

## I. Setting Up Word Spelling and Grammar Checkers

1. Open up MS-Word.
2. From the menu bar, select **Tools / Options...** (Note: if "Options" isn't visible, click on the double-down arrows)
3. In the **Options box**, make sure the following options are checked

a. **Spelling**

- Check spelling as you type**
- Always suggest corrections**
- Ignore words in UPPERCASE**
- Ignore words with numbers**
- Ignore Internet and file addresses**

b. Custom dictionary = **CUSTOM.DIC**

c. Grammar

- Check grammar as you type**
- Check grammar with spelling**
- Show readability statistics**

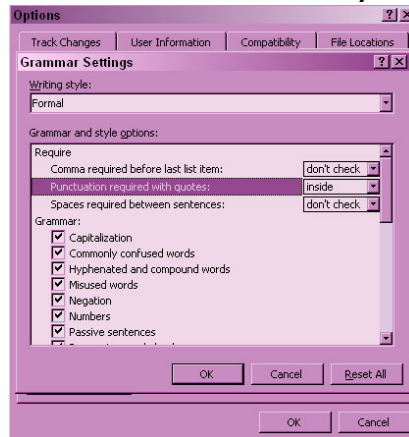
d. Writing style =

- Formal**

4. Now click on **Settings....**

a. In the **Grammar Settings box**, confirm that the **Writing style** you've chosen is "**Formal.**"

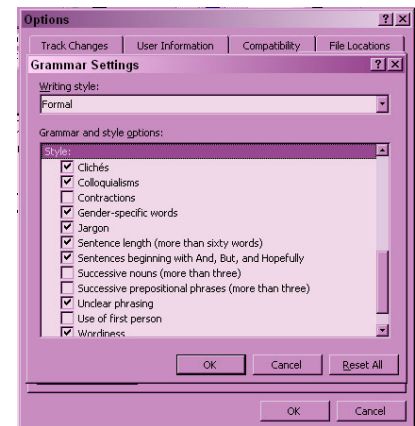
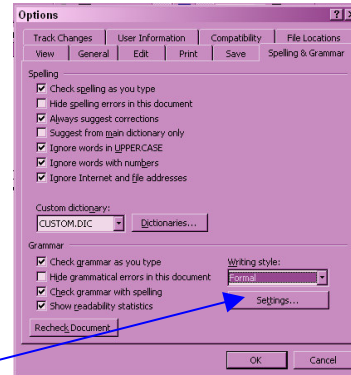
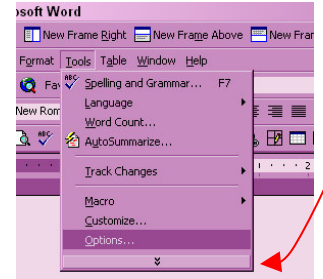
- Then, under "**Require,**" set **Punctuation required with quotes** to "**inside.**"
- Then under **Grammar**, make sure **every box is checked**.



- Then under **Style**, make sure **every box is checked except contractions, successive nouns, successive prepositional phrases, and use of first person** (note: other instructors may prefer you to set these options differently).

b. Click **OK**.

5. Click **OK** again. Now your spelling and grammar preferences are set!



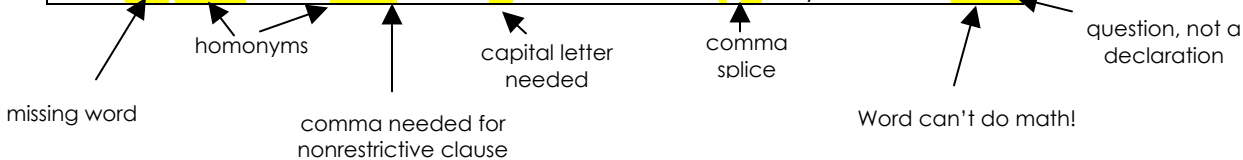
## II. Using Spelling and Grammar Checkers

If you set up and enable Word properly, it will catch many *but not all* spelling, grammar, and punctuation errors. It will also, unfortunately, identify some correct conventions as incorrect. It is important that you use the spelling and grammar checkers as guides but that you not rely on them. There is simply no substitute for a knowledgeable (i.e., someone who knows the rules of language) human (i.e., you) checking your work! Look at the following sentence, for example:

There sum errors hear which word can't catch, can you find all seven.

