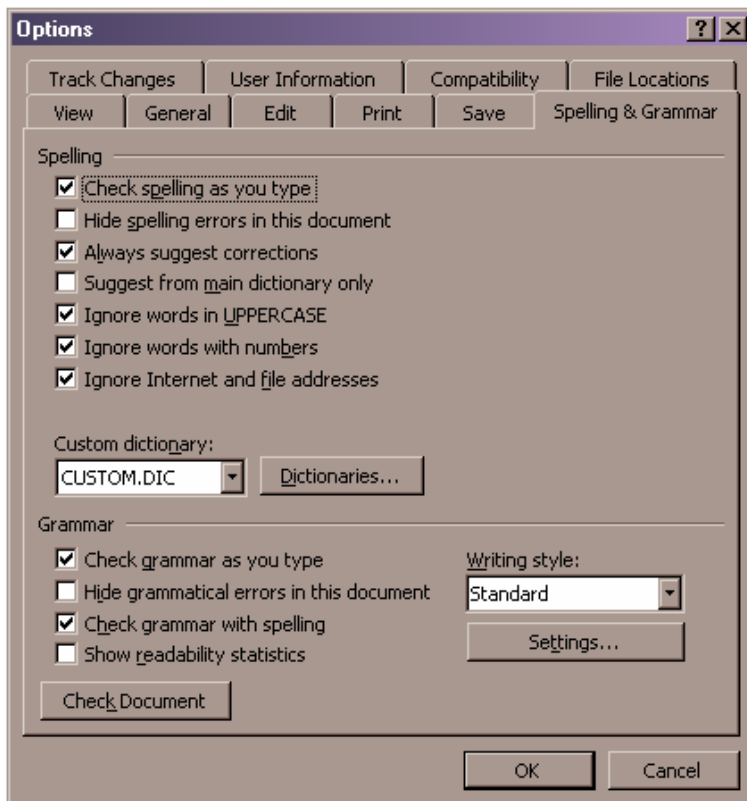
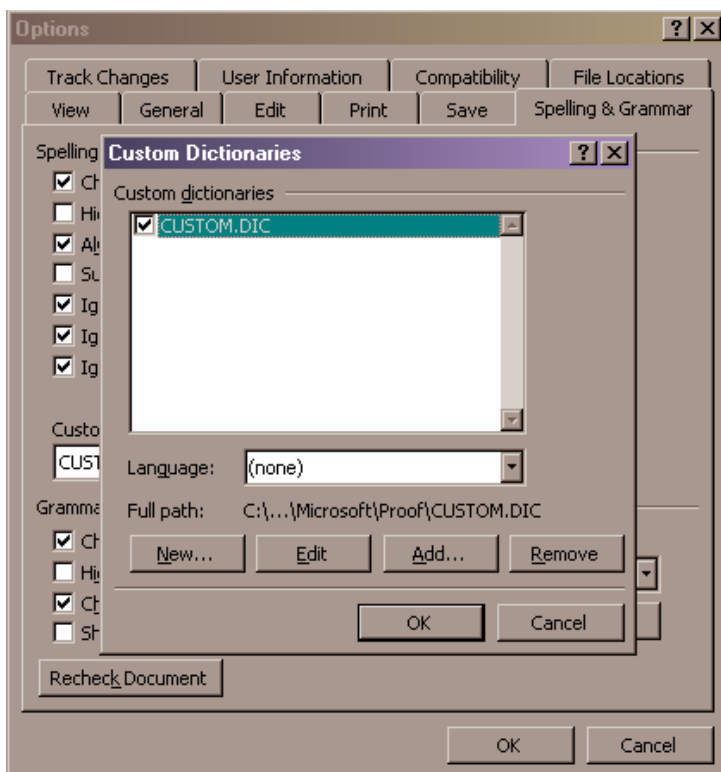


