WProofreader keyboard navigation

WProofreader is a multilingual proofreading tool for web applications. It enables grammar and spell check combining spelling and grammar suggestions while you type or work with your text in a dedicated dialog.

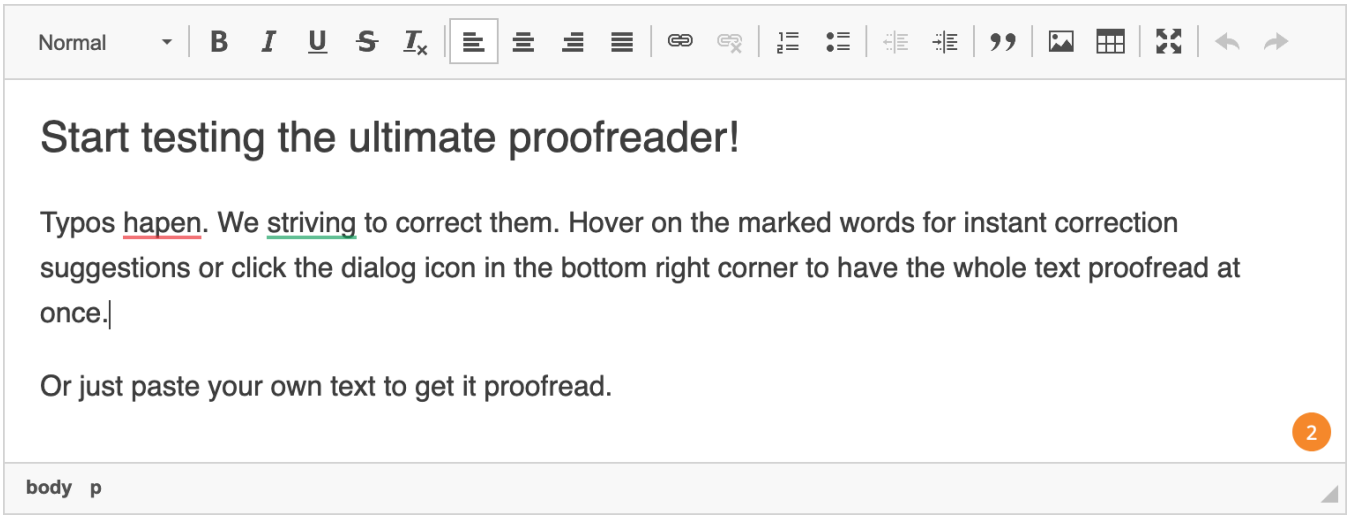
WProofreader meets the accessibility standards of the Web Content Accessibility Guidelines (WCAG), in particular WCAG 2.1, and also Section 508. Thus, all web application users, regardless of the limitations they might be facing, can access the main WProofreader features via a keyboard only, thus interacting with it can be more effective and easier.

Below is an overview of the keyboard commands you can use to proofread your texts, navigate between the spelling and grammar suggestions, add words to a personal user dictionary, and customize WProofreader settings.

⚠ This version of the guide describes the WProofreader user interface starting from version 2.3.

Proofreading your text while you type

As you type your text in a web app with integrated WProofreader, it tries to suggest grammar and spelling suggestions for you on-the-fly and shows the number of discovered issues in the badge in the lower-right part of the editor screen. If no spelling issues are found, the badge shows the tick sign inside.



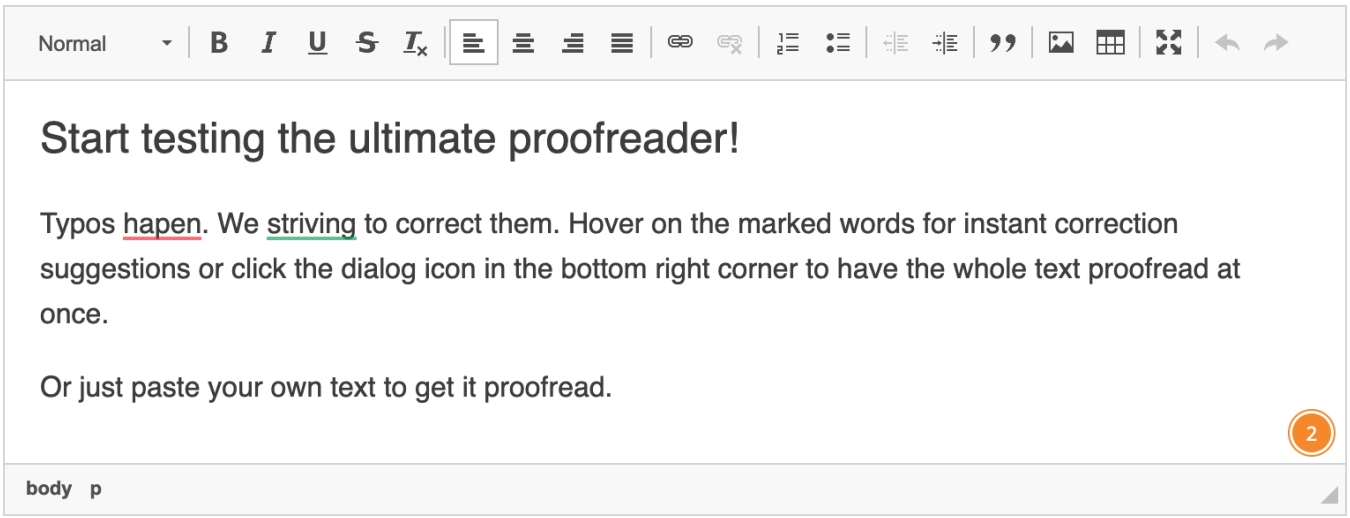
The total number of issues found is displayed in the badge.

