CHAPTER 3

CORRECTING SPELLING MISTAKES

The documents prepared using word processing software should be without any spelling mistake. For this purpose StarOffice Writer includes a dictionary and spell-check program. StarOffice Writer can identify the spelling mistakes as the document is typed or after the entire document is typed.

3.1   Checking Spelling While Typing

StarOffice Writer has an automatic spell-check feature that can check for possible spelling mistakes even as the document is being typed. This feature can be turned ON or OFF by clicking on the Auto Spellcheck icon.

When Auto Spellcheck feature is ON, StarOffice Writer compares each word typed with the words in the dictionary and underline words that do not match with a squiggly red line. These red lines can be ignored and the typing work may be continued. The correction can be made after the document is created. These mistakes can be corrected in two ways.

1. **Backspace** key is pressed to delete a misspelled word and the word is retyped.

2. If the right spelling is not known, StarOffice Writer can help the user with some choices. The misspelled word is right clicked. A pop up menu appears on the screen. If the correct spelling is shown, a click is made on that word. StarOffice Writer makes the replacement.
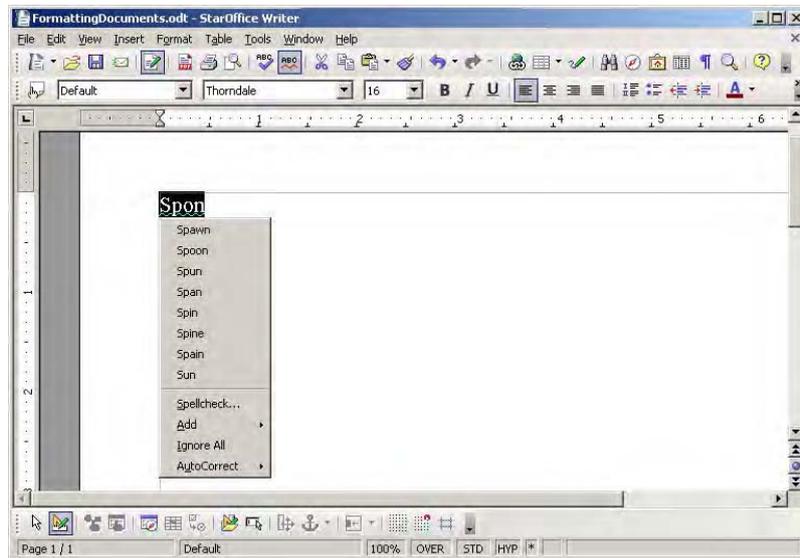
Fig 3.1 A popup menu displaying alternatives for the word "spon"

3.2 Checking the Spelling after the Document is Typed

The following steps are used for a spell check.

Tools → Spelling → Check is selected or is clicked. To check a part of the document only that portion is selected. The **F7** key may also be pressed to select the spelling command.

The dialog box shown in figure 3.2 appears on the screen.

Fig 3.2 Spelling check Dialog Box

Not in dictionary text area displays the misspelled word and the **Suggestions** list displays any alternative spellings.

Any of the following can be done:

- To skip this occurrence but stop on the next one. **Ignore Once** button is clicked. To skip all occurrences of this word. **Ignore All** button is clicked.

- To replace the word with one of the selected spellings, in the suggestions list that spelling is clicked, and **Change** button is clicked to change this occurrence and **Change All** button is clicked to replace all occurrences of the world.

- If none of the replacements is correct, correction can be made manually in the **Not in dictionary** text area. **Add** button is clicked to add the word to the dictionary.

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Learn by solving

1. Open the document Exercise 1. Ensure that the Auto Spellcheck is ON. Add the following paragraph to the existing text. As you are typing make some spelling mistakes intentionally and observe how the Auto Spellcheck works.

   It is more than likely that many of today's Olympic disciplines are sophisticated   versions of the games of strength and speed that flourished in ancient India and Greece.   Chess, Wrestling, Polo, archery and hockey (possibly a fall-out from polo) are some of the games believed to have originated in India.

2. Now, Switch off the Auto Spell Check option and makes some more spelling mistakes. Correct them using the Spelling Correction dialog box.

