

Word 2019 with JAWS

Setting the Default Markup Language to UK English



Microsoft Word uses what is known as a Markup language for the creation of documents. This will determine which language is used when your document is spell-checked. Sometimes, the default language is something other than UK English. This can have implications, not only for spell-checking purposes, but also when reading a document, as JAWS may all of a sudden switch to another language.

It is recommended that you set the default Markup language for all new documents to be UK English. To do this, follow these suggested steps:

1. Start Microsoft Word.
2. Press **CTRL and N**. Upon doing this, a new blank document will be created.
3. Press **ALT** to move focus to the upper part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected tab.
4. Press **RIGHT ARROW** or **LEFT ARROW** until the Review tab is selected and then press **TAB** to move focus to the lower part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected control. This will be the Spelling and Grammar button.
5. Press **TAB** until the Language sub-menu is selected and press **ENTER** to display its associated dropdown menu. Upon doing this, JAWS will say the name of the first option in the menu. This should be Translate.

Note 1: There are only 2 options in the Language menu. These are Translate and Language. It is a peculiar menu, as you can only navigate it using RIGHT or LEFT ARROW.

6. Press **RIGHT ARROW** until the Language sub-menu is selected and then press **ENTER**. Upon doing this, a dropdown menu will be displayed and JAWS will announce the name of the currently selected option in the list. This should be Set Proofing Language.

7. Press **ENTER** to choose the Set Proofing Language menu option. Upon doing this, the Language dialog box will be displayed.

An alternative method of choosing a control from the **Office Ribbon** is to press a sequence of keys. The sequence of keys to press to quickly display the Language dialog box are as follows:

ALT followed by **R** then **U** then **L**

8. In the Language dialog box, focus will be in the Mark Selected Text As list box. This list contains all available languages. This is a very long list! You can either press **DOWN ARROW** or **UP ARROW** to navigate the list one item at a time, or you can press **PAGE DOWN** or **PAGE UP** to navigate 7 items at a time. Alternatively, you can type the first letter of the language you are looking for to move to the first language beginning with that letter.

Note 2: It is recommended to press F to move to the first language beginning with the letter F, and then work your way back up the list using UP ARROW until English (United Kingdom) is selected.

9. When you have selected English (United Kingdom) from the list, press **TAB** until the Set as Default button is selected and press **ENTER**. Upon doing this, you will receive a message which says "Do you want to change the default language to English (United Kingdom)? This change will affect all new documents based on the Normal.dot template". Press **TAB** until the **Yes** button is selected and press **ENTER**. Finally, press **ENTER** to choose the **OK** button and close the Language dialog box.

That's it, all new documents you create in the future will be marked up as English (United Kingdom). This should mean that when you carry out a spell-check, the language used is correct!

Note 3: If you open a document which has been created with a language other than UK English, JAWS may start to read it in the language used by the author. To correct this, press CTRL and A to select all of the text and then follow the steps outlined above. This will result in the language being changed to UK English. Remember to deselect the text after you have changed the language!