SpellRight

for Google Docs

User Manual for SpellRight for Google Docs

SpellRight for Google Docs in brief

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.

SpellRight detects and warns about many spelling and language mistakes that the language checker of the existing system would not find. For example, SpellRight can correct serious spelling mistakes such as *yoost* (for *used*) or *citon* (for *kitten*), and it helps to distinguish easily confusable words such as *meat* and *meet*.
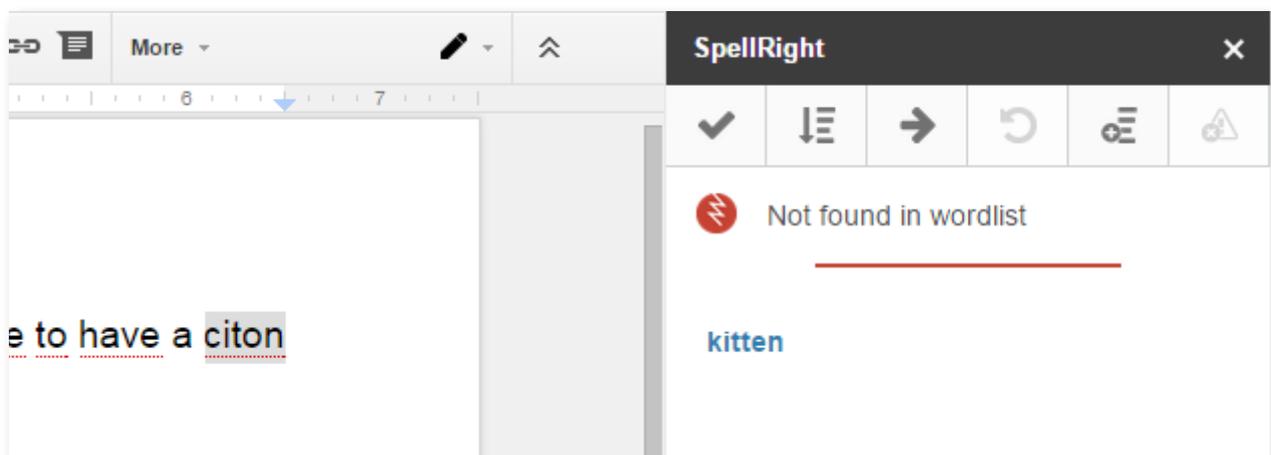
SpellRight also includes a simple function for grammar and expression support that will correct many mistakes, such as *She eat an apple* (should be *She eats an apple*) and *She is interested of football* (should be *She is interested in football*).

Add-ons in general

Add-ons for Google Docs can be found in the **Chrome Web Store**. Just select **Add-ons** – **Get add-ons** in the menu inside Google Docs. Oribi provides add-ons as part of its strategy for text spell-checking as a cloud solution. For this reason, SpellRight for Google Docs is operating-system independent. In other words, SpellRight can be used on a range of platforms: PCs, Macs, Chromebooks, tablets (such as iPads and Androids), etc. It can also be used in different web browsers, for example Google Chrome, Internet Explorer, Safari and Firefox. To use the SpellRight service, you need an internet connection. For fast response times, we recommend WiFi access rather than a mobile connection (3G/4G).

The add-ons that you install will be linked to your Google account. This means that you will have access to any add-ons that you have installed whenever you log in. It does not matter if you have changed platforms between user sessions.

Tablets and add-ons

On tablets, SpellRight only works in browser apps (such as Safari and Chrome) if they are in *desktop* mode. You can always write in *mobile* mode, but to access your Google Docs add-ons you must switch to desktop mode.

Specially designed apps, for example word processors, cannot handle add-ons. However, you can write your text in one app, copy the text to Google Docs in your browser and then correct it using SpellRight.

You can also write your text directly in the Google Docs or Google Drive app. This works even when you are offline. To check your text, you must first sync your document using a WiFi connection and then switch to a browser in *desktop* mode.

