

ShareSpell For Windows



ShareSpell for Windows is designed to check the spelling of your Notepad and other text editor documents and text from the clipboard.

- o 80,000+ word dictionary. Available in both US and UK English.
- o Suggests to incorrectly spelled words.
- o User dictionary.
- o Provides some editing features.

To use ShareSpell open a file and click either the Check SPEED BUTTON or select Check Document from the Spelling Menu.

ShareSpell will scan your document and at each of the incorrectly spelled words will stop and present you with a SUGGESTIONS window. Use the suggestion list to correct the spelling of the word.

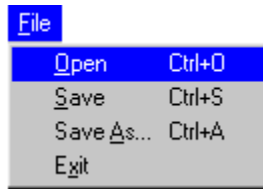
When you're finished checking the document click on the Save SPEED BUTTON or select Save or Save As from the FILE MENU.

The EDIT MENU provides some minimal cut and paste editing.

Also provided is the *Paste As Document and Copy All* options. Both are used primarily for spell checking text from the clipboard. Use the Paste As Document item to paste the contents of the clipboard into ShareSpell as a new document and then perform your spell checking and editing. Once you're done use the Copy All to copy the entire document to the Clipboard, ready for you to paste it back into the application it came from.

The DICTIONARY MANAGER allows you to remove words from the dictionary that you added by mistake, or have decided that you no longer want in the dictionary.

FILE MENU



The File Menu contains the following commands:



OPEN... Will allow you to open a file to perform spell checking on. You can also use the Open Speed Button.

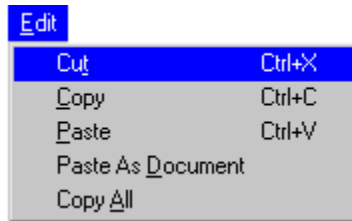


SAVE Will save the current document to disk. You can also use the Save Speed Button.

SAVE AS... Allows you to save the current document to disk using a different file name.

EXIT Quit ShareSpell.

EDIT MENU



The Edit Menu has the following commands:

CUT Delete the currently selected text from the document. This will also place a copy of the text in the clipboard.

COPY Copy the currently selected text to the clipboard.

If there currently isn't any selected text neither the Cut or Copy menu items will be available.

PASTE Paste the text in the clipboard into the current document.

PASTE AS DOCUMENT Paste the text in the clipboard as a new document. If there is currently a document open all the text in it will be deleted first.

If there is no text in the clipboard the Paste menu items will not be available.

COPY ALL Copy all the text in the document (even if it is empty) into the clipboard.

The Paste As Document and Copy All commands are also available as a SPEED BUTTON.



Paste As Document



Copy All

They are primarily used in checking the spelling of text in the clipboard. You can Paste As Document the text you have copied from another application, check the spelling and then use the Copy All button to place the corrected text into the clipboard ready for pasting back into your other application.

SPEED BUTTON



The Speed Button Bar allows you to access some of the more common menu functions without selecting the item from the menu.



Check the spelling of the entire document.



Open a new file to check.



Save the current file to disk.



Copy *all the text in the document* to the Clipboard.

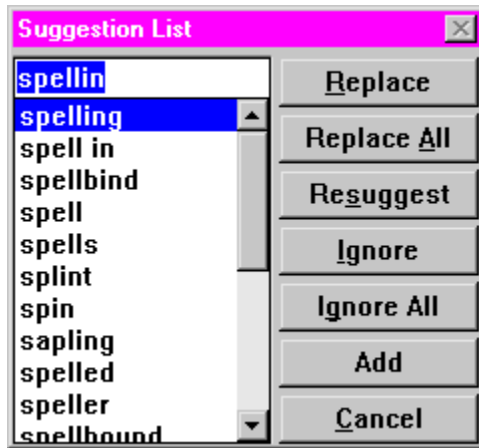


Paste the text in the Clipboard as a new document.



Access the help file.

SUGGESTIONS



The Suggestion List is the workhorse of ShareSpell. It will be displayed each time an incorrectly spelled word is found in the document.

The word in question will be displayed in the edit box at the top of the window. You can manually correct the spelling of the word by making changes to it in the edit box. You can also use the changes you made to cause ShareSpell to create a new list of suggested correct spellings. The list below that is the list of suggested corrected spellings for the word. If you find the correct spelling on the list just double click it and ShareSpell will replace the word with the corrected word.

Alternately you can click the correct spelling once and then click the **Replace** button. Also, if you want to replace all occurrences of the misspelling in the document click the correct spelling once and then click the **Replace All** button.

Clicking **Ignore** will cause ShareSpell to ignore just that one occurrence of the incorrectly spelled word. **Ignore All** will cause it to ignore all occurrences of the misspelling in the document.

Clicking the **Add** button will add the word to your personal dictionary and will be considered a good word from that point on.

Clicking the **Resuggest** button will cause ShareSpell to create a new list of suggested correct spellings based on the changes you have made to the word in the edit box. It will also use a different suggestion method. The default suggestion method finds errors based on common typing and spelling errors. The second method is based on how the word sounds. If you click Resuggest without changing the word in question a new list of words will be created based on how the word sounds.

Clicking **Cancel** will cause ShareSpell to stop checking the spelling of the document.

DICTIONARY MANAGER



The Dictionary Manager allows you to remove words from the user dictionary. The user dictionary is the list of words you have added with the Add Button on the Suggestion List.

The list of User Words is a standard multiple section box. You can highlight a word by clicking on it. Highlight a group of words by clicking on the first one, and then while holding down the *Shift* key, click on the last word you want to select. If you want to select several words that are not next to each other on the list, you can click on the first word and while holding down the Control key

