



## Working with Spell Check

**Spell Check** is a feature that checks for spelling errors in a document. **Spell Check** can be useful in preventing embarrassing mistakes, but be aware that **Spell Check** is not always accurate.

Spelling can be checked simultaneously with grammar. For information on checking grammar, refer to Working with Grammar Check.

NOTE: Although options and instructions vary slightly by program, the **Spell Check** feature is available in all Office programs. This document uses Word's **Spell Check** feature as an example.

- Activating Automatic Spell Check
- Modifying the Dictionary
- Correcting Spelling

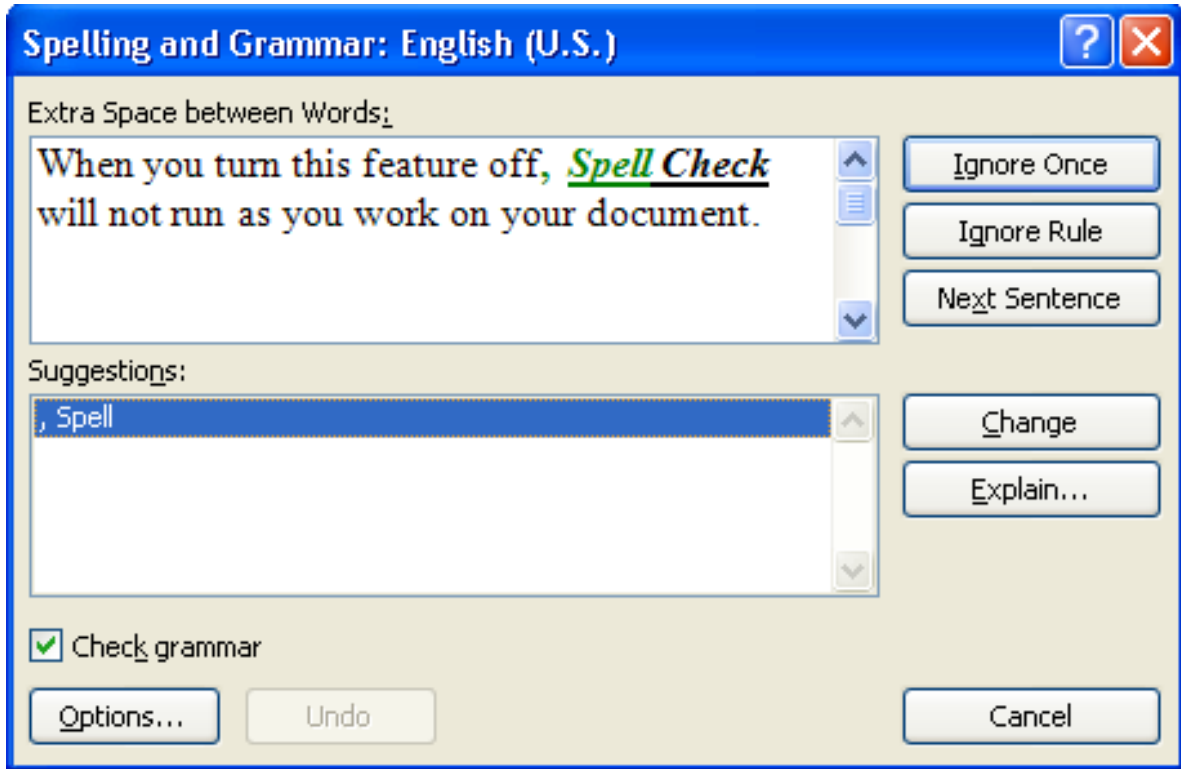
### Activating Automatic Spell Check

By default, **Spell Check** is automatically on whenever an Office program is open. When you turn this feature off, **Spell Check** will not run as you work on your document. The feature can be easily activated using the **Review** command tab. You can also check the spelling in a document after you are finished typing.

