Click the Help Topics button to return to the list of topics.

About Spell Checker

Use Spell Checker to check for misspelled words, duplicate words, and irregular capitalization in documents, parts of documents, and text entry boxes.

When Spell Checker finds a misspelled word, you can replace it with the suggested word, edit the word manually, or skip the word. You can also define a replacement for the word by adding it to a <u>user word list</u>.

- <u>To always skip a word in the current spell-check session</u>
- <u>To define automatic replacements for words as you type them</u>
- <u>To edit text manually during a spell-check</u>
- <u>To replace a misspelled word</u>
- <u>To skip a word once</u>
- <u>To spell check text</u>
- <u>Related Concepts</u>

About Customizing Spell Checker

You can customize the way that Spell Checker searches for misspelled words or irregular capitalization. For example, you can have Spell Checker suggest replacement words that sound similar to the word that is found, or you can have Spell Checker beep when it finds a possible spelling error.

The Customize options you select remain effective for all spell checking sessions until you change them.

To automatically start Spell Checker

To check for duplicate words

To check for irregular capitalization

To check for words that contain both letters and numbers

To have Spell Checker beep on misspelled words

To prompt for automatic replacement of words

To recheck all document text every time you spell-check

To see phonetic suggestions for words

Related Concepts

To check for words that contain both letters and numbers,

 1 Click Tools ▶ Spell Check
▶ Customize.
       2   Make sure Check words with numbers is selected.
       3   Click Start or Resume.

 Tips
   ◆   This option may not be available in all languages.

About Customizing Spell Checker

To check for duplicate words,

 1 Click Tools ▶ Spell Check
▶ Customize
▶ Check Duplicate Words.

       2   Make sure Check duplicate words is selected.

       3   Click Start or Resume.

      About Customizing Spell Checker

To check for irregular capitalization,

1 Click Tools ▢ Spell Check

▢ Customize

▢ Check Irregular Capitalization.

      2   Make sure Check irregular capitalization is selected.

      3   Click Start or Resume.

Tips

▢   Use this option to check for words with capital letters which do not begin a word (such as "THe").

▢   This option may not be available in all languages.

▢   About Customizing Spell Checker

To prompt for automatic replacement of words,

1 Click Tools ▢ Spell Check
▢ Customize
▢ Prompt Before Auto Replacement.
       2   Make sure prompt before auto replacement is selected.
       3   Click Start or Resume.
▢   Related Topics
▢   About Customizing Spell Checker

To define automatic replacements for words as you type them,

1 Click Tools ☐ Spell Check.
      2   When Spell Checker stops on a word, click QuickCorrect.

Tips
☐   Use Prompt before auto replacement if you want to be prompted before QuickCorrect replaces a word you type.
☐   Related Topics
☐   About QuickCorrect

To automatically start Spell Checker,

1 Click Tools ▢ Spell Check
▢ Customize
▢ Auto Start.

      2   Make sure Auto start is selected.

▢   <u>About Customizing Spell Checker</u>

user word list

A list of words and phrases that you want Spell Checker or Grammatik* to skip, replace, or display alternatives for. For example, you can specify replacements for words you often mistype or misspell. Or, you can add words (such as your name) that you want WordPerfect* to skip when you use Spell Check or Grammatik.

You can create multiple user word lists. User word lists have the extension .UWL. The word list that ships with WordPerfect is Wt61XX.uwl (where "XX" is the code for your language).

Each document has its own user word list to which you can add words and phrases that pertain specifically to that document.

The document user word list is the first list WordPerfect scans if you have more than one word list activated.

To replace a misspelled word,

1 Click Tools ⬜ Spell Check.
   2   When Spell Checker stops on a word and suggests replacements, select the word you want from the Replacements list box.
   3   Click Replace.

Tips
⬜   If Spell Checker does not offer replacement words, click Skip or edit text manually in the Replace with text box.
⬜   Related Topics
⬜   About Spell Checker

To skip a word once,

1 Click Tools ☐ Spell Check.
      2   When Spell Checker stops on a word, click Skip Once.

Tips
☐   Use this feature when Spell Checker identifies an occurrence of a word that you don't want to change. Spell Check skips the current occurrence, but it will flag any other occurrences of the same word.
☐   Related Topics
☐   About Spell Checker

To always skip a word in the current spell-check session,

1 Click Tools ▢ Spell Check.
        2   When Spell Checker stops on a word, click Skip Always.

Tips
▢   Spell Checker ignores the word for the rest of the spell-checking session. In some applications, Spell Checker will also skip the word other times you spell check the document.
▢   Skip Always adds the word to the document <u>user word list</u>. You can add and delete words in this word list to specify which words Spell Checker skips.
▢   When Recheck All Text is selected, Spell Checker will flag a word as an error even if you have used Skip Always to skip the word.
▢   <u>Related Topics</u>
▢   <u>About Spell Checker</u>

To resume an interrupted Spell Checker session,

 1 Click Resume.

Tips

Use this feature to continue spell checking a document after you have edited text in it manually.

Related Topics

To check selected text,

1 Select the text you want to spell check.

2 Click Tools ⬜ Spell Check.

⬜ Related Topics

⬜ About Spell Checker

About Language (Spell Checker)

Every language has specific ways of formatting dates, time, currency symbols, and other text. You can use the Language feature to check for the formatting conventions of another language.

For example, you can have Spell Checker format all the dates in your document in the language you select (such as 12 avril 1996 for French).

You do not need an additional language module to check formatting conventions in another language. However, if you want to check the spelling or grammar of a document in another language, you must purchase an additional language module.

To select a language

Related Concepts

To spell check text,

1 Click Tools ▢ Spell Check.

       2   If you want to specify a range of text to check, select an option in the Check drop-down list.

       3   When Spell Checker stops on a word, click any of the available options, or edit the word in the Replace With text box.

