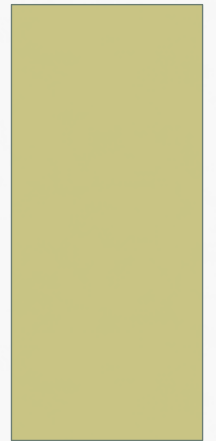


# SPELL CHECKER UPDATES

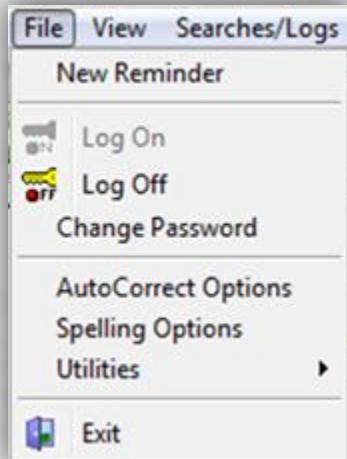
CHRISTINA FURST - SSIS QUALITY ASSURANCE TEAM

FIXED, NEW, STILL IN PROGRESS, AND THE REST



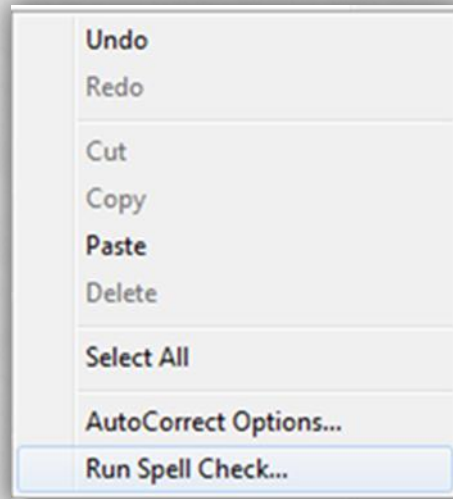
# SHOW ME THE SPELL CHECKER

These are all menu variations of where the spell checker is accessed.