1. From the **Review** command tab, in the **Proofing group**, click **SPELLING & GRAMMAR**  
OR\_Press [F7]

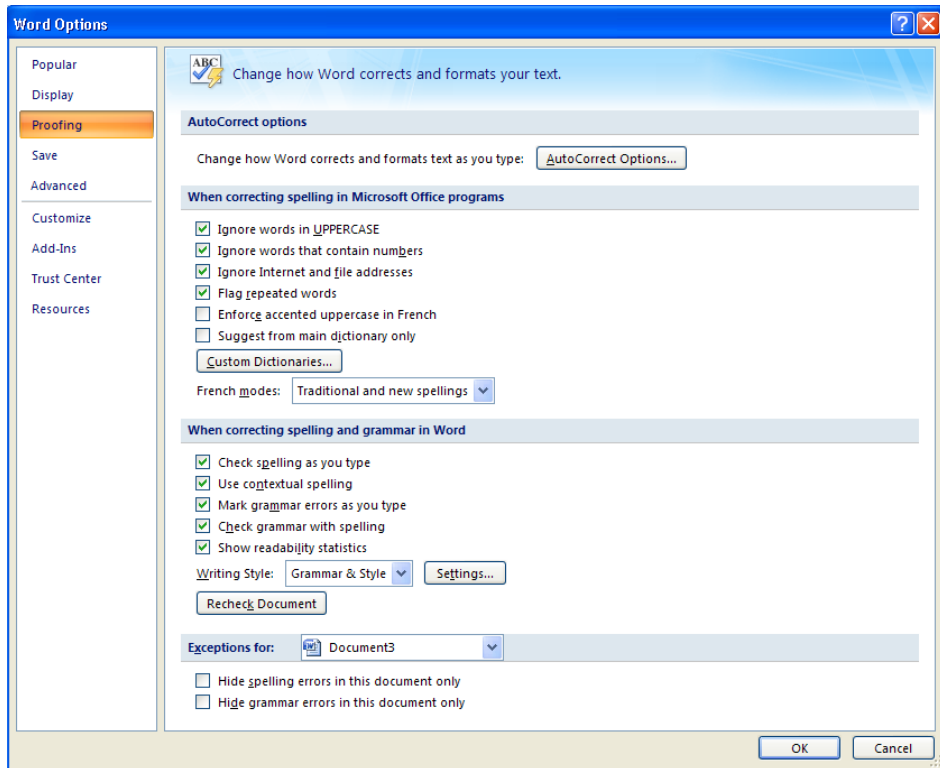
NOTES: The [F7] key can be used from any command tab.

The Spelling and Grammar dialog box appears.



2. In the Spelling and Grammar dialog box, click **OPTIONS...**

The Options dialog box appears.

