MicroPro®

WORDSTAR®
PROFESSIONAL

WORD FINDER™

WORDSTAR[R] EDITION of Word Finder[TM]

for use with

WORDSTAR PROFESSIONAL

Release 4

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This is the WordStar edition of Word Finder, the electronic thesaurus.

The WordStar package includes either two Word Finder 5.25" disks or one 3.5" disk containing all the Word Finder files. For a complete description of the two disks, including the files on each and how and when to use them, read the section entitled, "The Word Finder Disks."

Setting up and using Word Finder is simple. The installation procedure varies slightly, depending on whether your computer has a hard disk or two floppy disk drives. Follow the instructions in the installation procedure that apply to your computer.

Word Finder has been designed for your convenience. Read the "Introduction," which comes next, for a simple description of the different ways you can combine Word Finder with WordStar.

INTRODUCTION

Word Finder is an electronic thesaurus for the IBM PC, XT, AT, and compatibles. This special edition of the product has been designed for use with WordStar. This document tells you how to install, load, use, and customize Word Finder.

It tells you the different ways you can combine Word Finder with WordStar, recommending one option for users of hard disk systems and another option for users of systems with two floppy disk drives.

It explains what the handful of simple error messages mean, and it answers commonly asked questions about Word Finder. All chapter headings are self-explanatory.

Using Word Finder couldn't be simpler. With your cursor positioned on the word for which you want to see synonyms, just hold down the **ALT** key and press **1**. (Press the 1 along the top of the keyboard, not on the numeric keypad.) If you want to see synonyms of synonyms, just place the cursor on one of the synonyms and press **ALT 1** again. You can also type in a new word to look up right from the synonym window. Entering any key from A to Z pops open a new window. Type in the new word and press **ALT 1**. Word Finder looks up synonyms for this word. When you've found the new word you want, just press **ENTER**, and the new word will replace the old word in your text, keeping the exact punctuation and capitalization. If, after your search, you decide not to change the original word, just press the **ESC** key.

Before you can use Word Finder, you must install it. Installation is a one-time procedure. To properly install the program, you must complete the installation procedure from beginning to end.

To install your copy of Word Finder, follow the instructions in the appropriate section for your type of computer system: "Copying Your Disks and Installing Word Finder on a System with a Hard Disk" or "Copying Your Disks and Installing Word Finder on a System with Two Floppy Disk Drives."

The disks in your Word Finder package contain two different versions of the product: the larger 220,000 synonym version and the smaller 120,000 synonym version. Read the section on loading Word Finder for your type of system to find out which version of the product you should use.

When you "load" Word Finder, you store the program in your computer's memory. Once loaded, Word Finder stays in memory, ready to be used, until you turn off your computer or free Word Finder from memory.

If you have a hard disk, it's easy to set things up so that Word Finder loads automatically whenever you load WordStar. See "Copying Your Disks and Installing Word Finder on a System with a Hard Disk."

For the most convenient way to set up Word Finder on a floppy disk system, see "Copying Your Disks and Installing Word Finder on a System with Two Floppy Disk Drives."

MINIMUM SYSTEM REQUIREMENTS

To use Word Finder with WordStar, you need:

1. IBM PC, XT, AT, or compatible

2. Two floppy disk drives
   or one floppy disk drive plus a hard disk

3. DOS 2.0 or higher

4. 33K of available RAM above that used by WordStar

If you purchased Word Finder for a system using 3.5" high density floppy disks, all your Word Finder files are on one disk. Otherwise, Word Finder comes with two floppy disks.

Disk 1 contains the main Word Finder program, the installation program, and the smaller synonym file with 120,000 synonyms.

Use Disk 1:

- To install Word Finder
- To load Word Finder
- To change the drive/directory on which the synonym file appears
- To change the command keys used to get synonyms.
- To access the smaller synonym file
- To copy the smaller synonym file onto another floppy disk or hard disk

Disk 2 contains the larger synonym file with 220,000 synonyms.

