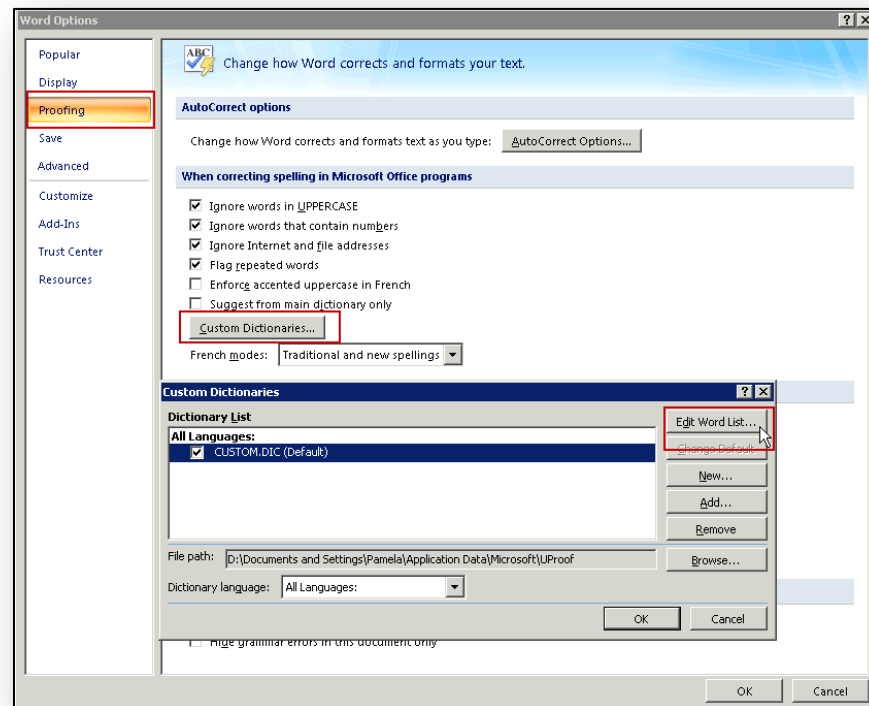


## Custom Dictionaries in Office 2007

When you add words to the dictionary, they are appended to a Custom Dictionary. It is recommended that you only use one custom dictionary. Like the main dictionary, these words are shared across the Office 2007 applications.

On occasion, you need to remove an incorrect word from the Custom dictionary. Follow these steps to access the Custom dictionary from any Office 2007 application. These instructions and graphics are from Microsoft Word 2007:

- Click the Office Button
- Choose [Word Options]
- Select the Proofing category
- Click the [Custom Dictionaries] button
- Click the [Edit Word List] button



Now you can delete words that should not be in the Custom Dictionary and add new words.

- Scroll through the list, click on an incorrect word, and choose [Delete].
- Type a new word in the Words text box and click [Add].
- Click [OK] to save the changes.

In Outlook 2007, access the Custom dictionary through the Tools > Options menu.