

# **WordComplete®**

## **User's Guide**

*WordComplete*

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# Using WordComplete

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## Introduction

WordComplete<sup>®</sup> is an add-on program for a handheld device that helps decrease text-entry time. After you enter a few letters, WordComplete offers a pop-up list of words and displays it at the bottom of the screen or at the cursor location. When you tap the desired word, it is automatically inserted at the cursor location.

You can use WordComplete along with Jot<sup>®</sup> for writing words on your handheld device. For information about using Jot, see the Jot User's Guide located in the Windows **Start** menu.

WordComplete also works with Graffiti and the Palm keyboard.

## WordComplete Features

- Dictionary based word list helps complete words after a few letters are entered
- Suggest words based on number of characters entered
- Auto insert space after a word
- Remove words from the Main dictionary
- Customizable dictionary—allows frequently used words to appear at the top of the word pick list
- Quick word entry to your Custom dictionary
- SmartScan—Scan your memos to quickly add new words to your Custom dictionary
- Customize number of words in pop-up list
- Add phrases (up to 29 characters)
- Add words containing accented characters

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## Learning the Basics

After installing WordComplete on your handheld device, the words that WordComplete suggests appear in a pop-up window as you write words.

Tap the desired word from the list to complete your entry.

If the word you are writing is not in the list, continue writing to complete the word.

If you want to add a word to your Custom Dictionary, double-tap the completed word and then tap **Add** from the pop-up menu.

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## Using the Program



### Starting WordComplete

Tap the **WordComplete** icon in the applications screen of your hand-held device.

### Entering Words Using WordComplete

You can write words using either Jot or Graffiti or use the on-screen keyboard to type in words. If your hand-held device has its own keyboard, you can use the key board to type words.

#### *Using Jot or Graffiti*

1. In an application that allows text entry, place the cursor in the text entry area and start entering text with Jot or Graffiti.
2. A wordlist will pop up after you enter the number of characters specified in your WordComplete settings (see [“Setting the Preferences” on page 8](#)).
3. If the word you are writing appears in the list, tap on the word.
4. The word will be highlighted, then inserted into your text area completing the word you started writing.
5. If the word you are writing does not appear in the initial list, continue writing until it appears.
6. If the word you are writing does not appear at all, you can add it to the custom dictionary for future use (see [“Creating a Custom Dictionary” on page 9](#)).
7. If you do not wish to select a word from the list, you can exit the word list by entering a “space” to begin writing your next word or tap outside the word list.
8. If you enter an incorrect character while writing your word, just backspace and the word list will refresh to contain words corresponding to the characters you've already entered.

## ***Using the On-Screen Keyboard***

1. In an application that allows text entry, place the cursor in the text entry area and start entering text by tapping characters on the on-screen keyboard.
2. A wordlist will pop up after you enter the number of characters specified in your WordComplete settings (see [“Setting the Preferences” on page 8](#)).
3. If the word you are writing appears in the list, tap on the word.
4. The word will be highlighted, then inserted into your text area completing the word you started entering.
5. If the word you are entering does not appear in the initial list, continue entering characters until it appears.
6. If the word you are entering does not appear at all, you can add it to the custom dictionary for future use (see [“Creating a Custom Dictionary” on page 9](#)).
7. If you do not wish to select a word from the list, you can exit the word list by entering a “space” to begin entering your next word or tap outside the word list.
8. If you enter an incorrect character while entering your word, just backspace and the word list will refresh to contain words corresponding to the characters you've already entered.