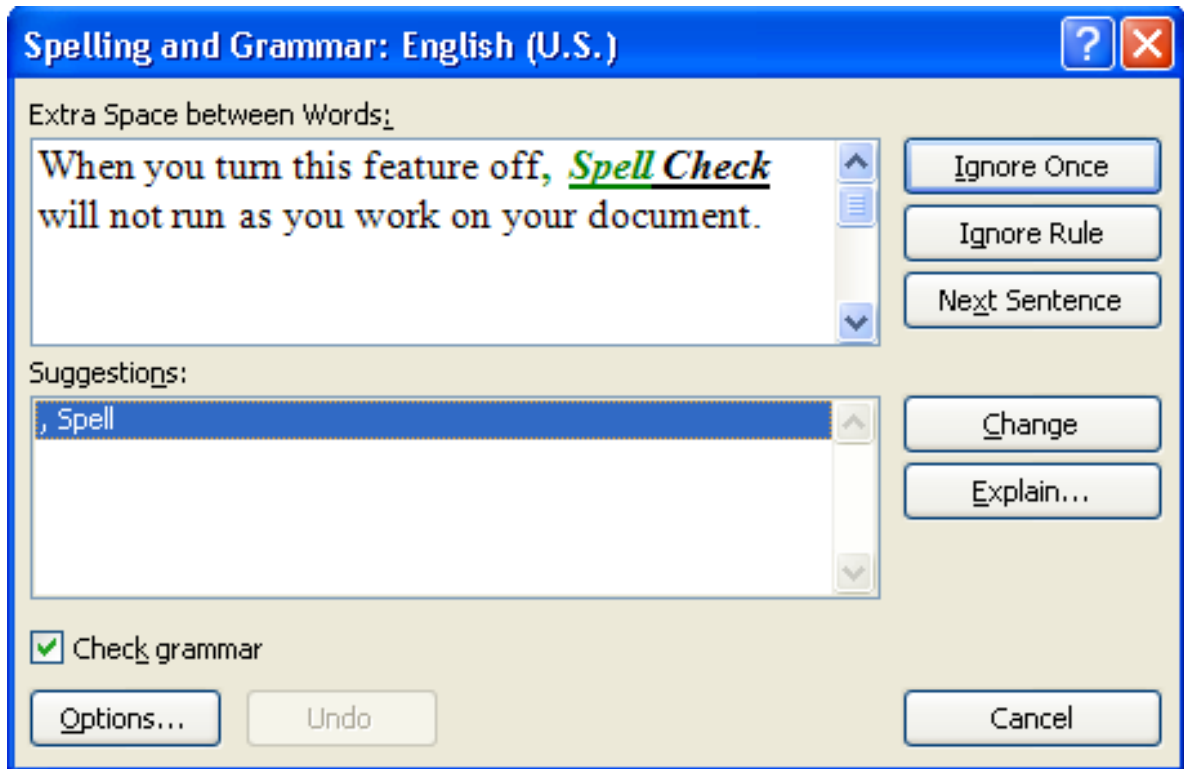


3. In the Categories pane, select Proofing
4. To activate *Automatic Spell Check*, in the *When correcting spelling and grammar in Word* section, select *Check spelling as you type*  
  
NOTE: The option is selected if a checkmark appears in front of it.
5. Click **OK**
6. To exit the *Spelling and Grammar* dialog box, click **CANCEL**

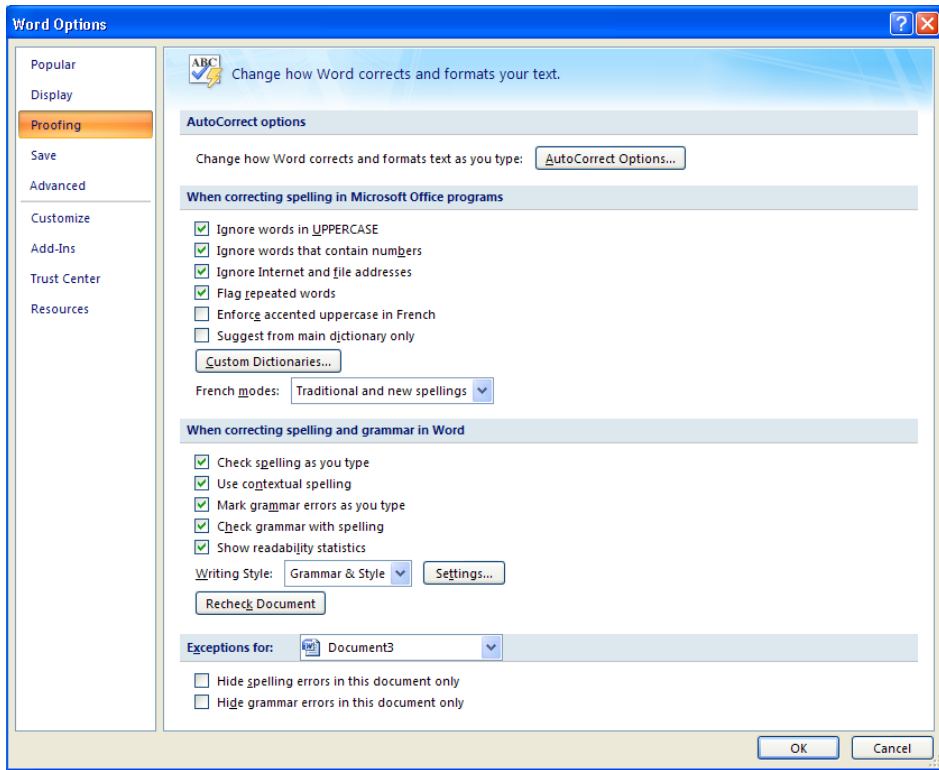
### **Modifying the Dictionary**

Modifying text in a dictionary can be useful so that *Spell Check* does not mark certain words and names as misspelled. In order to remove words from or add words to a dictionary, you must first open the dictionary from the *Custom Dictionaries* dialog box. Your changes to the dictionary are then saved for future use.

