Tutorial: How to Check Spelling in InDesign

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Technique 1. To get problems of spelling errors, repeated words or capitilization highlighted
Go to the Edit→Preferences→Spelling menu (*Figure 1A*) to open the Preferences menu, and select the Enable Dynamic Spelling option (*Figure 1B*); next, select underline colors for Misspelled words, Repeated words, Uncapitalized words, and Uncapitalized sentences if desired (Figure 1C).
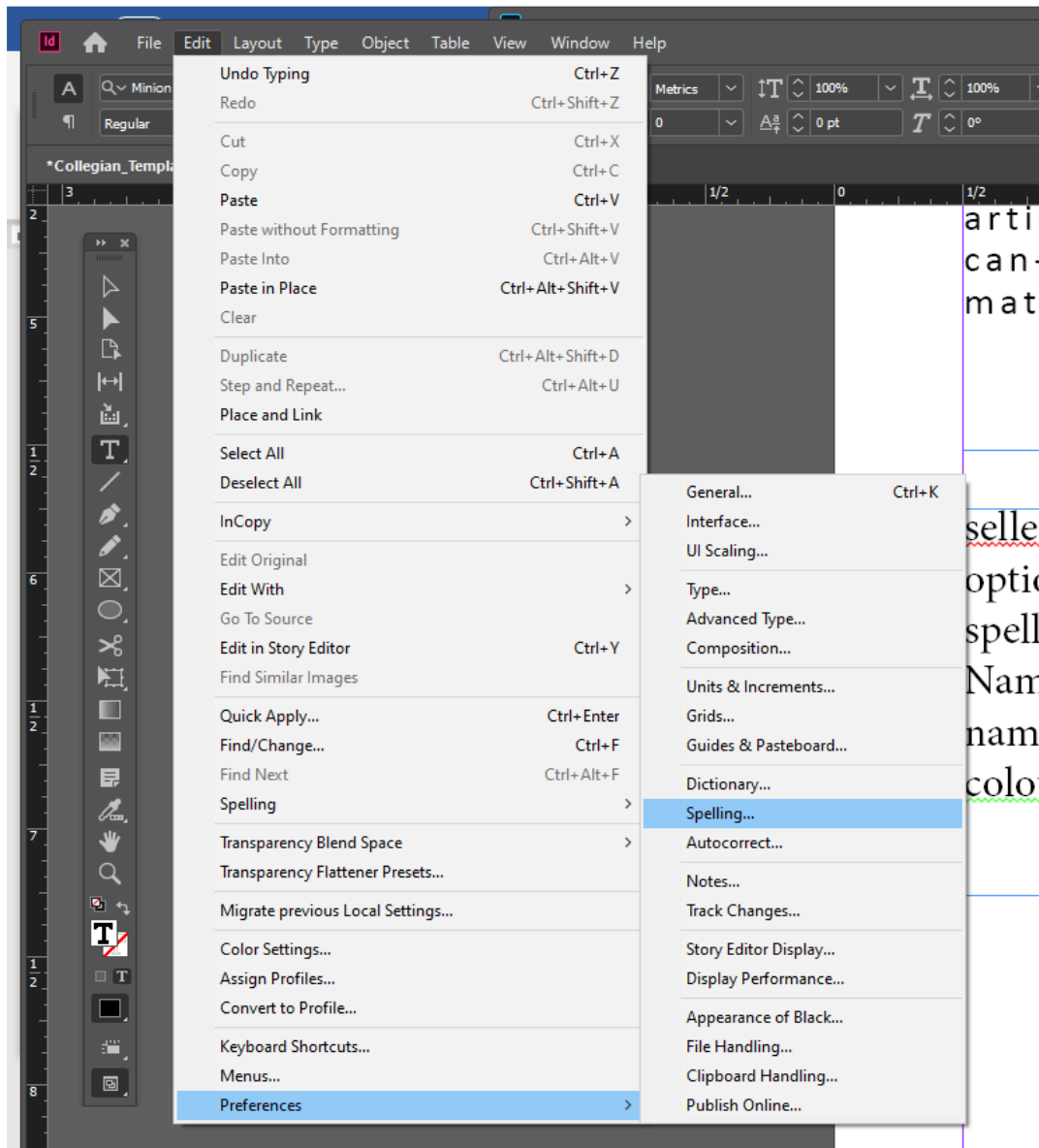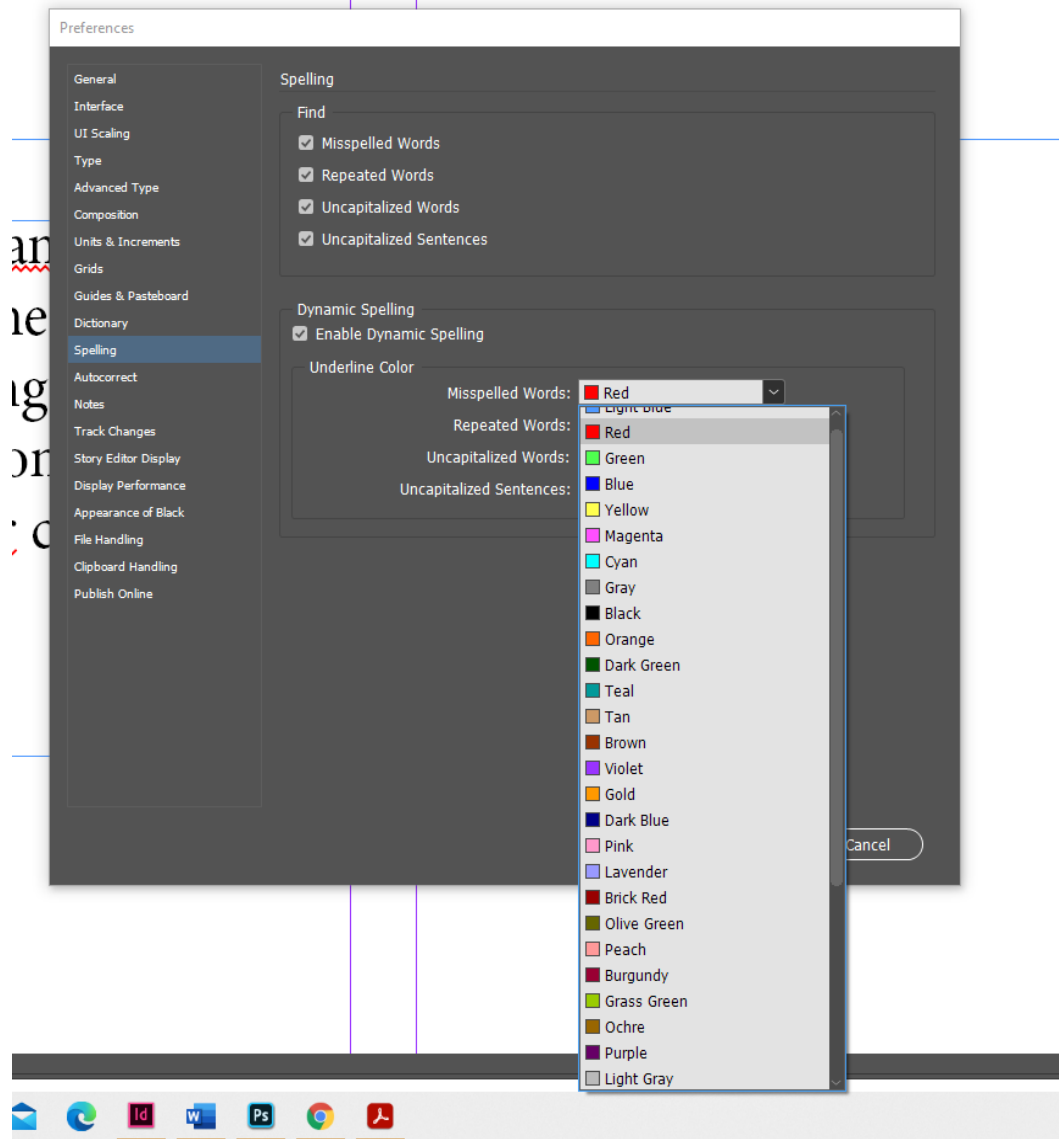

Figure 1A. The Edit→Preferences→Spelling menu.