Use Disk 2:

- To access the larger synonym file
- To copy the larger synonym file onto another floppy disk or hard disk

WORD FINDER DISKS

DISK 1 contains these files:	Used at these times:
WFINSTAL.EXE	a) when you install and personalize your copy of Word Finder. b) each time you want to change the directory/drive of the synonym file. c) when you want to change the Word Finder command key sequence (ALT 1). This option is helpful if you have another memory resident program already making use of the Alt 1 key sequence.
WF.EXE	when you load Word Finder into your computer's memory, before loading WordStar.
WFSCREEN.EXE	when you want to adjust your monitor display.
WFSM.SYN	when you use the smaller 120,000 synonym file.

DISK 2 contains this file:	Used at this time:
WFBG.SYN	when you use the larger 220,000 synonym file.

You install Word Finder only once.

IMPORTANT

You must complete the Word Finder installation procedure from beginning to end without stopping. To interrupt the installation, you must reboot your system.

The installation instructions will ask you to make a working copy of your Word Finder disks and then use the WFINSTAL program from Disk 1. The first time you use WFINSTAL, it will ask you for registration information. Every subsequent use of the WFINSTAL program will be for changes such as changing the command keys or the drive/directory of the synonym file.

After you have installed Word Finder, load Word Finder and test it with WordStar. If you have trouble seeing the synonym list or want to display synonyms in the same color as WordStar, see the section on "Adjusting Monitor Display."

COPYING YOUR DISKS AND INSTALLING WORD FINDER ON A SYSTEM WITH TWO FLOPPY DISK DRIVES

NOTE: If your system has a high density disk drive, you can copy both of the Word Finder disks onto one high density formatted disk. Make sure to change the disk letters accordingly in the instructions below.

If all your Word Finder files are on one 3.5" disk, omit the step to copy Disk 2.

1. Make a copy of the Word Finder disks.

   A) Place Word Finder Disk 1 in drive B and a blank, formatted disk in drive A.

   B) At the A> prompt, type **copy b:*.*** and press ENTER.

      The following files will be copied:

      WF.EXE
      WFINSTAL.EXE
      WFSCREEN.EXE
      WFSM.SYN

   C) Remove the original Disk 1 from drive B and remove the copy from drive A. Label your copy of Disk 1.

   D) Place the original Disk 2 in drive B and a blank formatted disk in drive A.

   E) At the A> prompt, type **copy b:*.*** and press ENTER.

      WFBG.SYN will be copied.

F) Label your copy of Disk 2. Put the original Word Finder disks away in a safe place. Always work with your copies.

2. To begin the installation procedure, place your copy of Word Finder Disk 1 in drive A. (Make sure you see the A> prompt on the screen.)

3. Type **WFINSTAL** and press **ENTER**.

4. You will be asked your name and address. Answer accordingly. The program will ask you to type Y or N to verify the information.

5. A menu with the following choices will appear:

   Change Command Keys Used to Get Synonyms
   Change Drive/Directory of Synonym File
   Save Changes and Exit Program

   Use cursor keys to highlight the last option, "Save Changes and Exit Program," and press **ENTER**. Read the information and press any key to complete the installation. (Disregard the instructions to back up disks.)

6. Now that you have made an installed working copy of Word Finder, you are ready to use the program. Go to the section entitled "Loading Word Finder" and follow the instructions for a system with two floppy disk drives.

COPYING YOUR DISKS AND INSTALLING WORD FINDER ON A SYSTEM WITH A HARD DISK

1. Copy the Word Finder files onto your hard disk.

   A) Place Word Finder Disk 1 in the floppy disk drive.

   B) At the system prompt, switch drives so you are logged on to your hard disk.

   C) Change into the directory on your hard disk where you start WordStar.

      If you start WordStar from the *root directory,* type **cd** and press **ENTER.**

      If you start WordStar from a *subdirectory,* type **cd** followed immediately by the **directory path name.** Then press **ENTER.**

   D) Type **copy a:*.*** and press **ENTER.**

      The following files will be copied:

      WF.EXE
      WFINSTAL.EXE
      WFSCREEN.EXE
      WFSM.SYN

   E) Remove Word Finder Disk 1 from the floppy disk drive. Place Word Finder Disk 2 in drive A. (Skip to step 2 if all your Word Finder files are on a 3.5" high density disk.)

