

User Services

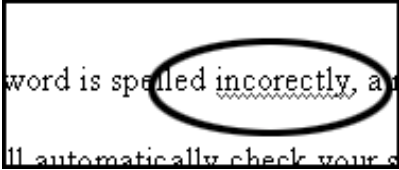
October 2001

Word: Using Spell Check

Microsoft Word automatically underlines misspelled words with a wavy red line. There are over 100,000 words in the main spelling dictionary. There are two ways to use the spell check feature: 1. **as you type** or 2. **all at once**. This document describes how to use the spell check feature.

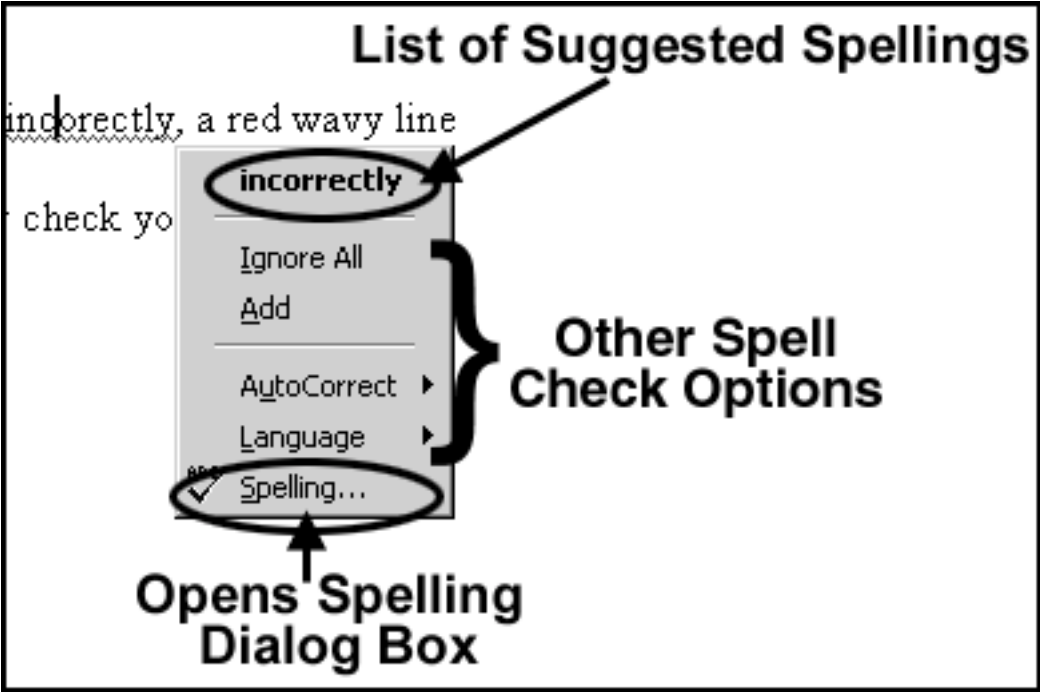
Check Spelling as you Type

1. As you type in a document a red wavy line appears under the words not in the spelling dictionary.

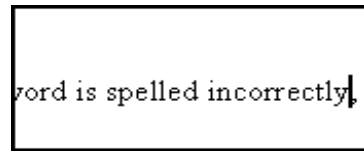


2. **Right click** on the underlined word. The **Spelling** Shortcut menu will appear. The **Spelling Shortcut** menu has six options from which to choose.

List of Suggested Spellings	A listing of suggested correct spellings from the dictionary
Ignore All	Word will ignore all occurrences of the word in the document.
Add	Adds the word to the current spelling dictionary.
AutoCorrect	Creates an AutoCorrect entry for the word from one of the suggested spellings. The word is replaced in the document and will automatically be replaced with the chosen word each time the unknown word is typed.
Language	Allows the language of the spelling dictionary to be change.
Spelling	Opens the Spelling dialog box.

