

3. Spellchecking

In this module you will learn to use **Writer's** spelling-checker.

Typing mistakes are made easily enough. In **Writer** it's easy to correct these errors. When the automatic spelling checker is engaged a wrinkly red line: ~~~~~ will appear underneath each word that is not in **Writer's** dictionary (note: This red line will not appear on print-outs).

Often while spell checking, you immediately get the correct alternative, but sometimes **Writer** sees an error that cannot be corrected by the program itself. In these cases you will have to manually correct the error. For instance, the spell checker is not able to see the difference between conjugations of certain verbs like 'has' and 'have'. The computer does not recognize the names of persons or firms either. You can skip or add such words to a separate dictionary.

If you wish, you can let **Writer** immediately correct these errors (autocorrect). But this method will cost you in terms of typing speed. You can of course first type your text, and then correct your typing errors afterwards.

Two methods to check spelling

There are two ways of checking your spelling:

1. With the right mouse button.

You can, while typing your document, let **writer** check the spelling. With this method, writer will underline all potential mistakes in spelling and grammar. When you want to correct an error, you can click with the right mouse button on the underlined word and select the desired correction.


2. With the spelling- (and grammar)checker in the Tools menu.

When you've finished a document you can check for errors in spelling and grammar with the spell checker. If any potential mistakes are found you can correct these and then resume checking.

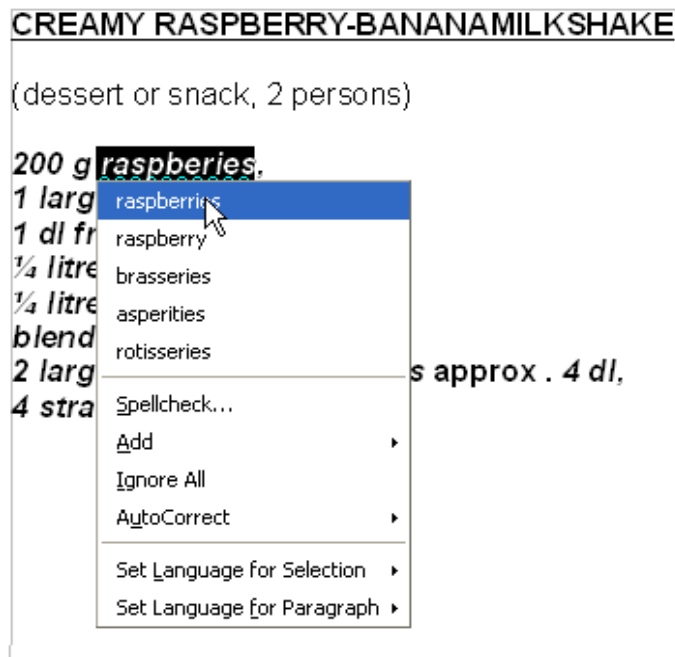
3.1. Checking with the right mouse button




Assignment 3.1 *Checking with the right mouse button*

1. Open the file **Milkshake** on the **RedNose CD**.
2. If there are no red lines underneath the erroneous words, you need to engage the automatic spell checker. You do this by clicking the  button in the toolbar on top of the screen.
3. Click with the right mouse button on the word 'raspberies' in the first line. A quick-menu will appear with an alternative, or a list of alternatives.
4. Click with the left mouse button on 'raspberries'.

'raspberies' Will be replaced with the correctly spelled 'raspberries' and the red line will disappear.




5. Manually correct the rest of the typing errors in the Milkshake text.
6. Save the text Milkshake, when you have finished correcting, in the My Documents folder with 'Milkshake corrected' as filename.
7. Close the document through the  in the upper-right corner of the screen.

