



MS Word

Word with Screen Reader

Spell Checking

Shortcut commands let you check the spelling in a Microsoft Word document.

Everyone makes spelling errors from time to time. Luckily, all Microsoft Office programs can check spelling and grammar. **Try it out!**

How to Start Checking

1. Go to the top of the document: Press **CTRL + Home**.
2. Open the proofing toolbar: Press **F7**. The spelling pane contains the first misspelled word.
3. The focus lands on the first control: the **Ignore** button. The screen reader announces the **Ignore** button and then the keyboard shortcut I.

Tip: If you're returning to spellcheck, the focus is on the last control you used.

JAWS vs. NVDA

- **JAWS:** It automatically reads and spells the misspelled word and the first suggested word.
- **NVDA:** You navigate from the current focus, the **Ignore** button, to the previous object, the misspelled word.

With **NVDA**, it also makes a difference if you're using a laptop or a desktop. To hear the misspelled word using **NVDA**:

- On a laptop: Press **NVDA + Shift + Left arrow**.
- On a desktop: Press **NVDA + 4** on the number pad.

Tip: Keys on the number pad are called **numpad keys**.

To hear the word spelled out using **NVDA**:

- On a laptop: Press **NVDA + CTRL + period** twice in rapid succession.
- On a desktop: Press **NVDA + numpad 5** twice quickly.

In **JAWS**, for both laptops and desktops, to hear the word spelled out: Press **JAWS + F7**.

Words Not Recognized by Spellcheck

- There are times a word is spelled correctly, but it's not recognized by spellcheck.

Tip: Spellcheck doesn't recognize some proper nouns, such as the word *APHont*. This is a font created by the American Printing House for the Blind (APH) for people with low vision. Spellcheck identifies it as misspelled because it doesn't recognize the word.

- You have several choices: You can **ignore** this instance of the word, **ignore all** instances of this word, or **add** this word to your dictionary.

Ignoring the Word

The first choice is **Ignore**.

4. The keyboard shortcut is the letter **I**. This tells spellcheck to skip this error for this time only.

Ignoring All Instances

The next choice is to **Ignore All** instances of the word:

5. To go to this control: Press **Tab**.
6. Use the **Ignore All** command: Press the letter **G**.

Tip: The **Ignore All** command is helpful when you have several instances of a word that you want to ignore. Spellcheck will now skip over every instance of the word in the document.

Adding to Dictionary

- The final choice is to **Add** the word to the dictionary:
7. Go to the next control: Press **Tab**.
 8. Use the **Add** command: Press the letter **A**.

Tips: The **Add** command is helpful when you have a word that you want spellcheck to recognize every time you use it. The word *APHont* is a good example.

However, when you add a word, you are adding that specific spelling. Any variations, such as the plural, will still be flagged by spellcheck. So also add each variation individually.

The Suggestions List

This is a list of words that spellcheck thinks you may have meant to use, with the most likely ones on top. To review the suggested words:

9. Use the **List** command: Press the letter **L**.
10. To move through the list: Press the **Down arrow** key.
11. Use your screen reader to announce and spell the current word:
 - With **NVDA**, on a laptop: Press **NVDA + CTRL + period** twice in rapid succession.
 - With **NVDA**, on a desktop: Press **NVDA + numpad 5** twice quickly.
 - With **JAWS**: Press **JAWS + F7**.
12. After you've found the correct spelling: Press the **Tab** key to move out of the list. You're now on the **Change** button.
13. To change the misspelled word to the correctly spelled word: Press **Enter**. Or press the letter **C**.

14. To change all instances of the misspelled word in the document to the correctly spelled word: Press the letter **L**. Or press **Tab** to go to the next command, **Change All**.

Text-to-Speech

This is the next control.

15. To get to the **Text-to-Speech** button: Press **Tab**.
 - To activate the **Text-to-Speech** button: Press the **spacebar**. You'll hear the currently selected replacement word.
 - Synonyms, if available, are listed below the **Text-to-Speech** control.
 - To navigate between the choices with **NVDA**: Press **NVDA + Shift + Left arrow**, or **NVDA + Shift + Right arrow**. The screen reader will announce the bullet and the synonym.

Definitions

This is the next control. Before you can access the definitions, you'll need to install a dictionary.

Languages

The **Language Dropdown Box** is the next and last control.

- To move through the list of languages: Use the **arrow** keys.
- To listen to the choices: Press the **arrow** key several times.
- When you hear the language you want: Press **Enter**.

After You've Made the Correction

Spellchecker moves to the next error in the document.

- **NVDA** does not announce this next error. The proofing toolbar remains open, and the focus lands on the **Ignore Once** button.
- To have the screen reader announce the word:
 - With NVDA, on a laptop: Press **NVDA + Shift + Left arrow**.

- With NVDA, on a desktop: Press **NVDA + numpad 4**.
- With **JAWS**: The command **JAWS + F7** announces and spells the word.

When You've Finished Checking

- Press **F7** to bring up the proofing toolbar.
- If spellcheck detects no spelling errors, it announces: "Spell and grammar check is complete."
- Press the **ESC** or **Enter** key to close.

With these tips, you can use Windows shortcuts to check the spelling in Word documents. Try it out! Then try our workshop on undo redo.

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