



Manual SkrivaText

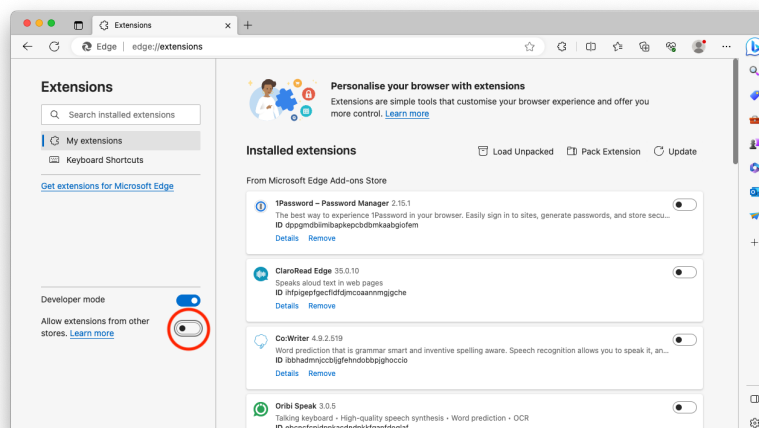
SkrivaText is an extension for Google Chrome and Microsoft Edge that provides support when you are writing in Google Document and Microsoft Word Online. With SkrivaText, you can correct text in both English and Swedish, even when there are severe misspellings. SkrivaText's grammar tools help you analyze the text. The program can highlight word classes and clause elements. This way, you can develop your writing to make it more varied, nuanced, or descriptive. Additionally, SkrivaText includes three dictionaries of English and Swedish words, to get definitions as well as explanations and examples. The Swedish dictionary provides translations and explanations in up to 20 other languages.

The program is primarily developed for individuals with reading and writing difficulties but can be useful for anyone who occasionally needs spelling and language support.

Installation

SkrivaText is installed via the Chrome Web Store and placed as an extension in the browser's toolbar. You can pin the extension to the toolbar by selecting the puzzle piece in the Extensions menu.

Please note! At the moment it is not possible to download SkrivaText via the Microsoft Edge Web Store, so Microsoft Edge users should download the extension via the Chrome Web Store. SkrivaText will be available to download via the Microsoft Edge Web Store soon.



Log in

Log in to SkrivaText using your Google account or Microsoft 365 account. New users have a 30-day trial period.

Once you have logged in and opened your Google Document or Word online document, you will see the SkrivaText icon to the right of your document. Click on the icon to open the SkrivaText window.



Login

? Help & Support

General Buttons



Grammar language: Choose the language in which you are writing. You can select from Swedish, British English, and American English.



Settings: Here you can choose how you want SkrivaText to behave when checking your text. See [Settings](#).

Correct



Correct

Click this button for SkrivaText to start checking the text from the insertion point. You can check your writing after you have written some text.

Different buttons in the correct window



Next: Proceed to check the next word in your text. Sometimes, you need to click this button to start the spell checking.



Undo: Undo your last correction.



Replace: Click on **Replace** if you want to choose SkrivaText's suggested correction. You can also double-click on a word suggestion.



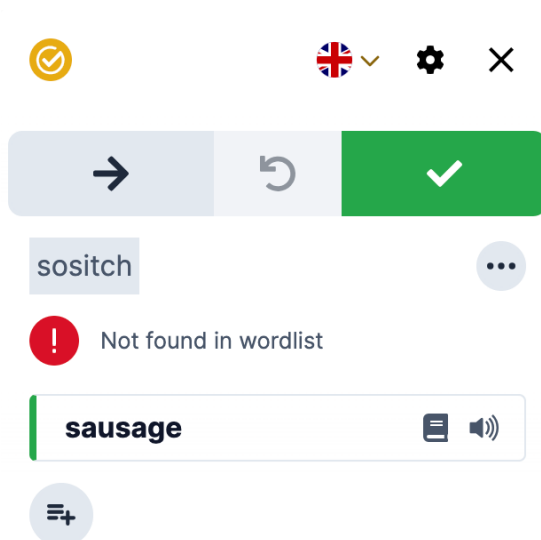
More Suggestions: SkrivaText typically displays one or two words as the first correction suggestions. If you want to see more suggestions, click on the **More Suggestions** button. When there are no more suggestions, the button is grayed out.

