

# Word 365 with JAWS

## Changing Page Orientation



From time to time, you will need to change the orientation of your document. A couple of reasons for doing this are to better display a table or chart.

To change page orientation 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**.
3. Press **TAB** until the **Orientation** sub-menu is selected and press **ENTER** to display its associated dropdown menu. Upon doing this, JAWS will say the name of the currently selected option in the menu. This should be 'portrait'.

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 **Orientation** dropdown menu are as follows:

**ALT** followed by **P** then **O**

4. Press **DOWN ARROW** or **UP ARROW** until you have selected the orientation you require and press **ENTER**.

That's it, your document will now be in the orientation you specified!