

Proofreading Documents In Word 2010

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[How to Set Word 2010 ' s Proofing Options](#)
1 Click the File tab and choose Options from the menu that appears.. The Word Options window opens.
2 Choose Proofing on the left side of the Options window.. The right side of the window contains options and settings...
3 To turn off on-the-fly spell ...

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Additional Tips on Proofreading. Whether you're proofreading on Microsoft Word or not, here are some more tips for the job. For those proofreading a story or novel, ask the writer for a style guide, especially if there are fantasy elements or invented words in the document. This will prevent you from correcting things that aren't supposed to be corrected.

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Open Word and open the document to use with proofreader marks. Step 2 Click the “ Review ” tab. Click the “ Track Changes ” button to turn on marking, though nothing in the document itself will...

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To make Word proofread your document, follow these steps: Click the Proofing icon at the bottom of the document window. Word highlights a possible error and

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displays a pop-up menu offering options similar to the options displayed and then choose one of the following: What you want: Click the correct word that appears in bold in the pop-up menu.

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For starters, you have the Proofing tab: The proofing section of the Review tab. Spelling and grammar check. At the proofreading stage, Word has already flagged up the spelling errors, with its trusty red underline. If it spots a grammar error, it gives you a green squiggly line. See, Word is already helping you out.

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Applying the Proofreading Marks Open the document that contains the text you wish to proofread. Copy the text from this document and paste into the open “ Proofreading Marks AddIN ” document. Click and drag the cursor on the text that requires the mark , then click the drop-list in the Proofreading group on the ribbon.

~~How do you add proofreading symbols in Word?~~

```
Sub LoadArrays () Dim aTemplate As Template Dim oDoc As Word.Document Dim oTbl As Table  
bLabelState = True For Each aTemplate In Templates  
'Change this line if you use a different name for your template  
If aTemplate.Name = "Proofreading Marks AddIn.dotm" Then 'Open the temporary document.
```

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Enter the word you want to search. Then click on the down arrow in the search box. Click on replace. The Find and Replace window will open. Enter the correct word or spelling. You now have the option of finding the next instance and replacing them one at a time, or using “ Replace All ” to do the entire document.

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Highlight your entire document (Ctrl+A). Go to the ‘ Review ’ tab. Click on the ‘ Language ’ dropdown menu and select ‘ Set Proofing Language ’ . This will bring up the Language box.

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