3.2. With the spell checker

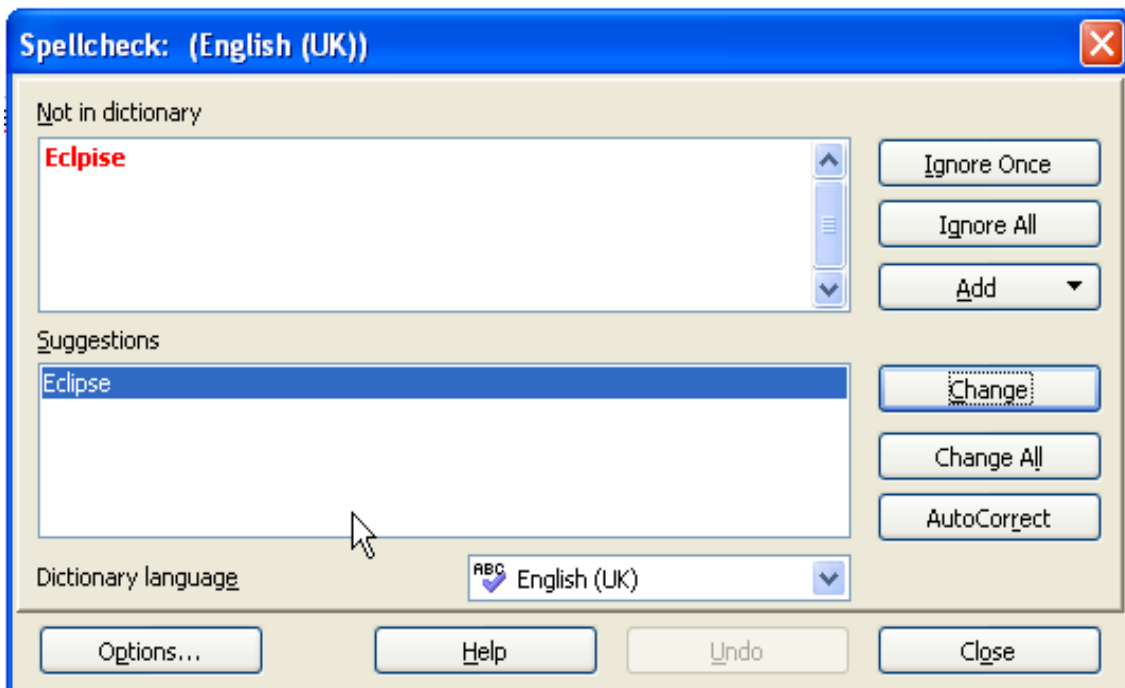
In the document '**Eclipse**' on the **RedNose CD** there are a number of typing errors. In the next assignment, you are going to correct them with the spell checker.



