Word 2019 with JAWS
Opening a Document

This document outlines 2 methods of opening documents in Word 2019. The first covers opening a document from the default location (the Documents folder) and the second covers opening documents that you have opened recently, regardless of their location.

Opening a Document from the Documents Folder

To open a document from the Documents folder in Word 2019, in conjunction with JAWS, follow these suggested steps:

1.   Ensure that Word 2019 has been started and focus is inside the program.

2.   Press **CTRL and F12**. Upon doing this, the **Open** dialog box will be displayed.

3.   In the **Open** dialog box, focus will be in the **File name** edit box. Press **SHIFT and TAB twice** to move focus to the list of available folders and files. JAWS will say "Not selected" followed by the   name of the first item in the list.

Note 1: If you accidentally press **SHIFT and TAB** too many times, you can press **TAB** to navigate the controls in the dialog box in the opposite direction.

4.   Press **DOWN ARROW** or **UP ARROW** until you have selected the document to be opened. Alternatively, press the first letter of the document name until it is selected in the list.

5.   When you have selected the desired document from the list, press **ENTER**. Upon doing this, the document will be opened and JAWS will announce the name of the document!

That's it, you have successfully opened a document!

Opening a Document Using the Recent tab in the Backstage View

To open a document that you have recently used in Word 2019, in conjunction with JAWS, follow these suggested steps:

1.   Press ALT and F. Upon doing this, the File dropdown menu will be displayed. JAWS will say "File menu, backstage view". The **Backstage View** consists of some menu options you may be familiar with. These include **Save**, **Close** and **Options**. Also in the **Backstage View you will find a** number of Tabs. These are New, Open, **Info**, Save As, History, Print, Share, Export, Account and Feedback.

2.   Press DOWN ARROW until the **Open** tab is selected and then press **ENTER**. Upon doing this, 4 more tabs will be displayed. These are labelled Recent, One Drive, This PC and Add a Place. JAWS will announce the currently selected tab. This should be Recent.

3.   Press ENTER to choose the **Recent** tab. Upon doing this, 2 more tabs will be displayed. These are labelled Documents and Folders. The currently selected tab will be Documents.

4.   Press ENTER to choose the Documents tab. Upon doing this, a list of documents that you have used recently will be displayed.

An alternative method of choosing an option from the Backstage View is to press a sequence of keys. The sequence of keys to press to quickly choose the Recent Documents tab are as follows:

ALT followed by F, then O, then y, then 1

5.   Press TAB. Upon doing this, focus will move to a list of recently used documents. The first document in the list will be selected. JAWS will announce the name of the document, the date it was last updated and the full path to the file on your system.

6.   Finally, press **DOWN ARROW** until you have selected the document you wish to open and then press **ENTER**. Upon doing this, the **Backstage** view will close and the document will be opened. JAWS will announce the name of the document!

Note 2: When using the Recent tab to open documents, by default, only the last 25 documents are displayed.