

# Office 2007 Integration

## Adding Words to a Shared Custom Dictionary

### Introduction

You may customize the Office 2007 custom dictionary to include words of your choice. Since the dictionary is shared among all the Office Suite of packages, you only have to update the dictionary once.

### Process Summary

- Introduction
- Update the Custom Dictionary

### Update the Custom Dictionary

1. Open Word 2007.
2. Click the **Office Button** (Fig 1,1).
3. Click the **Word Options** button at the bottom right of the menu (Fig 1, 2).
4. The **Word Options** dialog box will appear (Fig 2). Click **Proofing** on the left hand side of the dialog box (Fig 2, 1).

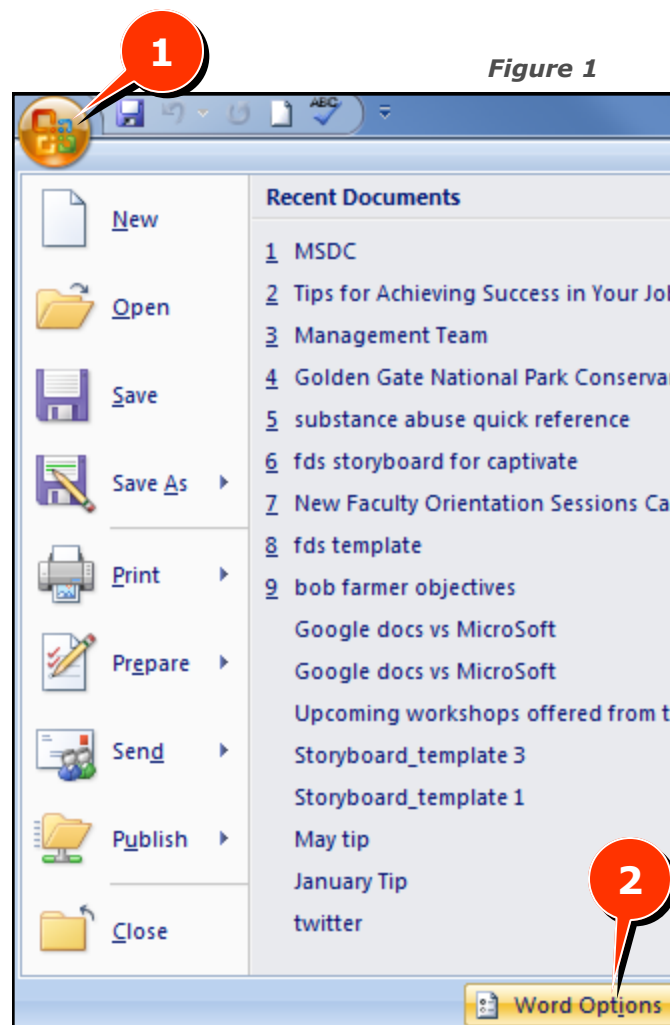
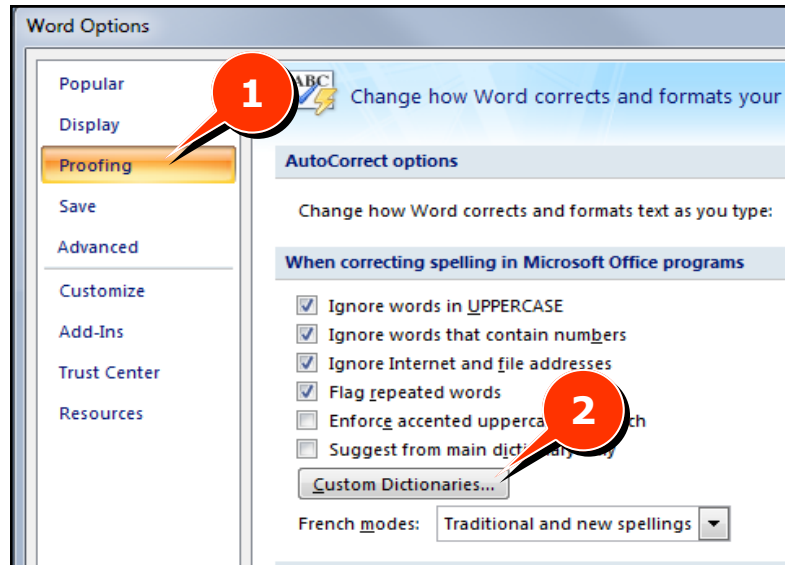


