

SLO 1.7



Using Research, Editing, and Immersive Tools

The words and grammar you use in a document reflect your professionalism and the reputation of your organization. Word provides research, proofing and editing, and immersive tools to improve the quality of the documents you produce.

Search and the Search Pane

Search (formerly named *Smart Lookup*) is a research feature in Word that enables you to search for information on the internet without leaving Word. This feature uses Bing, an internet search engine, to find information about a selected word or words in a document without leaving the application. The **Search pane** displays information from the internet about the words you select or type. You have options to refine the search and to find additional information about search results.

HOW TO: Use Search and the Search Pane

1. Select the word or words to research.
2. Right-click the select word(s) and select **Search** "**selected word(s)**" from the context menu (Figure 1-59).
 - The **Search** pane opens on the right side of the Word window (Figure 1-60). If you are using this feature for the first time, you may receive a message about privacy.
 - Alternatively, click the **Search** button [References tab, Research group] and type key words in the search textbox.
3. View the research results in the **Search** pane.
 - To view additional information about a research result, click one of the results, which is a hyperlink that will open an internet browser window and display additional information about the topic.
 - Click the **More** drop-down list in the **Search** pane and select **Web**, **Pictures**, **Help** or **Files** to filter results.
 - Click the **ellipsis** (...) in the upper-right corner of each result in the **Search** pane to display additional options.
 - To perform additional research on a different word or words, type a search topic in the search text box in the **Search** pane and press **Enter**. The new results appear in the **Search** pane.
4. Click the **X** in the upper-right corner of the **Search** pane to close the pane.

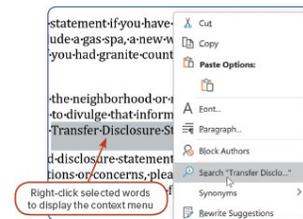


Figure 1-59 Search using the context menu

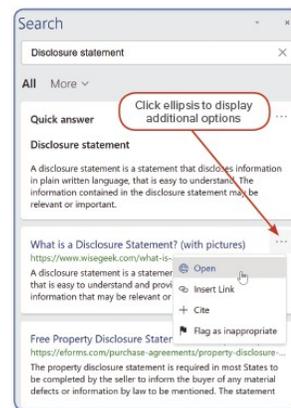


Figure 1-60 Search pane

Spelling and Grammar

Recall that Word uses *AutoCorrect* to automatically correct many commonly misspelled words. When typing a document, Word compares the words you type with the words in its dictionary. When Word doesn't recognize a word, it marks the potential **spelling error** with a **red wavy underline**. Word also checks the grammar of your document and marks potential word choice or **grammatical errors** with a **blue double underline** and **clarity and conciseness errors** with a **light brown dotted line**.

MORE INFO

When Word marks a word as a possible spelling error, it does not necessarily mean that the word is misspelled. Many proper nouns are not included in the Word dictionary.



When you right-click a potential spelling or grammar error, the context menu displays options for correction and provides additional information, such as word definitions and a reason for grammatical errors.

HOW TO: Correct Spelling and Grammatical Errors

1. Right-click a word that has a red wavy underline, blue double underline, or light brown dotted line.

- A context menu opens that provides editing options depending on the type of potential error (**Figure 1-61**).
- For potential spelling errors, a list of possible corrections displays. The definition of the word displays below some options.
- Click the arrow to the right of a word in the context menu to select *Read Aloud*, *Add to AutoCorrect*, or *AutoCorrect Options*.
- Potential grammar errors display possible corrections and a reason for the grammatical error. Click the arrow to the right of a correction in the context menu to *Read Aloud*.



Figure 1-61 Correct a spelling error

2. Select the correct word from the list to replace the misspelled word. You can also choose from the following editing options:

- Select **Ignore All** to ignore all instances of this spelling throughout the document.
- Select **Ignore Once** to ignore a potential grammar error.
- Select **Add to Dictionary** to add the word to the Word dictionary.
- Select **See More** to open the *Editor* pane at the right

3. Right-click the next item with a red or blue underline to repeat the editing process.

Editor Pane

When finalizing a document, proofread it one last time and use the *Editor pane* to check an entire document for potential spelling and grammatical errors. The *Editor* pane also provides suggestions for clarity, conciseness, formality, punctuation conventions, and vocabulary.

Office 365/2021 Note: The *Editor* pane and how it checks spelling and grammar may differ slightly between the different versions of Office. The *Editor* button [Review tab, Proofing group] may be named *Spelling & Grammar*.

