



CorrectEnglish™



User Guide



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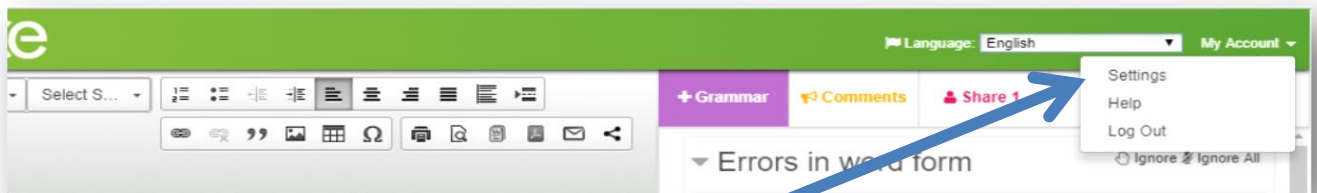
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User Guide

Profile Preferences

CorrectEnglish is a highly customizable platform, allowing you to personalize your experience in many ways:



Changing Your Password

1. Click "My Account / Settings."
2. Re-enter your existing password.
3. Enter your new password.
4. Retype your new password.
5. Click "Update" (at the top or bottom of the page).

Changing Your E-mail

1. Click "My Account / Settings."
2. In OLD PASSWORD, re-enter your existing password.
3. In NEW PASSWORD, re-enter your existing password.
4. In RETYPE NEW PASSWORD, re-enter your existing password.
5. In E-MAIL ADDRESS, type your new email address.
6. Click "Update" (at the top or bottom of the page).

Adding an Avatar

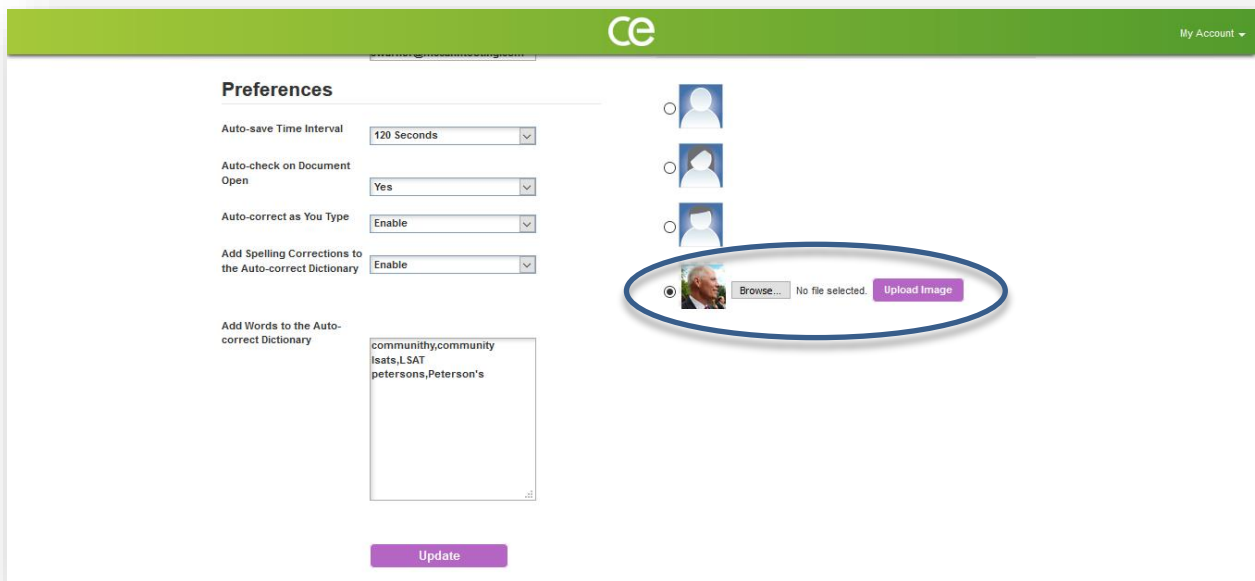
Adding an Avatar is a great way to personalize your account, and makes collaborative editing and commenting that much more interactive.




