



Spellcheck And Thesaurus

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Spellcheck

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.

Two Ways To Activate AutoSpellcheck.

1 - Activate AutoSpellcheck from The "Standard Toolbar"

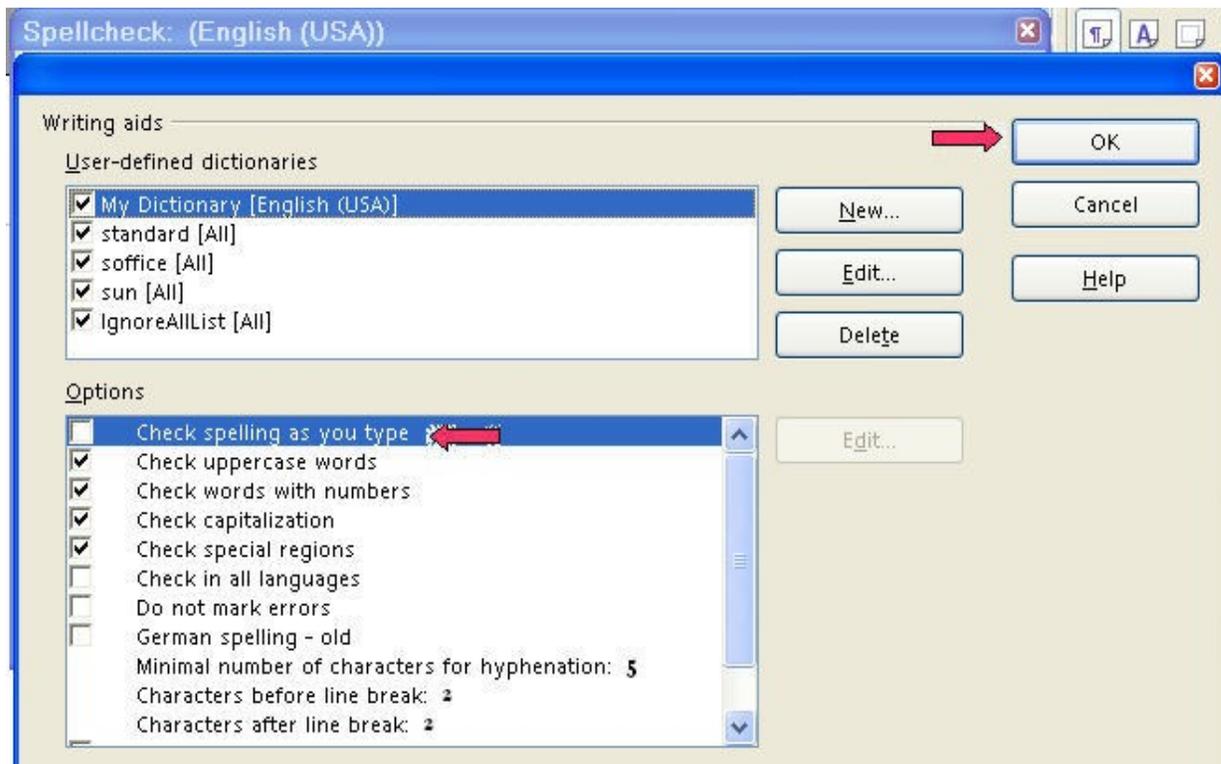


1. Notice how the **AutoSpellcheck**  icon looks on your **Standard Toolbar**. Click the **AutoSpellcheck**  icon. The 'AutoSpellcheck' is on. (The  icon now has a brighter background)
2. Click it again to turn it off. (The brighter background is now gone)

2 - Activate AutoSpellcheck in the Spellcheck Window

1. Type **derections**. (notice that the word is spelled incorrectly) Press the space bar. A red wavy line does not appear under "derections".
2. Click **Tools > Spellcheck**. The "Spellcheck "window appears.

3. Click **Options**. (The "Writing aids" window appears.) In the menu box under **Options**, click **Check spelling as you type** to put a check mark by it. Click **OK**.



