When you use the **Ranked Spelling** feature in Kurzweil 3000, you can easily assess the number of words misspelled. This is particularly helpful when spellchecking an entire textbook, as it allows you to quickly correct a large number of misspelled words in an instant, instead of having to go through the document one misspelled word at a time.

**Here’s how it works…**

To make corrections with Ranked Spelling:

1. **Open an image or text document.**

2. **From the Tools menu, choose Ranked Spelling.**

   The Ranked Spelling dialog box appears.

   ![Ranked Spelling Dialog Box](image)

   At the top of the dialog box, you’re shown the percentage of the words in the file that are spelled correctly, and the number of misspelled words. Each misspelled word is displayed in the Word
column, with the number of times it appears in the document displayed in the Occurrences column.

3. Click on a word in the Word column. Then decide how you want Kurzweil 3000 to handle the error by choosing 1 of 3 options:

1) Correct the error: type the correct word into the Change to: box, then click Change All. If you don’t know the correct spelling, you can select & listen to each word from the Suggestions list.

If you’re not sure if the word is actually misspelled, select it, then click Context. Wait while Kurzweil searches for the word. It will highlight it in the screen behind the dialog box.

2) Add the word: if the word is not misspelled, or if you’ve corrected it, you may want to add it to your Personal Spelling Dictionary. Just select the word and click Add.

3) Ignore the word: if the spelling is correct, but you don’t want to increase the size of your dictionary with an obscure word, click Skip All.

When you select an action (Skip All, Change All, Add) it appears in the Action column, but it has not been applied yet. Click Apply or OK to direct Kurzweil 3000 to perform the selected action for each word.

If you want to change or cancel an action, select the word and click Clear Action.