Spellementary Guide

Spellementary is a word-finding programme that can help you look up words, find their spelling, check their meaning and look at possible alternatives.

Sometimes you may know a word but you are not sure of the spelling. At other times you may know part of the word, such as the beginning or the end, but not how the whole word is spelt. Spellementary can help you to find those words.

Spellementary is available on PCs in the LRC and the Perry library including all PCs in the Assistive Technology Room in the Learning Resources Centre (LRC) and the DDS study rooms in the Perry library.
1. To open Spellementary click on the icon on the desktop.

2. If you cannot see an icon on the Desktop, go to the Start Menu and look for Spellementary under All Programs.

   Click on the Spellementary folder icon and then the program icon to open Spellementary.

3. The Program will then open.
Spellementary guide

**Spellementary window**

1. Spellementary opens as below.

   **Search box** – type in letters you know to find the word you need.

   ![Diagram of Spellementary window]

   - **Starts With filter**
   - **Ends With filter**
   - **Word length slider** – to filter words by length
   - **Thesaurus feature** – alternatives to selected words will display
   - **Dictionary panel** - definitions of selected words will appear here.
   - **Words containing consecutive characters** are displayed here.
   - **Words containing characters in sequence** are displayed here.
   - **Help and other options are on the Favourites bar**

2. The **Search box** is at the top left of the window. Search for words here by typing in any letters you know from the word you are looking for.
3. For example, if you want to search for the word *Alzheimer’s* but you do not know the full spelling, enter those letters you do know, *alz* for example.

4. *Alzheimer’s* appears near the top of your search results. Click on the word to see a **dictionary** definition in the panel on the right.

   Sometimes you may remember some letters from a word but they may not be consecutive. For example, you might remember the first and last letter and one or two letters in the middle. In these cases, just enter those letters you do know.

   For example, to look up the word **arrhythmia** you could enter the letters **arhma** into the search box.
1. Enter the letters **arhma** into the search box
   
a. Note that you can filter the number of results shown by using this slider to look for words of a certain length.

2. Spellementary cannot find any words that include the letters **arhma** one after the other. So no results are found in the consecutive characters box.

3. In the sequential characters box 205 results are found. You will need to scroll down to find the word you are looking for.
   
a. Use the scroll bar to the right of the results to scroll down.

4. Use the slider to reduce the number of results shown.
   
a. For example, if you are sure the word is less than 12 letters long you can drag the little maximum letters triangle along the slider to look for words in that range.

5. The number of results found is then reduced to 23, making it easier to find the word you are looking for.
Starts with and ends with filters

If you know the beginning (the prefix) or end of a word (the suffix) you can use the Starts With or Ends With filters to help you find words.

1. For example, if you cannot remember the word defibrillator but you can remember that it begins with defib, type this into the Starts With box below.

2. Defibrillator is then shown in the results. A definition appears in the Dictionary panel on the right-hand side.

3. If you would like to hear the word spoken aloud, to hear how it is pronounced for example, click on the Speak Word button.
Ends with filter

If you can only remember how a word ends, you can type it into the **Ends With** box.

1. For example, if you cannot remember the word *neuralgia* but you can remember that it ends with *algia*, type this into the **Ends With** box.

2. Neuralgia is shown in the middle of the results.

3. Click on the **Speak Word** button to hear the word spoken aloud.

4. If you can also remember that the word begins with *n* you can type *n* into the **Starts With** box and *algia* into the **Ends With** box.

This will reduce the number of results.
Filtering results

You can also use these filters to narrow down the results of other searches.

For example, if you are not sure of the spelling of the word *pneumonia* but you can remember that it includes letters such as *n, u* and *m* you can enter these into the Search box.

If you also know that *pneumonia* ends with the letters ‘*ia*’, you can type this into the Ends With box.

The results are shown here.

Click on the arrows next to the Starts With or Ends With filters to see commonly used beginnings and endings of words.

You can also Add your own entries to this list.

To do so, click on the little ‘cog’ or ‘wheel’ icon on the Favourites bar on the left of the Spellementary window.

This will open the Spellementary Settings.
The Settings will open as below. Click on Filters to open the filter settings.

Here you can Modify, Add or Delete Prefixes and Suffixes.

Spellementary settings

You can adjust a range of other options in the Spellementary settings, including Display and Dictionary options (under Lexicons).

Click on the different tabs on the left-hand side to view settings for Display, Lexicons and others.

In the Display settings, you can adjust the Font, Font Size, Colour and Highlighting colour.
Favourites bar in Spellementary

In addition to Settings, there are several other options that you can access on the Favourites bar.

- The camera icon is a **Copy to Clipboard** option. This will copy a selected search result into memory.

- The star icon allows you to **Add to Favourites** any search.

- Click on the other star icon to **Show Favourites**.

- Click on the bin icon to **Clear** any search and begin a new one.

- This icon allows you to switch between **Spellementary mode** (Character match) and **Dictionary mode** (Word Match).
  
  Although you can use Spellementary for finding words, it can also be used to just check the meaning of words.

- As seen previously, the cog icon takes you into the **Settings**.

- The question mark icon takes you to a **Help** page.
The Spellementary window

When opened the Spellementary window will usually fill about a quarter of the screen. It can be maximised to use the full screen. To do so, click on the icon in the top right-hand corner.

The Favourites bar can also be collapsed to make the window more compact. Click on this icon to do so.

You can also make the window more compact by collapsing the right sidebar.

The Spellementary window will then display as shown.

Click on either of the plus icons to restore the sidebar or the Favourites bar.
In the display settings, you can select **Always on Top** to ensure the Spellementary window is always visible.

For further information and support contact:
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