4. Type **behaviour**. Press the space bar. You will see: behaviour.

Using Spellcheck On The Document Or A Text Selection

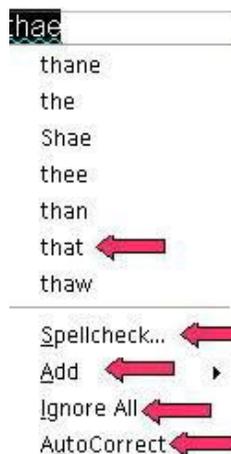
1. Type the words, **Agoodspeller is a persen who**. Press the space bar. You will see Agoodspeller is a persen who. (Typing errors and misspelled words are highlighted in the document with a red, wavy, underline.)
2. Click the **Spellcheck**, , icon. The "Spellcheck" window appears. Under **Not in dictionary**, 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". 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, **A**dd, **C**hange, **C**hange All, and AutoCorrect.



3. Click **C**lose.

Correct Misspelled Words As You Enter Text

1. Type the word, **thae**. Press the space bar. A red wavy line appears under the misspelled word, thae.
2. Right-click on the misspelled word, **thae**. A menu appears.



3. 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:

“**S**pellcheck” opens the Spellcheck dialog.

“**A**dd” 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.

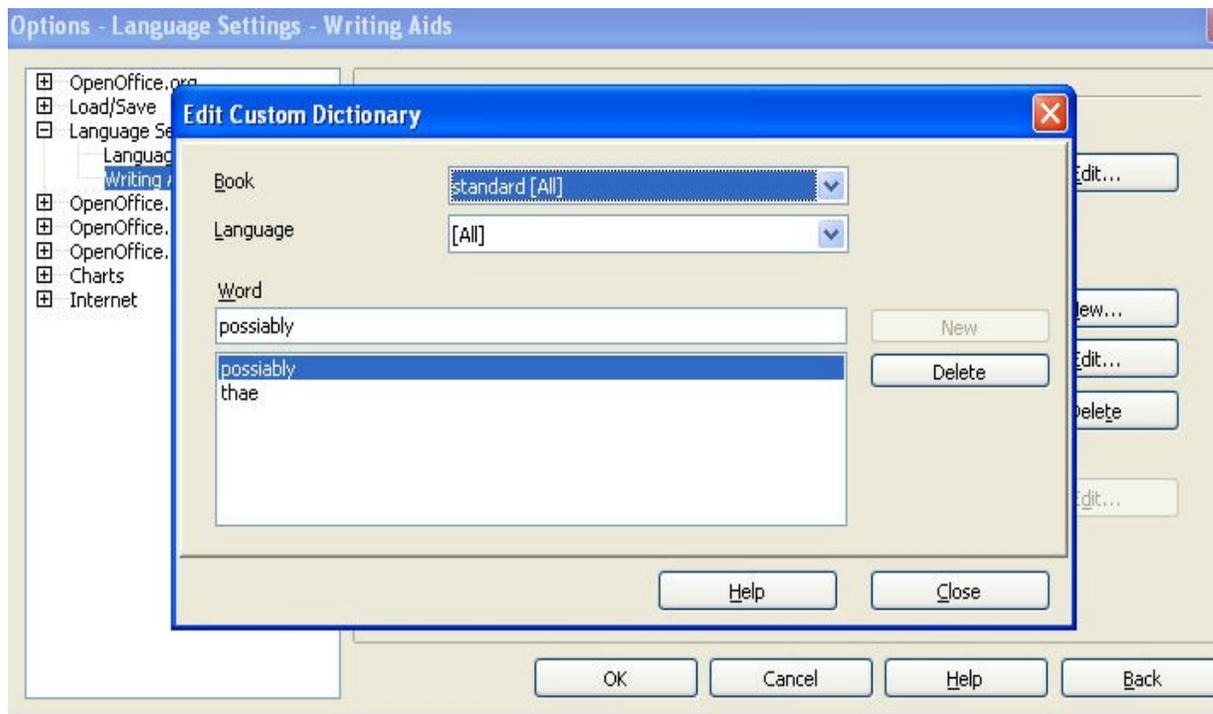
4. Select the suggested correction, **that**.
5. The menu closes and the spelling of the word has been corrected .
6. If you make the same mistake again while typing the document, it will be corrected automatically. (These automatic replacements are only made during the current OpenOffice.org session).