Preferences

General
Interface
UI Scaling
Type
Advanced Type
Composition
Units & Increments
Grids
Guides & Pasteboard
Dictionary
Spelling
Autocorrect
Notes
Track Changes
Story Editor Display
Display Performance
Appearance of Black
File Handling
Clipboard Handling
Publish Online

Spelling

Find
☑ Misspelled Words
☑ Repeated Words
☑ Uncapitalized Words
☑ Uncapitalized Sentences

Dynamic Spelling
☑ Enable Dynamic Spelling
Underline Color
Misspelled Words: ☐ Red
Repeated Words:
Uncapitalized Words:
Uncapitalized Sentences:

Light Blue
☐ Red
☐ Green
☐ Blue
☐ Yellow
☐ Magenta
☐ Cyan
☐ Gray
☐ Black
☐ Orange
☐ Dark Green
☐ Teal
☐ Tan
☐ Brown
☐ Violet
☐ Gold
☐ Dark Blue
☐ Pink
☐ Lavender
☐ Brick Red
☐ Olive Green
☐ Peach
☐ Burgundy
☐ Grass Green
☐ Ochre
☐ Purple
☐ Light Gray

Cancel

Figure 1B. Enable Dynamic Spelling option checked; selecting colors for Underline Color if needed.

article is full of propagandistic lies agains

Preferences

	Spelling
General	
Interface	**Find**
UI Scaling	☑ Misspelled Words
Type	☑ Repeated Words
Advanced Type	☑ Uncapitalized Words
Composition	☑ Uncapitalized Sentences
Units & Increments	
Grids	
Guides & Pasteboard	**Dynamic Spelling**
Dictionary	☑ Enable Dynamic Spelling
Spelling	Underline Color
Autocorrect	Misspelled Words: ■ Red
Notes	Repeated Words: ■ Green
Track Changes	Uncapitalized Words: ■ Blue
Story Editor Display	Uncapitalized Sentences: ■ Cyan
Display Performance	
Appearance of Black	
File Handling	
Clipboard Handling	
Publish Online	

OK   Cancel

Figure 1C: Underline colors for Misspelled words, Repeated words, Uncapitalized words, and Uncapitalized sentences selected

