

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.

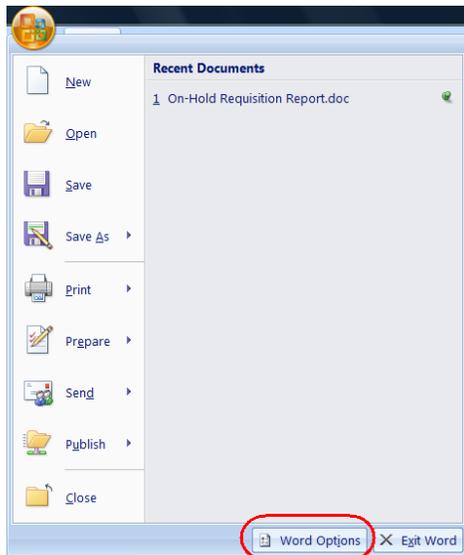
Note: The settings and the custom dictionary from Word are used for the check. For example, if your settings in Word are to NOT check words in upper case, that setting will also apply to spell check in SAP.

Review spell check settings in Word:

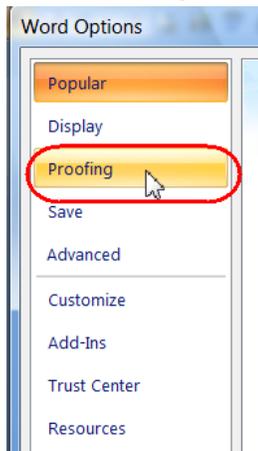
1. Click the Office button



2. Click the Word Options button (circled below)



3. Click the Proofing selection



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4. Make your selections and click OK

Change how Word corrects and formats your text.

AutoCorrect options

Change how Word corrects and formats text as you type:

When correcting spelling in Microsoft Office programs

- Ignore words in UPPERCASE
- Ignore words that contain numbers
- Ignore internet and file addresses
- Flag repeated words
- Enforce accented uppercase in French
- Suggest from main dictionary only

French modes:

When correcting spelling and grammar in Word

- Check spelling as you type
- Use contextual spelling
- Mark grammar errors as you type
- Check grammar with spelling
- Show readability statistics

Writing Style:

Exceptions for:

- Hide spelling errors in this document only
- Hide grammar errors in this document only

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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.

The screenshot shows the SAP PO creation interface. The 'Header Texts' section contains the following text: 'FACILITES BISH /SHAFFER / ALLIO', 'PO RELEASE FROM OA #490000108 (FY 08/09 THRU 4/28/09)', and 'CUSTODIAL SERVICES FOR MAIN CAMPUS BUILDINGS'. The 'Item Texts' section contains: 'July - November 2008', 'Carrier - \$4,883.72 month', 'Egbert - \$2,414.90 month', 'Harvey - \$2,474.39 month', 'Becht Office Area - \$1,290.24 month', and 'Ralston Day Care - \$1,181.78 month'. The 'Item' table below shows 13 items, all of which are 'FY08 Custodial Services E&G Buildings' with various quantities and dates. The 'Customize Local Layout' button is visible at the bottom of the screen.

| S. | Itm | A | I | Material | Short Text | PO Quantity | OUn | Deliv. Date | Stor. Lc | Requisitioner | Net Price | Per | Q... |
|----|-----|---|---|----------|-------------------------|-------------|-----|-------------|----------|---------------|------------|-----|------|
| 1 | K | | | | FY08 Custodial Servi... | 1 | AU | 09/02/2008 | | | 39,248.41 | 1 | AU |
| 2 | K | | | | FY09 Custodial Servi... | 1 | AU | 09/12/2008 | | vpsdallio | 51,322.45 | 1 | AU |
| 3 | K | | | | FY09 Custodial Servi... | 1 | AU | 09/12/2008 | | vpsdallio | 34,577.75 | 1 | AU |
| 4 | K | | | | FY09 Custodial Servi... | 1 | AU | 09/12/2008 | | vpsdallio | 186,168.00 | 1 | AU |
| 5 | K | | | | FY 08/09 Services E... | 1 | AU | 12/30/2008 | | SHAFFERNNT | 56,000.00 | 1 | AU |
| 6 | K | | | | FY09 Custodial Servi... | 1 | AU | 02/09/2009 | | vpsdallio | 103,959.37 | 1 | AU |
| 7 | K | | | | FY09 Custodial Servi... | 1 | AU | 02/09/2009 | | vpsdallio | 20,746.65 | 1 | AU |
| 8 | K | | | | FY09 Custodial Servi... | 1 | AU | 02/09/2009 | | vpsdallio | 30,793.47 | 1 | AU |
| 9 | K | | | | FY09 Custodial Servi... | 1 | AU | 03/31/2009 | | vpsdallio | 40,864.72 | 1 | AU |
| 10 | K | | | | FY09 Custodial Servi... | 1 | AU | 03/31/2009 | | vpsdallio | 29,983.48 | 1 | AU |
| 11 | K | | | | FY09 Custodial Servi... | 1 | AU | 03/31/2009 | | vpsdallio | 134,191.80 | 1 | AU |
| 12 | K | | | | FY09 Custodial Servi... | 1 | AU | 03/31/2009 | | vpsdallio | 35,053.00 | 1 | AU |
| 13 | K | | | | FY 09 E&G Custodial | 1 | AU | 04/14/2009 | | MNTSHAFFER | 49,500.00 | 1 | AU |

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