Accessing more features

The **badge** in the lower-right part of the editable area shows the number of errors on page and allows to access more options:

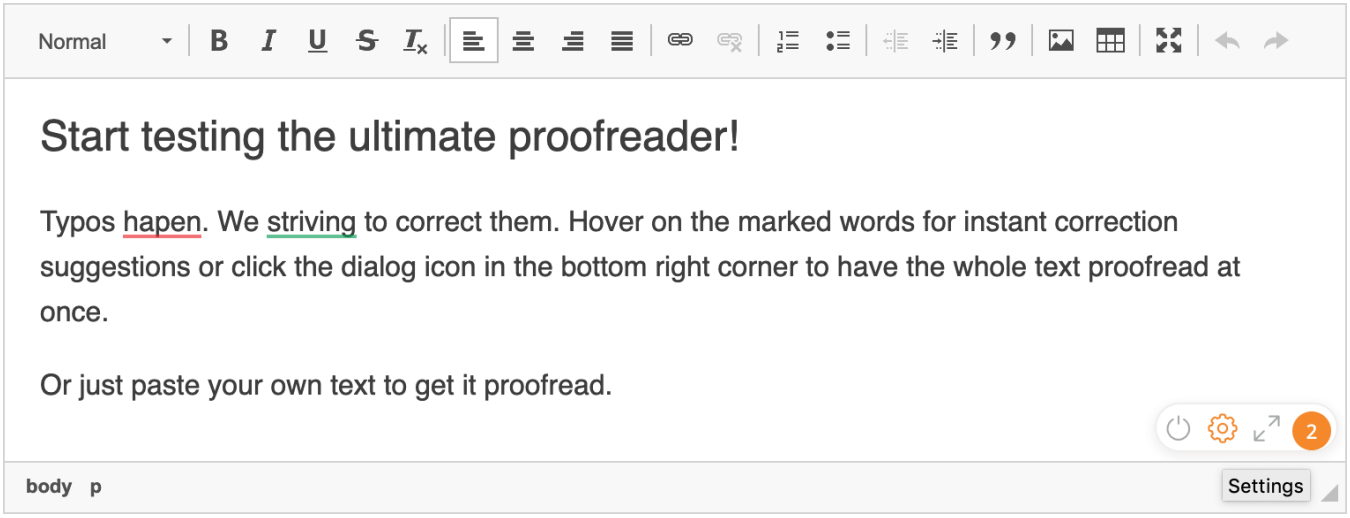
- proofread your text in a dialog,
- change WProofreader options (ignore cases),
- create and manage a personal dictionary, and add words to it,
- change the language for checking.

To access more commands and WProofreader dialog in as you type mode, navigate to the badge using **Tab**. As you navigate to the badge, a circle appears around the number of found issues.



The badge button is in the focused state.

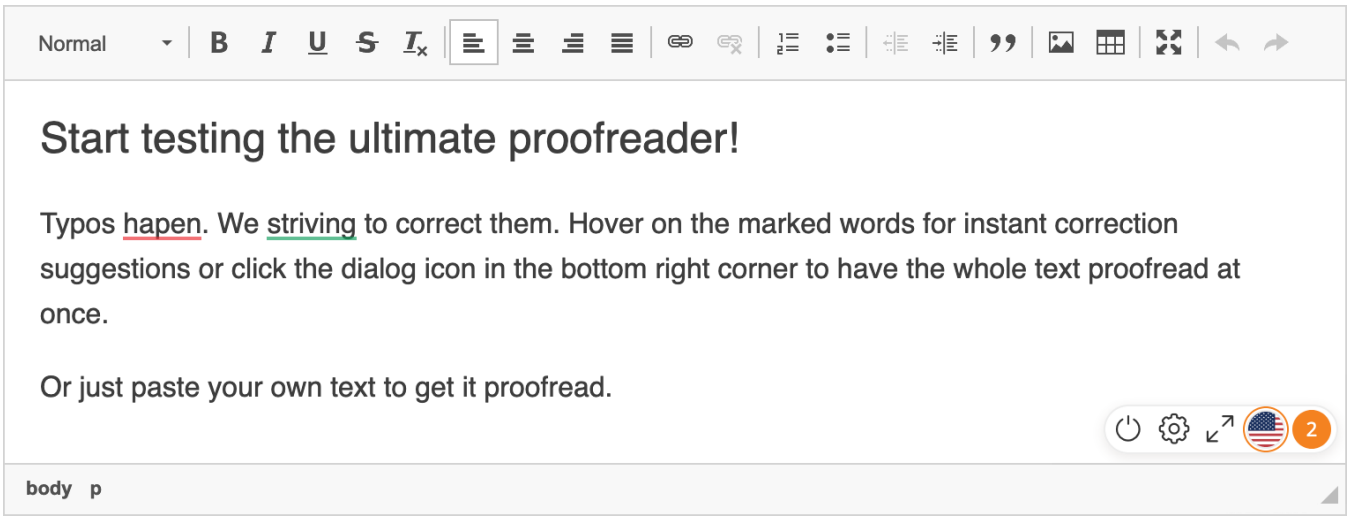
Press **Enter** or **Space** to open the badge and access such options as **Proofread in a dialog** mode, **Settings** dialog or **Disable/Enable** WProofreader.



