

Chapter 4: Taking Advantage of the Proofing Tools

In This Chapter

- ✓ Fixing spelling errors and customizing the spelling dictionary
- ✓ Repairing grammatical errors in Word documents
- ✓ Conducting outside research while you work in an Office program
- ✓ Looking for a better word in the thesaurus
- ✓ Working with and translating foreign language text

I was going to call this chapter “Foolproofing Your Work,” but that seemed kind of presumptuous because keeping every error from slipping into your work is well-nigh impossible. Still, you can do a good job of proofing your work and eliminating errors by using the tools that Office provides for that purpose. This chapter describes how to proof your work for spelling and grammatical errors. It shows how to conduct research in reference books and on the Internet without leaving an Office program. You also find out how to translate text and proof foreign language text in an Office file. The Office proofing tools are not foolproof, but they’re close to it.

Correcting Your Spelling Errors

Office keeps a dictionary in its hip pocket, which is a good thing for you. Who wants to be embarrassed by a spelling error? Office consults its dictionary when you enter text in Word, PowerPoint, Access, Excel, Outlook, and Publisher. To correct misspellings, you can either address them one at a time or start the spell checker and proof many pages or slides simultaneously. You can even create your own dictionary with the jargon and slang peculiar to your way of life and have Office check the spelling of your jargon and slang.



Don’t trust the spell checker to be accurate all the time. It doesn’t really locate misspelled words — it locates words that aren’t in its dictionary. For example, if you write “Nero *diddled* while Rome burned,” the spell checker won’t catch the error. Nero *fiddled* while Rome burned, but because *diddle* is a legitimate word in the spelling dictionary, the spell checker overlooks the error. The moral: Proofread your files carefully and don’t rely on the spell checker to catch all your spelling errors.

Getting rid of the squiggly red lines

More than a few people think that the squiggly red lines that appear under misspelled words are annoying. To keep those lines from appearing, press F7 to open the Spelling dialog box and click the Options button. You see the Proofing category of the Options dialog box. Deselect the Check Spelling As You Type check box.

Even with the red lines gone, you can do a quick spell-check of a word that you suspect has been misspelled. To do so, select the word (double-click it) and press F7. The Spelling dialog box appears if the word has indeed been misspelled. Select a word in the Suggestions box and click the Change button.

Correcting misspellings one at a time

In Word, PowerPoint, Publisher, and Outlook, you can practice the one-at-a-time method of spell-checking. As shown in Figure 4-1, you can right-click each word that is underlined in red and choose a correct spelling from the shortcut menu. After you choose a word from the shortcut menu, it replaces the misspelling that you right-clicked.

Figure 4-1: Right-click a word underlined in red to correct a typo or repeated word.



Words entered twice are also flagged in red, in which case the shortcut menu offers the Delete Repeated Word option so that you can delete the second word. You can also click Ignore All to tell Office when a word is correctly spelled and shouldn't be flagged, or click Add to Dictionary, which adds the word to the Office spelling dictionary and declares it a correctly spelled word.

Running a spell-check

Instead of correcting misspellings one at a time, you run a spell-check on your work. Start your spell-check with one of these methods:

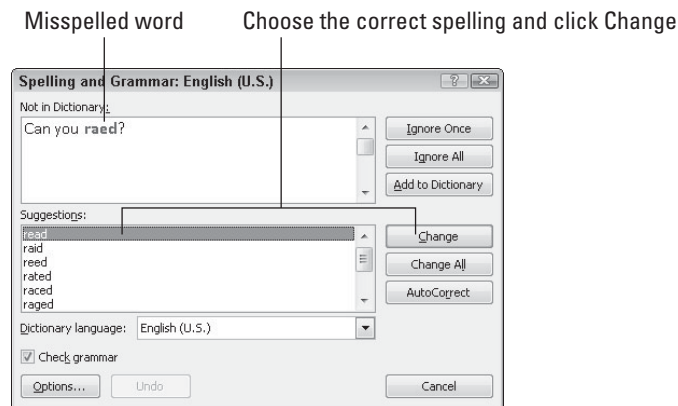
- ◆ Press F7.



- ◆ Go to the Review tab and click the Spelling (or Spelling & Grammar) button (you may have to click the Proofing button to get to the Spelling button). In Access, you can find the spelling button on the Home tab.

