



How to use Spell-check, Grammar checker,  
and the Thesaurus.

You may be asking yourself, what  
in the world is that little squiggly  
red or green line that keeps  
appearing in my documents?<sup>1</sup>

### Spell check

The red line means you have spelled  
something wrong, to fix it you must follow  
these steps

- ◆ Put your mouse pointer on the word
- ◆ Click the RI GHT mouse button
- ◆ Select the correct word from the word list

### Grammar Check

If you see a green line, there may be too  
many spaces between words. To fix it:

- ◆ RI GHT click on the green line
- ◆ Click on the corrected selection
- ◆ You should see the green line disappear

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<sup>1</sup> Part three in the "You may be asking yourself" series

# The THESAURUS

The thesaurus is a tool. You can use it when you are tired of using the same word over and over and over again. To see how it works, do the following:

- ◆ Type the word good
- ◆ Click your cursor on the word
- ◆ Click on the TOOLS menu
- ◆ Click on LANGUAGE
- ◆ Click on THESAURUS
- ◆ Look at the dialogue box, on the left side you will see different meanings of the word "good"
- ◆ Pick the meaning "skillful"
- ◆ Look at the synonyms on the right
- ◆ Click on the one you want to use
- ◆ Click on the REPLACE button
- ◆ You should see the new word in your document