KURZWEIL ACADEMY: k1000 HANDOUT

Proofreading

What is does: Review for punctuation, capitalization, and spelling.

What is it used for:
● Proofreading an full document
● Check spelling in up to nine languages

How to use it: Press ALT+F5 to read through a document continuously. Punctuation marks will be announced along the way. When reading is stopped, the punctuation level will automatically return to your previous setting.

To proofread word by word, press Control+Alt+Right Arrow to move forward and Control+Alt+Left Arrow to move backward.

Spell Check
Place your cursor before the word you'd like to spell check. Press Control+K to open the Spell Checker dialog. In the dialog, press Alt+R to replace this instance of the word or Alt+A to replace every instance of the word throughout the entire document.

Press Alt+X to hear the context of a word or Alt+S to hear the word spelled out. Alt+I ignores the word, while Alt+L ignores all instances of the word.

To hear the context of the word: Alt+X. To hear the word spelled out: Alt+S. To ignore the word: Alt+I. To ignore all instances of the word: Alt+L.

You can check spelling in up to nine languages; including American English, British English, Dutch, French, German, Italian, Portuguese, Spanish, and Swedish.