F) Type **copy a:*.*** and press **ENTER**.

WFBG.SYN will be copied.

G) Remove Word Finder Disk 2 from the floppy drive. Put the original Word Finder disks away in a safe place.

2. To begin the installation procedure, type **WFINSTAL** and press **ENTER**.

3. You will be asked your name and address. Answer accordingly. The program will ask you to type Y or N to verify the information.

4. A menu with the following choices will appear on the screen:

Change Command Keys Used to Get Synonyms
Change Drive/Directory of Synonym File
Save Changes and Exit Program

A) Use cursor keys to highlight the option, "Change Drive/Directory of Synonym File" and press **ENTER**.

B) When you see "Enter the new drive:," type the letter of the hard disk drive where your Word Finder synonym file is located. If you have installed according to these instructions, all of your Word Finder files are in the same directory.

C) When you see "Enter new path:," type the DOS path that identifies the directory where your Word Finder synonym file is located.

If you copied your Word Finder files to the *root directory,* type \ and press **ENTER**.

If you copied your Word Finder files to a special *subdirectory,* type \ followed immediately by the directory path name and press **ENTER**.

D) To verify the drive/directory information, press **Y**.

E) Press any key to return to the main Word Finder menu.

5. The main menu will be displayed again. Highlight the last option, "Save Changes and Exit Program" and press **ENTER**. Read the information and press any key to complete the installation. (Disregard the instructions to back up disks.)

6. Now that you have installed Word Finder on your hard disk, you are ready to use the program. Go to the section entitled "Loading Word Finder" and follow the instructions for a system with a hard disk.

WORD FINDER'S TWO SYNONYM FILES

By now, you know that there are two Word Finder synonym files.

The smaller 120,000 synonym file is on Disk 1, along with the programs used to load and install Word Finder.

The larger 220,000 synonym file is the only file on Disk 2.

The smaller synonym file is a subset of the larger one. In other words, if you are using the larger synonym file, you have all of the Word Finder synonyms at your disposal. When you have both Word Finder disks on your hard disk, the larger synonym file takes precedence over the smaller one. Users of hard disks who follow the copy procedure in the section entitled "Installing Word Finder on a System with a Hard Disk" will always be using the large synonym file.

If you have a system with two floppy disk drives, and you follow the recommended way of loading the product, you will also always be using the larger synonym file. If you use WordStar on a floppy disk system, an alternate way of loading Word Finder to decrease disk swapping is described in the "Questions and Answers" section.

Read the section on loading Word Finder that applies to your system.

LOADING WORD FINDER ON A SYSTEM WITH TWO FLOPPY DISK DRIVES

You must load Word Finder **before** you run WordStar.

1. Place Word Finder Disk 1 in drive A.

2. At the A> prompt, type:

   WF and press **ENTER.**

3. Remove the Word Finder disk from drive A and replace it with your WordStar Program Disk.

4. Run WordStar.

5. Go right to the section entitled "Using Word Finder" for simple instructions on how to operate Word Finder.

TIP: You may use the following optional load commands to tell Word Finder the location of the synonym file when the synonym file is not on the default drive and you have not used WFINSTAL to change the drive/directory of the synonym file.

WF x: and press **ENTER.**

or

WF x:\yyyy and press **ENTER.**

x = drive letter
yyyy = path name

LOADING WORD FINDER ON A SYSTEM WITH A HARD DISK

You must load Word Finder **before** you run WordStar. If your Word Finder files are located in a subdirectory, start with step 1. Otherwise, go to step 2.

1. Go to the directory where Word Finder is located in the usual way. At the DOS prompt, type

   cd followed immediately by the **directory name.** Then press ENTER.