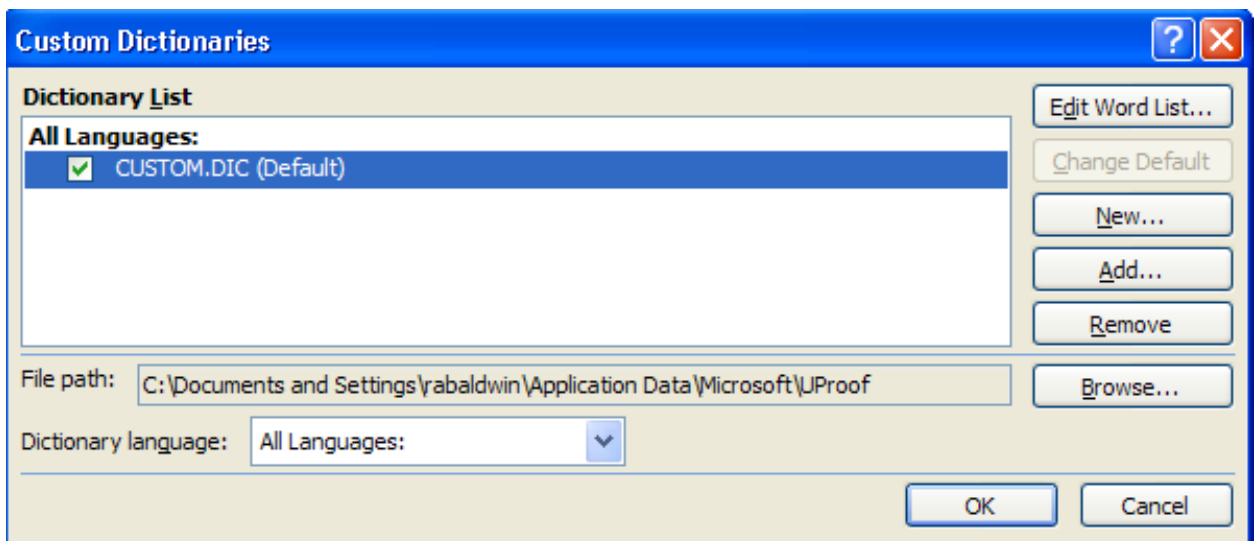
1. From the *Review* command tab, in the *Proofing* group, click **SPELLING & GRAMMAR**. The *Spelling and Grammar* dialog box appears.



2. Click **OPTIONS...**The *Options* dialog box appears.



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



4. Click **EDIT WORD LIST...**

The **Custom Dictionary** appears. If this is your first time modifying the dictionary, the list will contain no items.

5. To add words to the dictionary,

1. In the **Word(s)** text box, type the word to be added
2. Click **ADD** The word appears in the **Dictionary** scroll box.

6. To delete words from the dictionary,

1. In the **Dictionary** scroll box, select the word(s) to be deleted
2. Click **DELETE** the word(s) is removed.

7. Click **OK**

8. Click **OK**

9. To return to the **Spelling and Grammar** dialog box, click **OK**

10. To exit the **Spelling and Grammar** dialog box, click **CANCEL**

### **Correcting Spelling**

When the dictionary recognizes a word as misspelled, the word is underlined with a wavy red line. You can correct misspelled text through the **Quick** menu or through a dialog box. For words that are often misspelled or mistyped, you may use **AutoCorrect** to automatically correct the mistakes as they are typed.

For information on correcting grammar, refer to [Word 2007: Working with Grammar Check](#).

### **Correcting Spelling: Quick Menu Option**

Using the **Quick** menu to modify misspelled text allows you to manage your misspelled word(s) quickly and easily.

