Spellex for Word
User Guide for Mac and the Web

Version 2026

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Introduction

Spellex for Word brings the Spellex reading and writing tools to Microsoft Word for Mac and to Word on the web.

Spellex helps you:

- find spelling mistakes, including words you spell the way they sound, like "fone" for "phone"
- check words that are easy to mix up, like their, there and they're
- hear your text read out loud
- read your document in a font, size and color that suit you
- write out medical abbreviations, keep a list of new words, and see how easy your text is to read

Spellex works next to Word's own spelling and grammar check. Word still underlines mistakes in your document. Spellex shows its help in the **Spellex pane** on the right side of your document.

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> **Note:** This guide is for Word for Mac and Word on the web. For the Spellex toolbar in Word for Windows, see the Spellex Spelling Suite User Guide.

What You Need

Item	What you need
Microsoft Word	Word for Mac with a Microsoft 365 subscription, or Word on the web (office.com) in a current web browser.
Internet connection	Needed to start Spellex and to look up definitions. Checking spelling and reading aloud work on your computer.
Voices	Read Aloud uses the voices of your Mac or your web browser.
DysLex font	Optional. The Spellex installer adds it to your Mac. You can use it in the Reading View.

Installing Spellex

If your school or company set up Spellex

Your IT department may have added Spellex to Word for everyone. In that case, the **Spellex** tab is already in Word. Go to The Spellex Tab in this guide.

Install Spellex in Word for Mac

You need the file **manifest.xml** that you received from Spellex.

1. Quit Word.
2. In Finder, click **Go**, then **Go to Folder**.
3. Type **~/Library/Containers/com.microsoft.Word/Data/Documents/wef** and press Return. If Finder cannot find the folder, open **~/Library/Containers/com.microsoft.Word/Data/Documents** instead, and create a new folder in it called **wef**.
4. Copy **manifest.xml** into the **wef** folder.
5. Open Word and open a document.
6. Click **Home**, then **Add-ins**. Under **Developer Add-ins**, click **Spellex**.



The **Spellex** tab appears at the top of Word.

Install Spellex in Word on the web

1. Open a document in Word at office.com.
2. Click **Home**, then **Add-ins**, then **More Add-ins**.
3. Click **My Add-ins**, then **Upload My Add-in**.
4. Choose the file **manifest.xml**, then click **Upload**.

The **Spellex** tab appears at the top of Word.

> **Tip:** Microsoft sometimes moves these menu items. If you cannot find them, look for **Add-ins** on the **Home** or **Insert** tab.

Check that Spellex works

1. Open a document with a few words in it.
2. Click the **Spellex** tab, then **Check Spelling**. The Spellex pane opens.
3. Click **Check Document**.

Spellex shows the misspelled words it finds, or "No misspellings found".

Remove Spellex

- **Word for Mac:** quit Word, then delete **manifest.xml** from the **wef** folder (see the steps above).
- **Word on the web:** click **Home**, then **Add-ins**, then **More Add-ins**. In **My Add-ins**, click the **...** button next to Spellex, then **Remove**.

The Spellex Tab

All the Spellex tools are on the **Spellex** tab at the top of Word.

PICTURE TO COME

Screenshot from Word for Mac: the Spellex tab on the ribbon, with all its buttons

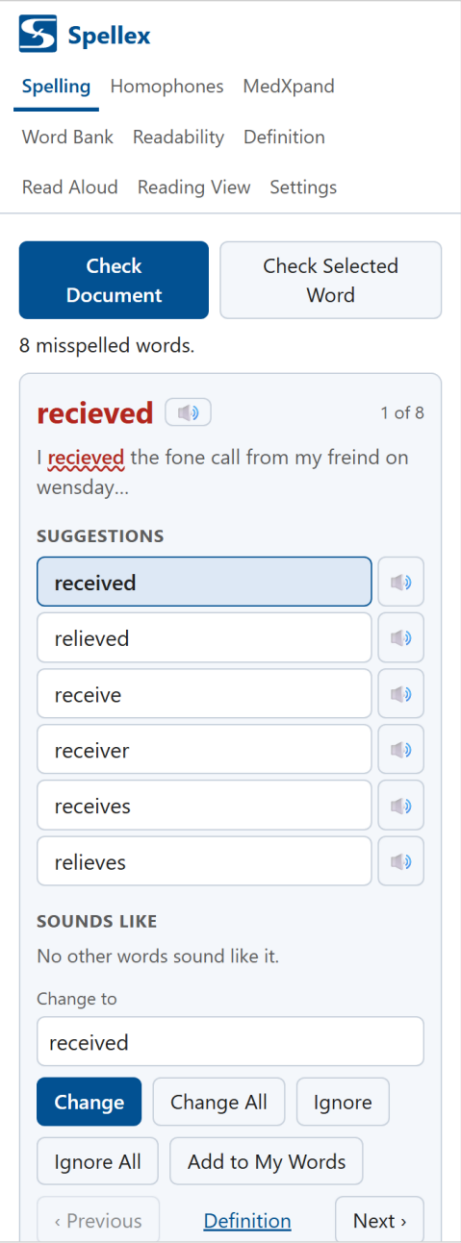
Group	Buttons
Writing Aids	Check Spelling, Homophones, MedXpand, Word Bank, Readability and Definition
Reading Aids	Read Aloud and Reading View
Spellex	Settings