1. Click "My Account / Settings."
2. Scroll to "Avatar Image."
Please note: by default, no Avatar is selected.
3. You may:
 - A. Select one of the three defaults by clicking the radio button to the left of the icon.
 - B. Click "Browse" to upload an image from your computer.
 - a. Browse your computer's files and select an image.
 - b. Click "Upload Image" to select the image.
4. Click "Update" (at the top or bottom of the page).

System Preferences

Many features in CorrectEnglish can be customized according to your specific needs.



Auto-save Settings

You can save your work at any time by clicking the "Save"  icon in the "File" section of the ribbon. In addition, CorrectEnglish automatically saves your work according to a set schedule. The default schedule is 60 seconds. To customize this feature:

1. Click "My Account / Settings."
2. Scroll to "Preferences."



3. From the "Auto-save Time Interval" drop-down menu, select "30 Seconds," "60 Seconds," or "120 Seconds."
4. Click "Update" (at the top bottom of the page).

Auto Checking

You can check your work at any time by clicking the "Check" icon in the ribbon. In addition, CorrectEnglish automatically performs a grammar check any time a document is opened. To disable this feature:

1. Click "My Account / Settings."
2. Scroll to "Preferences."
3. From the "Auto Checking on Document Open" drop-down menu, select your auto checking preference: "Yes" or "No."
4. Click "Update" (at the top or bottom of the page).

Auto Correct

CorrectEnglish automatically corrects basic errors as you type. By default, this feature is enabled. To enable or disable this feature:

1. Click "My Account / Settings."
2. Scroll to "Preferences."
3. From the "Auto-correct as You Type" drop-down menu, select your auto correct preference: "Enable" or "Disable."
4. Click "Update" (at the top or bottom of the page).

Add Spelling Corrections to the Auto-Correct Dictionary

1. Click "My Account / Settings."
2. Scroll to "Preferences."
3. From the "Add Spelling Corrections to the Auto-Correct Dictionary" select your preference: ("Enable" or "Disable").
4. Click "Update" (at the top or bottom of the page).

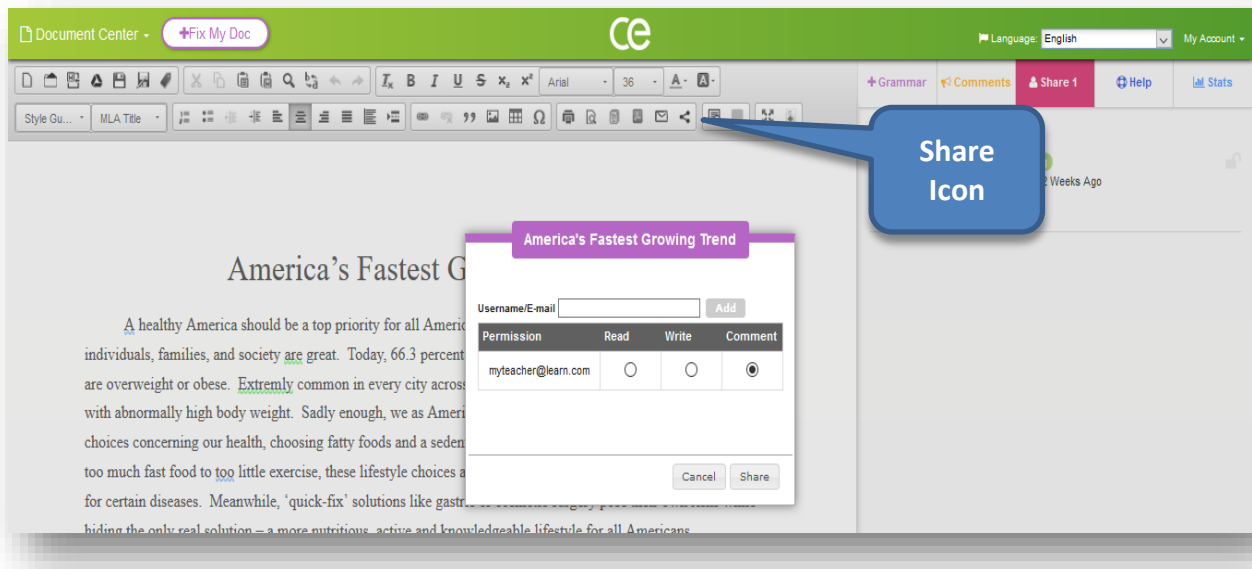
Add Words to the Auto-correct Dictionary


1. Click "My Account / Settings."
2. Scroll to "Preferences."
3. Type any words that you want the platform to auto-correct.
4. Click "Update" (at the top or bottom of the page).



