

Click the Help Topics button to return to the list of topics.

### About Thesaurus

Use Thesaurus to find synonyms (words that are alike) and antonyms (words that are opposite). When Thesaurus displays replacements for a word, they are arranged by their relationship to that word. For example, all synonyms are grouped together under the Synonym heading.

Definitions and examples of selected words are displayed on the right, including different definitions for when the word is used as a noun, verb, and so forth. In addition, the most pertinent information in the definition is highlighted.

-  [To look up a word automatically](#)
-  [To look up a word from the Thesaurus dialog box](#)
-  [To look up a word in a document](#)
-  [To see a list of words you looked up](#)
-  [Related Concepts](#)

### About Customizing Thesaurus Settings

Use Customize to automate Thesaurus and to specify look-up options.

By default, Auto Look Up and Auto Close are selected. When you open Thesaurus, it automatically looks up the word at the insertion point, and it closes automatically when you click Replace or Insert. Use Customize to select or deselect these options.

You can also specify whether Thesaurus looks up synonyms, antonyms, or other related words, and whether Thesaurus displays spelling suggestions when you type a word it doesn't recognize.

- To close Thesaurus automatically
- To display definitions for words
- To display spelling suggestions
- To display words for one definition of a word at a time
- To look up a word automatically
- To select another language
-  Related Concepts

### About Customizing Look-Up Options

Use the options on the Customize drop-down list to specify what types of alternative words appear when you look up a word.

Most Customize options are available only if you installed WordPerfect\* 7 using the Custom option. If you used the Typical option and you want the additional Thesaurus options available, you can reinstall WordPerfect 7, this time clicking the Custom option (which installs all the files of the Typical installation and more).

- To look up antonyms
- To look up coordinate terms
- To look up descriptive categories for proper nouns
- To look up examples for a word
- To look up more general words (Is a Type of)
- To look up more specific words (Has Types)
- To look up related words
- To look up synonyms
- To look up what a word is a part of (Is a Part)
- To look up words for parts that make up a whole (Has Parts)
- Related Concepts

**About Language**

To look up a word in another language, you must have a language module installed for that language. To purchase an international language module, contact your local Corel affiliate or authorized reseller.

 [To select another language](#)

 [Related Concepts](#)

**To insert a word into your document,**

- 1 Click Tools ▶ Thesaurus.
- 2 Click in the document where you want to insert a word.
- 3 Click a word in a list box to place it in the Insert text box, then click Insert.

**Tips**

◆ This option is available when the insertion point in your document is on a blank line or is surrounded by spaces. Otherwise, the button name is Replace.

◆ To find words to insert, type a word in the Insert text box and click Look Up.

 [Related Topics](#)

 [About Replacing and Inserting Words](#)

**To replace a word in your document,**

- 1 Click the word you want to replace, then click Tools ► Thesaurus  
► Look Up.
- 2 Click a word in a list box to insert it into the Replace text box, then click Replace.

**Tips**

- ◆ When you click Replace, the word in the Replace text box replaces the word at the insertion point in your document.
- ◆ If the insertion point is on a blank line or is surrounded by spaces, the Replace button becomes the Insert button.

 [About Replacing and Inserting Words](#)

**To look up a word in a document,**

1 Click a word in the document.

2 Click Tools ► Thesaurus

► Look Up.

**Tips**

By default, Auto Look Up is selected. When you open Thesaurus it automatically looks up the current word. To select or deselect Auto Look Up, click Customize

Auto Look Up.

Click Customize to change Thesaurus settings and specify whether synonyms, antonyms, or both appear when you look up a word.

[Related Topics](#)

[About Thesaurus](#)

**To see a list of words you looked up,**

1. Click Tools  Thesaurus  History.

**Tips**

 The History list shows the words you looked up in the current Thesaurus session only. Each time you open Thesaurus, it begins a new History list.

 [About Thesaurus](#)

**To undo the last word replacement or insertion,**

**1** Click Undo Last.

**Tips**



Undo Last reverses only the most recent change.



Undo Last is not available when Auto Close is selected, because Thesaurus closes automatically when you replace or insert a word.



[About Thesaurus](#)

**To look up synonyms,**

- 1 Click Tools  Thesaurus.
- 2 Click Customize, then make sure Synonyms is selected.
- 3 Click a word or type a word in the Replace With (or Insert) text box.
- 4 Click Look Up.

**Tips**

 Synonyms are words with the same meaning. For example, if you look up "happy" Thesaurus lists words such as "glad," "carefree," and "lighthearted."

 You can also look up a word by double-clicking it in a list box in the Thesaurus window.

 [About Customizing Look-Up Options](#)

**To look up antonyms,**

- 1 Click Tools  Thesaurus.
- 2 Click Customize, then make sure Antonyms is selected.
- 3 Click a word or type a word in the Replace With (or Insert) text box.
- 4 Click Look Up.