Technique 2. To check the spelling of an existing paragraph
First, select the textbox containing the paragraph, then go to the Edit→Spelling→Check Spelling menu to open the Check Spelling dialog box (*Figure 2A*); the dialog will list the word that is possibly spelled incorrectly under the heading "not in dictionary" and the correctly spelled word under the heading "Suggested Corrections;" if the word is actually spelled correctly, then click the "Skip" button to move to the next word suspected of misspelling (*Figure 2B*); otherwise, click the word that is correct and it will appear in the "Change to" text field; click the "Change" button or "Change All" button if there are several cases of the same mistake (*Figure 2C*); notice that the misspelled words are highlighted with black color in the text frame; repeat the process until all misspelled words are corrected and click the Done button to exit the dialog box (*Figure 2D*).
To zoom in or zoom out the screen, use the Ctrl and + or Ctrl and – key combination as shortcuts (for Window-based computers).
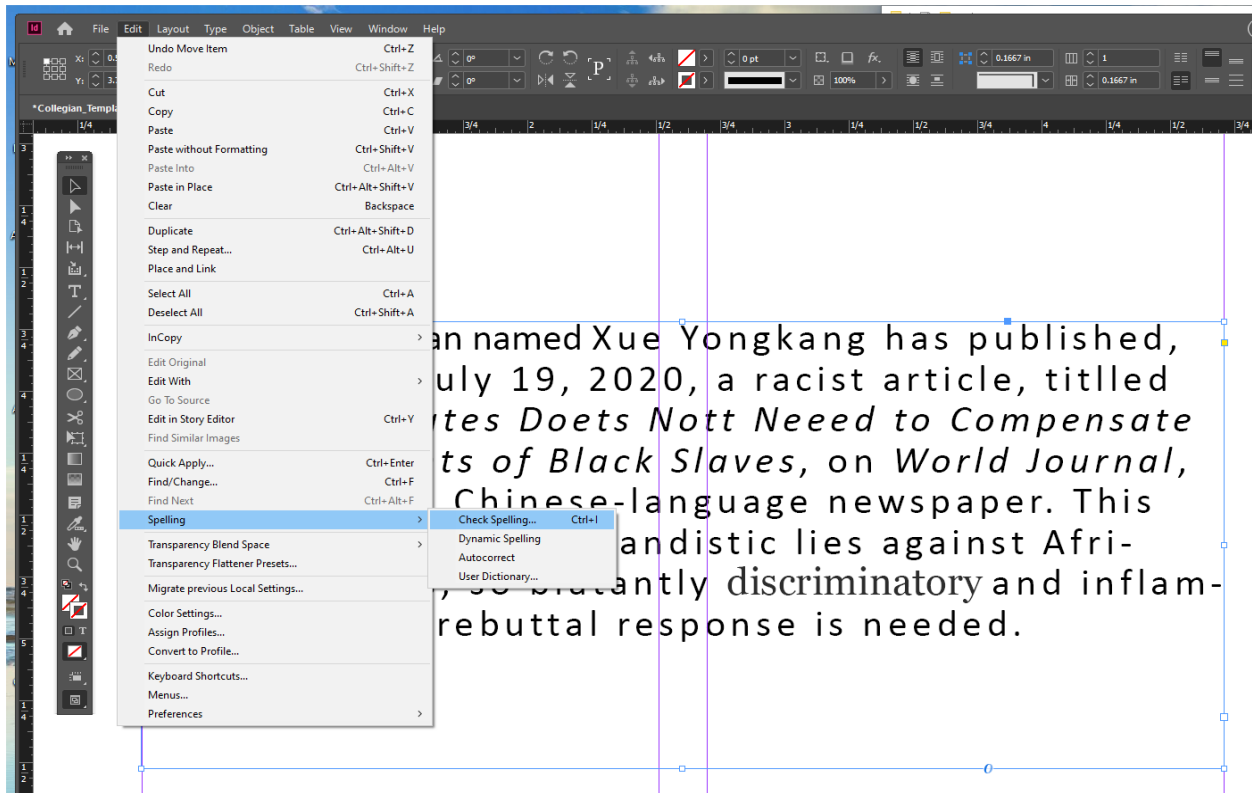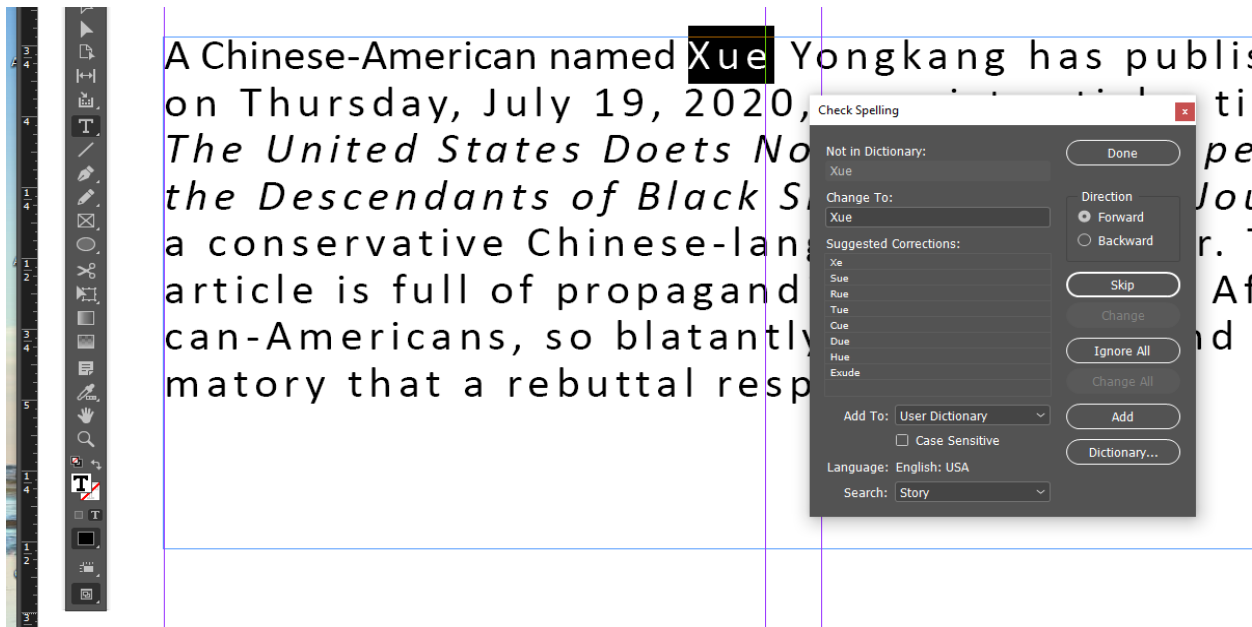
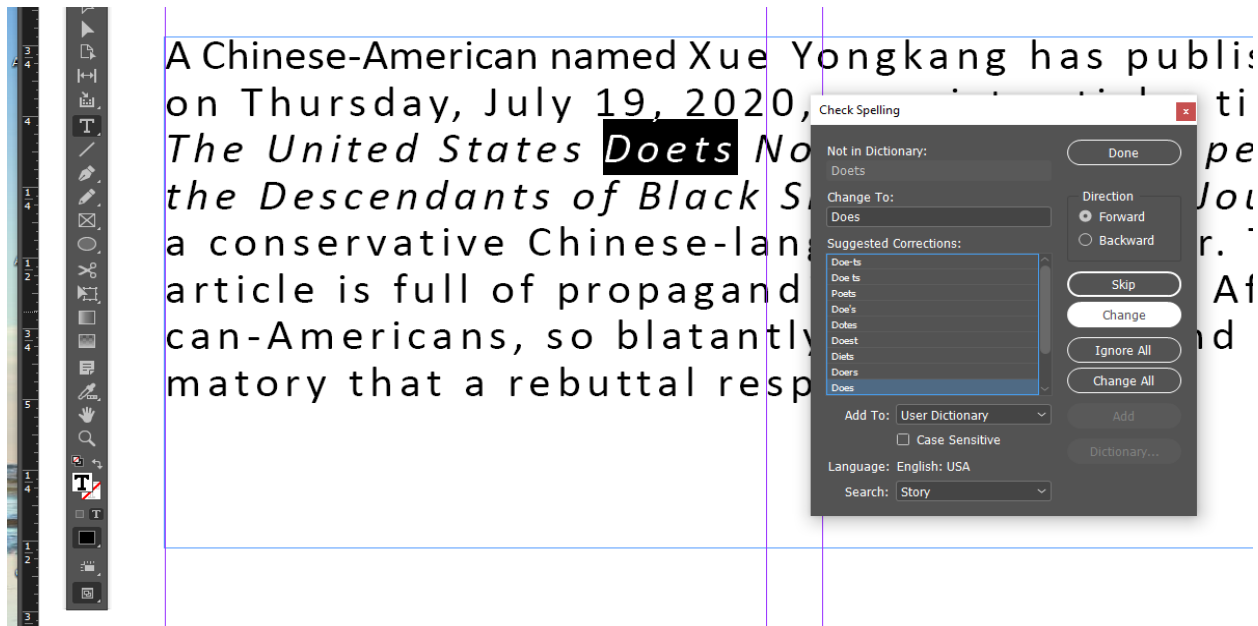*Figure 2A. The Edit→Spelling→Check Spelling menu.*

