

Create and use custom dictionaries

To prevent Microsoft Word from flagging the spelling of words that aren't in the main dictionary, you can use a [custom dictionary](#) (custom dictionary: A list of words not in the standard dictionary that an author wants the spelling checker to accept as correct.). Word shares custom dictionaries with other Microsoft programs, such as Microsoft Outlook.

Create or add a custom dictionary


1. On the **Tools** menu, click **Options**, and then click the **Spelling & Grammar** tab.
2. Click **Custom Dictionaries**.
3. Click **New**.
4. In the **File name** box, type a name for the custom dictionary.
5. Click **Save**.
6. In the **Dictionary list** box, select the new custom dictionary.
7. Activate the custom dictionary.
 1. In the **Custom Dictionaries** dialog box, make sure the check box beside the dictionary's name is selected.
 2. On the **Spelling & Grammar** tab, clear the **Suggest from main dictionary only** check box.

The **Custom Dictionaries** dialog box lists the available custom dictionaries Word can use to check spelling. If the dictionary you want to use—for example, one you purchased from a third-party company—is installed on your computer but not listed in the **Dictionary list** box, you can add it.

If you need help installing a third-party dictionary, see the installation instructions for that dictionary.

1. On the **Tools** menu, click **Options**, and then click the **Spelling & Grammar** tab.
2. Click **Custom Dictionaries**.
3. If the custom dictionary you want isn't in the **Custom Dictionaries** box, click **Add**.
4. Locate the folder containing the custom dictionary you want, and double-click the dictionary file.
5. If you want to make this dictionary the default dictionary, click the dictionary name, and then click **Change Default**.
6. Activate the custom dictionary.
 1. In the **Custom Dictionaries** dialog box, make sure the check box beside the dictionary's name is selected.
 2. On the **Spelling & Grammar** tab, clear the **Suggest from main dictionary only** check box.

Edit a custom dictionary

1. On the **Tools** menu, click **Options**, and then click the **Spelling & Grammar** tab.
 2. Click **Custom Dictionaries**.
 3. Select the dictionary you want to edit. Make sure you do not clear its check box.
 4. Click **Modify**.
 5. Do one of the following:
 - To add a word, type it in the **Word** box, and then click **Add**.
 - To delete a word, select it in the **Dictionary** box, and then click **Delete**.
 - To edit a word, delete it, and then add it with the spelling you want.
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1. On the **Standard toolbar** (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, click **Customize** on the **Tools** menu, and then click the **Toolbars** tab.), click **Spelling and Grammar** .
 2. In the **Not in Dictionary** box, make sure you see the word you want to add to a custom dictionary.
 3. To select the custom dictionary you want to add words to, click **Options**, and then click **Custom Dictionaries**. Select the check box next to a dictionary in the **Dictionary list** box, and then click **OK** twice.

Note If you don't see your custom dictionary in the list, you need to select the check box next to the dictionary to activate it.

4. Click **Add to Dictionary**.

If you're using automatic spell checking, here's an even faster way to add a word to the default custom dictionary: Right-click a word with a wavy red underline, and then click **Add to Dictionary** on the **shortcut menu** (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHIFT+F10.).

By default, when you create a new custom dictionary, Word sets the dictionary to **All Languages**, meaning that the dictionary is used when you check the spelling of text in any language. However, you can associate a custom dictionary with a particular language so that Word only uses the dictionary when you check spelling of text in a particular language.

1. On the **Tools** menu, click **Options**, and then click the **Spelling & Grammar** tab.
2. Click **Custom Dictionaries**.
3. In the **Dictionary list** box, click the dictionary you want.
4. Click **Modify**.
5. In the **Language** box, click the language you want for the dictionary.

You can change the custom dictionary that Word uses by default to check spelling, either for all languages or for a particular language.

Note Each dictionary language grouping, including **All languages**, has a default custom dictionary.

1. On the **Tools** menu, click **Options**, and then click the **Spelling & Grammar** tab.
2. Click **Custom Dictionaries**.
3. In the **Dictionary list** box, select the dictionary you want.
 - To change the default dictionary for all languages, click the dictionary name. If the list includes dictionaries for more than one language, click the dictionary name under **All languages**.
 - To change the default dictionary for a particular language, click the dictionary name under the language heading.
4. Click **Change Default**.

The next time you check spelling, Word uses the default custom dictionary you selected.