

Custom Dictionary

A custom dictionary can be used to add words that are commonly used by students but are not in the default Word dictionaries, such as names. Microsoft Word has a main dictionary and a default custom dictionary. However, additional dictionaries may be added. Words that are not in the default or custom dictionary will be underlined in **red**. These words can be added to a custom dictionary.

Add Words to Custom Dictionary

- ✦ Right-click on the word that is to be added to the dictionary.
 - ✦ Select **Add to Dictionary** in the shortcut list.
- OR
- ✦ Click somewhere within the word.
 - ✦ Click the **Review Tab**.
 - ✦ In the **Proofing Group**, click the **Spelling & Grammar** button.



- ✦ The **Spelling Task Pane** will display.
- ✦ Click the **Add** button.

Create Additional Custom Dictionary

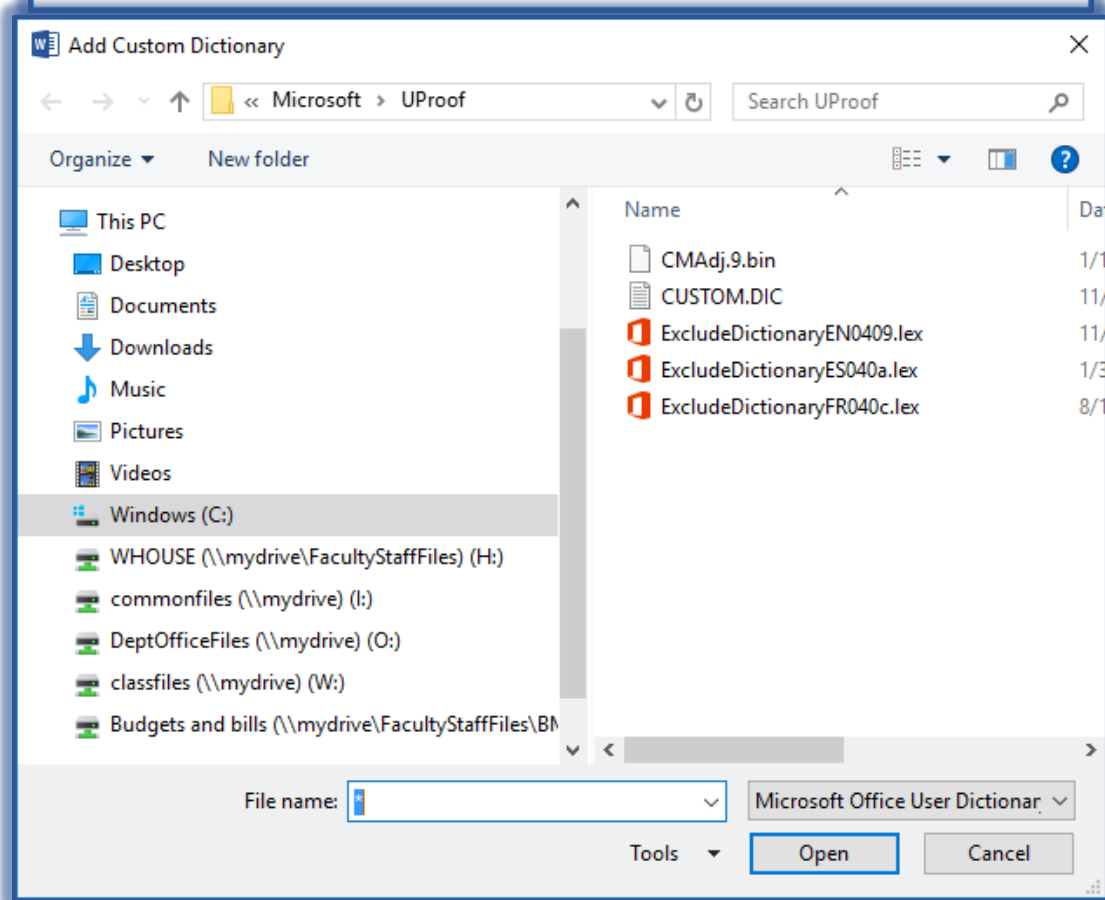
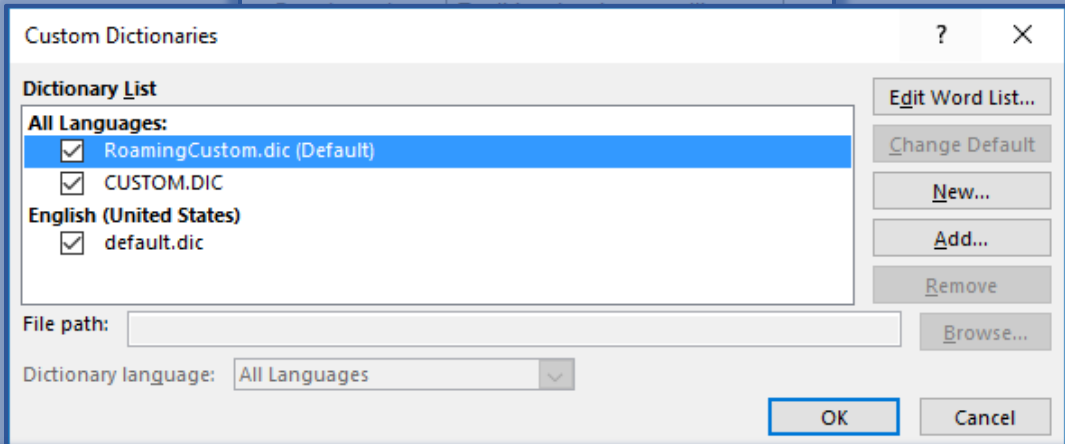
- ✦ Click the **File Tab**.
- ✦ Click the **Options** button (see illustration).
- ✦ In the **Word Options** window, click the **Proofing** link.
- ✦ Under **When correcting spelling in Microsoft Office programs**, click the **Custom Dictionaries** link (see illustration on next page).
- ✦ The **Custom Dictionaries** window will display (see illustration on next page).
- ✦ Click the **New** button to add a new **Custom Dictionary**.
- ✦ The **Create Custom Dictionary** window will display (see illustration on next page).



When correcting spelling in Microsoft Office programs

- Ignore words in UPPERCASE
- Ignore words that contain numbers
- Ignore Internet and file addresses
- Flag repeated words
- Enforce accented uppercase in French
- Suggest from main dictionary only

Custom Dictionaries...



- ✦ In the **File Name** box, input a name for the new **Custom Dictionary**.
- ✦ Click the **Save** button.
- ✦ The **Custom Dictionary** will be added to the **Dictionary List** in the **Custom Dictionaries** window.
- ✦ Click **OK** twice to return to the **Word Document**.

Change Default Dictionary

When **Add to Dictionary** is clicked, the spell checker adds the new word to the **Default Custom Dictionary**. To change the default dictionary, follow the steps below.

- ✦ Click the **File Tab**.
- ✦ Click the **Options** button.
- ✦ Click the **Proofing** link in the **Word Options** window.
- ✦ Click the **Custom Dictionaries** button under **When correcting spelling in Microsoft Office programs**.
- ✦ Click the **Name** of the dictionary that is to be set as the default.
- ✦ Click the **Change Default** button.
- ✦ Click **OK** twice to return to the **Word** window.
- ✦ The words will now be added to the new **Custom Dictionary**.