Checking text

SpellRight starts checking your text from the insertion point (where the text cursor is). To start SpellRight, select **Add-ons**, then **SpellRight** and then **Start** in the menu.
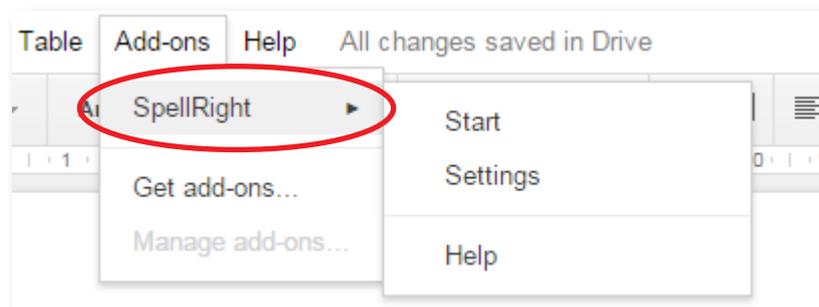
When you have started SpellRight, a window will open to the right of your document. This window will show suggested changes.

Common messages

The most common messages appearing in the SpellRight window are explained below.

1. Not found in wordlist

This message is shown when you have written something that is not included in the wordlist you are using. SpellRight usually makes a single suggestion (sometimes several if all are considered to be equally likely). One suggested change is often enough, but if you want to see more suggestions you click the **Show more** button. Immediately to the right of each word is a translation to help you decide if it is the right choice. To choose a word, click **Replace**. If SpellRight has presented several suggestions, you have to select the word you want before clicking **Replace**.

A cute little citon.

SpellRight

Not found in wordlist
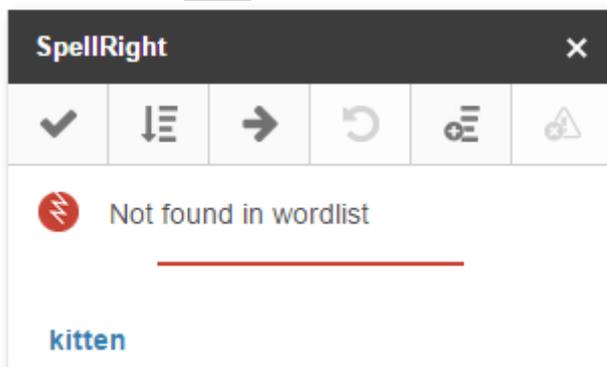
kitten

2. Confusable word

This message is shown if you have written a word that SpellRight thinks is easy to confuse with another word. SpellRight stops at such words to give you the opportunity to check your choice. This message does not necessarily mean that you have made a mistake, because it may be shown even if your spelling is correct. If you want to change your choice, select the word you want to use instead and then **Replace**.

It kneads love

SpellRight

Confusable word

The baker **kneads** the dough.
He **needs** to leave early today.
The patient **needs** medicine.
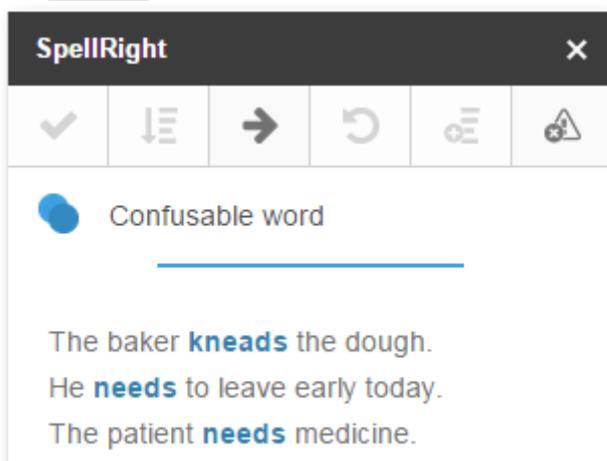
3. Grammar

This message is shown when SpellRight thinks you have made a mistake which is not about spelling but rather about word order, inflections, expressions or sentence structure.

We must try stop it.

