

PATHOLOGISTS

ADDING CUSTOM DICTIONARY (SPELL CHECK) - FIRST USER

 Open Online Review/Transcription. Open report with a "misspelled" word. If there isn't one, type gibberish so something is misspelled and then press F7 to open spell check. Click options in bottom left of spell check window.

2. In Options window, click on Spell Checking Dictionaries tab. Then click User Dictionaries.



U	User Dictionaries					
Г	Jser Dictionaries:					
	User Dictionary	Editable	Edit word list			
			Edit			
			New			
			Add			
			Remove			
			OK			

3. User Dictionaries window opens. Click "New"

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4. Enter in a name of the custom dictionary, then click "OK"

New User Dictionary				
User Dictionary to add:				
Name:				
Pathology Custom Dictionary				
Language:				
English (United States) $\qquad \qquad \lor$				
OK Cancel				

Word:					>	<
Jser Dictionary:					Edit word list Eait	
					New	
					Add Remove	
Ad	d	Delete	Delete All	11		

Spelling	×
Misspelled word - Language: English (United States)	
hx of breast ca	Ignore Once
	Ignore All
	Add To Dictionary
Suggestions:	
bx	∧ Change
ix ix	Change All

- 5. The next window will require you to put the file somewhere. If you have a shared drive that other users can access, put the file there. If not, others won't be able to access the file. Once you add the file somewhere, you can edit the word list by adding words to the file.
- 6. Or, you can add words as they come up misspelled.

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Please note: Multiple users can use the same custom dictionary, which is recommended to help the organization build a custom list of custom dictionaries, please follow page 2 to add to the existing dictionaries.





ADDING TO AN EXISTING DICTIONARY (SPELL CHECK) – ADDITIONAL USER(S)

 Open Online Review/Transcription. Open report with a "misspelled" word. If there isn't one, type gibberish so something is misspelled and then press F7 to open spell check. Click options in bottom left of spell check window.

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	ignore once
	Ignore All
	Add To Diction
bx hex	∧ Change
ix fr	Change All
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US.dic I Enabled I Enabled English (United St. US medical dic I Enabled English (United St.	Dictionary	Spell Checking	Suggestions	Language
US medical dic Enabled Enabled Enabled Enabled	n_US.dic	Enabled	Enabled	English (United States)
	n_US_medical.dic	Enabled	Enabled	English (United States)
				Eligian (onico states

User Dictionaries		×
User Dictionaries:		
User Dictionary	Editable	Edit word list
		Edit
		New
		Add
		Remove
		ОК

3. User Dictionaries window opens. Click "Add"

2. In options window, click on Spell Checking

Dictionaries tab. Then click User Dictionaries.







4. Find the shared drive where the custom dictionary was placed by the original user and click Open to add it.





6. Or, you can add words as they come up misspelled