You see the Spelling and Grammar (or Spelling) dialog box, as shown in Figure 4-2. Misspellings appear in the Not In Dictionary text box. As I explain shortly, your Office program offers all sorts of amenities for handling misspellings, but here are options for correcting known misspellings in the Spelling dialog box:

Figure 4-2:
Correcting a misspelling in the Spelling and Grammar dialog box.



- ◆ Select the correct spelling in the Suggestions box and click the Change button.
- ◆ Click in the page or slide you're working on and correct the spelling there; then click the Resume button, located where the Ignore or Ignore Once button used to be. (You can't do this in Excel.)
- ◆ In Word, Excel, or Access, correct the spelling inside the Not in Dictionary text box and then click the Change button. (In PowerPoint, correct the spelling in the Change To box and then click the Change button.)

If the word in question isn't a misspelling, tell your program how to handle the word by clicking one of these buttons:

- ◆ **Ignore (or Ignore Once):** Ignores this instance of the misspelling but stops on it again if the same misspelling appears later.
- ◆ **Ignore All:** Ignores the misspelling throughout the file you're working on and in all other open Office files as well.
- ◆ **Change/Delete:** Enters the selected word in the Suggestions box in the file where the misspelling used to be. When the same word appears

twice in a row, the Delete button appears where the Change button was. Click the Delete button to delete the second word in the pair.

- ◆ **Change All/Delete All:** Replaces all instances of the misspelled word with the word that you selected in the Suggestions box. Click the Change All button to correct a misspelling that occurs throughout a file. When two words appear in a row, this button is called Delete All. Click the Delete All button to delete the second word in the pair throughout your file.
- ◆ **Add (or Add to Dictionary):** Adds the misspelling to the Office spelling dictionary. By clicking the Add button, you tell Office that the misspelling is a legitimate word or name.
- ◆ **Suggest (in PowerPoint only):** Changes the list of words in the Suggestions box. Select a word in the Suggestions box and then click the Suggest button to see whether you can find a correct spelling.
- ◆ **AutoCorrect:** Adds the spelling correction to the list of words that are corrected automatically. If you find yourself making the same typing error over and over, place the error on the AutoCorrect list and never have to correct it again. (See Chapter 3 of this mini-book for details.)



Office programs share the same spelling dictionary. For example, words you add to the spelling dictionary in PowerPoint are deemed correct spellings in Word documents, Excel spreadsheets, Publisher publications, Access databases, and Outlook e-mails.

Fine-tuning the spell checker

Especially if you deal in jargon and scientific terminology, you owe it to yourself to fine-tune the spell checker. No matter how arcane, it can make sure that your jargon gets used correctly. These pages explain the nuances of the spell checker.

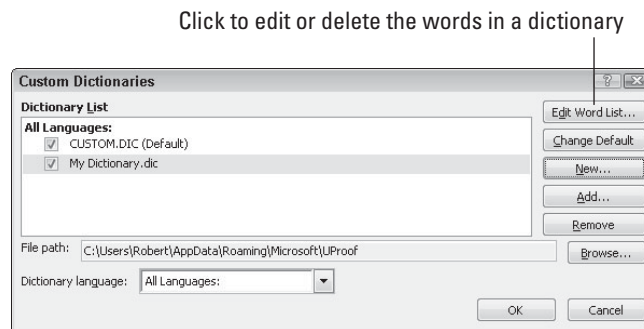
Employing other dictionaries to help with spell-checking

To find spelling errors, Office compares each word on your page or slide to the words in its main dictionary and a second dictionary called `Custom.dic`. If a word you type isn't found in either dictionary, Office considers the word a misspelling. The main dictionary lists all known words in the English language; the `Custom.dic` dictionary lists words, proper names, and technical jargon that you deemed legitimate when you clicked the Add (or Add to Dictionary) button in the course of a spell-check and added a word to the `Custom.dic` dictionary.

From Office's standpoint, a dictionary is merely a list of words, one word per line, that has been saved in a `.dic` (dictionary) file. Besides the `Custom.dic` dictionary, you can employ other dictionaries to help with spell-checking. People who work in specialized professions such as law or medicine can

also use legal dictionaries and medical dictionaries to spell-check their work. You can create dictionaries of your own for slang words, colloquialisms, or special projects. Before you start spell-checking, you can tell Office which dictionaries to use. You can edit dictionaries as well. All this magic is done by way of the Custom Dictionaries dialog box, shown in Figure 4-3, and explained in the pages that follow.

