# **6** Spell Checking

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# **Spell Checking**

This chapter describes Informed Filler's spell checking feature. You can ensure the accuracy of the data entered in text and name cells by checking for spelling mistakes on all pages of a form or only on particular sections.

Informed Filler relies on the spell checking services available via Informed spell checking plug-ins. Because Informed was developed with an "open" architecture, Shana can easily support new spell checking services by developing new plug-ins. For spell checking to be available, you must have the spelling plug-in installed in your plug-ins folder, and the spelling dictionaries installed in your Informed folder.

Informed Filler comes with a built-in spell checker and the spell checking plug-in needed to use it. These items are automatically installed when you install Informed Filler.

## **Spelling Preferences**

By setting Informed Filler's spelling preferences, you can specify certain criteria used when spell checking is performed on your form. For example, you can choose which language dictionary to use, and also select various language options.

To set Informed Filler's spelling preferences, choose **Preferences...** from the Edit menu, then click the Spelling icon in the scrolling list. The Preferences dialog box changes to show the Spelling Preferences panel.
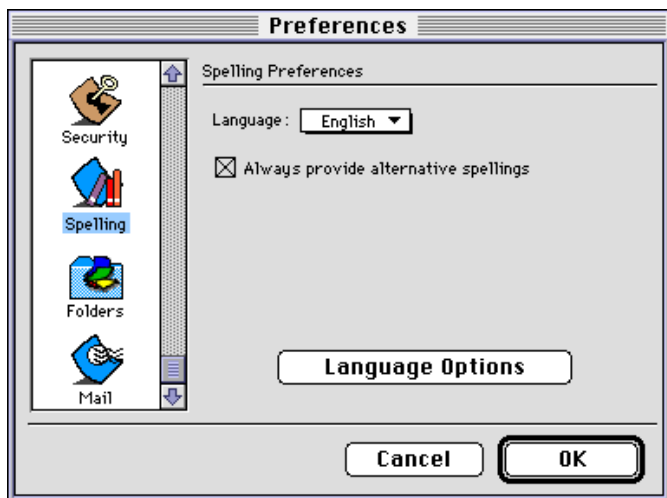
The language dictionaries that are built into Informed Filler allow you to check spelling in several different languages. To select a dictionary, click the 'Language' drop-down list and make a selection from the available choices.



By default, Informed Filler provides alternative spellings for questionable words when you perform spell checking. If you don't want to see alternative spellings, turn off the 'Always provide alternative spellings' checkbox.

You can set various options for each of the dictionaries by clicking the 'Language Options' button. The Language Options dialog box appears. Depending on which language you've chosen, the dialog box will display different options. The following illustration shows the options available for the English dictionary.
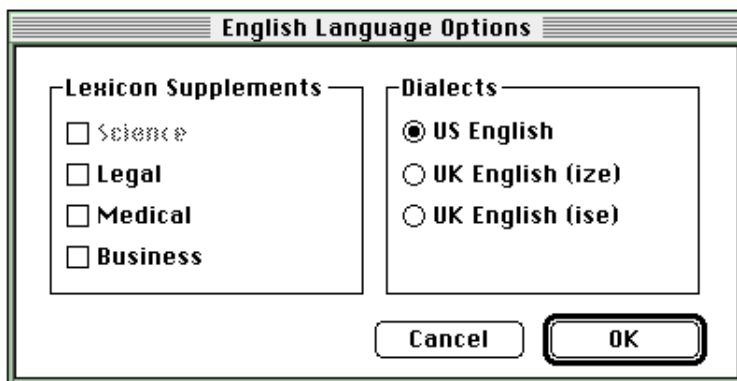


To set your options, click the appropriate radio buttons or checkboxes, then click 'OK.'

**Note**    The options you select on the Language Options dialog box do not take effect until you click the 'OK' button on the Spelling Preferences panel.

If you move your Informed folder or change the location of the Spelling folder, Informed Filler will not be able to find the spelling dictionaries when you attempt to spell check a form. If this happens, the 'Language Options' button on the Preferences dialog box changes to 'Set Up Spelling.' Click this button to select the 'Spelling' folder in its new location.

## Spell Checking Your Forms

Informed Filler allows you to check the spelling of data entered in text and name cells. When a spell check is performed, Informed Filler checks both words and names. Any questionable words on your form (that is, words that are not found in the spell checking dictionary you've chosen) are flagged and displayed on the Check Spelling dialog box. The only exceptions to this are display only cells and cells that have been signed with a digital signature. These cells are skipped when spell checking is performed.

You specify which information will be checked by your choice of command from the Spelling sub-menu under Edit. You can spell check the current record, the collected records, or a particular selection on the form.

To check the current record or the collected records, choose **Check Current Record...** or **Check Collected Records...** respectively. To spell check a particular selection, first select a cell value, then choose **Check Selection...**. After choosing one of the submenu items, the Check Spelling dialog box appears.
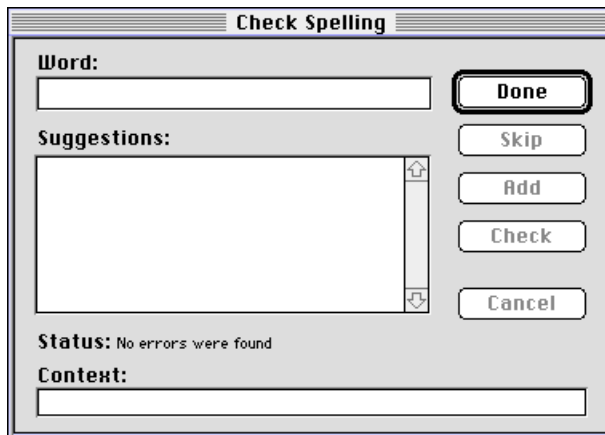


When checking the current record, Informed Filler begins checking the entire form, page by page. When checking the collected records, Informed Filler checks each page on a record before moving to the next record. If no questionable words are found, the text boxes and scrolling list on the Check Spelling dialog box are blank, and only the 'Done' button is available. Click 'Done' to return to the record.