The Spellex pane

Each button opens the **Spellex pane** on the right side of your document, at the tool you clicked. The tabs at the top of the pane let you move from one tool to another.

> **Tip:** To make the pane wider, drag its left edge.
>
> **Tip:** Two tools only work while the Spellex pane is open: MedXpand as you type, and Say each sentence when I finish it. Keep the pane open while you write.

Check Spelling



Check your document

1. Click **Check Spelling** on the Spellex tab.
2. Click **Check Document**. Spellex finds the misspelled words and shows the first one. The word is selected in your document.
3. Look at the **Suggestions** and the **Sounds like** words. Click the speaker button next to a word to hear it.
4. Click the word you meant. It appears in **Change to**.
5. Click **Change**.

Spellex shows the next misspelled word. Use **Previous** and **Next** to move between the words.

Sounds like

Many spell checkers cannot help when you spell a word the way it sounds. Spellex can. Under **Sounds like**, it shows real words that sound like the word you typed: **fone** for phone, **becuz** for because, **enuf** for enough, **nite** for night.

Check one word

1. Double-click a word in your document to select it.
2. Click **Check Selected Word**.

Spellex shows suggestions for the word, even when it is spelled correctly. This helps when you are not sure you used the right word.

Button	What it does
Change	Changes this word to the word in Change to. You can also type the word yourself in Change to.
Change All	Changes the word everywhere in the document.
Ignore	Leaves the word as it is this time.
Ignore All	Leaves the word as it is everywhere, until you close Word.
Add to My Words	Spellex never marks the word again. See My Words.

Button	What it does
Definition	Shows what the word means.

Words in capitals and specialist words

Spellex also checks words written in CAPITALS, such as medication names. To skip them, turn off **Check words in CAPITALS** in Settings.

Spellex can also accept the words of your field, such as medical words. Choose a **Specialist dictionary** in Settings.

Spelling Report

The Spelling Report lists the words you misspelled, with suggestions and the sentence where each one was found, and the corrections you made.

1. Check your document and correct your words.
2. Click **Create Spelling Report**.

The report opens as a new Word document. You can save it or print it like any document.

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Spellex Spelling Report

US English · October 9, 2026 at 10:07 AM

Your misspellings

Misspelled word	Suggestions	Sentence
recieved	received, relieved, receive	I **recieved** the fone call from my freind on wensday.
fone	fine, done, fond, phone, fun	I received the **fone** call from my freind on wensday.
freind	friend, frond, find	I received the phone call from my **freind** on wensday.
wensday	weekday, Wednesday, Wendy	I received the phone call from my friend on **wensday**.
libary	library, litany, lizard, libera, liberi	Their going to the **libary** tomorow becuz they need a new licence.
tomorow	tomorrow, tomorrows, Comoros	Their going to the libary **tomorow** becuz they need a new licence.
becuz	begun, beaux, becks, because	Their going to the libary tomorow **becuz** they need a new licence.
licence	license, licenses, science, lichens, likens	Their going to the libary tomorow becuz they need a new **licence**.
chek	check, cheek, chef, chic, chick	Please **chek** the documint for any mistaks before you send it.
documint	document, documents	Please chek the **documint** for any mistaks before you send it.
mistaks	mistakes, mistake, mishaps, mystax	Please chek the documint for any **mistaks** before you send it.