The *Editor* pane is contextual. The label below the *Editor* pane title (*Spelling*, *Grammar*, or *Clarity and Conciseness*) and the available options change depending on whether Word detects a potential spelling or grammatical error.

HOW TO: Use the Editor Pane

1. Press **Ctrl+Home** to move to the beginning of the document. When checking a document for correct spelling and grammar, it is best to start at the beginning of the document.

2. Click the **Editor** button [Review tab, Proofing group or Home tab, Editor group] to open the *Editor* pane (**Figure 1-62**). In some versions of Office, this button may be named **Spelling & Grammar**.

- The *Editor* pane displays *Editor Score*, *Spelling*, *Grammar*, and *Refinements*.

3. Click **Editor Score** to display the first potential error and suggestions in the *Editor* pane (**Figure 1-63**).

- The first potential spelling or grammatical error displays in the *Editor* pane.
- Click the **Read Aloud** button (speaker icon) to have Word read the sentence containing the error.

4. Select the correct word from the *Suggestions* list to replace the incorrect word in the document.

- Click the drop-down list to the right of a word to display additional options: *Read Aloud*, *Spell Out*, *Change All*, and *Add to AutoCorrect*.
- If no word options are available, retype the word in the body of the document.

5. Select **Ignore Once**, **Ignore All**, or **Add to Dictionary** if the word does not need to be changed.



- If you select *Add to Dictionary*, the selected word is added to the dictionary, so it is not detected as a potential error in the future.
- Continue reviewing each of the displayed issues.
 - As you apply a change or ignore an issue, the next issue automatically displays in the *Editor* pane.
 - Click the left or right arrow to move to the previous or next issue.
 - Click **OK** to finish when the dialog box opens indicating that you have finished reviewing the *Editor's* suggestions.
 - Click the **X** in the upper-right corner of the *Editor* pane to close the pane.

Figure 1-62 Editor pane

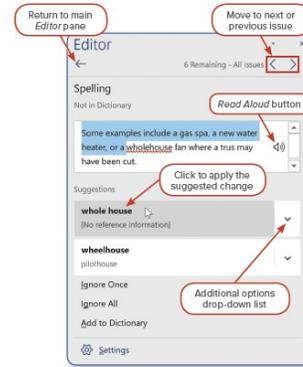


Figure 1-63 Check spelling in the Editor pane

ANOTHER WAY

F7 opens the *Editor* pane. Laptops may require **Fn+F7**.

Customize the Dictionary

When you spell check a document, many proper nouns and technical terms are marked as misspelled. You can add proper nouns and specialized vocabulary to the **Word Dictionary** to prevent words from being identified as potential errors. When you add words to the dictionary, Word creates a custom dictionary. You can manually add or delete words from the custom dictionary.

HOW TO: Add Words to the Custom Dictionary

- Click the **File** tab to open the *Backstage* view.
- Click the **Options** button to open the *Word Options* dialog box.
- Click the **Proofing** button.
- Click the **Custom Dictionaries** button. The *Custom Dictionaries* dialog box opens (**Figure 1-64**).
- Select the dictionary to edit in the *Dictionary List*.
 - The *RoamingCustom.dic* is typically the default custom dictionary.
- Click the **Edit Word List** button. The custom dictionary dialog box opens (**Figure 1-65**). Words previously added to your dictionary display in the *Dictionary* area.
- Click the **Word(s)** text box, type a word to add to your dictionary, and click the **Add** button to add the word to your dictionary.
 - To delete a word from the dictionary, select the word in the *Dictionary* list, and click the **Delete** button.
- Click **OK** when finished to close the dialog box.
- Click **OK** to close the *Custom Dictionaries* dialog box.
- Click **OK** to close the *Word Options* dialog box.

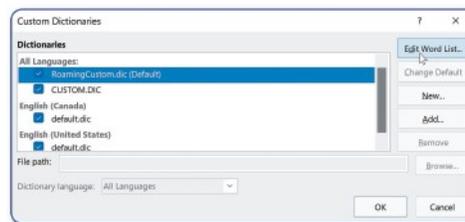


Figure 1-64 Custom Dictionaries dialog box



Figure 1-65 Add a word to the custom dictionary

The Thesaurus

Word provides a **Thesaurus** feature to help you find **synonyms** to add variety to your writing. A thesaurus

enables you to select synonyms to adjust the tone of your writing to be more effective with the reader of the document.