Tips

▢   By default, Spell Checker starts automatically when you open it. To change this setting, click Customize ▶ Auto Start.

▢   Click Close to close Spell Checker before completing a spell-check.

▢   <u>Related Topics</u>

▢   <u>About Spell Checker</u>

To recheck all document text every time you spell-check,

1 Click Tools ▢ Spell Check
▢ Customize
▢ Recheck All Text.
      2   Click Start or Resume.

Tips
▢   Unless you select this option, Spell Checker rechecks only new or changed text once you have spell-checked a document.
▢   When Recheck All Text is selected, Spell Checker will flag a word as an error even if you have used Skip Always to skip the word.
▢   Related Topics
▢   About Customizing Spell Checker

To see phonetic suggestions for words,

1 Click Tools ⬜ Spell Check
⬜ Customize
⬜ Show Phonetic Suggestions.

        2   Make sure Show phonetic suggestions is selected.
        3   Click Start or Resume.

Tips

⬜   Use this option see a list of words that sound like the word in the Replace With (or Insert Word) text box. For example, Spell Checker suggests words such as "trail," "trial," or "trill" to replace "traail."

⬜   You can also type a word in the Replace With (or Insert Word) text box, then click Suggest to see replacements.

⬜   About Customizing Spell Checker

To have Spell Checker beep on misspelled words,

1 Click Tools ▢ Spell Check
▢ Customize
▢ Beep on misspelled.
        2   Make sure Beep on misspelled is selected.
        3   Click Start or Resume.
▢   About Customizing Spell Checker

To edit text manually during a spell-check,

1 Click Tools ▢ Spell Check.

    2   When Spell Checker stops on a word, click in your document where you want to make changes, then edit the text.

    3   To continue spell checking, click Resume in the Spell Checker main window.

Tips

▢   By default, Spell Checker starts automatically when you open it. To change this setting, click Customize ▸ Auto Start.

▢   Related Topics

To view additional suggestions,

1 Click Tools ⬜ Spell Check.

    2   When Spell Checker stops on a word, click Suggest.

Tips

⬜   Spell Checker may not list additional words.

⬜   Related Topics

⬜   About Spell Checker

To check a portion of a document,

1 Click Tools ▢ Spell Check.
      2   Click the Check drop-down list and select an option.
      3   Click Start or Resume.

Tips
▢   The options available vary according to the type of document you are checking.
▢   You can also select a portion of text you want to spell-check.
▢   Related Topics
▢   About Spell Checker

To select a language,

1 Click Tools ▢ Spell Check
▢ Customize
▢ Language.

2 Select a language from the list box, then click OK.

▢ About Language (Spell Checker)

About QuickCorrect

Use QuickCorrect* to define an automatic replacement for a word. After you close Spell Checker, QuickCorrect will automatically replace the word every time you type it. For example, if you tend to type "freind" instead of "friend", you can add "freind" to the user word list and have QuickCorrect replace it with the correct spelling.

QuickCorrect replacement words are stored in the user word list that ships with WordPerfect* (wt61XX.uwl, where "XX" is your language code).

To define automatic replacements for words as you type them

Related Concepts

main word list

A large list of specialized words used by Spell Checker for a particular language, field (such as legal and medical), or company. The main word list file included with the English, French, Spanish, Italian, German, and Dutch versions of WordPerfect* is a .mor file (the English file is wt61en.mor). You can also have Spell Checker search other main word lists you have installed, such as legal and medical word lists. You can create your own main word list file using the Spell Utility.

document user word list

Contains words and phrases you want Spell Checker to skip, replace, or display alternatives for in the current document only. WordPerfect* always scans this list first when you spell-check.

About Adding Words (Spell Checker)

When Spell Checker detects an unknown word such as a technical word or proper name, it treats it like a spelling error. You can add such words to your <u>user word lists</u> so that Spell Checker will recognize it as a valid word.

You can also add replacement words for QuickCorrect*. This means that you can identify a word you often misspell and have it replaced with the correct spelling. For example, if you often misspell "ocurance" for occurrence, you can add "ocurance" to the user word list and have QuickCorrect replace it with the correct spelling. Click for more information on adding replacement words for QuickCorrect.

Word Lists

When you spell check text, WordPerfect* scans two types of word list files: <u>user word lists</u> and <u>main word lists</u>. You can activate up to ten lists of each kind for Spell Checker to scan. Spell Checker first scans the active user word lists. If the word or phrase is not found there, Spell Checker scans the main word lists you have activated.

Click to get more information on user word lists.

Click to get more information on main word lists and the Spell Utility.

          <u>To add words to a user word list (Spell Checker)</u>

To add words to a user word list (Spell Checker),

1 Click Tools ⬜ Spell Check.

    2   Click Add.

    3   Type the word you want to add, then click OK.

Tips

⬜   You can specify the <u>user word list</u> you want to add to in the Add To drop-down list box.

⬜   To add a word that WordPerfect* stops on during a spell check session, click Add.

⬜   <u>About Adding Words (Spell Checker)</u>

About the Spell Utility

The Spell Utility lets you create and edit <u>main word lists</u> for your business or field (such as medicine or law). You can also use the utility to merge main word lists together and to convert main word lists (formerly called dictionaries) from WordPerfect* 6.0 format to WordPerfect 6.1/7 format.

The Spell Utility is a separate program you run from the Start button. The filename is sputl61.exe (installed to the \shared\pfit7 folder for WordPerfect). It is available only if you installed WordPerfect 7 using the Custom option. If you used the Standard option, you can reinstall WordPerfect, this time clicking the Custom option. The Custom option installs all the files of the Standard installation and more. Deselect the programs you do **not** want to reinstall.