

Word 365 with JAWS

Applying a Paragraph Border



Paragraph borders are most commonly used to make a particular piece of text stand out, to emphasise its importance. They are also applied to paragraphs purely for visual effect!

To apply a paragraph border in Word 365, in conjunction with JAWS, follow these suggested steps:

1. Move the cursor to anywhere inside the paragraph you wish the border to be applied to.
2. Press **ALT** to move focus to the upper part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected tab.
3. 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.
4. Press **TAB** repeatedly until the **Borders** split button is selected. For reference, JAWS will say " Borders split button, not checked". When you have located this control, press **ALT and DOWN ARROW** to display its associated dropdown menu.
5. Press **UP ARROW** to move the selection cursor directly to the **Borders and Shading...** option and press **ENTER**. 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.

6. If **Borders** is not the current page, press **CTRL and TAB** until it is displayed.
7. 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".

8. Next, press **TAB** until the **Style** combo box is selected. Here, you can press **ALT and DOWN ARROW** to open a list of available border types and then press **DOWN ARROW** to explore the variety of styles available. When you have selected a style, press **ENTER**. Upon doing this, the list of border styles will close and the option you chose will be selected.
9. Now, press **TAB** until you come to the **Width** combo box. This contains a list of border thicknesses. Press **ALT and DOWN ARROW** to open the list of options and then press **DOWN ARROW** to explore the available border thicknesses. For reference, 3pt is equivalent to approximately 1mm. When you have selected a border thickness, press **ENTER**. Upon doing this, the list of border styles will close and the option you chose will be selected.

10. Next, press **TAB** until you come to the **Apply To** combo box. This consists of two options. These are **Text** and **Paragraph**. Press **ALT and DOWN ARROW** to open the list of options and then press **DOWN ARROW** until **Paragraph** is selected.

11. Finally, press **TAB** until the **OK** button is selected and then press **ENTER**. Upon doing this, the Borders and Shading dialog box will close and focus will return to your document. Your paragraph will now have a surrounding border!

To check that a paragraph 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 paragraph has a border and will try to describe the border as you navigate into the paragraph 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.

Now that you have the Border Changes setting turned on, you can check to see if the paragraph has a border applied. To do this, navigate away from the paragraph, then navigate back to it. Upon doing this, JAWS will announce the style and width of the border!

Removing a Paragraph Border

To remove a paragraph border, follow these suggested steps:

1. Move the cursor to anywhere in the paragraph 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 **O**

3. If necessary, press **CTRL and TAB** until the 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 paragraph.

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