Word 2019 with JAWS

Locating and Correcting Spelling Errors

There are many ways to locate and correct spelling errors in Word 2019. However, using the built-in proofing options can prove to be rather confusing and cumbersome. This document outlines 2 recommended methods which should prove to be easier when using JAWS.

Method 1 - Using the JAWS Spelling Errors Dialog Box

1. With the document to be checked open and on screen, press **CTRL and HOME**. Upon doing this, the cursor will be moved to the beginning of the document.

2. Press the JAWS command **SHIFT and ALT and L**. Upon doing this, the **Spelling Errors** dialog box will be displayed. This contains a list of all spelling errors in your document. JAWS will announce the total number of errors found and will then announce the currently selected error in the list.

3. It is likely that the list of spelling errors contains words that are not actually spelt incorrectly, for example, place names, people's names etc. Therefore, navigate the list using **DOWN ARROW** or **UP ARROW** to locate the first actual spelling error.

4. When you have selected a spelling error from the list, press **ENTER**. Upon doing this, the **Spelling Errors** dialog box will close and the cursor will be moved to the beginning of the misspelled word in your document. JAWS will announce the word and then spell it character by character.

5. Press the **Applications k**ey (this key is to the left of the **CTRL** key on the right side of the keyboard). Upon doing this, a menu will be displayed which includes a list of suggested replacement words. Focus will be on the first suggestion. You can have the suggested word spelt character by character by pressing the JAWS command **INSERT and Number Pad 5** twice quickly.

Note 1: If your keyboard does not have an Applications Key, then you can press **SHIFT and F10 instead** to display the menu.

6. Press **DOWN ARROW** or **UP ARROW** until you have selected the correct replacement word and then press **ENTER**. Upon doing this, the misspelled word in your document will be replaced with the correct word.

Note 2: Sometimes, there will be no spelling suggestion for the misspelled word. This is usually the case when the word is spelt so incorrectly there are no suggestions available in the dictionary. If this is the case, press **ESCAPE** to close the menu and correct the word manually.

7.   Repeat steps 2 to 6 until you have corrected all of the spelling errors in your document.

When all errors have been corrected, JAWS will announce that no spelling errors were found when you press SHIFT and **ALT** and L.

Method 2 - Using JAWS Quick Keys

Another method you can use to locate and correct spelling errors, is to use the JAWS **Quick Keys** feature. This feature essentially makes your document 'read only'. This is advantageous, as you can then use similar commands for browsing web pages to navigate the text.

1.   With the document to be checked open and on screen, press **CTRL and HOME**. Upon doing this, the cursor will be moved to the beginning of the document.

2.   Press the JAWS command **INSERT and Z**. Upon doing this, JAWS will announce that **Quick Keys** have been turned on.

3.   Press the letter **M**. Upon doing this, JAWS will move the cursor to the beginning of the first misspelled word in the document. JAWS will then announce the misspelled word, spell it and then read the line in which the error appears.

Note 3: When in **Quick Keys** mode, pressing the letter **M** results in the Virtual Cursor moving to the next misspelled word in the document. For reference, pressing **SHIFT and M**, results in the Virtual Cursor moving to the previous misspelled word.

4.   Press the **Applications** key, or **SHIFT and F10**. Upon doing this, Quick Keys will be turned off and a menu will be displayed which includes a list of suggested replacement words. Focus will be on the first suggestion. You can have the suggested word spelt character by character by pressing the JAWS command INSERT and Number Pad 5 twice quickly.

5.   Press **DOWN ARROW** or **UP ARROW** until you have selected the correct replacement word and then press **ENTER**. Upon doing this, the misspelled word in your document will be replaced with the correct word.

6.   Turn **Quick Keys** back on by pressing **INSERT and Z**.

7.   Repeat steps 3 to 6 until you have corrected all of the spelling errors in your document.

When all errors have been corrected, JAWS will announce that no spelling errors were found when you press either M or SHIFT and M. If this is the case, press INSERT and Z to turn Quick Keys off!