

Checking Spelling

Part of editing your content is making sure that everything is spelled correctly. Content Studio is a great help in this regard, because it can identify spelling errors in your layouts.

Tip

- ✓ Content Studio cannot catch spelling errors that occur because of misuse. For example, if you entered the word “through” when you meant to type “threw,” Content Studio wouldn’t catch it because “through” is a correctly spelled word.

Check spelling in the presentation

To check the spelling in a presentation, use the Spelling dialog box under the Home Tab.

1. Click the **Home** tab on the Ribbon and click the **Spell Check** button in the Review group. (Fig 1)

Content Studio will begin checking spelling from the beginning of the presentation.

Other Ways to Check Spelling and Grammar: Press <F7>.

If Content Studio finds an error, the Spelling dialog box appears with the error in the text box at the top of the dialog box. You have several options to choose from when the Spelling dialog box opens, depending on the error that is found:

- **Ignore:** Accepts the spelling you used and moves on to the next error.
- **Add Word:** If a word is not recognized in the Content Studio Dictionary, it is marked as misspelled. This command adds the word to the dictionary so it is recognized in the future.
- **Change:** Changes the spelling of the word to the spelling that is selected in the Suggestions list.

- ⓘ **Trap:** Exercise caution when using this command; you might end up changing something you didn’t want to change.

2. If the word is incorrect, select the correction from the Suggestions list, or type your own correction in the top text box.

Then click **Change**. If the word is correct, click **Ignore or Add Word**.

Content Studio applies the command and moves on to the next error.

Once Content Studio has finished checking your presentation for spelling errors a dialog box appears.

3. Click **OK** to complete the check.

Exercise

- **Exercise File:** Add 3 layouts and enter a typing error on each layout.
- **Exercise:** Correct the spelling errors in the document.

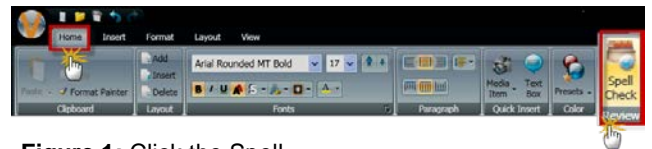


Figure 1: Click the Spell Check button

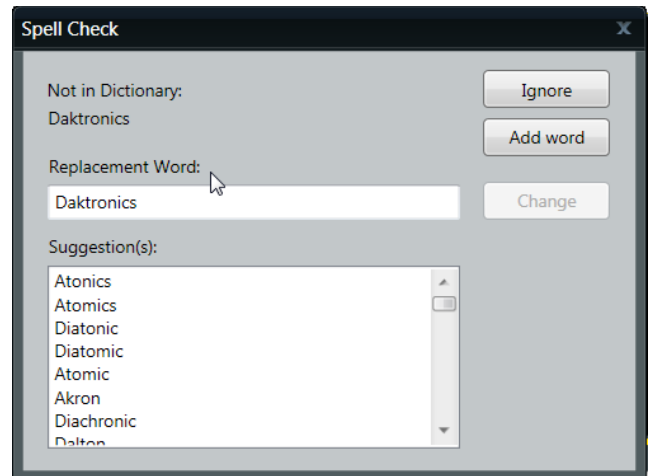


Figure 2: Ignore, Add Word or Change options