The badge menu with the Settings icon highlighted.

If enabled, there can be also a language selector icon present on the badge. The list of languages available can be open using **Enter** or **Space**. To confirm the selection of a language, use **Enter** or **Space** as well**.**

> ⚠ On MacOS laptops, only **Space** can be used to open the list of languages. However, this depends a lot on the system preferences.



The badge view with Language picker enabled.

Use the commands in table below to access more WProofreader options.

Keyboard command	Description
Left/Right arrow key	Move between the items.
Enter/Space	Select the **Disable / Enable** / **Settings** / **Proofread in dialog** / **Languages** mode.
Escape	Exit the menu.

Proofreading in a dialog

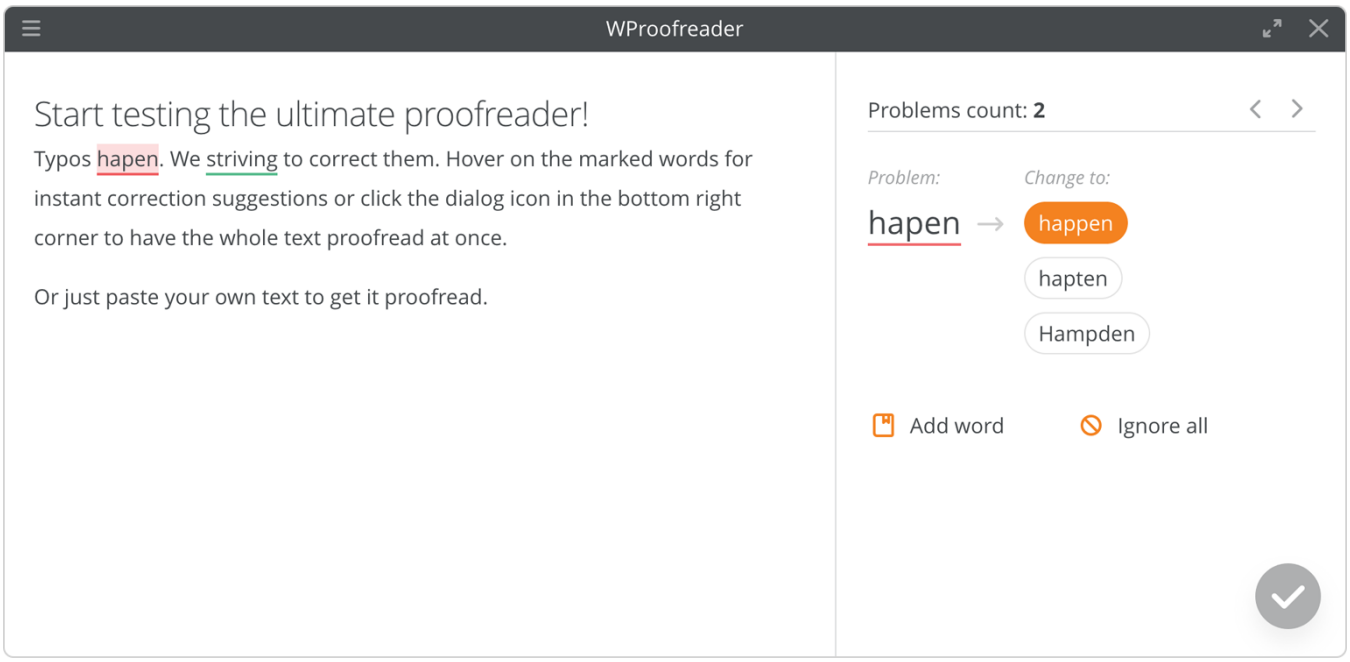
To access **Proofread in dialog** from as you type dialog:

1. Press the **Tab** key to highlight the badge and then press **Enter** or **Space** to display the badge actions.
2. Press the **Left/Right** arrow key to navigate to the **Proofread in dialog** icon and press **Enter** or **Space**.

