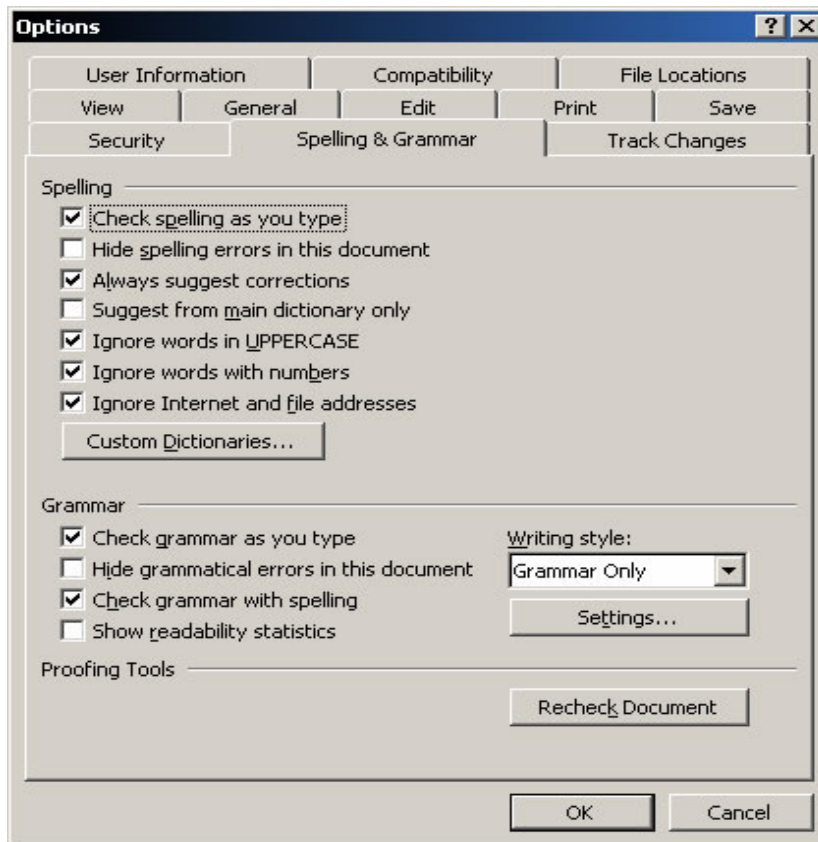


How to set your spelling and grammar settings in Microsoft Word

These are the settings that will serve you best in your writing assignments.

Spelling:

- 1) On the **Tools** menu, click **Options**, and then click the **Spelling & Grammar** tab.
- 2) Under **Spelling** select the following (place a check mark in the following boxes)
 - a) Check spelling as you type
 - b) Always suggest corrections
 - c) ignore Internet and file addresses
 - d) Be sure to clear the check marks from ALL the other boxes under the “Spelling” section.



Grammar and style:

- 1) On the **Tools** menu, click **Options**, and then click the **Spelling & Grammar** tab.
- 2) Place check marks in the following boxes
 - a) Check grammar as you type
 - b) Check grammar with spelling
 - c) Leave the other boxes empty
- 3) In the **Writing style** box, select grammar and style
- 4) Click **Settings**.

If you are setting options for text that is written in a language other than your language version of Microsoft Word, the options may vary slightly.

5) In the **Grammar and style options** box do the following:

In the **required** section:

- a) Comma required before last list item >> always
- b) Punctuation required with quotes >> Inside
- c) Spaces required between sentences >>2
- d) The rest of the check boxes in this box

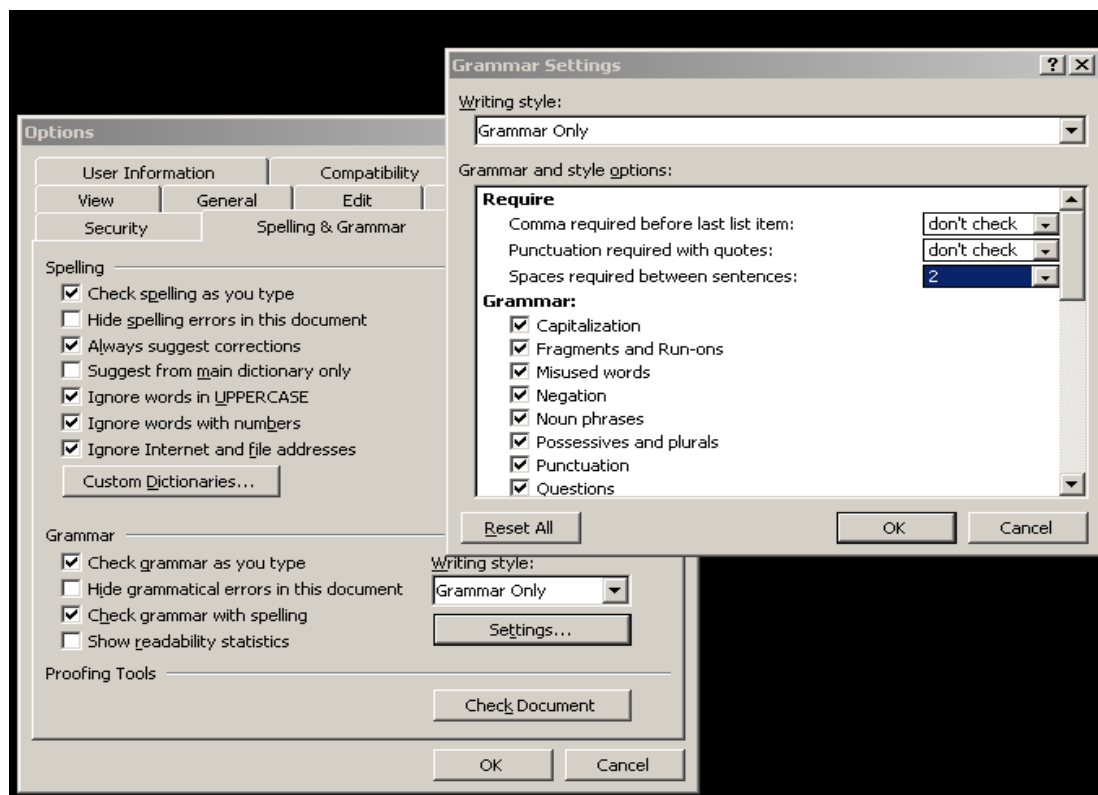
In the **grammar** section:

- e) Leave all the boxes untouched as the settings are correct.

If you are setting options for text that is written in a language other than your language version of Word, the options may vary slightly. For example, some group names might be different, and others, such as **Require**, may not appear.

Note: To restore the original rules of the selected grammar and writing style, click **Reset All**.

If you have any questions about these settings please contact me (Adam Farrell – Librarian) at afarrell@aii.edu or phone 604-298-5492 ext 5263



Note: The grammar and spelling features in Word will not tell you if you have used the wrong word if it is spelt correctly e.g. spelling vs. smelling. These features are not always CORRECT – so check with another source if you are unsure.