

Spellcheck

Subject Descriptors:

OpenOffice.org, Spellcheck, Writer

Application (Version):

OpenOffice.org 3.1.0 Writer

Windows XP, Windows Vista

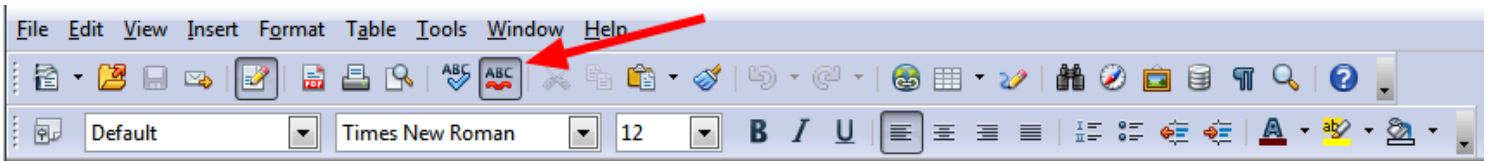
Task Description:

How do I use the spellchecker in OpenOffice? How do I correct misspelled words as I type? How do I add or delete a word from the dictionary?

Tutorial Date:

18 May 2009, by Tim Holmes

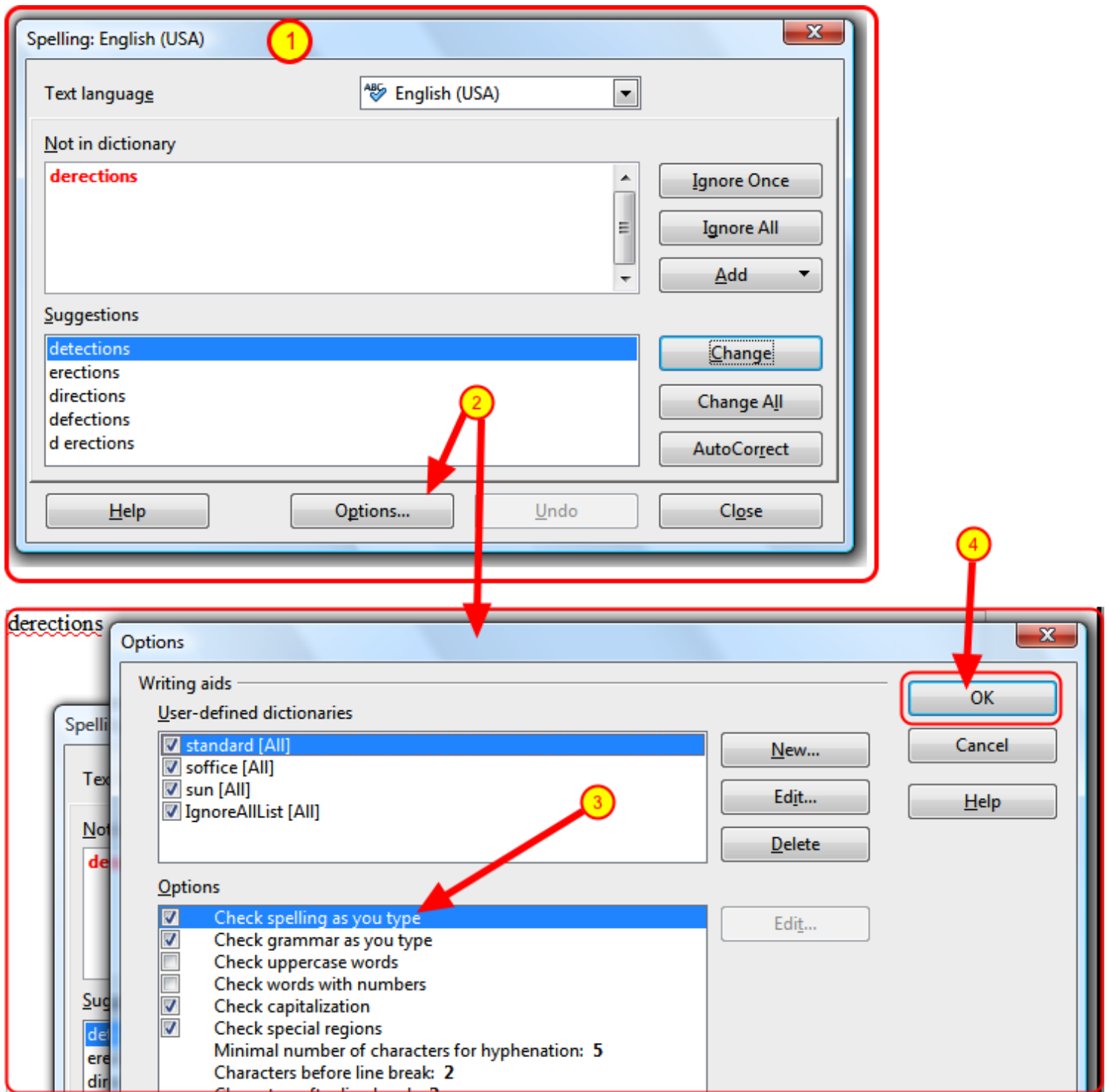
Activate AutoSpellcheck from The "Standard Toolbar"



When AutoSpellcheck is on, it automatically checks spelling as you type and underlines errors with a wavy red line. When the word is corrected, the red wavy line disappears.