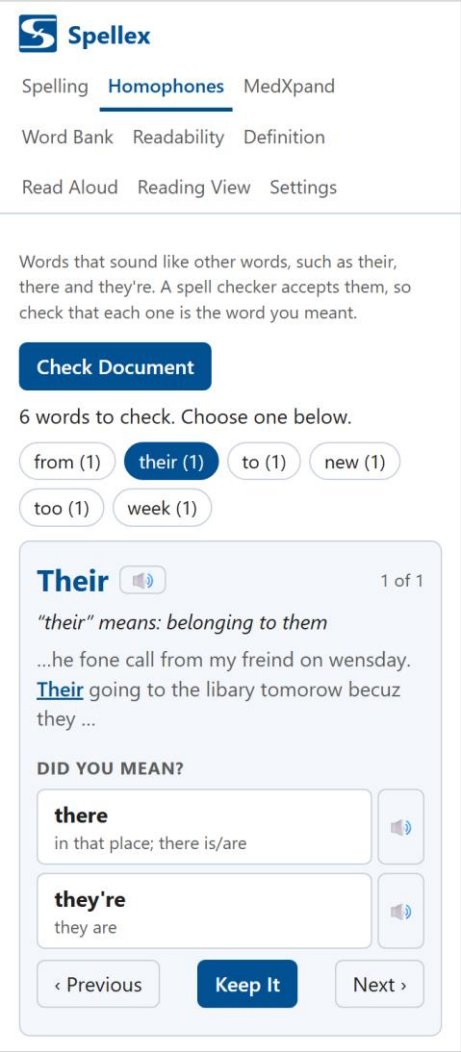
Your corrections

Misspelled word	Changed to
recieved	received
fone	phone
freind	friend

> **Tip:** The report lists the misspellings found since you opened Spellex. Close and reopen the Spellex pane to start a new report.

Homophones

Homophones are words that sound alike but have different meanings, like **their**, **there** and **they're**. A spell checker does not mark them, because each one is a real word. Spellex helps you check that you used the right one.

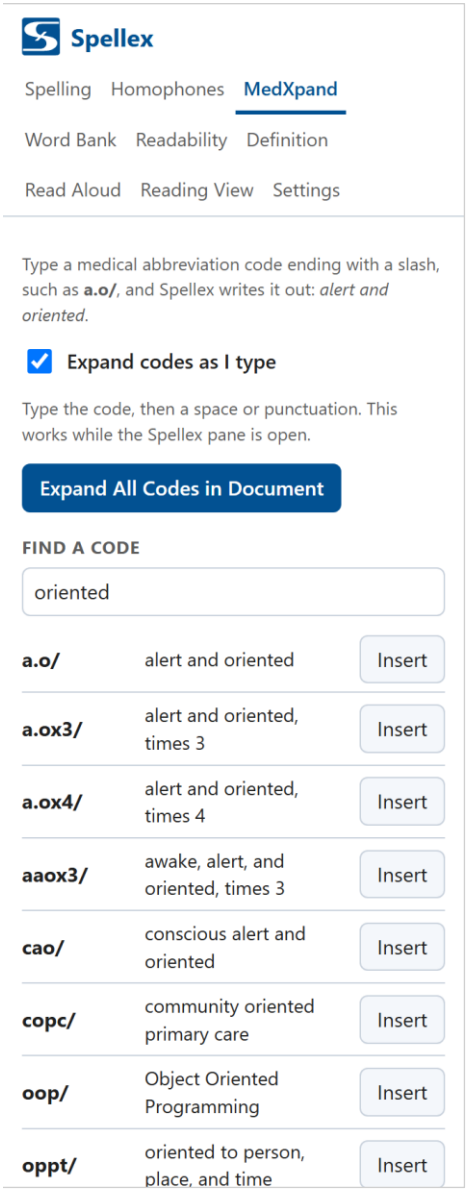


1. Click **Homophones** on the Spellex tab.
2. Click **Check Document**. Spellex lists the words to check, with how many times each one appears.
3. Click a word in the list. Spellex shows it in your document, with what it means.
4. Under **Did you mean?**, Spellex shows the words that sound the same, with their meanings. Click the speaker button to hear a word.
5. If you meant another word, click it. Spellex changes the word in your document. If the word is right, click **Keep It**.

