

## Word 365 with JAWS

### Changing the Font and Point Size of Selected Text



This document outlines the steps involved to change the font and point size of selected text in Word 365, in conjunction with JAWS.

1. Select the text to be changed.
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 consisting of options applicable to the selected 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 **Font...** menu option is selected and then press **ENTER**. Upon doing this, the Font dialog box will be displayed.

**Note 2:** An alternative method for displaying the **Font** dialog box is to press the keyboard shortcut **CTRL and D**.

4. In the Font dialog box, focus will be in the **Font edit combo box**. Type the first 2 or 3 characters of the font you are looking for and then press **DOWN ARROW until it is** selected in the list.
5. Next, press **TAB** twice to move focus to the **Size** edit combo box. Then, press **DOWN ARROW** or **UP ARROW** until the size you want is selected in the list. Alternatively, you can simply type the size into the edit combo box.
6. When you have specified the font and point size, press **ENTER** to choose the **OK** button and close the **Font** dialog box. Upon doing this, you will be returned to your document. The text you selected will now be changed to whatever you specified in the Font dialog box.

7. Finally, press **LEFT ARROW** to remove the selection from your text.

**Note 3:** To check that you have successfully changed the text, position the cursor anywhere inside the text you changed and press the JAWS command **INSERT and F**. Upon doing this, JAWS will read aloud the settings for the text at the cursor position. When you have heard the font and point size, press **CTRL** to silence the speech.

## Changing Point Size using Keyboard Shortcuts

Word 365 has a number of keyboard shortcuts available for changing the size of selected text. Unfortunately, there are no keyboard shortcuts for changing the font!

To change the size of selected text, use the following keyboard shortcuts:

- Increase text size 1 pt at a time: CTRL and ] (Right Square Bracket).
- Decrease text size 1 pt at a time: CTRL and [ (Left Square Bracket).
- Increase point size by default increment: SHIFT and CTRL and . (Full Stop).
- Decrease point size by default increment: SHIFT and CTRL and , (Comma).

**Note 4:** The default increments for increasing and decreasing point size, are those found in the Size edit/combo box inside the Font dialog box.