

CHECK SPELLING

CONTENT MANAGEMENT

GX WEBMANAGER 9

Date

September 9, 2008

Target Audience

Casual User

Editor

Application Manager

Developer

Target GX WebManager version

GX WebManager 9.5.0 and later

Document ID and version

GXD0011_en, version 1.0

SUMMARY

Using the spelling check functionality, editors in GX WebManager can check text for spelling errors. A text can standard be checked in English and Dutch. If desired, extra languages can be added. The module offers the possibility to extend the dictionary with new words and terms.

Within GX WebManager, spelling can be checked in the following components:

- Content elements on pages
- Content elements in Media Repository articles
- Content elements in blocks
- Newsletters
- Page models
- FAQ
- Meetings and Papers

GX WebManager's spelling check is based on the Wintertree software and dictionary (www.wintertree-software.com).

PREREQUISITES

Content Management

- Basic Content Management

RELATED TOPICS

Content Management

- Version control (Language switch)

VERSION CONTROL

Version	Date	Description
1.0	September 9, 2008	Initial version

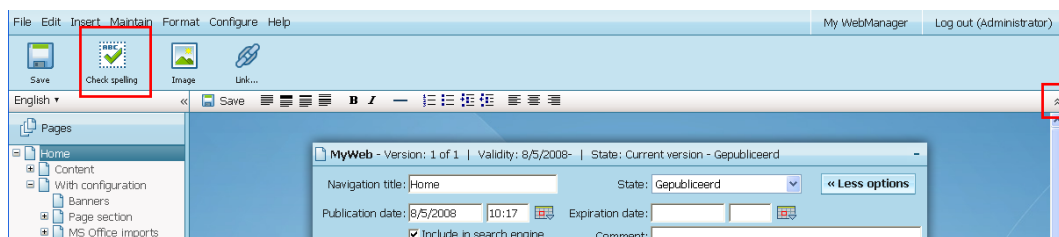
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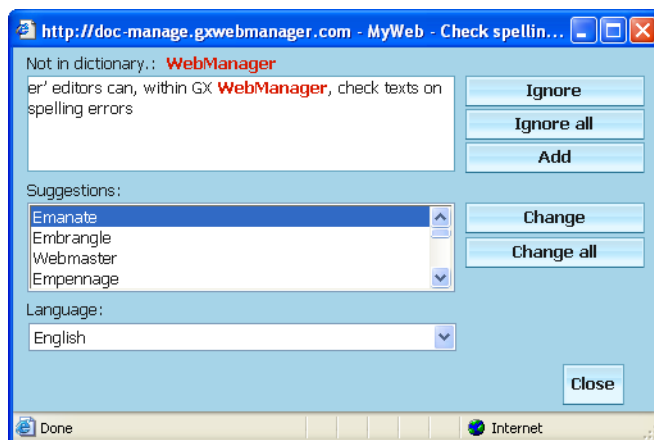
1 USING SPELLING CHECK

Because content can be entered in various locations within GX WebManager, it makes sense that the editor can spell-check this content. The dictionaries used to check spelling are provided by Wintertree (<http://www.wintertree-software.com/>).

In most cases the spelling check is activated with an icon from the unfolded toolbar or from the Edit > Check spelling menu. (The toolbar can be unfolded by clicking the arrow on the upper right). The spelling check runs through the *entire* page. It is not possible to spell-check a part of the page.



When the spelling check is activated, a window pops up, displaying those words not found in the dictionary. Possible suggestions are displayed. The use of this spelling check is very similar to the spell checker of Microsoft products.



Note for the pop-up window:

- If a word is detected that is not found in the dictionary, it will be displayed in red and shown underneath in its context.
- 'Language' allows selecting the dictionary to be used.
- The [Ignore] button ensures the word will not be altered in the text.