Figure 4-3:
Adding a
word to
the custom
dictionary.



Opening the Custom Dictionaries dialog box

Starting in the Custom Dictionaries dialog box, you can create a new spelling dictionary, tell PowerPoint to use a third-party dictionary you acquired, edit words in a dictionary, and tell PowerPoint which dictionary to use in a spell-check. Better keep reading.

Follow these steps to open the Custom Dictionaries dialog box:



1. Press F7 or go to the Review tab and click the Spelling button.

You see the Spelling and Grammar (or Spelling) dialog box.

2. Click the Options button.

The Proofing category of the Options dialog box opens.

3. Click the Custom Dictionaries button.

Creating a new spelling dictionary

People who work in law offices, research facilities, and medical facilities type hundreds of arcane terms each day, none of which are in the main dictionary. One way to make sure that arcane terms are spelled correctly is to create or acquire a dictionary of legal, scientific, or medical terms and use it for spell-checking purposes. By Office's definition, a dictionary is simply a list of words saved in a dictionary (.dic) file.

Follow these steps to create a new spelling dictionary or tell Office that you want to use a secondary dictionary to check the spelling of words:

1. **Click the New button in the Custom Dictionaries dialog box (refer to Figure 4-3).**

You see the Create Custom Dictionary dialog box.

2. **Enter a name for your new dictionary.**
3. **Click the Save button.**

See “Entering and editing words in a dictionary,” later in this chapter, to find out how to enter terms in your new spelling dictionary.

Using a third-party dictionary

Besides creating your own dictionary, you can acquire one and tell Office to use it by following these steps:

1. **Take note of where the dictionary file is located on your computer.**

It doesn't have to be in the C:\Users\User Name\AppData\Roaming\Microsoft\UProof (Windows 7 and Windows Vista) or the C:\Documents and Settings\User Name\Application Data\Microsoft\Proof (or UProof) (Windows XP) folder along with the other dictionaries for PowerPoint to use it.

2. **Click the Add button in the Custom Dictionaries dialog box (refer to Figure 4-3).**

The Add Custom Dictionary dialog box appears.

3. **Locate and select the dictionary on your computer.**
4. **Click Open.**

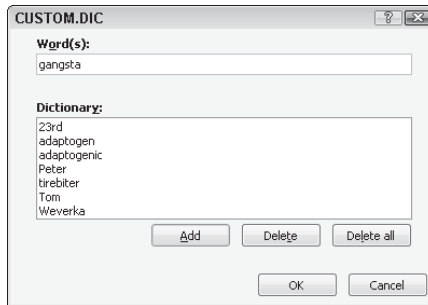
The dictionary's name appears in the Custom Dictionaries dialog box. Ten dictionaries total can appear in the Dictionary List box.

Select a dictionary and click the Remove button to remove its name from the Dictionary List box. Removing a name in no way, shape, or form deletes the dictionary.

Entering and editing words in a dictionary

To edit the words in the Custom.dic dictionary or any other dictionary, select its name in the Custom Dictionaries dialog box (refer to Figure 4-3) and click the Edit Word List button. A dialog box opens with a list of the words in the dictionary, as shown in Figure 4-4. From there, you can delete words (by clicking the Delete button) and add words to the dictionary (by clicking the Add button).

Figure 4-4:
Edit the
words in
a custom
dictionary in
this dialog
box.



Preventing text from being spell-checked

Spell-checking address lists, lines of computer code, and foreign languages such as Spanglish for which Microsoft doesn't offer foreign language dictionaries is a thorough waste of time. Follow these steps in Word, PowerPoint, and Outlook to tell the spell checker to ignore text:

1. **Select the text.**
2. **In the Review tab, click the Language button and choose Set Proofing Language on the drop-down list.**
3. **Select the Do Not Check Spelling or Grammar check box.**
4. **Click OK.**



You see the Language dialog box.

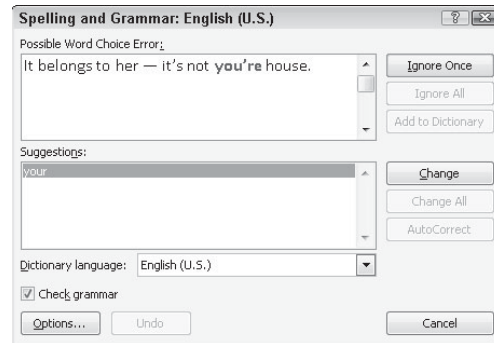
Checking for Grammatical Errors in Word

Much of what constitutes good grammar is, like beauty, in the eye of the beholder. Still, you can do your best to repair grammatical errors in Word documents by getting the assistance of the grammar checker. The grammar checker identifies grammatical errors, explains what the errors are, and gives you the opportunity to correct the errors.



