



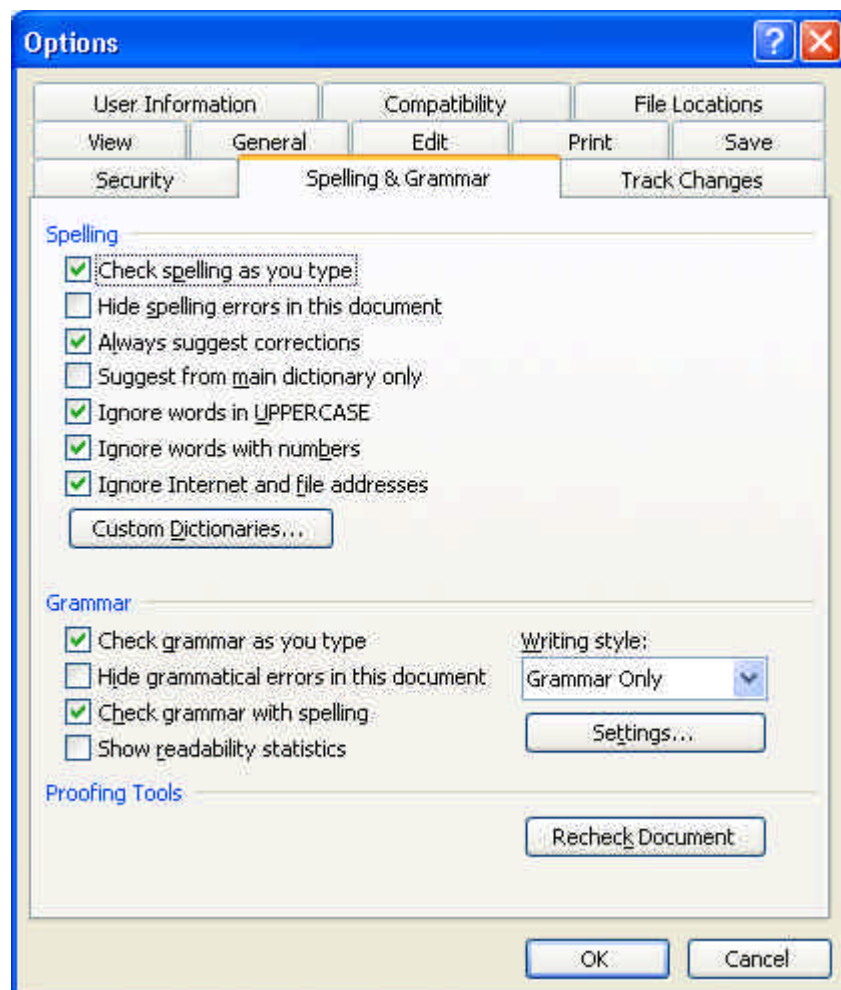
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Adjusting Grammer Options in Microsoft Word

The built in grammar checker can often create unnecessary doubt about phrases which are acceptable.

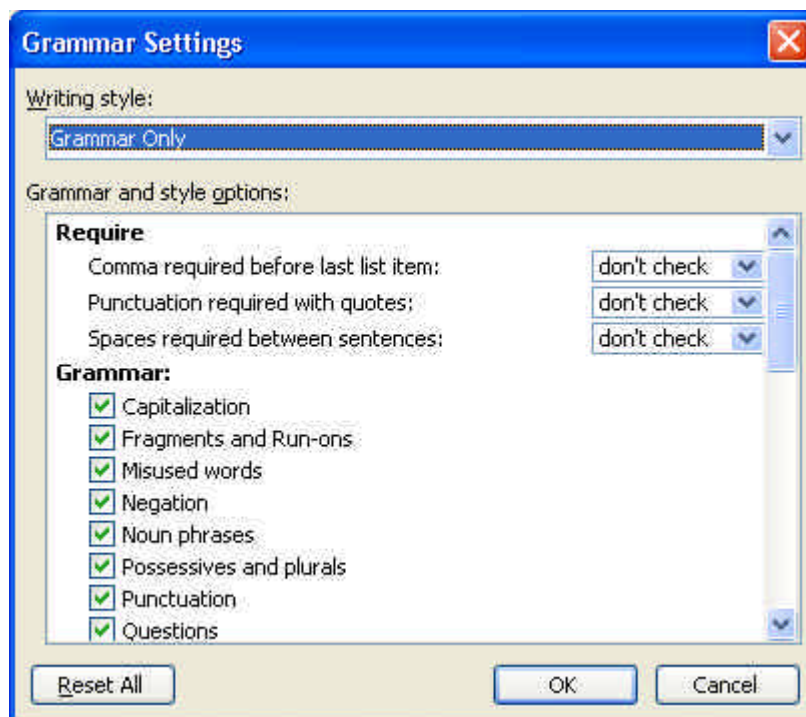
If the grammar checker is used we would suggest customising the standard options so that only “useful” rules are used. (Whenever Word flags a grammar mistake it indicates the rule used at the top of the grammar box.)

To change the grammar options, Start Microsoft Word and create a new document, or open an existing document. Click on the **Tools** menu, or press **Alt + T**, then click **Options**, or press **O**. From the options panel click on the "spellings and grammar" tab, or press **Ctrl + Tab** until the Spellings and Grammar tab is foremost (see Fig. 1):



(Fig. 1)

Then to customise the “standard” writing style click on the button marked “settings”, or press **Alt + t**, to bring up the following dialog box (see Fig. 2):



(Fig. 2)

Problem rules can be turned off simply by clicking on the checked items. Alternatively, press **Alt + O**, to jump to the Grammar and Style options area, and navigate up and down using the keyboard up and down keys. You can press the spacebar to select/deselect any item. When you have done, click **OK**, or press **Enter**, to return to the **Options** dialog, and press **OK** again, or press **Enter**, to return to Word.

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