**OVERVIEW**

Certain English words, though correct, are rarely used in business writing. For instance:

|  |  |
| --- | --- |
| **Word** | **Misspelling of…** |
| Archrival | Archival |
| Incontinence | Inconvenience |
| Manger | Manager |
| Pogrom | Program |
| Tem  | Team |
| See page 4 for a more extensive list of words you might want to remove. |

To ensure that a word is automatically marked as a spelling error, you can remove it from MS Word’s spell check dictionary.

**STEPS FOR REMOVING WORDS FROM SPELL CHECK**

Winkey

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1. Open Microsoft Windows Explorer (Computer), by clicking the Winkey+E.
2. On the menu bar, click *File*, then select *Change folder and search options*.





1. Click the *View* tab of the dialog.
2. In the *Files and Folders* section, under *Hidden files and folders*, click the button for *Show hidden files and folders.*
3. Uncheck *Hide protected operating system files (Recommended).*
4. Click *Yes* when you receive the error message.
5. Navigate to C:\Users\*(your user name)* \AppData\Roaming\Microsoft\UProof\ExcludeDictionaryEN0409.



1. Right-click the file entitled ExcludeDictionaryEN0409, select *Open with…* and *More apps.*

1. Select *Notepad,* and click *OK.*
2. Type the words that you want the spell checker to flag as misspelled. Be sure to type the words in all lowercase letters, and press ENTER after each word.



1. Save and close the file.
2. If you want to make it easy to open and edit the file (e.g., add new words to it), create a shortcut to it (and place it on your Desktop or other easy-to-remember location).
3. Go back into Folder Options (see steps 1-3), and in the *Files and Folders* section, recheck *Hide protected operating system files (Recommended)*.

**WORDS YOU MIGHT WANT TO REMOVE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| abut | dame | hooter | mod | resent | surrey |
| anus | ding | hot | moth | retard | survive |
| angel | don | implant | mow | rook | swill |
| archrival | erotic | implanted | mush | rouge | sword |
| ass  | eternal | implantation | nest | sand | swords |
| asses | ewe | incontinence | newt | shed | tam |
| ax | fat | indict | nude | sift | tat |
| ay | filament | indicted | orgies | sin | tem |
| bane | fin  | indicting | overnight | sing | theism |
| bank | flies | jut | pleas | sinister | theological |
| beings | form | lace | pogrom | snot | theses |
| bing | freer | loner | poplar | son | tile |
| bout | fro | lust | posed | sot | tiles |
| brining | god | manger | pout | sots | till |
| ca  | greed | mangers | provider | sow | tot |
| casual | heath | mater | pubic | spit | ward |
| cos | hell | meat | realloy | star | wed |
| coy | hem | mete | repot | supper |  |
| daft | hen | meting | requiem | supplicate |  |