

PALM  **TECH**

home inspection software

V E R S I O N 9

HOW TO:

Use Spell Check

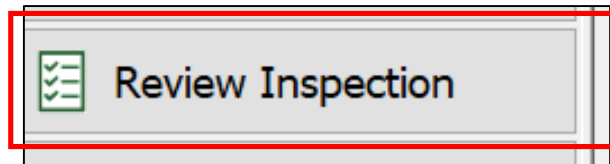
This step by step How To article explains how use the spell check on a PC

For a complete list of available How To documents, visit the Support section of our website: www.palm-tech.com/support/

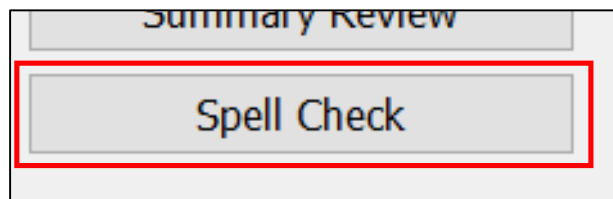
HOW TO: Use Spell Check

Palm-Tech has a built-in spell checker that you can run on your inspection to ensure there are no misspellings. This option is only available on the PC.

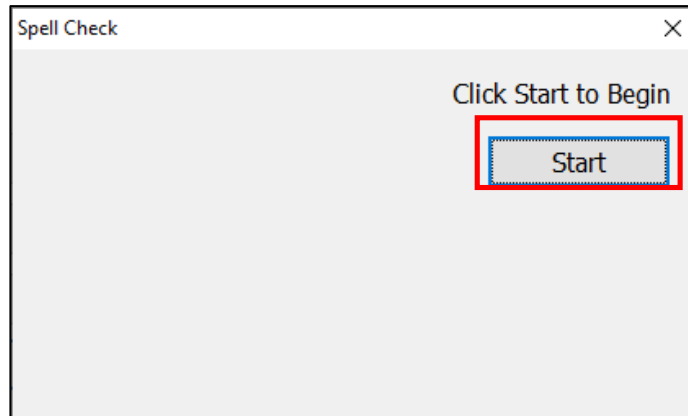
1. With an inspection open, the first step is to click on the 'Review Inspection' tab in the lower left corner.



2. This brings up the 'Review' tab. On this tab, click on 'Spell Check'.

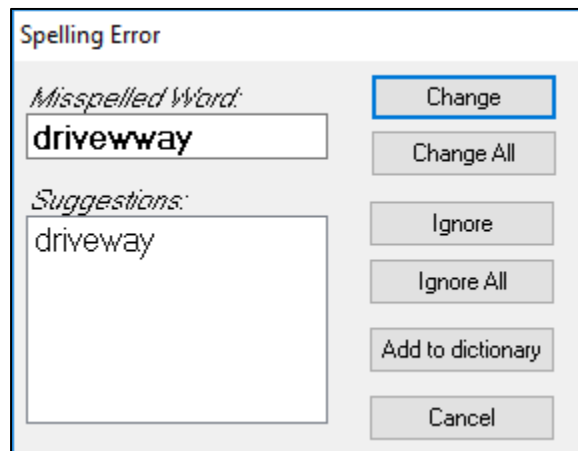


3. The next window that appears is the 'Spell Check' window. Click on 'Start' to begin the spell check.



HOW TO: Use Spell Check

- The program will now run a spell check on the data in the inspection. If an item is misspelled it will show up as a 'Spelling Error'. The program will list possible suggestions for the correct spelling and give you the option to change the spelling of the word or ignore it. If the spelling is a correct spelling of a word that you will use on future inspections, you can also click on 'Add to Dictionary' so it will not show up as a misspelling again.



- Once the program has run through the misspelled words a message will appear saying that the 'Spell Check is Complete'. Click on 'Close'.

