

## Osprey Approach: Resolve spellcheck issues

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The latest version is always online at https://support.ospreyapproach.com/?p=3186

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Occasionally when running documents through Osprey, you may find that your spellcheck is not checking all of the text.

When mergefields are added to Osprey Approach, they appear as follows:

## { MERGEFIELD CALCULATION\_ADDRESS }

Upon a data merge being run and a document opening with fields populated, you may notice that the data being brought through has not been checked.

In the example below, the word "Harvery" is incorrect, but has not been flagged up.

Mr Richard Wood 33 Harvery Road Hampton Dene Hereford HR1 1XG

To ensure that your documents are fully spellchecked, you will need to amend the Word Proofing settings. To do this, select the File tab in the top left corner and then click on the Options tab in the side menu.

This will bring up your main Word Options panel. On the left hand side, select the Proofing tab.

There will be a check box titled Ignore Words in UPPERCASE. Uncheck this and click the OK button at the bottom of the panel.

Word Options		?	$\times$
General abc Change how Word corrects and formats your text.			-
Display			. 11
Proofing AutoCorrect options			
Save Change how Word corrects and formats text as you type: AutoCorrect Options			
Language When correcting spelling in Microsoft Office programs			
Ease of Access			
Advanced Ignore words that contain numbers			
Customize Ribbon Ignore Internet and file addresses			
Quick Access Toolbar 👻 🗹 Flag repeated words			Ŧ
	ОК	Can	cel

Once closed, you spellcheck will now cover the entire document, including all merged data. As shown in our example here.

Mr Richard Wood 33 <u>Harvery</u> Road Hampton Dene Hereford HR1 1XG