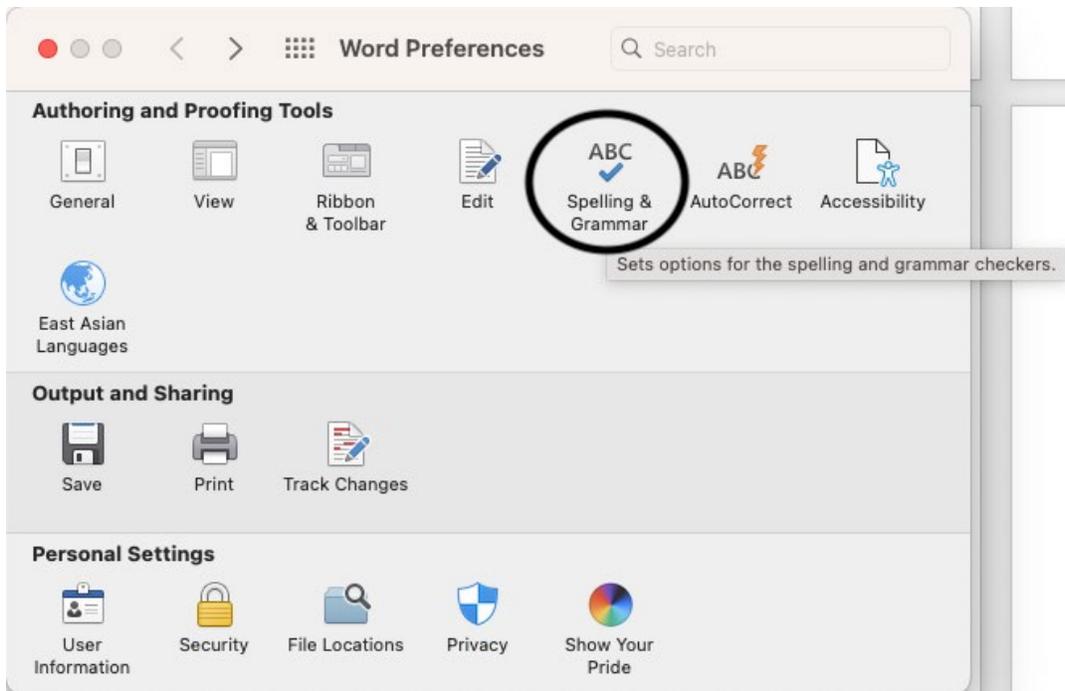Spellcheck Tutorial

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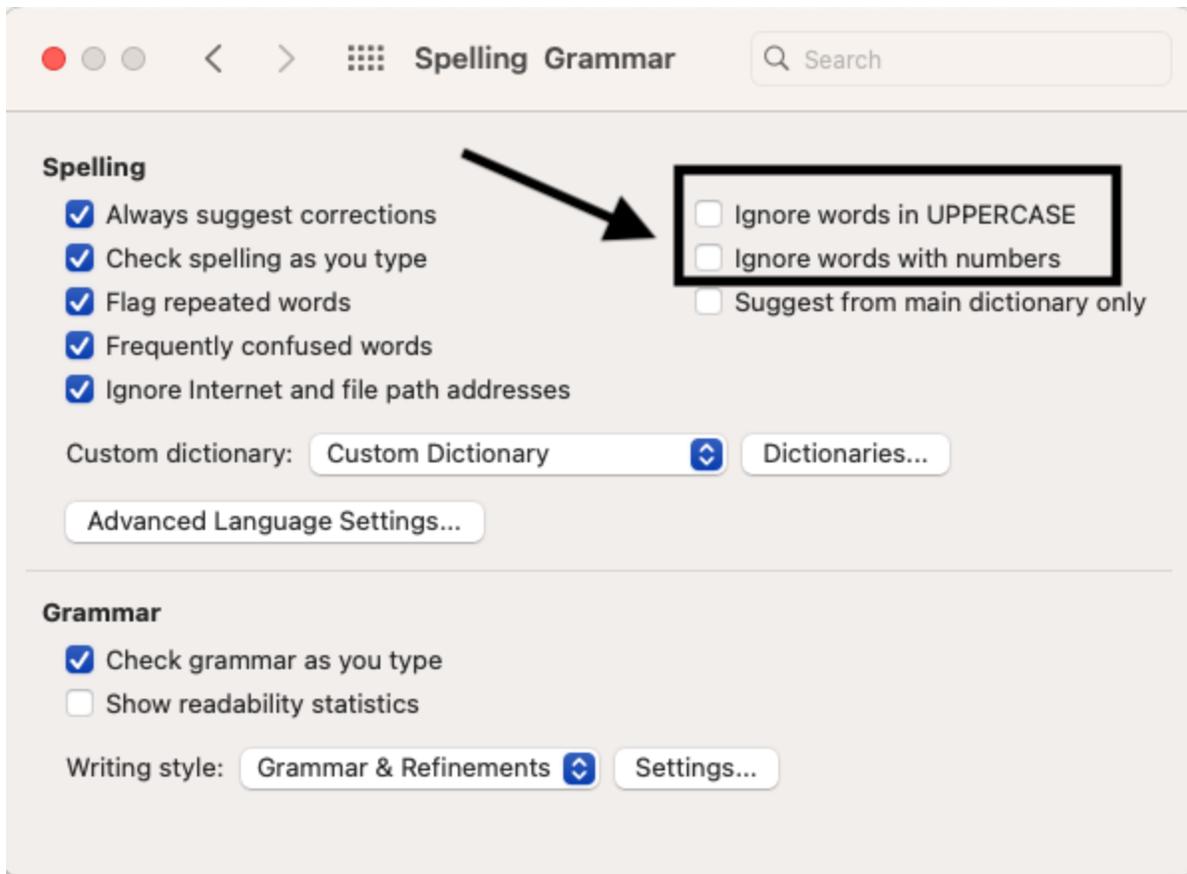
When you are in your Word file, go to the upper left and click on Word so the pulldown menu appears, and then click on Preferences.

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

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.

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.

LIST OF ABBREVIATIONS

AAV ....Adeno-associated virus

ANOVA .... Analysis of variance

CA .... Cornu Ammonis

CaImAn..Calcium imaging analysis

CaMKII .... Calcium-calmodulin-dependent protein kinase II

DAPI ....4',6-diamidino-2-phenylindole

DG..Dentate gyrus

GABA .... Gamma-aminobutyric acid

GCaM .... Green calmodulin protein

GECI ....Genetically encoded calcium indicator

GFP... Green fluorescent protein

HCR ....Hybridization chain reaction

LEC..Lateral entorhinal cortex

LED... Light emitting diode

LFP..Local field potential

LSL .... Lox-stop-lox

MAN..Memory-associated neuron

MEC..Medial entorhinal cortex

mRNA .... Messenger ribonucleic acid

KF 12.5.24