

Product News

4 March 2002

Beginning on 6 March 2002, users will have access to spell-checking capabilities in the online application. Below please find a brief introduction on how to use this new feature.

Spell Check Text in Custom Forms, Comments Areas, Message Boards and Campaigns

The system now provides users with the ability to reduce data entry errors by checking the spelling of text in the following areas:

- Text area fields included in **Custom Forms** (includes both attached and in-line forms)
- Comments text area on the **Add Record** screen;
- Comments/Notes text area on the **Sales Update** screen;
- Message body text on **Information Boards**; and
- Text entered in the Campaign Comments field in the **Campaigns** area.

Spell On Fields with spell check capabilities are denoted by the presence of the Spell On/Off button. Clicking the button toggles between the On and Off settings.

To run spell check: If new text has been entered in the text box (es) or if changes are made to the existing text, the spell check interface is launched automatically after the user clicks on the green Go button on any of the screens listed above. When the spell checker finds a word in the text that may be an error, it will display the word in red highlighting along with the surrounding text (see **Figure 1**). The word in question is also displayed at the top of the screen highlighted as either “Not in dictionary” if the word is not found in the spell check dictionary or “Doubled word” if there are duplicate words adjacent to one another. Suggested alternatives to the word are listed in the “Suggestions” box.

To change a highlighted error, select a word from the Suggestions box or type a new entry into the **Change to** box and then click **Change**. If a new word is entered, the system will check

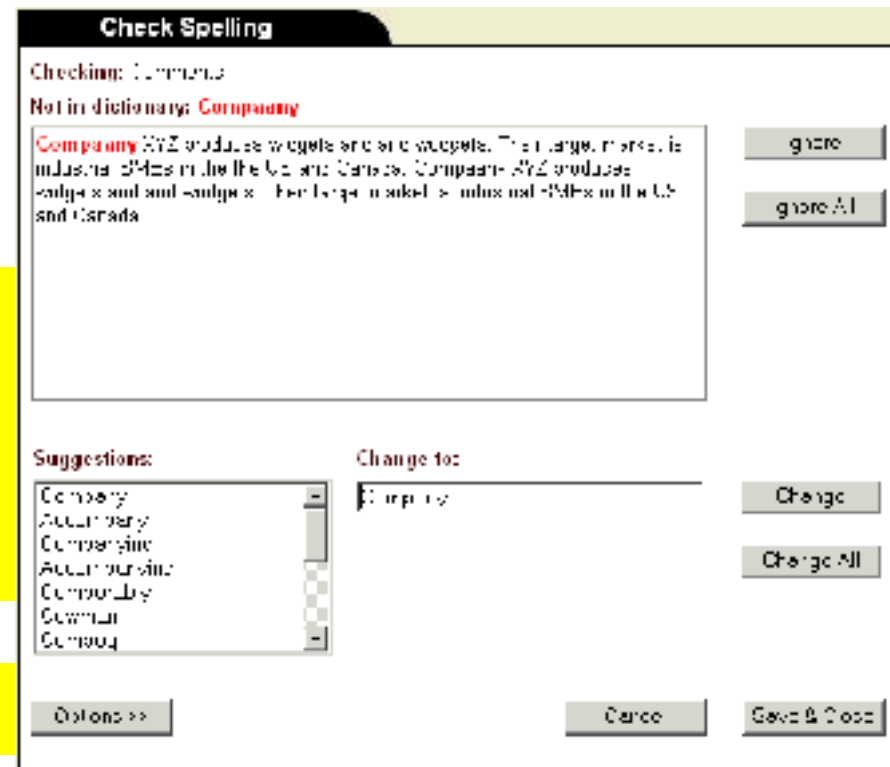


Figure 1: Spell Check Interface

the spelling of the new entry before proceeding to the next error. To change all instances of the highlighted word that appear in the current text box to the selection in the Change to box, click **Change All**.

To leave the highlighted word unchanged, click **Ignore**. To skip all instances of the highlighted word that appear in the current text box click **Ignore All**.

