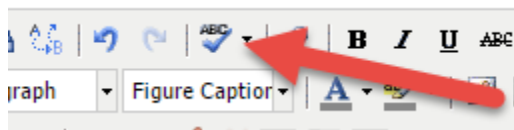


WYSIWYG Spell Check

Overview

Within the OU Campus WYSIWYG Editor there is a built-in spell checker. Provided that this feature is available in the selected toolbar being used, utilizing the spell checker before publishing a page helps increase the professionalism and accuracy of the site. Currently the spell checker supports five languages, each with its own custom dictionary. The current languages supported are: English, Spanish, French, Italian, and Portuguese. These are the same custom dictionaries that are used during Page Check and/or Final Check. The WYSIWYG Spell Check feature checks the spelling only for the editable region that is open in the WYSIWYG. This differs from the Page Check/Final Check spell check, which performs the spell check on the complete page prior to being published.

Classic Editor

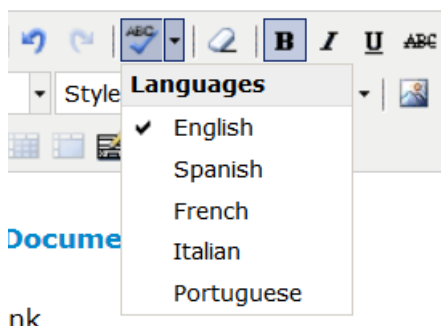


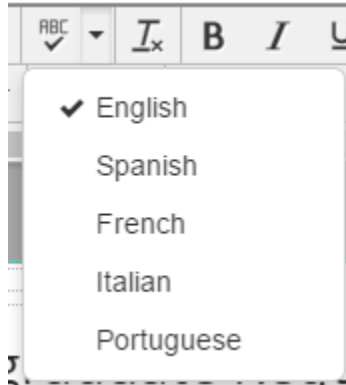
JustEdit



New and custom words can be added to the spell check dictionary on a per site basis. This is a useful tool for organizations with a set of custom words they do not want to appear marked as misspelled when using spell check in the WYSIWYG Editor. Custom words that have been added to a site's dictionary are omitted by the spell checker tool in the WYSIWYG Editor for any page within that site. Keep in mind that it is possible that the spell checker in an individual's browser may still mark the word as misspelled. If a word has been added to the dictionary, and it is still being marked as misspelled, check the browser's spell check settings.

The default language is a configuration option, which allows various pages or users to be able to be able to use by default different language options. The different custom dictionaries can be selected from the drop-down menu.

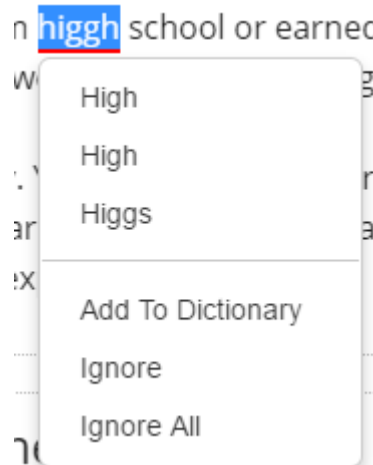
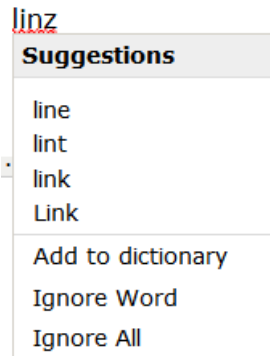




Once the WYSIWYG Spell Check is toggled on, misspelled words stay highlighted until an action is performed that corrects the issue. If new words are typed and misspelled, the spell check should be run again to catch more words.

Correcting Misspelled Words

1. Click the Spell Check icon from the WYSIWYG Editor toolbar. The default language will be used to spell check the page. However, if the page should be edited in another language click the downward facing arrow portion of the split button and select another language. Misspelled words are identified with a red underline.
2. Click on a word identified as misspelled. This displays a list of words that may be selected to replace the misspelled word and other options.



3. Select one of the suggested words to replace it. Other options are:

- Add to dictionary (if access has been granted)
- Ignore word: Allows just the current instance of the word to not be marked as misspelled
- Ignore all: Allows all current instance of the word to not be marked as misspelled

Note

: Keep in mind that the browser's spell checker may be active and marking words as misspelled while the page is being edited. However, only OU Campus' spell checker references the OU Campus custom dictionary. To help verify that a word is being marked as misspelled by the OU Campus dictionary, look to see if the spell check icon is highlighted. This indicates that the OU Campus spell checker is being used.

Adding Words

Adding custom words to the spell check dictionary is available dependent upon authority level. It is included automatically for Level 9 and 10 and it can be made available to Level 1 and above users by a Level 10 administrator.

1. Click the Spell Check icon from the WYSIWYG Editor toolbar.
2. Click the misspelled word that should be added.
3. From the shortcut menu, choose **Add to dictionary**.

When adding new words to the custom dictionary, they will get added to the dictionary of the language that is set for the spell checker tool. Unless set differently by an administrator, the default language is English. An additional custom dictionary may exist at the account level.

Browser Specific Spell Check vs. OU Campus Spell Check

In the WYSIWYG Editor, misspelled words can still appear underlined in red (indicating a misspelled word), even after they've been added to the dictionary. The reason for this is that many modern browsers have spell-as-you-type or automatic spell-checking capabilities built-in. This can lead to some confusion as to whether or not a word has in fact been added to the dictionary. To eliminate this problem, it can be helpful to turn off the browser's spell-as-you-type functionality.

Refer to the specific browser help documentation on spell check for [Firefox](#), [Google Chrome](#), and [Safari](#). Internet Explorer requires an add-on. Keep in mind that this is not all-inclusive of all available browsers, platforms, add-ons, or applications for spell checker options. Should the information needed not be listed in this help document, please see the help documentation for the browser, add-on, or application being used.