

Word 365 with JAWS

Navigating and Reading Documents



This document outlines the various methods of navigating and reading documents in Word 365 in conjunction with JAWS for Windows. It does not cover all methods of navigation, just the most common and most useful methods!

Navigating by Character

To navigate a document one character at a time, press **RIGHT ARROW** to move the cursor to the next character or **LEFT ARROW** to move the cursor to the previous character.

When navigating character by character, the cursor will always be to the left of the character JAWS says, regardless of the direction you navigate.

Navigating by Word

To navigate a document one word at a time, press **CTRL and RIGHT ARROW** to move the cursor to the next word or **CTRL and LEFT ARROW** to move the cursor to the previous word.

When navigating word by word, the cursor will always be at the beginning of the word, regardless of the direction you navigate. JAWS will read the current word!

Navigating by Line

To navigate a document one line at a time, press **DOWN ARROW** to move the cursor to the next line or **UP ARROW** to move the cursor to the previous line.

When navigating a document line by line, the cursor will be in the same vertical position on the current line as it was on the line above or below, depending on whether you pressed **UP ARROW** or **DOWN ARROW**. JAWS will read the entire line regardless of the cursor position!

To avoid confusion when navigating line by line, it is recommended to first move the cursor to the beginning of the current line before pressing **DOWN ARROW** or **UP ARROW**. This will ensure you know where the cursor is! To move the cursor to the beginning of a line, press **HOME**.

Navigating by Sentence

To navigate a document one sentence at a time, press **ALT and the + (Plus) key on the Number Pad** to move the cursor to the next sentence or **ALT and - (Minus) on the Number Pad** to move the cursor to the previous sentence.

When navigating sentence by sentence, the cursor will always be at the beginning of the sentence, regardless of the direction you navigate. JAWS will read the entire sentence!

Note 1: Navigating sentence by sentence is not possible in Word 365 without JAWS. It is actually a JAWS command as opposed to a Word 365 command!

Navigating by Paragraph

To navigate a document one paragraph at a time, press **CTRL and DOWN ARROW** to move the cursor to the next paragraph or **CTRL and UP ARROW** to move the cursor to the previous paragraph.

When navigating paragraph by paragraph, the cursor will always be at the beginning of the paragraph, regardless of the direction you navigate. JAWS will read the entire paragraph, but the cursor will remain at the beginning of the paragraph!

Reading a Document Continuously

With the exception of sentence navigation, all of the methods of navigating a document outlined thus far are Word 365 commands.

However, there is one JAWS command which will almost certainly prove useful when navigating and reading documents. This is the **Say All** command. The **Say All** command is used to read a document from the cursor position to the end of the document.

To start reading from the cursor position, press **INSERT** and **DOWN ARROW** (the number **2** on the Number Pad). For reference, the **INSERT** key is the bottom left key on the Number Pad. It is wider than the other keys. The number 2 on the Number Pad is located below the number 5. The number 5 should have a small ridge on it for easy identification.

To stop the continuous reading, simply press **CTRL**. To restart the continuous reading from the place at which you stopped it, press **INSERT** and **Number Pad 2** again.

Note 2: When reading documents using Say All, the cursor moves through the text as JAWS reads it. When you stop the reading, by pressing CTRL, the cursor will be on the same line that JAWS was reading.