Title of document	How to use spell checker
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Purpose

This procedure explains how to use the automatic spell checker across the whole of the SQLWorks platform. Any window that opens enables the spell checker function to be used before information gets stored within or sent from the system.

Scope

This procedure applies to all Lineal Software Solutions staff, as well as any prospective customers or clients who intend to utilise SQLWorks within their business environment. The procedure is aimed at all users, who will be operating the SQLWorks client.

Change History:

Date	Version	Created by	Description of change	Approved by
31.10.22	1	Naomi Joachim		Will Adkin

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The Spell check function can check any open window in the system for spelling mistakes, and can be manually run on anything from quotes, and orders to stock ledger descriptions. Either the current field or the entire open window can be checked and at the point of carrying out the check, words can be amended, added to the selected dictionary, or ignored all together.

Once the spell check function has searched the window for all errors, it will confirm with a confirmation message.

Where can I access my spell checker

The integrated spell checker can always be accessed from the top menu bar when logged into SQLWorks and all users have their own personal dictionary. To access the dictionary or carry out a spell check on your text, go to the top system bar and click on Spell.
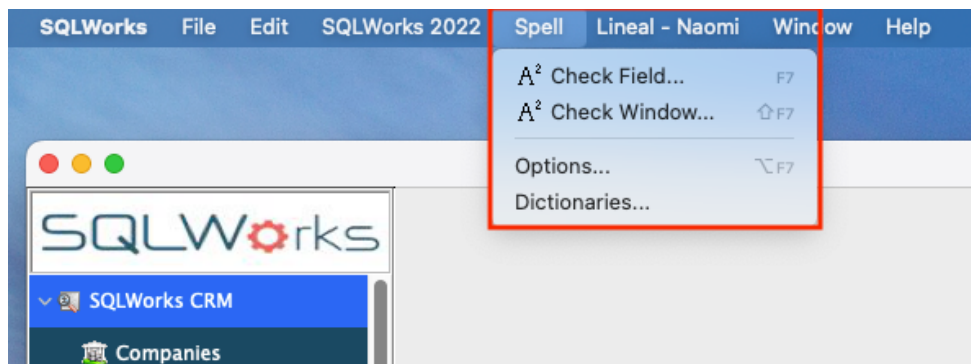

To check for any spelling errors there is a 'Check Window' option; this will check all fields on the open window for any spelling mistakes, in the case where you want to only check the field you are in, for example a notes or description field, you can select check field. To search through all words already saved in your own personal dictionary, select 'Dictionaries' and for some further settings for how the spell check is to check for errors select 'Options'.
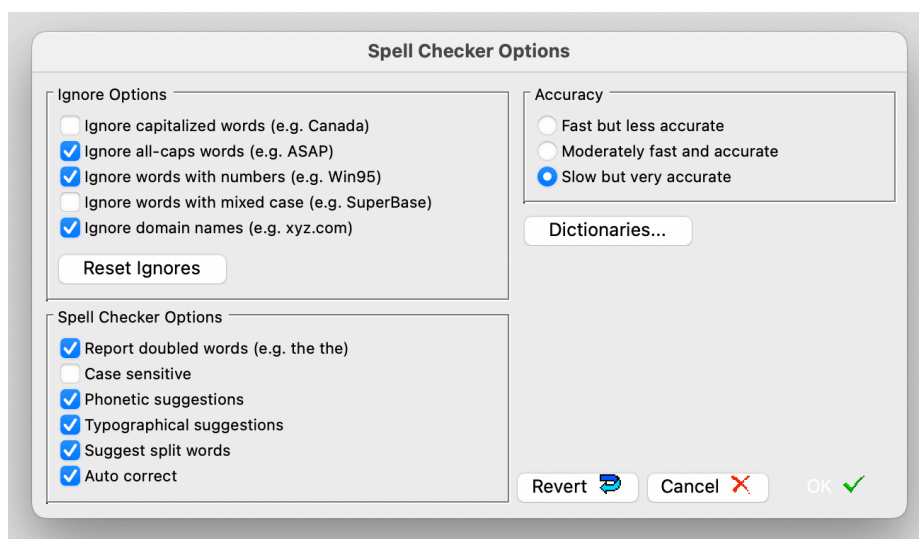
In the Spell Checker Options window, you can set additional criteria, for how the spell function detects errors, as well as amending the speed of the check, by default this will be on the last setting - it is also possible to access all saved Dictionaries from here.