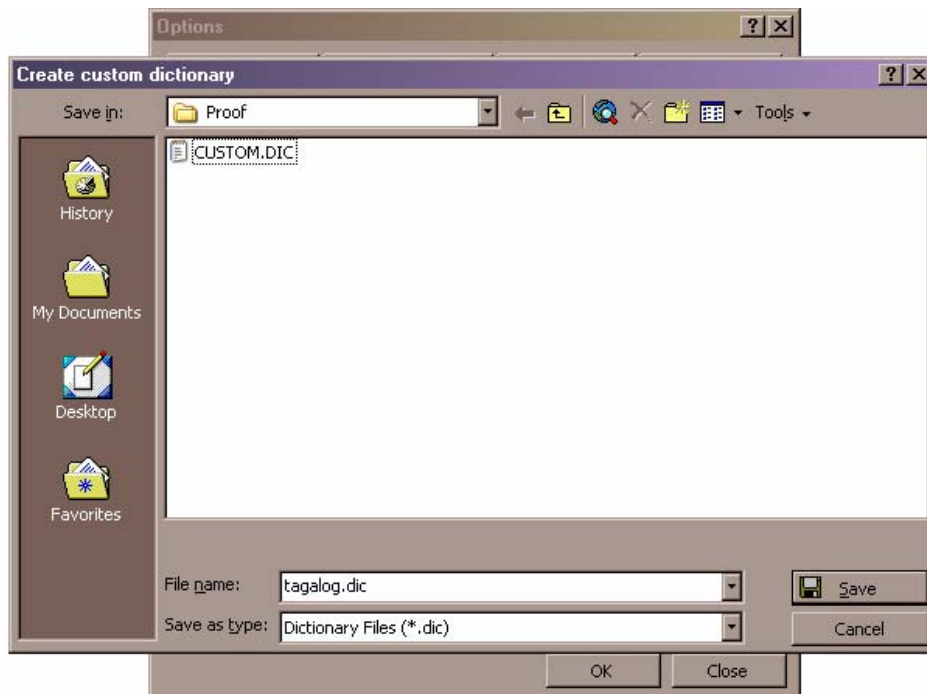
In Microsoft Word, go to the “Tools” in the toolbar and select “Options”. A window will pop up, in which you’ll need to click on the “Spelling & Grammar” tab:



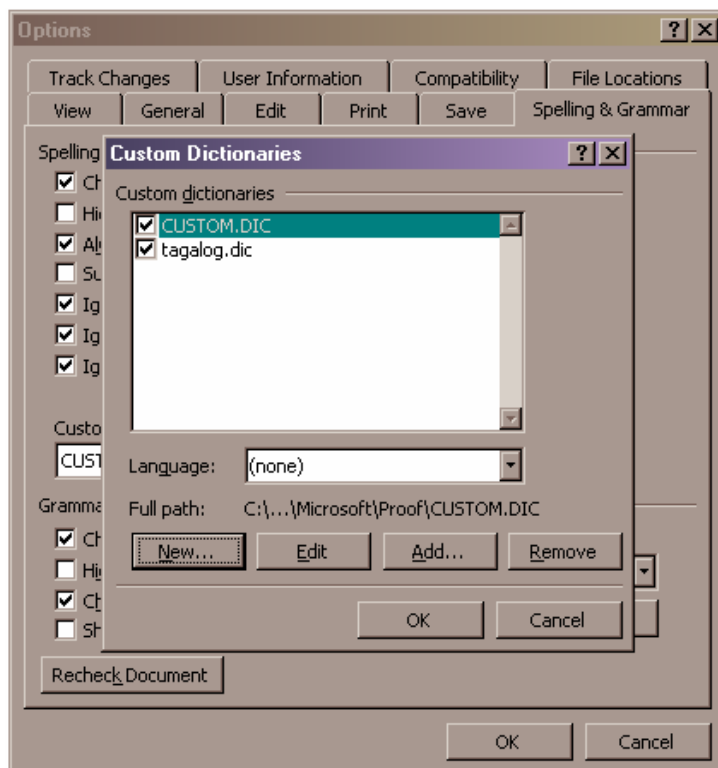
Once you are in the “Spelling & Grammar” tab, click on the “Dictionaries” button in the middle of the window. Then you will see:



