

Word 2019 with JAWS

Applying Bullets and Numbering



To apply bullets to text in Microsoft Word 2019, in conjunction with JAWS, follow these suggested steps:

1. Select the text you wish to be bulleted.
2. Press **SHIFT and CTRL and L**. Upon doing this, the **List Bullet** style will be applied to the text.
3. With the bulleted list still selected, press **INSERT and F** to check the font attributes. If the font and point size of the bulleted text does not meet your requirements, press **CTRL and D** to display the Font dialog box. Change the **Font** and **Point Size** and press **ENTER**.

Changing the Bullet Type

If the bullet type does not meet your requirements, you can choose another by following these suggested steps:

1. Ensure the bulleted list is selected.
2. Press the Applications **Key** (this key is to the left of the **CTRL** key on the right side of the keyboard). Upon doing this, a menu will be displayed which includes options applicable to the bulleted text.

Note 1: If your keyboard does not have an Applications Key, then you can press **SHIFT and F10 instead** to display the menu.

3. Press **DOWN ARROW** until the **Bullets menu option** is selected and then press **RIGHT ARROW**. Upon doing this, a grid of available bullet types will be displayed. The first option will be selected. This should be **None**.
4. Press **RIGHT ARROW** to explore the different bullet types available.

Note 2: The bullet types are arranged in a grid structure consisting of 2 rows and 4 columns. **None** is the first option in the first row. To explore the bullet types in the second row, select the None option and press **DOWN ARROW** to move to row 2. You can now press **RIGHT ARROW** to explore the bullet types on this row.

5. When you have selected a bullet type which better meets your requirements, press **ENTER**.

That's it, your bulleted list will now have the new bullet type applied!

Changing a Bulleted List to a Numbered List

It is really easy to change a bulleted list to a numbered list. To do this, follow these suggested steps:

1. Ensure the bulleted list is selected.
2. Press the Applications Key, **or SHIFT and F10**. Upon doing this, a menu will be displayed which includes options applicable to the bulleted text.
3. Press **DOWN ARROW** until the **Numbering menu option is** selected and press **ENTER**.

That's it, your bulleted list will now be a numbered list!