This should read as follows:

There **are some** errors **here,** which **Word** can't catch. **C**an you find all **nine?**



That being said, Word can be quite helpful, particularly if you know how to use it. Here are some tips.

If you have Word set to check grammar and spelling as you type, you will notice that as you type, Word will insert red squiggly lines under words it thinks are misspelled and green squiggly lines under phrases it thinks are ungrammatical. If you have Word set to AutoCorrect (discussed later), it will also automatically insert spelling changes or abbreviations. These may or may not be what you want.

In this sentence, you can see both the red squiggly line placed under a misspelled word, as well as the green squiggly lines which is placed under a grammatical error.

Writers often ignore these squiggly lines, but they are in fact quite useful. Simply highlight the word(s) under which there are squiggly lines and right click on the word(s). Suggested revisions will appear.

Here, Word accurately suggests that you correct "squigly" to "squiggly."

In this sentence, you can see both the red squiggly line placed under a misspelled word, as well as the green squiggly lines which is placed under a grammatical error.

**lines, which**  
**lines that**

Ignore

Grammar...

About this Sentence

**squiggly**

Ignore All

Add

AutoCorrect >

Language >

Spelling...

**"That" or "Which"**

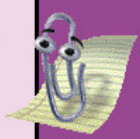
If the marked group of words is essential to the meaning of your sentence, use "that" to introduce the group of words. Do not use a comma. If these words are not essential to the meaning of your sentence, use "which" and separate the words with a comma.

- Instead of: Did you learn the dance, that is from Guatemala?
- Consider: Did you learn the dance, which is from Guatemala?
- Or consider: Did you learn the dance that is from Guatemala?

- Instead of: We want to buy the photo, which Harry took.
- Consider: We want to buy the photo, which Harry took.
- Or consider: We want to buy the photo that Harry took.

Right-click on me and then "hide" me to make me go away!



Here, Word makes two suggestions (**lines, which** versus **lines that**). If you can't decide, click on "About this Sentence," and the annoying (but in this case, useful) "Mr. Paperclip Assistant" will pop up with an explanation. In this case, which do you think is correct? Should it read "... green squiggly lines, which ..." or "green squiggly lines that ..."?

So, now you make the corrections. But a new error appears. In the "corrected" sentence below, you can (barely) see the squiggly line under the incorrect verb form "is," which a right click of the mouse suggests should be "are."

In this sentence, you can see both the red squiggly line placed under a misspelled word, as well as the green squiggly lines that is placed under a grammatical error.

**are**

Ignore

Grammar...

About this Sentence

As noted, there are many times when Word makes incorrect or unnecessary suggestions, as in the case of the following, which appears as the header of each page in this document:

**Making the Most of Your Word Processor © 2005-2006 Martha J. Bianco, Ph.D. 1**

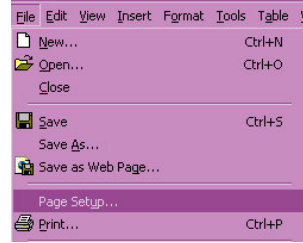
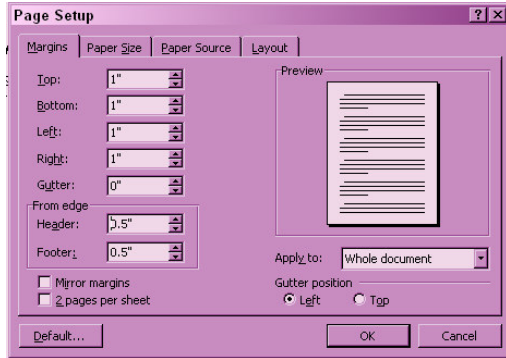
Word considers the entire header a sentence fragment and suggests "bionic" as the correct spelling of my name. Using my human intelligence – greatly superior to that of a mere computer program – I choose to keep the header as I have it and not to change my name (although I'm flattered that Word considers "bionic" as a potential substitute for "Bianco"). One more point: when you run your final spell check, Word will generate "readability statistics," which will include a word count. You can also request a word count any time by selecting the portion of your paper you want to count and clicking on [Tools / Word Count](#).

