Word 2019 with JAWS
Inserting Headers and Footers

Headers and Footers are areas above and below the main document area set aside for displaying information about your document, for example the date it was created, who created it, the number of pages and the filename. They can be extremely useful for identifying key pieces of information.

To insert a Header or Footer into a Microsoft Word 2019 document, 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 **Insert** tab is selected and then press **TAB** to move focus to the lower part of the **Office Ribbon**.

3.   Press **TAB** until the **Footer** sub-menu is selected and then 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 'Blank footer'.

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 **Footer** dropdown menu are as follows:

ALT followed by **N** then **o**

4.   If necessary, press **DOWN ARROW** or **UP ARROW** until the **Blank** footer menu option is selected and press **ENTER**. Focus will switch to the footer area of the document (bottom of the page). The cursor will be at the left edge of the footer area. The words 'Type Text' will be present and selected. Press **DELETE** to remove this text.

Note 1: When you are in Header or Footer mode, it is not possible to work on your document. To close a header or footer and return focus to your document, simply press **ESCAPE.**

The header and footer areas are exactly the same in their design. The only difference is that the Header is at the top of the page and the Footer is at the bottom. There are many different pieces of information which can automatically be entered into a header or footer, for example, the author's name, the date the document was created, the name of the document, the number of pages in the document and a company logo.

For this example, you are going to insert 3 pieces of information into your footer using the automatic field option.

4.   Press **ALT** to move focus to the upper part of the **Office Ribbon**. Focus should be on the **Design** tab. This Tab is added to the ribbon when you are in a header or footer.

5.   Press **TAB** to move focus to the lower part of the **Office Ribbon**. Now press **TAB** until the **Quick Parts** button is selected and press **ENTER** to display its associated dropdown menu.

6.   Press **DOWN ARROW** or **UP ARROW** until the **Field...** menu option is selected and press **ENTER**. Upon doing this, the **Field** dialog box will be displayed.

The **Field** dialog box contains dozens of things which can automatically be inserted into your document. Focus will be at the top of the list of items. The currently selected item should be =(Formula). You can navigate the list of items using **DOWN ARROW** or **UP ARROW.** Alternatively, you can press the first letter of the item you are looking for to quickly move to it.

7.   From the Field list, select **Author** and press **ENTER**. Upon doing this, you will be returned to your footer and your name will be present in the document. This will be at the left edge!

8.   Press **END** to move the cursor to the end of the **Author** field and then press **TAB** once to move the cursor to the centre position of the footer. Upon doing this, JAWS will say something like "10.477cm". Now press **ALT** to move focus to the upper part of the **Office Ribbon**. Again, the **Design** tab will be selected.

9.   Press **TAB** to move focus to the lower part of the **Office Ribbon**. Then press **TAB** until the **Quick Parts** button is selected and press ENTER to display its associated dropdown menu. From the menu, select **Field...** and press **ENTER**. From the resulting Field list, select **Page** and press **ENTER**. Upon doing this, you will be returned to your footer and a page number will be present in the document. This will be at the centre position!

10.   Press **END** to move the cursor to the end of the **Page** field and then press **TAB** to move the cursor to the right edge of the footer. Upon doing this, JAWS will say something like "18.450 centimetres". Now press **ALT** to move focus to the upper part of the **Office Ribbon**. Again, the **Design** tab will be selected.

11.   Press **TAB** to move focus to the lower part of the **Office Ribbon**.
Then press **TAB** until the **Quick Parts** button is selected and press ENTER to display its associated dropdown menu. From the menu, select **Field...** and press **ENTER**. From the resulting Field list, select **Date** and press **ENTER**. Upon doing this, You will be returned to your footer and the date will be present in the document. This will be at the right edge!

To check that you have inserted the correct information, press the JAWS **Say Line** command, **INSERT and UP ARROW**. Upon doing this, JAWS will read the contents of the footer! It will be something like "Author field, Gary Eady, Page field, 1, date field, 08/05/2020".

Note 2: You can also navigate the contents of a footer using **CTRL and RIGHT ARROW** and **CTRL and LEFT ARROW**.

12.   Finally, to close the footer and return focus to your document, press **ESCAPE**.

With focus in your document, you can also check the content of your footer. Press **INSERT and F1** for JAWS screen sensitive help. Upon doing this, information about your document will be displayed in the Virtual Viewer. Part of this information will be the contents of the footer.

You can navigate the information in the Virtual Viewer with standard reading commands. Once you have read this information, press ESCAPE to close the Virtual Viewer and return focus to your document.

There are many more options available when working with headers and footers. However, following the instructions in this document to insert a footer will be sufficient to give your documents a professional look!

Deleting a Header or Footer

Sometimes, you will want to delete the contents of a header or footer. To do this, 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 **Insert** tab is selected and then press **TAB** to move focus to the lower part of the **Office Ribbon**.

3.   Press **TAB** until the **Footer** button 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 'Blank Footer'.

4.   Press **UP ARROW** until the **Remove Footer** menu option is selected and press **ENTER**. Upon doing this, the contents of the Footer will be deleted and focus will return to the **Insert** tab on the Upper Ribbon.

5.   Finally, press **ESCAPE** to return focus to your document.