

Word 2019 with JAWS

Saving a Document



To save a document to the default location (the Documents folder) in Microsoft Word 2019, in conjunction with JAWS, follow these suggested steps:

1. With the document to be saved onscreen, press **F12**. **Upon doing this, the Save As** dialog box will be displayed. Focus will be in the **Filename** edit/combo box.

Note: The filename edit/combo box will contain a suggested name, based on the text from the first line of your document.

2. If necessary, delete the existing text and type a new name for your document.
3. When you have specified a name for your document, press **ENTER**. Upon doing this, the **Save As** dialog box will close and your document will be saved. Focused will return to your document and JAWS will then read the name of the saved document.