Alright, so we have done all this awesome and amazing formatting. By now, you should be able to perform some basic and intermediate formatting and know that your document will look great. This lesson is designed to give you some tips that are specific to jaws users, and should enhance your ability to properly format a document. Let’s start with some Jaws features which are found in the quick settings dialogue, accessed by pressing Insert+V. We will look at three options.

•Auto correct Detection

When you select this option, Jaws will let you know when a word you typed has been corrected by Word’s auto correct feature. When you encounter a word that has been auto corrected, Jaws will say, “Undo auto actions”, letting you know that you have options for undoing the auto correct, or changing to a different word than what was originally suggested. You can do this by pressing Alt+Shift+f10. Note that this feature must be on for our next features to work.

•Spelling error detection

When this is activated, Jaws will alert you of misspelled word in one of three ways.

1. On

When selected, Jaws will simply say “Spelling Error”, when it encounters a miss spelled word

1. On with Count

When this option is selected, Jaws will let you know how many spelling errors are on each line. So, you might hear the phrase: “two spelling errors”. It is then your job to navigate the line and figure out where the errors are.

1. Off

Well, this turns off spelling error detection, allowing you to read and correct the document as normal.

•Text Analyzer

This feature allows Jaws to detect and report inconsistancies in a document. For example, if you placed an opening quote in a passage, but forgot to place a closing quote afterwords, you would be alerted to this fact. Likewise, if there was inconsistent spacing through out the document, Jaws would tell you this as well. The options are as follows.

1. Indicate with Sound

When this option is selected, Jaws will play a sound to let you know that there is an inconsistency on your current line. It will not report anything else, but you can use standard navigation and editing methods to find and fix these areas.

1. Speak count

Jaws will tell you the number of inconsistancies present on the current line. For example, as your arrowing down through a document, you might hear something like “five errors”, then Jaws will continue reading the line.

1. Describe inconsistancies

Jaws will describe each inconsistency it finds. For example, three spaces between words, or no close quote at the end of a passage.

While all these features are useful, they should not replace the skills which you have already learned. They are simply a tool to be used to hopefully make formatting a little easier. Do not use them as your only formatting technique. In fact, I would even venture to say that they should be used only after you have initially formatted your document. Also, while you are using one or more of these features, Jaws will become extremely verbose. Moving through a document and constantly hearing the phrase “spelling error” as you’re reading can, and often does become overwhelming and annoying. Likewise, hearing Jaws describe each inconsistency it finds makes the reading experience awkward at best. Thus, before using said features, take some time to think about the errors you are trying to find. With all that said, let’s do a few exercises. Note, if you are not yet familiar with the spellchecking features, please see the appropriate sections of this formatting curriculum.