title: Approve Spelling Common Words (2.1a)

In this video we have learnt that the wordlist tool is the key tool for dealing with spellings.

## To open the Wordlist tool

* Open the menu for the project.
* Under Tools, click **Wordlist**.
  + *The Wordlist window opens for this project. lists all the words found in your project and each one’s spelling status*.

## Approving commonly occurring words

* Open the Wordlist menu.
* Under **Tools**, select **Approve Spelling of Common Words**.
* Enter the lowest number of occurrences you are confident are spelled correctly.
* Click **OK**.
  + *Paratext informs us how many words it will set to Approved*.
* Click **Yes** to carry out the bulk approve.

## Sort wordlist

* Click on the column heading (e.g. **Count**.
  + *The words are now sorted in order of occurrence with the most frequent ones shown at the top of the list*.