Linux

Hold down the *Compose* key and type two hyphens and a period for an en dash, or three hyphens for an em dash. The dash appears when you release the *Compose* key.

> **ⓘ Tip**
>
> The key that operates as a *Compose* key varies with the Linux distribution. It is usually one of the *Alt* or *Win* keys, but may be another key, and should be user-selectable.

Checking spelling and grammar

Spelling

Writer provides a spelling checker, which checks to see if each word in the document is in the installed dictionary. Also provided is a grammar checker within the Spelling dialog, which can be enabled or disabled in the Spelling dialog.

Automatic Spell Checking checks each word as it is typed and displays a wavy red line under any unrecognized words. Right-click an unrecognized word to open a context menu (Figure 26). You can click one of the suggested words to replace the underlined word with the one selected. If the list does not contain the word you want, click **Spelling** to open a dialog. When the word is corrected, the line disappears. If the word is correct but not in the dictionary, you can chose **Add to dictionary** to add it.
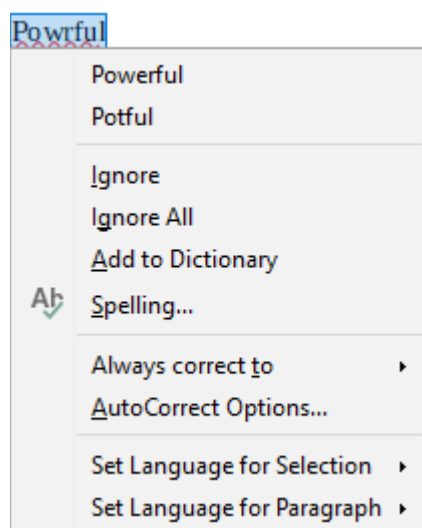

Figure 26: Spelling context menu

To enable automatic checking, go to **Tools** on the Menu bar and select **Automatic Spell Checking**, or click the **Automatic Spell Checking** icon (which may not be displayed by default) on the Standard Toolbar, or go to **Tools > Options > Language Settings > Writing Aids** and select **Check spelling as you type** in the *Options* list.

If the document has change tracking enabled, then the context menu contains extra options relating to changes in the text.

The choices in the second and third sections of the menu are:

Ignore

This one instance of the underlined word will be ignored while the document is open. Other instances, if they exist, will still be underlined. This setting is not stored with the document.