Word 2019 with JAWS
Centring Text on a Page

Sometimes, you will need to centre text both horizontally and vertically on a page. This is most likely to be the case when producing a poster.

To centre text both horizontally and vertically on a single page in Microsoft Word 2019, in conjunction with JAWS, follow these suggested steps:

1. Press **CTRL and A**. Upon doing this, all text will be selected.

2. Press **CTRL and E**. Upon doing this, the text will be centred horizontally on the page. Then, press **LEFT ARROW** to deselect the text.

3. 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.

4. Press **RIGHT ARROW** or **LEFT ARROW** until the **Page Layout** tab is selected and then press **TAB** to move focus to the lower part of the **Office Ribbon**.

5. Press **TAB** until the **Page Setup...** button is selected and press **ENTER. Upon doing this, t**he **Page Setup** dialog box will be displayed.

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

ALT followed by **P** then **S** then **P**.

Note: The **Page Setup** dialog box consists of 3 pages (tabs). These are **Margins**, **Paper** and **Layout**. To move between pages inside a dialog box, press **CTRL and TAB** to move to the next page or **SHIFT and CTRL and TAB** to move to the previous page. When you move to a page, JAWS will announce the name of the current page.

6. Press **CTRL and TAB** until the **layout** page is displayed. Then press **TAB** until the **Vertical Alignment** combo box is selected. JAWS will say "vertical alignment combo box" followed by the current setting. This will almost certainly be **Top**.

7. Press **ALT and DOWN ARROW** to open the list of options and then press **DOWN ARROW** until **Centre** is selected. When you have done this, press **TAB** until the **Apply To** combo box is selected.

8.   The **Apply To** combo box consists of two options, **Whole Document** and **Selected Text**. Press **ALT and DOWN ARROW to** open the list of options and then press **DOWN ARROW** until **Whole Document** is selected.

9.   Finally, press **TAB** until the **OK** button is selected and press **ENTER**. Upon doing this, the **Page Setup** dialog box will close and focus will return to your document.

That's it, your text will now be centred both horizontally and vertically on the page!