

FP2 - TIP 'O THE WEEK # 81

SPELL CHECK

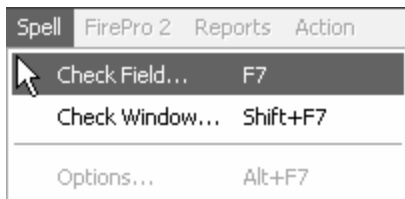


Spell Check

If you are anything like me, spell check is one of your best friends! I hate to think what these tips would look like without spell check!

FirePro users can check the accuracy of their spelling in the program's text entry fields. This includes fields in which users can freely write notes and descriptions, and does not include those that offer drop-down lists or require information such as names, addresses, and other specific data.

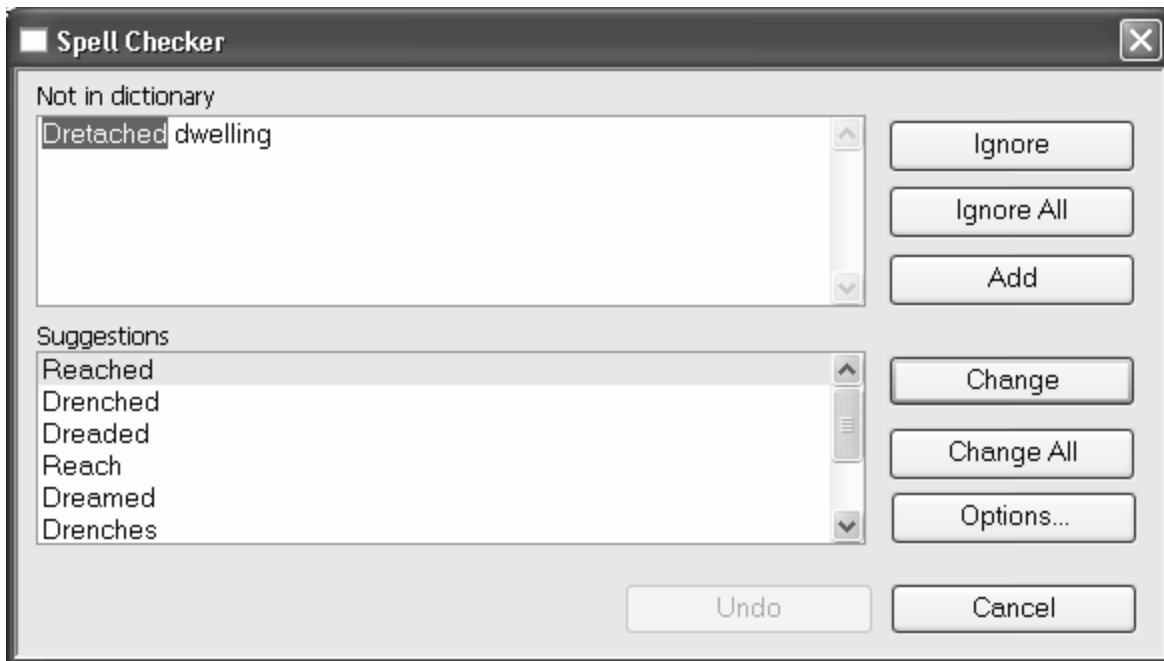
Access to Spell Check is only available during an Add or an Edit. This ensures that any spelling changes that are made are saved. You will see the menu selection entitled "Spell" highlighted on the menu bar at the top of your FirePro screen (unless there are no fields that can be spell checked on that window).



Selecting "Spell" will produce a drop-down menu that presents three choices: Check Window, Check Current Field and Options. You can also access these options by clicking "Shift+F7" for the Check Window and "F7" to check the current field.

Check Window

The Check Window option will always be available once the Spell Check feature is activated. It will examine all free-form fields within the open FirePro window for spelling errors. One sentence/paragraph will be checked at a time. If there is a potential spelling error found, the following window will appear on your screen that identifies the word that may require a spelling change:



The screen is divided into two sections. The top half is entitled, "Not in Dictionary". This part of the window highlights the instance of the word that Spell Check has identified as potentially requiring change. "Suggestions" for changes are offered on the bottom half of the screen.