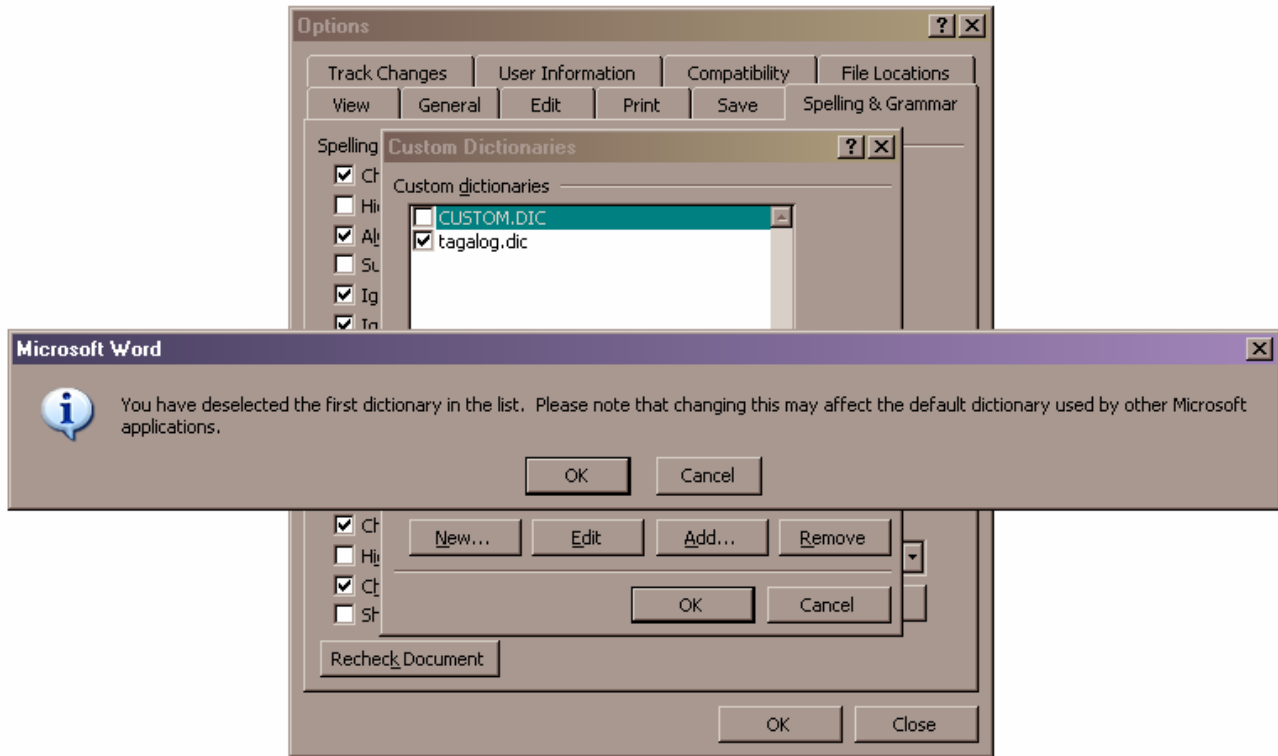
Next, click on “New”, and another window will pop up, asking you for the name of your new spellchecker dictionary. In this case, I will name the dictionary “tagalog.dic”:



After you type the name of your new dictionary, click “Save”, and you will return to the prior window. Now your new dictionary is included in the list of spellchecker dictionaries.

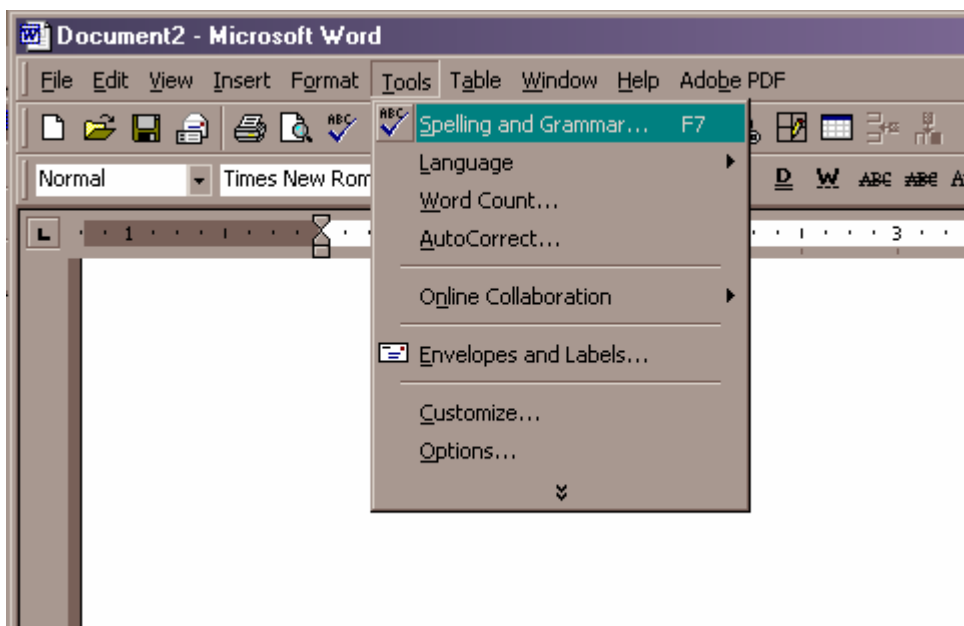


Next, deselect the "CUSTOM.DIC" dictionary (by unclicking it), if you are ready to use your newly-created spellchecker dictionary to create a wordlist for your dictionary.

