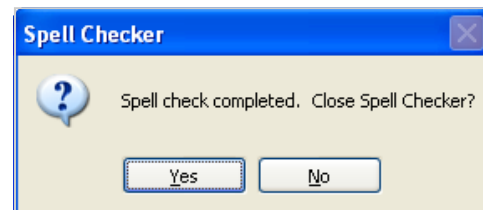
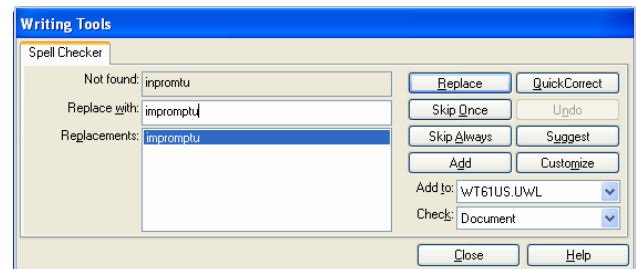
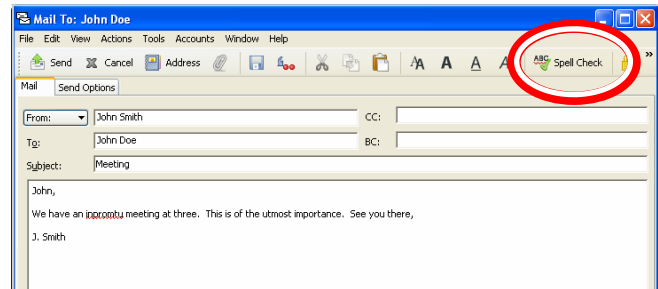


Using Spell Check

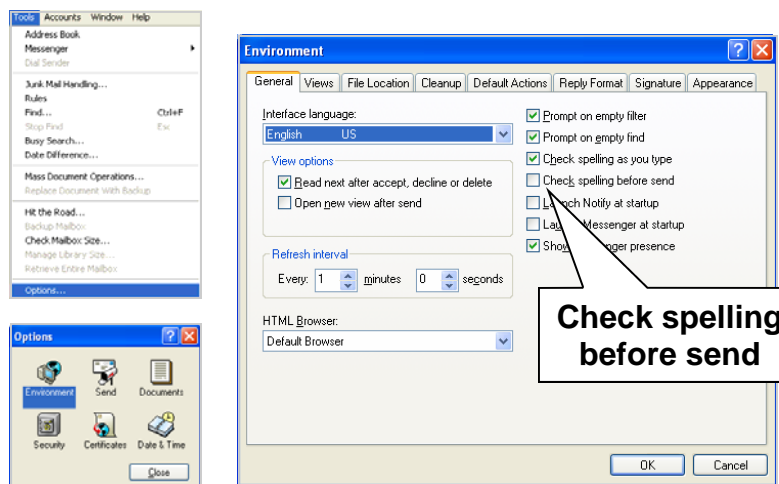
It is always a good idea to check the spelling of your documents to make sure all avoidable errors are addressed.

- To do this click on the **Spell Check** in the upper-right corner of an appointment window or a new message window.
- A **Writing Tools** 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 click the **Replace** button.
- If the word is a proper name or place click on the **Skip Once** button or **Skip Always**.
- If this is a frequently used word that you do not want the dictionary to correct each time click on **Add**. This will add the word to the dictionary and it will be read as correct in the future.
- When the spell check is complete a **Spell Checker** window will appear asking if you want to close the checker or not. If you are finished with the tool click the **Yes** button.



Setting Spell Checker to Automatic

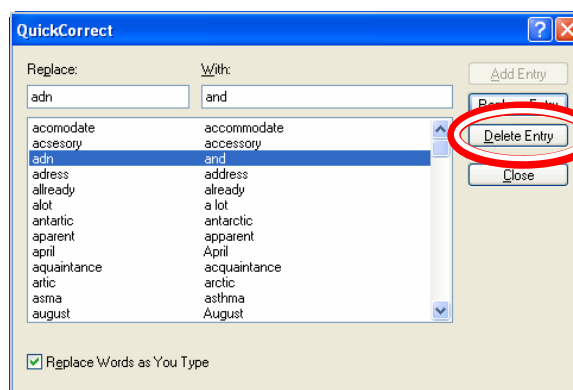
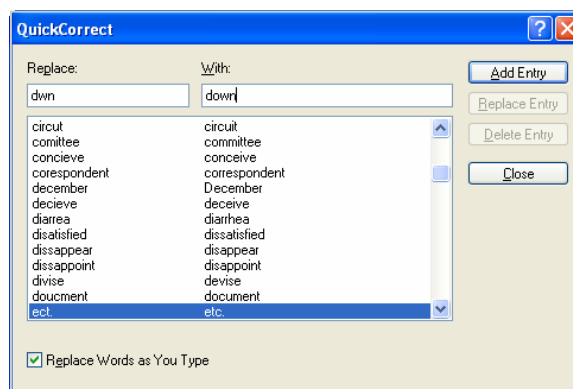
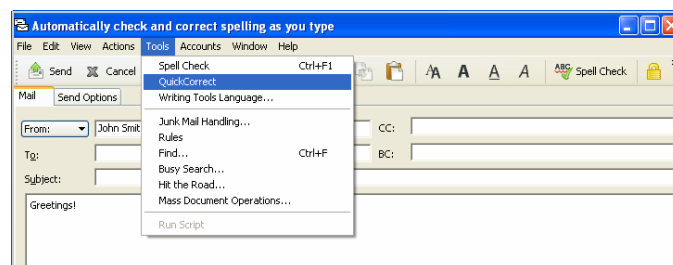
- Click the **Tools > Options** menu item.
- In the *Options* window double-click **Environment**.
- In the **General** tab there is a list of items on the right side. Check the *Check spelling before send* box.
- Click on **OK** to save your changes and close the window.



Creating and Modifying a Quick Correct List

The Quick Correct option corrects misspelled words as you type. It also automatically converts abbreviations into full words. You can add or subtract to the Quick Correct database at will.

- To add items to Quick Correct open the **Tools** menu of the current item (such as a message or appointment) you are creating.
 - Click **Quick Correct**.
- Note:** the Quick Correct option is active only after text is entered in body of the item.
- In the **Replace** field enter the incorrect spelling or abbreviation.
 - In the **With** field type the desired correction.



To delete a Quick Correct entry:

- Highlight an entry by clicking on it once
- Click **Delete Entry**
- Click **Close**.