

Core-CT 9.1 provides users with the ability to spellcheck conversation entries when creating or updating conversations.

To spellcheck a conversation entry

- 1. Add a new conversation or locate an existing conversation.
- 2. Enter or review text in the **Comments** field.
- 3. Click the **Spell Check** icon in the **Conversation Entries Group** box.

Conversation Ent	nes			End View All 7	int 🛙 Soft 🖬 Last
DateTime:	08/15/12 8:57AM	User: VP1	Visible	Detete Entry	EditEoliy
Contact ID:	Q		Telephone:	Extension:	
'Comments:	This is amother example.				1 CONTRACT
	_			Click the Spell C	heck icon.

4. Core-CT 9.1 displays a Spell Check dialog box if it detects spelling errors.

Spell Check Text:	This is amother example.	
Change To: Alternatives:	nother another atomizer mother smother	
Ignore Ignore A OK Can	emoter Change Change All Add	

- 5. Use the options in the **Spell Check** dialog box to change the misspelled word.
 - Either accept the value displayed in the **Change To** field, use the **Alternatives** list to display a different value in the **Change To** field, or overwrite the text in the **Change To** field with the correct word.
 - Use the **Change** button to change the flagged word to the word displayed in the **Change To** field. Core-CT 9.1 will display the next misspelled word it detects. If no addition misspellings are detected, Core-CT 9.1 displays "The spelling Check is Complete."
 - Use the **Ignore** button to keep the original word.
 - Use the Add button to add the flagged word to the Core-CT 9.1 dictionary.

6. Core-CT will identify the next misspelled word. Follow the instructions in step 5. Continue until all misspelled words have been identified.

6. Click **OK** or **Cancel** to return to the Conversations tab.

7. If Core-CT 9.1 detects no spelling errors the following dialog box displays:



8. Click **Ok** to return the **Conversations** tab.