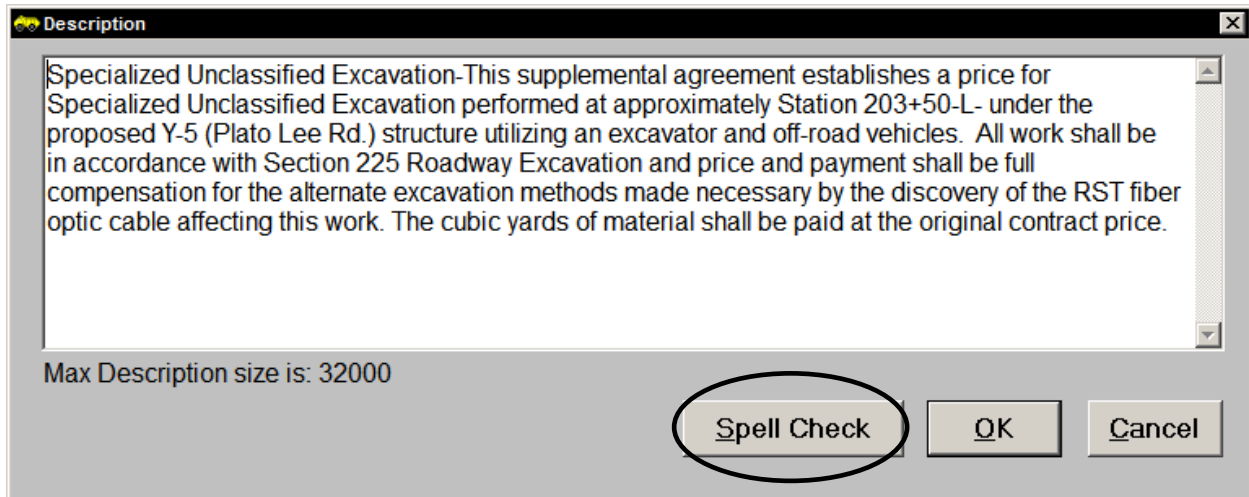


How do I spellcheck in HiCAMS?

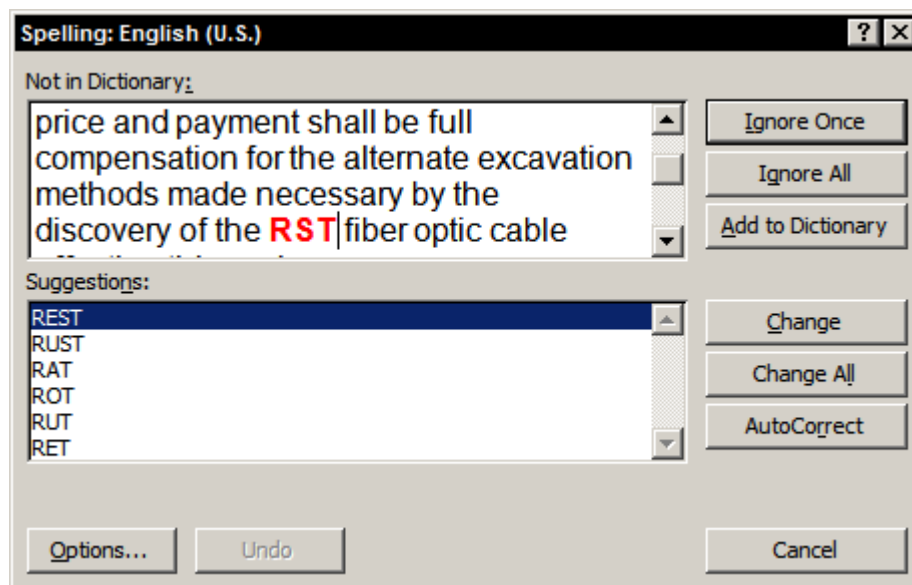
HiCAMS uses the spellchecker embedded in the Microsoft Word application. However, because of changes made in Microsoft Office 2010, the spellchecker is not as visible to the user even though it has been activated.

To spellcheck a text file in HiCAMS, click on the Notepad icon to enter your text. Then click on the Spellcheck button.

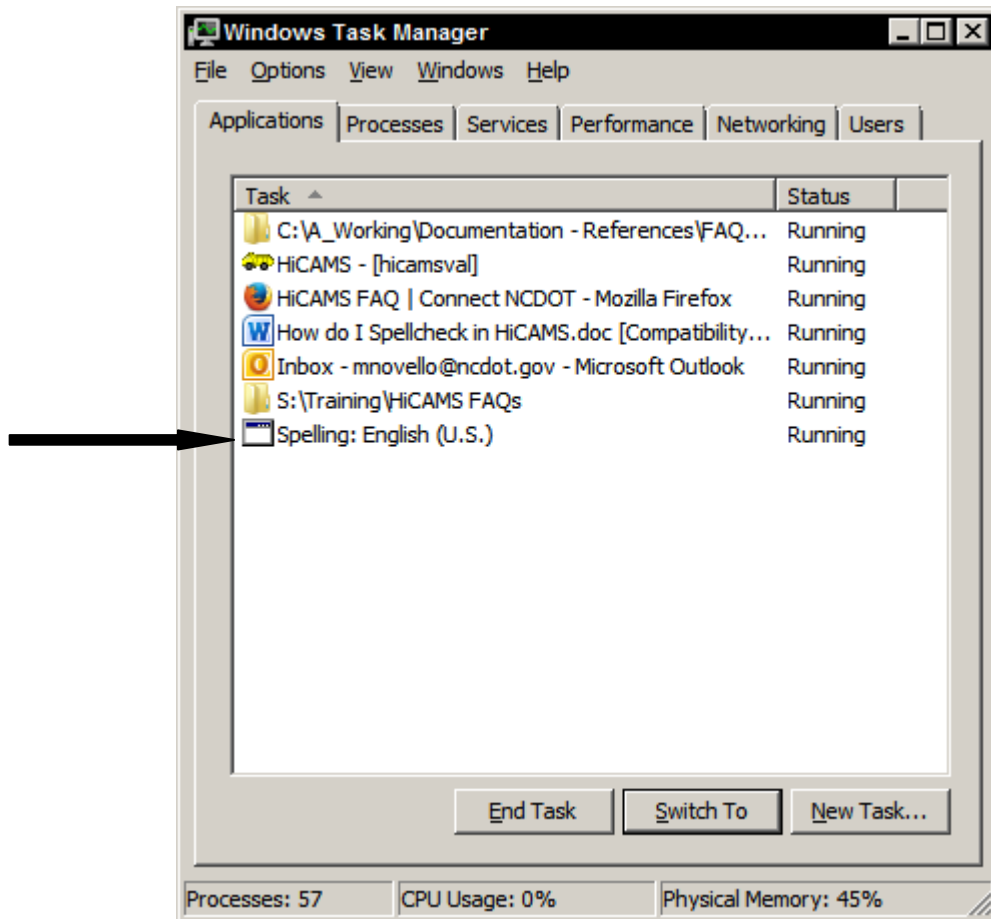


When this is done, it appears that HiCAMS is not responding, but it is actually waiting for you to find the spellchecker from Word.

Use the Alt-Tab keys on the keyboard to cycle through the running applications until you find the Microsoft Word one labeled "Spelling". Then the spellchecker dialogue box will open as seen below.



The spellchecker can also be found by accessing the Task Manager (CTRL-ALT-DELETE > Start Task Manager) and picking "Spelling" from the applications list.



For additional information about this topic, please contact the Construction Unit at 919-707-2400.

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