SpellRight ✕

Grammar

try stopping
try to stop
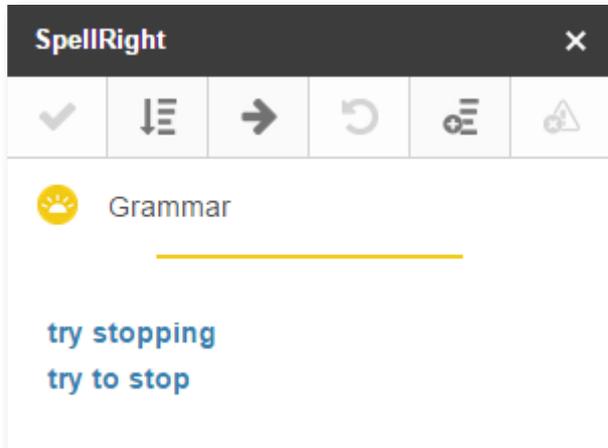
4. Write together or Split word

SpellRight is able to detect many cases where one word has been incorrectly written as two words or where two words have been incorrectly written as one. If you make such a mistake, SpellRight will stop and show either of the messages **Write together** and **Split word**.

I have a new boy friend

SpellRight ✕

Write together

boyfriend

Messi is a footballstar

SpellRight ✕

Split word
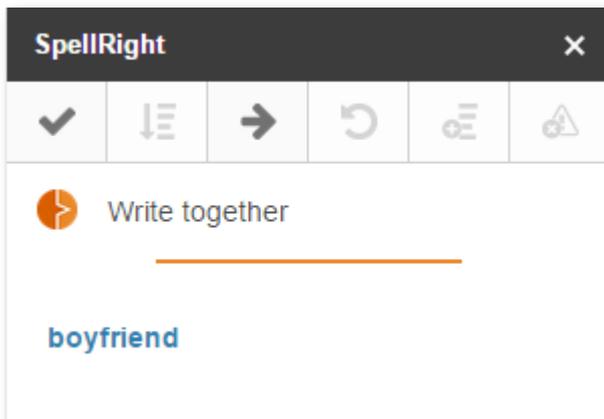
football star
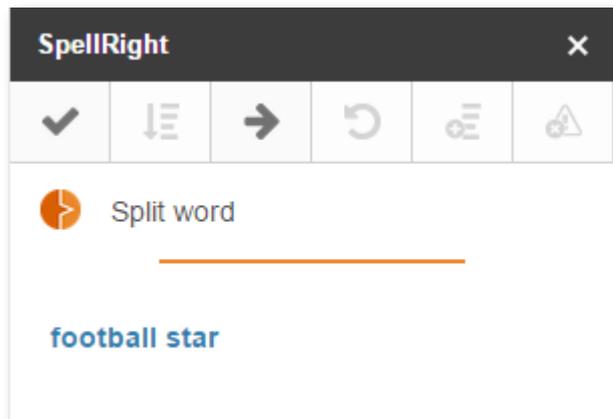
The main SpellRight window

This section explains what the various buttons in the main SpellRight window are used for.

I like sositch
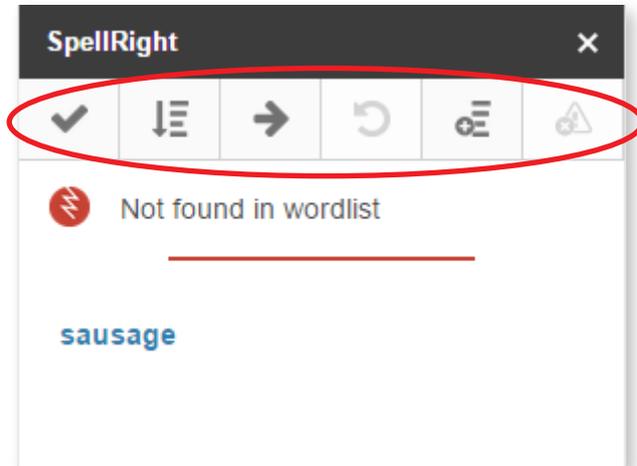
Replace

To choose a word, first select it and then click the **Replace** button. Except on tablets, you can also simply double-click on the word in the window.

