nibeadle.github.io/paratextmanual/next/category/spell checking-and-wordlist

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Approve Spelling Common Words (2.1a)

In this video we have learnt that the wordlist tool is the key tool for dealing with spellings.

To open the Wordlist tool

- Open the menu for the project.

- Under Tools, click **Wordlist**.

  The Wordlist window opens for this project. lists all the words found in your project and each one's spelling status.

Approving commonly occurring words.

- Open the Wordlist menu.

- Under **Tools**, select **Approve Spelling of Common Words**.

- Enter the lowest number of occurrences you are confident are spelled correctly.

- Click **OK**.

  Paratext informs us how many words it will set to Approved.

- Click **Yes** to carry out the bulk approve.

Sort wordlist

- Click on the column heading (e.g. "**Count**".

  The words are now sorted in order of occurrence with the most frequent ones shown at the top of the list.

Spell Check Current Book (2.1b)

In this video we learnt how to do the second task in checking spellings how to use the feature "Spell Check Current Book".

It is helpful to have used Approve Spelling of Common Words first

Spell Check Current Book

- Open the menu for the project.

- Under **Tools**, click **Spell Check Current Book**.

  The Wordlist tool opens in a special filtered mode.

  It is only showing the words in current book which are Incorrect or Undecided.

Set spelling status

- Clicking the status icons in the row for that word.
- To mark a word as **correct**, click the **green** checkmark.
- To mark a word as **incorrect**, click the **red** X.

Make correction

- Click on the row for the word.

  Paratext lists all the references with that word

- Click the red X for the word

  Paratext opens a dialog asking what the correct spelling is and making some suggestions based on similar words.

- Use a suggestion or type in a new spelling,

- Click **OK**.

  Paratext then has you check each replacement in context.

- Click **Yes** to change the word

- Click **No** to skip this verse

- Continue for all other verses.

Please note, that although we are only spell checking the current book, the Wordlist tool corrects the spelling of this word in all of the other books where it occurs as well. However, Paratext will only make those changes if you have permission to edit those books.

Use an alternative spelling

Sometimes Paratext will suggest an alternative spelling for a word and this is shown in blue.

- To use a spelling, click on the blue link.

  Paratext opens a dialog box and shows the "Before", and then with the new spelling, labeled "After".

  This allows you to see the word in context before you make any changes.

- If you are sure that the change should be made in this verse, click **Yes**.

- Click **No** to skip making the change in this verse.

Paratext will then make the change in all of the remaining verses.

Correct misspelled words when Paratext has no suggestions

- When I click on the red X, Paratext can only find a few words that are similar.

  When none of the words listed are the correct spelling of this word,

- Click in the **Correct Spelling** box and edit the spelling.

- Click on the **OK** button to continue.

  Paratext will show each verse where this word occurs.

- Click the [**Yes**] button to accept the change and to view the next occurrence.

See more words

Paratext does not load all the potentially misspelled words into this window at once.

- Scroll down, to "**More items available...**" and click

  Paratext adds more words to the list for me to check.

You will probably have to click "More items available... " several times until Paratext finds no more words that need checking in the current book.

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Spell check common typos (2.1c)

In this video we learnt to use one of the Spell Check features which is only available in the Wordlist window.

Open the Worlist

- Open the menu for the project.

- Under Tools, click **Wordlist**.

  The Wordlist window opens for this project.

- Open the menu for this window.

- Under Tools, hover over **Spell Check** to view the submenu.

  There are 6 special spell checks listed here, or you can run them all at once.

To use the Common Typos

- Click **Common Typos**.

  The Wordlist enters a Spell Check mode showing probable Common Typos.

  Paratext lists words containing a pattern of letters that was **previously corrected in other words**, along with a suggested respelling.

- Click on a suggestion.

  Paratext opens the Replace dialog which shows each occurrence of the misspelled word and checks we want to replace it.

- Click '**Yes'** or '**Yes to all**' to make the replacement.

To return to normal mode in the Wordlist window

- Click the blue command link

'Close Spell check (Common Typos) and show all words'.

This switches off the Common Typos spell check.

