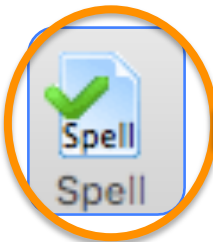
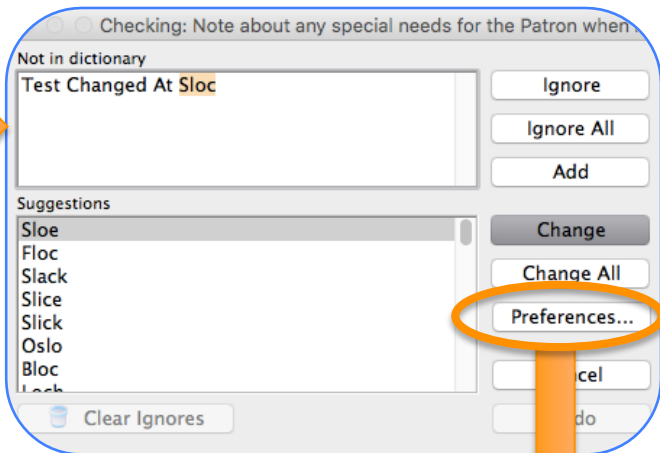




SPELL CHECK YOUR WAY

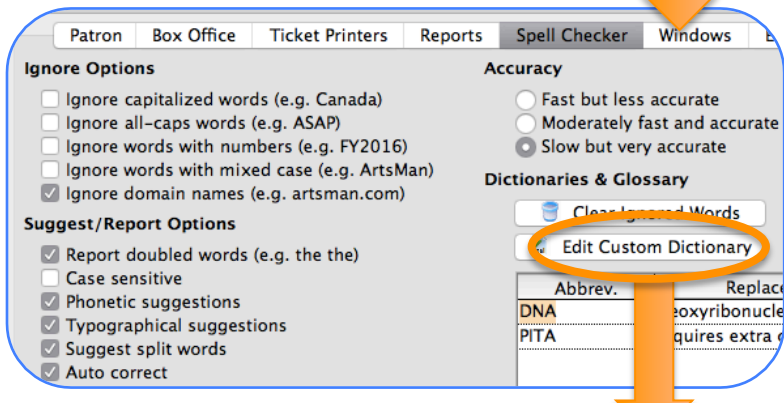


**PATRON HOME SCREEN,
EVENT SETUP,
DONATIONS, ETC ...**



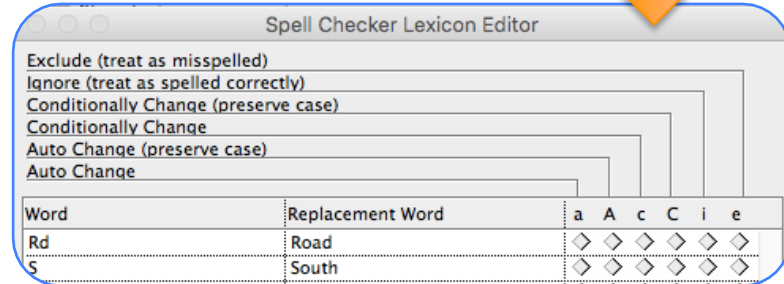
SET EMPLOYEE PREFERENCES

- **AUTO WORD IGNORE SETTINGS**
- **SPELL CHECK SEARCH SETTINGS**
- **CUSTOM ABBREVIATIONS**



CREATE A CUSTOM DICTIONARY

- **AUTO WORD REPLACEMENTS (DOES NOT INCLUDE PUNCTUATION)**
- **WORDS TO IGNORE**
- **WORDS TO FLAG AS MISSPELLED**



ENTER WORD/REPLACEMENT & CLICK THE DIAMOND CORRESPONDING TO DESIRED INSTRUCTION

- **AUTO CORRECT YOUR COMMON TYPOS**
- **BUILD A SHORTHAND FOR CONSISTENT WORDING/CAPITALIZATION**
- **SHORTEN A SPELL CHECK PROCESS BY IGNORING ACRONYMS**

Want to Share a TM Tip or Cool Feature? E-Mail Sophia: smorris@proctors.org