

# “A god in the manager”?

## Taming the wrong word in the right place

*By Lois Wakeman MISTC*

If you don't know about the Microsoft Word™ exclude dictionary, it's a real help in proofreading.

Properly-spelt words in this file will be picked up as possible mis-spellings: so no more embarrassing mistakes like “If you cannot log into the system, please contact your manger” or “Do not sue the appliance in wet conditions”.

Of course, this is no substitute for proper proofreading, but it does make it easier to spot typos you often make.

I have made it very easy to add words to my exclude dictionary as follows.

I added a shortcut to the Windows Start menu to open the file in Notepad, so whenever I notice that I have typed a real word that wasn't what I meant (“form” and “from” are typical), I can easily open the file and add it, one word per line. If a word can be used at the start of a sentence, add both capitalised and lower case versions (form, Form). Next time Word is loaded, my additions will be picked up as possible typos.

*To add the Notepad shortcut:*

1. In Windows Explorer, use the [Tools > Folder Options > View](#) dialogue to make sure you can show hidden files. (Hint for Vista users: you need to use the Alt key first to see the menu.)
2. Next you need to create a new default association for the extension EXC (Office 2003) or LEX (2007). In Windows XP, this is in the menu [Tools > Folder Options > File Types](#); in Vista, it's now hidden in Control Panel, under [Programs > Default Programs](#) (why?). Locate Notepad as the application to use (it's usually already in the list) and save the change.
3. Find the exclude dictionary:
  - a) **XP/Office 2003:** in a typical Office English installation, it is [C:\Documents and Settings\yourUserName\Application Data\Microsoft\Proof\mssp3en.exc](#).  
(It may not already exist in Office 2003, in which case create a text file named as above.)
  - b) **Vista/Office 2007** – in a typical British English installation, it is [C:\Users\yourUserName\AppData\Microsoft\UProof\ExcludeDictionaryEN0809.lex](#) – EN is the language code, and 0809 is

the country code (others include 0C09 – Australia, 1009 – Canada, 0409 – USA for example)

and create a shortcut to it.

4. Drag the shortcut into the folder you want – could be in the start menu, on the desktop, My Documents or wherever. *Et voilà!* Double-click on the shortcut and the dictionary opens for editing.