Show more

SpellRight normally suggests one or two words at first. If you want to see more suggestions to correct what you have written, click the **Show more** button. When there are no more suggestions to show, the button will turn grey.
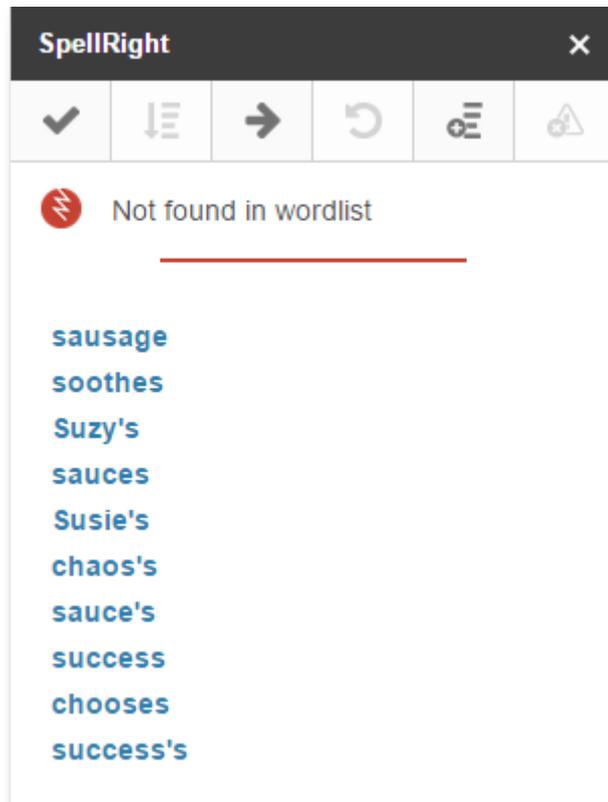
Next

To move on to SpellRight's next stop in the text, click **Next**. You may want to do this if SpellRight has stopped at a word that does not need correcting. Also, if the SpellRight window is already open, clicking **Next** will make SpellRight start checking your text from where the cursor is.

Undo

To go back to the place in the text where SpellRight made its most recent change, click **Undo**.

Add

If you have written a word that is new to SpellRight and you want the program to learn that word, click **Add**. Such words are often names. The word will then be added to your personal wordlist, which you can edit under **Settings – My wordlist**.

Melrosegate is a major street in York.
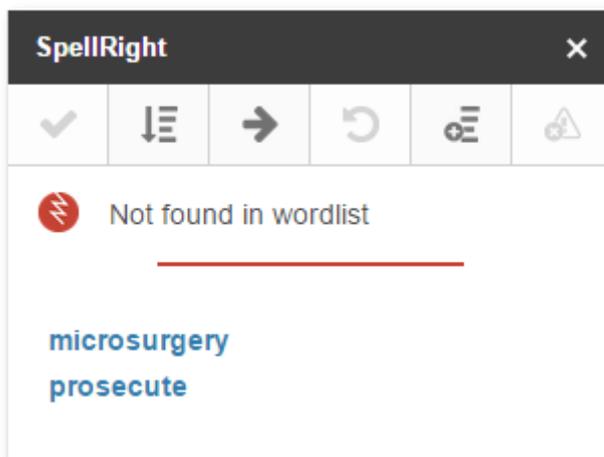
Not confusable

SpellRight will sometimes warn you about easily confusable words even though you have not made a mistake. This is based on the principle of 'better safe than sorry', as described under *Common messages – Confusable word* above.

If you are sure that you never confuse, say, *meet* and *meat*, and you find it annoying that SpellRight keeps asking you to double-check, you can switch off the warning for those words. You do this by clicking the **Not confusable** button when SpellRight has stopped at a word to warn you about it. Then the program will no longer stop at that particular spelling when a text is being spell-checked. You can change back under **Settings – Not confusable**.

The Preferences window

You can make certain personal settings in SpellRight by selecting **Add-ons – Settings** in the menu. Among other things, you can change the size of the wordlist, select correction options and edit any changes that you have made in the main SpellRight window.
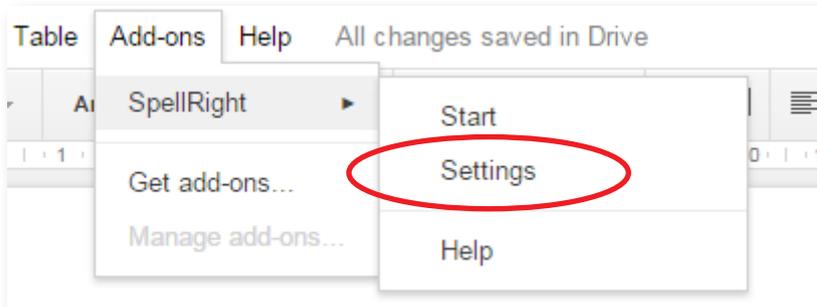
General

