


Spell Checking Your Application

The online application does not have spell check built in. However, there are several options that you may consider if the lack of spell check is of concern to you.

1. Type in a word processing program, check the spelling, copy, and then paste the text into the corresponding text box.
2. Depending on your web browser, use one of the following spell check options:
 - a. Internet Explorer – One option with IE is to use iespell – This is a program that is downloaded to your computer and checks the spelling when you click on it in the tools menu. The program can be downloaded at www.iespell.com .
 - b. FireFox – Firefox has a function that allows the spelling to be checked as it is typed, highlighting misspellings with a red squiggly line under the word. To make sure this function is turned on:
 - i. Click **Tools**.
 - ii. Select **Options**.
 - iii. Click **Advanced**.
 - iv. Check the box saying “Check my spelling as I type”
 - v. Click **OK**.
 - c. Chrome – Chrome also has a spell check function. To make sure this function is turned on:
 - i. Click the **Tools**  menu.
 - ii. Select **Options**.
 - iii. Click the **Under the Hood** tab.
 - iv. Click **Change font and language settings** .
 - v. Click the **Languages** tab.
 - vi. Select the "Check spelling" checkbox if you want Google Chrome to automatically check your spelling.
 - vii. Select the language you want to use in the "Spell-checker language" drop-down menu.
 - viii. Click **OK** to save your settings.

The Foundation provides this list as examples of possible solutions. We encourage you to determine what is best for your organization and your technological capacity.