Common messages in SkrivaText

While reviewing your text, you may receive one of the following messages:

Not found in wordlist

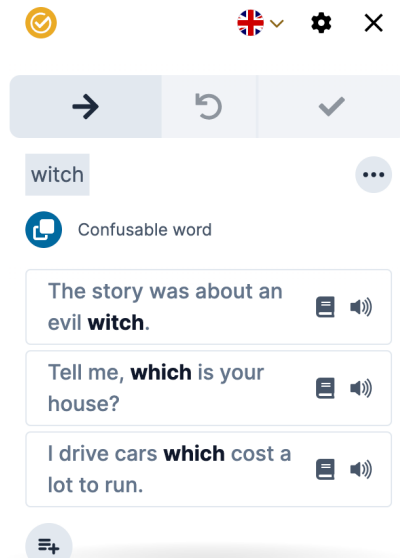
This message appears when you have typed something that is not in the wordlist, for example *sositch*. SkrivaText usually presents one or two suggestions. In many cases, getting a single suggestion from SkrivaText is sufficient for correction. To change your word, double-click on the word or select the word and then click on the green **Replace** button.



Confusable Word

This message is presented if you write a word that SkrivaText considers to be easily confused with another word, for example, *witch* and *which*. SkrivaText pauses and presents example sentences in English so that you can determine if your word is spelled correctly in this context. When writing in Swedish you will see Swedish example sentences and English translations of the words when you write in English (with Swedish interface).

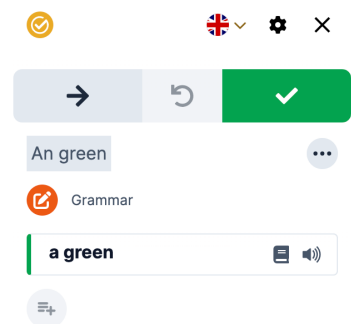
If you want to change the word click on the desired word in the sentence and then click on **Replace** Otherwise, you can proceed with the **Next** button.



This message is not necessarily an error message since it can appear even if the text is spelled correctly. If you don't want SkrivaText to warn about easily confused words, you can adjust this in your settings under [Setting > General](#).

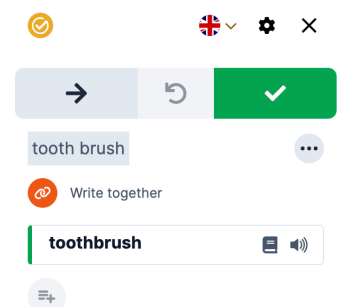
Check Word Form and Grammar

This message appears when SkrivaText detects that an error has been made that is not related to spelling but rather to word order, sentence structure, or expression errors. Click on **Replace** if you want to make changes in your document.



Write together and Split word

SkrivaText can detect words that have been incorrectly written as two words and conversely, words that have been incorrectly written as



one word which should be two. If you make such errors, SkrivaText stops and displays either the message **Write together** or **Split word**.

Add Words to your wordlist

You can add your own words to two different dictionaries using the **Add to My wordlist** button. These wordlists are:

My wordlist: In this wordlist, you can add correctly-spelled words that are not in SkrivaText's already. These might include various names, street addresses, or expressions. Then, the next time you type the word, SkrivaText will not give a warning about it. You can edit **My Wordlist** under [Settings > My wordlist](#). Here, you can also type or paste words directly into your wordlist.

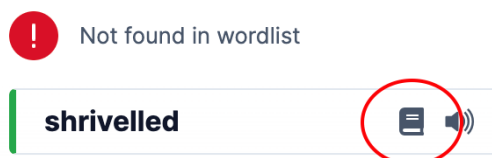
Not confusable: SkrivaText stops for easily confused words, such as *witch/which* and *meat/meet*. If you are confident in your spelling of various easily confused words, you can add them using the same button. These words will then be placed in the **Not confusable** wordlist, which you can find under [Settings > Not confusable](#). You can edit this wordlist in the settings.

