

Spell Check a Document with Window-Eyes

This How Do I Do That? Tutorial will demonstrate how to spell check a document in Microsoft Word 2013 using Window-Eyes hot keys. I am using a Windows 8.1 computer running Window-Eyes 8.4 and Office 2013.

Microsoft Word is the focused application and I am in a document that contains several spelling mistakes. Word displays a wavy-colored line under all spelling and grammatical errors in the document, red for spelling errors and blue for grammar errors. I can use Window-Eyes hot keys to quickly locate all of the errors making the process of spell checking the document fast and efficient.

Pressing Alt-Apostrophe will cause Window-Eyes to move the cursor to the first spelling or grammar error in the document. I will press Alt-Apostrophe now to demonstrate this functionality. Now that the cursor is positioned in front of the first misspelled word, I will press the Applications key to open a context menu containing a list of spelling suggestions. Simply arrow to the correct spelling suggestion and press Enter to replace the misspelled word in the document with the chosen suggestion.

I will press Alt-Apostrophe again to move the cursor to the next spelling mistake. This time, I am going to ask Window-Eyes to spell the misspelled word before I try to fix the mistake. I will press the read current word Window-Eyes hot key Control-Numpad 6 twice. The first press of the hot key will read the current word, the second press of the hot key will spell the current word. Now, I will ask Window-Eyes to speak the current sentence so I can hear the context of the word that is misspelled. I will press the read current sentence Window-Eyes hot key Control-Numpad 2. After identifying the context and spelling of the misspelled word, I will edit the word myself instead of using the list of suggestions available in the context menu.

I will press Alt-Apostrophe again to move the cursor to the next spelling mistake. Now that the cursor is positioned in front of the next misspelled word, I will press the Applications key to open the context menu. I want to spell the current selection in the context menu to make sure it is the correct word to replace the misspelled word with. To spell the current suggestion, press the read current line Window-Eyes hot key Control-Numpad 5 twice. The read current line hot key is used in this case because the context menu item is actually considered a line of text not just one word. You will find in other situations that the suggestion contains more than one word and this is why each context menu spelling suggestion is considered a line of text rather than one word. Now that I have spelled the suggestion and verified it is the correct one, I will press Enter to replace the misspelled word in the document with the chosen suggestion.

I will press Alt-Apostrophe again and Window-Eyes announces that there are no more errors. Excellent, I have just spell checked the document quickly and efficiently using Window-Eyes hot keys. On a related note, you can press Alt-Semicolon to look for the previous spelling or grammatical error in your document.

In review, you can press Alt-Apostrophe or Alt-Semicolon to move the cursor to the next or previous spelling mistake respectively. Once the cursor is on the spelling mistake, you can edit the misspelled word manually or select a spelling suggestion from the context menu which can be opened with the Applications key. Please note that these techniques for spell checking will also work when you are composing an email in Microsoft Outlook.

Thanks for checking out this How Do I Do That? tutorial from GW Micro. If you have any technical questions about Window-Eyes, please contact our support team by email at support@gwmicro.com or by phone at 260-489-3671. You can learn more about Window-Eyes by visiting the GW Micro website at www.gwmicro.com.