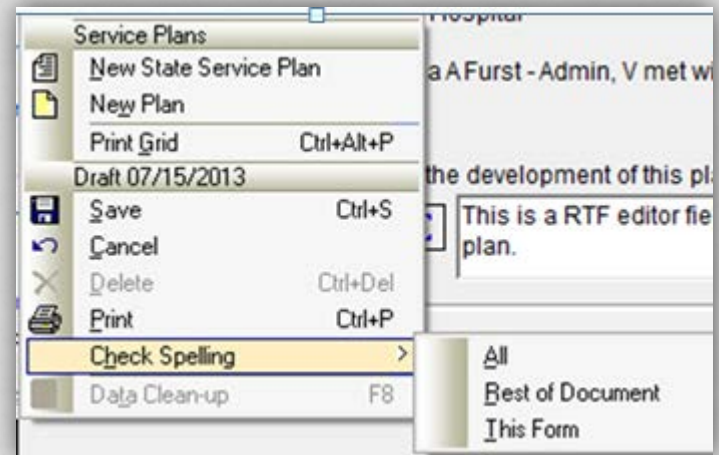


File Menu

Action Menu

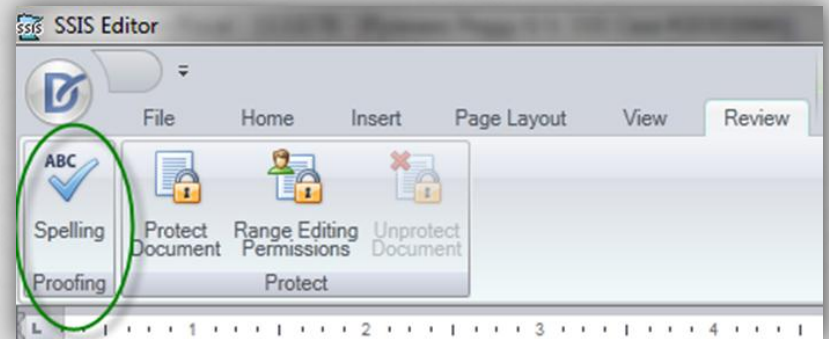


Service Plans



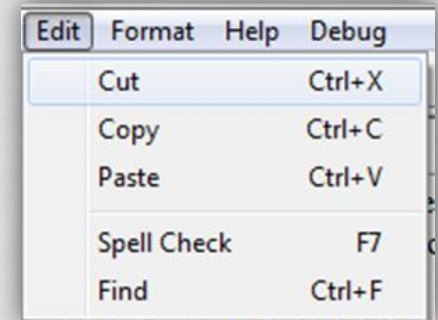
RTF\* Editor

\***RTF** is the abbreviation for "Rich Text Format." It is used to define the editor found in Intake Description of need, Adult Maltreatment Report Description of Incident, Case Notes, Staff Activity, and State Service Plans.



# ONE MORE SPELL CHECKER

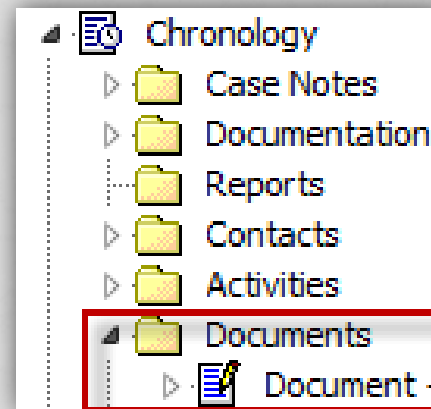
Spell check is accessed in Documents and Local Agency Service Plans via the icon or Edit menu.



Service Plans with this icon in the Tree View:



Chronology Documents

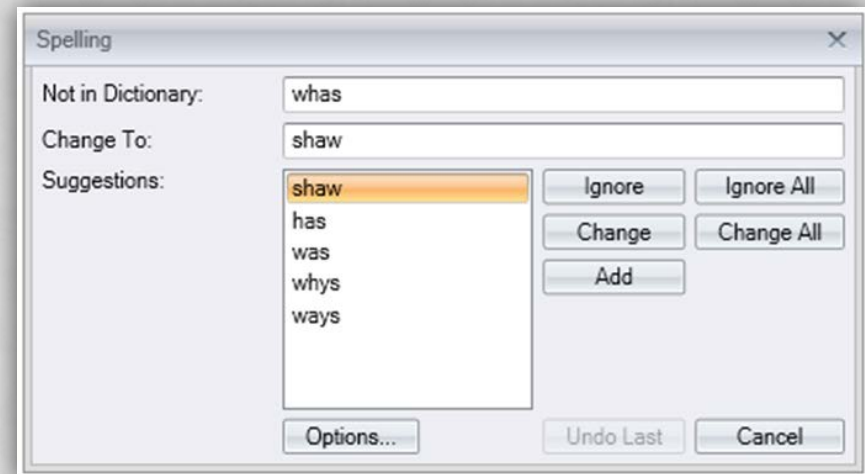
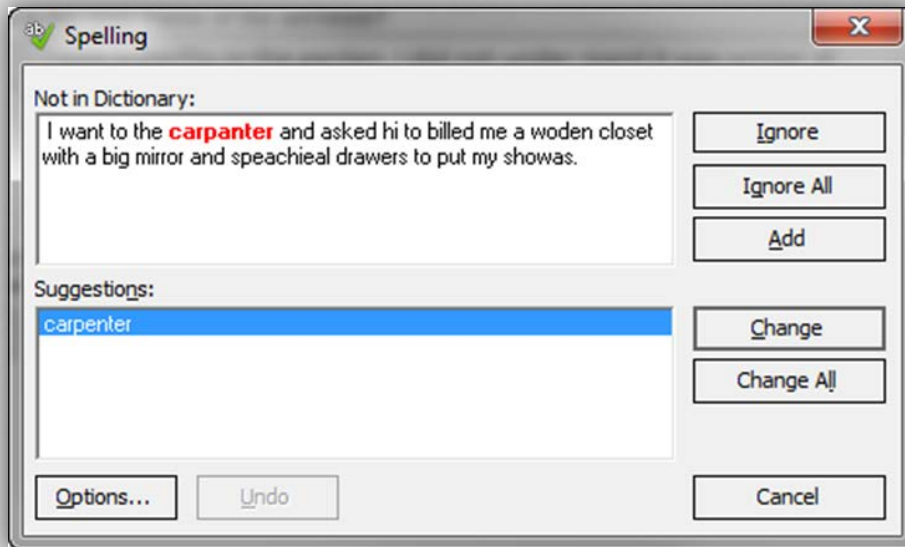


# THE OPEN SPELL CHECKER

Most of the spell checker options will open this view.