Reading out word suggestions and example sentences

If you have a built-in text-to-speech system in your computer or Chromebook, you can click on the speaker icon to the right of a suggestion to have the word or sentence read aloud. English text is read in English, and Swedish text is read in Swedish.

Look up a word suggestion in the dictionary

If you're unsure about the meaning of a word suggestion, you can look it up in the dictionary. Click on the dictionary icon to the right of the word. Depending on the language settings, either the English or Swedish/English dictionary will open.



Look Up

In SkrivaText, you have access to three different dictionaries. All dictionaries take into account misspellings, so you should find the correct meaning even if you spell the word slightly wrong. Choose the desired dictionary at the top of the list in the SkrivaText Window. You can choose from:

- A Swedish dictionary that provides word explanations in Swedish, as well as translations and examples in 20 other languages.
- An English dictionary that provides word explanations in English for English words.
- A Swedish/English, English/Swedish dictionary that provides word explanations and examples between Swedish and English words.

Look up a word

You can look up a word in one of the following three ways:

1. To look up a word, type it into the search field and press **Enter** or click on the magnifying glass.
2. You can also look up a word suggestion through the dictionary icon in the Correct view while checking your text.
3. If you have the dictionary open, you can double-click on a word in your text to look it up with the dictionary. You can also double-click on a word and click on **Look Up**.

Improve



SkrivaText can identify different word classes and parts of speech in both English and Swedish, allowing you to visualize important ideas, messages, and information in your text. By seeing how different word classes interact, you can improve the structure of your sentences and paragraphs.

Being aware of different word classes helps you vary your language and avoid repetition. If you notice that you're using the same word repeatedly in a text, you can search for alternatives to make your text more interesting and more varied.

Word classes

- nouns and noun in singular and plural
- verbs and verbs in present and past
- adjective
- adverb

Clause elements

- subject
- direct object

Clauses

- subordinate clauses

Settings

SkrivaText Settings

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Language

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General

- Stop at confusable words
- Check spaces and punctuation
- Perform basic grammar check
- Show example sentences

Size of wordlist

- Advanced
- Standard

General

Stop at confusable words: With this choice, SkrivaText will alert you to many easily confused words like *whether* and *weather* and others.

Check spaces and punctuation: Here, you indicate whether SkrivaText should pay attention to extra spaces and react if, for example, you've written both a question mark and a period in succession.

Perform basic grammar check: Here, you select whether SkrivaText should react to common grammar errors. These errors can take various forms, such as word order mistakes or mixing up expressions.

Show example sentences: With this choice, easily confused words are presented in example sentences to enable the correct word to be selected by seeing the word suggestions in context.

Size of the wordlist: Here, you indicate which wordlist you want to work with. In English, you can choose between Advanced or Standard. With Swedish interface the English wordlist offers Large, Medium, or Small options. The Swedish version offers two levels. If you work with the smaller wordlist, you won't see so many unusual words as correction suggestions

which makes the correction process simpler. If you feel that the small list provides too limited correction suggestions, you can switch to a larger wordlist instead.

Language

Here, you can set the interface language to be either English or Swedish. This will also determine the support you receive for easily confused words when you're writing in English.

My wordlist

In this section, you can make changes to a personal list of the words and phrases that you do not want SkrivaText to react to. You can also input words and phrases directly into this list. Enter one word or phrase per line. To remove a word, click on the "X" in the corner of the word.

Words added through the *Add to personal Wordlist* function in SkrivaText's main window will also appear here.

Not confusable

This list contains easily confused words that you have added through the *Add to personal Wordlist* function. These are correctly spelled words that you don't want SkrivaText to warn you about when checking your text. You can edit this list here, and you can also add easily confused words directly to this list. Enter one word or phrase per line.

About

This section displays the version of SkrivaText you are using. You don't need to update the program yourself as SkrivaText automatically updates to the latest version. Under this tab you can also access a quick guide and manual.

Uninstall

Google Chrome: Go to the **Google Chrome menu > Extensions**. Find SkrivaText among your extensions and click **Remove**.

Microsoft Edge: Go to the **Microsoft Edge menu > Extensions**. Find SkrivaText among your extensions and click **Remove**.

