

Word 2004

for Macintosh OS X

Spelling, Grammar & Thesaurus



Spelling and Grammar

Before beginning the Spelling and Grammar check program, save your document.

- Choose Spelling and Grammar under the Tools menu

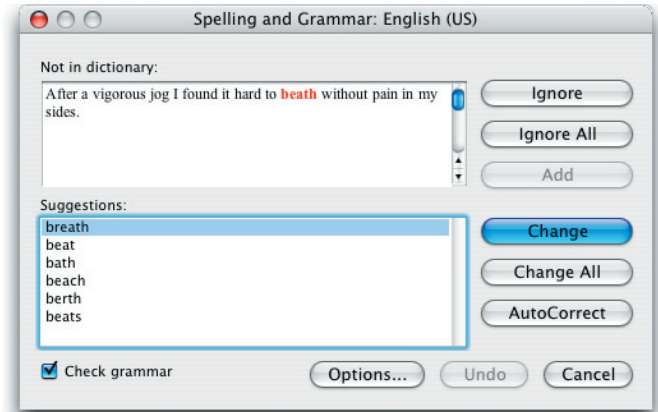
If a word in your document is not found in Word's dictionary, it is highlighted in the "Not in dictionary" portion of the dialog box and suggested spellings appear in the "Suggestions" box.

- Click the correct word in the "Suggestions" box and then click the **Change** button
- Continue checking your document

Use the **Ignore** and **Ignore All** buttons for words that are spelled correctly but are not in Word's dictionary.

Words that you use often that are not in the dictionary can be added to a supplemental dictionary in your account using the **Add** button. You can manually edit misspelled words in the "Not in dictionary" box if Word doesn't have a suggested spelling.

If the box labeled "Check grammar" has a check in it, then your document's grammar will also be checked while the spelling is checked. Use the **Options** button to change the various default settings.



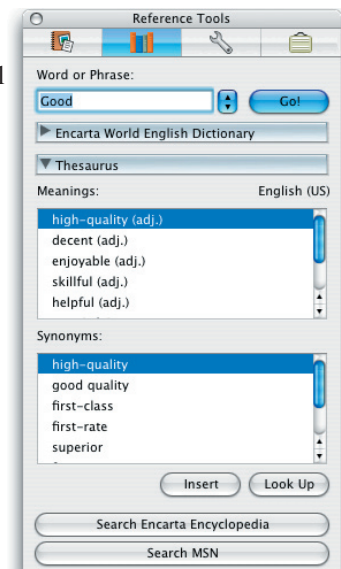
Thesaurus

The Thesaurus gives you a listing of synonyms and antonyms of a specified word. We will use the Thesaurus to select another word for **good**.

- Type the word *good* and place the insertion point in the word
- Choose Tools> Thesaurus

The Thesaurus appears in the Reference Tools Palette with a listing of meanings and synonyms.

- Select the proper meaning of the word
- Choose the proper synonym
- Click the **Look Up** button for synonyms of the most recent word, or if you're satisfied, click the **Insert** button



Using Contextual Menus

Word's spelling and thesaurus functions can also be accessed through contextual menus. Contextual menus are useful for quick spelling corrections or synonym suggestions.

After a vigorous jog I found it hard to beath without pain in my sides.

Words that are not in Word's dictionary are underlined in red by default.

To get spelling suggestions:

- Hold down <control> and click on the underlined word

A contextual menu will appear with a number of suggestions.

To get synonym suggestions:

- Hold down <control> and click on a word

