



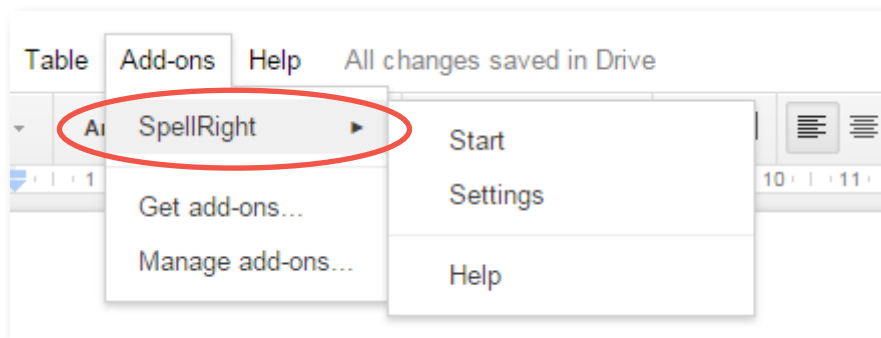
# Quick Reference Guide to SpellRight

for Google Docs

SpellRight is an add-on to Google Docs that corrects spelling and grammar mistakes in English texts written by people who have English as their second language. It is designed above all for people with reading and writing difficulties, but it is well suited for anyone who needs spelling assistance and language support in English.

## Starting SpellRight

SpellRight starts checking the text from the insertion point (where the cursor is). Check your text with SpellRight when you have finished writing it. To start SpellRight, click **Add-ons** in the menu. Then click **SpellRight** and **Start**. SpellRight will open as a window to the right of your document.



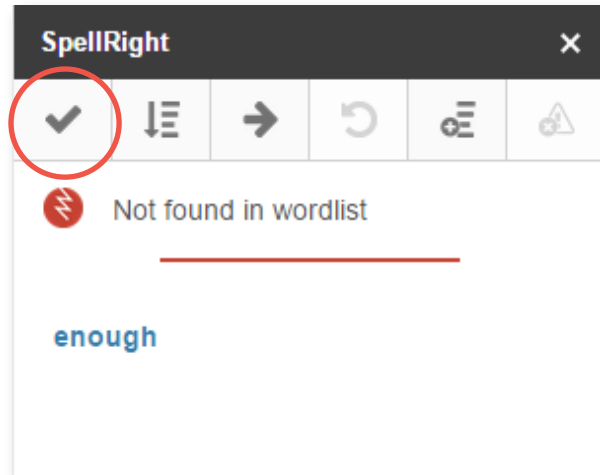
SpellRight will now go through your text systematically. It will stop both at words that are misspelt and at words that are easily confused with other words, depending on their context.

### Not found in wordlist

SpellRight stops at words that it considers to be misspelt. It usually shows one or two suggestions for correction. To see more suggestions, click the **Show More** button.

To choose a word in the window, select it and click the **Replace** button. You can also just double-click the word you want.

I had enaf

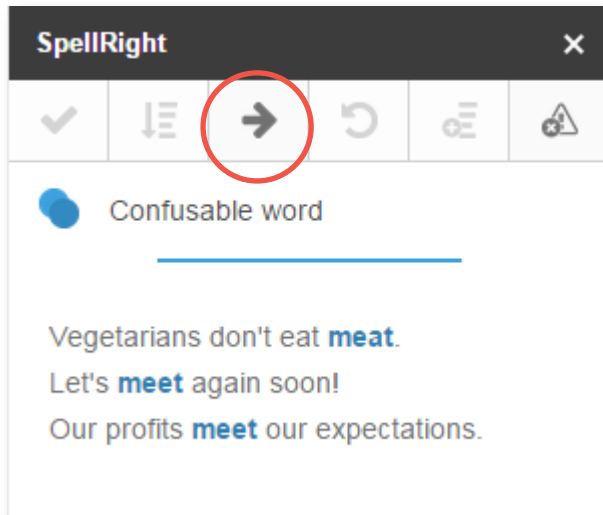


### Confusable word

SpellRight also stops at words that it considers to be easily confused with other words, so that you can check whether your spelling is correct in its context. If you want to change your spelling, select the word and click **Replace**.

If your spelling is correct in its context, you instead click **Next** to move on and continue checking the rest of your text.

