

CHAPTER SIX: USING SPELLING AND RESEARCH TOOLS

This Chapter Will Include:

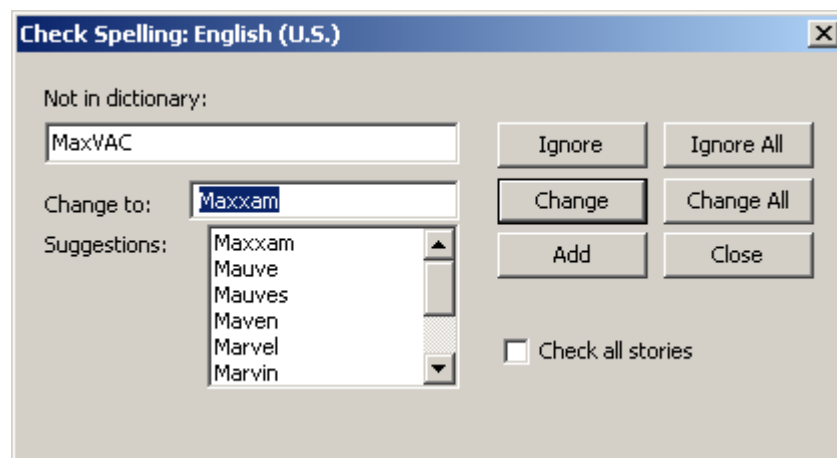
- Using the Spelling Tool
- Using the Thesaurus
- Finding and Replacing Words

Using the Spelling Tool

The **Spelling** tool checks the spelling in your presentation against a dictionary built in to Microsoft Publisher. When a word is misspelled, a **red squiggly line** appears beneath it.

To correct spelling, follow these steps:

1. To check the entire presentation for errors, find the **Spelling** button on the **Menu toolbar** and click it.
2. If there are no errors, a dialog box will tell you the check is complete. If there are errors, however, the **Spelling Dialog Box** will appear with suggestions for correcting each misspelled word.

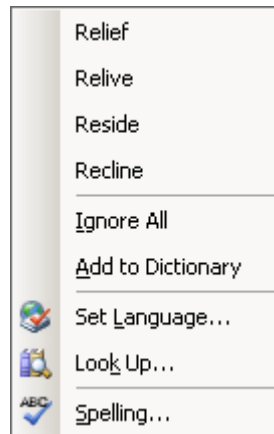


3. The **Change To** box displays Publisher's suggestion for correcting the word, while the **Suggestions** box displays a list of similar words.
4. To correct an error, select the suggestion from the list and click **Change**. To correct all instances of this error, click **Change All**.
5. If you want to add a word to the dictionary, click **Add**.
6. To ignore an error, click **Ignore** to have the check skip over the error once, or **Ignore All** to have the check ignore all appearances of this error.
7. To check all stories in a publication, make sure the **Check all Stories** box is checked. Otherwise, Publisher will only check the story your cursor is currently in.
8. When the check is complete, a dialog box will tell you so.

As you type, you may notice that Publisher flags spelling errors as soon as they appear.

To correct these errors as you type, and not all at once, follow these steps:

1. Right-click on a word or group of words with a red squiggly line beneath it.
2. A drop-down menu will appear beside the word. This menu strongly resembles the Spelling Dialog Box in compact form.



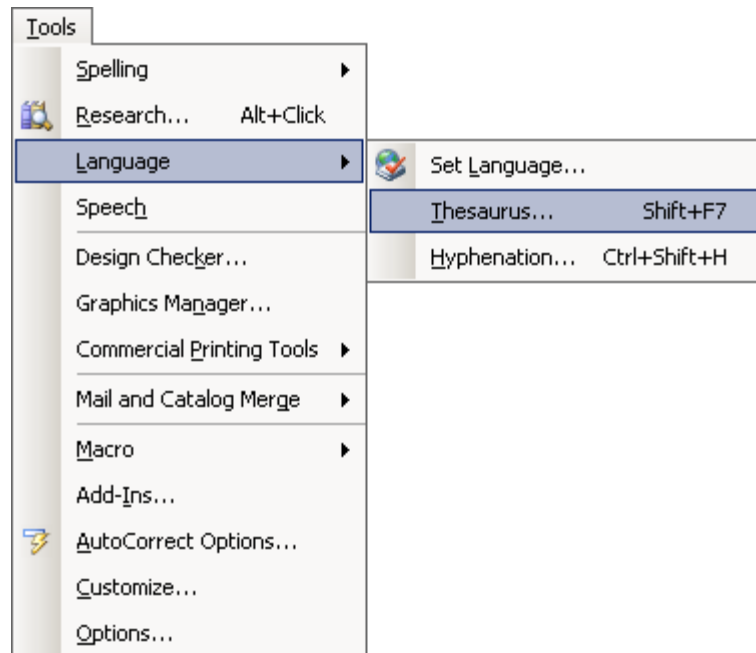
3. To make changes, select the correct word from the list or choose either **Ignore All** or **Add to Dictionary**.
4. In this menu, only a select number of spelling suggestions appear. If you are looking for more suggestions, you can open the Spelling Dialog Box by choosing **Spelling** from the drop-down menu.
5. When you have made a change, the red line will disappear and the drop-down menu will close.