Figure 4-5 shows the grammar checker in action in the Spelling and Grammar dialog box. As long as the Check Grammar check box is selected, Word looks for grammatical errors along with spelling errors. To open the Spelling and Grammar dialog box, press F7 or go to the Review tab and click the Spelling & Grammar button.

Figure 4-5:
Fix
grammatical
errors
with the
grammar
checker.



Sentences in which grammatical errors appear are underlined in blue in your document. Meanwhile, the grammatical errors themselves appear in bright blue in the box at the top of the Spelling and Grammar dialog box (along with spelling errors, which are red). When Word encounters an error, take one of these actions to correct it:

- ◆ Select a correction in the Suggestions box and click the Change button.
- ◆ Delete the grammatical error or rephrase the sentence in the top of the dialog box, enter a correction, and click the Change button.
- ◆ Click outside the Spelling and Grammar dialog box, correct the grammatical error in your document, and then click the Resume button (you find it where the Ignore Once button used to be).

Click one of the Ignore buttons to let what Word thinks is a grammatical error stand.

If you want to fine-tune how Word runs its grammar checker, click the Options button in the Spelling and Grammar dialog box. You land in the Proofing category of the Word Options dialog box. Under When Correcting Spelling and Grammar in Word, choose whether to underline grammatical errors in your documents, whether to check for grammatical as well as spelling errors, and in the Writing Style drop-down list, how stringent you want the rules of grammar to be. Choose Grammar & Style, not Grammar Only, if you want Word to enforce style rules as well as the rules of grammar.

Researching a Topic Inside an Office Program

Thanks to the Research task pane, your desk needn't be as crowded as before. The Research task pane offers dictionaries, foreign language dictionaries, a thesaurus, language translators, and encyclopedias, as well as Internet searching, all available from inside the Office programs. As shown in Figure 4-6, the Research task pane can save you a trip to the library. Table 4-1

describes the research services in the Research task pane. Use these services to get information as you compose a Word document, Excel worksheet, Outlook message, Publisher publication, or PowerPoint presentation.

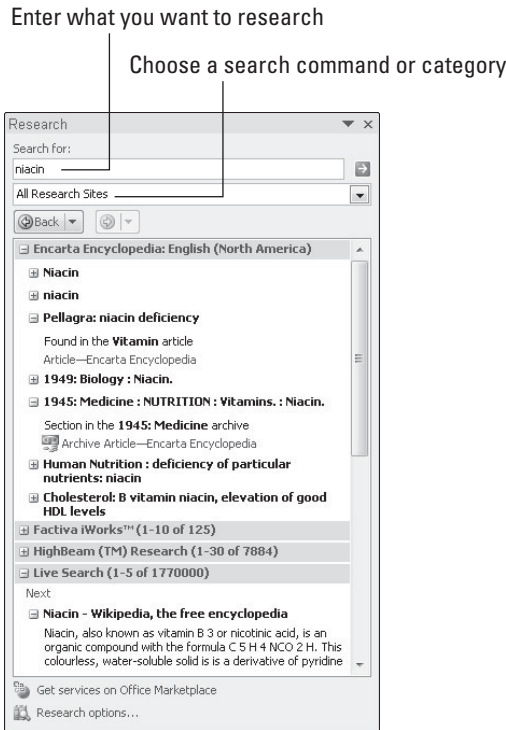


Figure 4-6: The Research task pane is like a mini-reference library.

Table 4-1 Research Services in the Research Task Pane

<i>Research Service</i>	<i>What It Provides</i>
All Reference Books	
Encarta dictionaries	Word definitions from the Microsoft Network’s online dictionaries
Thesauruses	Synonyms from the Microsoft Network’s online thesauruses
Translation	Translations from one language to another
All Research Sites	
Bing	Results from Microsoft’s search engine

(continued)

Table 4-1 (continued)	
<i>Research Service</i>	<i>What It Provides</i>
Factiva iWorks*	Business articles from Factiva (you must be a paid subscriber)
HighBeam Research*	Newspaper and magazine articles from the HighBeam Research Library (you must be a paid subscriber)
All Business and Financial Sites	
MSN Money Stock Quotes*	Stock quotes from the Microsoft Network's Money Web site
Thomas Gale Company Profiles*	Thumbnail company profiles, including tickers, revenue, and Web site information

**Requires an Internet connection.*

Your computer must be connected to the Internet to run some of the services in the Research task pane. Bilingual dictionaries and thesauruses are installed as part of the Office software, but the research Web sites and the Encarta dictionaries and encyclopedia require an Internet connection.

