



Figure 30: Additional grammar checking options

## Grammar checking

### Possible mistakes

Checks for errors such as *with it's*, *he don't*, *this things* and so on.

### Capitalization

Checks for the capitalization of sentences.

### Word duplication

Checks for all word duplication, rather than just the default words 'and', 'or', 'for' and 'the'.

### Parentheses

Checks for correct pairing of parentheses and quotation marks.

## Punctuation

### Word spacing

This option is selected by default. It checks for single spaces between words, indicating instances of double or triple spaces. To find and correct longer groups of spaces, you need to run the checker more than once.

### Quotation marks

This checks that double quotation marks are typographically correct, that is, beginning [“] and ending [”] quotation marks curve in the correct directions.

### Sentence spacing

Checks for a single space between sentences, indicating when one or two extra spaces are found.

### Apostrophe

Replaces an apostrophe with the correct (curved) typographical character.

### More spaces

Checks word and sentence spacing for more than two extra spaces.

### Em dash; En dash

These options force a non-spaced *em* dash to replace a spaced *en* dash, or force a spaced *en* dash to replace a non-spaced *em* dash, respectively. This feature provides for different punctuation conventions.

### Multiplication sign

This option is selected by default. It replaces an 'x' used as a multiplication symbol with the correct typographical symbol.