

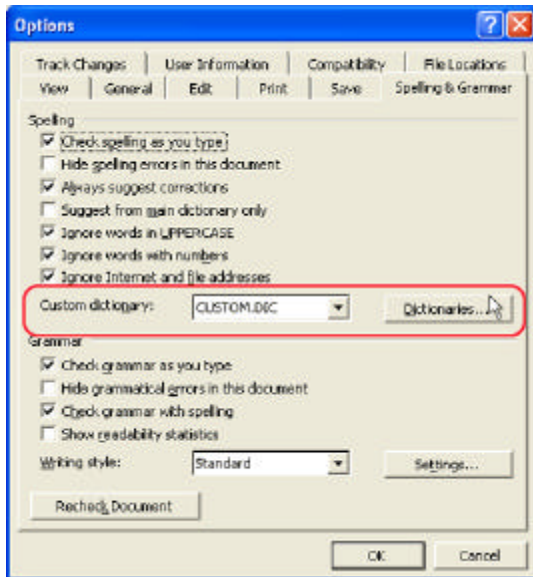
Lancaster Senior Citizen Center

Computer Tip No. 20

Correcting the Computer Dictionary

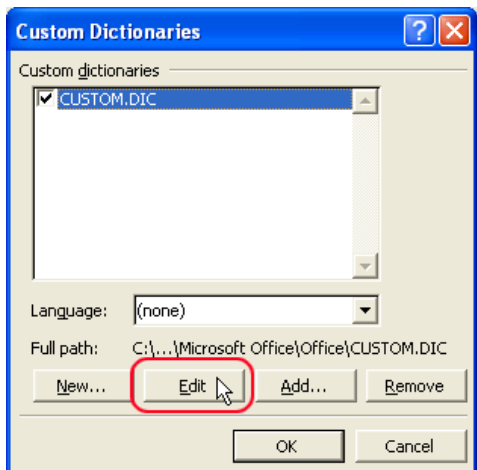
When you accidentally click the “Add Button” and have added a misspelled word to the custom dictionary, you can repair the damage. The Custom Dictionary can be edited.

The first thing you'll need to do is go to the **Tools** menu, **Options** choice. In the Options window, go to the **Spelling & Grammar** tab.



In the middle of the window, you're looking for the **Custom Dictionaries** line.

Click the **Dictionaries** button on the right. The **Custom Dictionaries** window will open



Click the **Edit** button.

Word may warn you that the automatic spell checking will be turned off. This is the feature that underlines the misspelled words in red. Click **OK**. Don't worry, we'll cover turning the automatic spell checking back on in a minute.

A text only document will open with the list of words you've already added to your custom dictionary. At this point you can correct or delete the word in question

You can also add words directly to this list. To make additions to the list, simply type the word / words you need in and then hit the Enter key. Word formats the dictionaries with only one word per line so it's **important** to hit the Enter key between words.

When you've finished editing the Custom Dictionary, **Save** and **close** the file. If Word gives you a warning about the file possibly containing formatting that Text Only will not support, it's ok. Click **Yes** to save the file.

Now to turning the automatic spell checker back on. Go back to the **Tools** menu, **Options** choice. Once again click on the **Spelling & Grammar** tab, and make sure the "Check spelling as you type" is checked.