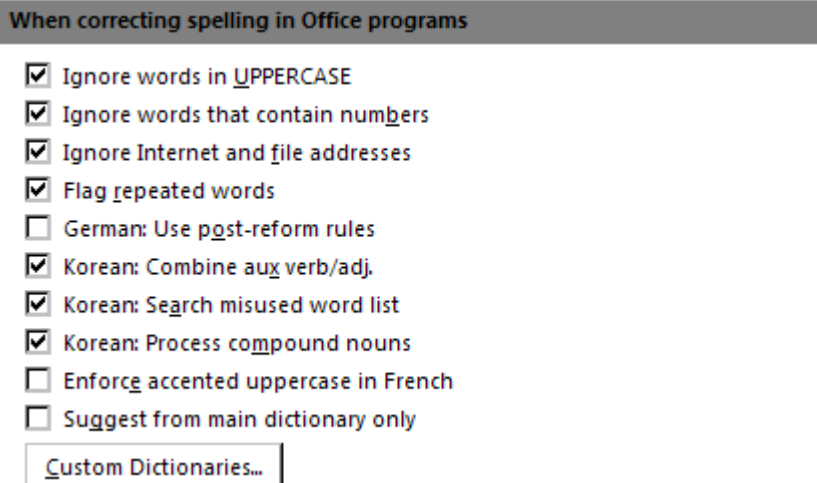


Adding a Dictionary

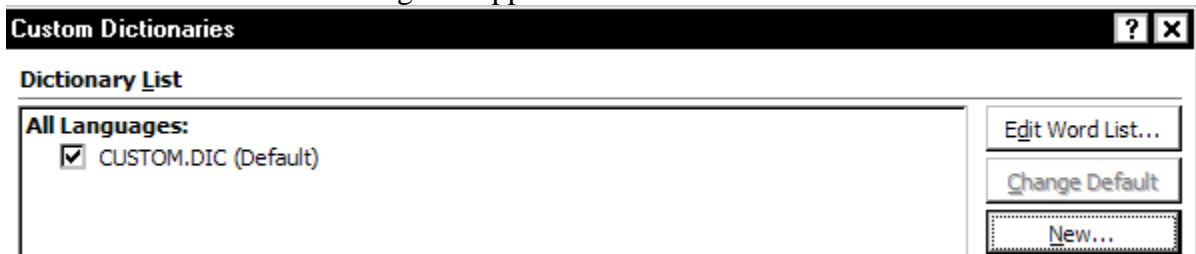
A custom dictionary contains words that are not in the main Office dictionary. You can either create a new dictionary or modify the main dictionary. Custom dictionaries created in Word are shared with the other Office programs. This document contains instructions for creating and editing a custom dictionary using Word.

Creating and Selecting a Custom Dictionary

1. From the OFFICE BUTTON , click **WORD OPTIONS** .
The *Word Options* dialog box appears.
2. From the *Categories* list, select **Proofing**.
The *Proofing* options appear.



3. In the *When correcting spelling in Microsoft Office programs*, click **CUSTOM DICTIONARIES...**.
The *Custom Dictionaries* dialog box appears.



4. Click **NEW...**

The *Create Custom Dictionary* dialog box appears.


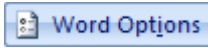


5. In the *File name* text box, type a name for the custom dictionary
6. Click **SAVE**
7. In the *Custom Dictionaries* dialog box, under the *Dictionary List*, select the newly created custom dictionary
NOTE: The new custom dictionary is selected if a checkmark appears in the box before it.
8. Click **OK**
9. From *Proofing* options, in the *When correcting spelling in Microsoft Office programs* section, deselect ***Suggest from main dictionary only***
NOTE: This option is deselected when no checkmark appears in the box before it.
10. Click **OK**

