

Adding Mineral Names to Your Word Processor Dictionary

In the Word(s) to the Wise column “More than 4000 to be exact” (Sep/Oct 2007) I mentioned that the new web-based IMA official mineral list, can be added to your word processor as a custom dictionary and accessed by spell-check. Below are instructions for doing this.

A. Download Custom Dictionary File

- 1) Go to the IMA Minerals Webpage: <http://rruff.info/ima/> using your internet browser (see fig. 1 below).
- 2) Check the box **IMA Approved Minerals Only** if you only want these. Uncheck it if you want all mineral names included in the database.
- 3) Click the **Export Data** button
 - a. A popup window will appear (your browser must be set to allow popups).
- 4) Click the **Download Microsoft Word Dictionary button** in the popup window.
 - a. MS Wordpad should open with a list of the mineral names present.
- 5) Save the file to your desktop (or other folder) and name it *minerals.dic*
 - a. NOTE: If you are going to install the dictionary into Word 2007 you must save the file in Unicode encoding. To do this, open the file in MS Wordpad, choose save as and change the encoding type.

NOTE: depending on how you have your web browser configured the above sequence of steps may be modified slightly.

B. Add Custom Dictionary to Word

For Word 98/2000/2003:

1. Open Word
2. On the **Tools** menu, click **Options**, and then click the **Spelling & Grammar** tab.
3. Click **Dictionaries**.
 1. a popup window (Custom Dictionaries) will appear.
4. Click **Add** in the Custom Dictionaries popup window.
5. Locate the folder containing the custom dictionary you want (*minerals.dic*), and double-click the dictionary file.
6. After *minerals.dic* is added to the list that appears in the Custom Dictionaries popup window, click in the box that appears next to it and a check mark will appear.
7. Press **OK** in the Custom Dictionaries popup window
8. Press **OK** in the Options popup window.

For Word 2007

1. Open Word

2. Click the **Office** button and select **Word Options**
3. Select the **Proofing options**
4. Click **Custom Dictionaries**
5. Click **add**
6. Locate the folder containing the custom dictionary you want, and double-click the dictionary file.
7. Activate the custom dictionary.

For other word processing programs

1. Go to the help menu and lookup instructions for adding a custom dictionary

A **quick check** to see if the dictionary is working: Create a new word document and type a mineral name innocently followed by a return (Enter). i.e. "This is weloganitee"
Depending on how you have your spell check is setup it may change it to the correct spelling or underline it in red (indicating a spelling error).

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Figure 1. Partial view of IMA mineral list web page.

