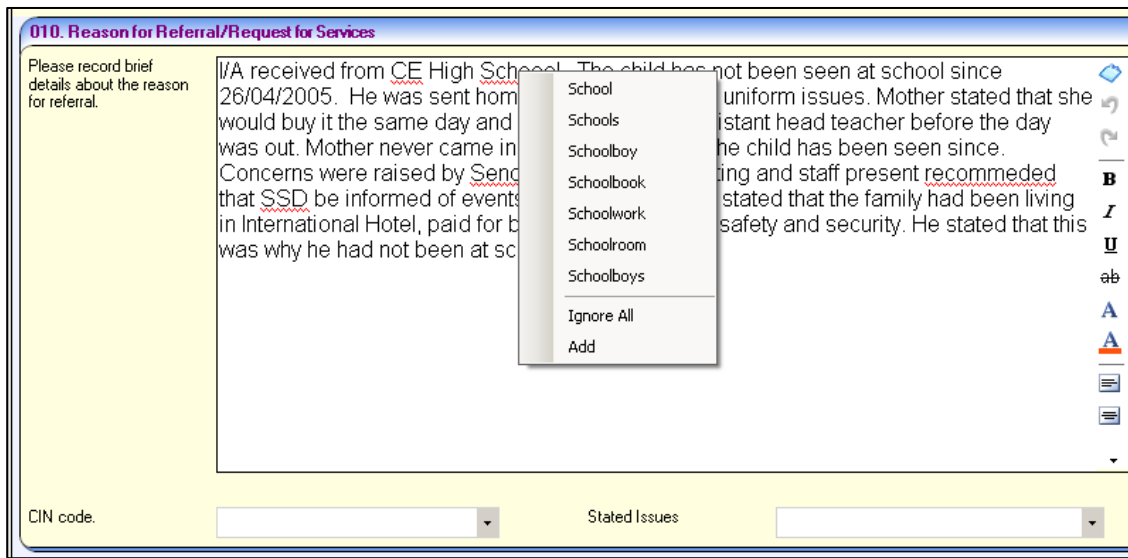


Spell Check

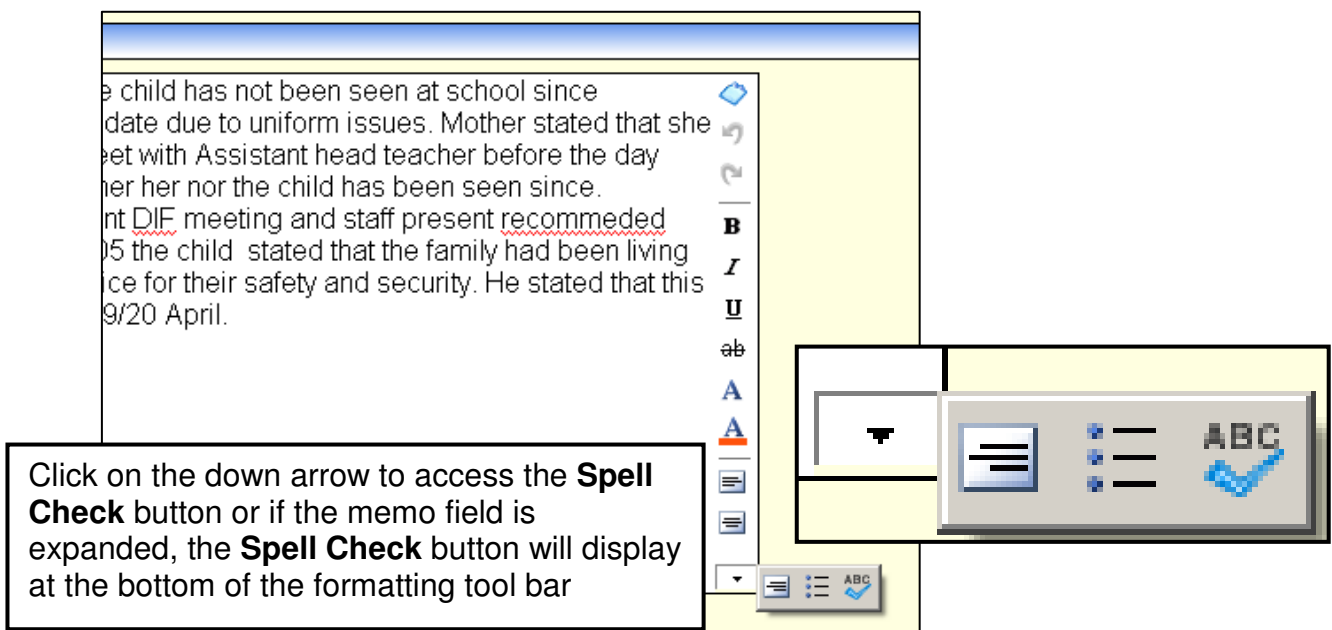
The **Spell Check** function in ICS is similar to the **Spell Check** found in **MS Word**.

