

Word 365 with JAWS

Changing Page Margins



From time to time, you will need to adjust your page margins. The main reason for doing this is to create extra space, hence allowing more lines to be displayed on a page.

To change your page margins in Word 365, in conjunction with JAWS, follow these suggested steps:

1. From anywhere in your document, 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.
2. Press **RIGHT ARROW** or **LEFT ARROW** until the **Layout** 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 "Comments" button.
3. Press **TAB** until the **Margins** sub-menu is selected and press **ENTER** to display its associated dropdown menu. Upon doing this, JAWS will say the name of the first option in the menu. This should be 'last custom setting'.

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 **Margins** dropdown menu are as follows:

ALT followed by **P** then **M**

4. Press **DOWN ARROW** or **UP ARROW** until the **Custom Margins...** menu option is selected and press **ENTER**. Upon doing this, the **Page Setup** dialog box will be displayed.

Note 1: 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.

5. In the **Page Setup** dialog box, the current page should be **Margins**. If it is not, press **CTRL and TAB** until it is displayed. Upon doing this, focus will be in the **Top** Margin edit/spin box.

To adjust the top margin, you can either press **DOWN ARROW** or **UP ARROW** to decrease or increase the margin setting. Alternatively, you can type the desired margin setting.

6. Press **TAB** to move to each of the other margin settings and change as appropriate. For reference, the other margin settings are **Bottom**, **Left** and **Right**.
7. Finally, when you have changed your margins, press **ENTER** to choose the OK button. Upon doing this, the Page Setup dialog box will close and focus will return to your document.

Note 2: You can check that your margins have been changed by pressing the JAWS command **INSERT and F1, for screen Sensitive Help**. Upon doing this, summary information about your document will be displayed in the Virtual Viewer. You can navigate this information using standard JAWS reading commands. About half way down the information, you will find the current margin settings for your document. When you have read the information, press **ESCAPE** to close the Virtual Viewer. Upon doing this, focus will return to your document.