Figure 2B. The Skip button.

A Chinese-American named Xue Yongkang has publi
on Thursday, July 19, 2020,
*The United States Doets No
the Descendants of Black S*
a conservative Chinese-lan
article is full of propagand
can-Americans, so blatantly
matory that a rebuttal resp

Check Spelling

Not in Dictionary:
Doets

Change To:
Does

Suggested Corrections:
Doe-ts
Doe ts
Poets
Doe's
Dotes
Doest
Diets
Doers
Does

Add To: User Dictionary
☐ Case Sensitive
Language: English: USA
Search: Story

Done

Direction
◉ Forward
○ Backward

Skip
Change
Ignore All
Change All
Add
Dictionary...

Figure 2C. The Change button.

n Thursday, July 19, 2020, a racist article, titled
he United States Does Not Need to Compensate
he Descendants of Black Slave
conservative Chinese-langua
rticle is full of propagandisti
an-Americans, so blatantly dis
atory that a rebuttal respons

Check Spelling

Ready to Check Spelling

Change To:

Suggested Corrections:

Add To: User Dictionary
☐ Case Sensitive
Language: English: USA
Search: Selection

Done

Direction
◉ Forward
○ Backward

Start
Change
Ignore All
Change All
Add
Dictionary...

Figure 2D. The Done button.

Technique 3. To make the misspelled word highlighted when typing the text and to add your own special words to the User Dictionary

First, go to the Edit→Spelling→Dynamic Spelling, click on the left of the words Dynamic Spelling to place a checkmark (*Figure 3A*); this Technique will accomplish the same task as the Technique 1. Next, type a paragraph in the text frame; notice that misspelled words are highlighted with red zigzagging underlines (*Figure 3B*); next, while the cursor is in the misspelled word, right click for a pop-up menu and click-select the correctly spelled word (*Figure 3C*).

If you have specially spelled word to add to the User Dictionary, then, right-click the word for the pop-up menu and select the Add "XXX" to User Dictionary option (*Figure 3D*).
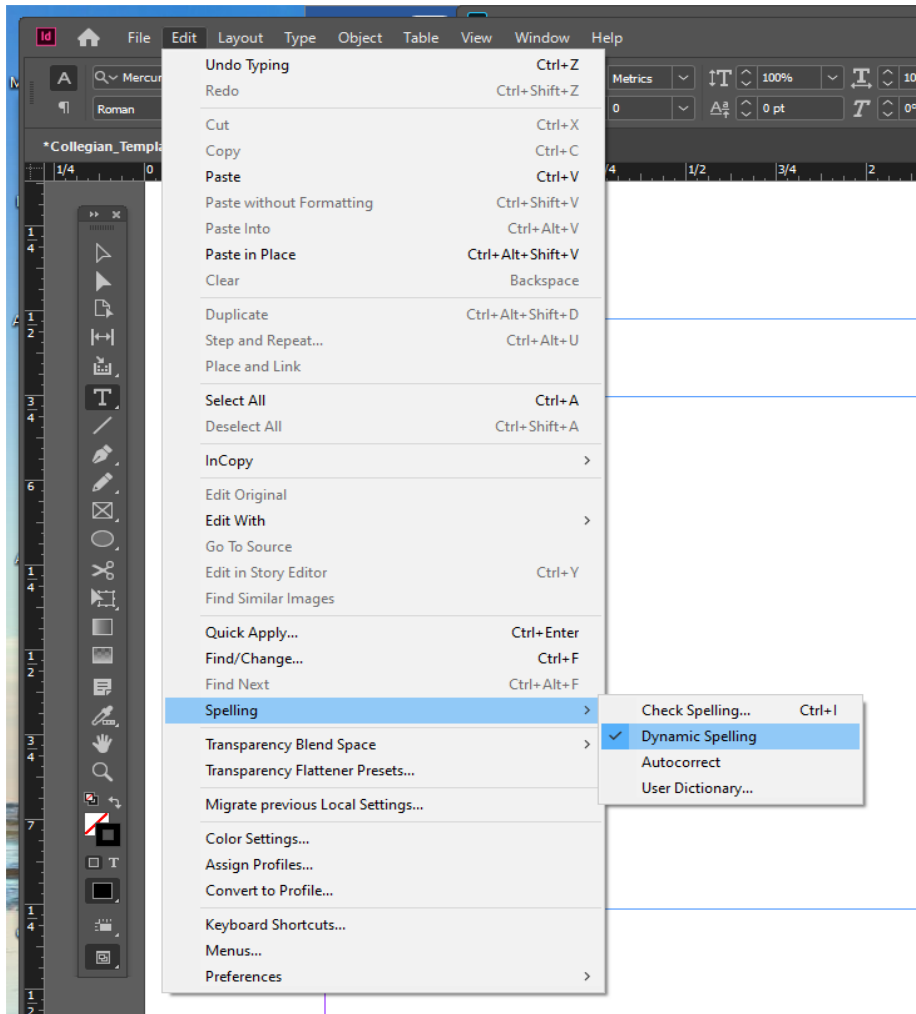
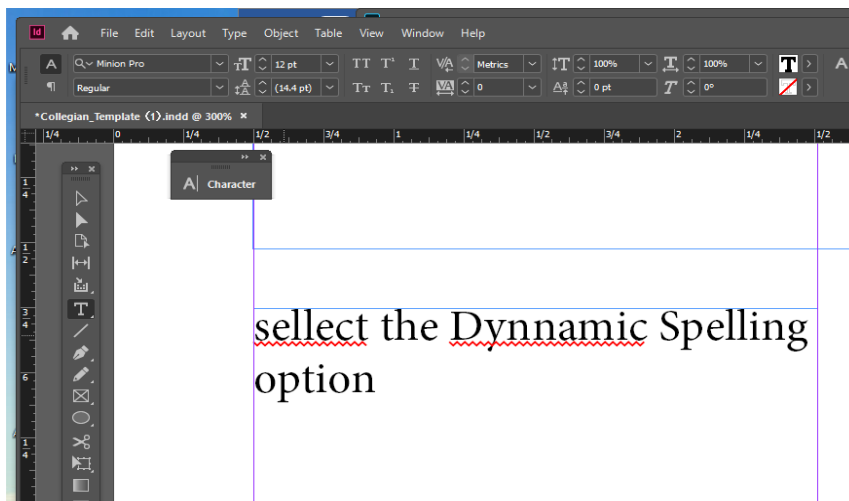*Figure 3A. Selecting the Dynamic Spelling option.*

