

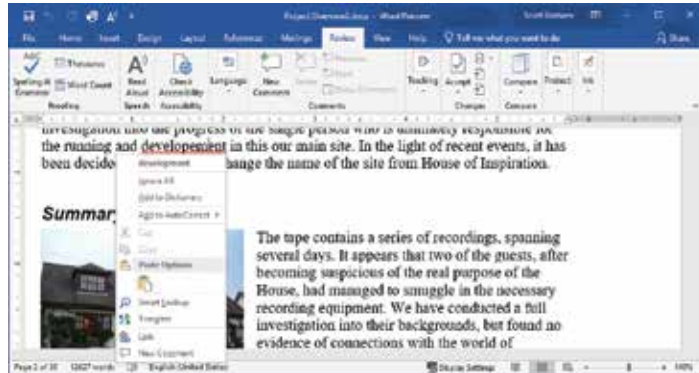
Proofing Tools

Word can access a number of English and non-English dictionaries, which it uses when running spelling or grammar checks.

- 1 As you type, Word will automatically check your spelling using its default dictionary. Any suspect words will be underlined in red with a wavy line. Right-click on each word to see your choices



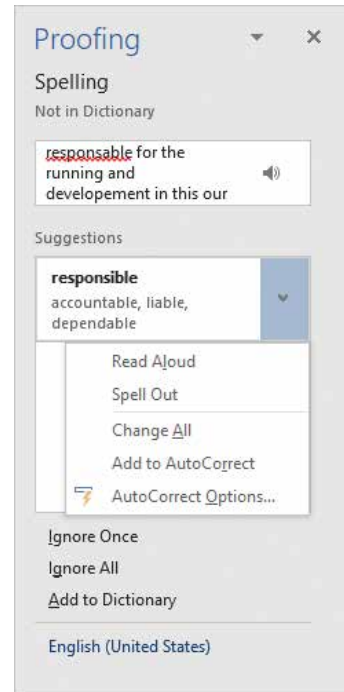
Rather than the whole document, you can also check just a section of text by selecting it in the normal way before clicking the Spelling & Grammar button.



- 2 Click on one of the suggestions to make the correction
- 3 Click Ignore All if you'd like the highlighted word to be exempt from spell checking. Alternatively, click "Add to Dictionary" to add in the highlighted word
- 4 To run a check on your whole document, click the Spelling & Grammar button in the Proofing area of the Review tab. A Proofing pane will appear with all the necessary controls and information

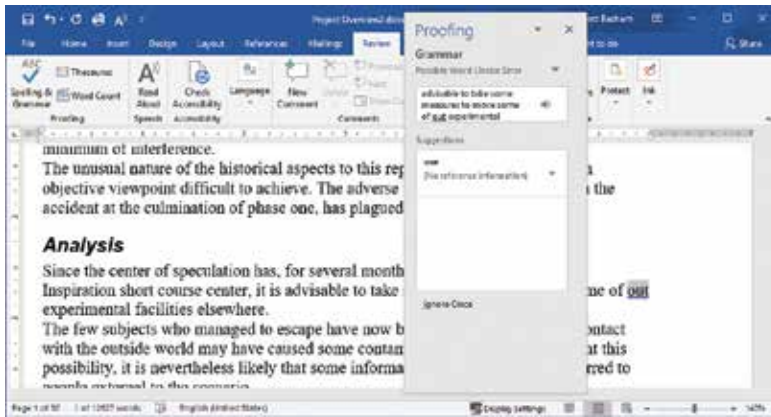


The new Proofing pane will also allow you to select one of the suggestions and then choose either Read Aloud or Spell Out from its attached menu. You will need to make sure you have an active sound card in your computer (with the volume unmuted) for this to work.



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- 5 Once you've made a decision to change, ignore or add to the dictionary, Word will resume its search for mistakes. If it finds a problem with grammar then the Proofing pane will switch from Spelling to show the Grammar controls, as in the example below

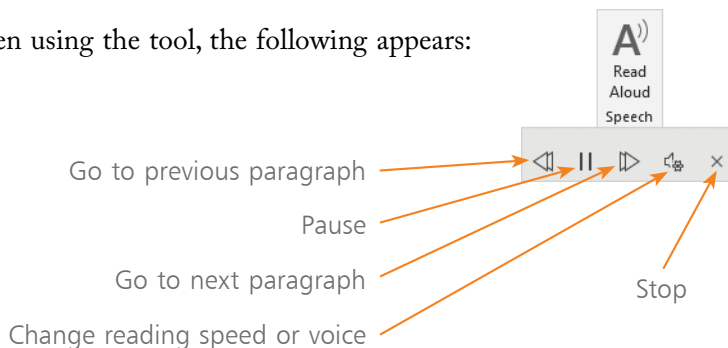


- 6 Review the suggestions and choose one if appropriate. You could also right-click on the word(s) in the document and choose Ignore, or simply manually edit the text
- 7 When Word has finished looking through the document, it will display a "check complete" message

The Read Aloud tool

Another useful tool in the Review pane is the Read Aloud tool. This will use synthesized speech to read out either your entire document or just the text you have selected.

When using the tool, the following appears:



Another useful tool in the Review pane is the Accessibility Checker. Clicking on this will reveal a new pane that will inspect your document for issues which may limit how accessible is your document to people with varying needs, or people who work on devices with varying capabilities.



The Read Aloud tool is a feature new to Word 2019, although earlier versions do have a more basic word-reading capability.