Spellex moves to the next place where the word appears. Use **Previous** and **Next** to move between them.

MedXpand

MedXpand writes out medical abbreviation codes for you. Each code ends with a slash. For example, type **a.o/** and Spellex writes **alert and oriented**.



Expand codes as you type

1. Click **MedXpand** on the Spellex tab.
2. Make sure **Expand codes as I type** is ticked.
3. In your document, type a code, then a space or a punctuation mark.

The code is replaced by its meaning. At the start of a sentence, the meaning starts with a capital letter: **A.o/** becomes **Alert and oriented**.

Expand all the codes in a document

Click **Expand All Codes in Document**. Spellex writes out every code in the document.

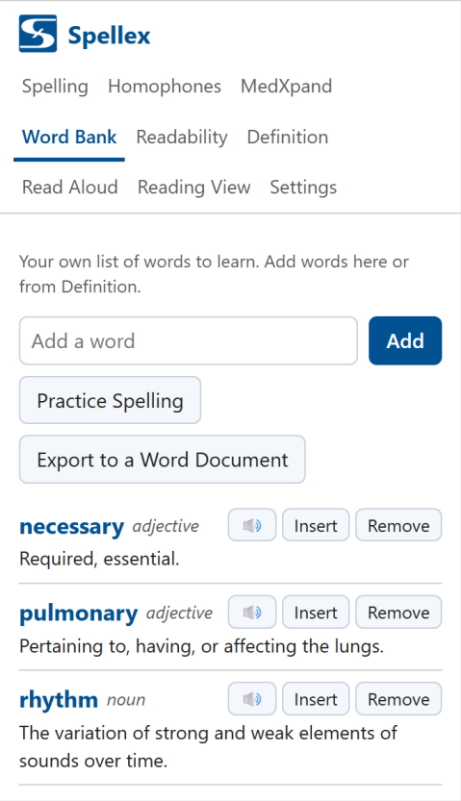
Find a code

1. In **Find a code**, type part of a code or of its meaning, for example **oriented**.
2. Spellex lists the codes that match.
3. Click **Insert** to type the meaning at the cursor in your document.

> **Note:** Codes are written out as you type only while the Spellex pane is open. If your version of Word cannot do this, Spellex tells you. Use Expand All Codes in Document instead.

Word Bank

The Word Bank is your own list of words to learn, with their meanings.



Add a word

- Type the word in **Add a word** and click **Add**. Spellex looks up its meaning for you.
- Or, when you look up a word in **Definition**, click **Add to Word Bank**.

Use your words

- Click the speaker button to hear a word.
- **Insert** types the word at the cursor in your document.
- **Remove** takes the word off your list.

Practice your spelling

Click **Practice Spelling**. Spellex says a word from your list. Type it and click **Check**. The meaning is shown as a hint.

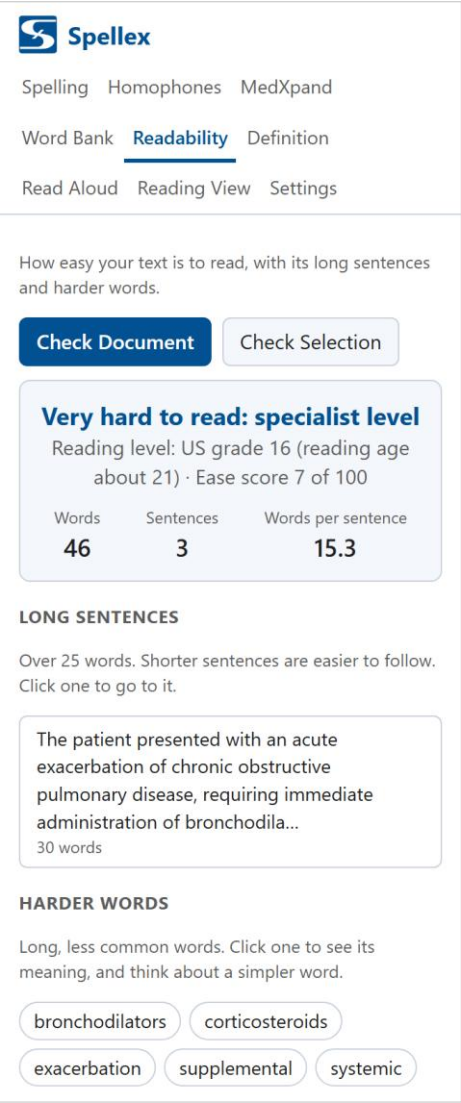
Print your list

Click **Export to a Word Document**. Your list opens as a new Word document, to save or print.