Use the commands in table below to check your text, namely, view and accept or reject the grammar and spelling suggestions, and add words to a personal dictionary.

Keyboard command	Description
Left/Right arrow key	Move between problems found. The selected problem is highlighted. Return to previous underlined element.
Up/Down arrow key	Navigate inside the suggestion area: • Move between the suggestions found; • Select **Add word** or **Ignore all** actions.
Enter/Space	• Accept the suggestion; • Confirm the action.

When a problem is active, and you use **Up** or **Down** arrow keys, you can navigate to **Add word** and **Ignore all** buttons and add a word to a personal dictionary or ignore the issue respectively.

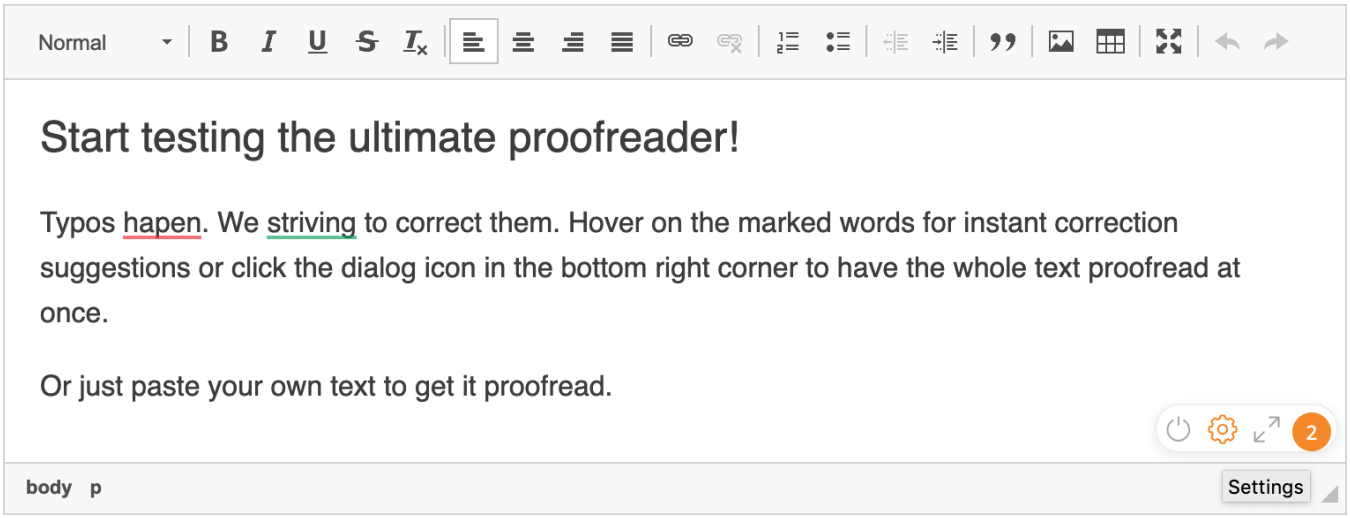


The view of the Proofread in dialog mode.

Settings

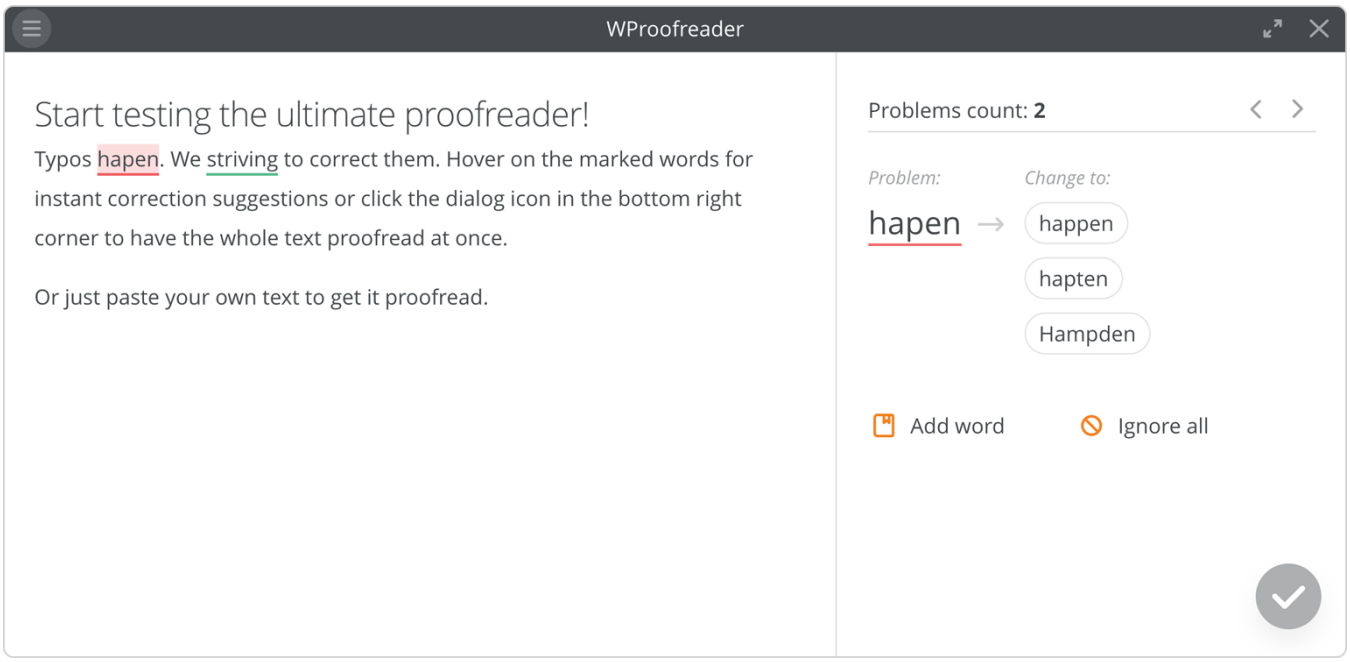
You can access and change WProofreader settings in the **Settings** dialog. To access this dialog from the as you type mode:

