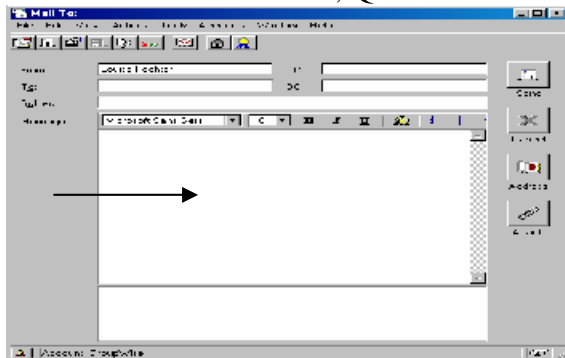




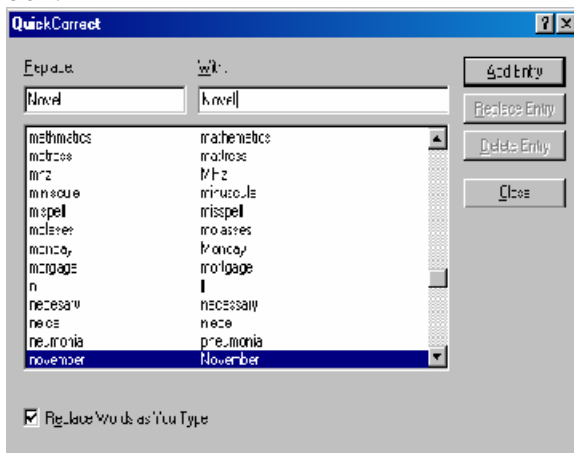
TechTips

How do I add Quick Correct words?

1. In the Message box of an item go the Main Menu bar and click Tools, Quick Correct.



2. Type in the misspelled word in the Replace box.

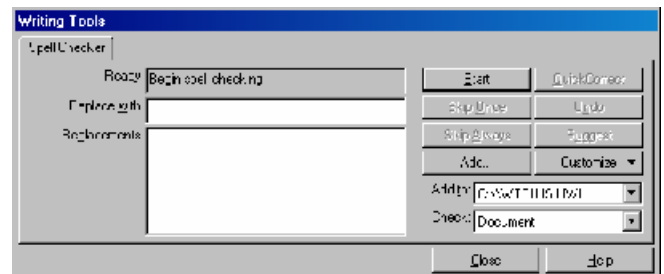


3. Next, the With box will become active to allow you to type in the correct word.
4. Click on the Add Entry button to add this word to your Quick Correct Word List.
5. Click Close.

How do I automatically replace misspelled words?

1. In the Message box of an item go the Main Menu bar and click Tools, Spell Check from the Main Menu bar or Ctrl+F1 to engage spell check feature.

2. If the Spell Checker stops on a word, click Quick Correct. Otherwise, if the word has been added to the Quick Correct Word List it will automatically be corrected for you.



3. You can also further Customize your Spelling Features by clicking on the Customize button which will allow you turn on features that Check for duplication of words or irregular Capitalization of words etc.