> **Tip:** Your Word Bank is kept on this computer.

Readability

Readability shows how easy your text is to read. Short sentences and everyday words make text easier for everyone, including patients and clients.



1. Click **Readability** on the Spellex tab.
2. Click **Check Document**. To check part of your document, select it and click **Check Selection**.

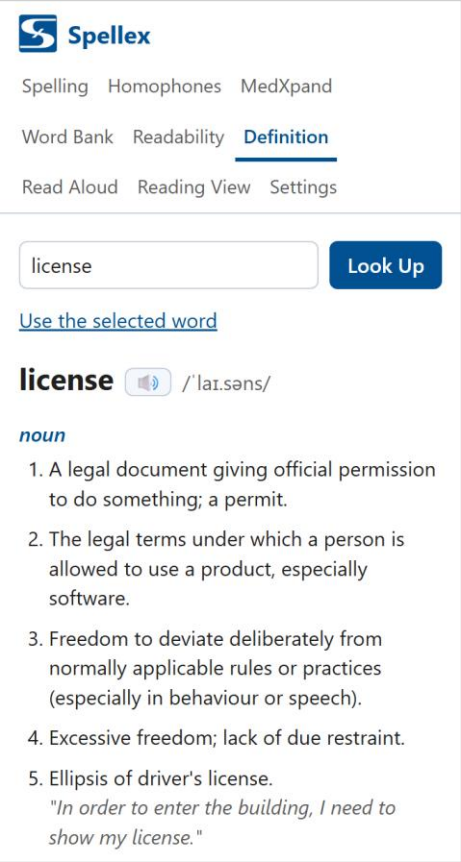
Spellex shows:

- **How easy the text is to read**, in words, and as a reading level (a US school grade, and the reading age).
- **Long sentences:** sentences of more than 25 words. Click one to go to it in your document.
- **Harder words:** long, less common words. Click one to see what it means, and think about a simpler word.

Spellex says	What it means
Easy to read	Most people read it easily.
Plain English	Most adults read it easily.
Fairly hard to read	Some readers will find it hard.
Hard to read	College level.
Very hard to read	Specialist level.

Definition

Definition shows what a word means, how to say it, and examples.



1. Double-click a word in your document to select it.
2. Click **Definition** on the Spellex tab. Spellex looks up the selected word.

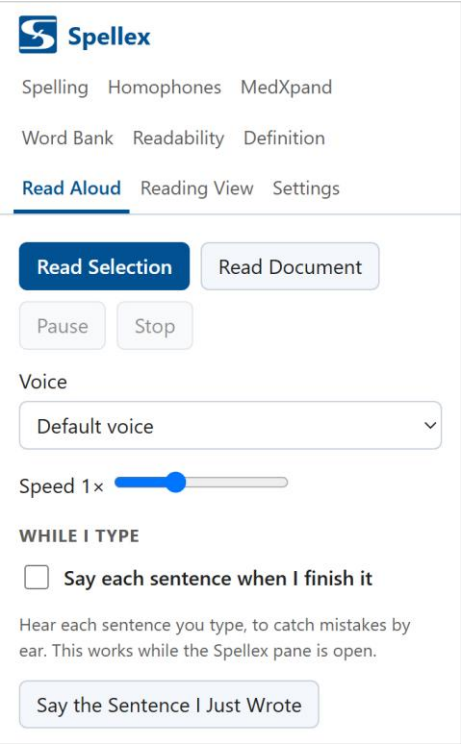
You can also type a word in the box and click **Look Up**.

Click the speaker button to hear the word. Click **Add to Word Bank** to keep it in your Word Bank.

> **Note:** Definitions need an internet connection.

Read Aloud

Spellex can read your text out loud. The words are shown in the pane while they are read, with the word being read highlighted.



Hear your text

1. Select the text you want to hear, then click **Read Selection**. Or click **Read Document** to hear the whole document.
2. Click **Pause** to pause, and **Resume** to continue.
3. Click **Stop** to stop reading.

