

**Active Blog**  
**Word Trick**

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**Custom Names Dictionary**

Nothing is probably more embarrassing than sending out a letter that misspells your client's last name. You can avoid this situation by having Word check the spelling for you. First, you will need to create a custom dictionary of your client's names, and this is how we do it:

1. Go to Tools | Options and click the Spelling & Grammar tab.
2. Click the Custom Dictionaries button.
3. Click New and type a name for your dictionary (for example, Clients) in the File Name text box.
4. To enter a client's name, select your dictionary in the Custom Dictionaries dialog box and click Modify. Type a name (with the correct spelling) in the Word text box, then press [Enter] or click Add.

Continue these steps until you have entered all names. Your custom dictionary's check box should be checked when you click OK. Click OK twice to close all dialog boxes.

When you misspell a name listed in your custom dictionary, Word will flag it and give you the correct spelling in the shortcut menu. Your custom dictionary will also prevent Word from flagging correctly-spelled last names that aren't already included in Word's default dictionary.

***If you require additional information or assistance with this item, please give us a call.***