

## **SpellWrite**

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## **About SpellWrite**

SpellWrite is a unique and innovative idea from Future Software Developments Ltd. SpellWrite is an English spell checker which works in any application of Windows at the touch of a single key. Easy to use and simple to install, SpellWrite will provide you with the ability to spell check over 85,000 words, anywhere in your Windows software. SpellWrite can expand this base to include any proper nouns or acronyms peculiar to your company or department.

If you do have a Custom Dictionary, for example a Medical or Legal dictionary, that needs to be added to the SpellWrite dictionary; simply edit the file, spell check it and add those words not found into the dictionary. In the event of the file being large you might like to purchase our Custom Dictionary Maker program, in order to save time. Please phone for details if interested.

## Options

The options window allows you to toggle the Windows Write Enhancements on or off, disable the SpellWrite logo on start-up and tailor the hot key that invokes SpellWrite.

### ADD ENHANCEMENTS TO WINDOWS WRITE

If you do not wish Windows Write to have the extra enhancements click on this check box. The new SpellWrite menu and toolbar will not be added to Write. Note it is still possible to use the designated hot key to spell check in Write.

### SHOW PROGRAM LOGO ON START-UP

When unchecked this option disables the SpellWrite logo that is displayed for a short time on the Windows start-up.

### SHORTCUT KEY

This text edit field allows the user to choose what hot key invokes SpellWrite. Valid hot keys include the following :

- All function keys, except F1 and F10. These are allowed to be used by themselves or with the Ctrl and Ctrl+Alt keys.

- Ctrl+Alt+A to Ctrl+Alt+Z and Ctrl+Alt+0 to Ctrl+Alt+9. To choose one of these simply press the main key e.g. the S key for Ctrl+Alt+S.

## **Write Enhancements**

A toolbar has been added to Windows Write to introduce ease of use. If in doubt on what a button on the toolbar does, simply hold the mouse cursor over the button for a second and a bubble help will appear to explain the purpose of the button.

Windows Write also has a new menu called the options menu. This menu contains options to spell check, select all text, toggle the toolbar on and off, and save the current settings.

## **Trouble Shooting**

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## **Limitations**

SpellWrite works with all applications that support the ability to copy text from their text entry fields to the Windows Clipboard using the Ctrl+C or SHIFT+INSERT keys and allow paste back to the application by a Ctrl+V or CTRL+INSERT keys. An example of a program that does not support this feature is Windows Paintbrush. It is impossible to copy text to the Clipboard in text format with this program. Also the application must retain it's selected text when another application is activated and the user clicks back onto the first application.

## **Hot Keys**

If in the event that you do experience a hot key conflict with an application simply redefine your hot key to a key combination that does work with your application.

## **Technical Support**

Technical Support is available to registered customers only, please remember to send in your registration card. To reach us either write, fax or call the support line (lines available Monday to Friday, 9 am to 5 pm). See the back cover of the manual for details.



## Using SpellWrite

General Use

Spell Checking in Spreadsheets

Spell Checking in Word Processors

Spell Checking in other programs

## **General Use**

Once installed SpellWrite is constantly active in all applications. In order to invoke SpellWrite you will need to press the designated hot key. By default this key will be the F9 function key. In most applications you will need to highlight the text which you wish to spell check. However, certain applications such as Windows Write, Notepad and Calendar automatically select all of your text if you have not made a selection. Note that you must invoke the spell checker when you are actually editing the text.

### **ACTUAL WORD**

This text field displays the word that has been designated as a error.

### **REPLACE WITH**

This text field can be edited and includes the text that can be used to replace the incorrectly spelled word.

### **SUGGESTION**

This is a simple list of all possible suggestions. If you click on a word in this list then that word is copied into the REPLACE WITH text field.

### **REPLACE ALL**

This button will replace all occurrences of the incorrect word with the suggestion held in the REPLACE WITH text field.

### **IGNORE**

Press this button and the spell checker will ignore the incorrect word.

### **IGNORE ALL**

This function enables all occurrences of the incorrectly spelled word to be ignored.

### **ADD**

Pressing this button will add the word held in the ACTUAL WORD text field to the dictionary of words. Valid words to add can only include the letters A to Z, hyphens and apostrophes.

### **DELETE**

This function deletes the word from the dictionary. This option is only enabled when SpellWrite is not processing a spell check. To enable this feature, you must run the SpellWrite utility from its icon. This can be found by navigating through the Windows Program Manager to the Future Group (folder) and double clicking on the SpellWrite icon.

Once SpellWrite is active you will be presented with the Options window. Click on the Spell Checker folder to access SpellWrite's delete facility. Note at this point you can Add, Delete and have Suggestions on as many words as you like. The Delete option will delete the word found in the ACTUAL WORD text field.

### **SUGGEST**

Clicking on this button will cause the application to search for suggestions on the word held in the

REPLACE WITH text field. Try an experiment by typing some words into the REPLACE WITH field and pressing the SUGGEST button.

### **CANCEL**

This button will cancel the spell check and return the user to the application that he or she was using.

## **Spell Checking in Spreadsheets**

To use SpellWrite with spreadsheets simply place the cursor at the start of the text you wish to spell check and press the hot key. All text for that line will be checked.

It is possible in some spreadsheets to highlight an area to spell check, but note that when SpellWrite pastes the changes back to the application any formulae will be lost.

## **Spell Checking in Word Processors**

When using SpellWrite with word processors simply highlight the area of text, or the whole document, then press the hot key. As with spreadsheets any special formatting (e.g. special fonts) will be lost when the new text is pasted back to the application. A quick tip is to quickly type your letter, spell check it and then format as necessary.

## **Spell Checking in other programs**

When using other software with SpellWrite just remember to be in text editing mode before invoking SpellWrite.

