

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:

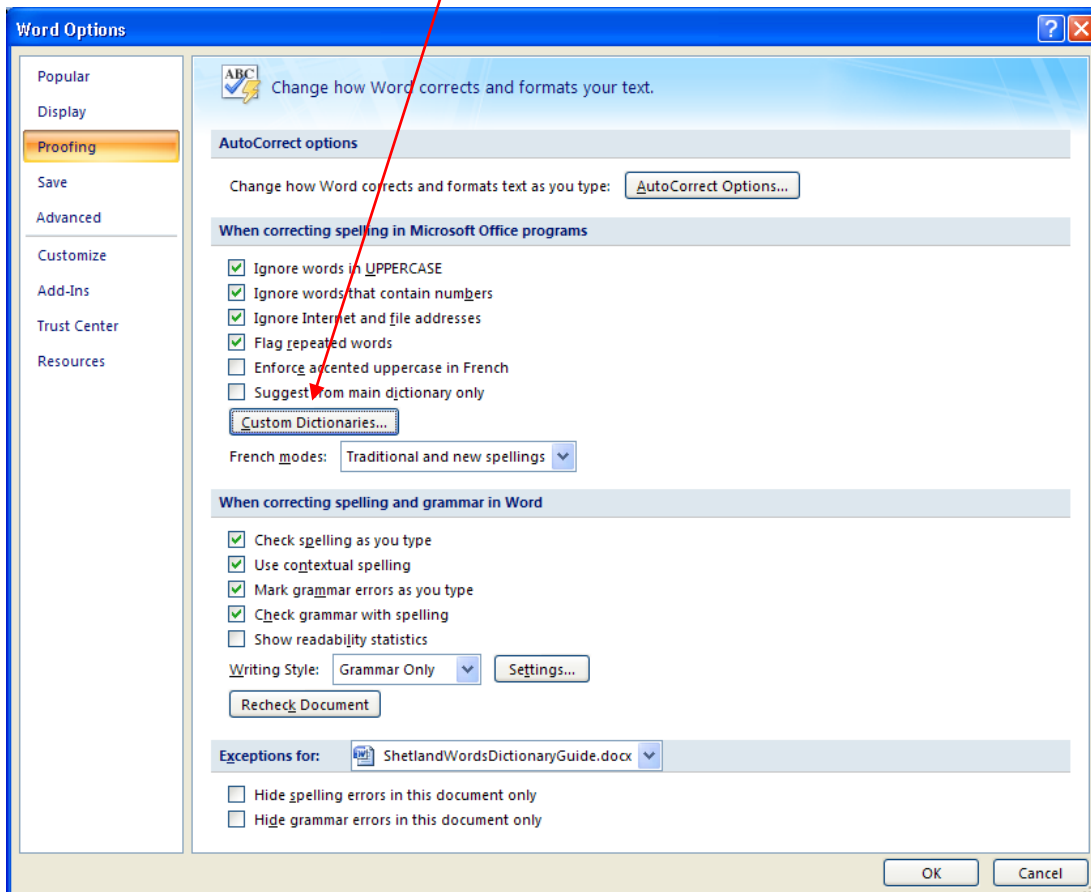
C:\Documents and Settings*username*\Application Data\Microsoft\UPProof

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”.

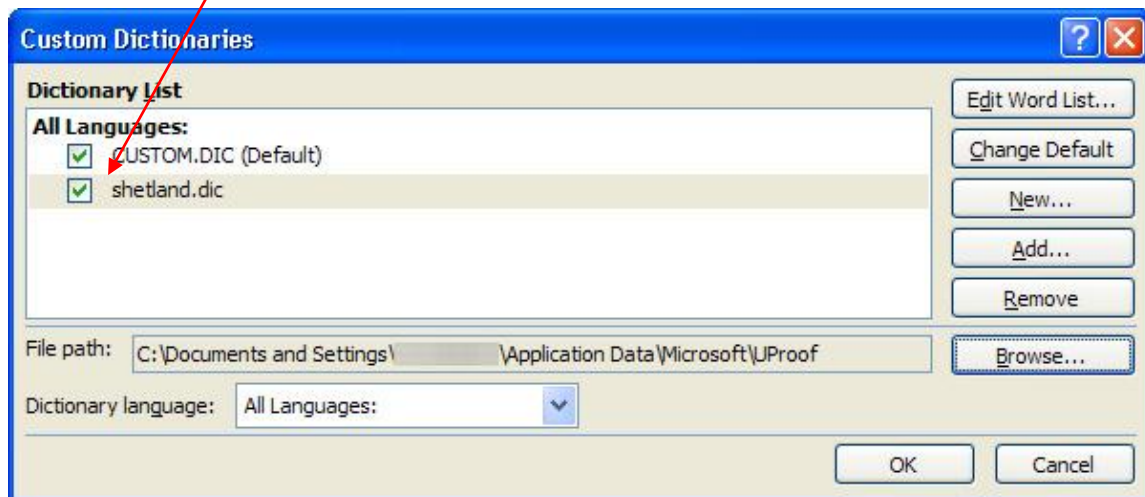
3. Select the “Proofing” options section.

