# Word 365 with JAWS
# An Introduction to Styles

## Purpose Of Tutorial

This tutorial has been designed to introduce you to the concept of working with Styles in Word 365, in conjunction with JAWS. It covers the necessary areas that should enable you to use styles to create professional-looking documents.

Before you begin to learn how to use styles, it is recommended that you have a good understanding of how to navigate the Windows Operating System and are experienced in the use of the Office Ribbon, menus and dialog boxes.

## What is a Style

A style is a collection of formatting characteristics, including the point size, font, font colour, paragraph line spacing and alignment, stored under a meaningful name. Styles are used to quickly apply formatting to selected characters or paragraphs and can help ensure that your documents have a consistent look.

By default, when you create a new document, Word 365 supplies you with a style to work with. This style is called "Normal". It is usually made up of the following characteristics - 11pt, Calibri font, colour black, single-line spacing and aligned to the left. The settings for a style are displayed on the lower part of the Office ribbon when the Home tab is selected.

Word 365 has over 100 built in styles for you to choose from. However, it is unusual to use more than a handful of them. For example, a document will typically have a title, a collection of sub-headings, perhaps a bulleted list and of course, the Normal Style.

# Why Use Styles?

The use of styles not only ensures consistency in formatting, but it makes a document more accessible to people who use screen reading technology.  All screen readers have the ability to move directly to a heading, providing it has been formatted using an appropriate style.  This makes navigation and reading of lengthy documents much more efficient! Another major advantage of using Styles, is that it makes it possible to generate an automatic table of contents!

This tutorial takes you through the process of applying, modifying and creating styles to meet the needs of your document.  Before you begin to work through this tutorial, ensure that you have been supplied with the document called "**The Life of Louis Braille"**.

# Applying a Style

You are going to apply a style named Heading 1 to the sub-headings in the document called 'The Life of Louis Braille'.  To do this, follow these suggested steps:

1.    Open the document called **The Life of Louis Braille**.  For reference, this document has a title, 5 sub-headings and 14 paragraphs.

2.    Move the cursor to the sub-heading "**Introduction"** and select it.

3.    Press **CTRL and SHIFT and S**.  Upon doing this, the "Apply Styles" Task Pane will be displayed.  This consists of a long list of styles, a Reapply button, a Modify button and a couple of other controls which don't seem to serve much purpose! The currently selected style in the list should be **Normal**.

4.    Press **UP ARROW** or **DOWN ARROW** until the style called Heading 1 is selected and press ENTER.  Upon doing this, focus will return to your document and the Heading 1 style will be applied to the sub-heading "Introduction".

You can check the formatting of text at the insertion point by pressing the JAWS command **INSERT and F**.  Upon pressing this command, JAWS will announce the current point size, text and background colour, font, style name, line spacing setting and paragraph alignment.

**Note 1**:  The Styles Task Pane will stay on screen until you close it.  If you find focus is in the Styles Task Pane , you can move focus to the document window by pressing **SHIFT and F6**.

# Closing the Apply Styles Task Pane

When working with Styles, the Apply Styles Task Pane will be present towards the right side of the screen until you close it.  It doesn't actually interfere with JAWS too much, however, if you have some residual vision, it can reduce the amount of space available for the document, hence making the text appear smaller than it actually is.  In this situation, it is recommended that you close the Task Pane.

To close the Apply Styles Task Pane, or any other Task Pane, follow these suggested steps:

1.      Press **F6** until focus is in the All Styles Task Pane.

2.      Press **CTRL and SPACEBAR**.  Upon doing this, a dropdown menu will be displayed and JAWS will say the name of the currently selected option.  This should be "Move".

3.      Press **UP ARROW** to select the "Close" menu option and press ENTER.  Upon doing this, the Task Pane will close and your document will fit the entire screen again.

