PhraseExpress
WORD ADDED
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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

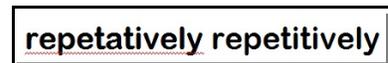2. I immediately spell the word correctly — without correcting the wrong spelling (**Figure 2**).

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).
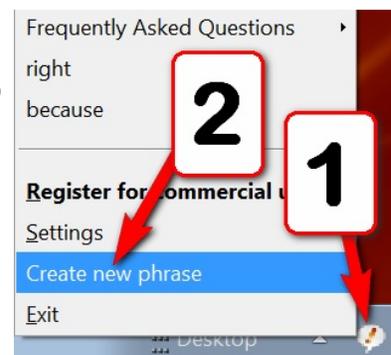❷ I click on "Create new phrase.

Figure 4

5. In the PhraseExpress popup (**Figure 5**):
❶ Type the misspelled word.
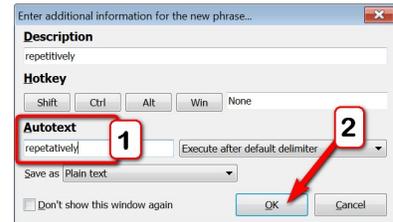❷ Click on the OK button or touch the Enter key.

Figure 5

6. I can check to see that the word has been added (**Figure 6**):
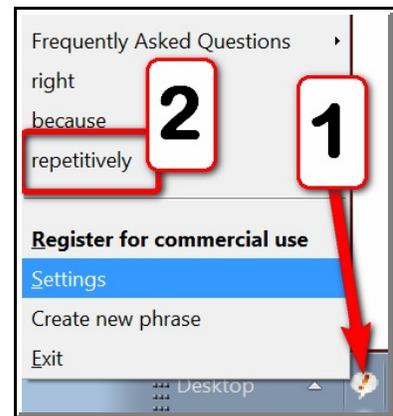❶ Click on the PhraseExpress icon.
❷ The word should be the last word listed.

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.

Figure 6