Choose a voice and a speed

Choose a voice in **Voice**. Spellex says a few words so you can hear it. Move **Speed** to the left to read slower, or to the right to read faster. Spellex remembers your choices.

Get more voices on a Mac

1. Open **System Settings** on your Mac, then **Accessibility**, then **Spoken Content**.
2. Next to **System voice**, open the list and choose **Manage Voices**.
3. Choose the voices you want. They are downloaded to your Mac.
4. Close the Spellex pane and open it again. The new voices are in the **Voice** list.

Say each sentence when I finish it

Spellex can say each sentence after you type it. Hearing your sentences helps you catch mistakes.

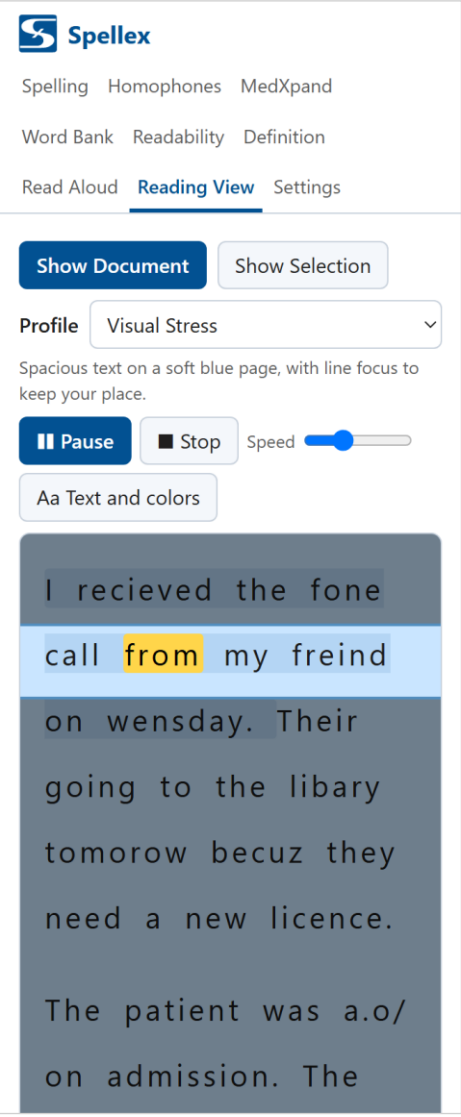
Tick **Say each sentence when I finish it**. A sentence is read when you end it with a period, a question mark or an exclamation mark.

To hear the sentence you just wrote at any time, click **Say the Sentence I Just Wrote**.

> **Note:** Sentences are read as you type only while the Spellex pane is open.

Reading View

The Reading View shows your document in the pane in a way that is easier to read: in the font, size, spacing and colors you choose. It can also read aloud, with each word highlighted, and a line focus band to keep your place. Your document does not change.



Show your document

1. Click **Reading View** on the Spellex tab.
2. Click **Show Document**, or select part of your document and click **Show Selection**.
3. To read in a bigger window, click **Open in a Larger Window**.

Read aloud

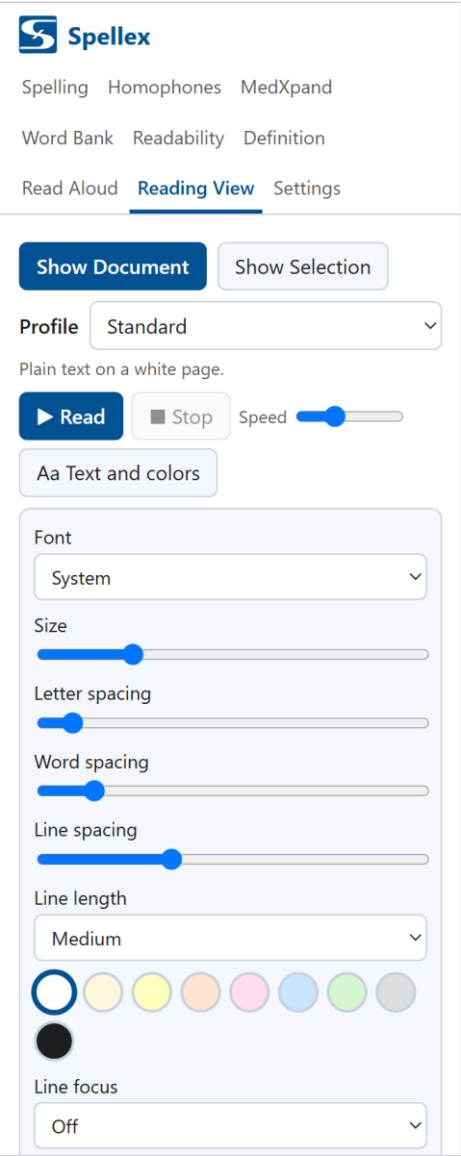
- Click **Read**, or press the Space bar. Press it again to pause.
- To start from a paragraph, click it.
- Click **Stop**, or press Esc, to stop.
- Move the line focus band with the mouse, or with the up and down arrow keys.