1. Press the **Tab** key to highlight the badge and then press **Enter** or **Space** to display the badge actions.
2. Press the **Left/Right arrow** key to navigate to the **Settings** icon and press **Enter** or **Space** to open the **Settings** dialog.



The WProofreader badge. The Settings icon is selected.

You can alternatively access **Settings** while proofreading your text in a dialog. To do so, press **Tab** continuously until you focus on the **Settings** icon and it gets highlighted and then press **Enter** or **Space**.

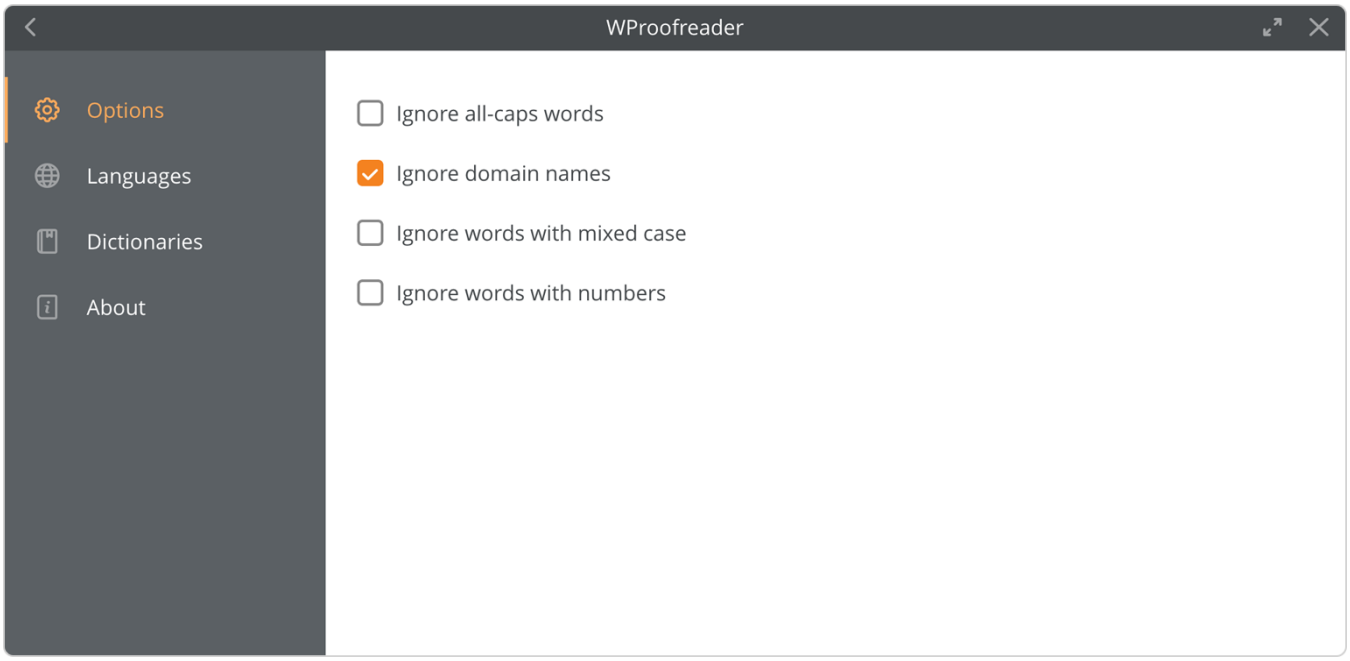


The WProofreader dialog. The Settings icon is selected in the top-left corner.

Options

To access and modify WProofreader options:

1. Press the **Tab** key until the **Options** section is selected. Then press **Enter** or **Space** and again **Tab** to navigate to the options area.
2. Use the **Tab / Shift+Tab** keys to navigate to the desired option and then press **Space** to select or deselect the desired option. The changes are applied automatically.

