

## About Spell Check

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### Overview

The Spell Check feature supports a full English dictionary, a supplemental word list configured by the System Administrator, and custom word lists that are stored as a cookie on a user's local machine. The spell check feature is available wherever users can enter blocks of text. It is also available as a module with the Blackboard Community System.

### Word lists

Misspelled words are determined by the following three sources:

- **Spell Check Dictionary:** A full English dictionary that includes words that are not flagged for correction. The dictionary is also the only source for suggestions. This dictionary cannot be modified.
- **Supplemental Word List:** A list of additional terms added by the System Administrator that do not appear in the default dictionary.
- **Personal Word List:** This word list is stored as a cookie on each user's local machine. Words are added to this list using the **Learn** function. The words in the personal word list are not flagged for correction. These words are not included as suggestions for misspelled words.

Extensive personal word lists may slow performance of the Spell Check tool.

### Personal word list and cookies

The personal word list is stored as a cookie on the user's local machine. The cookie is not user or installation specific. Therefore, a user's word list is available to them whenever they are using Spell Check as long as they are on the same local machine. Also, if another user logs onto the same machine, that user will have the personal word list stored on that machine applied to Spell Check. For example, if a user creates a personal word list on a computer in the computer lab, this word list will be available to all users who use this computer in the lab. The user may not take this word list with them to a different computer.

## Using Spell Check

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### Overview

When Spell Check is launched it reviews the text block and sequentially bring up any words it does not recognize for review.

### Functions

The table below details the functions available with Spell Check.

To . . .	then . . .
replace the occurrence of a word with a correction or suggestion	enter a correction in the <b>Replace With</b> field or select a suggestion from the list. Click <b>Replace</b> to change the word in the text to the word in the <b>Replace With</b> field. If the misspelled word appears later in the text block it is flagged again for correction.
replace every occurrence of a word in the text with a correction or suggestion	enter a correction in the <b>Replace With</b> field or select a suggestion from the list. Click <b>Replace All</b> to change every occurrence of the word in the text with the word in the <b>Replace With</b> field.
ignore the word and not make a correction	click <b>Ignore</b> . The word is not changed. If the word appears again in the text block it will be flagged for correction.
ignore every occurrence of the word in the text block	click <b>Ignore All</b> . The word is not changed and Spell Check will not flag it for correction again in the text.
teach Spell Check to recognize the word as correct	click <b>Learn</b> . The word is added to the personal word list. Whenever Spell Check is run on the local machine the word will be recognized and not flagged.
close the spell check without finishing	click <b>Finish</b> .

### Recognized errors

Note how Spell Check handles the following circumstances:

- Double words are recognized as errors.
- Irregular capitalization is not recognized as an error.
- Initial capitalization at the beginning of sentences is not checked.
- Words in ALL CAPS are checked for spelling errors.
- Words that contain numbers are recognized as errors.
- A word that appears in the supplemental or personal word list must be entered as a correction during a spell check (these words do not appear as suggestions). The Spell Check tool must be run again to verify that the word is spelled correctly.