



WORD: SPELLCHECK – how to skip selected text

Scenario: You're writing a book that contains a section of text using poorly-spelled slang or unusual acronyms or short-forms – and you're tired of having to deal with the myriad of red-lining that automatic SpellCheck adds to your document (or having to stop at each of these instances when you actually run the Spelling & Grammar function).

1. Select the text that you want Word to ignore.
2. On the REVIEW tab – click LANGUAGE (in the LANGUAGE section).
3. Choose SET PROOFING LANGUAGE.
4. Check (✓) the DO NOT CHECK SPELLING OR GRAMMAR option.
5. Click OK.

You will no longer see words (in this selected section) underlined in red – nor will the Spelling & Grammar function stop at any words in that section. Don't forget to turn OFF the feature, if you ever want to go back to having that text checked in the future.

ADDED TIP:

What if the text that you want ignored (by SpellCheck) all has the same formatting? For example, let's say you have written a document where you have *italicized* all dialog – and because much of the dialog consists of slang or purposefully-misspelled words (as in a manuscript or book) – you want all the dialog ignored for spelling issues?

1. Select one instance of the formatted (in this case, italicized) text.
2. On the HOME tab (EDITING section – way over at the end) – click the SELECT drop-down – then choose Select All Text With Similar Formatting (No Data).
3. Now, follow the directions above (on the REVIEW tab – LANGUAGES – SET PROOFING LANGUAGE – and check (✓) the DO NOT CHECK SPELLING OR GRAMMAR.

