

Using Spell Check

It is always a good idea to check the spelling of your documents to make sure all avoidable errors are addressed.

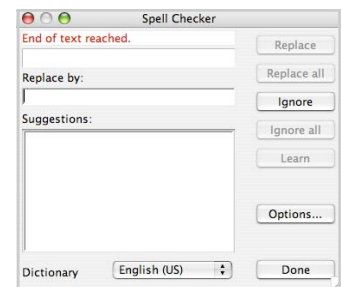
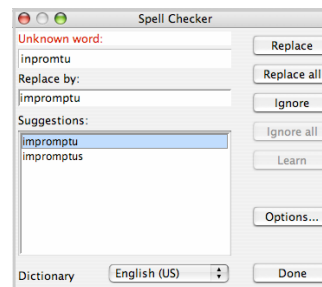
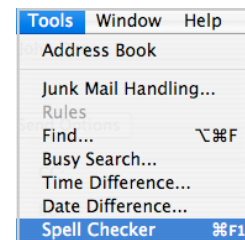
- To do this click on the **Tools** menu while the item you are creating is open.
- In the Tools menu, choose **Spell Checker**.

A **Spell Checker** window will appear. Spell Check will go through each word it does not recognize and suggest replacements.

- To replace an incorrectly spelled word with a correct one from the list, click on the correct word and the **Replace** button.
- If the word is a proper name or place click on the **Ignore** button.

When the checker has gone through all incorrect words the window will not display and more suggestions and will say "End of text reached".

- Click on **Done** to close the window and return to your item.



Setting Spell Checker Preferences

If you wish a word to not be recognized as a misspelled word:

- Highlight the word.
- Push the **Ctrl** (control) button on the keyboard and click on the word. In the menu that appears click on **Learn Word**.

Note: You can also use this menu for a quick view of spelling suggestions for a word recognized as misspelled.

To activate or deactivate Auto-Correct:

- Push the **Ctrl** (control) button on the keyboard and click in the body of the text. In the menu that appears click on **Check Spelling as You Type**.

Auto-Correct is activated when there is a check mark next to *Check Spelling as You Type*. If the check-mark is missing Auto-Correct is off.

