

## Spell Checking

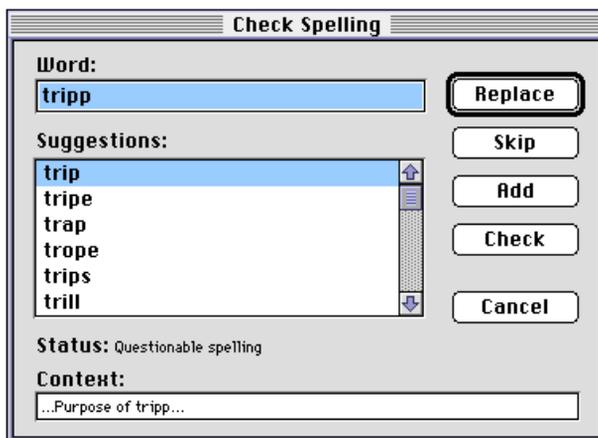
This section teaches you how to spell check a template. At the end of this section, you'll know how to perform the following tasks:

- set spelling preferences
- spell check your template.

### Overview

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

You can check the spelling of text objects and the title sections of fields and tables on your template. Any questionable words on your template are flagged and displayed on the Check Spelling dialog box. The 'Context' box at the bottom of the dialog displays the questionable word in context.



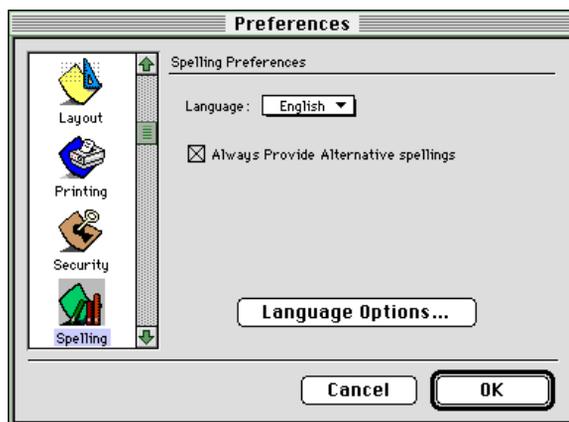
The language dictionaries that are built into Informed Designer allow you to check spelling in several different languages. You can also set various options for each of the dictionaries.

## Spell Checking Preferences

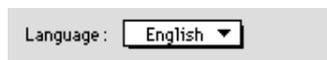
In this exercise, you'll set up your own spell checking preferences.

### Choosing a Language Dictionary

- Choose **Preferences...** from the Edit menu to display the Preferences dialog box.
- Click the Spelling icon in the scrolling list to display the Spelling Preferences panel.



- Choose 'English' from the 'Language' drop-down list.



- Click the 'Language Options' button to display the English Language Options dialog box.

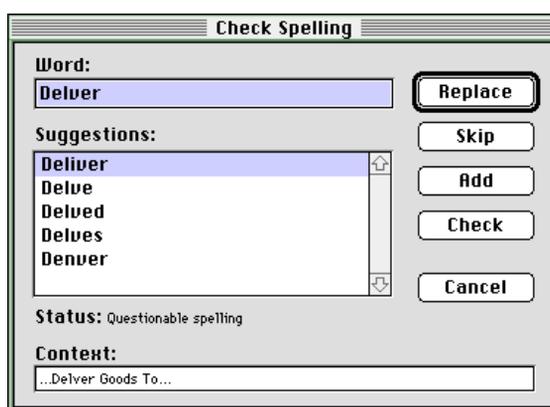


- Select the 'Business' checkbox, then click 'OK.'
- Click 'OK' on the Spell Checking Preferences panel to return to the drawing window.

## Checking Spelling

In this exercise, you'll use Informed Designer's spell checking feature to check your template for any spelling errors.

- Choose **Check Template...** from the Spelling submenu under the Edit menu to display the Check Spelling dialog box.
- As Informed Designer begins checking the template, the word **Delver** will appear in the Check Spelling dialog box.



- Click 'Replace' to replace **Delver** with the word **Deliver** from the 'Suggestions' list.

If no other spelling errors are found, the text boxes and the scrolling list on the Check Spelling dialog box are blank, and only the 'Done' button is available.

- Click 'Done' to return to the drawing window.

This is the end of the section.

