## Spellcheck Tutorial

Spellcheck is set to ignore words in uppercase letters. This tutorial shows you how to revise your Spellcheck preferences so that it will check any words in all capital (uppercase) letters. That will help you detect possible misspellings on your title page and throughout the text.

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.

Authoring a	nd Proofing	g Tools		
General	View	Ribbon & Toolbar	Edit	ABC Spelling & Grammar
East Asian Languages				Sets options for the spelling and grammar checke
Output and	Sharing			
Save	Print	Track Changes		
Personal Se	ttings			
		9		
User	Security	File Locations	Privacy	Show Your

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

Spellina		
Alwavs sug	gest corrections	Ignore words in UPPERCASE
Check spel	ling as you type	Ignore words with numbers
Flag repeat	ed words	Suggest from main dictionary only
Frequently	confused words	;; , , , ,
Ignore Inter	net and file path addresses	
Custom diction	nary: Custom Dictionary	Dictionaries
Advanced La	nguage Settings	
Grammar		
Grammar ✔ Check gran	nmar as you type	
Grammar ✔ Check gran	nmar as you type Ibility statistics	

Word will periodically update. Check preferences to make sure an update hasn't reset those two boxes and you're no longer checking words in all caps, etc.

Any acronym or abbreviation you use in your work will 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 all uses of the acronym. Click on "Add to Dictionary" spellcheck will not consider the word misspelled on subsequent openings.

	Ad	eno-associated virus
VA		Analysis of variance
		Cornu Ammonis
<u>An</u>	Calci	um imaging analysis
кш	Calcium-calmodulin-depend	ent protein kinase II
Į	4',6-diami	dino-2-phenylindole
Spelling		Dentate gyrus
DALI [No reference information]	Gamm	a-aminobutyric acid
DAP [No reference information]	Green	n calmodulin protein
[No reference information]	Genetically encod	ed calcium indicator
Add to Dictionary Ignore Once	Gree	n fluorescent protein
Ignore All	Hybridiz	zation chain reaction
Add to AutoCorrect	>Late	ral entorhinal cortex
Reply To Comment		Light emitting diode
Delete Comment Resolve Comment		Local field potential
Smart Lookup	^%L	Lox-stop-lox
Translate		v-associated neuron
Hyperlink New Comment	೫ K Med	ial entorhinal cortex
A		ger ribonucleic acid