# 10 Spell Checking

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# 10 Spell Checking

This chapter describes how to check spelling on form templates with Informed Designer. You can ensure the accuracy of text objects and the title sections of fields and tables by checking for spelling mistakes on either the entire template or on particular selections of text.
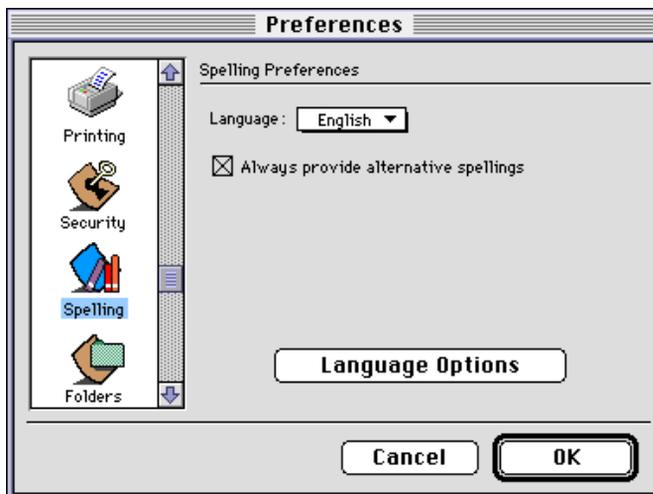
Informed Designer relies on the spell checking services available via Informed spell checking plug-ins. Because Informed was developed with an "open" architecture, Shana can easily support new spell checking services by developing new plug-ins. For spell checking to be available, you must have the Spelling plug-in installed in your plug-ins folder. You must also have the spelling dictionaries installed.

Informed Designer 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 Designer. For installation instructions, see your *Informed Designer Getting Started Guide*.

## Spelling Preferences

By setting Informed Designer's spelling preferences, you can specify certain criteria used when spell checking is performed.

To set Informed Designer'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 Designer 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 Designer 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.'
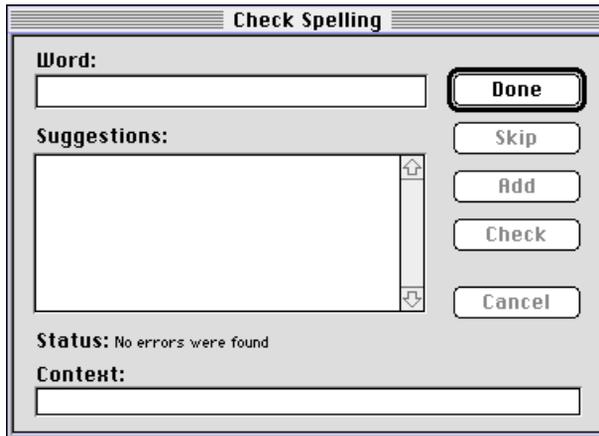
**Note** The options you select on the Language Options dialog box do not take effect until you click the 'OK' button on the Spelling Preferences panel.
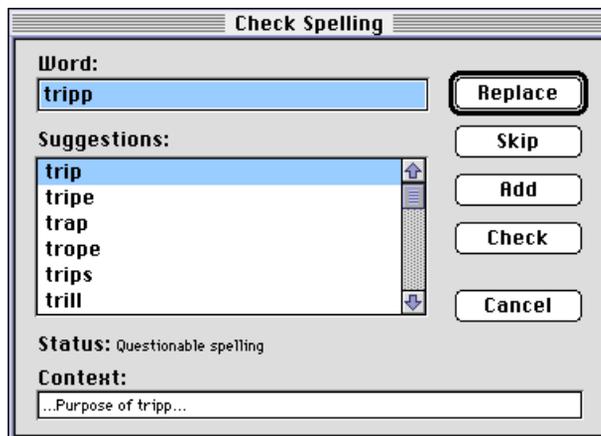
## Spell Checking Your Template

Informed Designer allows you to check the spelling of text objects and the title sections of fields and tables on your template. Any questionable words on your template (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.

To spell check your template, choose **Check Template...** from the Spelling submenu under Edit. If you want to check the spelling of only a particular section of your template, select the text that you want to check, then choose the **Check Selection...** command instead. The Check Spelling dialog box appears and Informed Designer begins checking for errors.



Informed Designer begins checking the entire template, page by page, starting with the work page. 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 drawing window.

If a questionable word is found, Informed Designer flags it and displays it in the 'Word' text box. If the 'Always provide alternative spellings' preference is turned on, Informed Designer 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 Designer'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 (such as a title), 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 Designer replaces the word and continues checking the template.

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 template (without changing the questionable word), Informed Designer 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 use a lot of unusual words or abbreviations on your templates. For example, you might often use the abbreviation "Qty" instead of the word "Quantity" in the title section of a cell. Normally, the word "Qty" would be questioned when you spell check the template. By adding the word to the dictionary, Informed Designer accepts it as a valid word.

As mentioned previously, when a questionable word is found, Informed Designer 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 none 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.

Once Informed Designer has checked all pages or all selected text, and you've dealt with any questionable words, the Check Spelling dialog changes to show the 'Done' button. Click 'Done' to return to the drawing area.