4. Click the “Custom Dictionaries...” button.



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:



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:

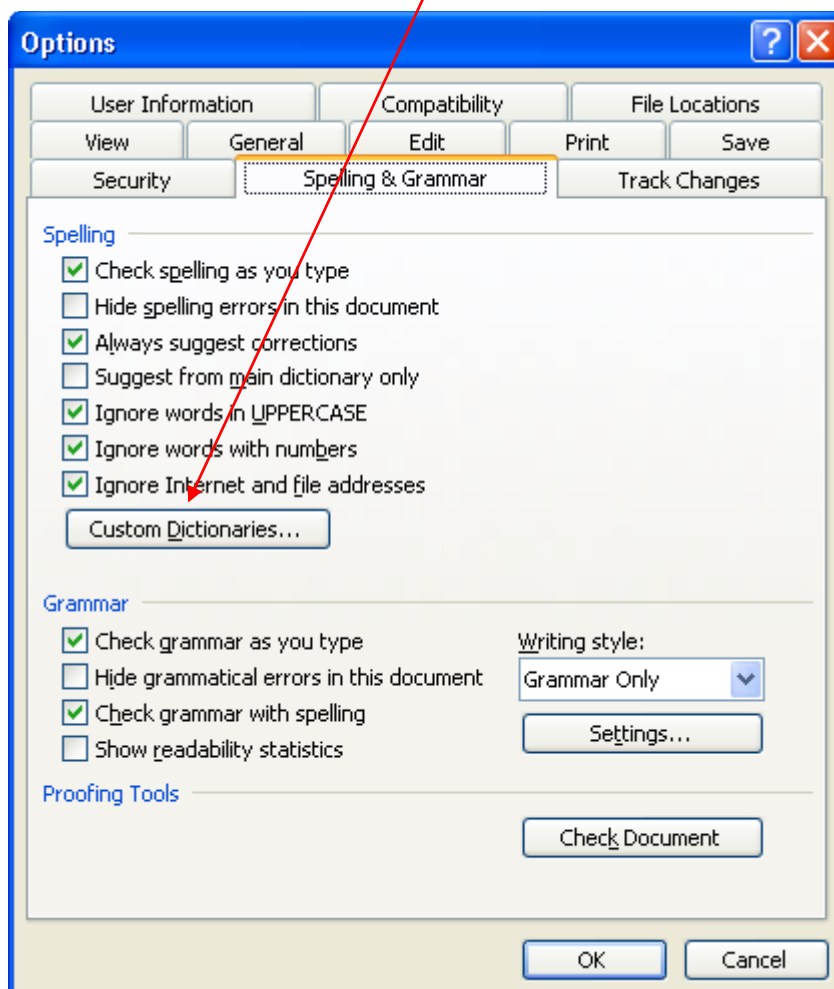
C:\Documents and Settings*username*\Application Data\Microsoft\Proof

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

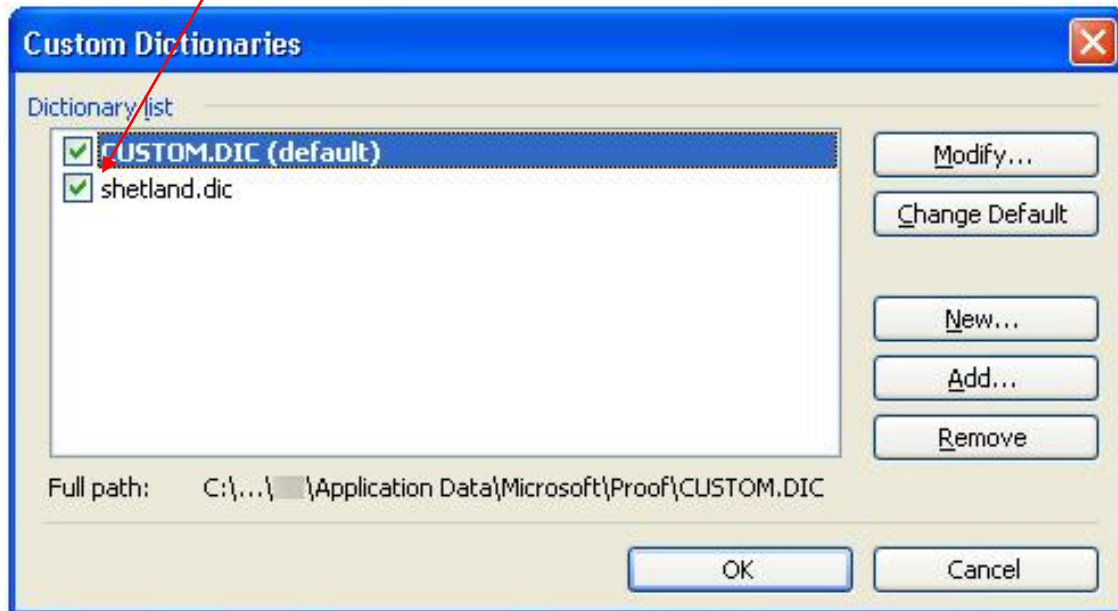
2. Select “Options...” from the “Tools” menu.

3. Select the “Spelling & Grammar” tab.

4. Click the “Custom Dictionaries...” button.



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:



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>