The system will display a message when the spell check process is complete. Click **OK** to close out the spell check interface and continue using the application. A custom form may contain **multiple text boxes or a screen may contain multiple forms**, in which case the spell check process will begin with the first text box; when the first box is complete, the system will prompt you to click **Continue** to proceed to the next text box.

Click **Save & Close** to save all changes and return to the main screen. Click **Cancel** to return to the main screen without saving any changes.

Note on access privileges: Only users with **access and edit** privileges for the text box in question can perform spell checking for that text area.

Note on custom forms: When a custom form is created, the user must turn on the spell check option for text areas in the form. If this setting is turned off, users will not be prompted to spell check text areas when creating or updating the form.

Set Spelling Options

The user may customize the spell check process by specifying certain settings in the Spell Check Options area. For example, the spell check interface can be set to ignore capitalized words, words in all uppercase letters or HTML tags.

To view and change the spell check settings: click on the **Options** button in the lower left corner of the spell check interface screen. Check or uncheck boxes for the various settings as desired, then click **Save Options** (see **Figure 2**). The settings will be saved and will be applied for the current spell check operation as well as all additional spell check queries during the current user session. When you log in again, the settings will revert to the system defaults. To return to the spell check process without changing any settings, click **Cancel**.

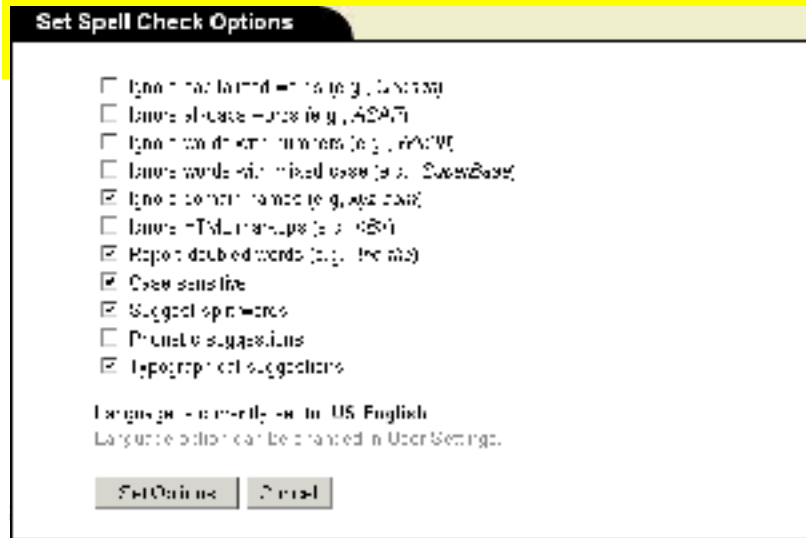


Figure 2:

Set Language Preference

US English is set as the system default language for all users, thus the US dictionary is used during the spell check process. However, the user can utilize the UK English dictionary by selecting UK English as a preference in the User Settings area. Changing the language preference will affect the dictionary used during all spell-checking operations. The current default language setting is displayed in bold at the bottom of the Spell Check Options window (see **Figure 2**). Alternately, you can click on User Settings at the top of any page and view the current setting in the lower right corner.

To change the language preference for your user logon, click on User Settings at the top of any page. In the lower right-hand corner, select the radio button for your language preference and click **Submit** (see **Figure 3**). The new language preference will take effect immediately and will remain in place for all user sessions unless the setting is changed. You may change the language preference as often as you wish.

The screenshot shows a web form titled "User Profile: John Fisher". The form is divided into two columns. The left column contains fields for Company, Title, Phone, Fax, Mobile, Email, New Password, and Verify Password. The right column contains fields for Address 1, Address 2, City, State/Prov, Zip/Postal Code, Country, and Time Zone. Below these fields, there are radio buttons for "Default Page" and "Spell Check". The "Spell Check" section is circled in yellow and shows two radio buttons: "US English" and "UK English", with "UK English" selected. A "Submit" button is located at the bottom right of the form.

Figure 3: User Settings – Set Language Preference for Spell Check Interface