- 1) Notice how the AutoSpellcheck icon looks on your Standard Toolbar. Click the AutoSpellcheck icon. The 'AutoSpellcheck' is on. (The icon now has a brighter background)
- 2) Click it again to turn it off. (The brighter background is now gone)

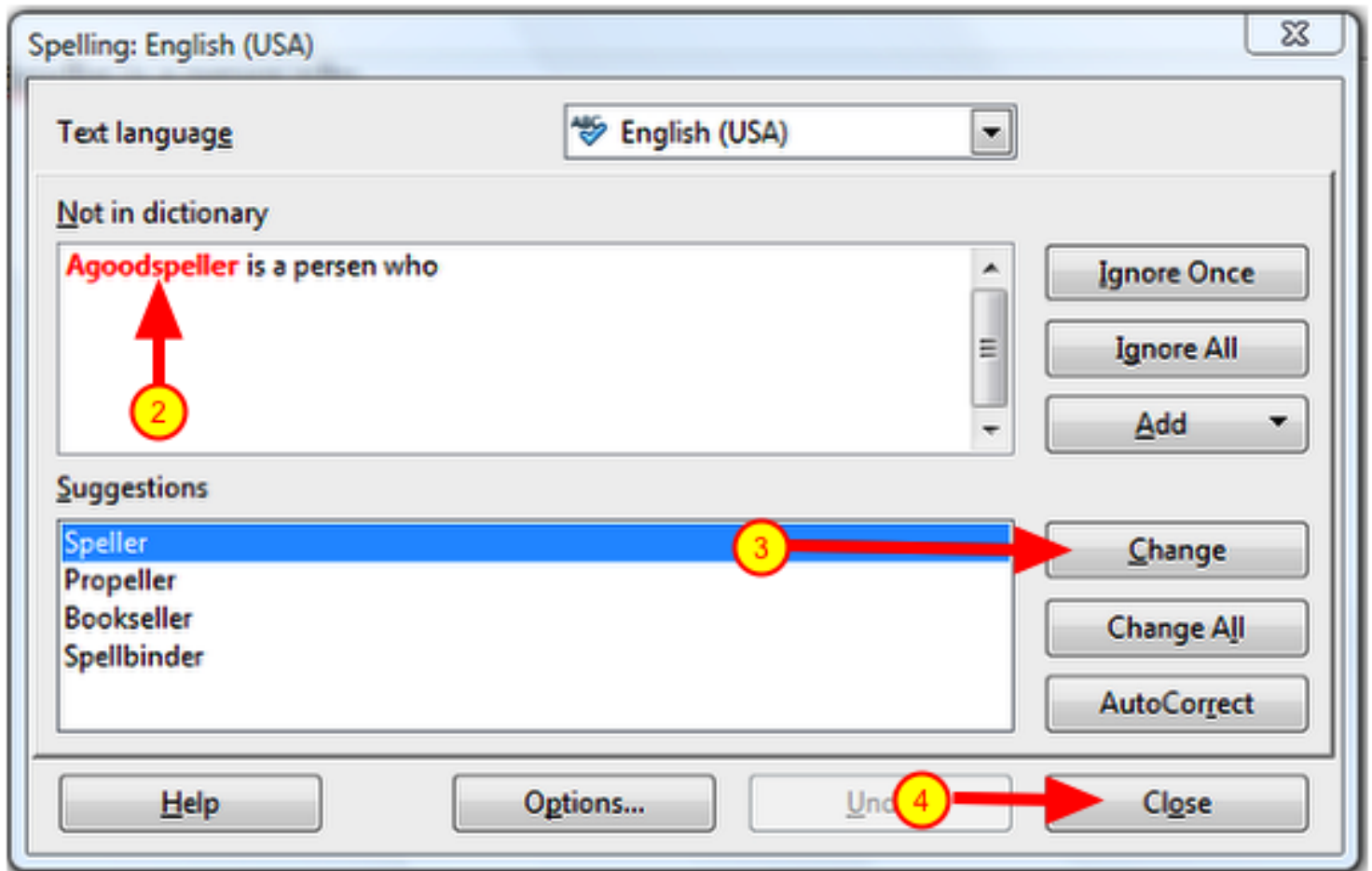
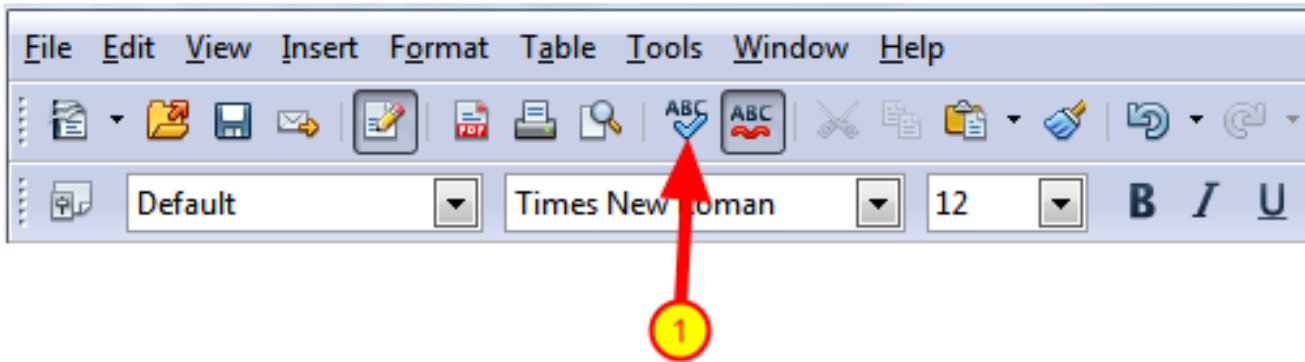
Activate AutoSpellcheck in the Spellcheck Window



