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Workspace Desktop Edition Help

Spelling Check

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Spelling Check

Tip

Are you looking for **tutorials** to help you learn how to use this feature? Check out the [Related Resources](#) section at the bottom of this article.

The spelling-check feature enables you to verify the spelling of the content of your message before you send it by using an interactive Spelling Checker. You have access to three dictionaries: a corporate dictionary that is defined by your administrator, a language-specific dictionary that you can choose from a drop-down menu, and a personal dictionary that is called My Dictionary.

Workspace creates a single dictionary for each agent. Any additions or changes that you make affect only your personal dictionary. If you are working at a different workstation, you can still access your personal dictionary, provided that you are logged in under your unique user name and password.

As you type your message, a red wavy line appears below each word that is not in the spelling-check dictionary that you have specified. Right-click the misspelled word to correct it or to add the word to your personal dictionary. You can also choose to ignore once (**Ignore**) or always ignore (**Ignore All**) the spelling.

If you try to send a message that contains misspelled world, your system might be configured to display a warning dialog box that asks you to confirm that you want to send the message without correcting the potential misspelled words. Click **Yes** to send the message anyway, or click **No** to return to the message and correct the misspelled words. **[Added: 8.5.105.12]**

The spelling-check context menu contains the following options:

- **Suggestions**—A list of words from the currently selected dictionary that might be the correct spelling of the underlined word.
- **Ignore**—Do not mark this instance of this spelling as incorrect.
- **Ignore All**—Do not mark any instance of this spelling as incorrect.
- **Add to Dictionary**—Add this spelling to the currently selected dictionary.
- **Spell Checking**—Turn spelling check on and off. You can also turn spelling check on and off by clicking the **Check Spelling** button next to the language drop-down menu.
- **Languages**—Select the language that you want to use for spelling check.

Related Resources

The *Workspace Desktop Edition User's Guide* (English only) provides detailed lessons for using all the features of Workspace. You might find the following lessons useful:

Spelling Check

- [Handle An Email Interaction](#)
- [Handle A Chat Interaction](#)

Related topics

- [Outbound Email](#)
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