Sharing Documents

As you write drafts within CorrectEnglish, you may wish to share your work with collaborators, instructors, and/or editors. To share your work, complete the following steps:

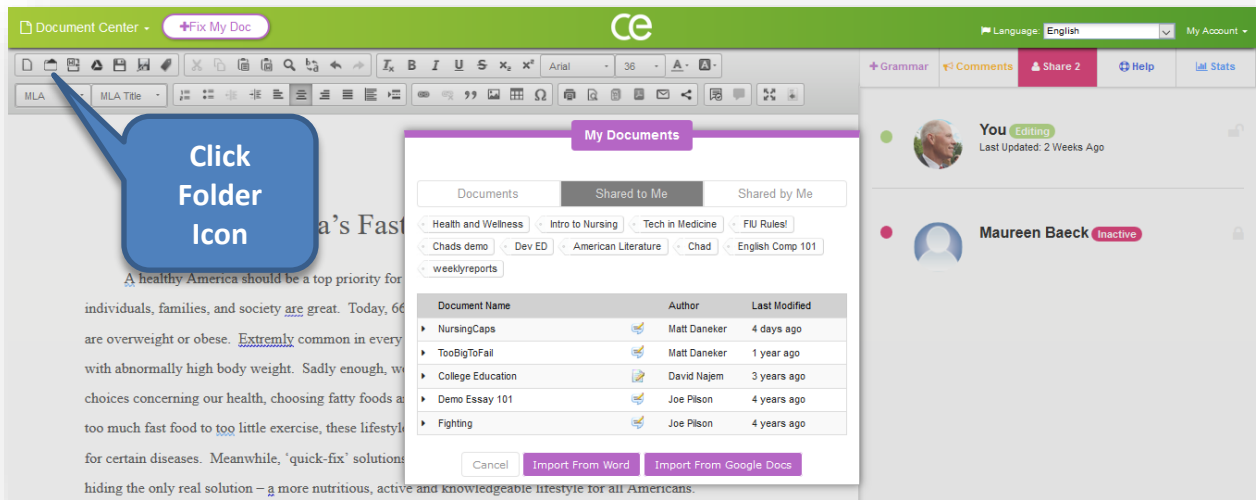



1. Open the document you wish to share.
2. From the "File" section, click the "share"  icon. (A window will pop up on the screen.)
3. Enter the e-mail address(es) of the person(s) with whom you wish to share your document.
4. Click "Add."
5. Select a permission level. The permission level determines how much or how little control the person has over your document. If you select:
 - A. **Read** - The person with whom you have shared the document can only read your document. He or she cannot change your writing or interact with your document in any way.
 - B. **Comment** – The person with whom you have shared the document can read your document and add their comments. He or she can also change your writing.
 - C. **Write** – The person with whom you have shared the document can read or write in your document. Writing includes adding to your writing, deleting sections, or performing other actions.
6. Click "Share." You will receive a confirmation email that your document was shared.



Accessing Shared Documents


CorrectEnglish gives you immediate access to documents that have been shared with you.




1. From the "File" section of the ribbon, click the "Folder"  icon. A window will pop up on screen.
2. Select the "Shared to Me" subfolder.
Please note: The "Author" information to the right of the document name refers to the individual who shared the document with you and when they shared it.
3. Click on the shared document to open it and begin reading, commenting, and/or writing.