Word provides two ways to use the *Thesaurus*. The first and quickest way is to select a word in the document and use the context menu (right-click) to replace the selected word with an appropriate synonym.

HOW TO: Find Synonyms Using the Context Menu

1. Right-click the word you want to replace with an appropriate synonym. The context menu displays.
2. Place your pointer on **Synonyms**. Another context menu appears with a list of synonym choices.
3. Select the synonym you prefer (Figure 1-66). The selected synonym replaces the selected word in the text and the menus close.

You can also use the *Thesaurus* feature in the *Thesaurus* pane. This method enables you to search for synonyms for any word, not just a selected word in your document.

HOW TO: Use the Thesaurus Pane

1. Click the **Thesaurus** button [Review tab, Proofing group]. The *Thesaurus* pane opens on the right side of the Word window (Figure 1-67).
2. Type a word in the *Search* text box and press **Enter** or click the **Search** button (magnifying glass icon). A list of synonyms appears in the *Thesaurus* area.
3. Click the **drop-down arrow** to the right of the synonym or right-click the synonym and select **Insert** or **Copy**.
 - You can also click a synonym in the list to look up synonyms for that word. Click the **Back** arrow to return to the previous synonym list.
4. Click the **X** in the upper-right corner of the *Thesaurus* pane to close this pane.

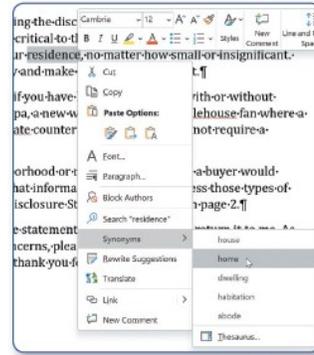


Figure 1-66 Use *Thesaurus* to find synonyms

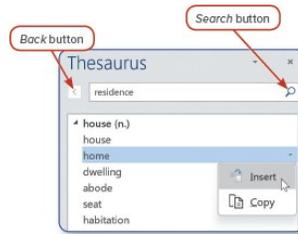


Figure 1-67 *Thesaurus* pane

ANOTHER WAY

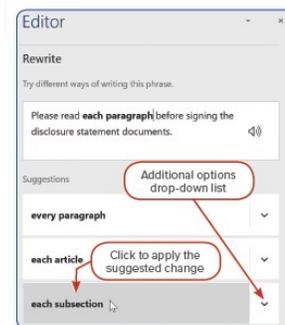
Shift+F7 opens the *Thesaurus* pane. Laptops may require **Fn+Shift+F7**.

Rewrite Suggestions

The *Rewrite Suggestions* feature displays alternate wording or suggestions for a word, phrase, or sentence. These suggestions display in the *Editor* pane.

HOW TO: Use Rewrite Suggestions

1. Select a word, phrase, or entire sentence to review for possible wording changes.
2. Right-click the selected word(s) and select **Rewrite Suggestions** from the context menu.
 - The *Editor* pane opens and displays suggestions for rewriting the selected word(s) (Figure 1-68).
 - Click the **Read Aloud** button (speaker icon) to have Word read the sentence containing the error.
3. Click one of the options in the *Suggestions* area to apply the change to the document.
 - Click the drop-down list to the right of a word to display additional options.
 - The expanded acronym definition may display a link to an email or file where the acronym definition was found.
4. Click the **X** in the upper-right corner of the *Editor* pane to close this pane.





Office 365/2021 Note: The *Rewrite Suggestions* feature may not be available in all versions of Office 365 or Office 2021.

Acronyms

An acronym is an abbreviated word formed from the first letter of others words, such as DMV (Department of Motor Vehicles) or CIO (Chief Information Officer). Acronyms are commonly used in most every organization and industry, but they can be confusing for those not familiar with the organization. Word provides an **Acronyms** feature that searches for the meanings of acronyms in your document and displays potential definitions in the *Acronyms* pane.

Office 365/2021 Note: The *Acronyms* feature may not be available in all versions of Office 365 or Office 2021.

HOW TO: Use Acronyms

1. Click the **Acronyms** button [*References* tab, *Insights* group]. The *Acronyms* pane opens on the right side of the Word window (Figure 1-69).
 - Word searches your document for acronyms and displays found definitions in the *Acronyms* pane.
 - Word searches your email and computer files for potential definitions.
2. Click the acronym definition in the *Acronyms* pane to display more information.
 - The expanded acronym definition may display a link to an email or file where the acronym definition was found.
3. Click the **X** in the upper-right corner of the *Acronyms* pane to close this pane.



