User Guide - Spell

What is it?

It is NOT Auto-correct!

It WILL save you hours of tedious work in spell-checking your document AND those of other users.

Why should I use it?

Use it if you are tired of telling Microsoft Word to "Ignore All" or "Change All" strings of text that you corrected the same way just hours ago in a different document. Or the same document.

Use it if you need different spell-check or auto-correct tactics for different groups of documents in different folder trees.

How does it work?

It uses a set of rules which it learns (you train it) over time.

It determines which rules should be applied to your current document, and corrects all recognizable typos before handing control over to Microsoft Word's regular spell-checker.

This means that it can "see" typos before they arrive in Microsoft Word's spell-checker, and it fixes them so you don't have to tell Microsoft Word to do it!

Why didn't Microsoft Word think of this?

Search me. It seems like a sensible idea, doesn't it?

Example Please

You are preparing a set of documents for your legal client "Grabit, Grabit, Grabit & Grabit; family lawyers".

All the documents reside in the folder T:\Greaves\Clients\G\Grabit\ and you would like Microsoft Word to Ignore All, always, any mention of the apparently mis-spelled word 'Grabit", but ONLY in documents stored in T:\Greaves\Clients\G\Grabit\ and (optionally) its sub-folders.

And you want "Grabit" to be recognized as a typo everywhere else.

How do I use it?

Run the macro "SpellCheckDocument"

Instead of choosing Tools, Spelling and grammar from Microsoft Word's menu system, or instead of tapping the F7 function key, you run the macro "SpellCheckDocument" (which you could, of course, assign to the F7 function key!).

"SpellCheckDocument" collects the rules tables, works out which rules apply to the current document, corrects any obvious typos, and only then hands control over to Microsoft Word's spell-checker.

So it runs as a silent and invisible partner, working on your behalf before you get to the really difficult stuff.

Specifics

Using the GUI form

Double-clicking an item in the FIND list box copies the item's text into the REPLACE text box.

When the last item in the list box has been processed, SPELL realizes there's no point in hanging around, so it simulates your choosing the OK button.