

SPELL CHECKER

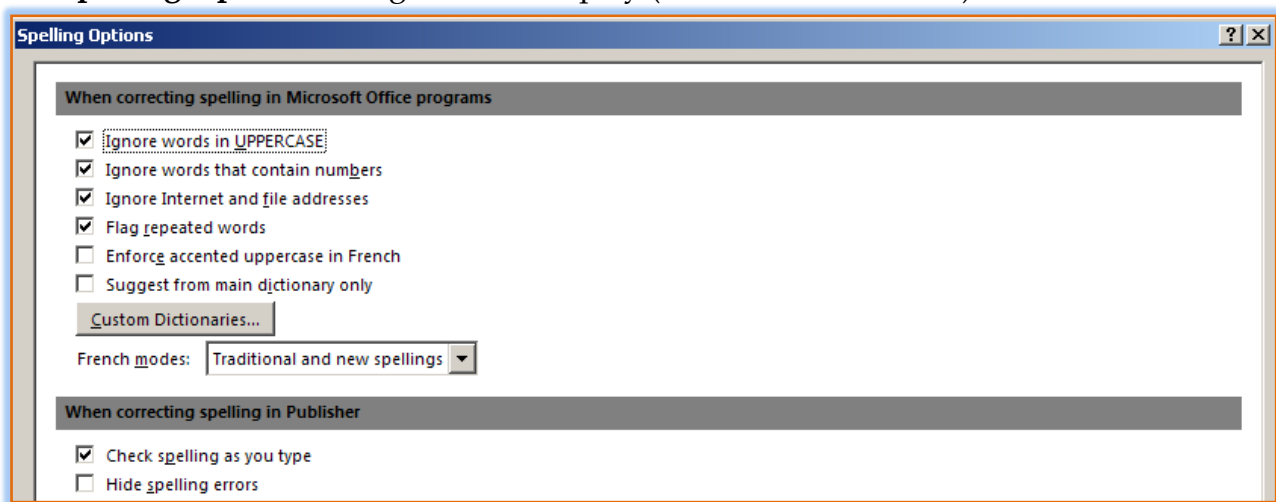
Mistakes in a publication can distract the reader from the message. Therefore, it is important that the text in a publication error free. Spelling errors in a document can be controlled in three ways:

- **Auto Correct** – Replaces common typing errors with the correct spelling, as text is being input. For example if **teh** is input, AutoCorrect will replace it with **the**.
- **Entire Document** – Spelling in an entire publication can be checked after the input is completed.
- **Alert to Potentially Misspelled Words** – The Spelling feature can be set to display an alert message to potentially misspelled words as the text is being input.

The spelling feature checks a document for misspellings and typos and displays each suspect word in the **Check Spelling** dialog box. It is possible to replace the misspelled word with a suggested correct word, to ignore the word, or correct the misspelling by clicking in the dialog box and making the correction.

Setting Spelling Options

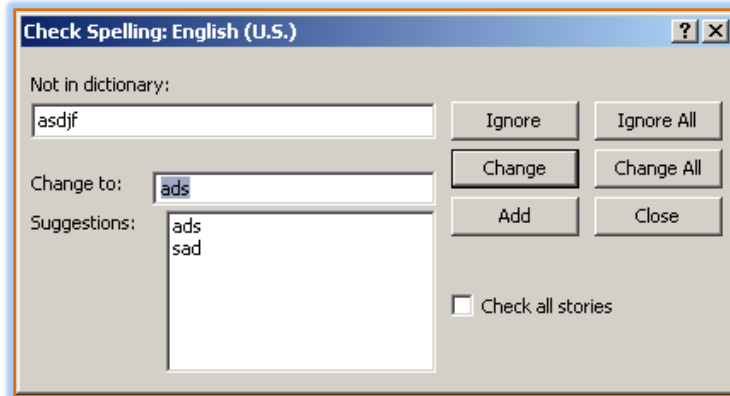
- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Click **Spelling** and then click **Spelling Options**.
- ❖ The **Spelling Options** dialog box will display (see illustration below).



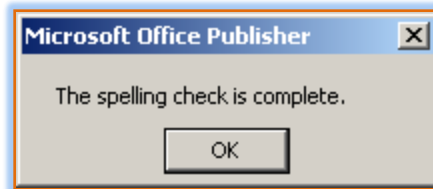
- ❖ Click to select the check boxes of the desired spelling features.
- ❖ Click **OK** to exit the dialog box and accept the changes.

Checking Spelling

- ❖ Select a text frame to spell check.
- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Select **Spelling** from the list of options.
- ❖ Click **Spelling** to start the process.
- ❖ The **Check Spelling** dialog box will appear (see illustration on next page).
- ❖ The first suspect word will appear in the **Not in Dictionary** box. To correct the word, choose one of the following options:
 - Click **Ignore** if the word is spelled correctly.
 - If the word is spelled correctly, click **Ignore All** to ignore this spelling throughout the whole document.
 - Click the correct spelling in the **Suggestions** list, and then click **Change**.



- Click the correct spelling in the **Suggestions** list, and then **Change All** to change all occurrences of the word to the new spelling.
 - If the word is to be added to the dictionary so it is not flagged as misspelled in the future, click **Add**.
 - Click the check box beside **Check All Stories** to check the spelling of all the text in the publication. If this box does not have a check mark in it, only the story where the insertion point is will be checked.
 - Click **Close** to exit the dialog box and stop the Spell Checker before the checker has finished checking the whole document.
- ❖ When the **Spell Checking** is complete a message box will appear (see illustration below) saying the spell checking is complete.



- ❖ Click **OK**.

Identifying Spelling Errors during Input

- ❖ Right-click any word that is underlined with a red wavy line.
- ❖ Click a suggested spelling on the shortcut menu.