Type derections. (notice that the word is spelled incorrectly) Press the space bar.

- 1) From the menu, click **Tools**, and then **Spellcheck**. The "Spellcheck" window appears.
- 2) Click Options. (The "Writing aids" window appears.)
- 3) In the menu box under Options, click **Check spelling as you type** to put a check mark by it.
- 4) Click OK.

Using Spellcheck On The Document Or A Text Selection



Type the words, Agoodspeller is a persen who. Press the space bar. (Typing errors and misspelled words are highlighted in the document with a red, wavy, underline.)

- 1) Click the **Spellcheck** icon. The "Spellcheck" window appears.
- 2) Under Not in dictionary, the word(s), "agoodspeller" will be in red. Place your cursor between the words, a good speller, in agoodspeller, and press the Space bar to add spaces, "agoodspeller" becomes "a good speller".
- 3) Click Change.

Persen will be the next word in red. Under Suggestions, persen will have two suggestions, person and per sen, select person. Click Change. "persen" becomes person.

Other choices are Ignore Once, Ignore All, Add, Change, Change All, and AutoCorrect.

4) Click Close.

Correct Misspelled Words As You Enter Text

Type the word, thae. Press the space bar. A red wavy line appears under the misspelled word, thae.

Right-click on the misspelled word, thae. A menu appears.

The menu will have a list of suggested corrections and a line to separate the suggested words from the your choice of the selections. Under the line are the selections:

"Spellcheck" opens the Spellcheck dialog.

"Add" gives you a choice of dictionaries to add the word.

"Ignore All" gives you the choice to ignore that word in the document

"AutoCorrect" gives you a list of suggested corrections.

Select the suggested correction, that.

The menu closes and the spelling of the word has been corrected .

If you make the same mistake again while typing the document, it will be corrected automatically. (These automatic replacements are only made during the current OpenOffice.org session).

Add A Word

1.

Type the word, Spellcheck. (A red, wavy line appears under the word.) This word is spelled correctly and we want to add this word to the dictionary.

2.

Right-click on the word, Spellcheck.

3.

Click Add . (A list of dictionaries appear.) Click standard.dic. (Soffice.dic and sun.dic are two other choices.)

4. " Spellcheck " will not have a red, wavy line under it the next time you type it. The word has been added to the standard dictionary.

Delete A Word

1.

Click Tools > Options > Language Settings > Writing Aids. (The "Options – Language Settings – Writing Aids" window appears.)

2.

Under User-defined dictionaries, click standard [All].

3.

Click Edit. ("Edit" is located on the right side of the "Options-Language Settings-Writing Aids" window. The "Edit Custom Dictionary" window appears.)

4.

If the word, possibly, is not in the dialog box below Word, type possibly.

5.

Click Delete > Close. (The "Edit Custom Dictionary" window closes.)

6.

Click OK. (The "Options > Language Settings > Writing Aids" window closes.)

7. If you happen to type the word, possibly, in your document, there will be a red wavy line under the word.

Add A Dictionary

1.

Click Tools > Options > Language Settings > Writing Aids. (The "Options – Language Settings – Writing Aids" window appears.)

2.

Click New. ("New" is located on the right side of the "Options-Language Settings-Writing Aids" window.)

3.

Type OpenOffice as the name of the new dictionary. (OpenOffice [All] appears in the list of dictionaries under User-defined dictionaries.)

4.

Click on OpenOffice [All] to put a check mark. Now when you add a word, OpenOffice will appear in the list of dictionaries.

5. Click OK. (The “Options – Language Settings – Writing Aids” window closes.)

Delete A Dictionary

1.

Click Tools > Options > Language Settings > Writing Aids. (The “Options – Language Settings – Writing Aids” window appears.)

2.

Under the User-defined dictionaries, click/select OpenOffice [All].

3.

Click Delete. (“Delete” is located on the right side of the “Options-Language Settings-Writing Aids” window.) You will see the message below.

4.

Click Yes. (The “OpenOffice” dictionary will no longer appear in the list of dictionaries.)

5.

Click OK. (The “Options – Language Settings – Writing Aids” window closes.)