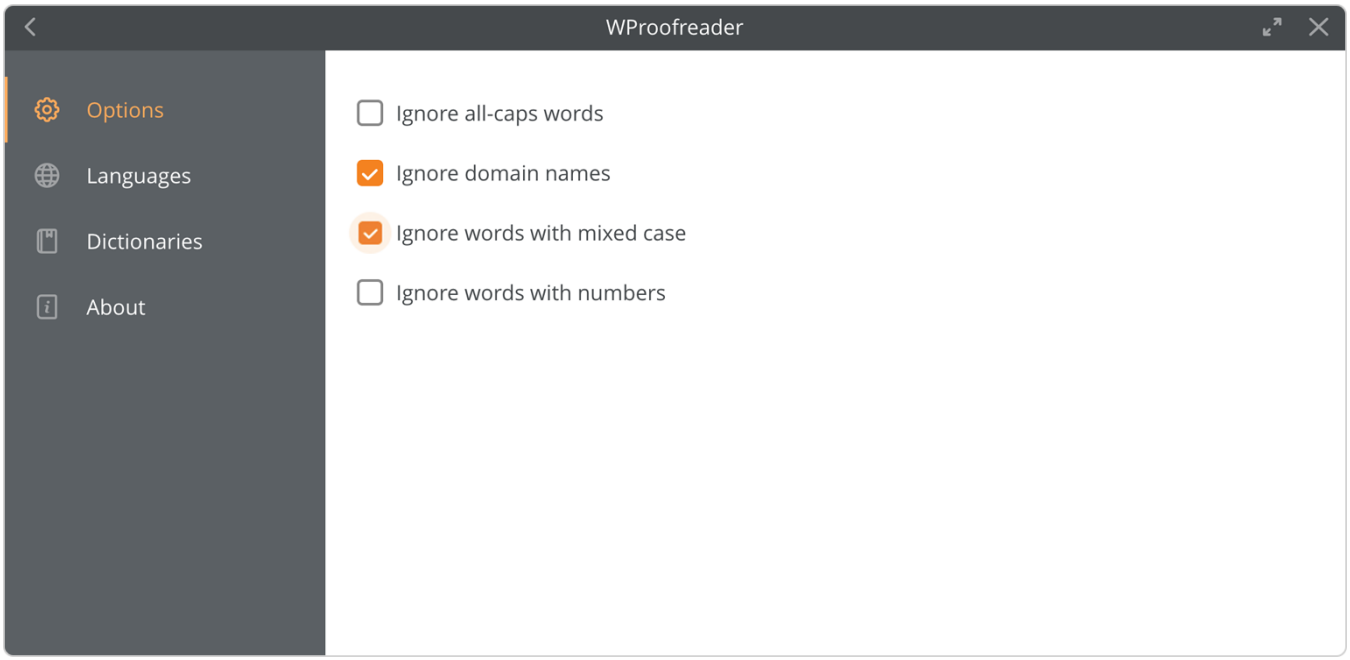


The Settings dialog with the Options tab selected.

Keyboard command	Description
Tab/Shift + Tab	Move continuously across the **Options** tab settings.
Enter/Space	Open/select the menu group.

To change the options of the selected **Options** dialog group, use the commands in table below.

Keyboard command	Description
Tab/Shift + Tab	Switch through the options.
Space	Select or deselect the desired option.



The Options tab. Ignore words with mixed case was selected.

Languages

To specify the currently used language for proofreading (spelling and grammar check):

