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.

•Spelling error detection

When this is activated, Jaws will alert you of a misspelled word in one of three ways. On, On+count, and off.

•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
2. Speak count
3. Describe inconsistancies

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.