You now need to apply Heading 1 style to the next sub-heading in your document.  To do this, move the cursor to the sub-heading "**Where does the story begin?"** And select it.  Next, press **F6** to move focus back to the Apply Styles Task Pane.  If you closed the Styles Task Pane, you can press **CTRL and SHIFT and S** to display it again.  Now, select Heading 1 from the list and press ENTER.

Using what you have learnt so far, apply the style named Title to the main heading of the document - "**The Life of Louis Braille"**.  Remember, you can switch between the document and the Apply Styles Task Pane, by pressing **F6** and **SHIFT and F6**.

# The Format Painter Feature

Although applying styles using the Styles dialog box is not difficult, it is a little cumbersome.  There is a very useful option you can take advantage of to quickly apply formatting to selected text.  This is by using Word's **Format Painter** feature.  This enables you to copy the formatting of selected text and then paste the same formatting to text elsewhere in your document.

You are going to copy the formatting of the second sub-heading and then paste it to the remaining sub-headings in your document.  To do this, follow these suggested steps:

1.      Ensure that the sub-heading "**Where does the story begin?"** Is selected and then press **CTRL and ALT and C**.  Upon doing this, the formatting of the selected text will be copied to the clipboard.

2.      Move the cursor to the next sub-heading in the document - "How **did he develop Braille?"** and select it.

3.      Finally, paste the formatting of the previous sub-heading to the current sub-heading by pressing **CTRL and ALT and V**.  Upon doing this, the formatting of the previous heading will be copied to the currently selected text.

Using the Format Painter feature, copy the formatting of the current sub-heading and paste it to the remaining sub-headings - "How did he develop Braille?" and "What did he go on to do?".

# Modifying a Style

It is often the case that none of the available styles meet your needs. Word 365 allows you to modify a style and save it for the current document or add it to your user template for future use in other documents.

You are going to modify the Heading 1 style you have just applied to the sub-headings in your document.  The font is going to be Bookman Old Style and the point size is going to be 16pt.  To do this, follow these suggested steps:

1.      Ensure that the first sub-heading in your document is selected.

2. Press **F6** to move focus to the Apply Style Task Pane. Upon doing this, focus should be on the Heading 1 style in the list of available styles. If it is not, press **UP ARROW** or **DOWN ARROW** until it is selected.

3. Now press **TAB** until the Modify... button is selected and press **ENTER.** Upon doing this, the Modify Style dialog box will be displayed.

4. Press **SHIFT and TAB** until the **Format** button-menu is selected and then press **ENTER.** Upon doing this, a contextual menu will be displayed that includes options for modifying a style. Alternatively, you can press **ALT and O** to quickly activate the **Format** button and display the menu.

5. From the menu, select "**Font"** and press ENTER. Upon doing this, the traditional Font dialog box will be displayed. Change the font to Bookman Old Style and the point size to 16pt. Then press **ENTER** to choose the **OK** button and close the dialog box. Upon doing this, focus will be returned to the Modify Style dialog box.

**Note 2**: If you want to change the alignment or any other formatting for the style, choose the Format button again and then choose the appropriate menu option. In the resulting dialog box, make the desired changes and press **ENTER** to choose the **OK** button and return focus to the Modify Style dialog box.

6. Now press **SHIFT and TAB** until the **Automatically Update** check box is selected and press the **SPACEBAR** to toggle it on. This will ensure that each time the formatting of the Heading 1 style is changed in future, all of the other headings in the document of the same style will be updated to reflect the change.

**Note 3**: It is recommended that you only choose the Automatically Update option for Sub-headings. Choosing this option for other styles can cause major problems, especially if it is the Normal style!

7. Finally, press **ENTER** to choose the **OK** button and close the dialog box. Upon doing this, focus will be returned to the Apply Styles Task Pane. Press **SHIFT and F6** to return focus to your document.

The purpose of setting your sub-headings to automatically update is to ensure that when you change the formatting of one, the others change instantly to be the same. To see how this works, change the font of any of the sub-headings to Times New Roman, 18pt and observe what happens to the others!