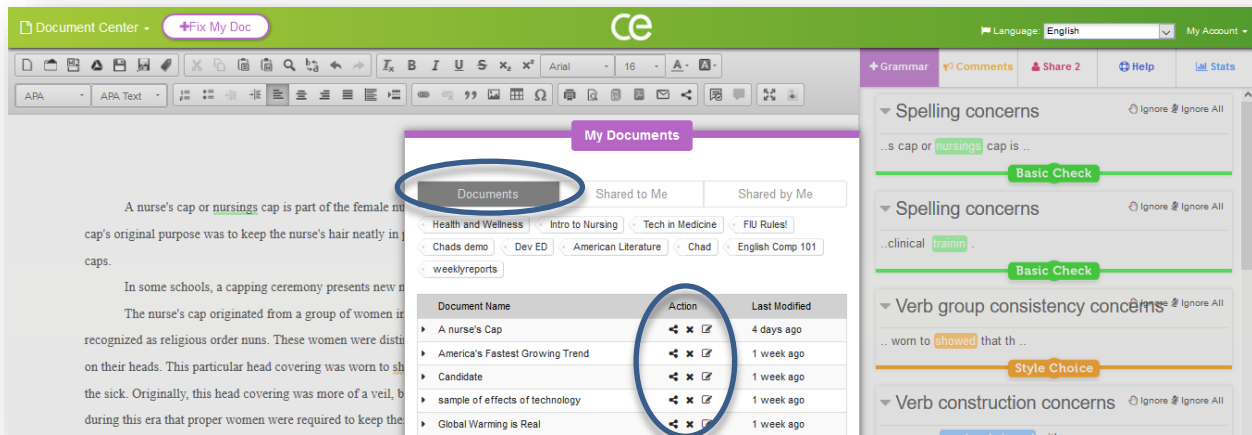
Managing Shared Documents



Managing shared documents is an important part of collaboration. Use the following steps to ensure that you have shared your document with the correct parties, are aware of all documents that have been shared with you, and are able to toggle between versions of a document.

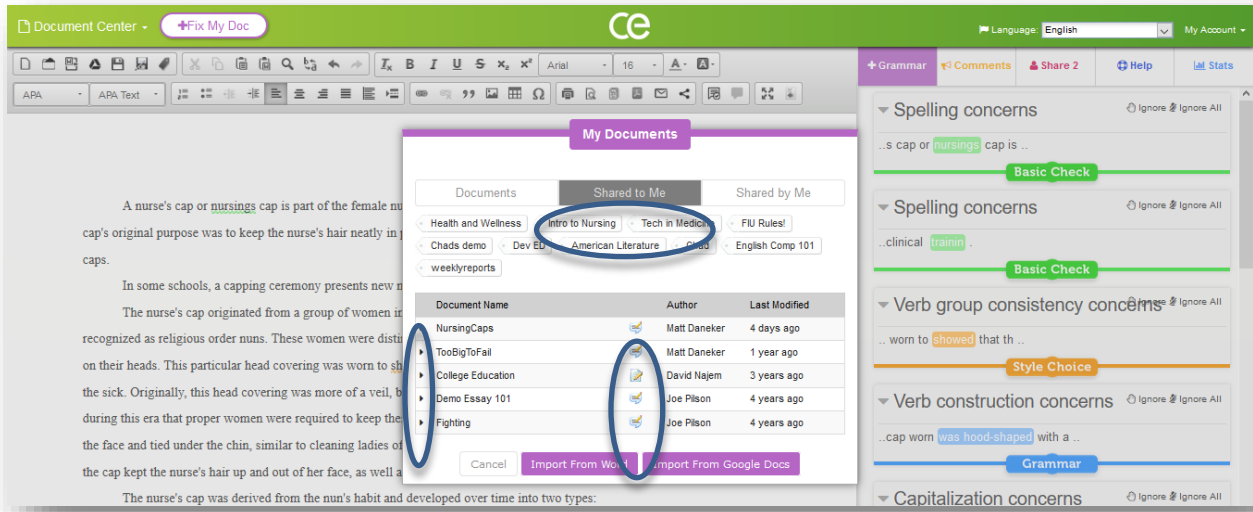
1. From the "File" section of the ribbon, click the "Folder"  icon. (A window will pop up on screen.)
2. Select from the "Documents," "Shared to Me," and "Shared by Me" subfolders.
 - A. "Documents" allows you to:
 - a. Share your documents.



- b. Rename your documents.
- c. Delete your documents.
- d. Manage sharing permissions for your documents.
 - i. Click "Share"  to view a full list of all the people with whom you have shared documents and their permission levels.




