

Word 365 with JAWS

Applying a First Page Border



There may be occasions when you wish to apply a page border to the first page of your document. For example, you may be producing a report and want the first page to have a distinctive look. Alternatively, you may be designing an invitation and want an appropriate border to surround the page. For reference, borders can be applied to the first page of your document, all pages in the document or all pages except the first page. They can even be applied to individual sections in a document!

To apply a border around the first page of your document, in conjunction with JAWS, follow these suggested steps:

1. Press **ALT** to move focus to the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected tab.
2. Press **RIGHT ARROW** or **LEFT ARROW** until the **Home** tab is selected and then press **TAB** to move focus to the lower part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected control. This should be the "Share, sub-menu".
3. Press **TAB** repeatedly until you come to the **Borders** split button. For reference, JAWS will say "Borders split button, not checked ". When you have located this option, press **ALT and DOWN ARROW** to display its associated dropdown menu.
4. Press **UP ARROW** to select the **Borders and Shading...** option and press **ENTER**. Upon doing this, the **Borders and Shading** multi-page dialog box will be displayed.

An alternative method of choosing a control from the **Office Ribbon** is to press a sequence of keys. The sequence of keys to press to quickly display the **Borders and Shading** dialog box are as follows:

ALT followed by **H** then **B** then **O**

Note 1: The **Borders and Shading** dialog box consists of 3 pages (tabs). These are **Borders**, **Page Borders** and **Shading**. To move between pages inside a dialog box, press **CTRL and TAB** to move to the next page and **SHIFT and CTRL and TAB** to move to the previous page. When you move to a page, JAWS will announce the name of the page which is currently displayed.

5. If **Page Borders** is not the current page, press **CTRL and TAB** until it is displayed.
6. Press **TAB** once to move focus to a group of radio buttons headed **Setting**. Upon doing this, JAWS will say the name of the currently selected option. This should be the "None" radio button. Next, press **DOWN ARROW** until **Box** is selected.

Note 2: Controls inside dialog boxes can be selected quickly by pressing an appropriate keyboard shortcut, known as an Accelerator key. To quickly select the **Box** radio button, press **ALT and X**. Upon doing this, JAWS will say "Box radio button checked".

You can now press **TAB** to move to a range of options in turn. These include a list of border styles, border colours and border thicknesses. However, there is one list of items which has some fancy and more appropriate options available. This is the **Art** combo box.

7. Press **TAB** until the **Art** combo box is selected. Upon doing this, JAWS will announce the current option. This should be "None". Press **ALT and DOWN ARROW** to open the list of border types and then press **DOWN ARROW** to explore the available page border types.

When you have selected a border which meets your requirements, press **ENTER**. Upon doing this, the list will close and the option you chose will be the current setting.

8. You now need to specify which page, or pages, you would like the border to surround. So, press **TAB** until the **Apply To** combo box is selected.
9. The **Apply To** combo box consists of four options. These are **Whole document**, **This section**, **This section - first page only** and **This section - all except first page**. Press **ALT and DOWN**

ARROW to open the list of options and then press **DOWN ARROW** until **This section - first page only is selected**.

10. Finally, press **TAB** until the **OK** button is selected and press **ENTER**. Upon doing this, the Borders and Shading dialog box will close and focus will return to your document. The first page of your document will now have a border around it!

To check that a page has a border applied, you first need to turn on the "Border Changes" option, in the JAWS Quick Settings dialog box. When this option is on, JAWS will announce that the page has a border and will try to describe the border as you navigate into the page with the border.

To turn "Border Changes" on, follow these steps:

1. From anywhere in your document, press the JAWS command **INSERT and V** (CAPS LOCK and V on a laptop). Upon doing this, the "Quick Settings - Word" dialog box will be displayed.
2. 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 "border" (without the quotes). Upon doing this, all settings that match the word you typed will be listed just beneath the edit box. In this case, there should be just one option.
3. Press **DOWN ARROW** to select the item called Border Changes. Upon doing this, JAWS will announce the current setting. This is a check box, and should be set to be "Off".
4. Press the **SPACEBAR to toggle the setting**. Upon doing this, JAWS will say "checked".
5. Finally, press **ENTER** to choose the OK button and close the Quick Settings dialog box.

Removing a Page Border

To remove a page border, follow these suggested steps:

1. Move the cursor to anywhere in the page that contains the border.

2. Display the **Borders and Shading** dialog box. Remember, a quick way of doing this is to press the following sequence of keys:

ALT followed by **H** then **B** then .

3. If necessary, press **CTRL and TAB** until the **Page Borders** page is displayed.
4. Press **TAB** once to move focus to a group of radio buttons headed **Setting**. Upon doing this, JAWS should say the name of the currently selected option. This should be the "Box" radio button. Next, press **DOWN ARROW** until None is selected. Alternatively, you can press the Accelerator key **ALT** and **N** to quickly select this option.
5. Finally, press **ENTER** to choose the **OK** button and close the dialog box.

That's it, the border will now be removed from the first page of your document!

To check the border has been removed, move away from the first page of your document, then navigate back to it. If JAWS does not report the presence of a border, then the border has been successfully removed!