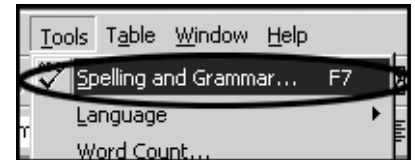


3. Select the desired option the red wavy line will disappear.



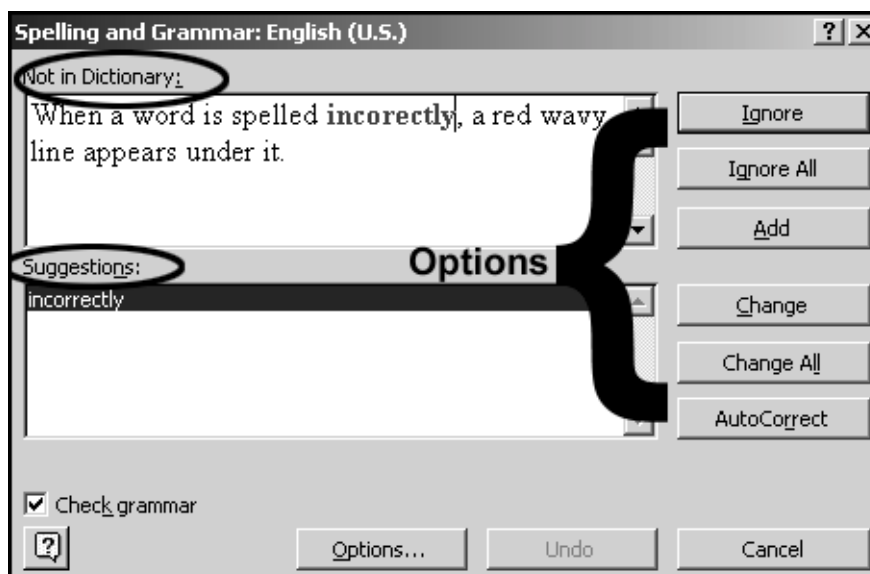
Check Spelling all at Once

1. From the **Tools** pull-down menu select the **Spelling and Grammar** option. **Note:** You can also click the **Spelling and Grammar** button on the **Standard** toolbar.

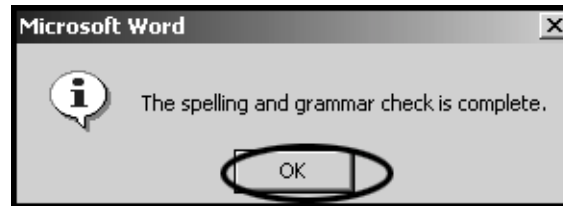


2. Word will open the **Spelling and Grammar** dialog box and begin checking the spelling and grammar in the document. When an error is found, it displays the error in the **Not in Dictionary** field. In the **Suggestions** field, a list of possible suggestions will appear.
3. The **Spelling and Grammar** dialog box has six spelling options:

- | | |
|--------------------|--|
| Ignore | Ignores only this occurrence of the word in the document. |
| Ignore All | Word will ignore all occurrences of the word in the document. |
| Add | Adds the word to the current spelling dictionary. |
| Change | Change to one of the suggested words. Click on the suggestion and then click the Change button. |
| Change All | Change all the occurrences in the document to one of the suggested words. Click on the suggestion and then click the Change All button. |
| AutoCorrect | Creates an AutoCorrect entry for the word from one of the suggested spellings. The word is replaced in the document and will automatically be replaced with the chosen word each time the unknown word is typed. |



4. Select the desired option. Word will continue to spell and grammar check the entire document.
5. When spell and grammar check is finished, the **Microsoft Word** dialog box will appear indicating the spell and grammar check is complete. Click **OK**.



6. Congratulations, you know how to use the spell check in Word.

Note: This option checks grammar and spelling at the same time. The Spelling and Grammar dialog box will have different options depending upon the error found. For more information on grammar check, view the ITS document, **Using Grammar Check**.

Spell Check Tips:

- Spell check cannot correctly identify a misspelled word if it correctly spells another word (e.g. you typed **form** but you meant to type **from**).
- Do not add a word to the spelling dictionary unless you are certain it is spelled correctly.

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