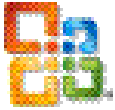


FACILITIES MANAGEMENT COMPUTER SERVICES

July 22, 2009



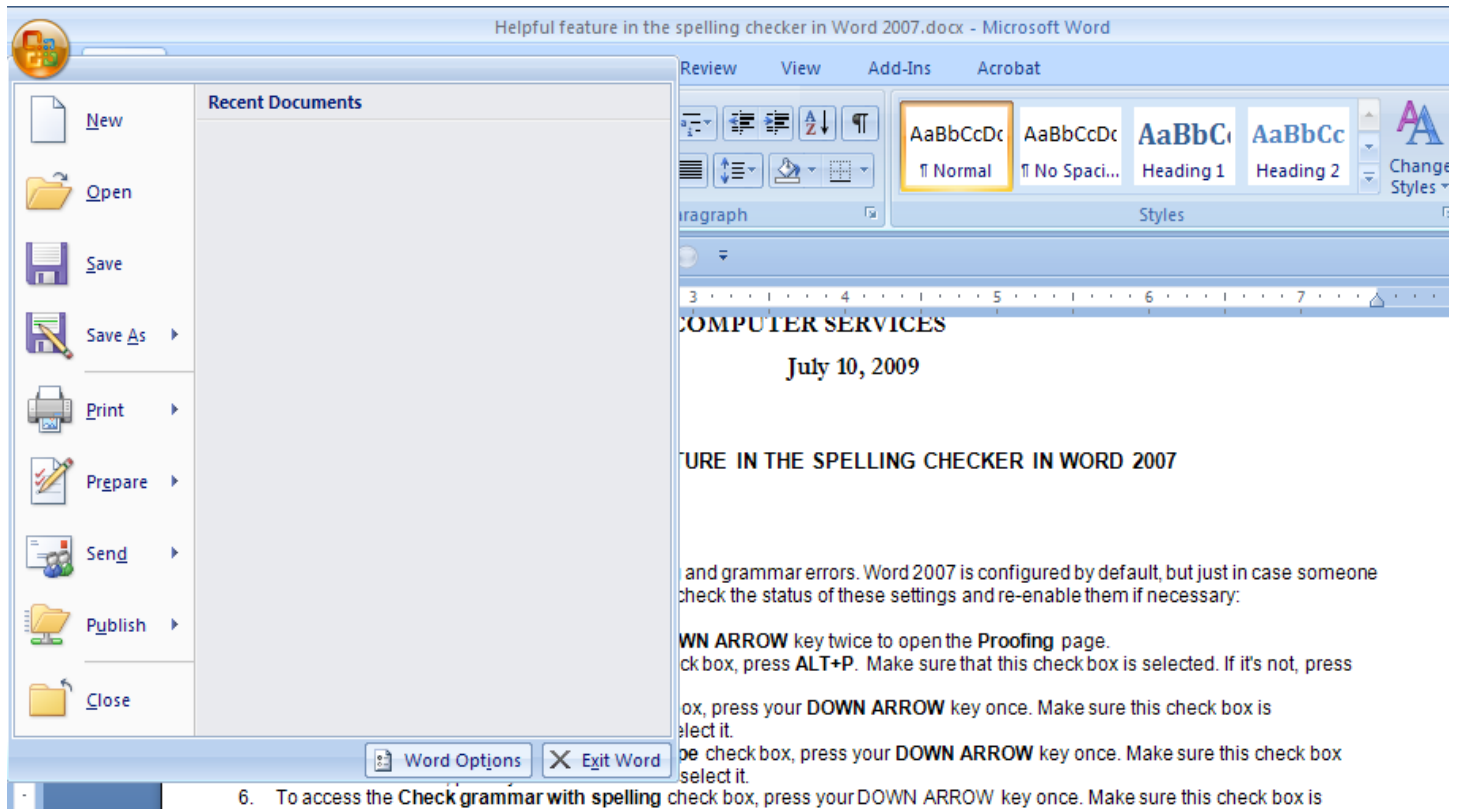
TIP OF THE WEEK

HELPFUL FEATURE IN THE SPELLING CHECKER IN WORD 2007

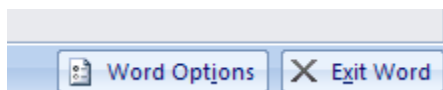
SET UP YOUR ENVIRONMENT

Word 2007 is configured by default, but just in case these features have been turned off, here is how to check the status of these settings and re-enable them if necessary:

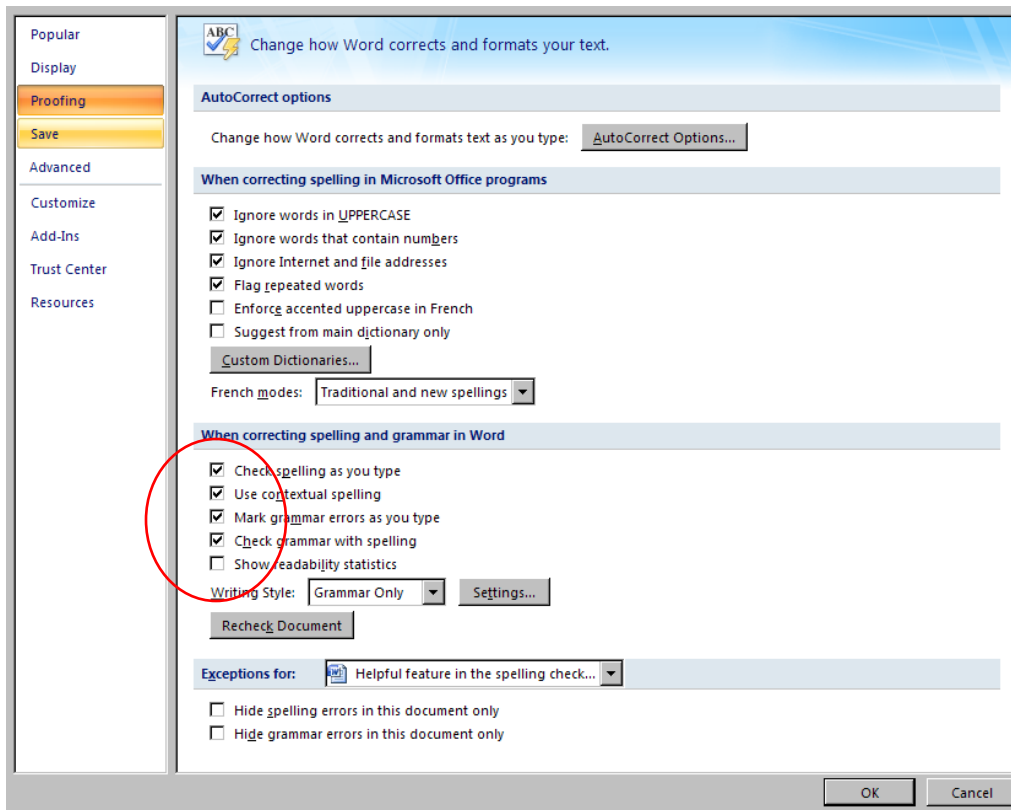
1. In Word, press **ALT+F**, and then press **I** (capital **I** like in Iowa).



2. In the **Word Options** dialog box, press your **DOWN ARROW** key twice to open the **Proofing** page.



- To access the **Check spelling as you type** check box, press **ALT+P**. Make sure that this check box is selected. If it's not, press your **SPACEBAR** to select it.



- To access the **Use contextual spelling** check box, press your **DOWN ARROW** key once. Make sure this check box is selected. If it's not, press your **SPACEBAR** to select it.
- To access the **Mark grammar errors as you type** check box, press your **DOWN ARROW** key once. Make sure this check box is selected. If it's not, press your **SPACEBAR** to select it.
- To access the **Check grammar with spelling** check box, press your **DOWN ARROW** key once. Make sure this check box is selected. If it's not, press your **SPACEBAR** to select it.
- Press **ENTER** to save your changes and close the dialog box.