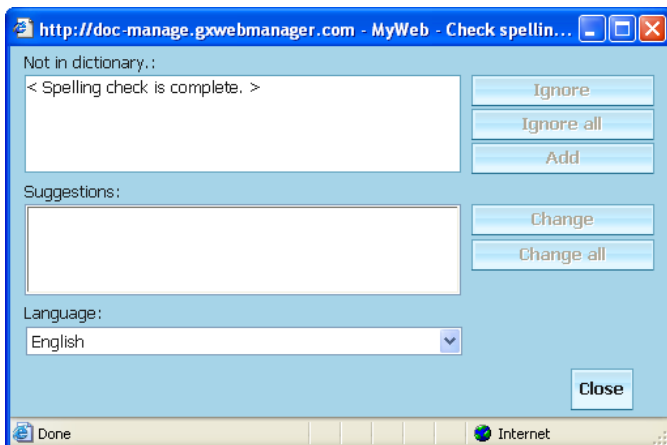
- The [Ignore all] button ensures that every time this word occurs (in this context), it will be ignored. So the spelling check will not indicate again that the word is not found in the dictionary.
- The [Add] button ensures that this word is added to the central dictionary on the server. This benefits all users.
- ‘Suggestions’ contains suggested words to replace the unknown word. If desired, select a suggestion and then click one of the two buttons:
 - [Change] changes *this* occurrence of the unknown word within GX WebManager into the selected suggestion.
 - [Change all] changes *all* occurrences of the unknown word in the current context (page, Media Repository article, page section, newsletter, page model, FAQ, Meetings and Papers).

After one of the buttons has been clicked, the action is processed and the spelling checker continues its search for the next unknown word.

Also relevant:

- The first option in ‘Suggestions’ is selected by default.
- The default value of the ‘Language’ pull-down menu is derived from the language used on the current page.

GX WebManager reports when the spelling check is finished:



1.1 Adding extra dictionaries

The standard installation of GX WebManager includes the following dictionaries:

- Dutch
- UK English

It is possible to install and use extra dictionaries. These dictionaries should be purchased from Wintertree Software and installed in GX WebManager.


GX purchases dictionaries for all clients and partners. GX distributes those dictionaries and installs them where needed. It is not possible to add a new dictionary to GX WebManager yourself.

2 CHECK SPELLING FOR EACH COMPONENT

The spelling checker will not check all the input fields of all content elements. Therefore explanation about the usage of the check spelling will be given per component.

2.1 Content elements on pages

Running the spelling check on a page:

- ⇒ Go to the relevant page.
- ⇒ Click the [Check spelling] button  on the button bar or go to the Edit > Check spelling menu.

When the spelling check is activated, the following fields are checked:


- Title
- Navigation title (in the block with the page information)
- Introduction (from the Insert > Introduction menu)

When the spelling check is activated, the following fields in the content elements below are checked:

- Canvas: All text text in the 'canvas' of GX webManager
- Paragraph: Subtitle + input field
- WYSIWYG: Subtitle + input field
- Image: Alternative text
- Table: Subtitle + content of the table cells
- Download: Name
- List: Subtitle + content of the list elements
- Meetings and Papers: Title
- RSS feed: Subtitle
- Poll: Question + Answers
- Imagemap: Alternative text
- Calendar: Title

2.2 Content elements in Media Repository articles

To run the spelling check on a Media Repository article do as follows:


- ⇒ Select in the left navigation panel the [Media Repository] tab and go to the relevant article.
- ⇒ Click the [Check spelling] button  on the button bar or go to the Edit > Check spelling menu.

When the spelling check is activated, the following fields are checked:

- Title (in the block with the article information)
- Introduction (from the `Insert > Introduction` menu)
- The relevant fields of the existing content elements

2.3 Content elements in page sections

To run the spelling check on a page section do as follows:

- ⇒ Select in the left navigation panel the [Page section] tab and go to the relevant block.
- ⇒ Click the [Check spelling] button  on the button bar or go to the `Edit > Check spelling` menu.