### III. Other Ways to Make Word Work for You

#### A. Page Setup

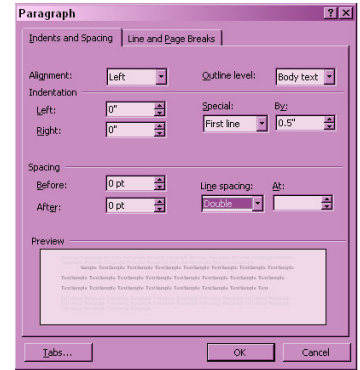
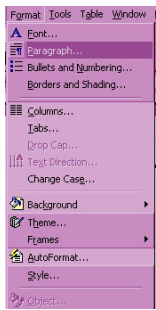
Word allows you to format your paper so that the space, tabs, and margins conform to MLA requirements.

1. From the menu bar, select **File / Page Setup...**
2. Under **Margins**, set all the margins to **1"**



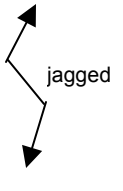
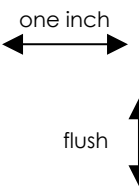
#### B. Spacing and Indentation

1. From the menu bar, select **Format / Paragraph...**
2. Under **Indents and Spacing**, set **Alignment** to **Left**; make sure your paper is not "justified."
3. Set **Special:** to **First line** and **By:** to **0.5"** – this will make it so every time you hit enter and begin typing again, the first line of your new paragraph will automatically be indented five spaces (one tab; half an inch).
4. Also under **Indents and Spacing**, set **Line spacing** to **Double**. This will double space your paper.



The results will look like this when you type. At the end of each paragraph, just hit

[enter] once, not twice. If you hit [enter] twice, you will insert an extra space, which is unnecessary and just uses up paper. Notice that the right-hand margin is jagged, but the left-hand margin is flush. That's the result of aligning your paper to the left, as opposed to justifying the alignment. Justified alignment is not acceptable in college.

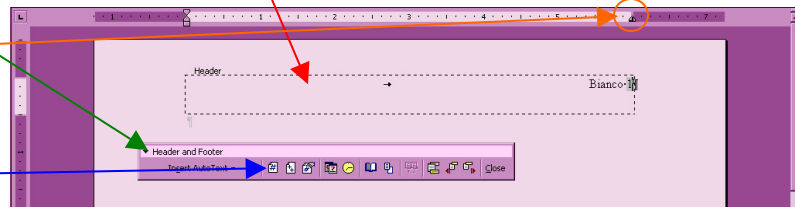
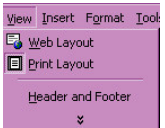


#### C. Inserting Headers

You can insert a header that inserts MLA-required header information at the top of each page automatically.

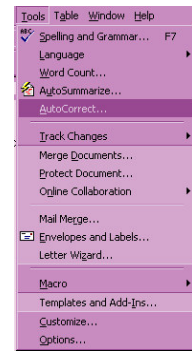
From the menu bar, select **View / Header and Footer**. An **empty header box** will show up, along with the **Header and Footer menu bar**. Remove

any tab markers from the ruler bar except the tab marker to the **far right**. Position your cursor within the header box and hit tab. Your cursor should end up to the far right. Type your last name and a space and then click on the **# symbol in the Header and Footer menu bar**. This will insert the page number. This information will show up on each page of your paper, with the page number advancing automatically.

