

Word 365 with JAWS

Applying Bullets and Numbering



Bullet points are effective for presenting lists, summarizing info, and breaking down complex topics. They are commonly used in the production of reports, agendas, minutes of meetings and presentations. Using bullets can greatly enhance the look of your documents and make them easier to understand.

To apply bullets to text in Microsoft Word 365, in conjunction with JAWS, follow these suggested steps:

1. Select the text you wish to apply bullets to.
2. Press **SHIFT and CTRL and L**. Upon doing this, the **List Bullet** style will be applied to the text.
3. With the bulleted list still selected, press the JAWS command **INSERT and F** to check the font attributes. If the font and point size of the bulleted text does not meet your requirements, press **CTRL and D** to display the Font dialog box. Change the **Font** and **Point Size** and press **ENTER**.

Changing the Bullet Type

If the bullet type does not meet your requirements, you can choose another by following these suggested steps:

1. Ensure the bulleted list is selected.
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 Bullets split button is selected. For reference, JAWS will say "Bullets split button, not checked". When you have located this control, press **ALT and DOWN ARROW** to display the Bullet Library.

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 Bullet Library are as follows:

ALT followed by **H** then **U**

Note 1: The Bullet Library contains a set of predefined bullet types. They are arranged on two rows, with six options on the first row and two options on the second row. "**None**" is the first option in the first row. To explore the bullet types, use a combination of **RIGHT ARROW** and **LEFT ARROW**. When a bullet is selected, JAWS describes what it looks like visually.

5. Press **RIGHT ARROW** or **LEFT ARROW** to explore the different bullet types available.
6. When you have selected a bullet type which better meets your requirements, press **ENTER**.

That's it, your bulleted list will now have the new bullet type applied!

Changing a Bulleted List to a Numbered List

To change a bulleted list to a numbered list, follow these suggested steps:

1. Ensure the bulleted list is selected.
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 Numbering split button is selected. For reference, JAWS will say "Borders group box, Numbering split button". When you have located this control, press **ALT and DOWN ARROW** to display the Numbering Library.

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 Numbering Library are as follows:

ALT followed by **H** then **N**

Note 2: The Numbering Library contains a set of predefined number types. They are arranged in a grid structure consisting of three rows and three columns. "**None**" is the first option in the first row of the grid. **The last space in the grid is empty and can't be navigated to.** To explore the numbering types, use a combination of **RIGHT ARROW** and **LEFT ARROW**. When a number is selected in the grid, JAWS describes what it looks like visually.

5. Press **RIGHT ARROW** or **LEFT ARROW** to explore the different numbering types available.
6. When you have selected a numbering type which meets your requirements, press **ENTER**.

That's it, your bulleted list will now be a numbered list!