Figure 1-69 Acronyms pane

Word Count

Word provides a running **word count** in each document, which displays on the *Status* bar in the bottom-left corner of the Word window (Figure 1-70). Click the **Word Count** area to open the *Word Count* dialog box to display more detailed information: number of pages, words, characters (no spaces), characters (with spaces), paragraphs, and lines (Figure 1-71). You can also choose whether to have Word count words in textboxes, footnotes, and endnotes.



Figure 1-70 Word Count area on the Status bar



Figure 1-71 Word Count dialog box

ANOTHER WAY

Click the **Word Count** button in the *Proofing* group on the *Review* tab to open the *Word Count* dialog box.

Read Aloud

The **Read Aloud** feature increases accessibility and adds another proofreading tool to your Word documents. This feature reads a word, selected text, or an entire document. You can control the speed in which text is read and select a voice to read your text.

HOW TO: Use the Read Aloud Feature



1. Select a word or group of words to read aloud.
 - Alternatively, place your insertion point at a location in your document where you want the reading to begin.
2. Click the **Read Aloud** button [Review tab, Speech group].
 - Word reads the selected word or words. If no words are selected, Word begins reading from the insertion point.
 - The *Read Aloud* controls appear in a pane to the right of the document. (Figure 1-72).
3. Click the **Pause** button to pause the reading. Click the **Play** button to resume reading.
4. Click the **Settings** button to change *Reading speed* or *Voice Selection*.
5. Click the **Next** or **Previous** button to move to and read the next or previous paragraph.
6. Click the **X** in the upper-right corner of the *Read Aloud* controls to close the controls.

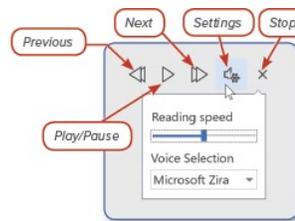


Figure 1-72 Read Aloud controls

Immersive Reader and Focus Mode

In addition to the *Read Aloud* feature, Word provides a set of *Immersive Tools*. The *Immersive Reader* increases accessibility by enabling users to view a document at different widths, change the page color, focus on a specific number of lines, change the text spacing, view spaces between syllables in words, and use the *Read Aloud* feature. *Focus Mode* provides an environment that is free from distractions where the reader can more fully focus on document.

HOW TO: Use the Immersive Reader and Focus Mode

1. Click the **Immersive Reader** button [View tab, Immersive group]. The document displays in an immersive environment and the *Immersive Reader* contextual tab displays (Figure 1-73).
 - Customization buttons display on the *Immersive Reader* tab in the *Immersive Reader* group.
 - Click the **Column Width** button and select **Very Narrow**, **Narrow**, **Moderate**, or **Wide** to change the display width.
 - Click the **Page Color** button and select page color.
 - Click the **Line Focus** button and select the number of lines to display. Select **None** to turn off the *Line Focus* feature.
 - Click the **Text Spacing** button to increase or decrease the spacing between letters and words.
 - Click the **Syllables** button to display a space between syllables in words. Click the **Syllables** button again to hide the space between syllables.
 - Click the **Read Aloud** button to read selected words or begin reading from the insertion point. The *Read Aloud* controls appear in the upper-right corner of the document.
2. Click the **Close Immersive Reader** button [*Immersive Reader* tab, *Close* group] to close the *Immersive Reader* view and return to your document.
3. Click the **Focus** button [View tab, Immersive group] to display the document in *Focus Mode*.
 - *Focus Mode* hides the *Ribbon* and displays a background color on your screen so only the document displays, which maximizes focus on the document.
 - To change the background color, place your pointer at the top edge of your screen to display the *Ribbon*, click the **Background** button, and select a color (Figure 1-74).
4. Press **Esc** or click the **Focus** button [View tab, Immersive group] to exit *Focus Mode*.

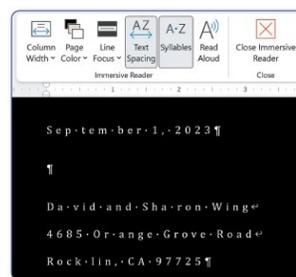


Figure 1-73 Immersive Reader



Figure 1-74 Change the Background color in