This spell checker view is available in the expanded RTF Editor.



# VERSION 13.3 FIXES

- Red Squiggly line is back
- AutoCorrect Options for the RTF Editor
- Custom Dictionary settings are saved
- No more forced shutdowns when spell checking
- Spell check complete prompt displays\*
- Right-click menu enabled



\*Note: The prompt has some inconsistencies when spell checking Documents and Local Agency Service Plans.

# RED SQUIGGLY LINE

Tina AFurst - Admin, V met with  to jointly make this plan.

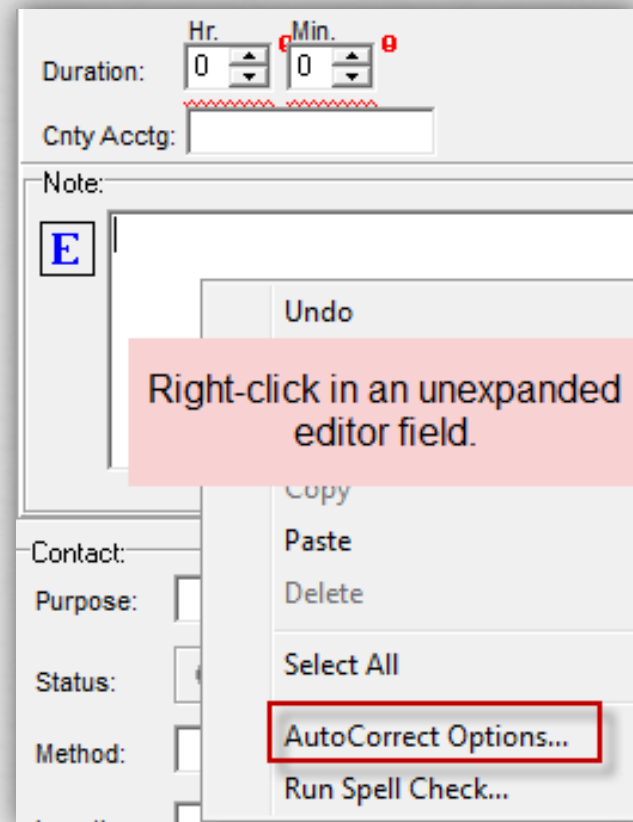
In the development of this plan, Tina AFurst - Admin, V consulted with:

**E**  This is a RTF editor fieldd. The updated spellcchecker affectts thesee fields sthrouout the service plan.

- The Red Squiggly line displays in the field that has focus....
- Still a bit flashy though.

# AUTOCORRECT OPTIONS ENABLED

AutoCorrect Options are enabled in the *unexpanded* RTF Editor fields.