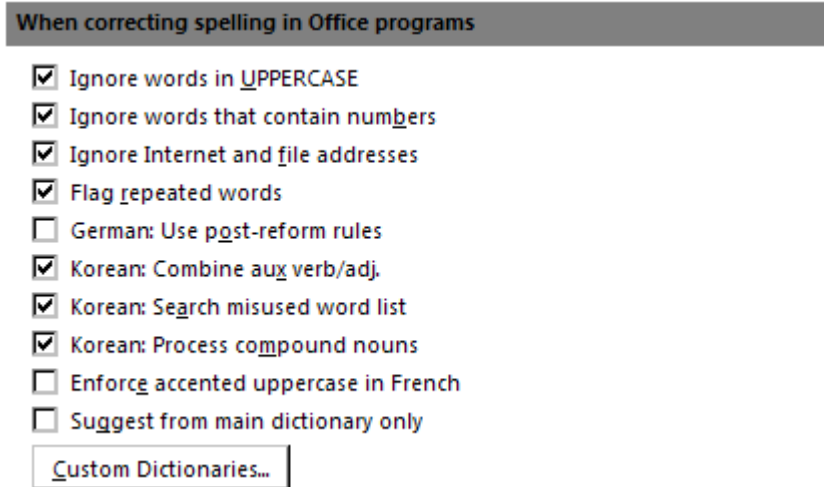
Editing a Custom Dictionary

You may add or delete words in a custom dictionary. To change the spelling of a word you must delete it and reenter it with the correct spelling.

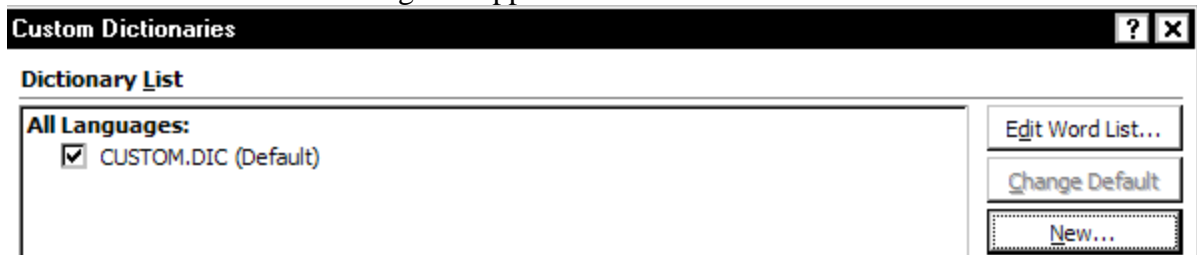
Editing a Custom Dictionary: Adding a Word

1. From the OFFICE BUTTON , click **WORD OPTIONS** 
The *Word Options* dialog box appears.

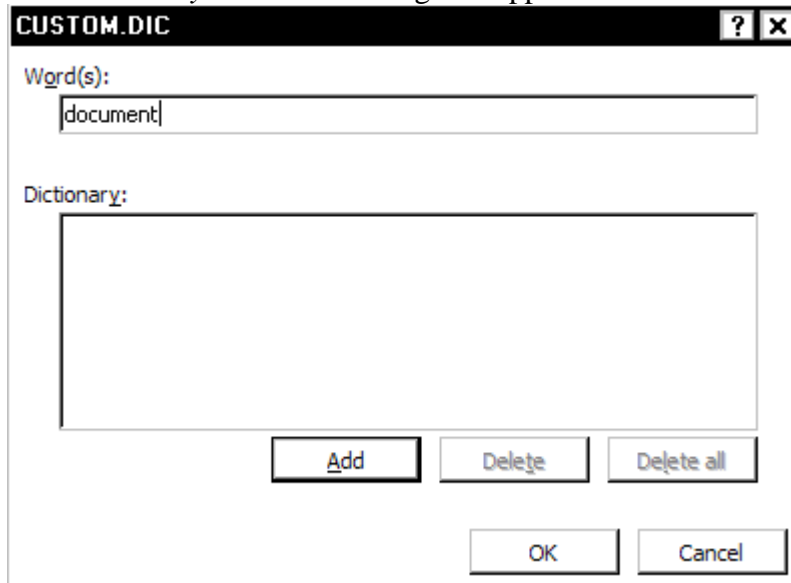
- From the *Categories* list, select **Proofing**
The *Proofing* options appear.



- In the *When correcting spelling in Microsoft Office programs*, click **CUSTOM DICTIONARIES...**
The *Custom Dictionaries* dialog box appears.



- Select the dictionary you want to edit
NOTE: The dictionary is selected if there is a checkmark in the box before it.
- Click **EDIT WORD LIST...**
The "*dictionary name.dic*" dialog box appears.