**Tips**

 Antonyms are words with opposite meanings. For example, if you look up "ugly," Thesaurus lists words such as "attractive," "beautiful," and "pretty."

 You can also look up a word by double-clicking it in a list box in the Thesaurus window.

 [About Customizing Look-Up Options](#)

**To look up related words,**

- 1 Click Tools  Thesaurus.
- 2 Click Customize, then make sure Related Words is selected.
- 3 Click a word or type a word in the Replace With (or Insert) text box.
- 4 Click Look Up.

**Tips**

 This option is available only if you installed WordPerfect\* 7 using the Custom option. If you used the Typical option and you want this and other additional Thesaurus options available, you can reinstall WordPerfect 7, this time clicking the Custom option (which installs all the files of the Typical installation and more).

 Related words have a similar meaning. For example, if you look up "old," Thesaurus lists words such as "senior," "original," and "outdated."

 You can also look up a word by double-clicking it in a list box in the Thesaurus window.

 [About Customizing Look-Up Options](#)

**To look up what a word is a part of (Is a Part),**

- 1 Click Tools  Thesaurus.
- 2 Click Customize, then make sure Is a Part is selected.
- 3 Click a word or type a word in the Replace With (or Insert) text box.
- 4 Click Look Up.

**Tips**

 This option is available only if you installed WordPerfect\* 7 using the Custom option. If you used the Typical option and you want this and other additional Thesaurus options available, you can reinstall WordPerfect 7, this time clicking the Custom option (which installs all the files of the Typical installation and more).

 For example, if you look up "leg" Thesaurus lists words such as "chair," "poultry," and "journey," because a leg is a part of each of these things.

 You can also look up a word by double-clicking it in a list box in the Thesaurus window.

 [About Customizing Look-Up Options](#)

**To look up words for parts that make up a whole (Has Parts),**

1. Click Tools  Thesaurus.
2. Click Customize, then make sure Has Parts is selected.
3. Click a word or type a word in the Replace With (or Insert) text box.
4. Click Look Up.

**Tips**

 This option is available only if you installed WordPerfect\* 7 using the Custom option. If you used the Typical option and you want this and other additional Thesaurus options available, you can reinstall WordPerfect 7, this time clicking the Custom option (which installs all the files of the Typical installation and more).

 For example, if you look up "car," Thesaurus lists parts of a car, such as "accelerator," "throttle," and "gas."

 You can also look up a word by double-clicking it in a list box in the Thesaurus window.

 [About Customizing Look-Up Options](#)

**To look up examples for a word,**

1. Click Tools  Thesaurus.
2. Click Customize, then make sure Examples is selected.
3. Click a word or type a word in the Replace With (or Insert) text box.
4. Click Look Up.

**Tips**

 This option is available only if you installed WordPerfect\* 7 using the Custom option. If you used the Typical option and you want this and other additional Thesaurus options available, you can reinstall WordPerfect 7, this time clicking the Custom option (which installs all the files of the Typical installation and more).

 For example, if you look up "city," Thesaurus lists examples of cities, such as "New York City," "Tokyo," and "Paris."

 You can also look up a word by double-clicking it in a list box in the Thesaurus window.

 [About Customizing Look-Up Options](#)

**To look up descriptive categories for proper nouns,**

- 1 Click Tools  Thesaurus.
- 2 Click Customize, then make sure Descriptive is selected.
- 3 Click a word or type a word in the Replace With (or Insert) text box.
- 4 Click Look Up.

**Tips**

 This option is available only if you installed WordPerfect\* 7 using the Custom option. If you used the Typical option and you want this and other additional Thesaurus options available, you can reinstall WordPerfect 7, this time clicking the Custom option (which installs all the files of the Typical installation and more).

 For example, if you look up "Germany," Thesaurus lists categories Germany belongs to, such as "country," "nation," and "land."

 You can also look up a word by double-clicking it in a list box in the Thesaurus window.

 [About Customizing Look-Up Options](#)

**To look up a word automatically,**

1. Click Tools  Thesaurus
-  Customize
-  Auto Look Up.

**Tips**

-  By default, Auto Look Up is selected. When you open Thesaurus, it automatically looks up the word at the insertion point.
-  [Related Topics](#)
-  [About Customizing Thesaurus Settings](#)

**To close Thesaurus automatically,**

- 1 Click Tools  Thesaurus
-  Customize
-  Auto Close.

**Tips**

-  By default, Auto Close is selected and Thesaurus closes automatically when you click Replace or Insert.
-  [About Customizing Thesaurus Settings](#)

**To display definitions for words,**

1 Click Tools  Thesaurus  
 Customize.

2 Make sure Show Definitions is selected.

**Tips**

 This option is available only if you installed WordPerfect\* 7 using the Custom option. If you used the Typical option and you want this and other additional Thesaurus options available, you can reinstall WordPerfect 7, this time clicking the Custom option (which installs all the files of the Typical installation and more).

