOICE   1
   EM1  = "Consider a form of ALT1 unless this is a
                  technical term."
   ALT1 = "write"
```

Macros are also useful when you want to flag a word or phrase only if some grammatical construction occurs in it or near it. The next rule is an example; it only matches "afford" followed by a noun phrase. The noun phrase could be a simple noun or pronoun, like "the worker" or "him," or it could be more complicated, like "the boy and girl on the beach."

```
RULE   \afford* IS_NOUN_PHRASE (the|an) opportunity WORDY   6
   EM1  = "Wordy.  Use the verb ALT1 or ALT2 and omit
           '(the/an) opportunity'."
   ALT1 = "permit"
   ALT2 = "allow"
```

The section "Macros and Their Functions" lists all the macros and describes the construction that each macro will match.

Logical Expressions

You can use logical expressions to flag phrases that do or do not contain combinations of words or alternative words. A logical expression uses the *and* (&), *or* (|), or *not* (!) operators to determine whether text matches the rule.

The following rule statement uses a logical expression containing the *or* operator (|) to flag either of the expressions "at a later date" or "at a later time."

```
RULE   at a \later date|time   WORDY 7
```

The following rule statement uses the logical *and* operator (&) to flag any use of the word "swell" as an adjective. (IS_ADJECTIVE is a macro, that matches any word or phrase used in a specified way; in this case, as an adjective.)

```
RULE   \swell & IS_ADJECTIVE   WORD_CHOICE   2
```

The following rule statement uses the logical *not* operator (!) to flag any use of the word "meantime" that is not preceded by "the".

```
RULE   !the \meantime   WORD_CHOICE   3
```

When you use different logical operators in a single rule, MAKERULES applies them in this order when it compiles the rule:

- *Not* (!) operators

- *And* (&) operators; consecutive *and* operators from left to right

- *Or* (|) operators; consecutive *or* operators from left to right

- Concatenation, implied by two words with no operator between them.

For example, the following rule statement is evaluated in the order shown below.

```
RULE  outside & !IS_NOUN | inside & !IS_NOUN \of   WORDY  8
```

- Apply the ! operator to the first instance of IS_NOUN, then to the second.

- Evaluate the expression "outside & !IS_NOUN", and then the expression "inside & !IS_NOUN".

- Combine the two expressions with the | operator.

- Concatenate the expression "outside & !IS_NOUN | inside & !IS_NOUN" with the trigger word "\of."

Thus the rule will match any occurrence of either phrase "outside of" or "inside of" in which "outside" or "inside" was not a noun.

If you want to change the order of evaluation, you can use parentheses to enclose the part of an expression to be evaluated first. For example, the & operator normally takes precedence over |. So, in the first of the following two rule statements, "inside & !is_noun" is evaluated first, and the result is combined with "outside." Thus it matches "inside of" if "inside" is used as a noun, but it matches "outside of" whether or not "outside" is used as a noun—probably not the intended meaning. The second rule statement uses parentheses to force MAKERULES to evaluate the | before the &.

```
RULE  outside|inside & !IS_NOUN \of   WORDY  9
RULE  (outside|inside) & !IS_NOUN \of   WORDY  9
```

You can use parentheses for clarity even when you don't need to change the order of evaluation. The following rule statement is equivalent to the second one in the preceding example, but is easier to read:

```
RULE ((outside|inside) & !IS_NOUN) \of  WORDY 9
```

Multiple Operators in the Same Rule

You can use any combination and any reasonable number of operators in the same rule. For example, you can use several asterisks and logical operators. You can use several pairs of parentheses, either in sequence or nested like this:

```
! (xxx & (yyy|zzz))
```

Here are some examples:

```
RULETYPE 7 =  REDUNDANT
# Several words followed by asterisks.
RULE \completely (demolish*|destroy*|eliminate*)  REDUNDANT 1
  EM1 = "Redundant expression. Consider deleting
              'completely'."

# Two optional parts, one containing an 'or' operator.
RULE at {the} \present {moment|time}   WORDY 10
  ALT1 = "now"
  ALT2 = "today"
  EM1  = "Wordy expression. Consider ALT1 or ALT2
              instead."

