

Microsoft Office Word 2016 – Custom Dictionaries

I don't know about you but I regularly add word to my "spelling checker" mainly to get rid of the red-wave-underlining that clutters the main mistakes. So, I add names of people and other words, but sometimes I add a wrong word and now need to remove it from the dictionary.

This is how to get to and modify your Custom Dictionary:

1. Open the proofing options:

- In most Office programs: Click **File** > **Options** > **Proofing**.

- In Outlook: Click **File** > **Options** > **Mail** > **Spelling and Autocorrect** > **Proofing**.

- In InfoPath: Click **Home** > **Spelling** > **Check Spelling Options**.

2. Make sure the **Suggest from main dictionary only** check box is cleared.

3. Click **Custom Dictionaries**.

All dictionaries (if you have more than one) are listed here, with the default dictionary at the top.

Published on: **Sep 4, 2018** on my WordPress site