Choose a profile

A profile sets the font, spacing and colors in one click. Choose one in **Profile**:

Profile	What it does
Standard	Plain text on a white page.
Dyslexia-Friendly Reading	The DysLex font, comfortable spacing and a cream page.

Profile	What it does
Visual Stress	Spacious text on a soft blue page, with line focus to keep your place.
Low Vision	Large, spacious text, with line focus on the line you are reading.



Choose your own text and colors

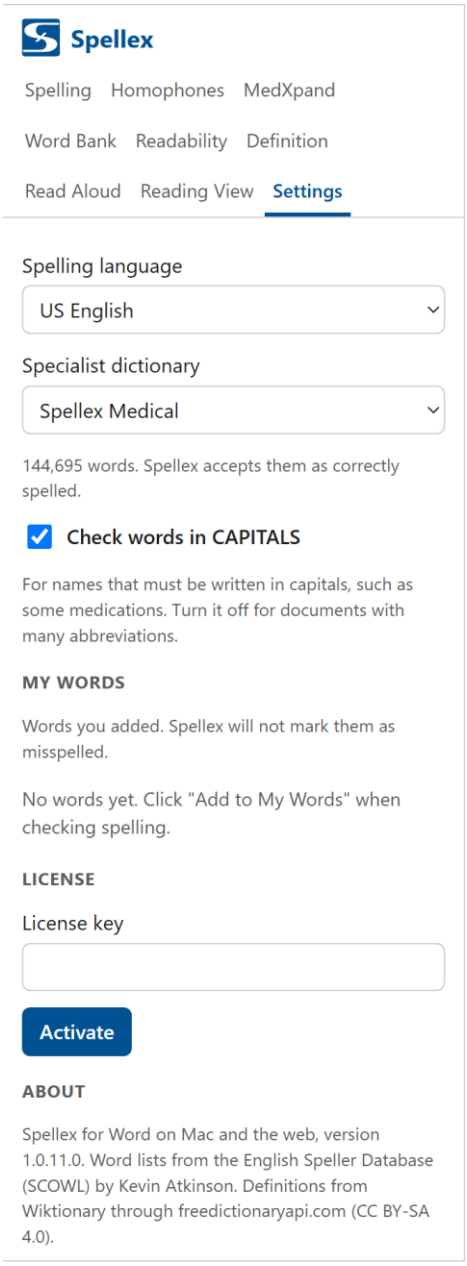
Click **Aa Text and colors** to choose:

- the font
- the size
- the space between letters, words and lines
- the line length
- the page color
- the line focus

Spellex remembers your choices. When you change them, the profile shows **Your own settings**.

> **Tip:** The DysLex font is added to your Mac by the Spellex installer. If the Font list says DysLex (not installed), install Spellex again or contact our Technical Support.

Settings



Spelling language

Choose **US English**, **UK English**, **Canadian English** or **Australian English**. Spellex checks spelling and gives suggestions in this language.

Specialist dictionary

A specialist dictionary adds the words of a field, so Spellex does not mark them as misspelled. You can use one at a time. Spellex shows how many words it adds.

Check words in CAPITALS

When this is ticked, Spellex checks words written in capitals, such as medication names that must be written that way. Turn it off for documents with many abbreviations.

My Words

My Words lists the words you added with **Add to My Words**. Spellex does not mark them as misspelled. Click **Remove** to take a word off the list.

License

Type your Spellex license key and click **Activate**.

Specialist dictionary	For
Spellex Medical	Medical words and drug names. This is the first choice.
Spellex Bioscience	Biology, chemistry and the life sciences.
Spellex Legal	Legal words.
Spellex Veterinary	Veterinary words.
None	Everyday English only.

