Spell Check Tool in SAP

Background

SAP has functionality for spell checking. SAP uses the spell check functionality from Microsoft Word. In order to use the tool, you must have MS Word, version 97 or higher installed on the computer.
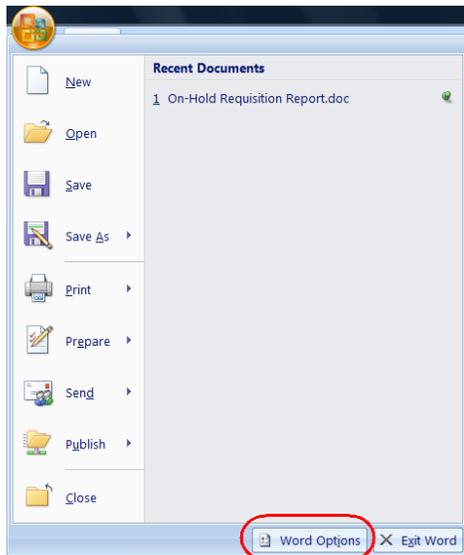
<u>Note</u>: The settings and the custom dictionary from Word are used for the check. For example, if your settings in Word are to NOT check words in upper case, that setting will also apply to spell check in SAP.
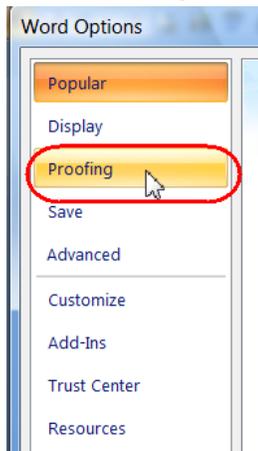
Review spell check settings in Word:

1.Click the Office button

2.click the Word Options button (circled below)

3.Click the Proofing selection

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4.Make your selections and click OK

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Using Spell Check in SAP

Background:

In SAP, you MUST be in Create or Change mode to use the Spell Check function. The spell checker will review only the 'changeable' fields – those with a white background (circled on the display below). As indicated, it will check the entire text field that is selected, (including what is not visible without scrolling), but it will NOT check the other text fields (those not currently selected.)

For example, on the screen below spell checker will review the entire Header text, including what cannot be seen without scrolling. It will also review the entire Item text, but NOT any other Header or item level texts, that are not selected on the current screen. E.g. Green Report text.

1. To start the Spell Check tool, click the Customize Local Layout button

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2. Click Spell Checker in the drop down list.

3. Any unrecognized words are reported in a Spell Check information window.
   Click OK when you are done reviewing the information in the window.
   Note: Repeated words are also shown. For this document, the Requirement number
   4900000029 is shown as a repeated word.

4. Corrections to the Purchasing Document must be made manually.

5. You can add frequently used words to your custom dictionary in Word so that they will not
   appear in the Spell Check window. To add words to your custom dictionary, type the words in a
   new Word document. Right click on the words and select Add to dictionary.