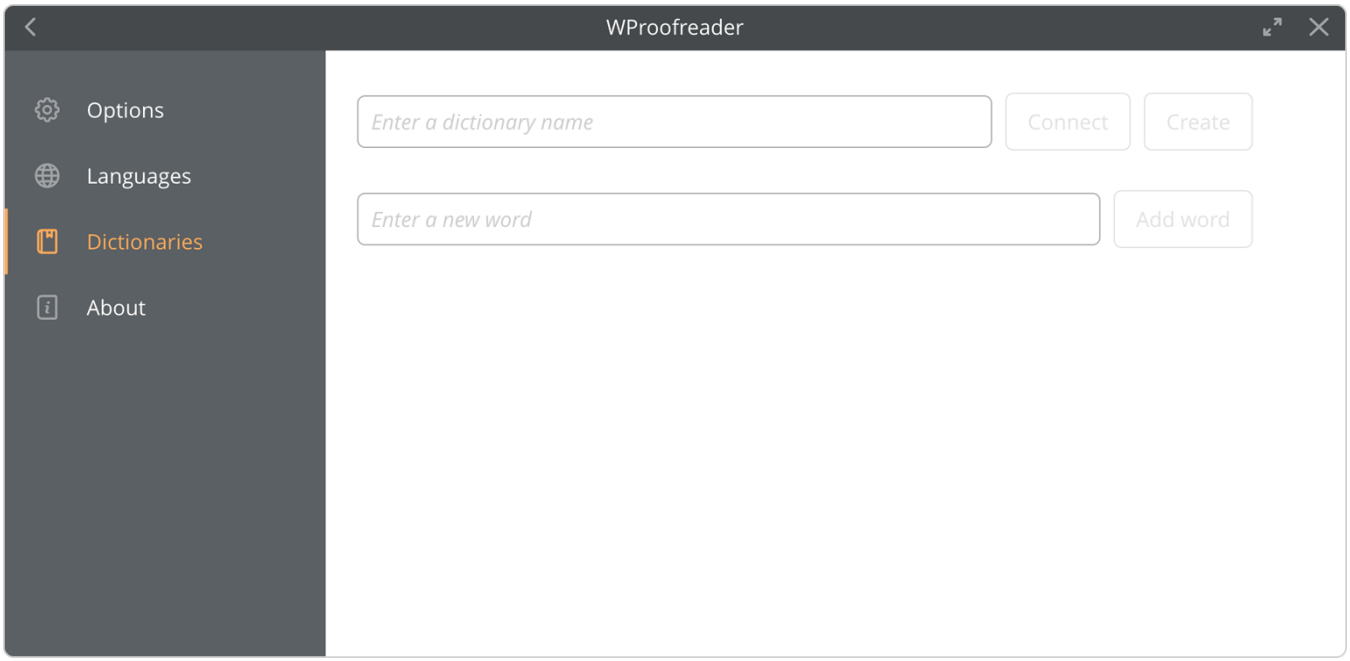
1. Open **Settings** dialog.
2. Press **Tab** and **Enter** or **Space** to select **Options** first and then repeatedly press the **Down arrow** key until the **Languages** section is selected. Then press **Enter** or **Space** and again **Tab**.
3. Use the **Up/Down** keys to navigate to and select the desired language. The changes are applied automatically.
4. Press **Escape** to exit the dialog.



The Languages tab is selected.

Dictionaries

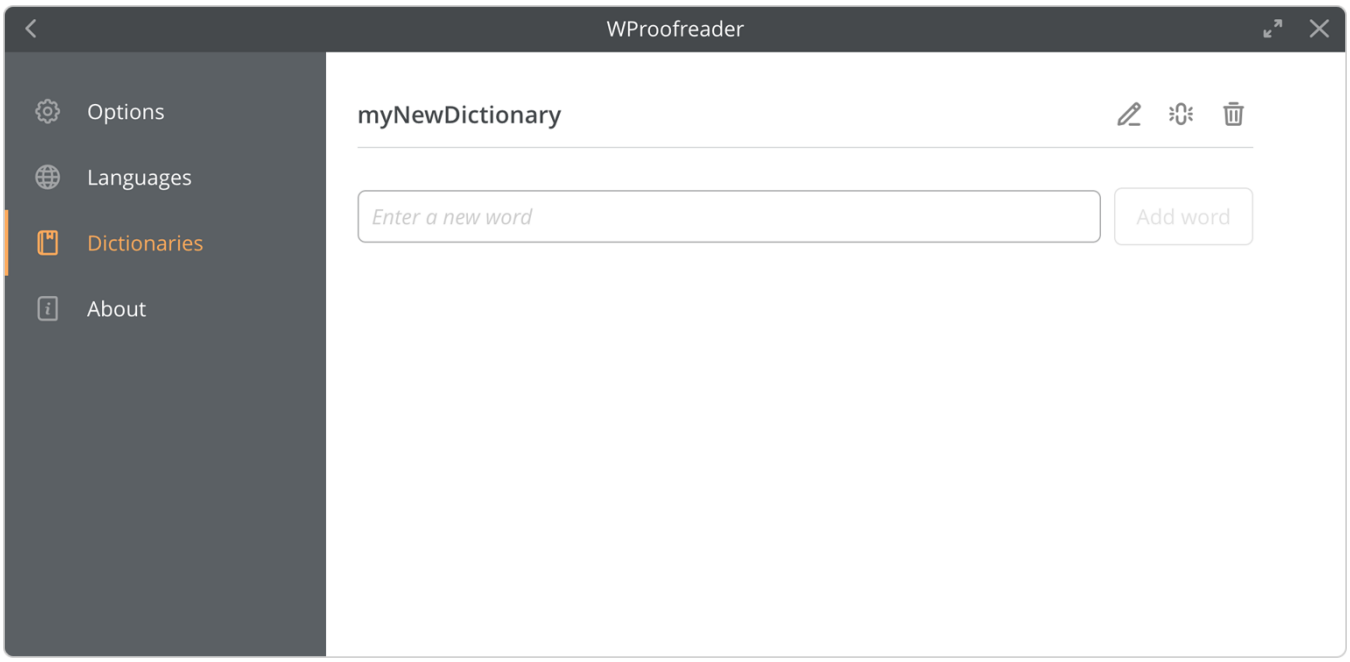
Use the **Dictionaries** settings to create a new dictionary or connect an already existing one, and also add or remove the words from the dictionaries.



The Dictionaries tab is selected.