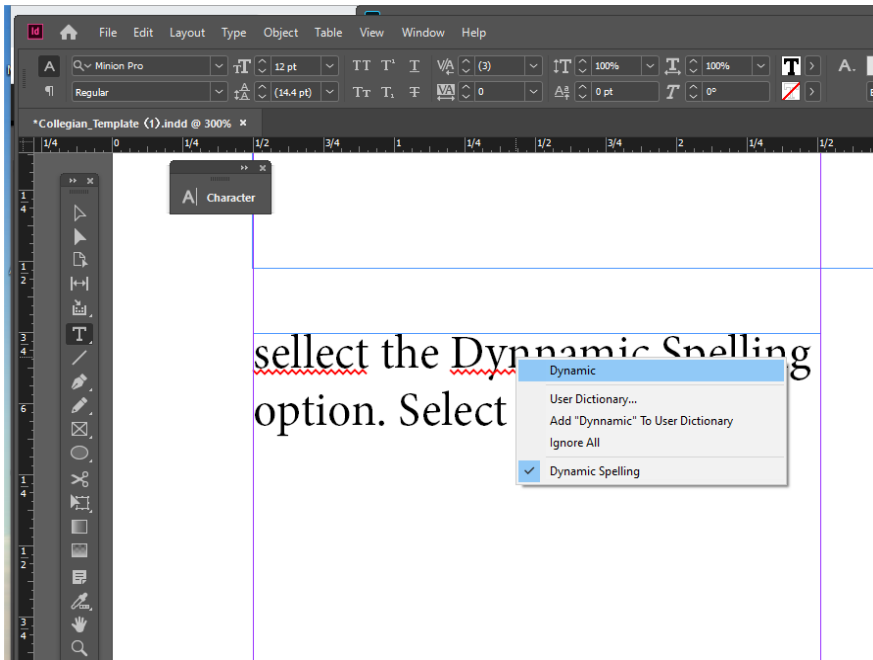*Figure 3B. Red zigzagging underlines highlighting misspelled words.*