# The expression "be (clearly, etc.) an indication of."
RULE be* {IS_ADVERBIAL} an \indication of   WORDY 11
  ALT1 = "indicate"
  ALT2 = "show"
  EM1  = "Wordy expression. Consider ALT1 or ALT2 instead."
```

The last rule shows the use of the IS_ADVERBIAL macro as an optional component of a rule. IS_ADVERBIAL matches many consecutive adverbial words, including the word "not". Thus the rule will flag expressions like "is an indication of," "was not an indication of," and "are not always an indication of."

Rule Scope

When Correct Grammar flags a problem in a document, it normally highlights everything that matches the rule. You can limit the highlighting to the text matching part of the rule by enclosing that part of the rule in brackets. The brackets limit the scope of the rule.

Here's an example that shows a rule with limited scope:

```
RULE  \appears [as though]   WORDY 12
  ALT1 = "that"
  EM1 = "Wordy expression. Consider ALT1 instead."
```

When this rule causes text to be flagged, only the words "as though" are highlighted. If the user asks Correct Grammar to make the change, only the words "as though" are replaced with "that."

The following rule shows how several features of the rule—writing language can be combined to create a useful rule. The rule flags forms of the verb "leave" that are followed by a noun phrase, then the infinitive form of a verb. Optional adverbial words may appear between the noun phrase and the infinitive. When the rule is violated, only the word "leave" is flagged.

```
RULETYPE 8 =  NONSTANDARD
RULE   [\leave* & IS_VERB] IS_NOUN_PHRASE {IS_ADVERBIAL}
  IS_INFINITIVE   NONSTANDARD 1
  ALT1 = "let"
  EM1  = "Nonstandard. Consider ALT1 instead."
```

This rule can flag expressions in sentences like these:

```
Leave him go.
Leave us not quarrel over this.
I'm used to people leaving me finish their sentences for them.
```

Spelling Errors in Matched Text

When a rule matches text, Correct Grammar may suppress a spelling error that would normally be generated for a word not found in the dictionary. This happens if the misspelled word was the rule's trigger word.

If you write a rule that has a deviant spelling for the trigger word, Correct Grammar assumes that the rule is supposed to generate an error message for any occurrence of that spelling. It suppresses the generic spelling error that it normally generates.

For example, suppose you write a rule to flag the erroneous word "ourself":

