

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

Using Global AutoCorrect

Automatic Spelling Correction

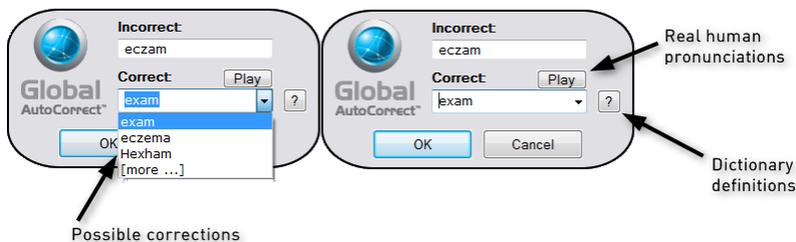
Global AutoCorrect works straight out of the box; just start typing in any program! The software uses intelligent algorithms and a built-in database to instantly correct spelling mistakes as you type.

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

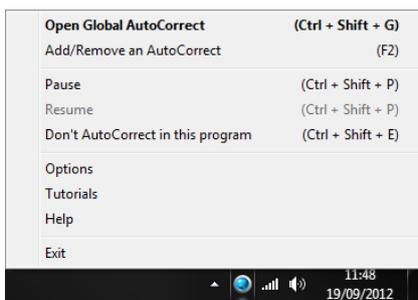
If there's a chance you could have meant something else, the software won't just guess. Instead, you can pick the word you meant – just once – and it will be autocorrected whenever you type it again.

Simply double click on the word and press F2:

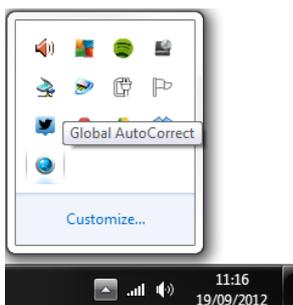


Global AutoCorrect Tray Icon

Global AutoCorrect is always running in the background, so you can easily access all of its features. Right click on the  icon in your Notification area to open the menu:



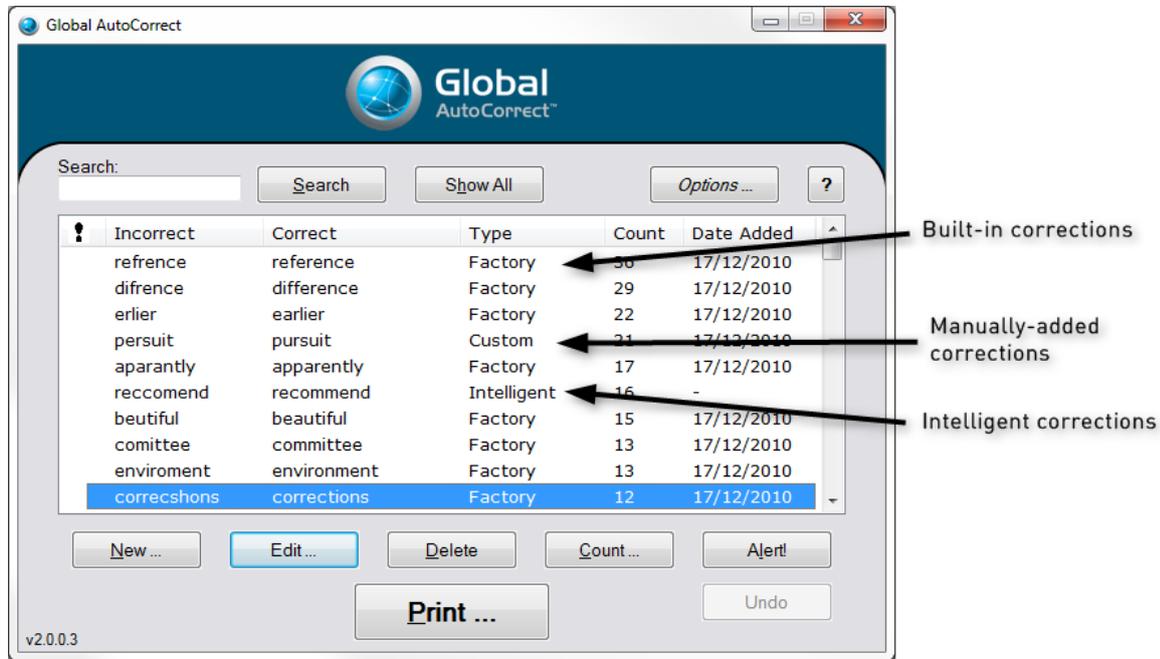
If the icon is hidden, you can easily access it by clicking the arrow:



Additional Features

Check your corrections

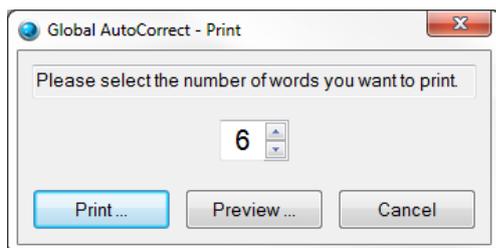
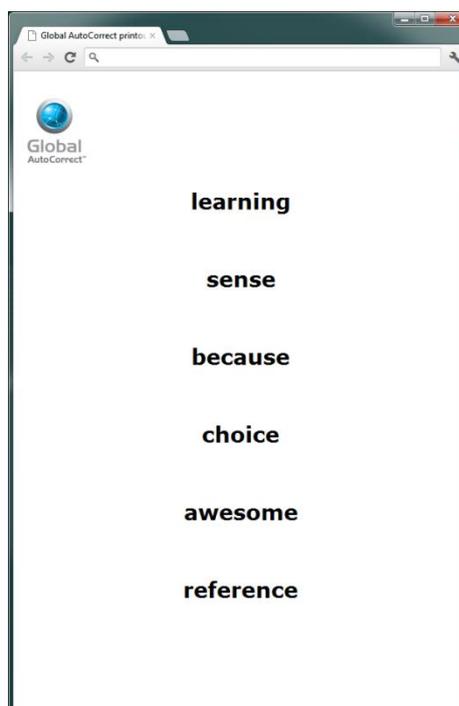
You can view your list of corrections by pressing **Ctrl + Shift + G**. By default, they are sorted by count (the number of times a mistake has been corrected), but you can also click each column header to sort alphabetically, by type or by the date added. You can also search for specific words or corrections,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



Incorrect	Correct	Type	Count	Date Added
refrence	reference	Factory	30	17/12/2010
difrence	difference	Factory	29	17/12/2010
erlier	earlier	Factory	22	17/12/2010
persuit	pursuit	Custom	21	17/12/2010
aparantly	apparently	Factory	17	17/12/2010
reccomend	recommend	Intelligent	16	-
beutiful	beautiful	Factory	15	17/12/2010
comittee	committee	Factory	13	17/12/2010
enviroment	environment	Factory	13	17/12/2010
correcshons	corrections	Factory	12	17/12/2010

Printing your top corrections

By default, Global AutoCorrect will prompt you to print your most frequent mistakes every 30 days; you can turn this off if you want to. You can print your top corrections at any time by bringing up the main window (**Ctrl+Shift+G**) and clicking **Print**.