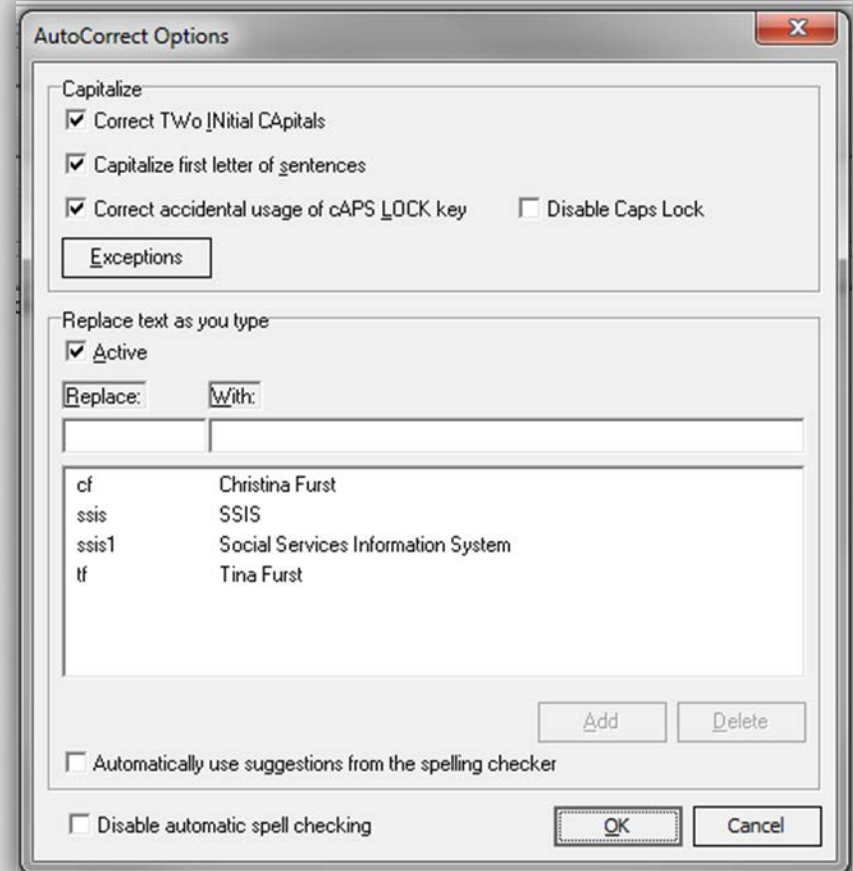


# MORE ON AUTOCORRECT OPTIONS



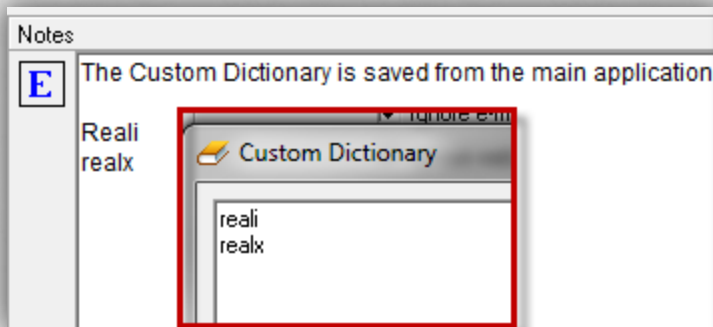
This includes:

- Capitalize Options and Exceptions
- Replace text as you type



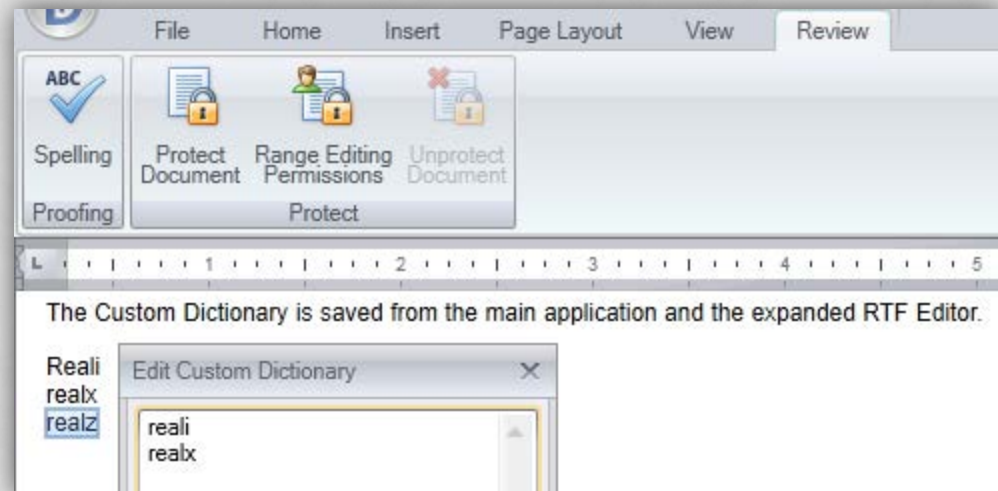
# CUSTOM DICTIONARY SETTINGS

Custom Dictionary settings created from the SSIS screen also display within the expanded RTF Editor.



