

DEPARTMENT OF SOCIAL SERVICES**CHILDREN'S DIVISION****P.O. BOX 88****JEFFERSON CITY, MISSOURI****JUNE 10, 2014****MEMORANDUM**

**TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS AND
ALL CHILDREN'S DIVISION STAFF**

FROM: TIM DECKER, DIRECTOR

SUBJECT: INTERNET EXPLORER UPGRADE AND FACES SPELL CHECK

DISCUSSION:

The purpose of this memo is to notify all Children's Division staff that effective June 13, 2014, all computers will be upgraded to Internet Explorer 10 (IE10). This upgrade is necessary to support spell check in FACES. Over the past several weeks, selected staff in the field has been testing spell check functionality in FACES. Spell check will become effective for all staff immediately after the IE10 upgrade.

Spell check will work in all text boxes in FACES with the exception of first, middle and last name. Spelling errors will be indicated with a red, squiggly line underneath. Staff can right click on the word to see spelling suggestions or to add a word to the dictionary. Commonly misspelled words will correct automatically. Please keep in mind that this is spell check only, not grammar check. Spell check functionality in FACES will simply inform you of a potentially misspelled word. It will be up to the user to decide whether to correct it or not. Staff will still be able to add and update in FACES regardless of potential spelling errors.

Staff has the option to turn off spell check if they wish. The following steps outline how to disable spell check functionality:

- Open Internet Explorer 10
- Click the Tools icon in the upper right corner
- Select Manage Add-ons
- Select Spelling Correction
- Uncheck the "Enable spelling correction" in the bottom left corner
- Click Close

To re-enable spell check, follow the same steps, but re-check the “Enable spelling correction” checkbox.

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