Dictionaries

All users have their own personal Dictionary, and there can be multiple dictionaries per user. From the main Dictionary window, each user will have several dictionaries saved to their profile and these can be opened (moved to right column) to be added to or closed if not required. New dictionaries can be added or deleted altogether if no longer needed.
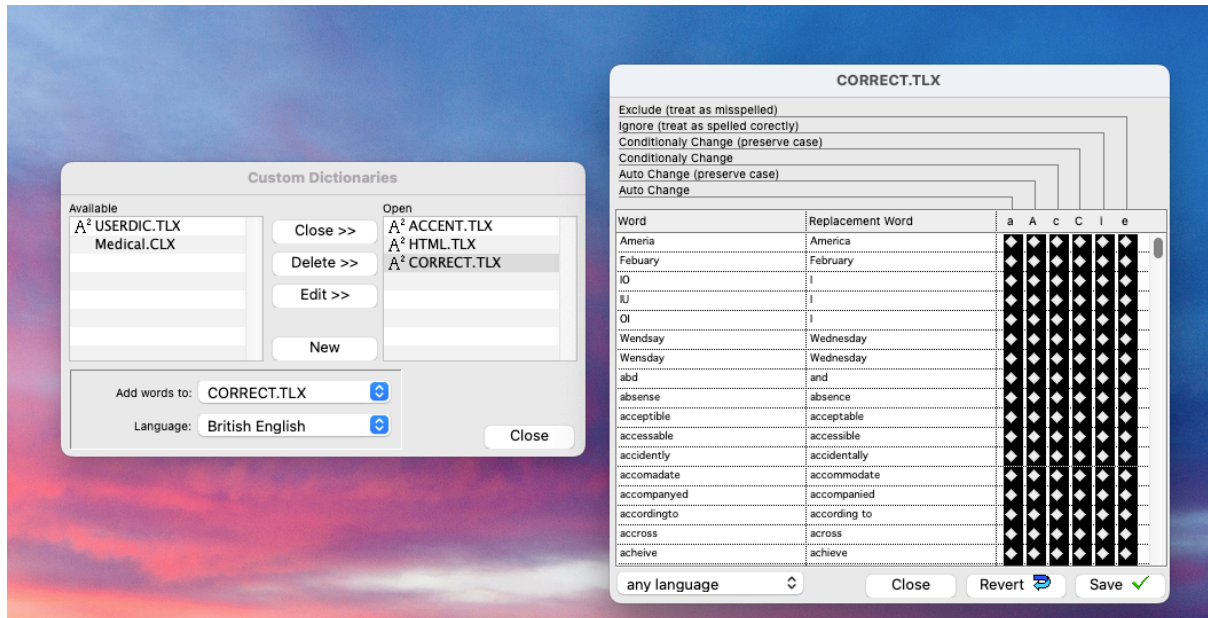

The 'Add words to' dropdown provides all available dictionaries, and the selected item is where saved words will be stored. There is also a language dropdown to select the chosen language to be used to determine the correct spelling of words.

When selecting Edit on a highlighted dictionary all words that have been amended, added and saved will show, with their corrections/replacement words listed to the right. It is possible to manually add a word to the dictionary, clicking Save at the bottom will make this change. The indicators to the right confirm the checks carried out on this word – the revert button can be used to revert to default settings at any time.