Using what you have learnt so far, modify the style called 'Title' to be Arial Black, 20pt. Then apply it to the main heading of your document.

Check that the new style has been applied correctly by pressing the JAWS command **INSERT and F**. JAWS should say "20pt, Arial Black, black on white, Title style, line spacing: single, paragraph formatting centre aligned".

## Applying Styles using a Shortcut Key

Word 365 allows you to apply certain styles by using a shortcut key. There are only five styles that can be applied by default in this way. These are Heading 1, Heading 2, Heading 3, List Bullet and Normal.

You are going to apply Heading 2 style to the first sub-heading in your document. To do this, move the cursor to the first sub-heading - "**Introduction**" and select it. Now press **ALT and CTRL and 2**. The sub-heading will now be in Heading 2 style and look different than before. Check it out by pressing **INSERT and F** and listening to the formatting attributes.

To change the sub-heading to Heading 3 style, press **ALT and CTRL and 3**. To change the style back to Heading 1, press **ALT and CTRL and 1**.

The other shortcut keys that can be used to change style are **CTRL and SHIFT and N** to apply **Normal** style and **CTRL and SHIFT and L** to apply **List Bullet** style.

When working with large documents, it is good practice to change the whole document to Normal style and then apply the appropriate styles to the sub-headings and title afterwards. The benefit of doing this is that it will ensure that all text is set back to the default setting, for example 11pt, Calibri font, single line spacing and aligned left.

To see how using shortcut keys makes applying styles quick and easy, you are going to change the whole document to be **Normal** Style and then re-apply the sub-headings.

Press **CTRL and A** to select the whole document.  Then, press **CTRL and SHIFT and N** to quickly change the text to Normal Style.  Next, move the cursor to the beginning of the first sub-heading "**Introduction"** and select it.  Now press **ALT and CTRL and 1** to quickly apply Heading 1 Style.  Finally, select each of the other four sub-headings in turn and change the style to Heading 1 by pressing **ALT and CTRL and 1**.

## Creating a New Style

Often, it is necessary to create new styles.  Usually this is because none of the existing styles meets your needs or you want to use a specific naming convention.

You are going to create a new style called **My Title** and then apply it to the main heading of your document.  This style should have the following formatting characteristics:

| | |
|---|---|
| Font: | Bookman Old Style |
| Size: | 24pt |
| Emphasis: | Bold |
| Alignment: | Centre |

To create your new Style, follow these suggested steps:

1.    Select the main heading of your document - "**The Life of Louis Braille"**.

2.    Press **CTRL and SHIFT and ALT and S**.  Upon doing this, the Styles Task Pane will be displayed towards the right of the screen.  This window is different to the Apply Styles window!

3.    Press TAB until the **New Style…** button is selected and press ENTER.  Upon doing this, the 'New Style' dialog box will be displayed.

Note 4:  In the creation of this tutorial, JAWS announced "button" when the New... button was selected.  For reference, the New... button is the one directly after the "Disable link styles" check box.

4.   In the New Style dialog box, focus will be in the Name edit box. Overtype the existing name with the new name, My Title.  Then, press TAB until the 'Style Based On' combo box is selected.

5.   Press **ALT and DOWN ARROW** to open the combo box and then press the letter T to select Title.

You are now ready to specify the attributes for the new style.

6.   Press **SHIFT and TAB** until the Format button is selected and then press ENTER.  Upon doing this, a contextual menu will be displayed that includes options for modifying a style.  Alternatively, you can press ALT and O to quickly activate the Format button and display the menu.

7.   From the menu, select "**Shortcut Key"** and press **ENTER**.  Upon doing this, the "Customise Keyboard" dialog box will be displayed. Focus will be in the **Press new shortcut key** edit box.  Here you can press the key combination you would like to use to apply the style.  For this example you are going to use ALT and 5.