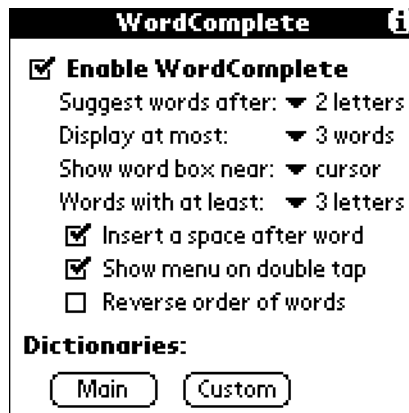
## ***Using the Keyboard***

1. In an application that allows text entry, place the cursor in the text entry area and start entering text by pressing the keys on the keyboard.
2. A wordlist will pop up after you enter the number of characters specified in your WordComplete settings (see [“Setting the Preferences” on page 8](#)).
3. If the word you are entering appears in the list, press the up or down scroll key to scroll to the desired word. The word will be highlighted once you depress the up or down scroll key.
4. Press the “space” bar to insert the word into your text area completing the word you started entering.
5. If the word you are entering does not appear in the initial list, continue entering characters until it appears.
6. If the word you are entering does not appear at all, you can add it to the custom dictionary for future use (see [“Creating a Custom Dictionary” on page 9](#)).

7. If you do not wish to select a word from the list, you can exit the word list by pressing the “space” bar to begin writing your next word. If a word is highlighted, the backspace key will dismiss the word list.
8. If you enter an incorrect character while entering your word, just backspace and the word list will refresh to contain words corresponding to the characters you've already entered.

## Setting the Preferences

1. Tap **Enable WordComplete** to open the Preferences dialog on your hand-held device.



2. Tap the **Suggest words after** drop-down arrow to choose the number of letters you write before WordComplete displays suggested words. You can choose 1–4 letters.
3. Tap the **Display at most** drop-down arrow and choose the number of words that you want displayed in the WordComplete suggestion list. You can choose 1–5 words or 10 words.
4. Tap the **Show word box near** drop-down arrow to choose to display the WordComplete-suggested list either at the bottom of the screen or next to the cursor.
5. Tap the **Words with at least** drop-down arrow to choose the minimum number of characters required in a word before WordComplete will suggest a word. You can choose from 3–6 characters.
6. To insert a space after a word is chosen from the suggested list, tap **Insert a space after a word**.
7. To display the WordComplete menu after you double-tap a word, tap **Show menu on double tap** to mark this option.
8. To reverse the order of words listed in the suggested list, tap **Reverse order of words** to mark this option.



## Using the Main Dictionary

You can use the Main Dictionary that is installed with the program or you can add words to your own Custom Dictionary.

- To choose the Main Dictionary, tap **Main** in the preferences screen.
- To choose the custom dictionary, tap **Custom**.

You can remove words from the Main Dictionary. When you remove words, you are modifying the Main Dictionary. If you reinstall the Main Dictionary, the modifications you made are not included.

### ***Removing a Word From the Main Dictionary***

1. Write a word.
2. Double-tap the word and choose **Remove**.

If you delete a word by mistake, you can reinstall the Main Dictionary from the **Start** menu.

For information about reinstalling the programs, see [“Reinstalling WordComplete” on page 11](#).

## Creating a Custom Dictionary

You can create your own Custom Dictionary.

Tap **Custom** in the preferences screen to open the Custom Dictionary.

### ***Adding a New Word to the Custom Dictionary***

1. Write a word on the **New word** line.
2. Tap **Add** to add the word to the Custom Dictionary.

Added words appear at the top or the first choice as you write them.

### ***Adding a Word From the Main Dictionary***

You can add words that are in the Main dictionary to the Custom Dictionary so that they display as first choices.

### ***Deleting a Word***

1. Tap a word in the Custom Dictionary list that you want to remove.
2. Tap **Del** to delete the word from the list.

### ***Editing a Word***

1. Tap a word in the Custom Dictionary to select it.
2. Tap **Edit**.
3. Make changes to the word on the **New word** line.
4. Tap **Add** to add the modified word to the Custom Dictionary.

When you are finished adding, deleting, and making changes to words, tap **Close** to close the dictionary.

## Using the Popup Menu

When you double-tap a word the WordComplete pop-up menu displays. You can add words to or delete words from your dictionaries using the pop-up menu.