```
RULETYPE 9 = NONWORD
RULE   \ourself   NONWORD   1
EM1 = "Consider the word 'ourselves'."
```

Normally Correct Grammar would generate an error message saying that "ourself" was not found in the dictionary. This message is suppressed, however, when a rule with "ourself" as the trigger word is invoked.

Operators

An operator is a character or group of characters that has special meaning in a MAKERULES command. It's analogous to punctuation in English text.

The following table describes the operators recognized by MAKERULES and their meanings. The preceding sections of this appendix explain them and give examples of their use.

Operator	Description
=	Used in RULETYPE, RULE, ALT*n*, and EM*n* statements.
" . . . "	Defines text strings in ALT*n* and EM*n* statements. *Note:* An empty string, " ", is valid.
\	Identifies the trigger word in a rule pattern.
*	Specifies inflected forms in a rule pattern.
|	Logical *or* in a rule pattern (low precedence, associates left).
&	Logical *and* in a rule pattern (middle precedence, associates left).

Operator	Description
!	Logical *not* in a rule pattern (high precedence, associates right).
(. . .)	Controls the evaluation order of logical operators in a rule pattern.
[. . .]	Defines the replacement scope of a rule pattern.
{ . . . }	Specifies optional material in a rule pattern.
\P	Represents an end of paragraph in an error message.
\L	Represents a forced end of line in an error message. Valid only in EM3.
\T	Represents a tab in an error message. Valid only in EM3.
\ \	Represents a literal \ in an error message.
\"	Represents a literal " in an error message.

Macros and Their Functions

The following table describes the macros that MAKERULES recognizes.

MACRO NAME AND SHORT NAME (IF ANY)	FUNCTION
CAN_BE_CARDINAL CAN_BE_CD	Tests for a possible cardinal number, such as *one*, *two*, or *three*.
CAN_BE_ORDINAL CAN_BE_OD	Tests for a possible ordinal number, such as *first*, *second*, or *third*.
CAN_BE_PAST_PARTICIPLE CAN_BE_PA_PART	Tests for a possible past participle, such as *eaten*, *shown*, *taken*, or *moved*.

MACRO NAME AND SHORT NAME (IF ANY)	FUNCTION
CAN_BE_PRESENT_PARTICIPLE CAN_BE_PR_PART	Tests for a possible present participle, such as *eating*, *showing*, or *taking*.
CAN_BE_VBI	Tests for a possible infinitive form of a verb, such as *be* (which is always a verb) or *show* (which could be a noun or adjective instead).
IS_ADJECTIVE IS_ADJ	Matches a simple, comparative, or superlative adjective, such as *green*, *big*, *enthusiastic*, *quick*, *quicker*, or *quickest*. Also matches a past participle of a verb functioning as an adjective.
IS_ADVERB IS_ADV	Matches a simple, comparative, or superlative adverb, such as *slow*, *slower*, *slowest*, *fast*, *faster*, or *fastest*.
IS_ADVERBIAL IS_ADVBL	Matches an adverb (like IS_ADVERB). Also matches the word *not*, and any number of consecutive adverbs and instances of *not*. *Note*: IS_ADVERBIAL is more appropriate than IS_ADVERB in most rules. The word *not* often occurs with adverbs, and should usually be treated as an adverb. Also, since adverbs often occur consecutively, this macro lets you specify adverbial words in a certain position in a rule without having to specify an exact number of them.
IS_AT	Matches definite and indefinite articles, such as *a*, *an*, or *the*.

MACRO NAME AND SHORT NAME (IF ANY)	FUNCTION
IS_AUXILIARY IS_AUX	Matches auxiliary verbs that aren't forms of the verb *to be*, such as forms of the verbs *to do* and *to have* and the modal auxiliaries, such as *can*, *may*, and *will*.
IS_BEGIN_CLAUSE IS_BEG_CL	Matches the current word if it occurs at the beginning of a sentence clause. Sentence clauses include main clauses, coordinate clauses, relative clauses, and other subordinate clauses.
IS_BEGIN_NOUN_PHRASE IS_BEG_NPHR	Matches the current word if it's the first word in a noun phrase.
IS_CARDINAL IS_CD	Matches a cardinal number such as *one*, *two*, or *three*.
IS_COMPARATIVE IS_CMPR	Matches a comparative adverb or adjective such as *bigger*, *faster*, or *calmer*.
