



Penfriend Instructions – basic.

Penfriend is a program that works in conjunction with word processing software to predict words for the writer. As the first letter or two are typed, Penfriend will predict the required word which can then be selected using the function keys.

The words are selected from a lexicon which can learn words as you type but can also be edited manually. The lexicon remembers how often the writer uses each word and will suggest the most commonly used ones first.

Using the lexicon

To open a specific lexicon click *File – Open Lexicon*

To create your own lexicon, start by opening a default one and then click:
File – Save As and then give the lexicon a new name.

The next time Penfriend is used it should open the last lexicon that was used.

To see the lexicon click *View – Lexicon – Show – All Words*

To edit Penfriend preferences click *View – Preferences*

From this menu you can turn on / off speech and select whether to learn new words etc. Words that are typed that the lexicon doesn't know are automatically added to a new words list, this also includes words that are misspelled. To remove misspelled words click:

View – Lexicon – Show – New words

Click on the word you want to remove and then click *Delete*

Words will stay in the 'new words' list until they are approved. To do this, look at the new words list as above, delete any that aren't required or are wrong, then *click Edit – Approve Used New Words*

These words are then added to your lexicon.

To manually add a word to the lexicon click:

View – Lexicon – Edit – Learn a Word then type the word into the box, it will be added to the new words list.

To delete a word from the lexicon click:

View – Lexicon – Edit, click on the word then click *Delete*

Abbreviations

Details of abbreviations can be added to further reduce typing. This doesn't just have to be well known abbreviations like BBC, it can be phrases that the writer regularly uses. For example, rts can be entered as an abbreviation for 'return to sender'. Click: *View – Abbreviations – Entries – Add* Enter the abbreviation and expansion, then the next time the abbreviation is typed, Penfriend will type the expanded form for you. The number of letters in the abbreviation does not have to match the number of words in the expanded form.