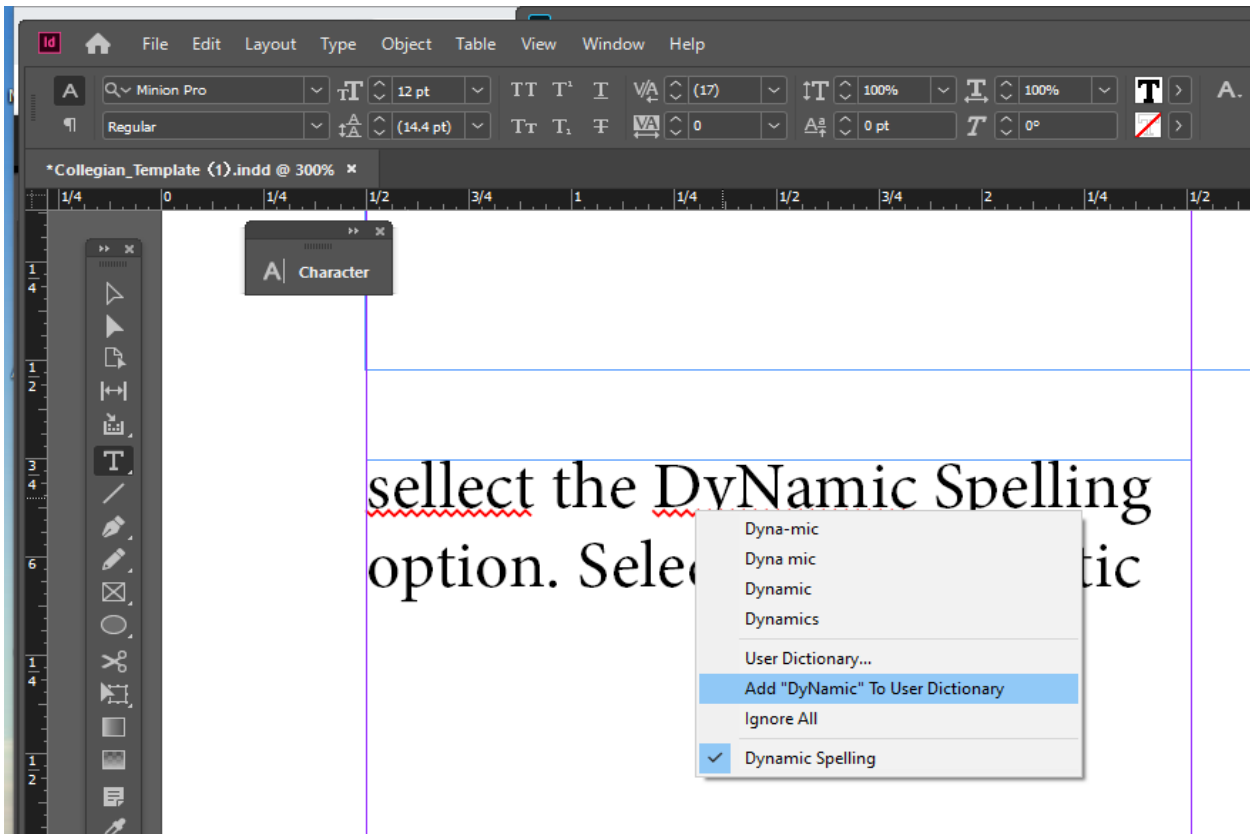*Figure 3C. Selecting the correctly spelled word from the pop-up menu.*

Figure 3D. Add "X word" to User Dictionary option.

Reference YouTube videos:
https://www.youtube.com/watch?v=nkisUha89jc
https://www.youtube.com/watch?v=rNblZemAL0M
https://www.youtube.com/watch?v=GWUmuGi-UCI