Figure 1

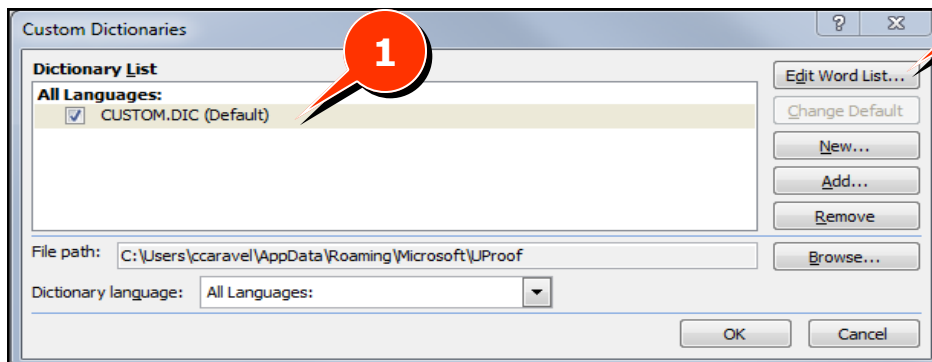
- Click the **Custom Dictionaries** button (Fig 2, 2). The **Custom Dictionaries** dialog box will open (Fig 3).

Figure 2



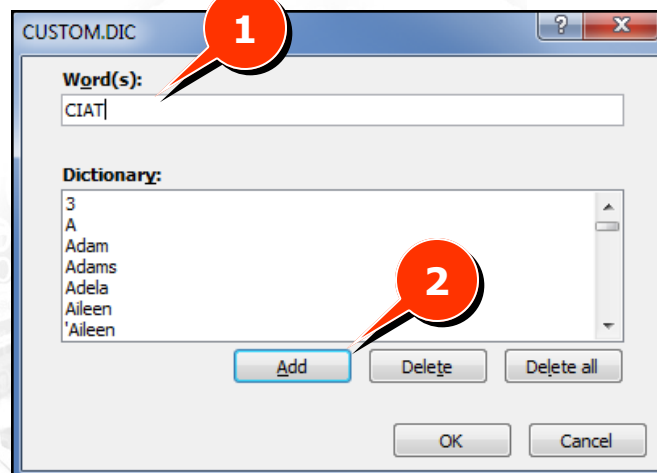
- Select **CUSTOM.DIC (Default)** (Fig 3, 1) and then click **Edit Word List** (Fig 3, 2).

Figure 3

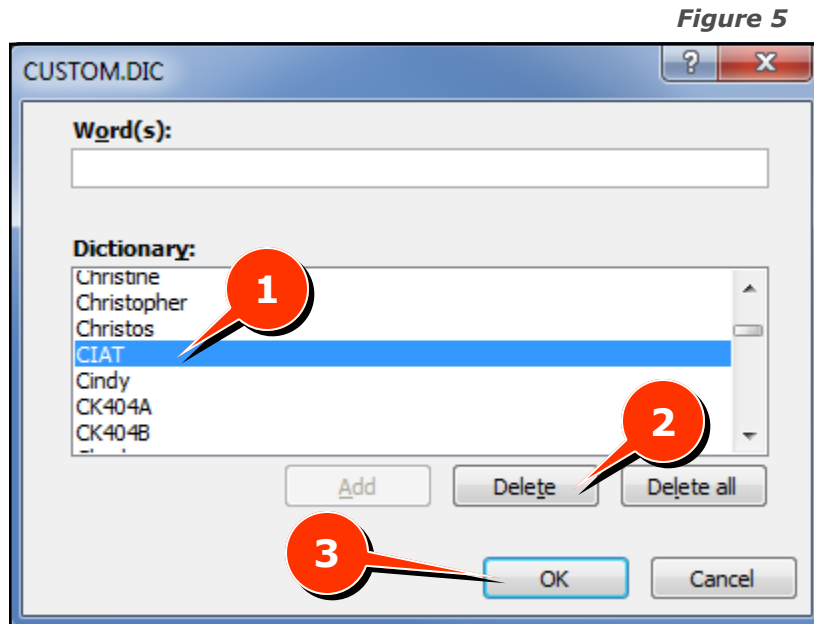


- The **CUSTOM.DIC** dialog box will appear (Fig 4).

Figure 4



- To add a word to the dictionary, type the word in the box under **Word(s)** (Fig 4, 1) and then click the **Add** button (Fig 4, 2).
- To delete a word in the dictionary, select the word in the box under **Dictionary** (Fig 5, 1) and then click the **Delete** button (Fig 5, 2).



8. Click the **OK** button to get out of the **CUSTOM.DIC** box.
9. Click the **OK** button to get out of the **Custom Dictionaries** box.
10. Click the **OK** button to get out of the **Word Options** box.