The Editor comes with a spelling checker. You can check your spelling in two ways:

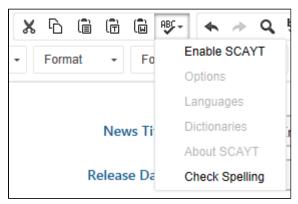
- Check the text that you already typed
- Check for mistakes as you type

-

Note that the spelling checker is available in the <u>full editor toolbar</u>.

Using the spelling checker to check an already typed text

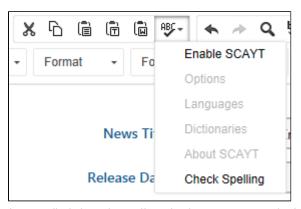
- 1. Click in the text area that you want to spell check.
- 2. Use the spelling checker icon in the editor toolbar and click Check Spelling. A Spell Check dialog appears.



- 3. Make adjustments to the text based on the suggestions.
- 4. Click on **Finish Checking** to close the dialog.

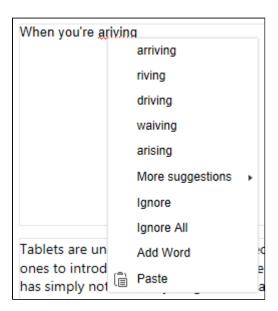
Using the spelling checker to check text as you type

- 1. On the editor toolbar, click on the spelling checker icon.
- 2. Click on Enable SCAYT (Spell Check As You Type)



- 3. (Optional) Click on the spelling checker icon again and select **Options** to configure *Languages*, *Dictionaries* and other *Options* of the spelling checker.
- 4. Begin typing in the editor. The editor underlines the text it considers incorrect as you type.
- 5. Right click any of the underlined text to see suggestions for correction.

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6. Click a suggestion and the editor automatically corrects the text.

Adding links to underlined words

It is not currently possible to <u>add links</u> to words underlined by the spelling check. If you want to add a link to an underlined word, you need to right-click the word and select **Ignore** before you highlight the word and add the link.

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