

PhraseExpress WORD ADDED

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Click on the blue, underlined text to go to its linked reference.



One of the most useful programs that has appeared on the web in generations is PhraseExpress. It is free (for personal use) and can be downloaded from <http://PhraseExpress.com/Download.htm> very quickly.

Here's how I add words to PhraseExpress.

1. For some reason, I misspelled a word in my email (Outlook Express, Windows Mail, or Windows Live Mail), in my word processor (WordPerfect or MS Word) or in my Windows Live Messenger (**Figure 1**).



Figure 1

2. I immediately spell the word correctly — without correcting the wrong spelling (**Figure 2**).

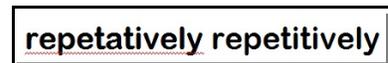


Figure 2

3. I select the correctly spelled word by double, left-clicking on it (**Figure 3**).



Figure 3

4. I open PhraseExpress (**Figure 4**):

❶ I click on its icon on the Notification Icons area (to the left of the clock at the lower-right of your screen).

❷ I click on "Create new phrase."

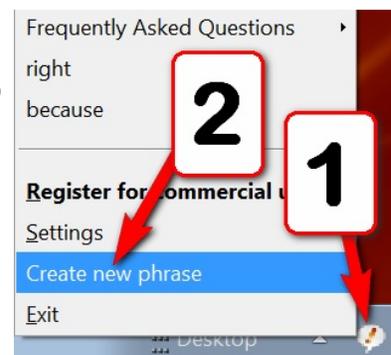


Figure 4

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5. In the PhraseExpress popup (**Figure 5**):

- 1 Type the misspelled word.
- 2 Click on the OK button or touch the Enter key.

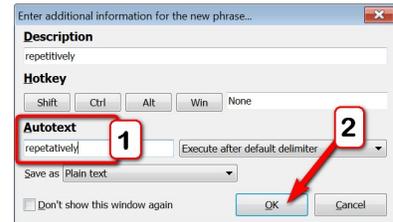


Figure 5

6. I can check to see that the word has been added (**Figure 6**):

- 1 Click on the PhraseExpress icon.
- 2 The word should be the last word listed.

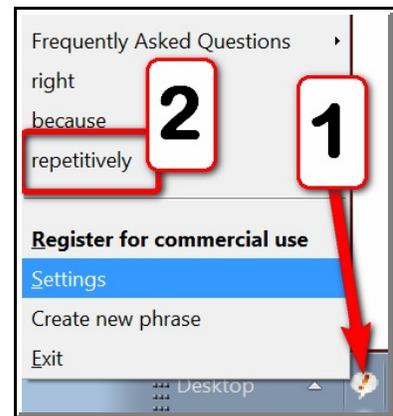


Figure 6

The punchline is that I *never* have to worry about correcting the spelling of a word I have added to PhraseExpress. How many hours I save a week is hard to determine, but I would guess at least two.