

Core-CT

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

To spellcheck a conversation entry

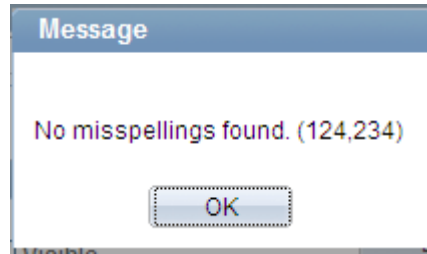
1. Add a new conversation or locate an existing conversation.
2. Enter or review text in the **Comments** field.
3. Click the **Spell Check** icon in the **Conversation Entries Group** box.



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



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 additional 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.