The **Spell Check** is only available in memo fields. There is an option to **Spell Check** as you type or to manually run the **Spell Check** before moving to the next field.

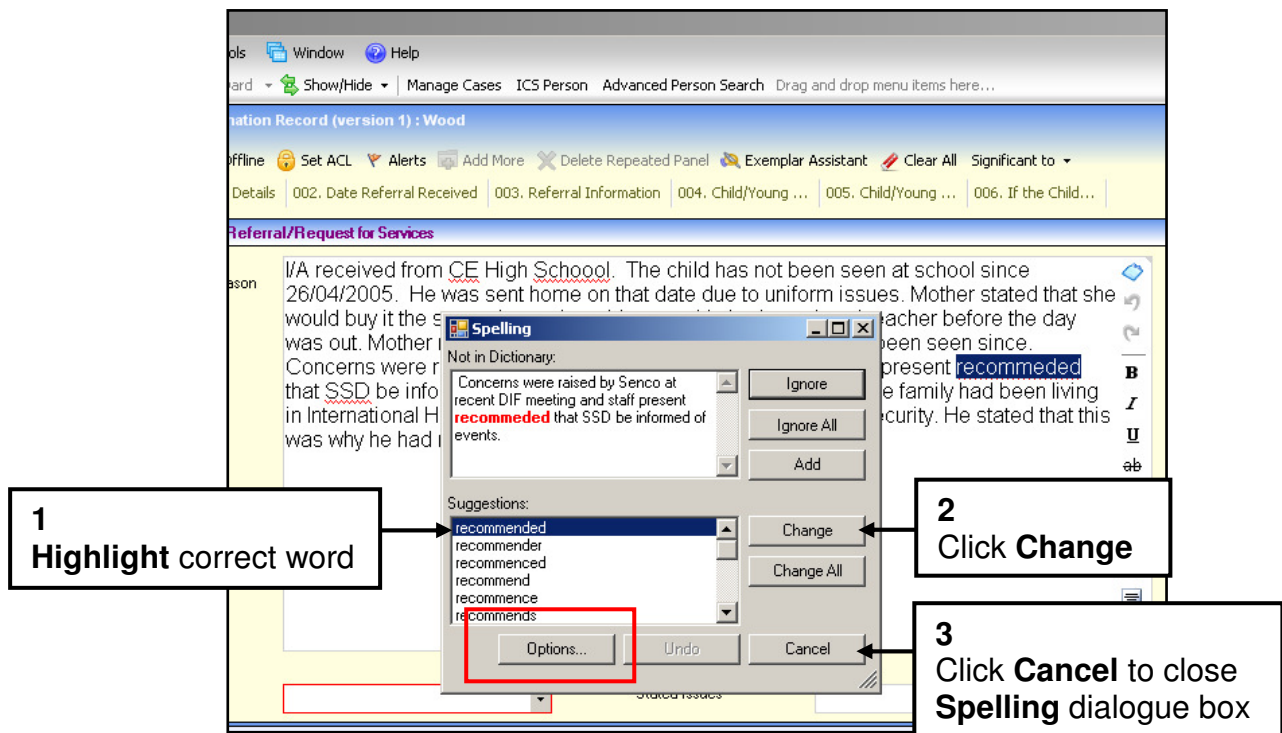
To check spelling as you type – right click the word underlined with red and select correct word from the options listed.



