

## Ellipsis

Replaces three consecutive periods (full stops) with the correct typographical symbol.

## Minus sign

Replaces a hyphen with the correct minus typographical character.

## Others

### Convert to metric; Convert to non-metric

Converts quantities in a given type of unit to quantities in the other type of unit.

### Thousands separation of large numbers

Depending on the locale setting for the document, converts a number with five or more significant digits to either use a comma as a thousands separator or the ISO format, which uses a narrow space as a separator.

## Using synonyms and the thesaurus

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You can access a short list of synonyms from a context menu (Figure 31).

- 1) Right-click a word and point to **Synonyms** on the context menu. A submenu of alternative words and phrases is displayed.
- 2) Click a word or phrase in the submenu to have it replace the highlighted word or phrase in the document.

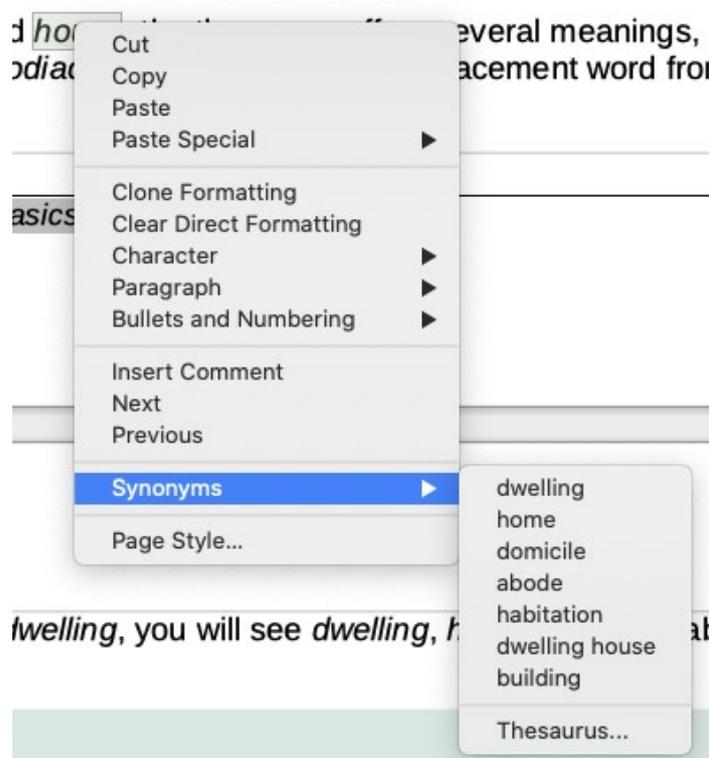


Figure 31: Synonyms on the context menu

The thesaurus gives a more extensive list of alternative words and phrases. To use the thesaurus:

- 1) Right-click on a word, point to **Synonyms** in the context menu, then click **Thesaurus** in the Synonyms submenu. See Figure 31.
- 2) In the Thesaurus dialog (shown in Figure 32), click a word or phrase in the list of meanings to select it.
- 3) Click **Replace** to make the substitution.