In order to use some of the services offered by the Research task pane, you must pay a fee. These services are marked in search results with the Premium Content icon.

Using the Research task pane

The task pane offers menus and buttons for steering a search in different directions, but no matter what you want to research in the Research task pane, start your search the same way:

1. Either click in a word or select the words that you want to research.

For example, if you want to translate a word, click it. Clicking a word or selecting words saves you the trouble of entering words in the Search For text box, but if no word in your file describes what you want to research, don't worry about it. You can enter the subject of your search later.



2. On the Review tab, click the Research button (you may have to click the Proofing button first).

The Research task pane appears (refer to Figure 4-6). If you've researched since you started running your Office program, the options you chose for researching last time appear in the task pane.

3. **Enter a research term in the Search For text box (if one isn't there already).**

If you weren't able to click a word or select words in Step 1, enter research terms now.

4. **Open the Search For drop-down list and tell Office where to steer your search (refer to Table 4-1).**

Choose a reference book, research Web site, or business and financial Web site. To research in a category, choose a category name — All Reference Books, All Research Sites, or All Business and Financial Sites. Later in this chapter, "Choosing your research options" explains how to decide which researching options appear on the drop-down list.

5. **Click the Start Searching button (or press Enter).**

The results of your search appear in the Research task pane.

If your search yields nothing worthwhile or nothing at all, scroll to the bottom of the task pane, click Can't Find It?, and try the All Reference Books or All Research Sites link. The first link searches all reference books — the dictionaries, thesauruses, and translation services. The second searches research sites — Bing, Factiva iWorks, and HighBeam Research.



You can retrace a search by clicking the Previous Search button or Next Search button in the Research task pane. These buttons work like the Back and Forward buttons in a Web browser.

Choosing your research options

Which research options appear in the Search For drop-down list is up to you. Maybe you want to dispense with the for-a-fee services. Maybe you want to get stock quotes from a particular country. To decide which research options appear in the Research task pane, open the task pane and click the Research Options link (at the bottom of the task pane). You see the Research Options dialog box. Select the research services you want and click OK.

Finding the Right Word with the Thesaurus

If you can't find the right word or if the word is on the tip of your tongue but you can't quite remember it, you can always give the thesaurus a shot. To find synonyms for a word, start by right-clicking the word and choosing Synonyms on the shortcut menu, as shown in Figure 4-7 (you can't do this in Excel). With luck, the synonym you're looking for appears on the submenu, and all you have to do is click to enter the synonym. Usually, however, finding a good synonym is a journey, not a Sunday stroll.

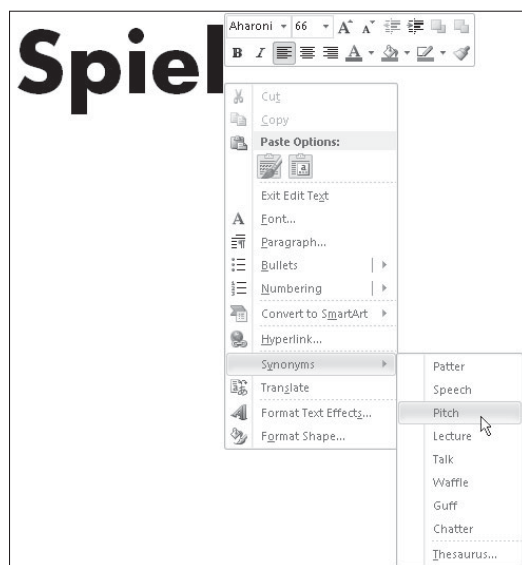


Figure 4-7:
Searching
for a
synonym.

To search for a good synonym, click the word in question and open the thesaurus on the Research task pane with one of these techniques:

- ◆ Press Shift+F7.
- ◆ Right-click the word and choose Synonyms⇄Thesaurus.
- ◆ Go to the Review tab and click the Thesaurus button.