The manual **Spell Check** is available by clicking on the **Spell Check** button

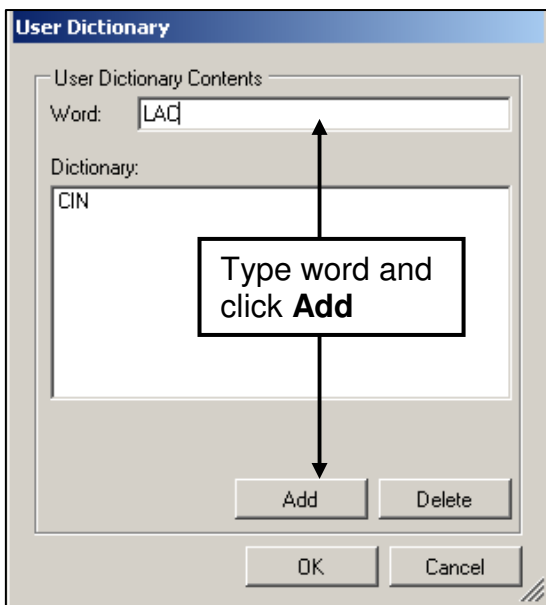
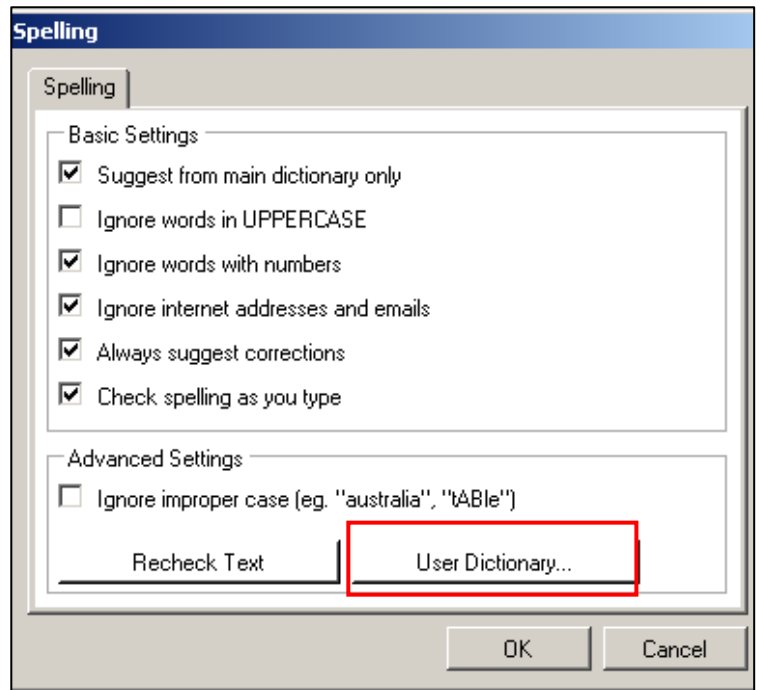


When the **Spell Check** button is selected the Spelling dialogue box is displayed



When the **Options** button is selected the following dialogue is displayed:

- Common user options are available so that you can select the most appropriate options
- With a **Main Dictionary** and **User Dictionary**, terms that are used on a daily basis that are not typically included in a standard dictionary ie CIN or LAC can be added



Recommended – select the **Check spelling as you type** tick box to have spelling errors pointed out as you type

A simple way to add words to the User's Dictionary

1
Type the word to be **added** to the **Dictionary** (Kroner), right click on the word which will be underlined in red – the drop down list suggests possible options

