Mistakes in a publication can distract the reader from the message. Therefore, it is important that the text in a publication is error free. Spelling errors in a document can be controlled in three ways:

- ✯ **Auto Correct** – Replaces common typing errors with the correct spelling, as text is being input. For example if **teh** is input, AutoCorrect will replace it with **the**.
- ✯ **Entire Document** – Spelling in an entire publication can be checked after the input is completed.
- ✯ **Alert to Potentially Misspelled Words** – The Spelling feature can be set to display an alert message to potentially misspelled words as the text is being input.

The spelling feature checks a document for misspellings and typos and displays each suspect word in the **Check Spelling** dialog box. It is possible to replace the misspelled word with a suggested correct word, to ignore the word, or correct the misspelling by clicking in the dialog box and making the correction.

Set Spelling Options

- ✞ Click the **File Tab**.
- ✞ Click the **Options** button below the **Help** area (see illustration at right).
- ✞ The **Publisher Options** window will display (see illustration below).
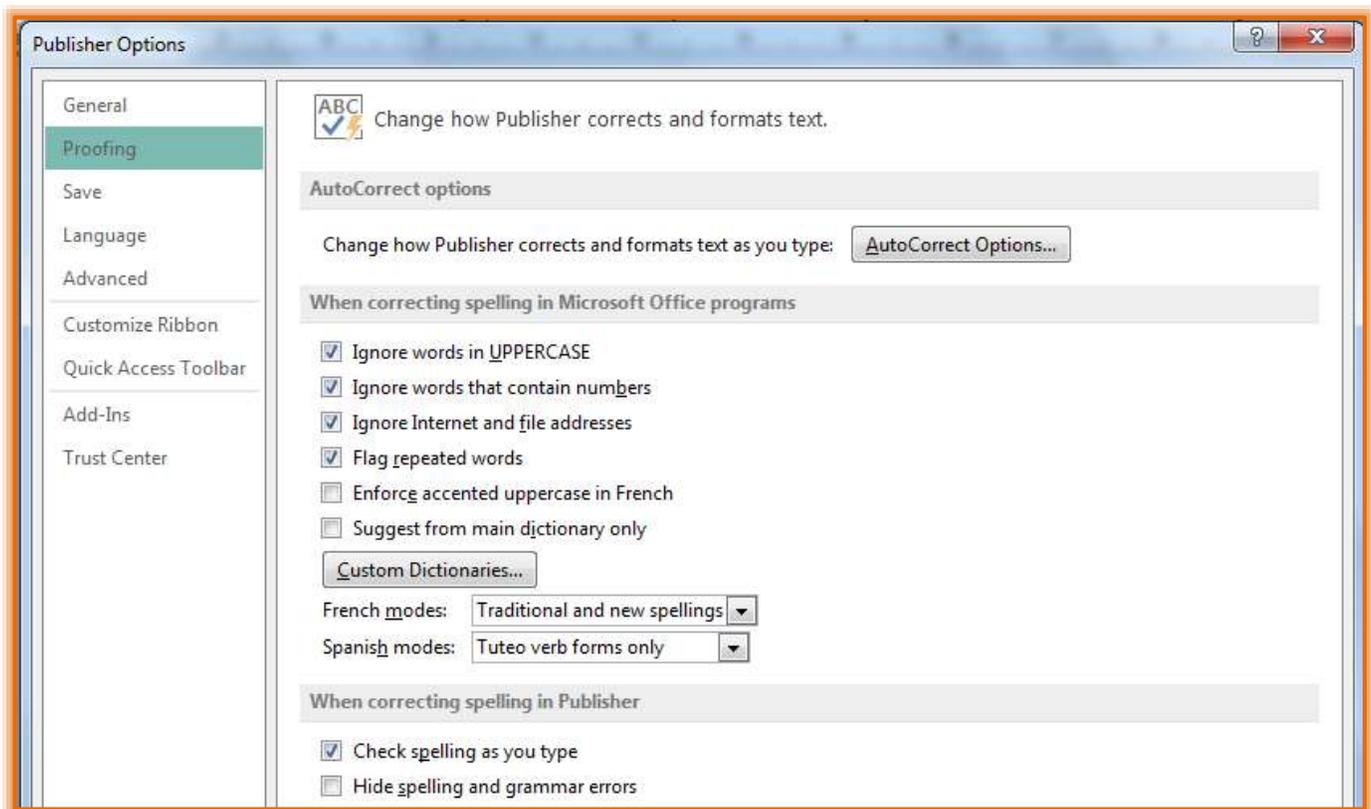
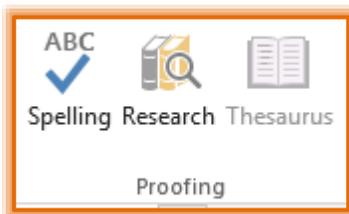- ✞ Click the **Proofing** button.
- ✞ Click to select the check boxes of the desired spelling features.
- ✞ Click **OK** to exit the dialog box and accept the changes.

Check Spelling

✠ Click the **Review Tab**.

✠ In the **Proofing Group**, click the **Spelling** button (see illustration below).

✠ The **Check Spelling** dialog box will appear (see illustration below).

✠ The first suspect word will appear in the **Not in Dictionary** box. To correct the word, choose one of the following options:

☆ Click **Ignore** if the word is spelled correctly.

☆ If the word is spelled correctly, click **Ignore All** to ignore this spelling throughout the whole document.

☆ Click the correct spelling in the **Suggestions** list, and then click **Change.**

☆ Click the correct spelling in the **Suggestions** list, and then **Change All** to change all occurrences of the word to the new spelling.

☆ If the word is to be added to the dictionary so it is not flagged as misspelled in the future, click **Add**.

☆ Click the check box beside **Check All Stories** to check the spelling of all the text in the publication. If this box does not have a check mark in it, only the story where the insertion point is will be checked.

☆ Click **Close** to exit the dialog box and stop the Spell Checker before the checker has finished checking the whole document.

✠ When the **Spell Checking** is complete a message will appear indicating the Spell Checking is complete.

✠ Click **OK**.

Identify Spelling Errors during Input

✠ Right-click any word that is underlined with a red wavy line.

✠ Click a suggested spelling on the shortcut menu.