IS_END_CLAUSE IS_END_CL	Matches the current word if it is at the end of a sentence clause. Sentence clauses include main clauses, coordinate clauses, relative clauses, and other subordinate clauses.
IS_END_NOUN_PHRASE IS_END_NPHR	Matches the current word if it is at the end of a noun phrase. The last word in a noun phrase is usually the head noun of the phrase, that is, the word involved in subject-verb agreement and other types of concord.

MACRO NAME AND SHORT NAME (IF ANY)	FUNCTION
IS_FORM_OF_BE IS_BE	Matches all forms of the verb *to be*: *am* — First person singular present tense. *is* — Third person singular present tense. *are* — Third person plural and second person singular and plural present tense. *was* — First and third person past tense. *were* — Other past tense forms. *be* — Infinitive. *being* — Present participle. *been* — Past participle. Also matches contracted forms of *be* such as *they're* and *isn't*.
IS_FORM_OF_DO IS_DO	Matches all forms of the verb *to do*: *does* — Third person singular present tense; not the noun does (female deer). *do* — Other present tense forms and infinitive form. *did* — Past tense. *doing* — Present participle. *done* — Past participle. Also matches contractions such as *don't*.
IS_FORM_OF_HAVE IS_HAVE	Matches all forms of the verb *to have*: *has* — Third person present tense. *have* — Other present tense forms and infinitive. *had* — Past tense and past participle. *having* — Present participle. Also matches contractions such as *hasn't*.

MACRO NAME AND SHORT NAME (IF ANY)	FUNCTION
IS_INFINITIVE IS_INF	Matches any infinitive form of a verb. *Note*: A verb that follows the infinitive marker *to* is usually an infinitive (to *think*, to *want*, to *claim*); so is a verb that follows a modal auxiliary (can *think*, might *want*, dare *claim*). Infinitives may occur in other places in a sentence.
IS_INITIAL_UPPERCASE IS_INIT_UC	Matches a word written with an initial uppercase letter, such as *Boston*, or *America*.
IS_IN_PREDICATE IS_IN_PRED	Matches the current word if it's in the predicate of a clause. For example, matches *soon* in the sentence "The green alien will soon vanish," because *soon* is in the predicate *will soon vanish*.
IS_IN_SUBJECT IS_IN_SUBJ	Matches the current word if it's in the subject of a clause. For example, matches *green* in the sentence "The green alien will soon vanish," because *green* is part of the subject *the green alien*.
IS_LOWERCASE IS_LC	Matches a word written entirely in lowercase letters.
IS_MIXED_CASE	Matches a word written with some internal uppercase letters, such as *tRNA* or *CorrecText*.
IS_MODAL	Matches any modal auxiliary verb: *can, could, dare, may, might, must, need, ought, shall, should, will,* or *would*.
IS_NOUN	Matches any word used as a noun, whether singular or plural, common or proper.

MACRO NAME AND SHORT NAME (IF ANY)	FUNCTION
IS_NOUN_PHRASE IS_NPHR	Matches both simple noun phrases (as does IS_SIMPLE_NOUN_PHRASE) and complex noun phrases. Some complex noun phrases are *the dog and cat*, *my friends and relatives at the beach*, and *my brother, the doctor*.
IS_OBJECT_PRONOUN IS_OBJ_PRO	Matches a word that is an object pronoun such as *me*, *her*, *us*, *them*, or *who*. Since the macro uses database information, object pronouns mistakenly used as subjects will match, as in "The boys and me watched the game."
IS_ORDINAL IS_OD	Matches an ordinal number such as *first*, *second*, or *third*.
IS_PAST_PARTICIPLE IS_PA_PART	Matches any past participle verb, including *been*, *done*, *gone*, *had*, or *taken*. Past participles occur after forms of the auxiliary verb *have* (for perfect aspect), as in the phrases *has taken* and *will have gone*, and after the auxiliary verb *be* (for passive mode), as in the phrases *was taken* and *will be broken*. *Note*: Most verbs have the same form for the simple past tense and the past participle.