When the spelling check is activated, the following fields are checked:


- Title
- Navigation title (in the block with the block information)
- The relevant fields of the existing content elements

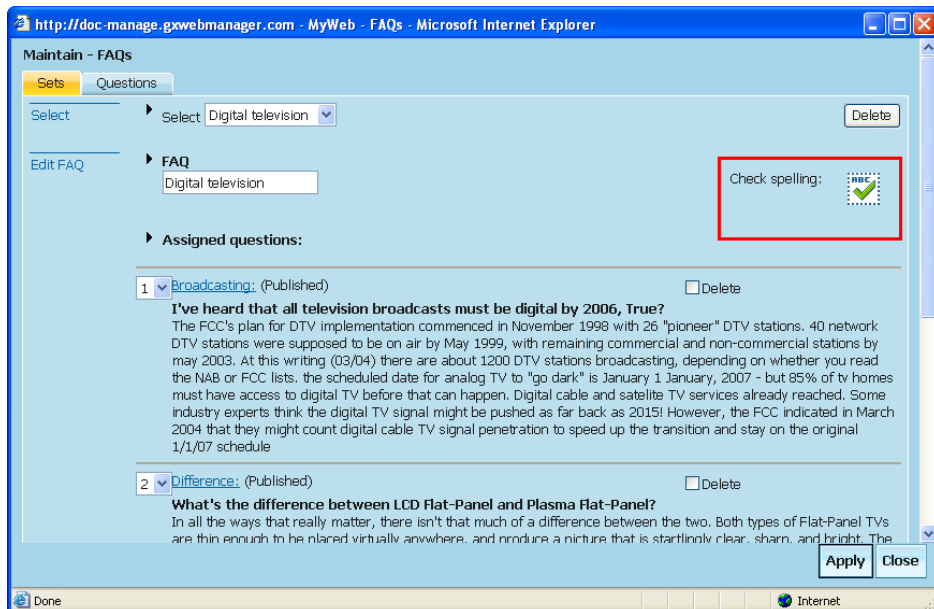
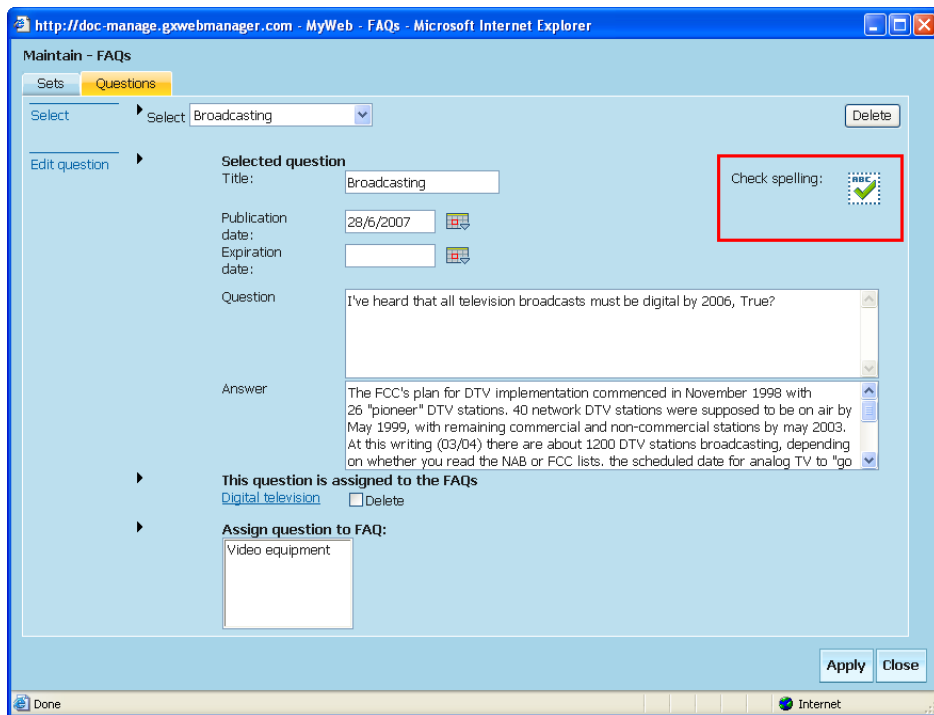
2.4 Newsletters

Newsletters are created on a normal webpage. The spelling can thus be checked the same way as it is checked on a normal webpage. The related 'Title' and 'Subject' on the [Content] tab from the `Maintain > Newsletters` menu can't be checked.

