

This information is also available in video format: LexAble.com/Tutorials

Using Global AutoCorrect

Automatic Spelling Correction

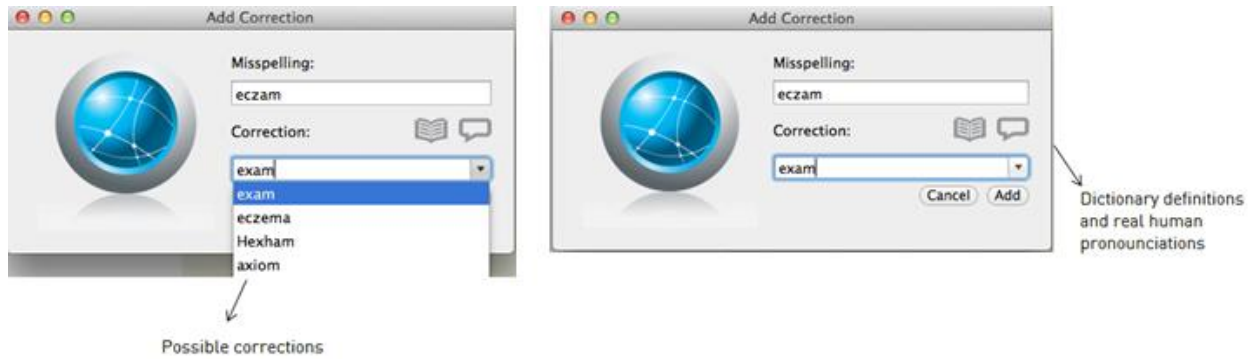
Global AutoCorrect works straight out of the box; just start typing in any program! The software uses intelligent algorithms and a built-in database to instantly correct spelling mistakes as you type.

Tip: If you think a word should have been corrected automatically, try typing the word in full then pressing space. Avoid clicking the mouse or pressing function keys (such as Ctrl, Tab or arrow keys) whilst typing each word.

Adding a correction

If there's a chance you could have meant something else, the software won't just guess. Instead, you can pick the word you meant – just once – and it will be autocorrected whenever you type it again.

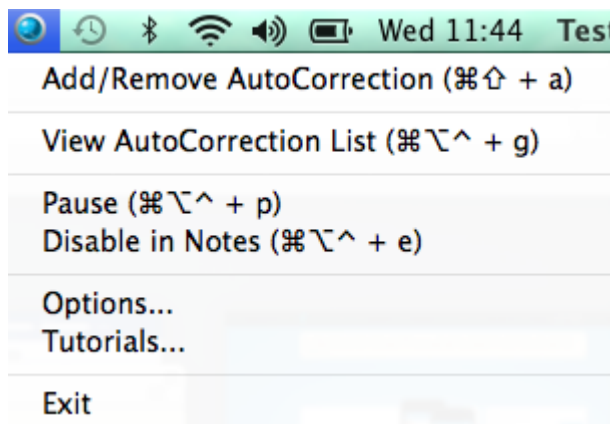
Simply double click on the word and press command, shift and A:



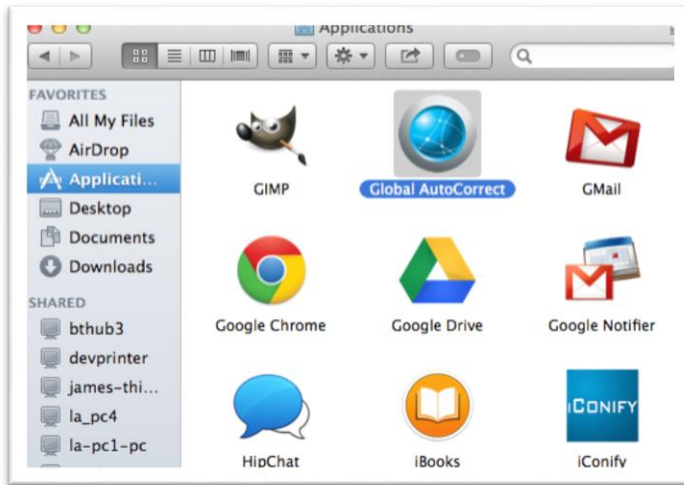
Global AutoCorrect Tray Icon

Global AutoCorrect is always running in the background, so you can easily access all of its features.

