Adapting WORD 2007 to your needs.

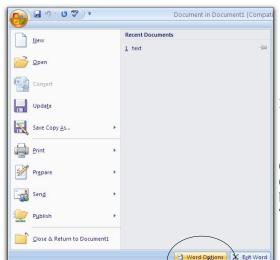
Spelling and Grammar

When a student is in the "writing process" and has followed the pre-writing activities of gathering information, brainstorming and creating some sort of outline, the writing of the first draft should consist of committing ideas to paper.

The active spelling and grammar checker can interfere with this process by giving immediate feedback to the student with the little red and green lines under questionable writing, thereby distracting and often causing the loss of the train of thought. Spelling and Grammar checkers are useful but need to be used at the right time in the process for the needs of the writer.

To stop these functions from running automatically;

Go to Microsoft Office Logo in the top left hand corner of the screen and click on it.



U ABC 19 = Home Insert Page Layout References * 17 * A A A Cambria B I U - abe x x Aa - aby - A -Paste Clipboard 👨 Font

In the pop-up window select Word Options from the bottom right corner.

Word Options

Display

Proofing

Advanced

Customize

Trust Center

Resources

Add-Ins

Save

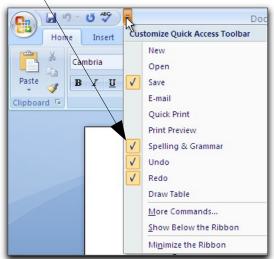
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Home

Click on the Option button "Proofing".

Uncheck the "Check spelling as you type" and "Mark grammar errors as you type".

You can customize your tool bar to run Spelling and Grammar by checking it in the Customize pop-up.



When you do want to check spelling or grammar, click on



Settings...

Change how Word corrects and formats your

Change how Word corrects and formats text as you type:

When correcting spelling in Microsoft Office programs

AutoCorrect options

☑ Ignore words in <u>U</u>PPERCASE

✓ Flag repeated words

Custom Dictionaries...

Check spelling as you type se contextual spelling

Mark grammar errors as you type

Check grammar with spelling

Show readability statistics

Recheck Document

Writing Style: Grammar Only

✓ Ignore words that contain numbers ✓ Ignore Internet and file addresses

Enforce accented uppercase in French Suggest from main dictionary only

French modes: Traditional and new spellings

When correcting spelling and grammar in Word

The pop-up window will show the text in context with spelling in red and grammar in green, as well as suggested spellings in a box below the text. The writer can then select to correct spelling from the list and click change or make the change right in the text box if the correct spelling does not appear in the suggestion list.