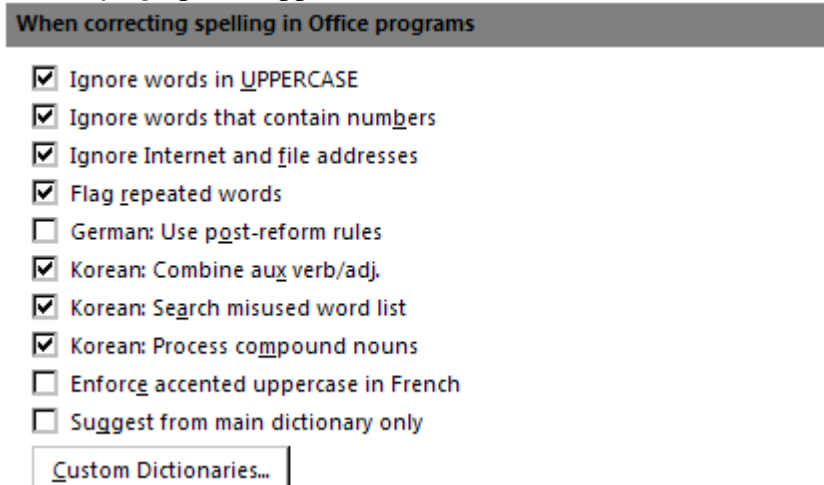


- In the *Word(s)* text box, type the word you want to add

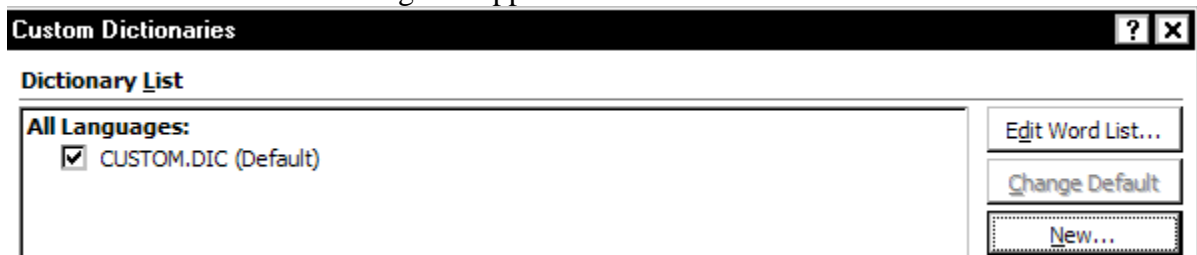
7. Click **ADD**
The word appears in the *Dictionary* list.
8. Click **OK** until all dialog boxes are closed

Editing a Custom Dictionary: Deleting a Word

1. From the OFFICE BUTTON , click **WORD OPTIONS** 
The *Word Options* dialog box appears.
2. From the *Categories* list, select **Proofing**
The *Proofing* options appear.



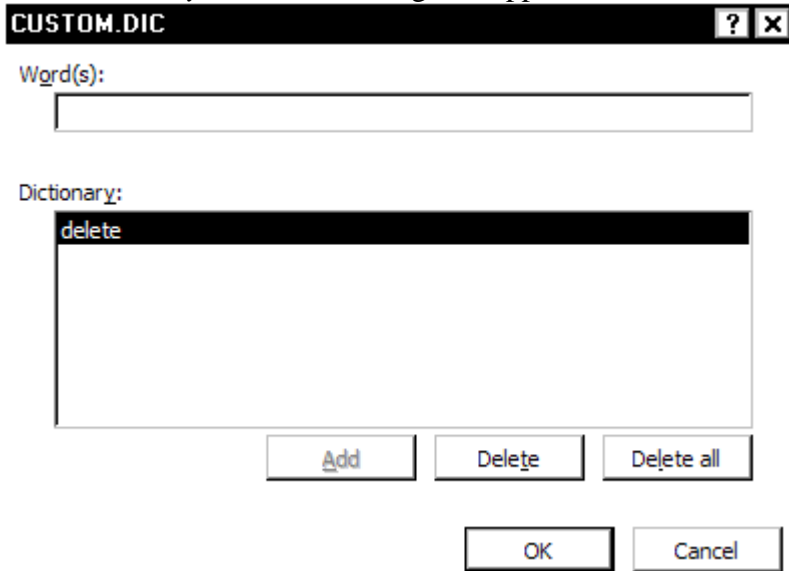
3. In the *When correcting spelling in Microsoft Office programs*, click **CUSTOM DICTIONARIES...**
The *Custom Dictionaries* dialog box appears.



4. Select the dictionary you want to edit
NOTE: The dictionary is selected if there is a checkmark in the box before it.

5. Click **EDIT WORD LIST...**

The "*dictionary name.dic*" dialog box appears.



6. From the *Dictionary* scroll box, select the word you want to delete
7. Click **DELETE**
8. Click **OK** until all dialog boxes are closed

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