2
Click **Add** – this will automatically add the word to the user's **Dictionary**

Deleting a word from the Dictionary

1
Access the **User Dictionary**

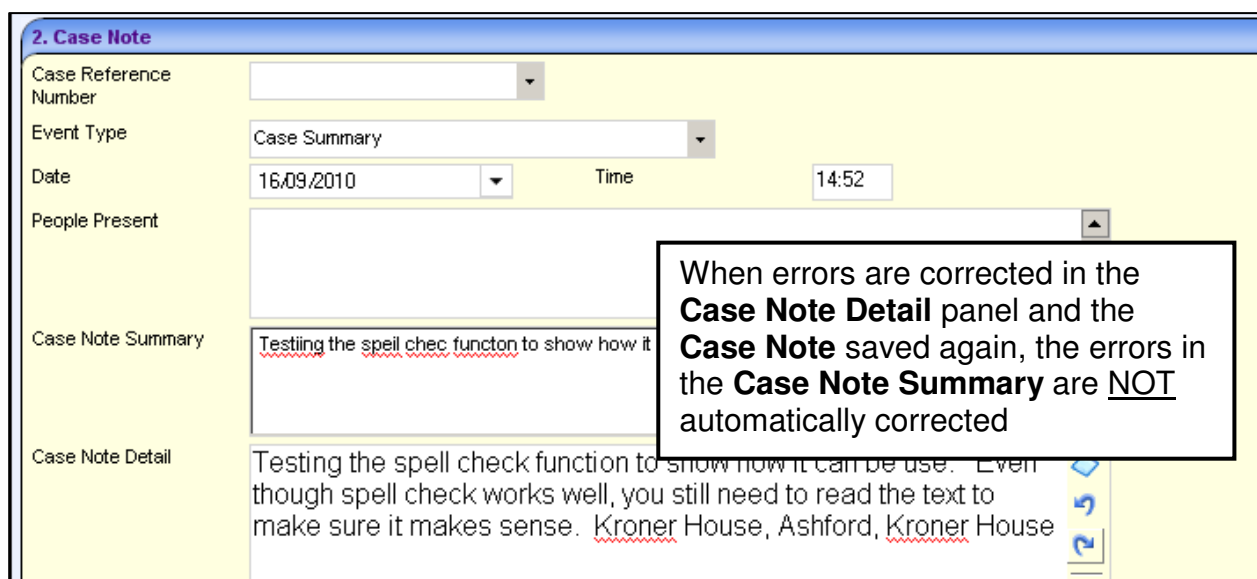
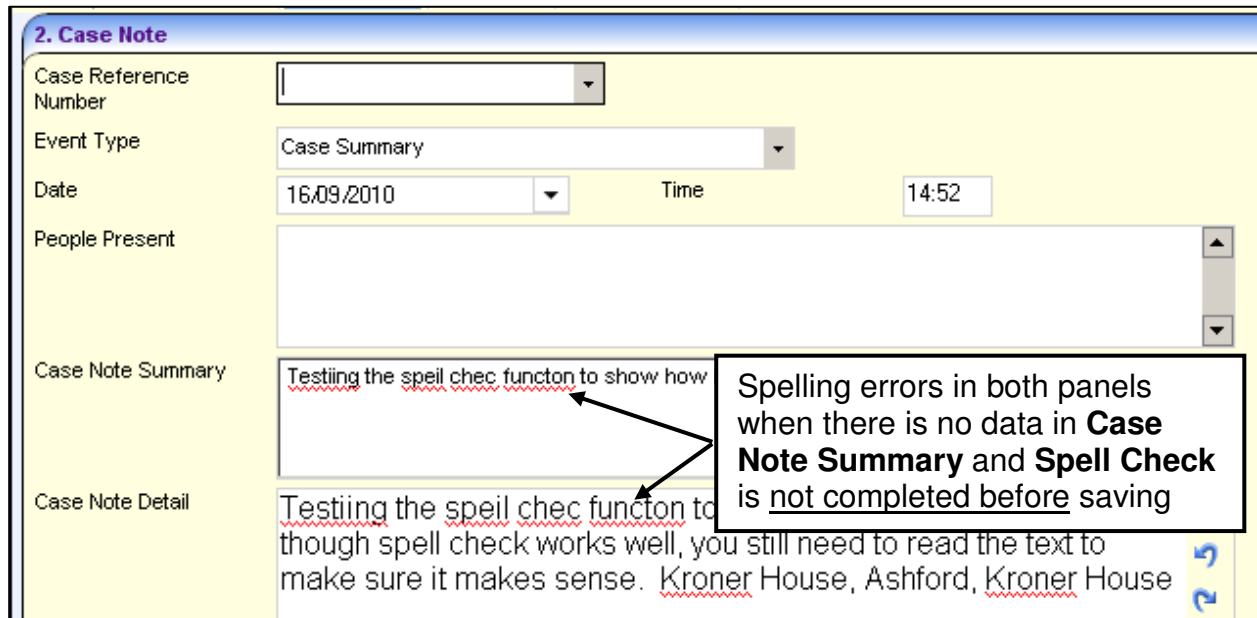
2
Highlight the word to be deleted from the **Dictionary**

3
Click **Delete** button

4
Click **Ok** button

Using Spell Check in a Case Note

Warning - If spelling errors are not corrected in the **Case Note Detail** panel and there is no data in the **Case Note Summary** when the **Case Note** is saved, the **Case Note Summary** panel will automatically populate with the first 150 characters or text up to the first full stop and will include the errors.



Errors in the **Case Note Summary** panel must be corrected independently of the **Case Note Detail** panel and the **Case Note** saved again.

Important – add the **Case Note Summary** as part of the **Case Note Detail**, **Spell Check** and **Save** ie Contact visit with father. Visit took place at etc, etc (adding a full stop after the headline is essential) – the headline for **Case Note Summary** will automatically display without any spelling errors.

Note – it is essential to add the headline at the start of the **Case Note Summary** panel as this will show in the **Event Panel** of the **Chronology** and in the **Case Note Report**