   (For instance, if the name of the directory were "wordfind," you would type **cd\wordfind.**)

2. To load Word Finder at the DOS prompt, type

   WF and press ENTER.

3. Now run WordStar.

4. Go right to the section entitled "Using Word Finder" for simple instructions on how to operate the program.

TIP: You may use the following optional load commands to tell Word Finder the location of the synonym file when the synonym file is not on the default drive and you have not used WFINSTAL to change the drive/directory of the synonym file.

WF x: and press **ENTER.**

or

WF x:\yyyy and press ENTER.

x = drive letter
yyyy = path name

Before you can use Word Finder, you must, of course, install it and then load it. Read the instructions for installing and loading Word Finder in the sections that apply to your type of system.

If you are working on a two floppy disk system, and you have installed Word Finder in the way suggested in the section entitled "Loading Word Finder on a System with Two Floppy Disk Drives," then you must remove your WordStar Program Disk from drive A each time you want to look up a synonym. You'll then replace your WordStar disk with Word Finder Disk 2, so that you can take full advantage of the 220,000 synonym file. When your search has finished, and the new word has been inserted into your text, you'll replace Word Finder Disk 2 with your WordStar Program Disk.

Follow the instructions below for using Word Finder.

1. Place the cursor anywhere within a word or on the following space. (If you have a two floppy disk system, remove the WordStar Program Disk from drive A and replace it with Word Finder Disk 2.)

2. Use the Word Finder command keystroke **ALT 1** to open the Word Finder thesaurus.

3. Word Finder displays a window with a list of synonyms from which to choose.

4. The 220,000 synonym data base (WFBG.SYN) frequently offers more synonyms for a word than can fit in a single window. If this is the case, the message **MORE:PgDn** appears in the upper right hand corner of the synonym window. For some words, Word Finder may present as many as four windows of synonyms.

    - To display another window of synonyms, press the **PgDn** key.
    - To return to the previous window, press the **PgUp** key.

5. Using the cursor control keys, select the word you want in the synonym window. (The cursor can also be moved using the alternate cursor movement keys: **CTRL A** move left one word, **CTRL F** move right one word, **CTRL E** move up one line, **CTRL X** move down one line.)

6. Press **ENTER**. The selected word automatically replaces the original word in your document, maintaining the same capitalization and punctuation, and the Word Finder window closes.

7. If you do not want to use a synonym, and want to keep the original word in your document, press **ESC**. The Word Finder window closes, leaving the document unchanged. (If you have a two floppy disk system, replace the Word Finder disk with your WordStar Program Disk.)

8. If Word Finder cannot find the word you request, it will check to see if the word ends with a suffix, such as -ly, -ed, or -ing. Word Finder will then look up synonyms for the root word (with suffix removed).

9. If Word Finder does not find the exact word as it appears in your document or with the suffix removed, the window displays the 30 alphabetically closest words.

10. If you wish to see synonyms for one of these 30 words, use the cursor control keys to move to the word you want and press **ALT 1**. The synonym window will display the synonyms for the selected word.

11. If you do not want to use one of these, press **ESC** to close the window and return to your document. (If you have a two floppy disk system, replace the Word Finder disk with your WordStar Program Disk.)

Word Finder allows you to look up additional synonyms for any word that is displayed in the synonym window **without returning to WordStar.** To use this feature, which is called "infinite word exploration," do the following:

1. Place your cursor on the synonym you want to look up. (If you have a two floppy disk system, remove the WordStar Program Disk from drive A and replace it with the Word Finder Disk 2.)

