Shetland Words

A dictionary of the Shetland dialect

Instructions for using the Shetland Words list as a custom dictionary in Microsoft Word.

The Shetland Words list is copyright © of Alastair and Adaline Christie-Johnston. They, with the publishers, The Shetland Times Ltd, offer the list free of charge for your own personal use only. It is intended only to help introduce and maintain consistency in dialect spellings and not in any way to constrain individual preferences – it can be altered by the user as required.

Using the Shetland Words Dictionary in Microsoft Word

The Shetland Words Dictionary is provided as a simple text document consisting of a list of all the words covered in the book *Shetland Words, a Dictionary of the Shetland Dialect*. This guide will explain how to use that list of words as a custom dictionary in Microsoft Word.

Microsoft Word 2007

1. Copy the dictionary file "shetlandwords.dic" to the following folder on your hard drive:

C:\Documents and Settings\username\Application Data\Microsoft\UProof

1

substituting *username* for your normal login name. If you cannot find this folder, see the diagram in Step 6 below.

- 2. Click the Office button and select "Word Options".
- 3. Select the "Proofing" options section.
- 4. Click the "Custom Dictionaries..." button.

Word Options	
Popular Display Proofing Save Advanced Customize Add-Ins Trust Center Resources	Change how Word corrects and formats your text. AutoCorrect options Change how Word corrects and formats text as you type: AutoCorrect Options When correcting spelling in Microsoft Office programs Ignore words th UPPERCASE Ignore words that contain numbers Ignore Internet and file addresses Ignore Internet and file addresses Ignore accented uppercase in French Suggest from main dictionary only Custom Dictionaries
	French modes: Traditional and new spellings When correcting spelling and grammar in Word Image: Check spelling as you type Image: Use contextual spelling
	 Mark grammar errors as you type Check grammar with spelling Show readability statistics Writing Style: Grammar Only Settings Recheck Document
	Exceptions for: ShetlandWordsDictionaryGuide.docx Hide spelling errors in this document only Hide grammar errors in this document only

- 5. Click "Add...", choose the file you copied in Step 1 and click "Open".
- 6. Make sure the box next to the "shetland.dic" custom dictionary is ticked in the Dictionary List:

Custom Di	ictionari	es		? 💈
Dictionary	List			Edit Word List
All Languages:			Change Default	
shetland.dic			<u>N</u> ew	
				<u>A</u> dd
				<u>R</u> emove
ile path:	C:\Docume	ents and Settings\	Application Data Microsoft UProof	Browse
Dictionary la	inguage:	All Languages:	×	
				OK Cancel

Note that the "File path:" section in the above diagram is where the custom dictionaries are stored and will help during Step 1 to find where the dictionary file should be copied.

7. Click "OK", then OK again to return to using Word.

Any Shetland dialect words should now be checked automatically as you type and will not be underlined in red if spelled correctly.

Microsoft Word 2003

1. Copy the dictionary file "shetland.dic" to the following folder on your hard drive:

C:\Documents and Settings\username\Application Data\Microsoft\Proof

substituting *username* for your normal login name. If you cannot find this folder, see the diagram in Step 6 below.

- 2. Select "Options..." from the "Tools" menu.
- 3. Select the "Spelling & Grammar" tab.
- 4. Click the "Custom Dictionaries..." button.

Options				? 🛽		
User Infor	mation	Compatibility		File Locations		
View	General	Edit	Print	: Save		
Security	Sp	olling & Grammar		Track Changes		
Spelling Check spelling as you type Hide spelling errors in this document Always suggest corrections Suggest from main dictionary only Ignore words in UPPERCASE Ignore words with numbers Ignore Internet and file addresses Custom Dictionaries						
Grammar ✓ Check gra Hide gram ✓ Check gra Show reac Proofing Tools	mmar as you t matical errors mmar with spe Jability statisti	:ype in this document elling cs	Writing st Grammar Se Chec	:yle: r Only ♥ eṯtings t <u>k</u> Document		
			ОК	Cancel		

- 5. Click "Add...", choose the file you copied in Step 1 and click "OK".
- 6. Make sure the box next to the "shetland.dic" custom dictionary is ticked in the Dictionary List:

tionary list	
CUSTOM.DIC (default) shetland.dic	<u>M</u> odify Change Default
	<u>N</u> ew
	<u>A</u> dd
	<u>R</u> emove
ull path: C:\\ Application Data\Microsoft\Proof\CL	ISTOM.DIC

Note that the "File path:" section in the above diagram is where the custom dictionaries are stored and will help during Step 1 to find where the dictionary file should be copied.

7. Click "OK", then OK again to return to using Word.

Any Shetland dialect words should now be checked automatically as you type and will not be underlined in red if spelled correctly.

Additional help resources

How to add a custom dictionary in Word: http://support.microsoft.com/kb/322198

Create and use custom dictionaries: http://office.microsoft.com/en-us/word-help/create-and-use-custom-dictionaries-HP005189558.aspx