

SPELL CHECK YOUR WAY



PATRON HOME SCREEN.

EVENT SETUP, DONATIONS, ETC...

Checking: Note about any special needs for	the Patron when		
Not in dictionary	`		
Test Changed At Sloc	Ignore		
	Ignore All		
	Add		
Suggestions			
Sloe	Change		
Floc Slack	Change All		
Slice Slick Oslo	Preferences		
Bloc	cel		
Clear Ignores	do		

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

Patron Box Office	Ticket Printers	Reports	Spell Checker	Windows		
Ignore Options Accuracy						
Ignore capitalized word Ignore all-caps words Ignore words with num	(e.g. ASAP) nbers (e.g. FY2016)		Fast but less Moderately f Slow but ver	ast and accurate		
Ignore words with mix Ignore domain names			ictionaries & Glo	•		
Suggest/Report Options			Closelge	Words		
Report doubled words	(e.g. the the)		Edit Custo	om Dictionary		
Case sensitivePhonetic suggestions			Abbrev.	Replac		
 Typographical suggest 	ions		DNA	oxyribonucle		
Suggest split words	10113		PITA	quires extra		
Auto correct						
	_		_			

000	Spell Checker Lexicon Ed	litor							
Exclude (treat as misspelled)									
Conditionally Change (prese									
Conditionally Change Auto Change (preserve case)			_		_				
Auto Change (preserve case)			_						
Word	Replacement Word		a	Α	c	С	i	e	
Rd	Road		>	\Diamond	\diamond	\Diamond	\diamond	\Diamond	
5	South		\diamond	\Diamond	\diamond	\Diamond	\Diamond	\diamond	

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