

# Word 2019 with JAWS

## Setting JAWS to Read Column Headings in a Table



The first row in a table usually contains column headings, under which the relevant data is entered. By default, JAWS does not announce the heading for the current column when you navigate a table. This can sometimes make it difficult to understand what the data you are reading is associated with. Fortunately, JAWS includes a feature which allows you to determine whether Column or Row headings are announced as you navigate. This feature can be enabled using the Quick Settings dialog box!

To set JAWS to automatically read column headings in a table, follow these suggested steps:

1. Ensure that the cursor is in the first cell of the table. This should be the row which contains the column headings.
2. Press **INSERT and V (CAPS LOCK and V on a laptop)**. Upon doing this, the JAWS Quick Settings dialog box will be displayed.
3. In the Quick Settings dialog box, focus will be in an edit box labelled Search. Here, you can type the first few characters of the setting you are looking for. Type the word "Automatic" (without the quotes). Upon doing this, all settings that match the word you typed will be listed just beneath the edit box.
4. Press **DOWN ARROW** until the item called Automatic Table **Titles** is selected. Upon doing this, JAWS will announce the current setting. This will most likely be "Off".
5. Press the **SPACEBAR**. Upon doing this, the current setting will change to the next available setting. Pressing the **SPACEBAR** repeatedly will result in you cycling through all of the settings. For reference, the settings available are Column, Row, Both Row and Column and Off.
6. Press the **SPACEBAR** until JAWS announces "Column" and then press **ENTER** to choose the **OK** button and close the Quick Settings dialog box.

That's it! From now on, when you navigate your table, the column heading will be announced by JAWS prior to the data in the current cell.