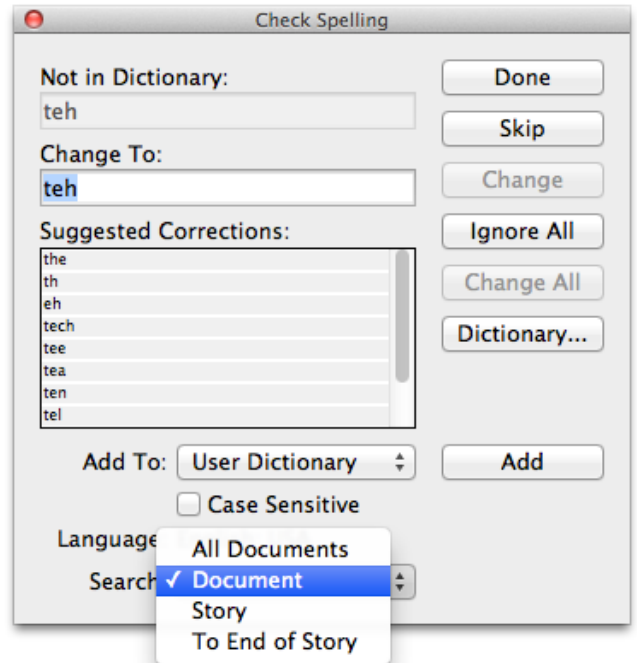


HOW TO CHECK SPELLING IN ADOBE® INDESIGN®

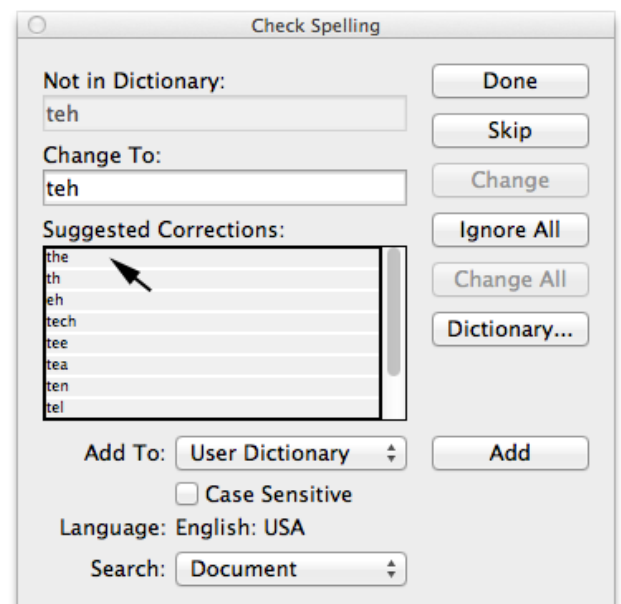


Always do a Spell Check on your document before sending it to your producing plant. Spell checking now will save on proof correction time later and possibly on proof correction charges.

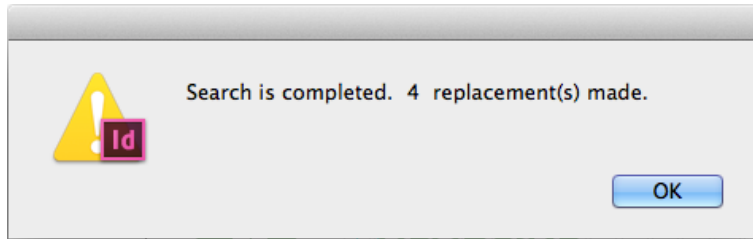
- Create your text with the **Text** tool or import it from a text file.
- Click in the text block with the Text tool to check only that block of copy.
- Highlight text with the Text tool to check only that text.
- Click on multiple Frames with the Selection tool to check only those Frames.
- Go to **Edit > Spelling > Check Spelling**
- Windows - Ctrl+I
- Mac - Command+I
- Spell checking starts automatically.
- In the **Search** field, choose what should be checked: **Document** (default), **All Documents**, **Story**, **To End of Story**.



- Misspelled words display in the **Not in Dictionary** field.
- Either:
 - Type the correction in the **Change To** field or
 - Select the correct spelling in the **Suggested Corrections** field by clicking on it.
- Click on **Change** to change the one instance of the word.
- Click on **Change all** to change all instances.



- A dialog box pops up and alerts you to how many changes were made when multiple instances are changed.



- Click **Ignore** if the word is spelled correctly.
- Click **Add** to add the word to the dictionary.
- “**Ready to Check Spelling**” appears in the dialog box when spell check is complete.
- Click **Done** to exit Spell Check.