Which Tool Should I Use?

I want to...	Use
Find and correct my spelling mistakes	**Check Spelling**
Spell a word I only know by its sound	**Check Spelling** (Sounds like)
Check words like their, there and they're	**Homophones**
Write out medical abbreviations	**MedXpand**
Keep a list of new words and practice them	**Word Bank**
Make my text easier to read	**Readability**
Find the meaning of a word	**Definition**
Hear my text read out loud	**Read Aloud**
Hear my mistakes while I type	**Read Aloud** (Say each sentence when I finish it)
Read in a font, size and color that suit me	**Reading View**
Keep my place while I read	**Reading View** (line focus)
See which words I misspell most	**Spelling Report**

Spellex on Mac and on Windows

Spellex for Word on Mac and the web has most of the tools of the Spellex toolbar for Windows. Some work differently, because add-ins in Word for Mac and Word on the web cannot change how Word itself looks.

In Word for Windows	In Word for Mac and on the web
Zoom Ruler, Line Focus and Color Overlay	The **Reading View**, with profiles, line focus and page colors
DysLex Font and Text Spacing change the document	The **Reading View** shows the document in the DysLex font and spacing, without changing it
Read As I Type: each word and each sentence	**Say each sentence when I finish it**, and Say the Sentence I Just Wrote
MedXpand works in every document	MedXpand writes out codes while the Spellex pane is open, and **Expand All Codes in Document** does the whole document
Spelling Report as a PDF file	Spelling Report as a Word document

In Word for Windows	In Word for Mac and on the web
Profiles turn on several tools	Profiles set the look of the Reading View
Not available	**Readability**, **Practice Spelling** in the Word Bank, and **Check words in CAPITALS**

Frequently Asked Questions

I don't see the Spellex tab in Word.

- Make sure you opened a document.
- Click **Home**, then **Add-ins**, and click **Spellex** under **Developer Add-ins**.
- In Word for Mac, check that **manifest.xml** is in the **wef** folder (see Installing Spellex), then quit Word and open it again.
- If your school or company set up Spellex, contact your IT department.

The Spellex pane is empty, or its buttons do nothing.

1. Quit Word.
2. In Finder, click **Go**, then **Go to Folder**, and open **~/Library/Containers/com.microsoft.Word/Data/Library/Caches**. Delete everything in this folder.
3. Do the same in **~/Library/Containers/com.microsoft.Word/Data/Library/Application Support/Microsoft/Office/16.0/Wef**.
4. Open Word again.

These folders only keep copies of add-in files. Your documents are not in them.

MedXpand codes are not written out as I type, or sentences are not read as I type.

Keep the Spellex pane open while you write. Some older versions of Word cannot do this: Spellex then shows a note. Use **Expand All Codes in Document** and **Say the Sentence I Just Wrote** instead.

Spellex marks a word that is spelled correctly.

- If it is a word of your field, choose a **Specialist dictionary** in Settings.
- If it is written in capitals, such as an abbreviation, turn off **Check words in CAPITALS** in Settings.
- Otherwise, click **Add to My Words**. Spellex will not mark it again.

I added a word by mistake. Can I remove it?

Yes. Click **Settings**. Under **My Words**, click **Remove** next to the word.

I can't hear anything when I use Read Aloud.

- Check that the sound on your computer is on and not muted.
- Choose another voice in **Voice**.
- On a Mac, add voices in System Settings (see Get more voices on a Mac).

Definition says the dictionary could not be reached.

Definitions need an internet connection. Check that your computer is connected to the internet, then try again.

Does Spellex change my document?

Only when you ask it to: when you click **Change**, **Change All**, **Insert**, **Expand All Codes in Document**, or a word in Homophones, and when MedXpand writes out a code you typed. The Reading View, the highlights and the line focus do not change your document.

Is my text sent over the internet?

No. Spellex checks your spelling on your computer. Only the words you look up in Definition are sent to the dictionary service, and your license key is sent to Spellex when you activate it.

Can I use Spellex on Windows too?

Yes. On Windows, use the Spellex Spelling Suite toolbar for Word, which has its own user guide.

Contact Information

Our office hours are Monday – Friday from 9:00 am to 5:30 pm US Eastern time (GMT - 5:00).

Corporate Address

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