The General settings window is where you make general settings for SpellRight.
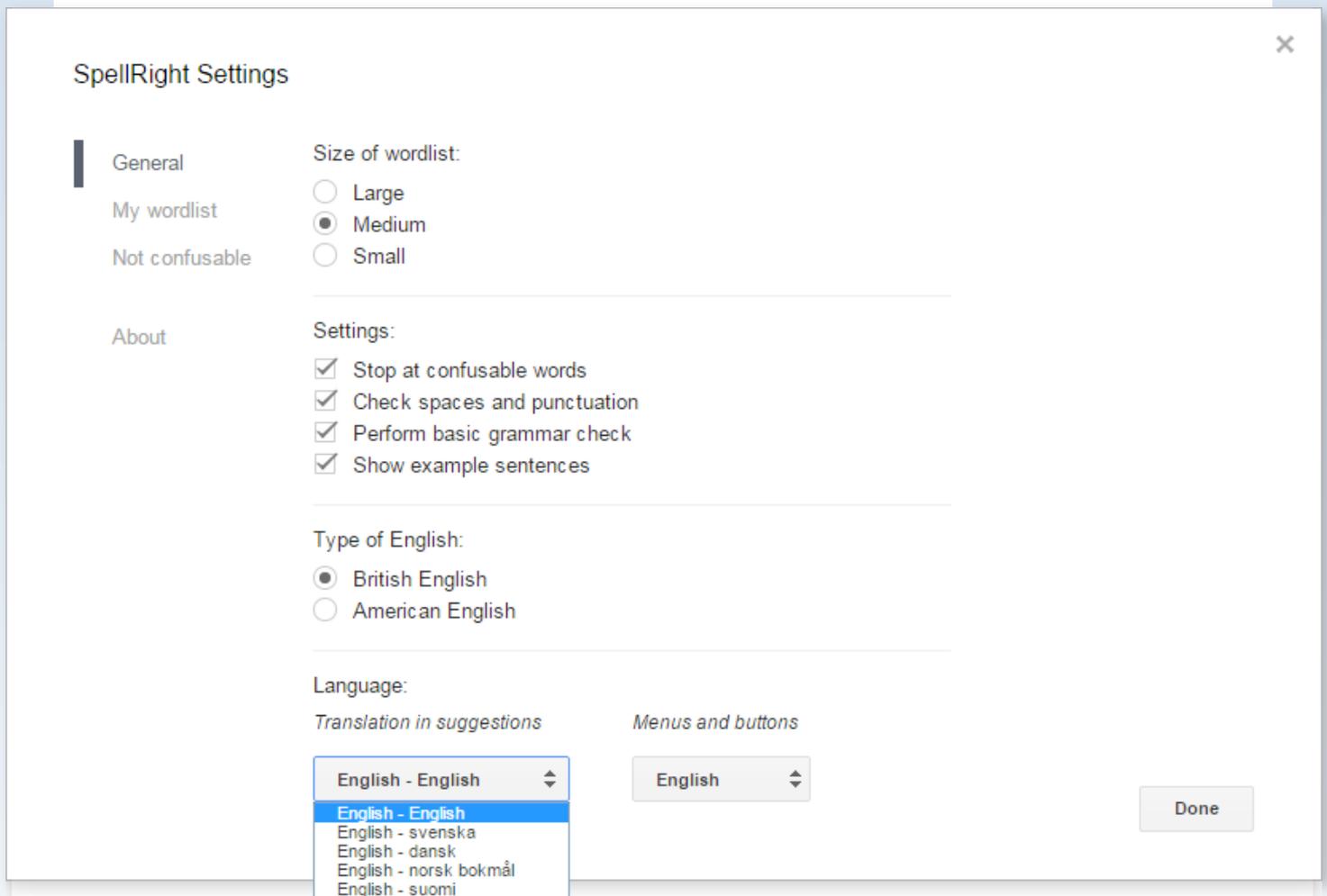
Size of wordlist

Here you choose your wordlist. There are three options: **Large**, **Medium** and **Small**. The default choice is Medium. The Small list contains about 11,000 words, the Medium one about 40,000 words and the Large one about 110,0000 words. If you are using the Small wordlist, SpellRight's suggestions will only include fairly common words. This makes correcting a little easier, which may be useful if your vocabulary is limited. If you do not think the suggestions from the Small wordlist are enough, just change to Medium or Large.