_____

3.3   AutoCorrect Option

In addition to flagging some words, StarOffice Writer will automatically correct some spelling mistakes. StarOffice Writer recognises some common misspellings and typographical mistakes and makes the replacement automatically. For instance, if a word is typed as "teh", StarOffice Writer automatically replaces this with the correct word "the". In addition to the ones StarOffice Writer automayically corrects, the user can add other words to the list. For instance if a user feels that the word "colour" is frequently mistyped as color or in any other wrong way he/she can add an AutoCorrect entry and the StarOffice Writer will make the correct replacement every time that word "colour" is wrongly typed.

3.4 Creating AutoCorrect Entry

If the error and its correction are to be added to the Auto Correct list the following command is used: **Tools → AutoCorrect**

Now a dialog box as shown in figure 3.3 appears on the screen. In this box, with the **Replace** tab selected the word to be replaced is typed in the **Replace** text box and the replacement word in the **With** text box. When the same mistake is made StarOffice Writer will automatically replace the misspelled word with the correct spelling.
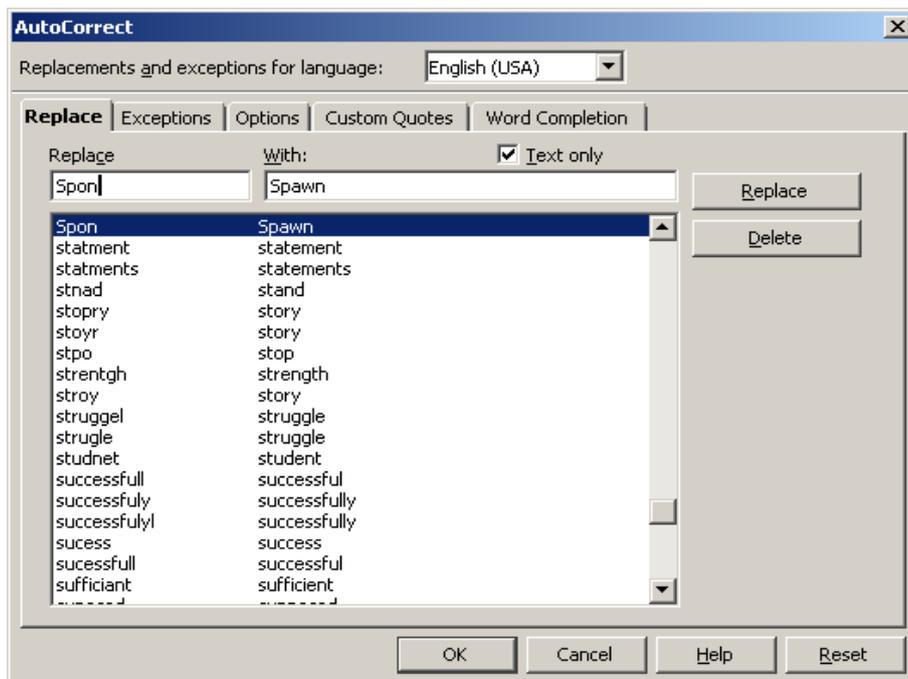

Fig 3.3 AutoCorrect Dialog Box

Learn by solving

1) Type the following words and observe how StarOffice Writer's Autocorrect feature corrects them.

    a)   And
    b)   Actually
    c)   After the
    d)   Can
    e)   Clear
    f)   The
    g)   This
    h)   That
    i)   To the
    j)   tyhe

2) Open AutoCorrect dialog box and type the word organization in Replace list and organisation in With list and press OK. Now, in the document type the word organization and observe what happens.

Summary

- Spelling mistakes can be corrected both while typing as well as after the entire document is typed.

- Automatic Spelling Correction feature corrects some of the misspelled words.

- Auto Correct option is very useful for correcting the spelling of the commonly misspelled words.

Exercises

I. Fill in the blanks

1) The _____key is pressed to select the Spelling correct dialog box.
2) The _____ button is used to skip the spelling change for the current word.
3) _____ option can be used to automatically replace the misspelled word with the correct spelling.

II. State true or false

1) If the right spelling is not known StarOffice Writer can help the user with some choices.
2) StarOffice Writer puts a squiggly green line under some words to alert some possible spelling mistakes.
3) The StarOffice Writer will automatically correct some of the common misspellings.

III. Answer the following

1) What does Automatic Spelling Correction mean ?
2) How would you carry out the spell check after the entire document is typed?
3) How would you add a word in the Auto Correct list of the StarOffice Writer?