

HOW TO INSTALL A Dictionary of South African Plant, Animal and biodiversity Names for MS Office 2007, 2010, 2013

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The biodiversity names files in [SANBISpell.zip](#) (SANBISpellBot.dic, SANBISpellBiodiv.dic, SANBISpellPhys.dic, SANBISpellZooOther.dic) contain all unique biodiversity (e.g. species, subspecies, variety, genus, family for plant, animal, fungi, microbes, etc.) names currently in the national checklists curated by SANBI (South African National Biodiversity Institute) as at the date of the file. Vegetation types (from the Vegetation of South Africa, Lesotho and Swaziland), and many place names and technical terms are also included.

The names/words for each group are contained in a single file. In previous versions of the Dictionary (which contained only plant names), the words had to be separated into various files as MSWord (certainly MS Office 2000) seemed to be incapable of using a file as large as the current one containing the full list.

The Dictionary is basically a Unicode text file with the SANBISpell*.dic extension so that Office 2007 will recognise it as a dictionary file. The dictionary works in Word, Excel, Access, Outlook and PowerPoint of MS Office 2007 and later. A shortcut for checking spelling is <F7> if you cannot find it on the menu.

TO BEGIN WITH

To begin with, download [SANBISpell.zip](#) and extract the SANBISpell*.dic files to the MS Office UProof folder containing the Office dictionary files where `windowsusername` is your Windows user name (e.g. PowrieL). You may need to select "Show hidden files and folders" in Windows Explorer (Tools | Folder Options | View | Hidden files and folders | Show hidden files and folders, and uncheck Hide extensions for unknown file types).

Windows XP and Office 2007: C:\Documents and Settings\`windowsusername`\Application Data\Microsoft\UProof

Windows 7, 10 and Office 2010, 2013: C:\Users\`windowsusername`\AppData\Roaming\Microsoft\UProof

To find where the dictionary is stored, see the address shown in the second image below under '**ADDING THE DICTIONARY**'

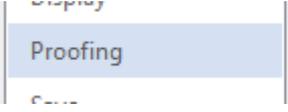
However, the Dictionary can be anywhere you wish but be aware that if you put it in a folder other than UProof, it might create a second custom.dic in that folder as happened to me, causing some confusion! You may put them into another folder if more than one Windows user will use the data, but be aware of the implications that might exist.

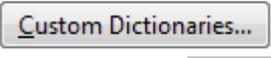
ADDING THE DICTIONARY

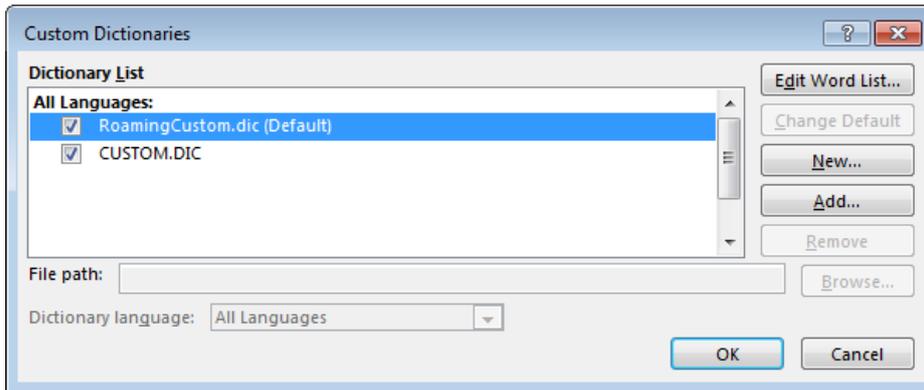
Now that you have the SANBISpell*.dic files in the UProof folder, you can get the various MS Office applications to recognise the dictionary file for checking spelling of SA plant and animal names. You do this by adding the dictionary SANBISpell*.dic file as MS Office custom dictionary files — follow these instructions:

In MS Word (or Excel, PowerPoint, Outlook or Access, Office 2013 is used, but the principles should be the same for other versions of MS Office:

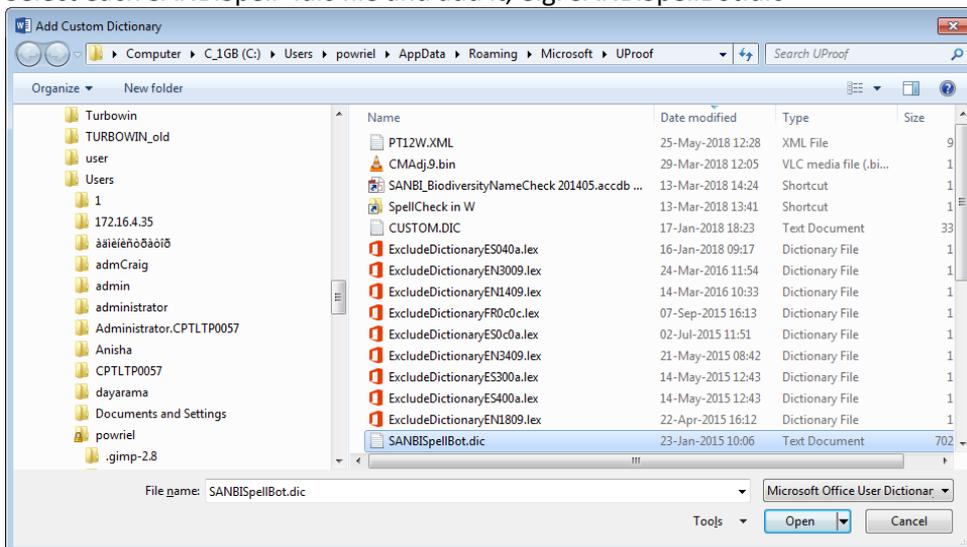
- Use the shortcut **Alt-T-O**, or, depending on the version of MS Office, click on FILE at the top left on your screen and then on  or the Office button  and then .