2.5 FAQ

For an FAQ, not only the spelling of individual questions can be checked, but also the spelling of an entire FAQ set.

- ⇒ Select the [Questions] or [Sets] tab or the [FAQ] tab from the `Maintain > FAQs` menu.
- ⇒ Select the question or set that has to be checked.
- ⇒ Click the [Check spelling] button .




When the spelling check is activated, the following fields are checked:

- Title
- Question
- Answer

2.6 Page templates


To run the spelling check on a page template, do as follows:

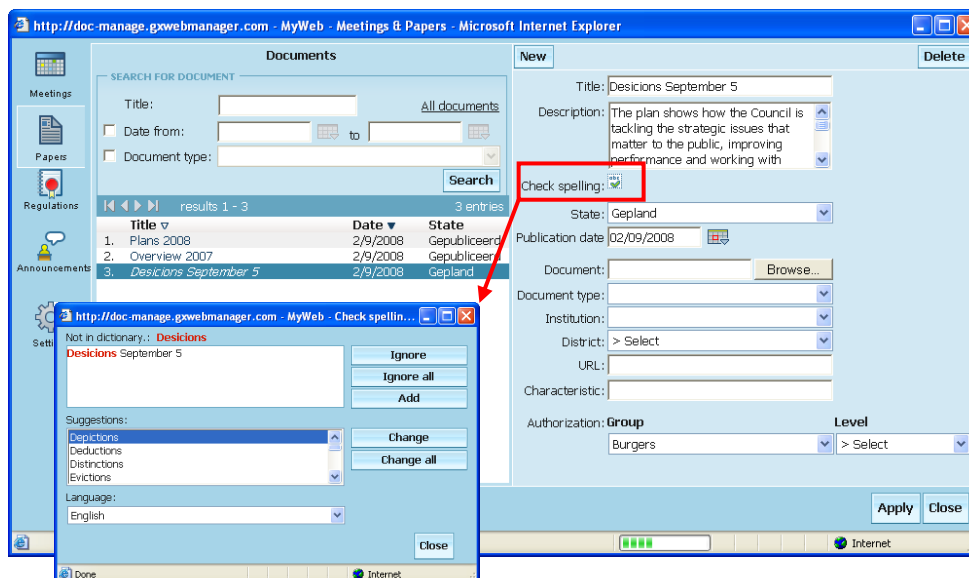
- ⇒ Select in the left navigation panel the [Page templates] tab and go to the relevant page template.
- ⇒ Click the [Check spelling] button  on the button bar or go to the Edit > Check spelling menu.

The remaining part is the same as for a normal webpage.

2.7 Meetings and Papers

To run the spelling check on metadata in a document, do as follows:

- ⇒ Go to the relevant document by selecting the Maintain > Meetings and Papers menu.
- ⇒ Select the object that needs to be checked.
- ⇒ Click the [Check spelling]  button:



When the spelling check is activated, the following fields are checked:

- Title
- Description

3 MAINTAINING THE CUSTUM DICTIONARY

As described in Chapter 1, it is possible to add words to the standard word list of a language when running the spelling check. The Custom dictionary however, is the same for all languages.

The custom dictionary is viewed and changed as follows:

- ⇒ Select the `Edit > Custom dictionary` menu.
- To add a word: enter the new word in the empty box below and click `[Apply]`.
- To correct a word: change it and clicking `[Apply]`.
- To delete a word: empty the field and clicking `[Apply]`

