This tutorial shows you how to revise your Spellcheck preferences so that it will also check any words in all capital (uppercase) letters. That will help you detect possible misspellings on your title page and throughout the text. Many students have misspelled their own name or words in their thesis/dissertation title for years, and it's partly because Spellcheck is set to ignore words in uppercase letters.

When you are in your Word file, go to the upper left and click on Word so the pulldown menu appears, and then click on Preferences



When the next window opens, click on the Spelling and Grammar icon



When the window opens, **uncheck** the two boxes in the column on the right set to Ignore Words in Uppercase, and Ignore Words with Numbers.

	/ :::: Spelling Gra	
Spelling		
🗸 Always sug	gest corrections	Ignore words in UPPERCASE
🗹 Check spel	ling as you type	Ignore words with numbers
Flag repeated words		Suggest from main dictionary only
🗹 Frequently	confused words	
🗹 Ignore Inte	rnet and file path addresses	
Custom diction	nary: Custom Dictionary	Dictionaries
Advanced La	anguage Settings	
Advanced Et		
Grammar		
Grammar	nmar as you type	
Grammar Check gran	nmar as you type ability statistics	
Grammar Check grar Show reada Writing style:	nmar as you type ability statistics Grammar & Refinements 📀	Settings

Your version of Word will periodically be updated. You should get into the habit of looking at your preferences now and then, just to make sure that some update hasn't reset those two boxes and you're no longer checking words in all caps, etc.

One side effect of this is that any acronym or abbreviation you use in your work will also now be flagged as misspelled, To stop this, put your cursor on the acronym/abbreviation (making sure you have spelled it correctly first) and do a right click with your mouse.

When the menu appears, click on "Ignore All" and the red squiggle should disappear for that and all subsequent uses of the acronym. Click on "Add to Dictionary" so that spellcheck will not consider the word misspelled on subsequent openings.

LIST OF ABBREVIATIONS

		Adeno-associated virus
/A		Analysis of variance
<u>\n</u>		Calcium imaging analysis
ш	c	Calcium-calmodulin-dependent protein kinase II
Spelling		Dentate gyrus
DALI [No reference information]		Gamma-aminobutyric acid
DAP [No reference information]		Green calmodulin protein
DADI [No reference information]		Genetically encoded calcium indicator
Add to Dictionary Janore Once		Green fluorescent protein
Ignore All		Hybridization chain reaction
Add to AutoCorrect	>	Lateral entorhinal cortex
Reply To Comment		Light emitting diode
Delete Comment		x 1011
Resolve Comment		Local field potential
Smart Lookup	^%L	Lox-stop-lox
Translate	^~~#T	Memory associated neuron
Hyperlink	жĸ	
New Comment		Medial entorhinal cortex