Editing Word Documents

1. Red, squiggly lines: indicate that you have a word that is spelled incorrectly.
   
a. To correct these misspelled words, right click on the word to bring up the following box and select the word that you are trying to spell.

2. Blue, squiggly lines: indicate that you have incorrect grammar or spacing.
   
a. To correct incorrect grammar or spacing, right click on the blue line to bring up the following box and select the correct form of the word or spacing.

3. Users can also check grammar and spelling by going to the Review tab at the top of the Word document.

   From there, select Spelling & Grammar