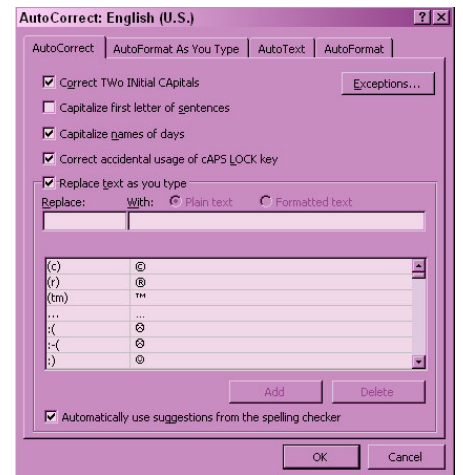
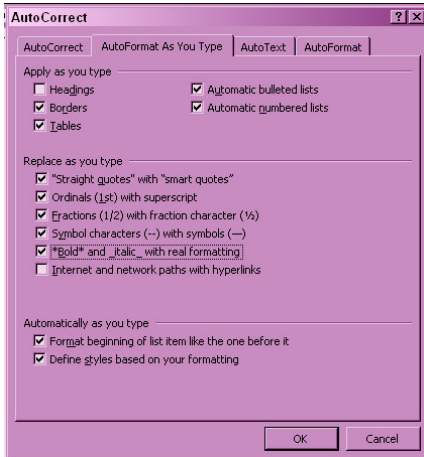


### D. Using AutoCorrect

- From the menu bar, select **Tools / AutoCorrect...**
- Under **AutoFormat As You Type**, make sure at least the following are checked under **Replace as you type**:
  - "Straight quotes" with "smart quotes"
  - Ordinals (1st) with superscript
  - Fractions (1/2) with fraction characters ( ½ )
  - Symbol characters (--) with symbols (–)



- Also in the **AutoCorrect** submenu, select **AutoCorrect** and make sure the following are checked:
  - Correct Two Initial Capitals
  - Capitalize names of days
  - Correct accidental usage of cAPS LOCK key
  - Replace text as you type
  - Automatically use suggestions from the spelling checker

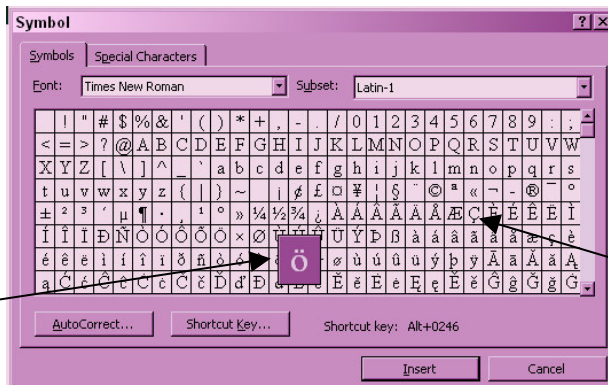
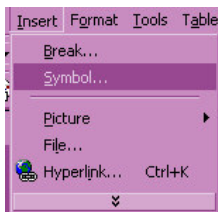


**Tip:** You may want to “override” these autocorrection settings from time to time. For example, suppose you want the first two letters of a word capitalized or you want a word spelled a certain way that is different from the spelling checker suggestion. Simply hit **ctrl-z** as soon as Word makes the automated change, and your original intention reappears.

### D. Formatting font and inserting symbols, such as accented letters

You may need to type words with italics, underscoring, or accent marks.

- To format a word in italics, for example, select the word and hit **ctrl-i**. To underline the word, select it and hit **ctrl-u**. To make the word boldface, select it and hit **ctrl-b**.
- To insert a word that has an accented letter, such as an umlaut over an o (ö), from the menu bar, select **Insert / Symbol...**
- Next, choose your font (probably Times New Roman) and scroll down until you find the character you're looking for. Click on the character and then click on **Insert**. In this example, the ö is highlighted and enlarged. A second arrow points to a capital C with a cedilla (Ç), another letter you may need. Click **insert**.



You can type words like *Gemeinschaft* and Tönnies and **underscore** book titles or put your name in **bold print**.