



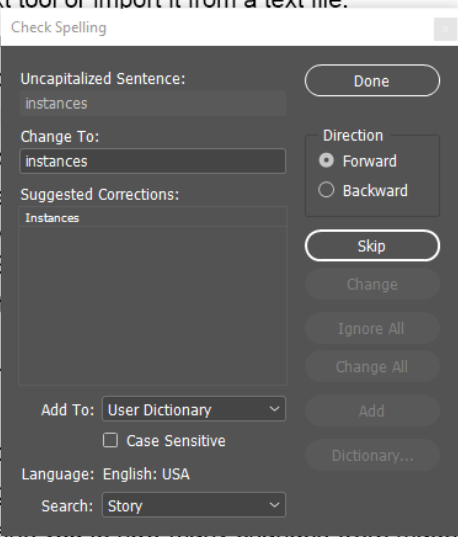
**ADOBE INDESIGN
TUTORIAL**

HOW TO CHECK SPELLING IN ADOBE INDESIGN

- 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**

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- Click in the text block with the Text tool to check only that block of copy.
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- Click on multiple Frames with the Selection tool to check only those Frames.
- Go to Edit > Spelling > Check Spelling
- Spell checking starts automatically.
- In the Search field, choose words from Documents, Story, To End of Story, or All.
- Misspelled words display in red.



- Type the correction in the Change To field.
- Select the correct spelling in the Suggested Corrections list.
- Click on Change to change 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.

- 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.

- 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.**