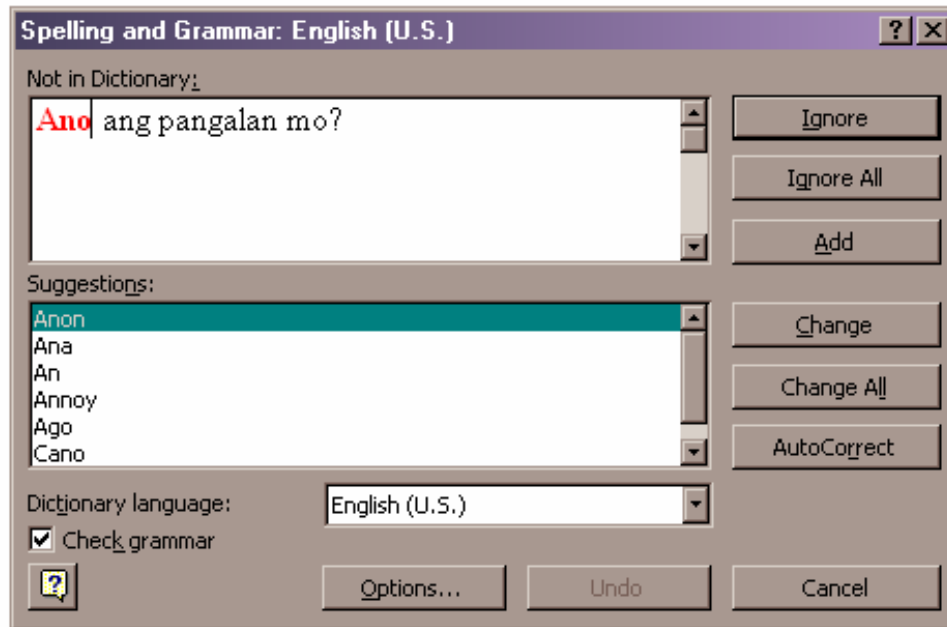


A warning message will appear. Just click “OK”. After that window goes away, click “OK” on the next two windows until you have exited from both the “Custom Dictionaries” window and the “Options” window.

Now, once you have loaded the file for your foreign-language text into Microsoft Word, go to “Tools” and select “Spelling & Grammar”:



Ano ang pangalan mo?



The spellchecker window will come up and will mark all of your foreign-language words as misspelled, because they are not in your dictionary. This is how you will build your foreign-language dictionary. For each word that the spellchecker marks as misspelled, just click the “Add” button to add that word to your new dictionary (e.g., “tagalog.dic” in this example).

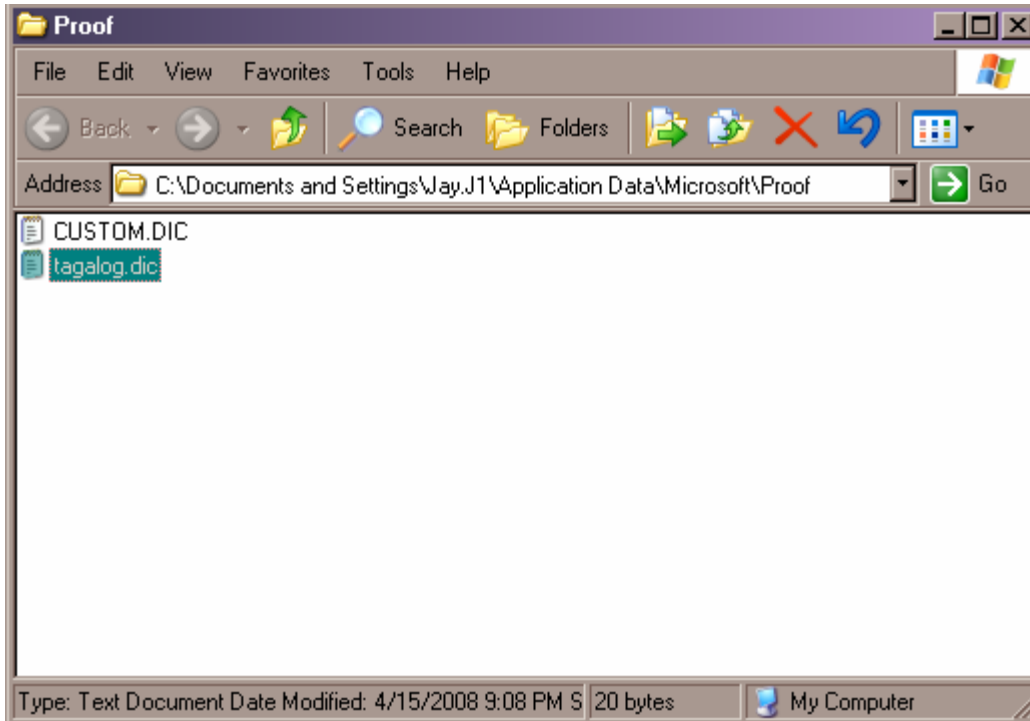
This will take a long time if you have a long text with thousands of words. However, it will only mark each word once, because once you have added that word to the new dictionary, Microsoft Word will recognize that word and will no longer mark it as misspelled. In other words, the longer you spend doing this, the fewer words you will still have to click “Add” for.