Using the Thesaurus

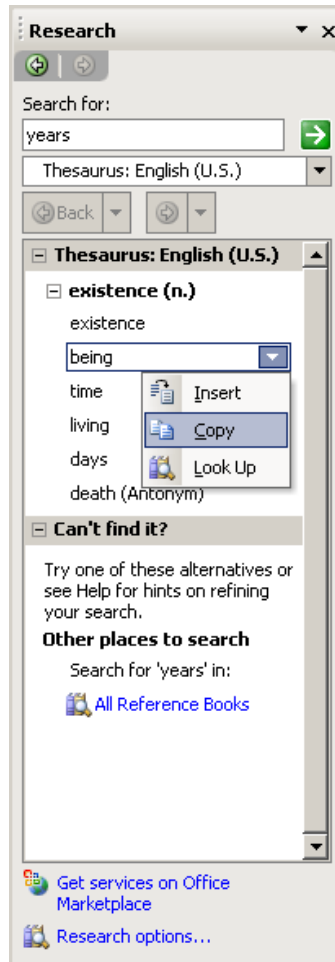
The **thesaurus** is a tool that can be used to find synonyms and antonyms for a selected word.

To use the thesaurus, follow these steps:

1. In your publication, select the word you want to look up or replace using the thesaurus.
2. Click on **Tools** in the **Menu toolbar** and hover your mouse over **Language**. In the menu that appears, click **Thesaurus**.



3. The thesaurus menu should appear in the task pane. The word you selected should be in the **Search for** box at the top, with a list of synonyms and antonyms appearing below it.
4. When you click on a word in the task pane, it will replace the current selected word and give you new synonyms and antonyms.
5. To replace the selected word with one from the list, hover your mouse over the word in the task pane and a down arrow should appear. Clicking on it gives you three options: **Insert**, **Copy**, and **Look Up**.
 - a. **Insert**: inserts the word into the publication. The word will replace any text already selected. To insert a word without replacing any text, deselect the current text.
 - b. **Copy**: copies the word
 - c. **Look Up**: finds new synonyms and antonyms for that word



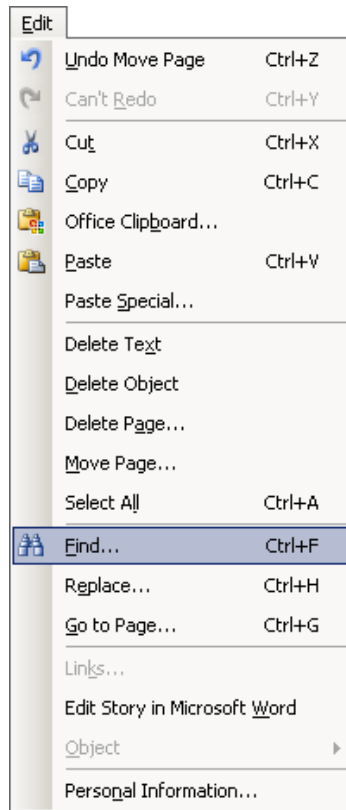
- When you are finished with the thesaurus, close the window by deselecting the **Research** icon on the **Standard toolbar**, or by clicking the **Close** button in the top right corner of the task pane.

Finding and Replacing Words

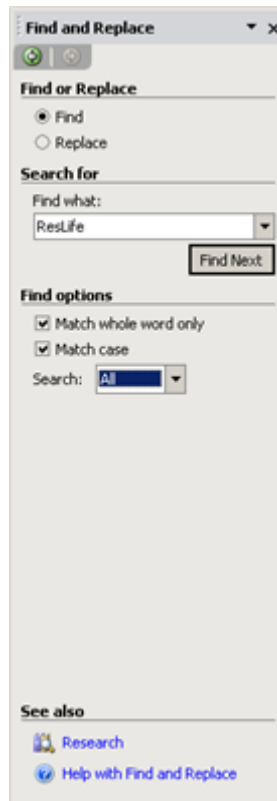
The **Find and Replace Task Pane** can be used when looking for specific words in a publication. You can choose to simply find the words, or you can replace a specific word with another word.

To use the Find and Replace Task Pane, follow these steps:

- On the **Menu toolbar**, click **Edit** and then choose **Find**.



2. The **Find and Replace Task Pane** will open. To simply find a word, make sure the box next to **Find** is checked and then enter a word in the **Find What** box.
3. Under **Find Options**, you can narrow the search by choosing to have Publisher match the whole word only and to match the case. You can also choose where Publisher should look.
4. Click **Find Next** to begin the search. Your word will be highlighted wherever it appears in the publication. Continue clicking Find Next to view all instances of the word.



5. To replace a word with another word, check the box next to **Replace**. Enter a word in the **Find What** box and then enter a replacement word in the **Replace With** box. Click **Replace** to replace the first instance of the word, or **Replace All** to replace all instances of the word.