Click on the  icon in your menu bar to open Global AutoCorrect



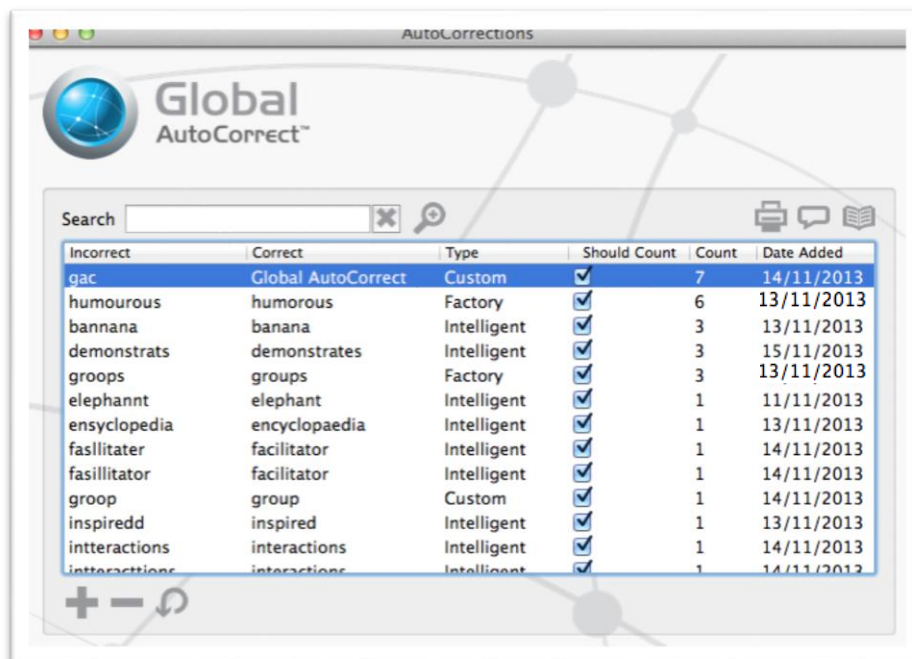
If the icon isn't present in your menu bar, open your Applications, then click Global AutoCorrect :



Additional Features

Check your corrections

You can view your list of corrections by pressing **Command + Alt + ^ + g**. By default, they are sorted by count (the number of times a mistake has been corrected), but you can also click each column header to sort alphabetically, by type or by the date added. You can also search for specific words or corrections, add new corrections and edit or remove existing entries.



Printing your top corrections

You can print your top corrections at any time by bringing up the main window (**Command + Alt + ^ + g**) and clicking the printer icon.



Pausing Global AutoCorrect

If you want to temporarily stop Global AutoCorrect from correcting your spelling, simply press **Ctrl + Shift + P**, then press **Ctrl + Shift + P** again when you want it to resume.

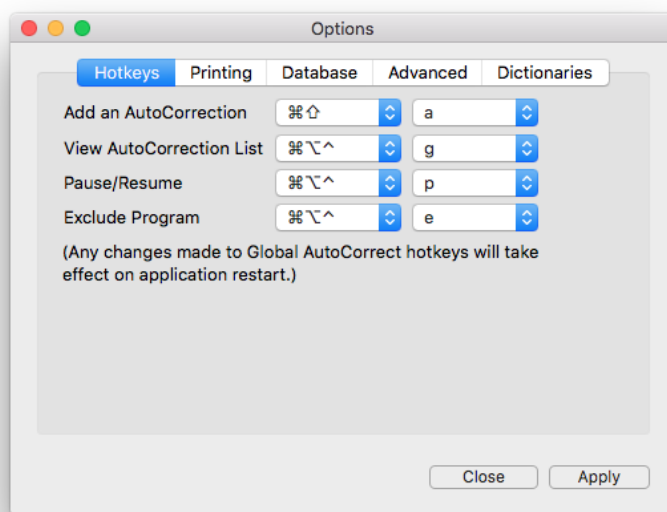
Excluding Specific Programs

There may be some programs where you don't want spelling to be corrected, such as instant messaging. You can prevent AutoCorrection in a specific program by pressing **Ctrl + Shift + E** while that program is in the foreground.

Customising Global AutoCorrect

Global AutoCorrect can be customised to suit you, for example by changing shortcut keys, disabling reminders and choosing how your top corrections should be printed.

You can open the Options window by right clicking on the  icon and selecting 'Options'. In



The Hotkeys tab - Allows you to customise the Global AutoCorrect shortcut keys

The Printing tab – Allows you to print out your mistakes so you can work on them in your own time

The Database tab – Allows you to restore and back up your AutoCorrect list.

The Advanced tab – Allows you to configure updates and check excluded programs.

The Dictionaries tab – Allows you to change which subject dictionaries are installed.

We're here to help

If you have any questions about using Global AutoCorrect, please contact us using the details below:

Freephone: 0800 458 1922

Email: Support@LexAble.com