When you finish with your document, click “Ok” to exit the spellchecker. Now, your dictionary is ready (unless you have other documents that you want to scan for words to add to your dictionary). You’ll want to open your dictionary to be able to access the words that are listed in it. You can find it in a folder called “Proof” which you can find by clicking on “My Computer”, then “Local Disc (C:)”, then the “Documents and Settings” folder, then the folder corresponding to your user name, then the “Application Data” folder, then the “Microsoft” folder, then the “Proof” folder”. In this “Proof” folder, you should see your dictionary, which in this example is called “tagalog.dic”:

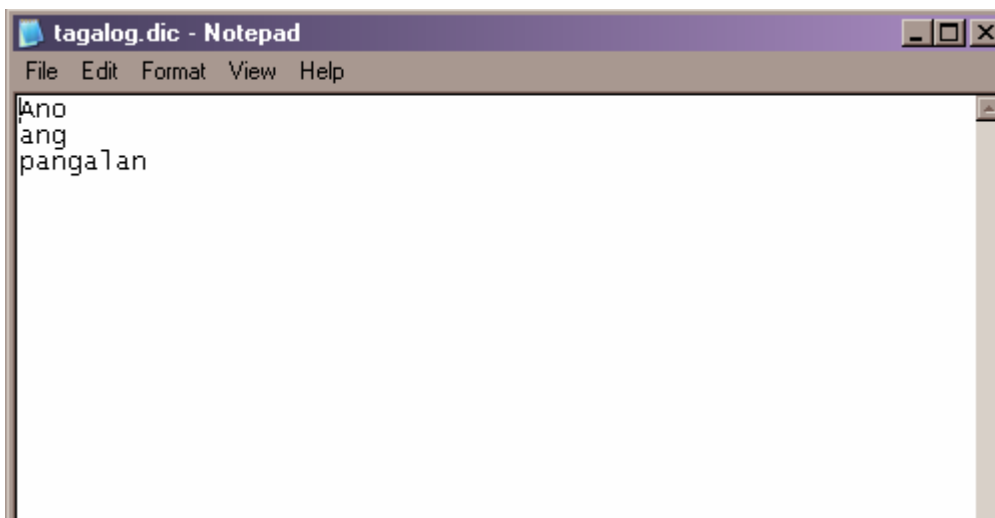
Local Disc (C:)\Documents and Settings\[YOUR USER NAME]\Application Data\Microsoft\Proof\

(Note that Proof is a hidden folder. If you have difficulty locating it, open Windows Explorer, go to Tools, then Folder Options, then View, then click on ‘Show Hidden Files and Folders’.)

Now, right click on the name of your dictionary, and then click on “Open with...”



And your dictionary (tagalog.dic) should open in the Notepad program. You will then see the words that you added earlier in Microsoft Word. (Hopefully your dictionary has more words in it than in this short example.)



Now, you can copy this list, and paste it into a Microsoft Word document or wherever you like.

Although this might not be the perfect way to make a dictionary, it certainly is the quickest and easiest way to get a wordlist of a few thousand words with only an hour or so of work. A major advantage of this method, of course, is that you now have a Spell Checker for the language you are working on!

*This handout was prepared by Jason Lobel, a graduate student in Linguistics at the University of Hawai‘i at Mānoa.*