

# Word 2019 with JAWS

## Selecting Text in Documents



This document outlines the various methods of selecting text in Word 2019 in conjunction with JAWS for Windows.

### Why Select Text?

When text is selected, it becomes vulnerable to change. For example, you could apply formatting techniques such as bold or underlining, change the font and point size or change the alignment. You can also delete the text, cut or copy the text and paste it elsewhere in the document or even another program. The ability to select text accurately will greatly increase your efficiency when using a word processor such as Word 2019!

Following are the most common methods you can use to select text in Word 2019, in conjunction with JAWS.

### Selecting a Character

To select a character, position the cursor directly before the character to be selected and press **SHIFT and RIGHT ARROW**. Upon doing this, the character will be selected. To select the next character, press **SHIFT and RIGHT ARROW** again.

If you accidentally select too many characters, press **SHIFT and LEFT ARROW** to deselect one character at a time. To remove the selection entirely and return the cursor to where it was before you started selecting, press **LEFT ARROW**.

**Note 1:** When selecting characters, JAWS will say the character you selected first, followed by the word "selected". Spaces are included in the selection!

### Selecting a Word

To select a word, position the cursor directly before the word to be selected and press **SHIFT and CTRL and RIGHT ARROW**. Upon doing this, the word will be selected. To select the next word, press **SHIFT and CTRL and RIGHT ARROW** again.

If you accidentally select too many words, press **SHIFT and CTRL and LEFT ARROW** to deselect one word at a time. To remove the selection entirely and return the cursor to where it was before you started selecting, press **LEFT ARROW**.

**Note 2:** When selecting words, JAWS will say the word you selected first, followed by the word "selected". Spaces are included in the selection!

## Selecting a Line

To select a line, first move the cursor to the beginning of the line. Then, press **SHIFT and DOWN ARROW**. To select the next line, press **SHIFT and DOWN ARROW** again.

If you accidentally select too many lines, press **SHIFT and UP ARROW** to deselect one line at a time. To remove the selection entirely and return the cursor to where it was before you started selecting, press **LEFT ARROW**.

**Note 3:** When selecting lines, JAWS will say "selected", then it will read the contents of the line you have just selected.

## Selecting a Paragraph

To select a paragraph, first move the cursor to the beginning of the paragraph. Then, press **SHIFT and CTRL and DOWN ARROW**. To select the next paragraph, press **SHIFT and CTRL and DOWN ARROW** again.

If you accidentally select too many paragraphs, press **SHIFT and CTRL and UP ARROW** to deselect one paragraph at a time. To remove the selection entirely and return the cursor to where it was before you started selecting, press **LEFT ARROW**.

**Note 4:** When selecting paragraphs, JAWS will say "selected", then it will read the contents of the paragraph you have just selected. Blank lines are included!

## Selecting from the Cursor to the End of the Document

To select all text from the cursor position to the end of the document, press **SHIFT and CTRL and END**.

To remove the selection entirely and return the cursor to where it was before you started selecting, press **LEFT ARROW**.

**Note 5:** When selecting from the cursor position to the end of the document, JAWS will say "selected", then it will announce where the selection starts and where it ends.

## Selecting from the Cursor to the Beginning of the Document

To select all text from the cursor position to the beginning of the document, press **SHIFT and CTRL and HOME**.

To remove the selection entirely and return the cursor to where it was before you started selecting, press **LEFT ARROW**.

**Note 6:** When selecting from the cursor position to the beginning of the document, JAWS will read the text from the first line of the document. Then, JAWS will announce how many characters have been selected followed by where the selection starts and where it ends.

## Selecting All Text in a Document

To select all text in a document, press the keyboard shortcut **CTRL and A**. Upon doing this, all text in the document will be selected.

Note 7: When you select all text in a document, JAWS will announce how many characters have been selected, then it will announce where the selection starts and where it ends.

## A Note About Selected Text

When text is selected, it is vulnerable. This means it can accidentally be changed or deleted. If you accidentally change or delete selected text, press the keyboard shortcut **CTRL and Z**. This is the generic windows command for **Undoing an operation**. **Upon doing this**, the text will be returned to its original state.