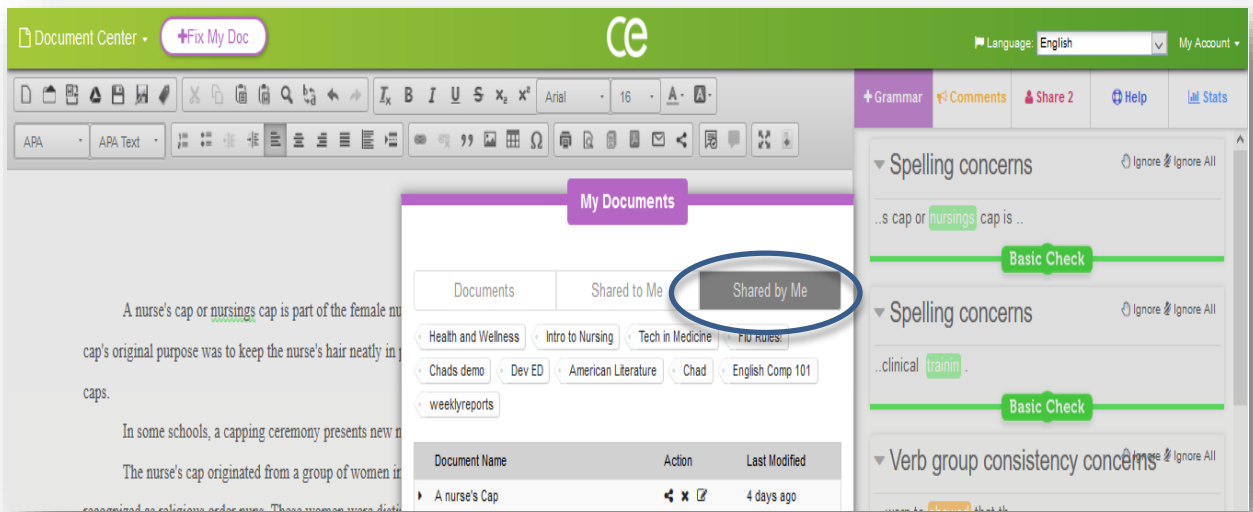
1. "Shared to Me" allows you to:
 - A. View all documents shared to you.
 - a. Click on the  triangle icon to see all versions you and the author have created.
 - b. Rolling over the icons  to the left of the Author's name will tell you the level of editing access you have.



2. "Shared by Me" allows you to:

- A. Share your documents.
- B. Rename your documents.
- C. Delete your documents.
- D. Manage sharing permissions for your documents.

- a. Click the "Share"  icon to view a full list of all the people with whom you have shared documents and their permission levels.

