




## Spell Checking a Contact Report

When you are typing details of your contact report in the Text box of the Contact Report form, you will notice that Advance underlines misspelled words.

To correct the misspelled words, you can either:

1. Right-click a misspelled word.
2. Select a correct spelling from the pop-up menu.
3. Click **Save** (or press F8) from the Contact Report form header.

Or,

1. Click the spell check button  to launch the Spell Checker. The Spell Check window appears and will prompt you to make corrections for each misspelled word.
  - Select a correct word from the **Suggestions** list and click **Replace**.
  - Click **Ignore** if you want to have the spell checker ignore the misspelling.
  - Click **Add to Dictionary** if you want the spell checker to remember this word and not highlight it as misspelled in the future.
2. When spell check is complete, click **OK**.
3. Click **Ok** again to close the Spell Check window.
4. Click **Save** (or press F8) from the Contact Report form header.

**Note:** When you add a word using the Add to Dictionary option, the word is not stored on the Web Server where Advance Web is installed. The new word is stored on the computer where the word was added. If you use a different browser on your computer to access Advance Web, the word will not be in the dictionary associated with that browser. Additionally, if you delete cookies from the browser used to add the word, the word will no longer exist in your dictionary.