Choose from the following buttons on the right side of the screen to make changes or retain the existing spelling:

- Click "Ignore" if the spelling in question is correct for your purposes.
- Click "Ignore All" if the spelling for this word is repeated in several instances throughout the free-form field(s) in this window, and you want to continue

ignoring the suggestion of Spell Check. These words will continue to be ignored until you log out of FirePro. When you log back in, these words will no longer be ignored (also see "Reset Ignores" below if you wish to clear this list without logging off).

- Click "Add" if you wish to add your spelling of a word to the spell-check dictionary.
- Click "Change" to modify the spelling of your word to match the suggestion that is highlighted on the bottom half of the screen. Use your mouse to alter what is highlighted.
- Click "Change All" if you want to change all instances of the word to match the Spell Check suggestion you have selected.

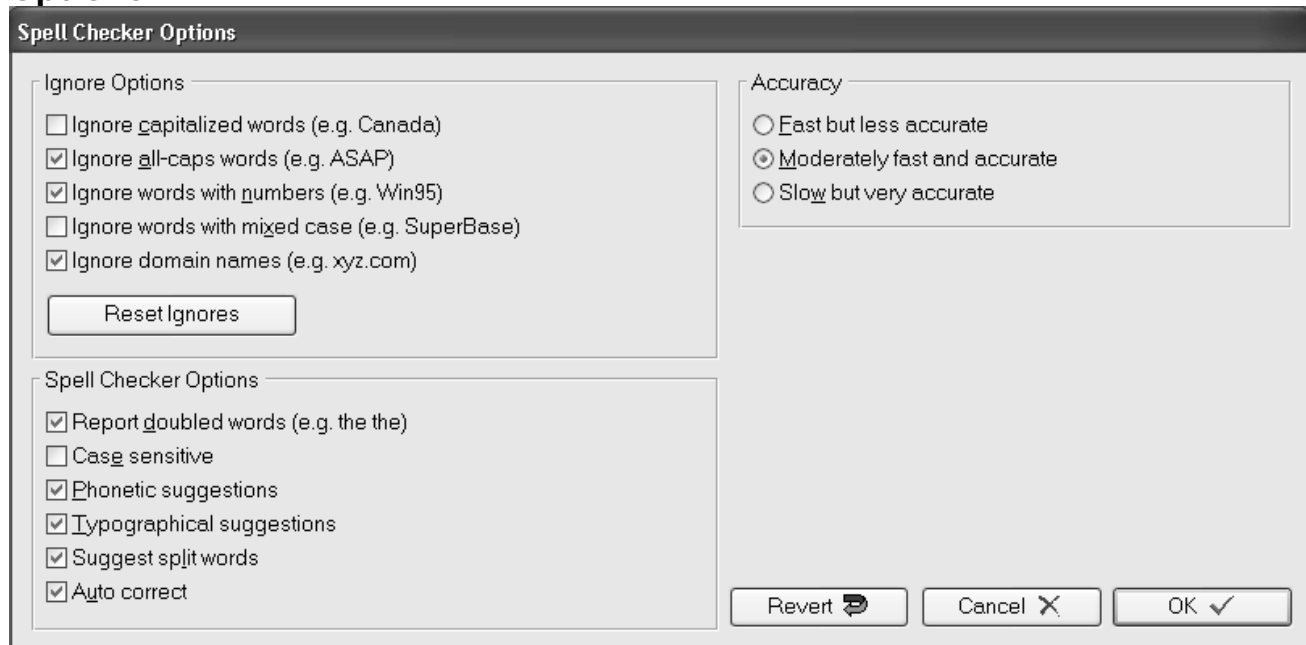
Clicking the options button will open the Options window (described below).

Check Current Field

This option identifies possible spelling errors within a free-form field in which you have placed your cursor. It will only become active if your cursor is placed in a field that is accessible to Spell Check (i.e. a free-form field). Use your mouse to highlight a specific selection of words if you want to check those words only.

A dialogue box informing you that Spell Check is complete will appear on your screen once you have completed the above procedure, or if no spelling mistakes have been detected.

Options



The options window allows you to customize the spell checker to suit your needs.

- The "Reset Ignores" button will make it so that the spell check will check for words you had previously told it to ignore during this session (by clicking the "Ignore All" button on the main spell check window).
- The "Revert" button will change the window back to the settings that were there when you opened the window, leaving the window open for you to edit.
- The "Cancel" button will change the settings back to what they were when you opened the window and then close the window.
- The "OK" button saves your changes and closes the window.



Quote of the week:

"I only hope that we don't lose sight of one thing - that it was all started by a mouse." *Walt Disney.*