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More features of the Wordlist (2.1d)

In this video we looked at some features of the Wordlist tool that we didn't cover or only covered in passing in the other videos on spell checking.

- Wordlist tool is the key tool for spell checking in Paratext.
- It is an inventory of all the words in your project and their spelling status.

Open the Wordlist

- On the project's menu under **Tools**.

- **OR** (quicker) right click on any word in the scripture text, and select **Wordlist**.

  This opens the Wordlist tool with that word selected.

You can use the right click option even when the wordlist tool is already open.

Filters

Across the top of the Wordlist window are various filters.

- In the Words filter, you can filter by spelling status.
- The Verses filter allows you to reduce the range of scripture text the words are drawn from.

To turn off a filter

- Choose the most broad option in the filter list.

Using the Find Word filter text box

- You can search in the words themselves.

- Type a word or part of word

  There is no need to press Enter; the search happens straight away.

Change the spelling status of the words

The tool works in the same way, verifying replacements and saving corrections. If you change your mind on a selected status, or realise you have made a mistake, you can always set it back to Undecided in addition to choosing Correct or Incorrect.

To turn off the Find filter

- backspace over your search string or use the All Words option on the Words filter menu.

Sort

- Click any of the column headers.
- Clicking a second time reverses the sort order.

Select more than one word at a time

- Use Shift+click for a range or Ctrl+click for any rows.

Change the status of more than one row

- Select the row(s)
- Open the menu for the window.
- Use one of the **Set Spelling Status** menu options to change the status of all the selected words at once.

View old spelling errors

- Open the menu for the Wordlist window.

- Under View, click **Show reviewed words which no longer exist in project**.

  We can now view words we know have zero occurrences that we corrected or changed the status of previously.

How to delete a wrong saved correction

If actually correct

If a word is marked as incorrect with a saved correction, and the word is actually spelled correctly

- Click **Correct**.

  The saved correction is removed.

If it is actually incorrect

If on the other hand the word is spelled incorrectly, but you accidentally selected the wrong correction,

- Click the **x** again, even though it is already the selected status.

  Paratext gives you a fresh opportunity to enter or select the right correction.

Capitalisation

Paratext takes sentence position into account when analysing words and only lists words which are probably proper nouns with their capital letters.

Wordlist - Edit Verse (2.5e)

Two ways to edit text when you notice something that needs editing in any concordance view.

Method 1

- Double click anywhere on the row containing the verse you need to edit.

  In the main window, Paratext goes to that verse and selects the relevant word.

- Edit the text.

- Restore the wordlist or spell check window by hovering over the Windows taskbar

- Select spellcheck or wordlist depending on the window you were in.

Method 2

- Hold down shift and double click anywhere on the row containing the verse you need to edit.

  A small Edit window opens where you can edit the text.

  It displays in unformatted view. Be careful not to edit any markers.

SpellCheck RedSquiggles (2.1f)

You can choose to see words which have undecided or incorrect spelling status highlighted with a squiggly underline.

How display spelling errors

- Open the **menu for the project**.

- Under **View**, click **Display Spelling Errors**.

  Words which are not known to be correct are now highlighted with a squiggly underline.

- OR click Display spelling on toolbar.

Red squiggles

A red squiggle is displayed on words which are incorrect or which Paratext calculates are probably incorrect.

Grey squiggles

Grey indicates that Paratext doesn't know anything about the spelling status and can't work out if it is suspicious.

These words are all undecided.

Record the correct spelling

If a spelling is wrong, it is helpful to have Paratext record what the correction is.

- Right click the word.

  The Correct Spelling dialog opens.

- Select one of the suggested spellings or type in the _Correct Spelling_ box.

- To make the change click **OK**.

  Paratext will save the new spelling as correct, set the old spelling to incorrect, save the correction AND offer to make the change in all the other places the old spelling is used.

Remove squiggle

- Right click the word.

  The Correct Spelling dialog opens

- Click **OK**.

  Paratext saves the new status and removes the squiggle.

Right-click menu

- Right-click a squiggle a second time to get the menu
- If you wanted the Correct Spelling dialog, simply right click the word again.
- Right-click the word, choose Spelling to open the Correct Spelling dialog for this word.