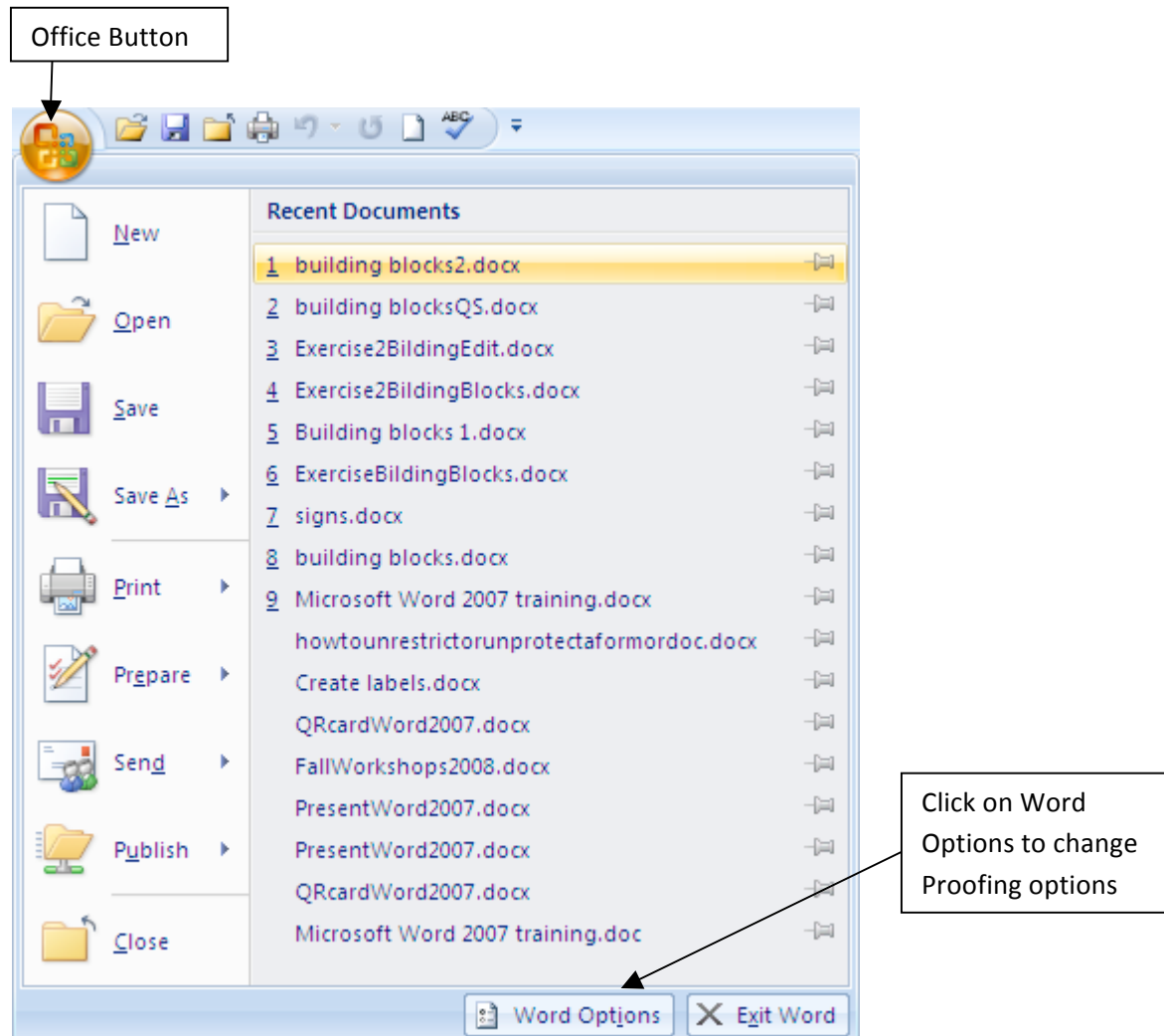


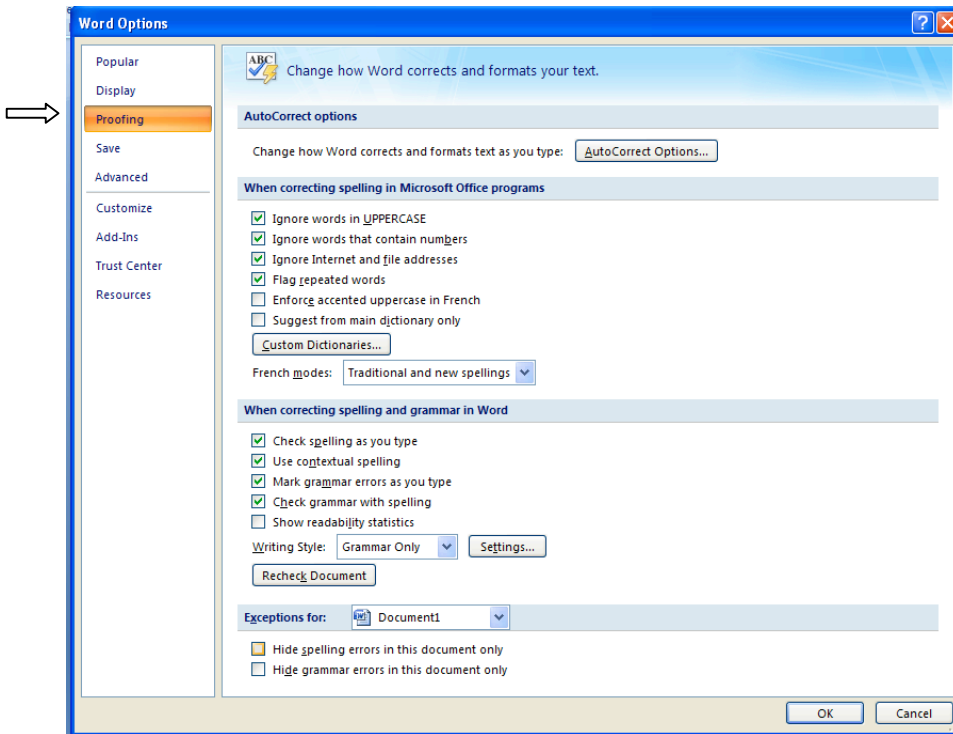
How do I turn off the red and green lines under my words in Word 2007?

The red and green lines in Word are automatic spelling and grammar checking tools that are active when you first start Word. Red underlines are for words that are either misspelled or words that the program does not recognize. Green underlines indicate a problem with grammar.

To turn them on or off, click the Office Button. Now click on Word Options at the bottom of the dialog box that opens.

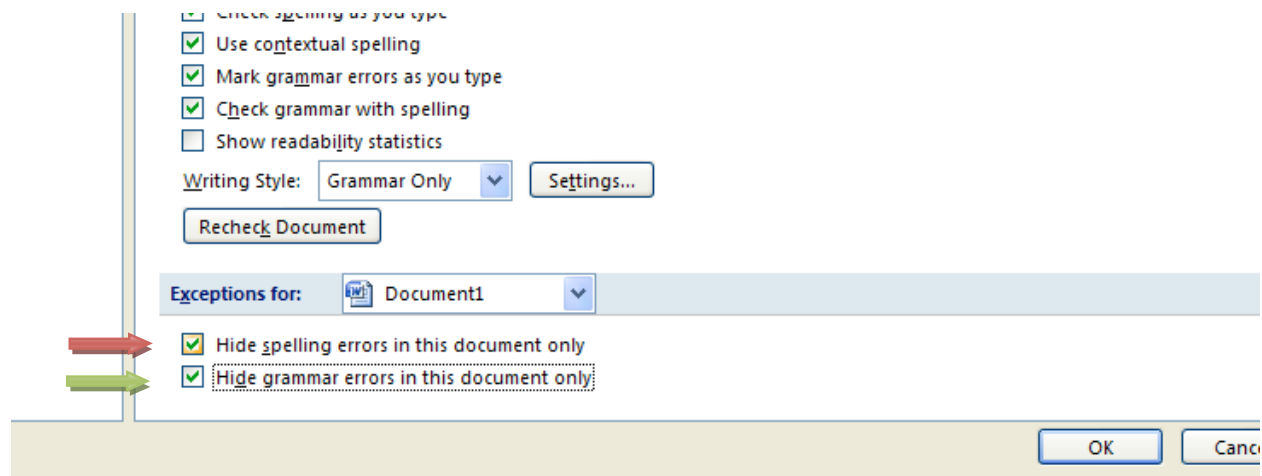


When the Word Options dialog box opens, click on Proofing from the left side of the menu as shown.



Do one or both of the following if you only want to affect the document you are **currently working with** (if you want to affect all Word documents see what follows):

- To turn on or off automatic spelling checking, click in the check box at the bottom of the screen in the **Exceptions for** group that says "Hide spelling errors in this document only".
- To turn on or off automatic grammar checking, click in the check box at the bottom of the screen in the **Exceptions for** group that says "Hide grammar errors in this document only".



If you want to turn off spell or grammar check on **all** of the documents you work with in Word, do one or both of the following:

Click to remove the check mark from "Check spelling as you type". This inserts the red lines in your documents.

Click to remove the check mark from "Mark grammar errors as you type". This inserts the green lines in your documents.

When correcting spelling and grammar in Word

Check spelling as you type
 Use contextual spelling
 Mark grammar errors as you type
 Check grammar with spelling
 Show readability statistics

Writing Style: Grammar Only

Exceptions for: How do I turn off the red and green ...

- Hide spelling errors in this document only
- Hide grammar errors in this document only