If a questionable word is found, Informed Filler flags it and displays it in the 'Word' text box. If the 'Always provide alternative spellings' preference is turned on, Informed Filler will display a list of possible replacement words in the 'Suggestions' scrolling list. Below the list of suggestions is a status line that describes the type of questionable word. Informed Filler's spell checker will detect

misspelled words, double words, and other questionable occurrences. The 'Context' box at the bottom of the dialog displays the questionable word in context. That is, if the word is part of a sentence, the full sentence is shown. If the word is a single word, it is displayed by itself.
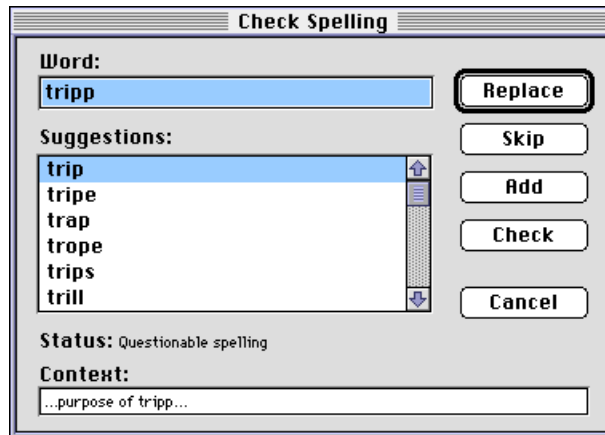


When a questionable word is found, you can replace it with a word from the 'Suggestions' scrolling list, you can skip the word, you can add the word to the dictionary, or you can type a different word in the 'Word' text box.

To replace a questionable word with one of the alternative spellings, select the alternative in the 'Suggestions' scrolling list, then click 'Replace' or simply double-click the alternative word in the list. Informed Filler replaces the word and continues checking the form.

You can skip a questionable word by clicking the 'Skip' button. Clicking 'Skip' passes over the word during the current spell check. The next time you spell check the form (without changing the questionable word), Informed Filler will flag and display the word again.

To add a word to the dictionary, click the 'Add' button. This feature can be very helpful if you have an uncommon name or an unusual spelling that you enter into a name or text cell. For example, the last name "Brachi" is not very common and is not recognized in Informed Filler's English dictionary. Normally, the word "Brachi" would be questioned when you spell check the form. By adding the word to the dictionary, Informed Filler accepts it as a valid word.

As mentioned previously, when a questionable word is found, Informed Filler provides a list of alternative spellings in the 'Suggestions' scrolling list. If the word you are looking for is not in the list, you can check the dictionary for other alternatives. For example, if the word "surreal" was misspelled as "cureal," the scrolling list might show the following alternatives: cruel, cure-all, and churl. Since neither of these are the correct word, you can try to find other alternatives by changing the spelling in the 'Word' text box and clicking the 'Check' button. If you change the spelling to "sureal" and click 'Check,' the 'Suggestions' scrolling list will show the correct spelling of "surreal" as an alternative.
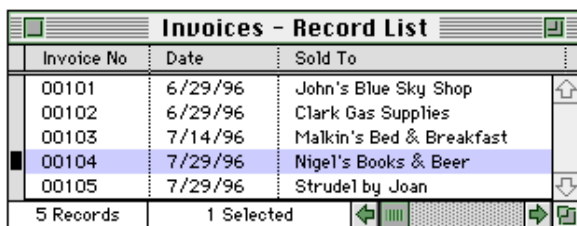
When spell checking is completed, and you've dealt with any questionable words, the Check Spelling dialog changes to show the 'Done' button. Click 'Done' to return to the form window.

It's possible that changing the value in a cell by spell checking can cause an error based on the cell's check formula. If this occurs, Informed Filler will stop the spell checking operation and return you to the form window. The cell with the invalid value will be selected and an error message might be displayed (depending on the cell's check formula).

If the invalid value causes an error to occur in another cell on the form (such as a calculated cell), Informed Filler will alert you when spell checking is finished or, in the case of checking multiple records, when moving to the next record.

## Spell Checking From the Record List

As explained in Chapter 8, "Manipulating Records," the Record List window displays records in a list, making it easy to see the information for multiple records at a glance. You can also perform spell checking on records displayed in the Record List.



With the Record List in front, you can specify which records you want to spell check by selecting one or more records in the list, and choosing an item from the Spelling submenu under Edit.

With the exception of the Check Selection command, the spell checking commands perform the same as when you spell check from the form window. Choosing **Check Current Record...** checks the current record and choosing **Check Collected Records...** checks all records in the collection. The current record is identified by a black rectangle in the left margin of the Record List window.

When you choose the Check Selection command with the Record List displayed, you are not spell checking a selection of text, but rather a selection of records. To do this, select one or more records on the Record List, then choose **Check Selection...** from the Spelling submenu.

After you choose one of the spell checking commands, the Check Spelling dialog box appears, and Informed Filler begins checking the requested records. If Informed Filler is checking the collected records or a selection of records, you'll see the current record indicator moving down the Record List as each record is checked in succession.

When spell checking is completed, and you've dealt with any questionable words, the Check Spelling dialog box changes to show the 'Done' button. Click 'Done' to return to the Record List window.