

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.

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.