## SSIS screen

- File menu > Spelling Options
- Right-click on field > Run Spell Check



## Expanded RTF Editor

- Review tab > Spelling

# NEW STUFF

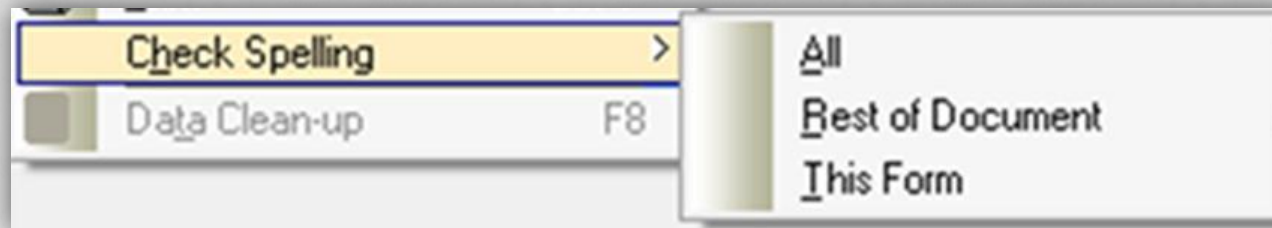
- State Service Plans have new spell checker options.
- In-Context editing



# STATE SERVICE PLANS

## Spell check options:

- The entire plan (All)
- From a specific point forward (Rest of Document)
- Just one screen (This Form)



NOTE: Click on the Document tab to access the spell checker.

# QUIRKY BEHAVIOR

The screen flashes as the spell checker is processing.

It is scrolling through the text and screens.

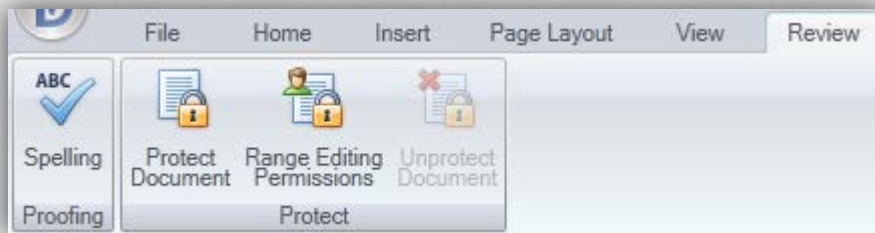
“Undo” works for the currently displayed screen only.

Selecting “Ignore All” causes subsequent spell checks to ignore the spelling.

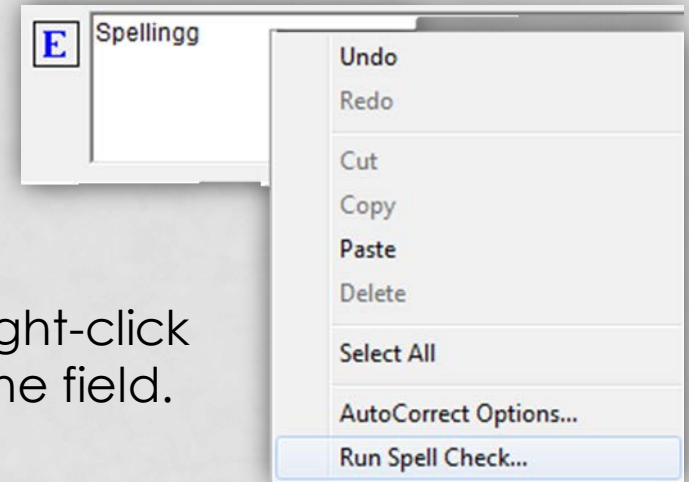
Use “Ignore” instead, or add the word to the Custom Dictionary.



# THE RTF EDITOR IN SERVICE PLANS

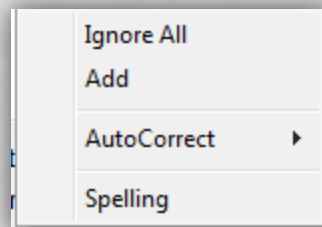


Expand the RTF Editor fields...