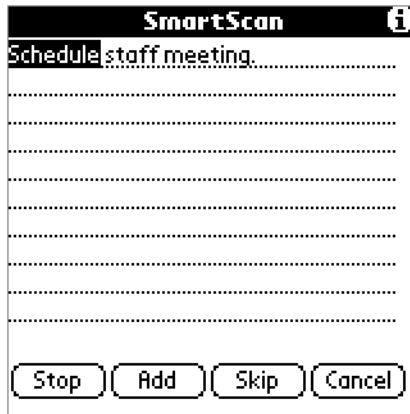
- To add the selected word to the Custom Dictionary tap **Add**.
- To open the Smart Scan dialog tap **SmartScan**.
- To skip the selected word tap **Skip**.
- To delete the word from the Main Dictionary tap **Remove**.

## Using SmartScan

You can add a series of words to your Custom Dictionary using SmartScan.

When you are writing words, double-tap a word to open the pop-up menu and then tap **SmartScan** to open the SmartScan screen.

The SmartScan dialog displays the word or phrase from the memo.



*When you are finished scanning words, click **Cancel** to close SmartScan.*

To add the highlighted word to your Custom Dictionary, tap **Add**.

SmartScan highlights the next word in the memo.

To skip the highlighted word and highlight the next word in the memo tap **Skip**.

### ***Starting the Scan From a Different Word or Phrase***

When you want to start the scan from a different word in a phrase, follow these steps.

1. Tap **Stop**.
2. Double-tap the word you want to scan to your Custom Dictionary.
3. Tap **Start**.

When you are finished scanning words, click **Cancel** to close SmartScan.

### ***Adding a Word Manually***

1. Tap the **Applications** icon
2. Tap the **WordComplete** icon to open WordComplete.
3. Select your Custom dictionary.
4. Enter the new word.
5. Tap the **Add** button.

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## **Reinstalling WordComplete**

You can reinstall WordComplete or the WordComplete Main Dictionary.

Open the **Start** menu on your computer and choose:

**Programs > MySoftware PDA > JotComplete > Re-Installation Files.**

Choose one of the following:

- **WordComplete > WordComp.prc** to install WordComplete
- **WordComplete > CICEnglish.prc** to install the WordComplete Main Dictionary

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## **Frequently Asked Questions**

### ***Can I add multiple words or phrases to the Custom dictionary?***

Yes. You can add up to 29 characters.

### ***Why are there boxes in my string of characters in the Custom dictionary and/or pop-up list?***

If your string of characters contains **new line** or **tab** functions, the Custom Dictionary and pop-up list displays them as boxes. However, when you select to use these phrases, the **new line** or **tab** will be inserted properly.

### ***How do I uninstall WordComplete?***

1. Disable WordComplete by tapping on the **WordComp** icon.
2. Clear the **Enable WordComplete** check box.
3. Tap the **Applications** icon.
4. Tap the **Menu** icon.
5. Tap **Delete**.
6. Select **WordComp**.
7. Tap **Delete**.
8. Tap **Done**.
9. Perform a soft reset.

### ***How do I remove the Main or Custom dictionary?***

1. Disable WordComplete by tapping on the **WordComp** icon.
2. Clear the **Enable WordComplete** check box.
3. Tap the **Applications** icon.
4. Tap the **Menu** icon.
5. Tap **Delete**.
6. Select **CICEnglish** for the Main dictionary or **CICUserDict** for the Custom dictionary.
7. Tap **Delete**.
8. Tap **Done**.
9. Perform a soft reset.

### ***Can I use only the Custom dictionary?***

Yes. Select **None** for your Main dictionary.

### ***Can I build my own dictionary and not use the Main dictionary?***

Yes. First, select **None** for your Main dictionary. Next, add your own words to the Custom dictionary.