2. Use the Word Finder command key sequence, **ALT 1.**

3. The synonym window will display synonyms for the word.

4. Steps 1 through 3 can be repeated as often as you'd like.

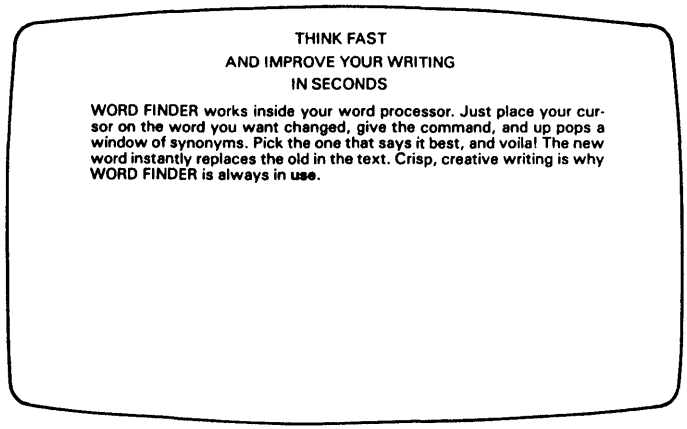
5. In an infinite word exploration, Word Finder remembers up to the last 10 words you have looked up. This feature allows you to retrace your search.

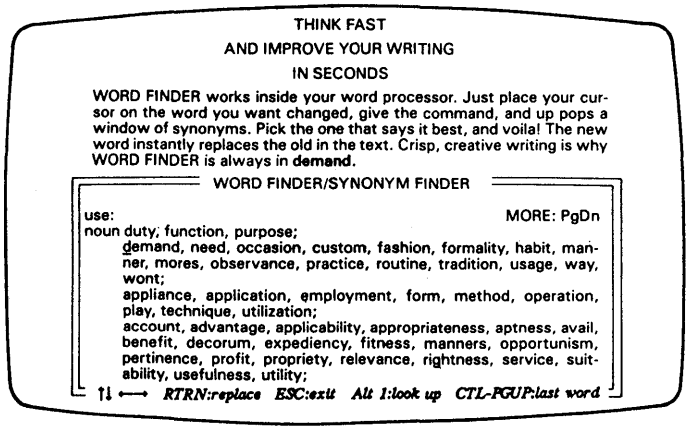
   - To display the previous group of synonyms, press **CTRL PgUp.**
   - **CTRL PgUp** can be repeated up to 10 times, or until you reach the original word chosen from your document.

6. If you wish to look up synonyms for a new word, without going back to WordStar, just type the new word in while the synonym window is displayed. A small window will automatically pop up and record your keystrokes. When you've completed the word, press **ALT 1.** Synonyms for the new word will be displayed.

7. To exit the word exploration feature, press **ESC** at any time.

A sample screen with a Word Finder synonym window is shown below.





REMOVING WORD FINDER FROM MEMORY

Since Word Finder is a RAM (memory) resident program, it runs concurrently with WordStar. While Word Finder is loaded, it continues to run in the background even when you do not see it on your screen. Removing Word Finder from memory is not the same as closing the synonym window.

Warning

Removing Word Finder from memory while using WordStar will take you all the way out to the operating system WITHOUT SAVING YOUR DOCUMENT.

You should remove Word Finder from memory only **after** properly exiting from WordStar. These instructions apply to both floppy disk and hard disk usage.

1. Save your document (if necessary) and exit WordStar.

2. At the DOS prompt, use the Word Finder command key sequence **ALT 1** to open the Word Finder synonym window. (If you have a two floppy disk system, insert Word Finder Disk 2 in drive A.)

3. Press **CTRL End** immediately followed by **CTRL Home.**

4. You will receive a warning and be asked to confirm that you want to remove Word Finder. If you want to proceed, press Y. If not, press any other key.

Another way to remove Word Finder from memory is to reboot your computer. You should only do this at the DOS prompt.

These instructions can be used if:

- you want to display synonyms in the same color as your word processor.
- you have trouble seeing the synonym list on your monitor.
- words appear scrambled in the Word Finder synonym window. (This may occur if you are using a monochrome monitor and a color graphics board.)

1. Log on to the disk (Word Finder Disk 1) or the directory where your Word Finder files are located.

2. Type **WFSCREEN** and press **ENTER**.

3. Follow the instructions on the screen.

4. If Word Finder is already loaded, you must remove the old version from memory and load the new Word Finder to make the changes effective. See "Removing Word Finder from Memory," for more information.

