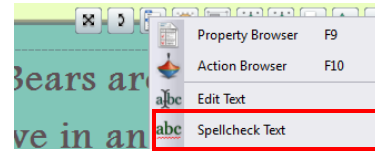


ACTIVINSPIRE TIPS & TRICKS

Spell Check:

Spell Checking a Text box:

1. Using the select tool, select the text box.
2. Click on the **Object Edit Menu**.
3. Select **Spellcheck Text**.
4. A new window will open with the misspelled words and suggestions. Choose to ***Ignore, Ignore All, Add, Change, or Change All.***
5. When the spelling check is finished, another window opens to notify you. Click **Ok**.



Spell Checking the Whole Flipchart

1. Go to **Tools, More Tools, Spellcheck Flipchart**.
2. A new window will open with the misspelled words and suggestions. Choose to ***Ignore, Ignore All, Add, Change, or Change All.***
3. When the spelling check is finished, another window opens to notify you. Click **Ok**.