## ***What is SmartScan?***

SmartScan is a utility that allows you to quickly add a series of words to your Custom dictionary. SmartScan only selects/highlights words that are not in the Main or Custom dictionaries. The following buttons are used in SmartScan:

<b>Stop/Start</b>	Pause SmartScan to manually select word(s). Press <b>Start</b> to continue from the current or new cursor location.
<b>Add</b>	Add selected word(s)
<b>Skip</b>	Skip selected word(s)
<b>Cancel</b>	Exit from SmartScan mode

## ***How do I add a word SmartScan skipped?***

1. Pause SmartScan by tapping **Stop**.
2. Highlight the word you want to add.
3. Tap **Add**.
4. Place the cursor at location you want to continue with SmartScan.
5. Tap **Start** to resume.

## ***Can I add a list of words to the Custom Dictionary instead of adding one word at a time?***

Yes. Use SmartScan.

## ***Can I remove words from the WordComplete dictionaries?***

Yes. You can remove words from the Main and Custom dictionaries.

- To remove words from the Main Dictionary, double-tap the word. WordComplete's pop-up menu displays. Select **Remove**.

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**NOTE:** Words you remove from the Main Dictionary cannot be restored. However, you can add the words to the Custom Dictionary.

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- To remove words from the Custom Dictionary, tap the **WordComp** icon. Tap **Custom**. Select the word you want to remove from the list. Tap the **Del** button.

### ***Does WordComplete support international characters?***

Yes. You can add your own words containing European accented characters to the Custom Dictionary.

### ***How many letters must I write before WordComplete offers suggested words?***

You can set WordComplete to suggest words after writing one to four letters. You can set this option in the WordComplete settings.

### ***How many words will WordComplete display for me to select from?***

You can set WordComplete to display one to five, or ten words in the pop-up word list. You can set this option in the WordComplete settings.

### ***Can a space be automatically inserted after I select a word from the WordComplete list?***

Yes. You can set this option in the WordComplete settings. Mark the **Insert a space after word** check box.

### ***Can I reverse the order of words displayed on the list?***

Yes. You can set this option in the WordComplete settings. Mark the **Reverse order of words** check box.

### ***Can I display words I commonly write to be one of the first choices?***

Yes. Just add your commonly used words to the Custom dictionary, even if it's already in the Main dictionary.

### ***Why are word choices not displayed even though WordComplete is enabled?***

Check your selection for the Main dictionary. Make sure the **CICEnglish** dictionary is selected. If you do not see this dictionary, you'll need to install the CICEnglish.prc file.

### ***When does WordComplete suggest a new word instead of continuing with the previous word?***

WordComplete suggests a new word if you insert a space. Backspacing over this space will not continue with the previous word.

Tap your cursor away from the word you are writing. Tapping back will not continue with the previous word.

**Will WordComplete recognize a word if I precede it with a punctuation (such as /, -, \*)?**

No.

**How do I clear the wordlist boxes that are left behind on my screen?**

If you are using hacks or other third-party applications, especially screen echo apps, disable or remove them.

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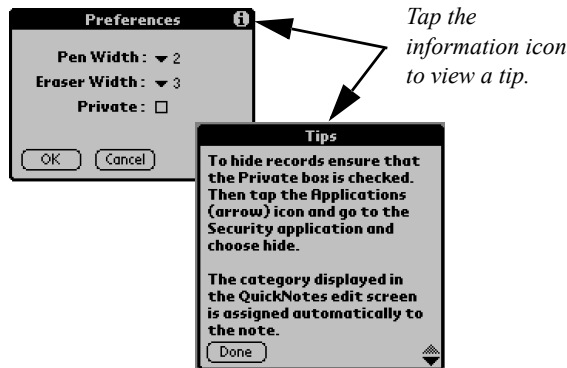
## Getting Help



Information icon

In addition to this User's Guide, a *Getting Started Quickly* guide is enclosed in the original package to help you get up and running.

While you are using a program you can get more information by tapping the information icon in the right corner of a dialog.



## Technical Support

Technical support is available by email or on the Web.

Email: [Tech\\_Support@cic.com](mailto:Tech_Support@cic.com)

Web: [www.cic.com](http://www.cic.com)