NOTE: This utility acts like a toggle. Just run **WFSCREEN** again to change the display back.

If you are still unable to see the Word Finder commands, take these steps before you use Word Finder on your document.

If you have a two floppy disk system:

1. Remove your Word Finder Disk 1 from Drive A and replace it with your DOS disk.

If you have a hard disk system:

1. Log on to the directory containing your DOS files.

2 Type **mode BW80** and press **ENTER**.

CHANGING THE WF DRIVE/DIRECTORY

Follow the instructions below to change the drive/directory of the synonym file.

1. At the drive/directory prompt where the Word Finder files are currently installed, type:

   WFINSTAL and press ENTER.

2. The name of the current drive/directory will appear on the screen.

3. Using the cursor keys, move the highlighted area to "Change Drive/Directory of the Synonym File" and press ENTER.

4. The program asks you to enter the new drive. Type the correct drive letter at the prompt. If you do not wish to change the default drive, just press ENTER at the prompt.

5. After you have specified a disk drive, the program asks you to enter a new path name where the synonym file will be located.

   If the synonym file will not be located in a subdirectory, or will be located in the root directory, type \ only, and press ENTER.

   If the synonym file will be located in another directory, type \ followed by the name of the directory and press ENTER. (For example, if the synonym file will be found in the directory named WORDFIND, type \WORDFIND and press ENTER.)

6. The Word Finder Install Screen will return showing the new drive/directory. (Remember to save the changes.)

NOTE: When you change the drive/directory of the synonym file, the changes will not take effect until the changed program is loaded into memory.

You can change the Word Finder command keys. This option is helpful if you have another program that already makes use of the ALT 1 key sequence.

1. At the disk/directory prompt where Word Finder is installed, type:

   WFINSTAL and press ENTER.

2. The current command keys will appear on the screen.

3. The highlighting is on "Change Command Keys Used to Get Synonyms." Press ENTER.

4. Word Finder will ask you for the new command keys.

5. Type 1 or 2 characters and press ENTER.

6. The Word Finder Install Screen will return showing the new command keys. (Remember to save the changes.)

NOTE: When you change the Word Finder command keys, the changes will not take effect until the changed program is loaded into memory.

Word Finder is designed to be easy to operate and trouble-free. Occasionally, however, you may encounter a message or situation that you do not understand. If so, you may find an explanation below.

MESSAGE: **Word Finder must be installed before using it. Run the 'WFINSTAL' program.**

Cause: You have tried to use Word Finder without first running the WFINSTAL program. This installation program must be run before any other Word Finder files are used.

Solution: Refer to "Installing Word Finder" for directions on running the WFINSTAL program to install Word Finder.

MESSAGE: **Word Finder is already loaded.**

Cause: You have tried to load Word Finder when it is already in memory.

Solution: There is no problem.

MESSAGE: **Synonym file cannot be found on:** *(drive and/or path and file name).* **Press any key to continue.**

Cause: You have tried to look up synonyms using Word Finder but the synonym file (either WFSM.SYN or WFBG.SYN) is either not available, or the program does not know where to find it. When you are using Word Finder, the synonym file must be available on the currently logged drive, the default drive, or another drive that is specified when Word Finder is loaded. If the synonym file is on a hard disk, the directory where the file is located must be specified

correctly. The message onscreen indicates where Word Finder is looking for the synonym file.

Solution: You have several options for designating the location of the synonym file:

- Have the file on the disk drive you will be using when you look up a word.
- Enter a drive/directory location using the change options in the WFINSTAL program, and always have the synonym file in this location.
- Specify the drive location of the synonym file when you load Word Finder.

Remember, you can always copy the synonym file onto a floppy or hard disk subdirectory by using the DOS COPY utility.

MESSAGE: **ERROR: Too many keystrokes. Try again. Press any key to continue.**

Cause: When using the change command keys option in the WFINSTAL program, you have tried to enter an invalid keystroke. WFINSTAL may not accept some keystrokes as the Word Finder command keys.

Solution: Choose another keystroke to use as the Word Finder command keys.