Settings

Stop at confusable words

If this box is selected, SpellRight will stop at words such as *their* and *need* (to learn more, see *Common messages – Confusable word* above). Note that, with this setting, SpellRight may stop even if your spelling is correct. Sometimes, but not always, SpellRight is able to tell from the context that the spelling of an easily confusable word is correct.

If you think SpellRight stops too often at words that you never actually confuse, you can click the **Not confusable** button in the main window when the *Confusable word* message is shown about that word. Then SpellRight will no longer stop at that particular spelling.

Check spaces and punctuation

Here you choose whether SpellRight should react to, for example, a space that should not be there or a question mark that is followed by a full stop.

Perform basic grammar check

Here you decide whether SpellRight should react to common grammar mistakes such as *He is been difficult* (suggesting that *is been* should be changed to either *is being* or *has been*).

Show example sentences

Here you decide if you want SpellRight to present its suggestions in example sentences so that you can be more sure of your choices. Note that this option is available only if you are using the *English-English* language setting, where SpellRight presents its suggestions without translations (see *Language – Translation in suggestions* below in this section).

Type of English

Here you choose your working language: **British English** or **American English**. The default is British English. When the setting is British English, SpellRight will stop at the American spelling *color* and suggest the British equivalent: *colour*. The opposite is true, of course, if you have selected American English.

Language

Translation in suggestions

Here you decide what languages SpellRight will present. The default setting is *English–svenska* (i.e. English–Swedish), but you can choose to combine English with other languages depending on your native language. You can also choose *English–English*. Then you will not see any translations, but instead you can choose to see example sentences (see *Show example sentences* above in this section).

Menus and buttons

Here you choose the language to be used in menus, on buttons and in messages. The default setting is Swedish.

My wordlist

Here you can edit the words and phrases that you have added to your personal wordlist. This is where a word ends up if you click the **Add** button in the main SpellRight window. You can also add words and phrases directly in this window. Write one word or phrase per line.

SpellRight Settings

General

My wordlist

Not confusable

About

My wordlist:

Melrosegate

Help   Save
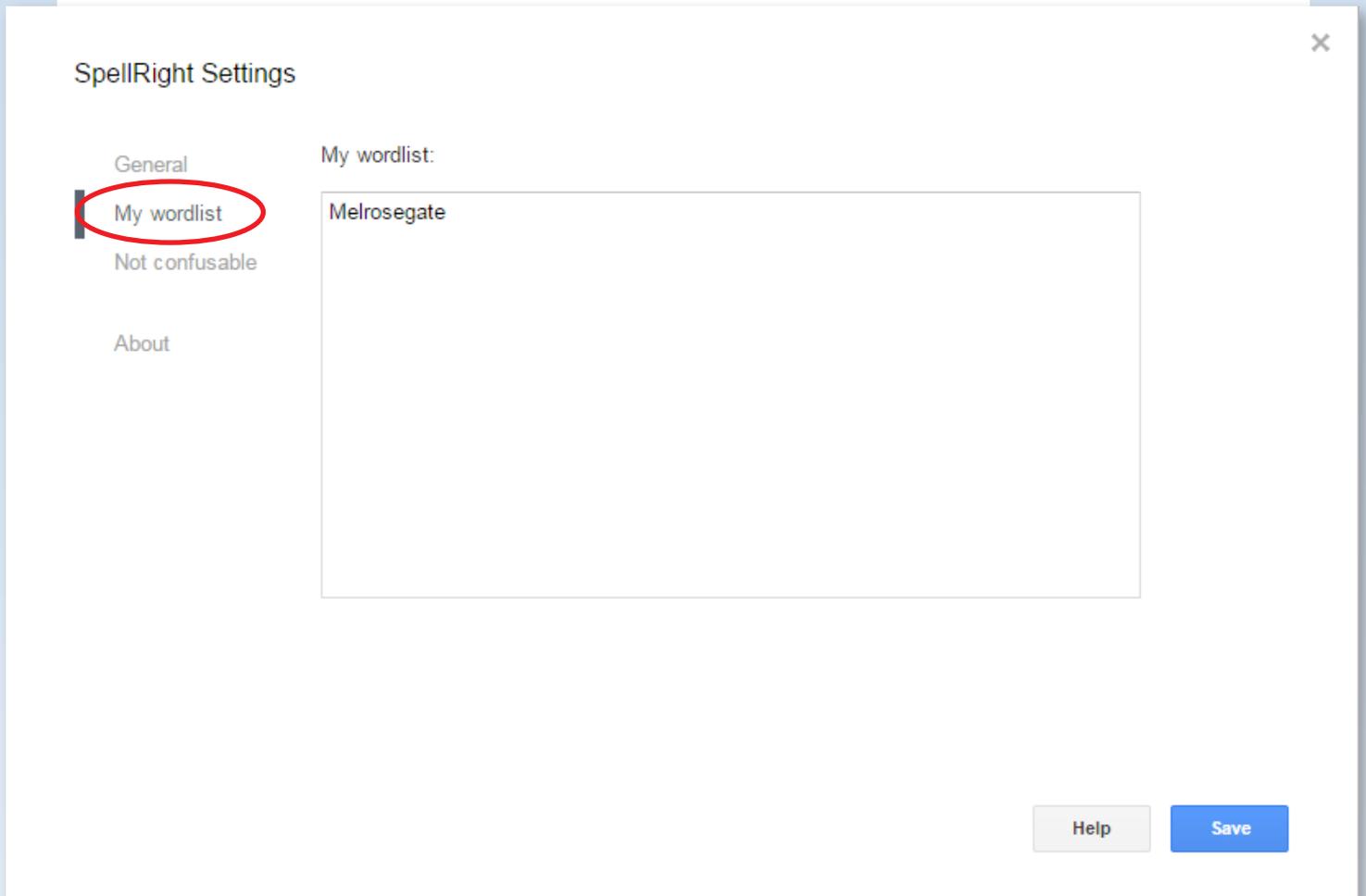
Not confusable

This is where you edit the list of words and phrases that you do not want SpellRight to stop at, even though they may be easily confusable. You can add words to this list by clicking the **Not confusable** button in the main SpellRight window when the program stops at the word in question during spell-checking. You can also add words and phrases directly in this window. Write one word or phrase per line.

SpellRight Settings ✕

General

My wordlist

Not confusable

About

Not confusable:

meat

Help   **Save**
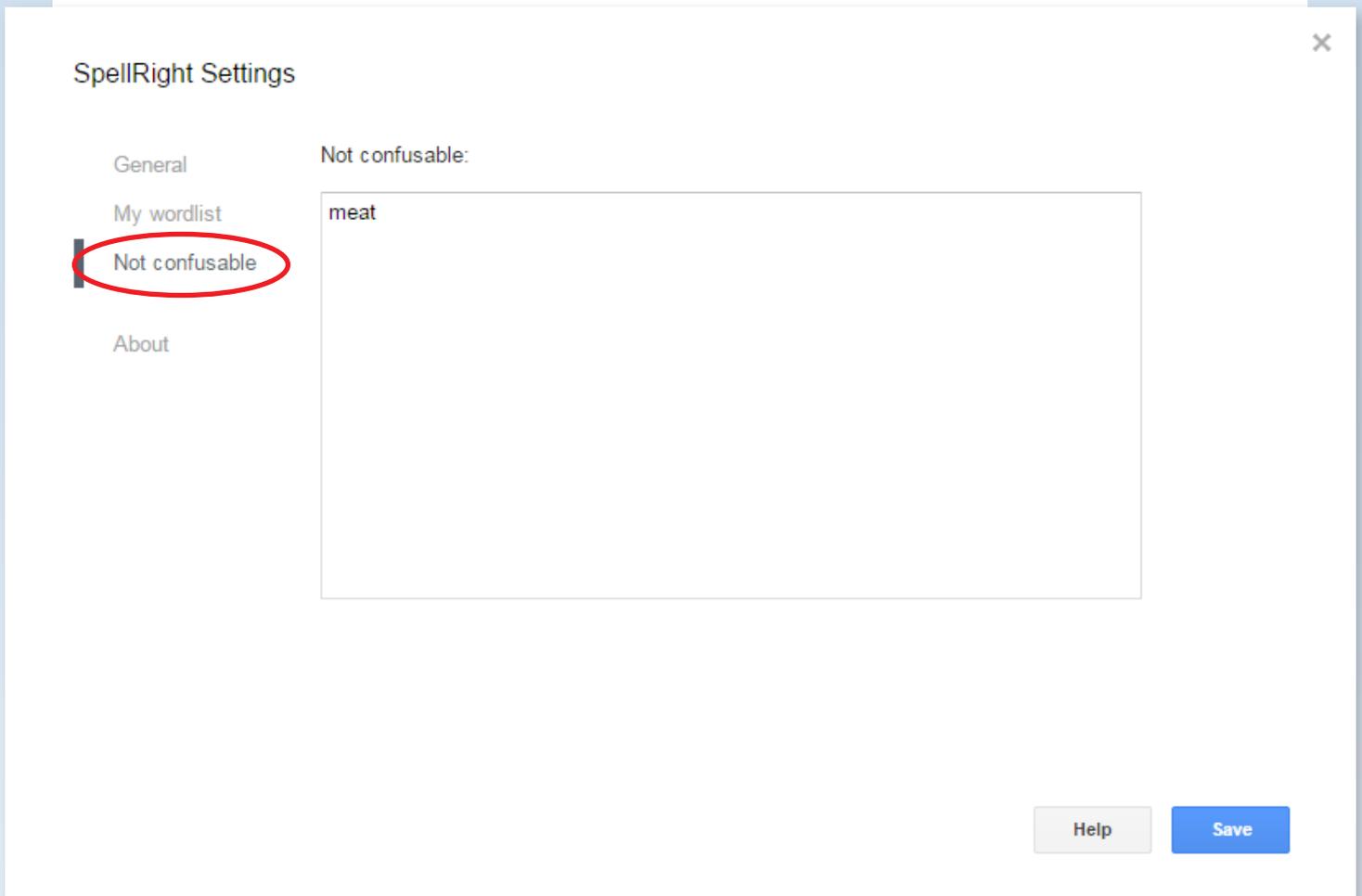
About

To find out some information about SpellRight for Google Docs, click **About**. Then you will see general information about the add-on, such as its version number. You can also receive help with how to use SpellRight, and you can download the user manual.

SpellRight Settings

General

My wordlist

Not confusable

About

SpellRight for Google Docs

SpellRight is an English spellchecker for users with English as a second language. It is specially designed for people with reading and writing difficulties, like dyslexia.

Version 0.1   Get help using SpellRight

SpellRight for Google Docs
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SpellRight is developed by Oribi. Visit our website at www.oribi.se.
SpellRight user manual.

Oribi

Update

There is no need to update SpellRight. The version of the spellchecker being run is always the most recent one.

System requirements

In order for SpellRight for Google Docs to work, you need:

- An internet connection. This is because SpellRight for Google Docs is a 'cloud solution'. Response times will be shorter with a WiFi connection than with a mobile connection (3G/4G).

- A modern web browser. SpellRight does not always work well with certain older browser versions. If you are having problems starting SpellRight, check that your browser has been updated to a new version.

Uninstalling

To uninstall SpellRight, click **Add-ons – Manage add-ons** in the menu. In the window that opens, first click **Manage** and then **Remove**.
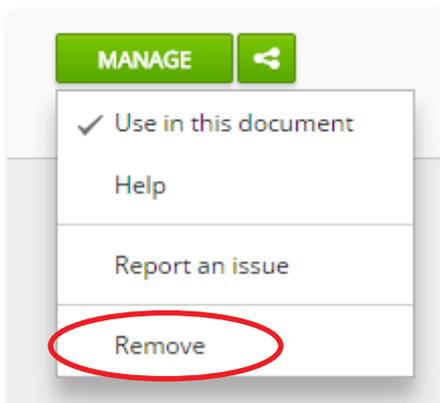
Terms of use and customer support

SpellRight is a registered trademark and the program is protected under the Swedish Copyright Act and corresponding international legislation.

Support for SpellRight for Google Docs is provided by us at Oribi.
Feel free to call us at +46 46 32 30 12 or e-mail us at support@oribi.se.

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