Right click the misspelled word » select the appropriate option:

### **Spelling Suggestions**

Gives suggestions for correcting the misspelled word

### **Ignore**

Ignores that instance of the word

### **Ignore All**

Ignores that word and every other instance of that word

### **Add to Dictionary**

Adds the word to the custom dictionary

### **AutoCorrect**

Provides word choices for the automatic correction of the misspelled word

### **Language**

allows the misspelled word to be corrected according to the selected language

### **Spelling**

Opens the **Spelling** dialog box, which allows you to change the misspelled word

### **Look, Up**

Opens the **Research** task pane, which allows you to search an online reference site

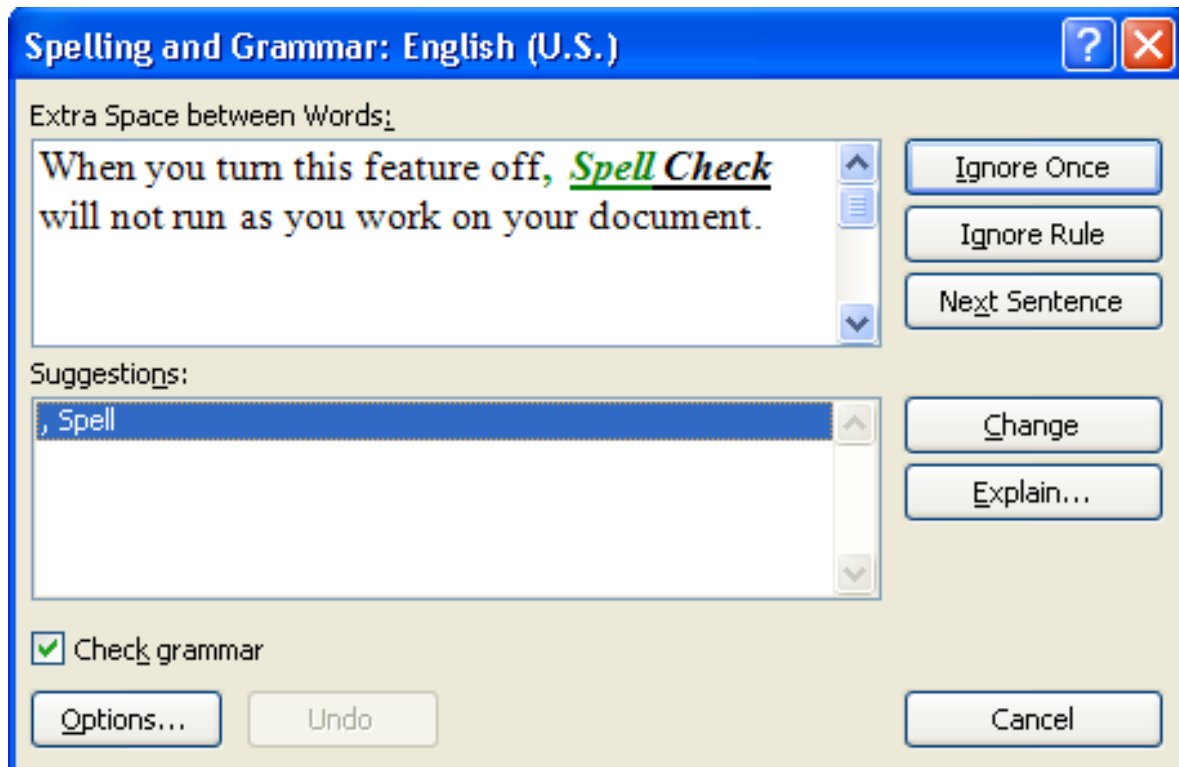
### **Correcting Spelling: Dialog Box Option**

Using the dialog box option is a little more time-consuming, but you have more options for correcting misspelled words.

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1. From the **Review** command tab, in the **Proofing** group, click **SPELLING &**

**GRAMMAR NOTE:** The **Spelling and Grammar** dialog box appears.



2. Make the desired selection for each misspelling

NOTE: The dialog box options include all Quick menu options in addition to the following options.

### **Ignore Once**

Ignores that particular occurrence of that word

### **Change**

Changes the word to the selected suggestion

## Change All

Changes all identical misspellings to the selected suggestion

3. When *Spell Check* is complete, in the dialog box that appears, click **OK**