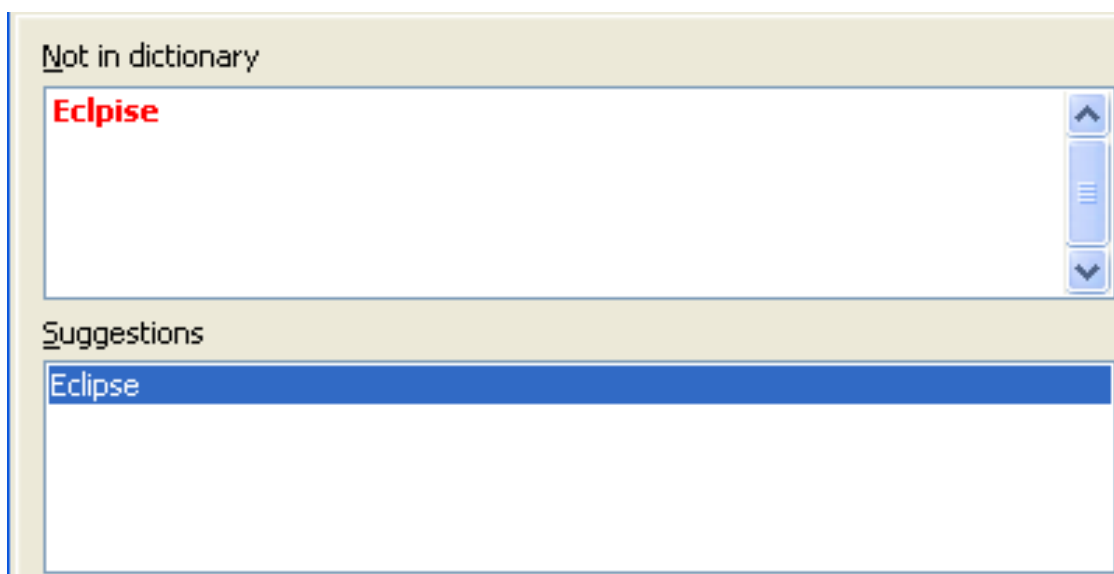
Assignment 3.2 *with the spell checker*

1. Open the file **Eclipse** on the **RedNose CD**.
2. Click on the menu **Tools, Spellcheck...** or on the  button. The dialogbox **Spellcheck: (English(UK))** appears.





We first look at a number of options on the screen. The left side of the dialogbox shows:



Not in dictionary

The word 'Eclipse' is not in **Writer's** dictionary.

Suggestions

Here you can select the correct word from a list of suggestions.

On the right side of the dialogbox are the following options:

Ignore once

The word does not change, the spell checker resumes with the next word.



Ignore all

The word doesn't change, the spell checker resumes with the next word. The spell checker ignores all other instances of this word in the document.




Add

The word does not change, but will be added to Writer's dictionary. Use this option only if you're absolutely sure that the word is spelled correctly!

Change

The word will be replaced and the spell checker resumes with the next word.



Change All

The word will be replaced, and the spell checker resumes with the next word. Any other instance of that word will also be replaced.




AutoCorrect

The word will be replaced, and the spell checker resumes with the next word. The next time you make the same typing error, the word will be corrected automatically. The word is added to the autocorrect list.



Assignment 3.2 With the spell checker (continued)

You have started the spell checker.

Immediately the word 'Eclipse' gets highlighted. The given suggestion ('Eclipse') is correct.

1. Click the button **Change**.

The spell checker changes the word 'Eclipse' into 'Eclipse'. The spell checker resumes its search for the next error and will now find the word 'eclipses'. In the text there are 5 instances of this error.

2. Now you can better select **Change all**.

In the whole document the word 'eclipses' will change into 'eclipse'. The spell checker searches for the next error.

**Assignment 3.2** with the spell checker (continued)

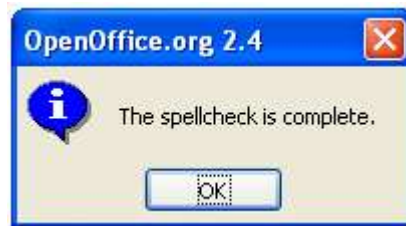
The spell checker will now find the word 'darknes'. Of the two found suggestions "darkens" and 'darkness' the first one is the correct word.


3. 'darkens' is already selected (blue).
4. click the button **Change**.

The word 'darknes' will change into 'darkness'.

5. Finish checking the spelling.
Carefully read the text. Check if the right word is selected (blue) before you correct.

The spelling check has finished when **Writer** indicates that The spellcheck is completed.




6. Click on **OK**.
7. Save, when you're done checking, the text **Eclipse** in de folder **My Documents** with it's name: '**Eclipse** corrected'.
8. Close the program Writer with the  in the upper right corner.

Final Assignment Module 3



Assignment *Spelling checking*

1. Open The **Writer** program.
2. Open the text **Dolphins** on your **RedNose CD**.
The text **Dolphins** is full of typing errors.
3. Correct the errors in the **Dolphins text with the right mouse button** or with the spell checker in the **Tools** menu. Use the method you like the most.
4. When you are done with the spell checker, save the text in the folder **My Documents** as '**Dolphins corrected**'.
5. Close **Writer** by clicking the  in the upper right corner.