

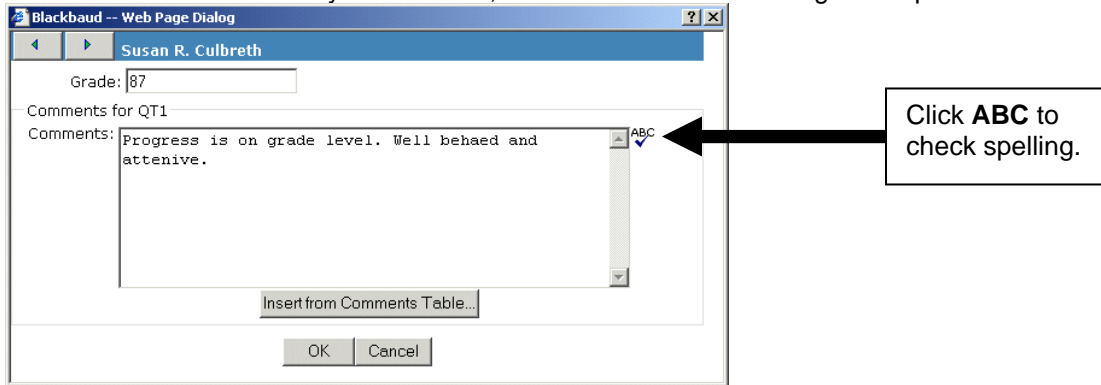
## Using Spell Check

You can check spelling in descriptions, comments, and notes in *Faculty Access for the Web*, set preferences for your spell check, and build a custom dictionary.

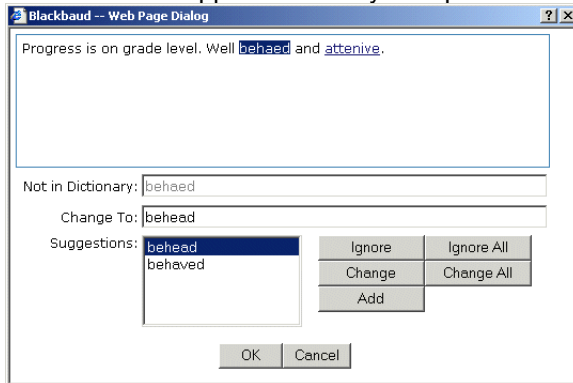
### Checking Spelling

You can check the spelling of assignment descriptions, grade comments, attendance comments, and notes.

1. To the side of a box where you enter text, click the **ABC** button to begin the spell check.



2. A new window appears and any misspelled words are underlined.



3. For each misspelled word, you have options.
  - You can manually correct the word in the **Change To** field or select from the entries in the **Suggestions** box, if any.
  - To ignore the selected instance of the misspelled word, click **Ignore**.
  - To ignore all instances of the misspelled word in the text being checked, click **Ignore All**.
  - To change the selected instance of the misspelled word to the word in **Change To**, click **Change**.
  - To change all instances of the misspelled word in the text being checked to the word in **Change To**, click **Change All**.
  - To add the word (maximum of 50 alphanumeric characters) to your custom dictionary for your spell check to ignore subsequently, click **Add**.
4. When the spell check is complete, a message appears.

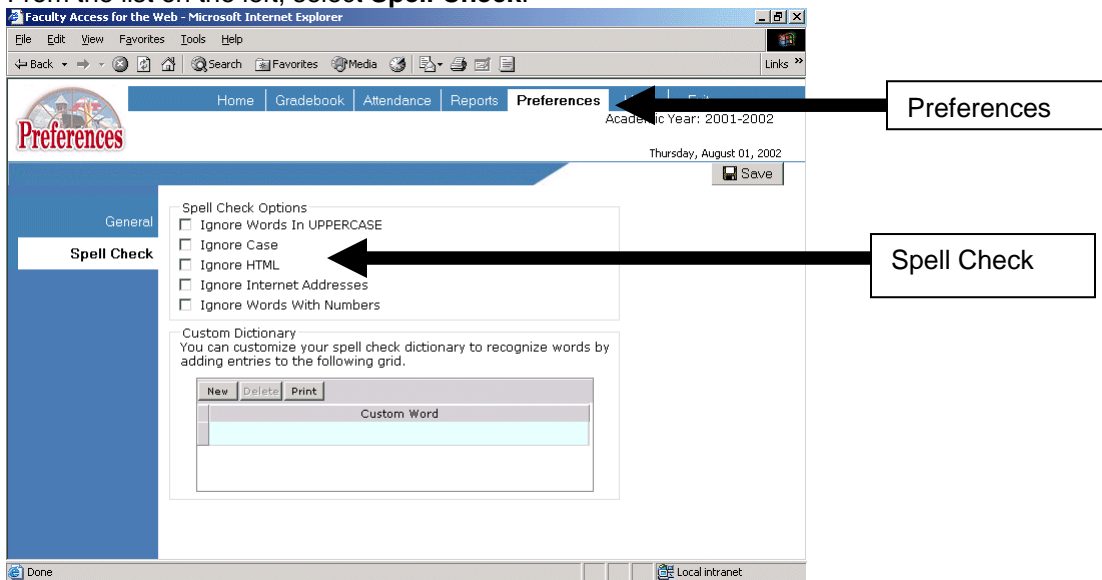


5. Click **OK**.

## Spell Check Preferences

You can set options and define a custom dictionary for your spell check.

1. On the navigation bar, click **Preferences**.
2. From the list on the left, select **Spell Check**.



3. In the **Spell Check Options** frame, you can mark checkboxes for circumstances for the spell check to ignore:
  - To ignore words in all uppercase letters, such as “PSAT”, mark **Ignore Words in UPPERCASE**.
  - To ignore words that are spelled correctly but have unusual capitalization, mark **Ignore Case**. For example, “tESTING” is considered misspelled unless **Ignore Case** is marked. If you mark **Ignore Case**, **Ignore Words in UPPERCASE** is disabled.
  - To ignore text entered in HTML tags, such as “<head><title>Headlines</title></head>”, mark **Ignore HTML**.
  - If you do not mark **Ignore HTML**, the spell check returns a word as misspelled if a word within HTML tags is not in the dictionary. For example, <haed> is considered a misspelling but <head> is not. If you mark **Ignore HTML**, <haed> is not considered a misspelling.
  - To ignore Internet and e-mail addresses, such as “www.blackbaud.com”, mark **Ignore Internet Addresses**.
  - To ignore words containing both numbers and letters, such as “Test1”, mark **Ignore Words with Numbers**.
  - In the **Custom Dictionary** frame, you can add words to the standard dictionary for the spell check to ignore (maximum of 50 alphanumeric characters).
4. To save your spell check preferences, click **Save**.