learning

sense

because

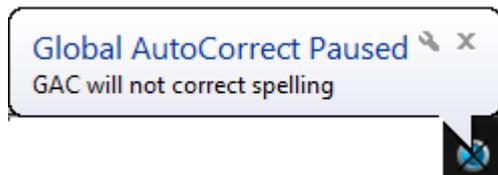
choice

awesome

reference

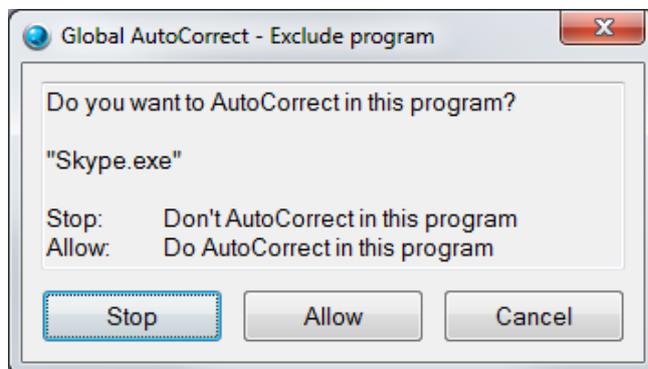
Pausing Global AutoCorrect

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

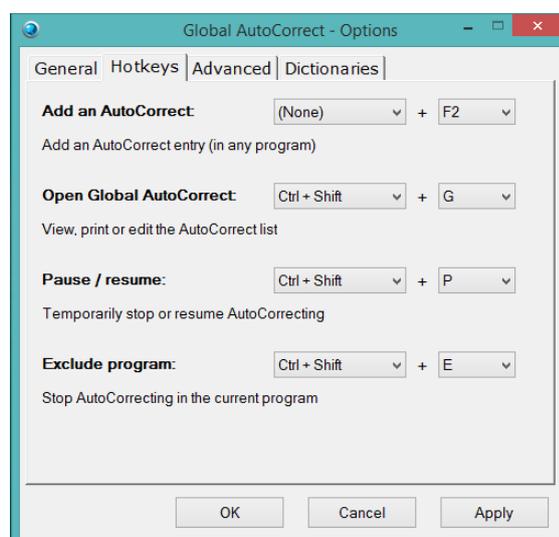
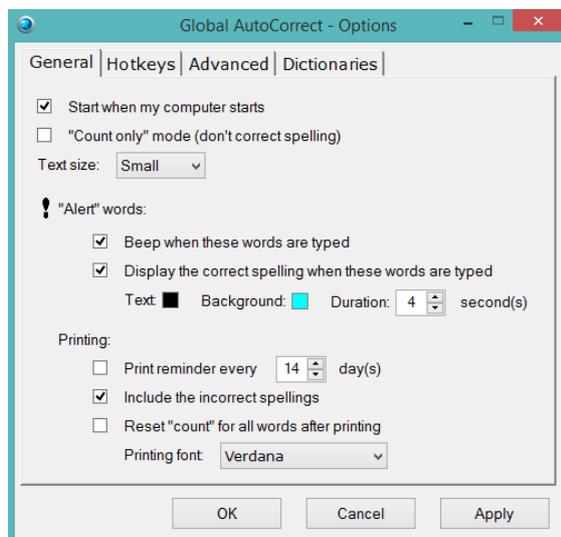
There may be some programs where you don't want spelling to be corrected, such as instant messaging. You can prevent AutoCorrection in a specific program by pressing **Ctrl + Shift + E** while that program is in the foreground.



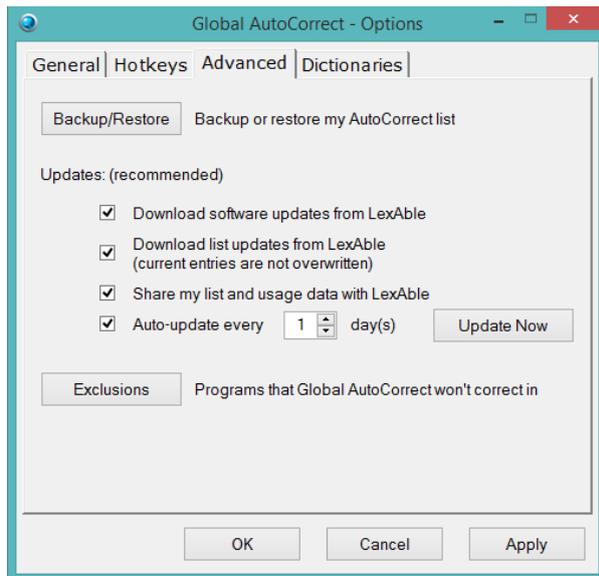
Customising Global AutoCorrect

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.

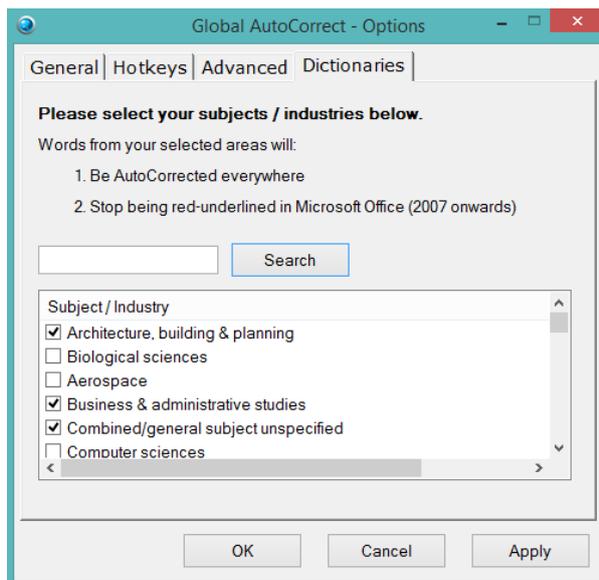
You can open the Options window by right clicking on the  icon and selecting 'Options'. If you would like to customise the Global AutoCorrect shortcut keys, click the Hotkeys tab.



To configure updates, check excluded programs and backup/restore your AutoCorrect list, click the Advanced tab:



To change which dictionaries are installed, click on the Dictionaries tab and select or unselect word banks as necessary:



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

International: +44 (0) 333 321 0223

Email: Support@LexAble.com