

## Important! How to Check Job Orders for Spelling Errors

If you have been looking for a quick and easy way to check your job orders for spelling errors, here is a solution! **We have received a few comments from customers, so it is worth checking and correcting.**

Spell checking on an Internet Web site is impossible. No spell check product exists for Internet Web sites. WJOS is accessed via the Internet, and that's why WJOS does not and cannot have a spell check feature.

By following these steps you will be able to check the entire order for spelling errors before placing the order on JobNet.

- After completing a job order and clicking the Save-Incomplete button, **but before clicking on the Save-Complete button**, click on the Preview button.
- Carefully review the job order for completeness, readability, punctuation, capitalization, and proper formatting. (Return to the job order and make changes as necessary. After making the changes, click on the Preview button and review the order to make sure it looks like you want it to look.)
- After reviewing the job order, and while still in Preview mode, go to the Edit menu and click on Select All. (This will highlight all text.)
- Go to the Edit menu and click on Copy.
- Go to a new (blank) document in Microsoft Word. Click on the Edit menu in Word, then on Paste.
- In Word, go to the Tools menu and click on Spelling and Grammar, which will spell check the job order you pasted into Word.
- Note any spelling errors and **go back to the job order in WJOS and fix those errors.**
- After fixing all spelling errors, and ensuring that the order is in excellent shape, **click on the Save-Complete button** to put the order into **On JobNet** status.

**This is what your customers - the job seeker and the employer - will see. Following the steps outlined above will help you achieve a professional looking job order.**