The Research task pane opens. It offers a list of synonyms and sometimes includes an antonym or two at the bottom. Now you're getting somewhere:

- ◆ **Choosing a synonym:** Move the pointer over the synonym you want, open its drop-down list, and choose Insert.
- ◆ **Finding a synonym for a synonym:** If a synonym intrigues you, click it. The task pane displays a new list of synonyms.
- ◆ **Searching for antonyms:** If you can't think of the right word, type its antonym in the Search For box and then look for an "antonym of an antonym" in the Research task pane.
- ◆ **Revisit a word list:** Click the Back button as many times as necessary. If you go back too far, you can always click its companion Forward button.

If your search for a synonym comes up dry, scroll to and click a link at the bottom of the Research task pane. Clicking All Reference Books gives you the opportunity to look up a word in the reference books you installed in the task pane; clicking All Research Sites gives you a chance to search the Internet (see "Researching a Topic inside an Office Program" earlier in this chapter for details).

Proofing Text Written in a Foreign Language

In the interest of cosmopolitanism, Office gives you the opportunity to make foreign languages a part of Word documents, PowerPoint presentations, Publisher publications, and Outlook messages. To enter and edit text in a foreign language, start by installing proofing tools for the language. With the tools installed, you tell Office where in your file a foreign language is used. After that, you can spell-check text written in the language.

To spell-check text written in Uzbek, Estonian, Afrikaans, and other languages apart from English, French, and Spanish, you have to obtain additional proofing tools from Microsoft. These can be obtained at the Microsoft Product Information Center at www.microsoft.com/products (enter **proofing tools** in the Search box). Proofing tools include a spell checker, grammar checker, thesaurus, hyphenator, AutoCorrect list, and translation dictionary, but not all these tools are available for every language.



In PowerPoint and Word, the status bar along the bottom of the window lists which language the cursor is in. Glance at the status bar if you aren't sure which language Office is whispering in your ear.

Telling Office which languages you will use

Follow these steps to inform Word, PowerPoint, Publisher, and Outlook that you will use a language or languages besides English in your files:



1. **On the Review tab, click the Language button and choose Language Preferences.**
The Options dialog box opens to the Language category.
2. **Open the Add Additional Editing Languages drop-down list, select a language, and click the Add button to make that language a part of your presentations, documents, and messages.**
3. **Click OK.**

Marking text as foreign language text

The next step is to tell Office where in your file you're using a foreign language. After you mark the text as foreign language text, Office can spell-check it with the proper dictionaries. Follow these steps to mark text so that Office knows in which language it was written:

1. **Select the text that you wrote in a foreign language.**
2. **Go to the Review tab.**

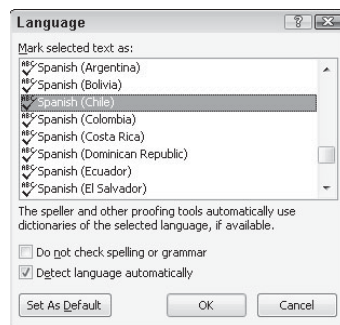


3. Click the Language button and choose Set Proofing Language on the drop-down list.

You see the Language dialog box, as shown in Figure 4-8.

4. Select a language and click OK.

Figure 4-8:
Identifying
foreign
language
words
for spell-
checking.



Translating Foreign Language Text

Office offers a gizmo for translating words and phrases from one language to another. The translation gizmo gives you the opportunity to translate single words and phrases as well as entire files, although, in my experience, it is only good for translating words and phrases. To translate an entire file, you have to seek the help of a real, native speaker.

Follow these steps to translate foreign language text:

1. Select the word or phrase that needs translating.



2. On the Review tab, click the Translate button and choose a Translate option on the drop-down list.

Office offers these ways to translate words:

- *Translate Document (Word only)*: Word sends the text to a translation service at Bing Translator, and the translated text appears on a Web page. Copy the text and do what you will with it. (If the wrong translation languages are listed, choose the correct languages from the drop-down lists.)

- *Translate Selected Text:* The Research task pane opens, as shown in Figure 4-9. Choose a From and To option to translate the word from one language to another.
- *Mini Translator:* After you choose this option, move the pointer over the word you need translated. (If the Mini Translator command doesn't list the correct language, select the Choose Your Translation Language option and then select a language in the Translation Language Options dialog box.)

Figure 4-9:
Use the
Research
task pane
to translate
a word or
phrase.