IS_PLURAL_NOUN IS_PL_NOUN	Matches any plural noun, proper or common. Also matches a noun whose plural and singular forms are the same, such as *fish* or *sheep*.
IS_POSSESSIVE IS_POS	Matches possessive forms, such as the adjectives *my*, *your*, *our*, and *whose*, and possessive nouns such as *boy's*, *office's*, and *islands'*.

MACRO NAME AND SHORT NAME (IF ANY)	FUNCTION
IS_PREDICATE IS_PRED	Matches the entire predicate of a clause. For example, matches *will soon vanish* in the sentence "The green alien will soon vanish."
IS_PREPOSITION IS_PREP	Matches prepositions, such as *of, in, with, over,* and *against*. Also matches prepositions acting as verb particles (*keep up*). Does not match verbal particles that can't be prepositions (*keep back, keep away*).
IS_PREPOSITIONAL_PHRASE IS_PREP_PHR	Matches prepositional phrases, consisting of a preposition followed by a noun phrase, such as *to the beach* or *with our new friends*. Also matches a series of consecutive prepositional phrases, such as *in the cabin on the path by the sea*.
IS_PRESENT_PARTICIPLE IS_PR_PART	Matches a present participle verb form, such as *eating, showing,* or *taking*.

IS_PRONOUN
IS_PRO
	Matches any type of pronoun, such as
	   a nominative pronoun such as *I, she,* or *we*
	   an objective pronoun such as *me, her,* or *us*
	   a relative pronoun such as *who* or *whom*
	   an indefinite pronoun such as *anybody, everyone,* or *somebody*
	   a possessive pronoun that can act like a noun, such as *mine, yours,* or *theirs*

IS_REFLEXIVE_PRONOUN IS_REFL_PRO	Matches a reflexive pronoun, singular or plural, such as *myself, yourself, ourselves,* or *themselves*.
IS_RELATIVE_CLAUSE	Matches a relative clause that modifies a noun, such as "The dog *that I saw* was black."

MACRO NAME AND SHORT NAME (IF ANY)	FUNCTION
IS_SIMPLE_NOUN_PHRASE IS_SIM_NPHR	Matches a simple noun phrase, consisting of a noun and modifiers such as articles and adjectives. Some examples of simple noun phrases are *the big doghouse*, *my favorite foods*, and *several blue and white cars*.
IS_SIMPLE_PAST IS_SIM_PAST	Matches any simple past tense verb, such as *ate*, *did*, *took*, *was*, or *moved* (but not *eaten*, *done*, *taken*, or *been*, which are past participles rather than past tense verbs).

Note: Most verbs have the same form for the simple past tense and the past participle. |
IS_SINGULAR_NOUN IS_SG_NOUN	Matches any singular noun, proper or common.
IS_SUBJECT	Matches the entire subject of a clause. For example, matches *the green alien* in the sentence "The green alien will soon vanish."
IS_SUBJECT_PRONOUN IS_SUBJ_PRO	Matches the current word if it's a subject pronoun such as *I*, *she*, *we*, *they*, or *who*. Since the macro uses database information, it will match subject pronouns mistakenly used as objects, as in "Our supervisor took the boys and *I* to the game."
IS_SUPERLATIVE IS_SUPRL	Matches superlative adverbs and adjectives, such as *biggest*, *fastest*, *smartest*, *soonest*, and *calmest*.
IS_UPPERCASE IS_UC	Matches a word entirely in uppercase letters, such as *NASA*.
IS_VERB	Matches any word used as a verb. Matches both main verbs (*go*, *read*, *compute*) and auxiliary verbs (*may* go, *should* read, *will* compute).

Rule Compiler Error Messages

When you run the MAKERULES rule compiler, it displays the message *Successful compilation of rule file* if it finds no errors. If MAKERULES finds any errors, it displays messages describing them. This section lists the error messages and describes how to correct the errors.

Miscellaneous Error Messages

Because macros and literal words often occur in the same positions in a rule, MAKERULES can't always be sure whether a word is supposed to be a macro or a literal word. It expects any word that contains an underscore (_) to be a macro. If it encounters a word containing an underscore that is not a recognizable macro, it treats it as a literal word but issues a warning message.

For example, if you inadvertently write IS_VERBB instead of IS_VERB, MAKERULES displays a message like this:

```
WARNING: A macro was possibly misspelled on line 3, column 16.
(IS_VERBB)
SUCCESSFUL COMPILATION OF RULE FILE
```

If your rule file contains no rules, MAKERULES displays the message:

```
NO RULES FOUND IN INPUT FILE.
```

Syntax Errors

Other messages displayed by MAKERULES indicate various kinds of syntax errors in the rule file. When MAKERULES encounters a syntax error, it displays a message and stops compiling; it produces no compiled rule file and does not try to check the rule file for additional errors.

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Each syntax error message consists of

- An error number

- The location of the error, as precisely as MAKERULES can identify it; for example:

```
A syntax error was detected on or before line 21,
character 8.
```

- A description of the type of error detected

For example, if MAKERULES detects an illegal use of a token (a word or punctuation mark) in the rule file, it displays a message like this:

```
RULES COMPILER SYNTAX ERROR NUMBER 1
A syntax error was detected on or before line 56, character 31.
An illegal token was detected. The token is probably out of
place.  Check for a missing or incorrect token at or before
the token: =
```

The error messages MAKERULES can issue are described below:

Error 1

An illegal token was detected. The token is probably out of place.

Check for a missing or incorrect token at or before the token: xxx.

The rule file doesn't conform to the format described in this Appendix. For example, you may have omitted the rule number after a rule type identifier.

Error 2

The end of file was encountered before a matching double quote was found.

Check for a missing or incorrect token at or before the token: xxx.

You started text in a statement with a quotation mark but failed to end it with a second one. (Or you ended a statement with a quotation mark and left off the opening quotation mark.) Insert the quotation mark in the appropriate place.

Error 3

No trigger word was specified for this rule.

You defined a rule pattern without a trigger word, identified by a preceding backslash (\).

Error 4

You cannot specify more than one highlighted region per rule.

You defined a rule pattern with more than one highlighted area enclosed in square brackets ([ ]). Remove all but one pair of brackets.

Error 5

Only one trigger word can be specified per rule.

You defined a rule pattern with more than one trigger word identified by a preceding backslash. Remove all but one backslash.

Error 6

The trigger word must be specified first in a rule component.

When you specify a trigger word in a compound rule pattern, it must be in the first component of the pattern. A component of a rule pattern is any part joined to another part by a logical *and* (&) or a logical *or* (|). For example, MAKERULES issues this message if you define a rule that contains the expression IS_NOUN & \time rather than \time & IS_NOUN.

Error 7

A trigger word cannot be in an optional component of the rule.

You defined a rule in which the trigger word appears in an optional part of the rule pattern, identified by braces ({ }). For example, you can't specify a rule pattern that contains an expression like {\time & IS_NOUN}.

Choose another word as the trigger word or remove the braces that identify the word as optional.

Error 8

The backslash must immediately precede the trigger word.

You put a space or a tab between a trigger word and the preceding backslash. Delete the space or tab.

Error 9

You cannot use a logical NOT (!) with a trigger word.

You applied the logical *not* operator (!) to a trigger word. Rewrite the rule to eliminate the error.

Error 10

Not applicable.

Error 11

The closing double quote must be on the same line as the opening double quote. Only error message fields can span more than one line.

Only error message fields can span more than one line. Shorten the statement to span one line only.

Error 12

Backslashes within double quotes can only be followed by P, T, or L, another backslash, or a double quote.

A backslash within double quotes begins an escape sequence and can be followed only by a P, T, or L, another backslash, or a double quote. Eliminate the invalid backslash or turn it into a valid escape sequence.

Error 13

The error message is too long or it is missing its closing double quote. The size limits for error messages are 80 characters for level 1, 240 for level 2, and 10000 for level 3.

You have written an error message that exceeds the lengths specified in the message level. You may shorten the error message or increase its level number. For example, if a level 2 (EM2) error message is too long, you may change it to a level 3 (EM3) message.

Error 14

The token is too long—it exceeds 256 characters.

A token in a rule pattern can't be more than 256 characters long. Shorten the token that caused the error.

Error 15

An invalid error level number was found—it must be either 1, 2, or 3.

Check for a missing or incorrect token at or before the token: EM4.

An error message must be defined at level 1, 2, or 3. You must define it with an EM1, EM2, or EM3 statement.

Error 16

An invalid ALT number was found—it must be either 1, 2, or 3.

Check for a missing or incorrect token at or before the token: ALT4.

You can define no more than three alternatives in a rule, using the statements ALT1, ALT2, and ALT3. Change the incorrect ALT number or delete the extra ALT statement(s).

Error 17

An invalid rule number was found—it must be between 1 and 255.

Every rule in a rule type must have a unique rule number from 1 to 255. If you have more than 255 rules for one rule type, define an additional rule type and assign some of the rules to that type.

Error 18

An invalid rule type number was found—it must be between 1 and 100.

Every rule type in a rule file must have a unique rule type number from 1 to 100. Change the incorrect rule type number.

Error 19

No first level error message was defined that has the same number of ALT strings as were specified in the preceding RULE statement.

A rule's level 1 error message must refer to the exact number of ALT strings you defined for the rule. For example, if you define two alternatives for a rule (with ALT1 and ALT2 statements), the rule's level 1 error message (EM1) must refer to ALT1 and ALT2. Reword the message to refer to the proper number of alternatives.

Error 20

An ALT string with the same number has already been defined in this RULE statement.

You can't define the same alternative (ALT1, ALT2, or ALT3) more than once in the same rule. Change the incorrect ALT number or delete the extra ALT statement(s).

Error 21

An error message with this level number and same number of ALTs has already been defined in this RULETYPE statement.

You can't define the same error message with the same number of alternative references (ALT1, ALT2, and ALT3) more than once in the same rule type. For example, you can legally define the following two rules in a rule type:

EM1 = "Don't say ALT1."
EM1 = "Avoid using ALT1 or ALT2 except in direct quotes."

However, you can't legally define the following two rules in a rule type:

EM1 = "Don't say ALT1 or ALT2."
EM1 = "Avoid using ALT1 or ALT2 except in direct quotes."

Rewrite the EM statement(s) to eliminate the duplicate ALT numbers.

Error 22

An ALT number was defined more than once in the same error message.

You have written an EM statement defining the same alternative (ALT1, ALT2, or ALT3) more than once in the same error message. Rewrite the EM statement to eliminate the duplicate ALT statement.

Error 23

If you use ALT2, you must also use ALT1. If you use ALT3, you must also use ALT2 (and ALT1).

If you define or refer to more than one alternative, you must define or refer to a continuous sequence starting with ALT1. For example, you may define ALT1 and ALT2, but not ALT1 and ALT3.

Note that you don't have to define or refer to alternatives in order. For example, you may define ALT2 before ALT1.

Error 24

This rule number has already been used for this rule type.

You have assigned the same rule number to two rules that belong to the same rule type. Change the rule number of one of the rules, or change its rule type.

Error 25

Not applicable.

Error 26

This rule type number has already been assigned.

You have assigned the same rule type number to two different rule types. Change the rule type number of one of the rule types.

Error 27

An error message with this level number has already been defined in this RULE statement.

You have defined the same level of error message (EM1, EM2, or EM3) more than once for the same rule. Rewrite the rule to eliminate the duplicate EM statement.

Error 28

Rule type xxxxx was defined, but no rules were defined for this rule type. If you define a new rule type, you must also define rules for that rule type.

You have defined a rule type without defining at least one rule to belong to it. Remove the rule type definition that has no rules, or assign one or more rules to it.

Error 29

An unexpected end-of-file was encountered before the current statement was completed. Make sure the last statement is completed.

MAKERULES encountered the end of the rule file at a point where a statement was incomplete. Correct or remove the statement that caused the error.

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