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.dic.

Delete A Word

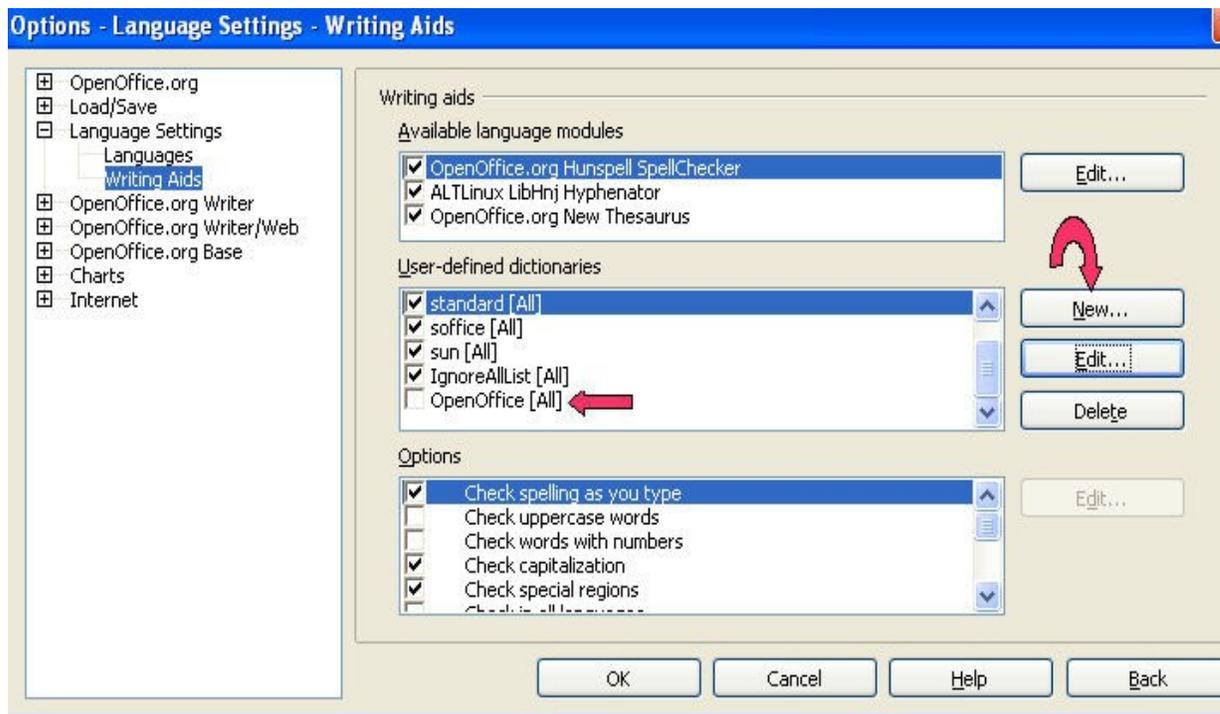
1. Click **T**ools > **O**ptions > **L**anguage **S**ettings > **W**riting **A**ids. (The “Options – Language Settings – Writing Aids” window appears.)
2. Under **U**ser-defined dictionaries, click **standard [All]**.
3. Click **E**dit. (“Edit” is located on the right side of the “Options-Language Settings-Writing 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.)

Thesaurus (Synonyms)

1. Type the word, **bargain**. Click on the word, **bargain**.
2. Click **T**ools > **L**anguage > **T**hesaurus. (The “Thesaurus” window appears.)
3. In the **M**eaning” pull-down menu, select the meaning, **(noun) deal**.
4. In the **S**ynonym box, select the word, **agreement (generic term)**.
5. Click the **OK** button. “Bargain” is replaced by the word, “agreement”.

Note

Tutorials are improved by input from users. We solicit your constructive criticism.

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