8.   In the **Font** dialog box, ensure that you choose Bookman Old Style from the Font edit combo box, Bold from the Style edit combo box and 24 from the Size edit combo box.  When done, press **ENTER** to choose the options and close the dialog box.  Upon doing this, you will be returned to the New Style dialog box and focus will be on the **OK** button.

9.   Press **ALT and O** again to choose the **Format** button and display the associated menu.  From this menu, select "Paragraph" and press **ENTER.  Upon doing this, the traditional Paragraph dialog box will be displayed.**

10.  In the **Paragraph** dialog box, ensure that you choose **Centre** from the **Alignment** combo box and then press ENTER to choose the OK button and close the dialog box.  Upon doing this, you will be returned to the **New Style** dialog box and focus will be on the OK button.

11.  Press **ENTER** to activate the OK button and close the New Style dialog box.  Upon doing this, you will be returned to the Styles Task Pane.

12. Finally, close the Styles Task Pane in the same way you closed the Apply Styles Task Pane.

Now you need to apply the new style. Move the cursor to the main heading and then press **CTRL and SHIFT and S to display the Styles Task Pane. S**elect **My Style** from the list of available styles and press **ENTER**. Upon doing this, focus will return to the document window. Your main heading will now be bold and centred, in Bookman Old Style and size 24pt. Check this out by pressing the JAWS command **INSERT and F**.

If you wish, spend some time creating new styles and applying them. Remember, before applying a style, it is recommended that you select the text first.

## Assigning a Shortcut Key to a Style

As you discovered earlier in this tutorial, using shortcut keys to apply styles makes the formatting of your documents quick and easy. Word 365 allows you to assign a shortcut key to any of the built-in styles, as well as those you have created yourself. The only drawback to this, is thinking of a shortcut key that is not already assigned to another Word 365 action!

You are going to assign a shortcut key to the MY Title style you created earlier. To do this, follow these suggested steps:

1. Press **F6 to move focus to the** Apply Styles window. You should find that My Style is the selected style in the list.

2. If My Style isn't the selected style, press **UP ARROW** or **DOWN ARROW** until it is selected.

3. Now press **TAB** until the Modify... button is selected and press **ENTER.** Upon doing this, the Modify Style dialog box will be displayed.

4. Press **SHIFT and TAB** until the Format button is selected and then press ENTER. Upon doing this, a contextual menu will be displayed that includes options for modifying a style. Alternatively, you can press ALT and O to quickly activate the Format button and display the menu.

5.   From the menu, select "**Shortcut Key"** and press **ENTER**.  Upon doing this, the Customise Keyboard dialog box will be displayed.  Focus will be in the **Press new shortcut key** edit box.  Here you can press the key combination you would like to use to apply the style.  For this example you are going to use ALT and 5.

6.   Once you have pressed the shortcut key, press **TAB** to select the **Assign** button and then press ENTER to choose it.  Upon doing this, the shortcut key will be added to the Current keys list box and focus will returned to the Press new shortcut key edit box.

**Note 5**:  If you accidentally press the wrong shortcut key, or you press a shortcut key that is already assigned to another action, press TAB until focus is in the **Current keys** list box, select it from the list and press **ALT and R** to remove it.

7.   Next, press **TAB** until the **Close** button is selected and press **ENTER**.  Upon doing this, focus will return to the Modify Style dialog box.

8.   Finally, press **ENTER** to choose the **OK** button and close the Modify Style dialog box.  Upon doing this, focus will returned to your document.

In your document, test out the shortcut key.  To do this, select the main heading The Life of Louis Braille and press **CTRL and SHIFT and N** to change the formatting to Normal Style.  Then, press the shortcut key **ALT and 5** to apply the **My Title** style.  Check the formatting by pressing the JAWS command **INSERT and F**.

For now that's all you are going to cover.  Although there are many more options available in Word 365 when working with styles, what you have covered so far should help you to produce professional-looking documents.

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