

Spell Check

About Spell Check

Spell check is an optional feature that you can use to identify misspelled or questionable words. When a misspelled or questionable word is identified, you have the basic option of changing the word in one instance or all instances, ignoring the word in one or all instances, or adding the word to your dictionary. There are two ways to use spell check, either **automatically** or by using **Check Spelling** from the gradebook menu bar.

Note: Spell check is available for the following PowerTeacher gradebook fields: assignment **Name** and **Description**, Category **Name** and **Description**, Assignment Score Inspector and Final Score Inspector **Comment**.

Turn Spell Check On or Off

Use the **Spell Check** tab on the Preferences window to turn spell check on and off.

How to Turn Spell Check On or Off

1. From the gradebook menu bar, choose **Gradebook > Preferences**. The **Preferences window** appears.
2. Click the **Spell Check** tab. **Spell Check preference information** appears.
3. Do one of the following:
 - Select the **Enabled background checking** checkbox to turn automatic spell check on.
 - Deselect the **Enabled background checking** checkbox to turn automatic spell check off.
4. Click **OK** to save your changes.

Note: Alternately, you can press **ENTER** or **RETURN** on your keyboard.

Manage Your Dictionary

Use the **Spell Check** tab on the Preferences window to customize your spell check dictionary by adding, editing, or deleting words.

How to Manage Your Dictionary

1. From the gradebook menu bar, choose **Gradebook > Preferences**. The **Preferences window** appears.
2. Click the **Spell Check** tab. **Spell Check preference information** appears.
3. **Edit the information as needed.**
4. Click **OK** to save your changes.

Note: Alternately, you can press **ENTER** or **RETURN** on your keyboard.

Automatically Check Spelling

As you enter text in a spell check enabled text field, the spell checker automatically checks the spelling of each word. If a misspelled or questionable word is identified, the spell checker uses a wavy red underline to indicate a possible spelling error. Using the contextual menu, indicate how you want the spell checker to handle the possible spelling error.

How to Automatically Check Spelling

1. Do one of the following:
 - If using a one-button mouse, press **CONTROL+click** a word with a wavy red underline. The contextual menu appears.
 - If using a two-button mouse, right-click a word with a wavy red underline. The contextual menu appears.
2. Do one of the following:
 - Click the spelling correction you want.
 - Click **More Suggestions** to view additional suggested spelling corrections for the word, and then click the spelling correction you want.
 - Click **Ignore All** to skip all instances of the word. Note that the next time you launch PowerTeacher gradebook, the word will appear with a wavy red underline.
 - Click **Add to Dictionary** to add the word to your **spell check dictionary**, such as proper names, technical terms, acronyms, and so on. The next time you launch PowerTeacher gradebook, the word will not appear with a wavy red underline, as it is now included spell check dictionary.
 - Click **Cancel** to close the contextual menu.

Note: If using **Ignore All**, This option is session specific.

Check Spelling

In addition to automatically checking the spelling of each word as you enter text in a spell check enabled text field, you can use the Check Spelling function to perform a complete spell check of the field. If misspelled or questionable words are identified, the spell checker uses a wavy red underline to indicate the possible spelling errors. Using the Check Spelling window, indicate how you want the spell checker to handle each possible spelling error.

How to Check Spelling

1. From the gradebook menu bar, choose **Tools > Check Spelling**. The **Check Spelling window** appears. The first the misspelled or questionable word appears in the **Not in Dictionary field**.
2. Do one of the following or **edit the information as needed**:
 - To select one of the suggested spelling corrections, click the replacement word in the **Suggestions** list box, and then click **Change** or **Change All**.
 - To manually enter the spelling correction, highlight the word, enter the correction, and then click **Change** or **Change All**.

3. Repeat for each misspelled or questionable word. Once you have made your corrections, the Check Spelling window closes.