

The elements of the Spelling dialog are as follows.

### **Text language**

The language to be used for the spelling checking can be selected from this list. If the spell check is enabled for this language, a check mark is displayed in front of it.

### **Not in dictionary**

The sentence containing the error is displayed in the pane. If an unrecognized word is found, it is highlighted.

If the error is grammatical, then it is indicated in a pale colored bar below the Text language setting (Figure 29). The sentence or the word can be edited in the pane.

### **Suggestions**

The box contains suggested replacements for the highlighted word. Select a word and then select **Correct** or **Correct All** to replace it.

For grammatical errors there is a single choice. Select **Change** to accept the suggestion.

### **Ignore Once, Ignore All, and Add to Dictionary**

Clicking one of these buttons has the same effect as the item in the context menu described above.

### **Ignore Rule**

When checking grammar, you can choose to ignore the suggested change.

### **Correct**

Replaces the unknown word with the suggested word. If the sentence was edited, the whole sentence is changed.

For grammar, the suggested replacement is used to correct the text.

### **Correct All**

This replaces all instances of the word with the selected replacement word. Not available for grammar checking.

### **Always Correct**

This behaves in a similar fashion to **AutoCorrect**.

### **Undo**

This button is enabled when a change has been made to the sentence, so you can reverse the change. The button is not available if you use a **Correct** button to replace a word.

### **Options**

Click this button to open the Options dialog where you can select user-defined dictionaries and set the spell checking rules.

## **Grammar**

By default, **Check grammar as you type** is enabled in **Tools > Options > Language Settings > Writing Aids > Options**. Automatic Spell Checking must be enabled for this to work.

If any errors are detected, they are shown underlined by a wavy blue line. Right-clicking on this line brings up a context menu which may be similar to one of those shown in Figure 28.

The first entry in the menu describes the suspected broken grammatical rule.

The second menu item in the left example is **Explanations**, which opens your browser to a web page offering more information about the error. This entry is not always present in the context menu, as seen in the second example in Figure 28.