- Click on the  tab.

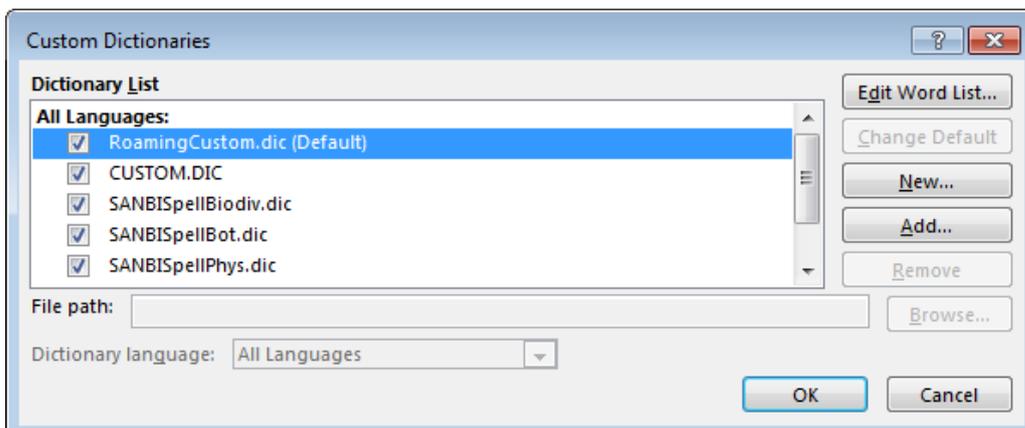
- Click on .



- Click on **Add**
- Select each SANBISpell*.dic file and add it, e.g. SANBISpellBot.dic



then Open, and repeat this for the other SANBISpell*.dic files.



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- Remove any outdated ae_precis.dic, Odd_precis.dic, etc. if you have added them previously. To do this, click on each and click the <Remove> button.
- Click <OK> button to close <Custom Dictionaries>.
- Click <OK> button to close <Word Options>.

TEST IT

Go to any document and test the auto spell checker by typing a few names incorrectly spelt, e.g. “laperousia” or “Encephalartis”. Right-click on the word (red squiggly underline indicates misspelling) and select “Lapeirousia” or “Encephalartos” to correct. Try animal names such as Echinodiscis, Carabidee and haematospyla as well. As simple as that! Test it in Excel, Access, Outlook and PowerPoint too if you wish. A shortcut for checking spelling is <F7> if you cannot find it on the menu.

BEWARE OF UPPER CASE SETTINGS ON YOUR COMPUTER

If your computer is set to ignore words in UPPER CASE, such words will not be checked by any spell checker. To make sure you have the appropriate settings, click on **FILE → Options → Proofing**. Look at the list under “When correcting spelling in Microsoft Office programs” and **deslect** “Ignore words in UPPERCASE”

When correcting spelling in Microsoft Office programs

- Ignore words in UPPERCASE
- Ignore words that contain numbers

Take note of this IMPORTANT warning:

- The spell checker only checks **spelling of words**. It does not check correct **combinations of words**. For example, the combinations *Babiana lapeirousioides* and *Thereianthus lapeirousioides* are both correct. However, if you have the correctly spelt but wrong specific epithet within a genus (e.g. *Thereianthus lapeirousioides* or *Babiana lapeyrousioides*), then the species name is incorrect, although individual words are correctly spelt. You have to be sure of combinations of names.
- If you right-click on a wrngly spelt word and select “Add to dictionary”, MSWord will add the new word or species name that you specify to the custom.dic file and not to your SANBISpell*.dic file.
- Author citations are in the dictionary, but one word at a time. The spell checker cannot check combinations (the same as being unable to check binomials or full species names). You can check correct names using tools such as the Plants of southern Africa website (<http://newposa.sanbi.org/>).
- There is also a database **SANBI_NameCheck.accdb** available that enables a user to search for names using parts of the genus name and species name, enabling the user to copy and paste names into other applications.

Please let me know if things do not work for you so that I can see why it is not working and then add something to the instructions that will help.



Happy spelling!

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