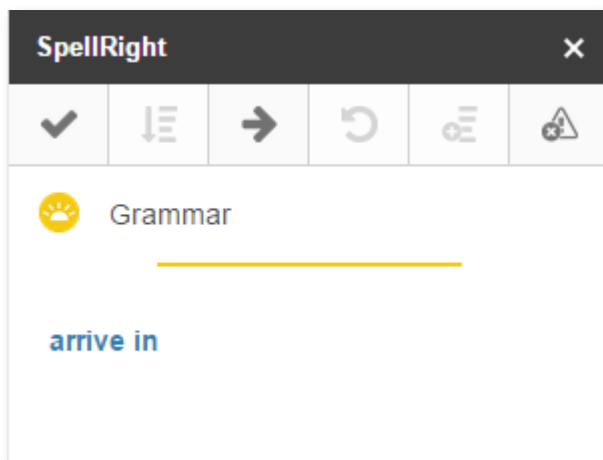
I'd like to meat him



### Grammar

This message is shown when SpellRight thinks it has found a mistake that is not about spelling but rather about word order, inflections, expressions or sentence structure.

The train will arrive to Malmö at 6.

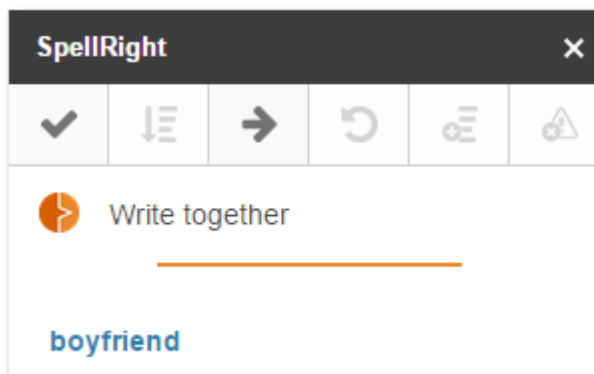


## Write together or Split word

SpellRight is able to detect many cases where one word has been incorrectly written as two words, such as *boy friend*, or where two words have been incorrectly written as one, such as *footballstar*. SpellRight will then warn you and ask whether you want to write the word together or split it.

To make a change, select the word and click **Replace**.

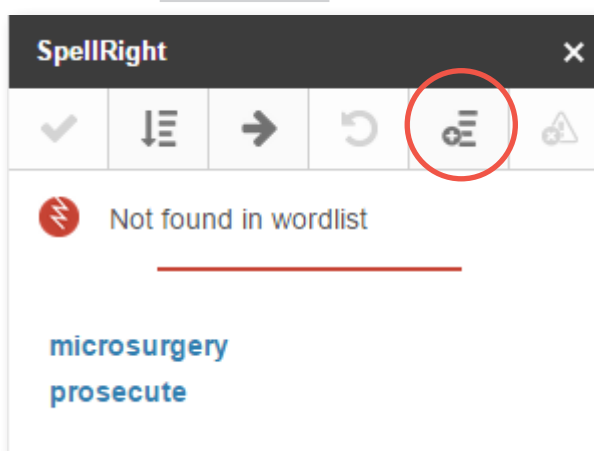
I have a new boy friend



## Add new word

SpellRight will sometimes warn you about words that are in fact correctly spelt. This is often the case for names. The reason is that those words are not included in the SpellRight wordlist. If you do not want SpellRight to stop every time it comes to such a word, you can add it to your personal wordlist by clicking the **Add** button. Then SpellRight will no longer stop at that spelling. You can also change this in **Settings**.

Melrosegate is a street in York.

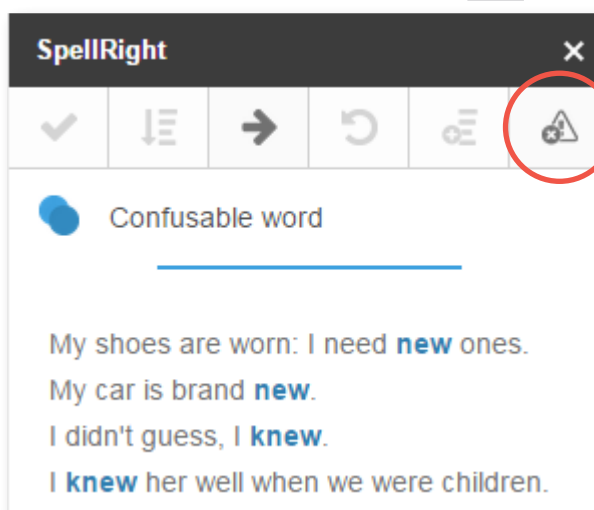


## Not confusable

SpellRight sometimes stops at easily confusable words, such as *new* and *knew*, even when they are correctly spelt. If you are sure that you never misspell some such words, you can click **Not confusable**. Then SpellRight will no longer stop at those particular words.

You can change back in the SpellRight settings.

My sister got a new car.



## Settings

To change personal settings such as the size of the wordlist you are using, the behaviour you want from SpellRight and your personal wordlists, go to **Add-ons – SpellRight – Settings**. Under **About** in **Settings**, you will also find a more detailed user manual.