 When you click on a definition, Thesaurus selects the first word associated with that definition. If you click again, it selects the next word associated with that definition.

 [About Customizing Thesaurus Settings](#)

**To look up a word from the Thesaurus dialog box,**

1. Click Tools  Thesaurus.
2. Click a word in a list box in the Thesaurus window, or type a word in the Replace With (or Insert) text box.
3. Click Look Up.

**Tips**

-  You can also look up a word by double-clicking it in a list box in the Thesaurus window.
-  [Related Topics](#)
-  [About Thesaurus](#)

**To display spelling suggestions,**

- 1 Click Tools  Thesaurus  Customize.
- 2 Make sure Spelling Assist is selected.

**Tips**

 When Spelling Assist is selected, Thesaurus displays spelling suggestions when you type a word it doesn't recognize in the Replace With (or Insert) text box.

 [About Customizing Thesaurus Settings](#)

**To select another language,**

- 1 Click Tools  Thesaurus  
 Customize  
 Language.

2 Select a language, then click OK.

**Tips**

-  This option is only available if you have a language module installed.
-  About Language

**To display another list box of alternative words,**

1. Click Tools  Thesaurus.

2. Click the left and right arrow buttons above the first and last word lists.

 About Thesaurus

### **About Replacing and Inserting Words**

Use Replace to automatically replace a word in your document with a word Thesaurus suggests. Thesaurus replaces verbs with the correct tense and number. When the insertion point is on a blank line or is surrounded by spaces, the Replace button changes to Insert and lets you insert a word from Thesaurus into your document.

 To insert a word into your document

 To replace a word in your document

 Related Concepts

**To look up coordinate terms,**

- 1 Click Tools  Thesaurus  Customize.
- 2 Make sure Coordinates is selected.
- 3 Click a word or type a word in the Replace With (or Insert) text box.
- 4 Click Look Up to list the word's coordinates.

**Tips**

 This option is available only if you installed WordPerfect\* 7 using the Custom option. If you used the Typical option and you want this and other additional Thesaurus options available, you can reinstall WordPerfect 7, this time clicking the Custom option (which installs all the files of the Typical installation and more).

 If the word is a type of another more general word (as "oak" is a type of "tree"), its coordinates are other words that are also types of that more general word. For example, "bike" is a type of vehicle, so some of its coordinates are "car," "truck," and "golf cart."

 You can also look up a word by double-clicking it in a list box in the Thesaurus window.

 [About Customizing Look-Up Options](#)

**To look up more general words (Is a Type of),**

- 1 Click Tools  Thesaurus
-  Customize.
- 2 Make sure Is a Type of is selected.
- 3 Click a word or type a word in the Replace With (or Insert) text box.
- 4 Click Look Up.

**Tips**

 This option is available only if you installed WordPerfect\* 7 using the Custom option. If you used the Typical option and you want this and other additional Thesaurus options available, you can reinstall WordPerfect 7, this time clicking the Custom option (which installs all the files of the Typical installation and more).

 For example, if you look up "oak," Thesaurus lists more general words such as "tree" and "wood."

 You can also look up a word by double-clicking it in a list box in the Thesaurus window.

 [About Customizing Look-Up Options](#)

### To look up more specific words (Has Types),

- 1 Click Tools  Thesaurus  Customize.
- 2 Make sure Has Types is selected.
- 3 Click a word or type a word in the Replace With (or Insert) text box.
- 4 Click Look Up.

#### Tips

For example, if you look up "flower," Thesaurus lists specific flower names such as "daisy" and "sunflower". Thesaurus also lists specific terms for the verb "to flower," such as "burst forth" and "effloresce."

This option is available only if you installed WordPerfect\* 7 using the Custom option. If you used the Typical option and you want this and other additional Thesaurus options available, you can reinstall WordPerfect 7, this time clicking the Custom option (which installs all the files of the Typical installation and more).

You can also look up a word by double-clicking it in a list box in the Thesaurus window.

[About Customizing Look-Up Options](#)

**To display words for one definition of a word at a time,**

- 1 Click Tools  Thesaurus  
 Customize.

- 2 Make sure Words for One Definition is selected.

**Tips**

This option is available only if you installed WordPerfect\* 7 using the Custom option. If you used the Typical option and you want this and other additional Thesaurus options available, you can reinstall WordPerfect 7, this time clicking the Custom option (which installs all the files of the Typical installation and more).

[About Customizing Thesaurus Settings](#)

**Coordinates**

If the word is a type of another more general word (as "oak" is a type of "tree"), its coordinates are other words that are also types of that more general word. For example, "bike" is a type of "motor vehicle," so some of its coordinates are "car," "truck," "tank," and "golf cart."