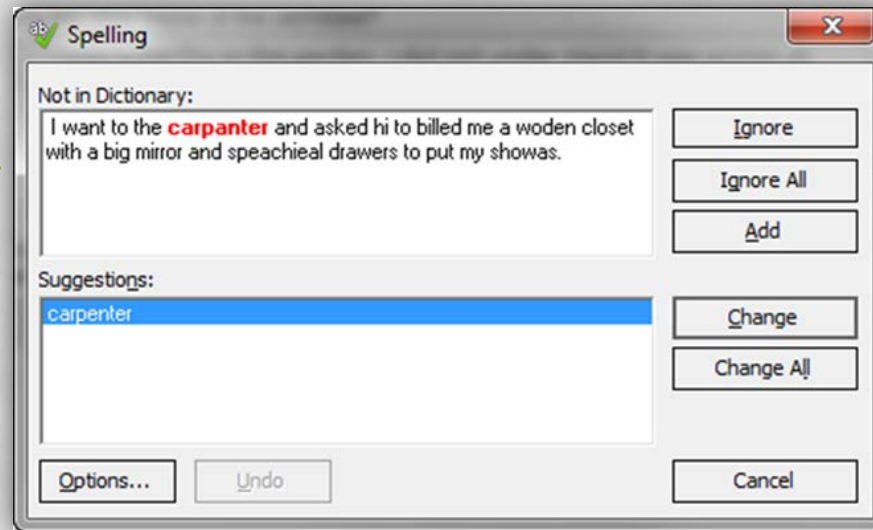
Or right-click on the field.

Or right-click on a word in the field.



It is still possible to spell check each individual RTF Editor field.

# IN-CONTEXT EDITING



- The spell checker was updated to a more current version.
- Spell check window displays the text around the misspelled word (also called “in-context editing”).
- The word is also highlighted in the field being checked.

# WHAT ARE WE STILL WORKING ON?

- F7 shortcut key - hopefully enabled in Version 13.4
- Displaying red squiggly lines in all fields on a screen simultaneously
- Flashing red squiggly lines
- Red squiggly lines disabled in the expanded RTF Editor
- Documents and Local Agency Service Plans



# QUIRKY RED SQUIGGLY LINES



- Only display in the field that has focus
- Flashing
- Do not display in Documents and Local Agency Service Plans
- Do not display in the expanded RTF Editor \*

Tina AFurst - Admin, V met with  to jointly make this plan.

In the development of this plan, Tina AFurst - Admin, V consulted with:

**E**  This is a RTF editor fieeld. The updated spellcchecker affectts thesee fields sthrouout the service plan.

\*NOTE: The red squiggly lines were disabled in the expanded RTF Editor due to forced shutdowns occurring.

# WHAT WILL NOT BE CHANGED?

- Spell checking single line text entry fields
- Spell checking in grids found within service plans
- Two editors with two separate spell checkers
- Including a grammar checker



# SINGLE-LINE TEXT ENTRY FIELDS

The image shows a screenshot of a form with various input fields. A red rectangular box highlights the 'In Care Of' text entry field and the 'City' text entry field. The form includes the following fields:

- Type: Other/Unknown (dropdown)
- Effective Date: 07/23/2013 (dropdown)
- End Date: (dropdown)
- In Care Of: (text entry field)
- Street Address line 1: (text entry field)
- City: (text entry field)
- Street Address Line 2: (text entry field)
- State: MN (dropdown)
- Zip code: (text entry field)
- Zip + 4: (text entry field)
- Street Address Line 3: (text entry field)
- County: (dropdown)
- Foreign State/Province: (text entry field)
- Foreign Post Code: (text entry field)
- Foreign Country: (text entry field)

- Fields do not currently allow spell checking.
- Most of these fields are names, numbers, or other proper nouns.
- Spell checking was not enabled on these fields in the past, and is not likely to be enabled in the future.

# GRIDS IN STATE SERVICE PLANS

- The full-document spell checker does not catch grid cells.
- Red squiggly lines will display in multi-line text boxes when the field has focus.
- Right-click on a misspelled word in the grid cell to complete spell check.
- No further fixes are planned for grids as most of these fields are names, numbers, or other proper nouns.