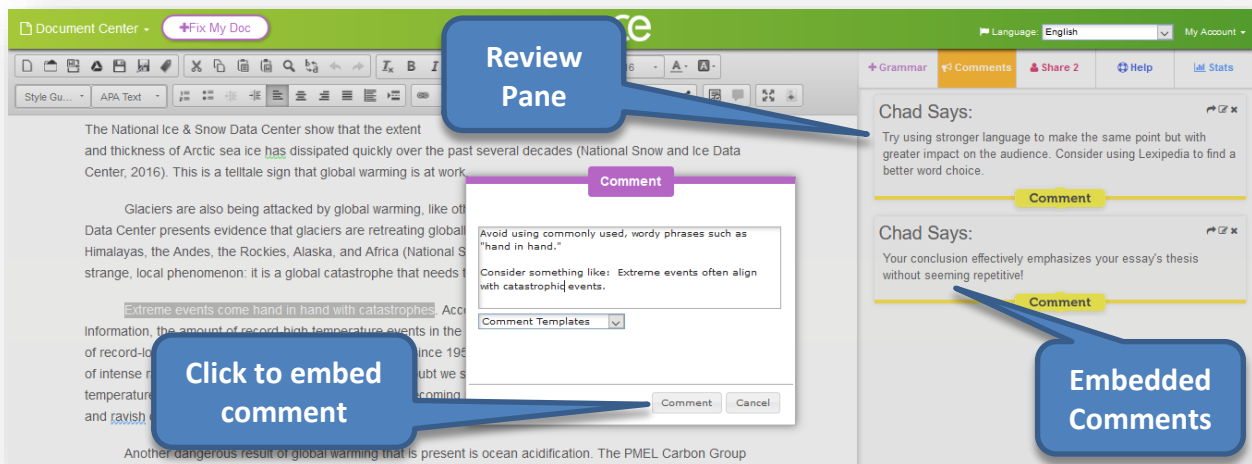




Commenting

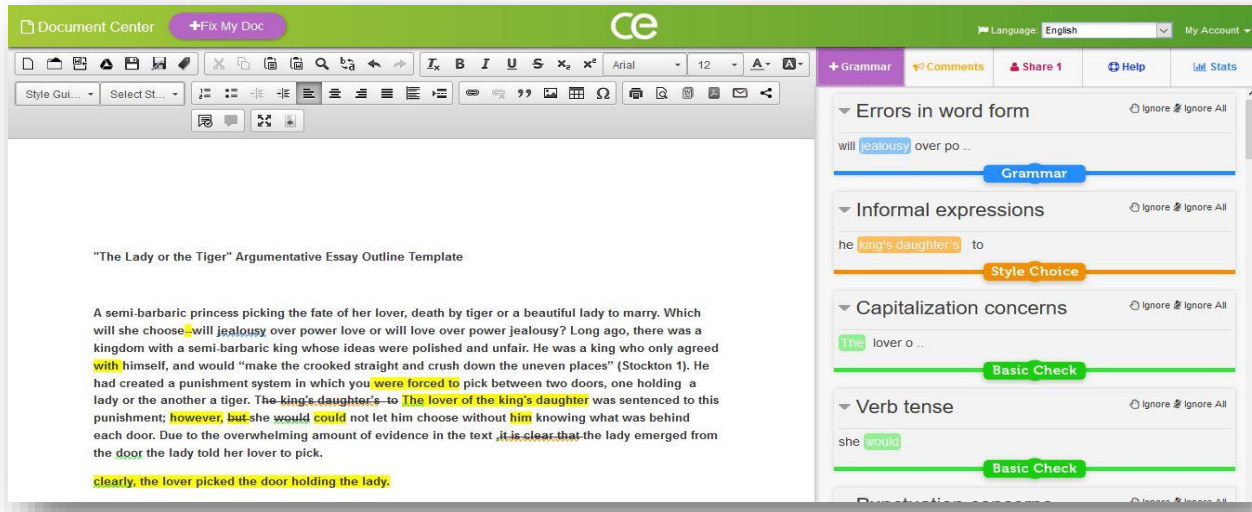
Commenting is one of the many CorrectEnglish features that facilitate a thorough and productive writing process for users. This feature is perfect for editing documents or collaborating with peers. **To add an embedded comment to a document:**

1. Using your cursor, highlight the section of text on which you wish to comment.
2. Right-click on the highlighted text.
3. Select "Comment" from the drop-down menu. (A comment box will pop up on screen.)
4. There are two ways to provide commentary:
 - A. Simply type your commentary into the box.
 - B. From the drop-down menu at the bottom of the box, choose a comment from the preset list of common comments and support links.
5. Click "Comment" to embed your comment within the document. The comment will immediately appear in the "Review" pane along the right side of the "Review" tab.
6. When you click on the "Comment," the original section of text you highlighted will be displayed in the document.



Checking Grammar

One of the more valuable features within CorrectEnglish is the grammar check functionality. This feature provides the user with specific editorial suggestions aligned with spelling, grammar, and usage and style, along with instructional feedback. The spelling and grammar feature in CorrectEnglish is consistently rated as the number 1 engine in the industry.



In-Text Grammar Check

The in-text grammar check underlines possible errors that are detected within the document. The following colors indicate various types of possible errors.

- Green:** Basic Check
- Blue:** Grammar and Usage concern
- Orange:** Style Choice Concern

To Use the in-text Grammar Check:

1. Using your cursor, hover over an underlined word or phrase and left click. A window will pop up in the side bar with a description of the concern and suggestions for edits.
2. For any given concern, you can:
 - A. Click "Ignore" to ignore the rule once (which removes the underline for this instance only).
 - B. Click "Ignore All" to ignore the rule throughout the document (which removes the underline for any instance of this rule throughout your document).
 - C. Click "Add to Dictionary" to add a word or phrase to the dictionary.
 - D. Click on the word or phrase suggested in the sidebar to "replace" in your document.