Using the spell checker for emailing

Emails that contain spelling mistakes will show a warning box before they are sent giving you the option to correct or ignore any detected spelling errors. Additional tools to aid with email design creation include a built-in as-you-type spell checker with red underline. When a spelling error is found as you type you can correct this error either by:
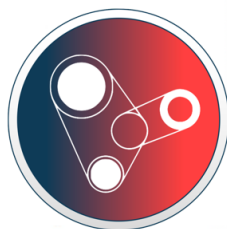
1. Right clicking on the word and selecting a replacement from the pop-up menu
2. Right clicking on the word and selecting either add or ignore from the pop-up menu (see below)
3. Opening the spell checker window from the menu and following the standard checking process described above
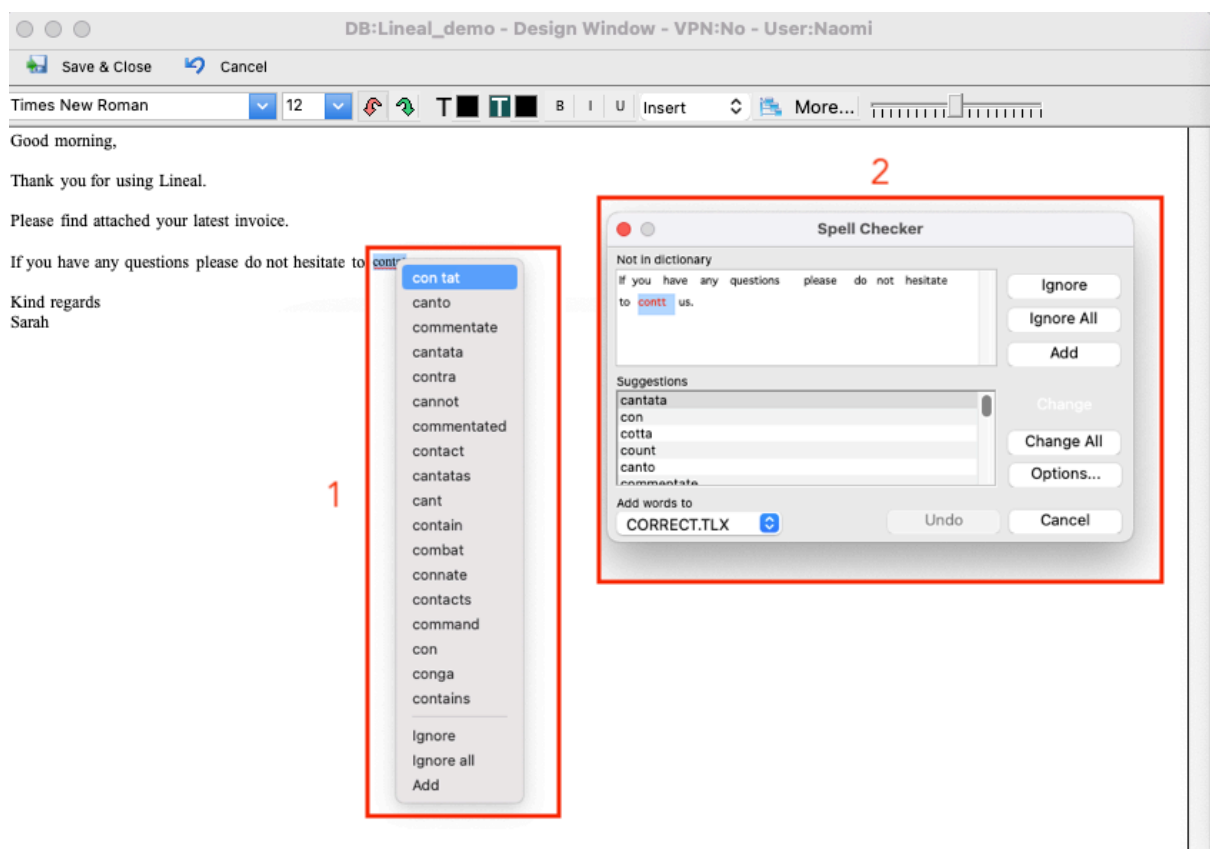
From the spell checker window, you can choose to:

- 'Ignore' the word (this may be if you have a word such as SQLWorks) for example or
- 'Ignore All' if a word is picked up more than once in that email
- Change to a suggested word or alternatively
- Add the word to your personal dictionary.

Note - By default the personal dictionary for each user is the CORRECT.TLX dictionary that will be pre-filled in the dropdown 'Add words to' field at the bottom left of the window.