**Services for Parent**  
List the services for the parents and other care givers and the identify the provider of the services:  
(Select as many as apply)

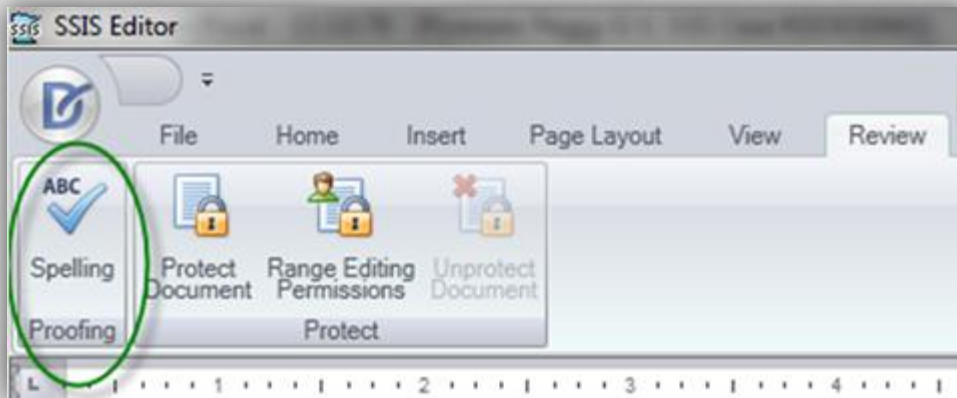
Services	Provider
<input checked="" type="checkbox"/> Basic needs (food, clothing, shelter etc.)	This is a grrid within one of the OHPPs. Letss do some sp
<input checked="" type="checkbox"/> Emergency shelter	
<input type="checkbox"/> Help with rent/house payments	
<input checked="" type="checkbox"/> Hou:	

Right-click on a misspelled word.

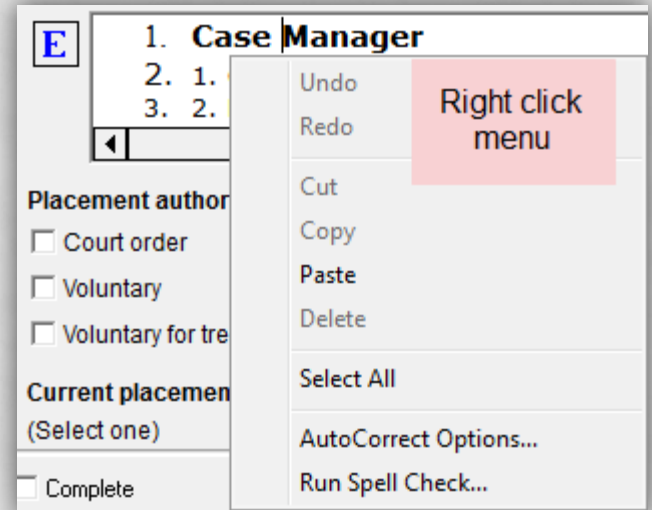
This will check the contents of an individual grid cell.

# TWO EDITORS

- Expanded RTF Editor



- Unexpanded RTF Editor



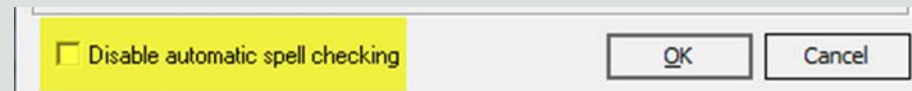
One editor is not able to accomplish both of these tasks:

- Extended formatting options
- Fluid transition between the primary screen and an expanded editor window

# TROUBLESHOOTING

Red squiggly line does not display.

Uncheck AutoCorrect Options >  
Disable automatic spell checking



A misspelled word is not highlighted.

Manually check text for words that apply in a different context.

Correctly spelled words are highlighted.

Add words to the Custom Dictionary.

The spell checker does not look the same in Documents and Local Agency Service Plans.

The updates have not fully been applied in Documents and Local Agency Service Plans.

QUESTIONS?