Do Word Finder and WordStar run in RAM at the same time?

Yes, Word Finder and WordStar run concurrently. Word Finder is a RAM (memory) resident program. Word Finder must be loaded into RAM BEFORE WordStar. To do this, you may want to set up a DOS batch file to automate the loading process.

How much RAM (memory) is required to run Word Finder and WordStar together?

Word Finder uses 33K of available RAM in addition to that required to run WordStar.

To use WordStar and Word Finder (and PC DOS versions 2.0 through 3.2) we recommend a PC with a minimum of 320K RAM.

Will Word Finder work on my IBM-compatible PC?

Yes. Word Finder works on IBM PCs and IBM compatibles, such as the Compaq.

Does Word Finder work with other "RAM (memory) resident" programs?

There are many "RAM (memory) resident" programs available today. If you experience any difficulty running Word Finder and WordStar with other "RAM resident" programs, try reversing the order in which the programs are loaded into RAM.

NOTE: Word Finder must always be loaded into RAM BEFORE WordStar or any other memory resident program.

Do I have to install Word Finder before I can use it?

Yes, you must run WFINSTAL before you can run Word Finder. See the section "Installing Word Finder" in this manual for instructions.

Does Word Finder search for synonyms for the word following the cursor?

No, Word Finder searches for the synonym of the word the cursor is located in or the word preceding the cursor. If, however, a hard or soft carriage return is between the cursor and the word you wish to check, you will get a "BEEP." To correct this, move your cursor anywhere on the word you wish to check and try again.

The words in the Word Finder synonym window are scrambled; what is going on?

One of two things has occurred:

1. You have accidentally tried to find a synonym for a control character (such as ^B).

   To correct the synonym window, place your cursor on a valid word and invoke Word Finder again. The synonym window will return to normal.

2. You are using a monochrome monitor and a color graphics board. To correct this, see the section on "Adjusting Monitor Display."

How do I use the small synonym file on my floppy disk system?

You will need installed copies of both WordStar and Word Finder. Then you will modify your WordStar Program Disk to make room for Word Finder files. If you have already installed WordStar and Word Finder, proceed to step 3.

1. Copy and install Word Finder.

   A) Follow the instructions for copying **Disk 1** *only* in the section of this manual on "Installing Word Finder on a System with Two Floppy Disk Drives," (steps 1.A through 1.C).

   B) Follow steps 2 through 6 in the same section to complete the Word Finder installation.

2. Install WordStar according to the instructions in the "Starting" section of your WordStar manual.

3. Make room on your installed WordStar Program Disk for Word Finder files.

4. Copy the appropriate Word Finder files onto your WordStar Program Disk.

   A) Place your WordStar Program Disk in drive A.

   B) Place Word Finder Disk 1 in drive B.

   C) At the system prompt, "A>," type the following text and press ENTER at the end of each line.

```
COPY B:WF.EXE
COPY B:WFSM.SYN
```

5. Now you're ready to work! Keep your WordStar/Word Finder Program Disk in drive A and place a data disk in drive B. To load Word Finder into RAM, at the system prompt A>, type **WF** and press **ENTER**. You will get the system prompt again. To start WordStar, type **WS** and press **ENTER**. You'll no longer need to repalce the WordStar Program Disk with your Word Finder disk when you look up a synonym.

COMMAND SUMMARY:

Action	Command
Load Word Finder (synonym file on default drive)	WF and press ENTER.
Load Word Finder (synonym file not on default drive)	WF x: and press ENTER. *or* WF x:\yyyy and press ENTER. *x = drive letter/yyyy = path name*
Request Synonyms	ALT 1 or enter your own command keys that were modified by using the WFINSTAL program.
View next screen of synonyms	PgDn
Return to a previous screen of synonyms	PgUp
Select word in synonym window	Cursor Keys
Request synonym of new word without leaving synonym window	Type in new word from synonym window and press ALT 1
Replace word in document with synonym	ENTER
Close synonym window without replacing word in document	ESC