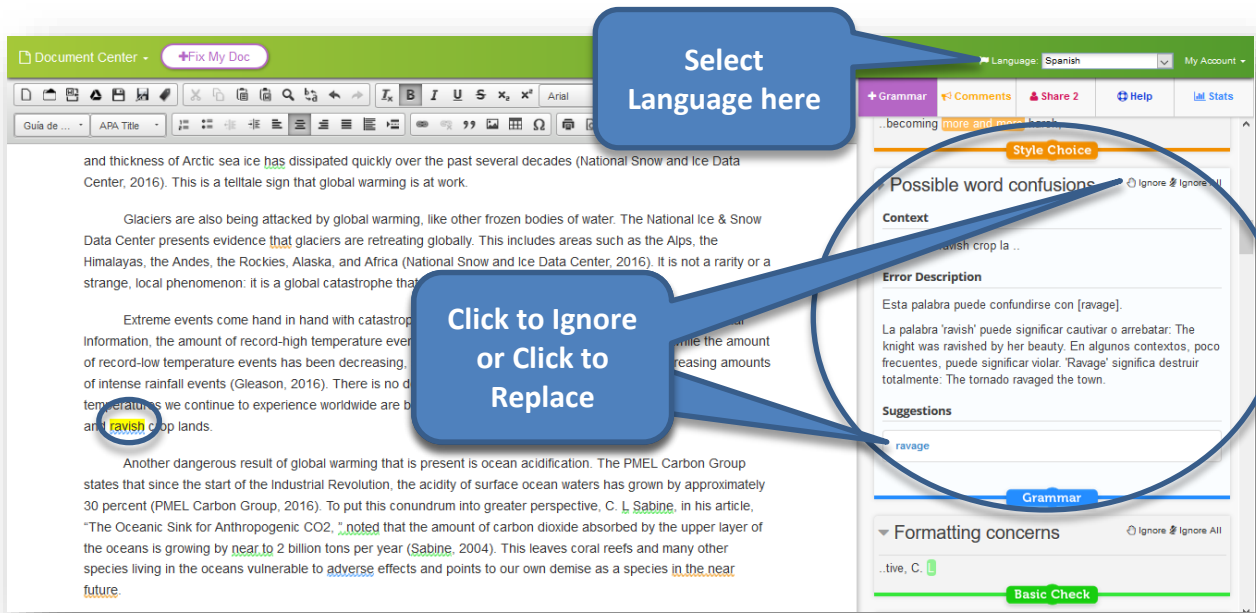
Did you know you can personalize the in-text grammar check?

1. Click "Settings" in the "My Account" drop-down.
2. Scroll to the "Add Words to the Auto-correct Dictionary"
3. Type in the word or words you want to add to the Auto-correct Dictionary.
4. Click "Update" (at the top or bottom of the page).

Grammar Check Pane

1. Click on the Grammar tab in the side bar to open the grammar pane. The pane includes three sections, which are aligned and color-coded to match the in-text grammar check:
 - Green** – Basic Check
 - Blue** – Grammar
 - Orange** – Style Choice
2. Click on the ▼ Triangle to expand or collapse each of these sections within the pane. As sections are selected, the associated text or phrase in the document will be highlighted.

Grammar and Spell Check in Multiple Languages





CorrectEnglish provides spelling and grammar feedback in 9 languages, greatly leveling the playing field for ELL students. Additionally, the icon rollovers appear in the selected language, simplifying the navigation process.

1. Click on the "Language" drop-down box. Select from English, English (United Kingdom), Chinese (Traditional), Chinese (Simplified), French, German, Japanese, Korean, and Spanish.
2. Spelling and Grammar support will now be provided in the language selected.

How to Contact Us

1. Email: cesupport@vantage.com
2. Phone: 1.855.783.8356
3. Complete and submit the following form: [Support Form](#)

Day	Availability EST
Monday	8:00 am - 8:00 pm
Tuesday-Thursday	8:00 am - 11:00 pm
Friday	8:00 am - 5:30 pm
Saturday	9:00 am - 5:00 pm
Sunday	CLOSED