To create a new personal user dictionary or connect to the already existing one:

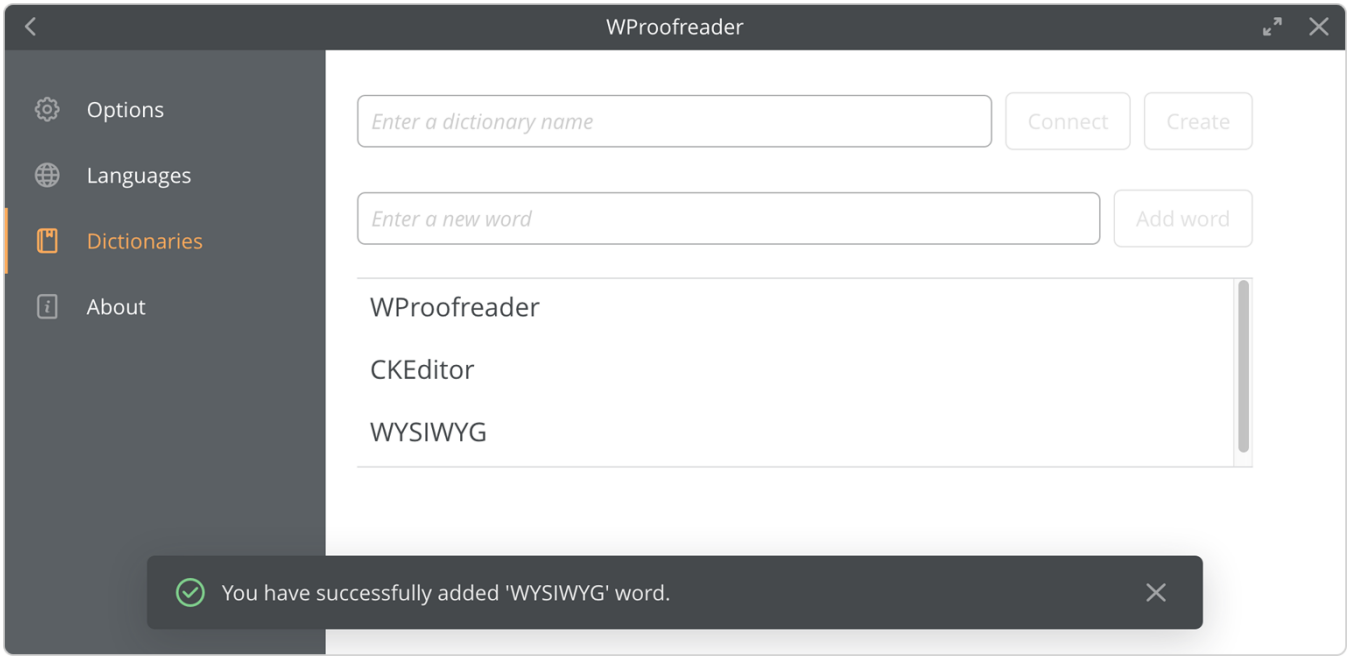
1. Open **Settings** dialog.
2. Press **Tab** and **Enter** or **Space** to select **Options** first. Then repeatedly press the **Down arrow** key until the **Dictionaries** section is highlighted and then press **Enter** or **Space**.
3. Press **Tab** to navigate to the **Enter a dictionary name** field and type a dictionary name then press **Tab** to select either **Connect** or **Create** buttons respectively. Depending on an action made either a new dictionary is created or an already existing one is connected.



The Dictionaries tab. A new dictionary is created.

To add a new word to a personal user dictionary:

1. In the **Enter a new word** area, type the desired word.
2. Press **Enter** or press **Tab** to navigate to the **Add word** button and press **Enter** or **Space** to confirm the action. You will see a pop-up message confirming that the word is added to the dictionary.



Adding a word to the dictionary.

To delete the already existing words from the dictionary:

1. Press **Up/Down** arrow keys to navigate to the desired words, select the desired word. As you move between the words, the **Bin** icon is highlighted near the selected word.
2. Press **Enter** button. The word is deleted from the dictionary, and the notification appears in the lower part of Settings dialog.

To rename a dictionary:

1. Press the **Tab** continuously to select the **Rename**  icon near the selected dictionary name.
2. Type the desired new name and press **Enter** or press **Tab** to select the **Rename** button and press **Enter**. The dictionary will be renamed.

To disconnect the dictionary:

- Press the **Tab** continuously to select the **Disconnect**  icon near the selected dictionary name and press **Enter** or **Space**. The dictionary is disconnected, and notification message appears in the lower part of **Settings** dialog.

About

To see the information about the version of WProofreader you are currently using, navigate to the **About** area of the **Settings** dialog. To do so:

1. Open **Settings** dialog.
2. Press **Tab** and **Enter** to select **Options** first and then repeatedly press the **Down arrow** key until the **About** section is highlighted and then press **Enter** or **Space**.

Can be also useful:

- WProofreader User Guide
- WProofreader Customization Options
- Supported Integrations
- Web Content Accessibility Guidelines (WCAG) 2.1
- GSA Government-wide IT Accessibility Program