

Word 2019 with JAWS

Applying a First Page Border



There may be occasions when you wish to apply a page border to the first page of your document. For example, you may be producing a report and want the first page to have a distinctive look. Alternatively, you may be designing an invitation and want an appropriate border to surround the page.

To apply a border around the first page of your document, in conjunction with JAWS, follow these suggested steps:

1. Press **ALT** to move focus to 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 **Home** tab is selected and then press **TAB** to move focus to the lower part of the **Office Ribbon**.
3. Press **TAB** repeatedly until you come to the **Bottom Border** split button. For reference, JAWS will say "Borders group box, bottom border split button". When you have located this option, press **ALT and DOWN ARROW** to display its associated dropdown menu.
4. Press **UP ARROW** to move the selection cursor directly to the **Borders and Shading...** option and press **ENTER**. Upon doing this, the **Borders and Shading** multi-page dialog box will be displayed.

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 **Borders and Shading** dialog box are as follows:

ALT followed by **H** then **B** then **O**

Note 1: The **Borders and Shading** dialog box consists of 3 pages (tabs). These are **Borders**, **Page Borders** and **Shading**. To move between pages inside a dialog box, press **CTRL and TAB** to move to the next page and **SHIFT and CTRL and TAB** to move to the previous page. When you move to a page, JAWS will announce the name of the current page.

5. If **Page Borders** is not the current page, press **CTRL and TAB** until it is displayed.
6. Press **TAB** once to move the selection cursor to a group of radio buttons headed **Setting**. JAWS should say "None radio button". Next, press **DOWN ARROW** until **Box** is selected.

Note 2: Controls inside dialog boxes can be selected quickly by pressing an appropriate keyboard shortcut. To quickly select the **Box** radio button, press the keyboard shortcut **ALT and X**. Upon doing this, JAWS will say "Box radio button checked".

You can now press **TAB** to move to a range of options in turn. These include a list of border styles, border colours and border thicknesses. However, there is one list of items which has some fancy and more appropriate options available. This is the **Art** combo box.

7. Press **TAB** until you come to the **Art** combo box. JAWS will announce the current option. It should be "None". Press **ALT and DOWN ARROW** to open the list of options and then press **RIGHT ARROW** to explore the available page border types. When you have selected a border which meets your requirements, press **TAB** until the **Apply To** combo box is selected.
8. The **Apply To** combo box consists of four options. These are **Whole document, This section, This section - first page only** and **This section - all except first page**. Press **ALT and DOWN ARROW** to open the list of options and then press **DOWN ARROW** until **This section - first page only is selected**.
9. Finally, press **TAB** until the **OK** button is selected and press **ENTER**. Upon doing this, the Borders and Shading dialog box will close and focus will return to your document. The first page of your document will now have a border around it!

Removing a Page Border

To remove a page border, follow these suggested steps:

1. Move the cursor to anywhere in the page that contains the border.
2. Display the **Borders and Shading** dialog box. Remember, a quick way of doing this is to use the following sequence of keys:

ALT followed by **H** then **B** then **O**

3. If necessary, press **CTRL and TAB** until the **Page** Borders page is displayed.
4. Press the keyboard shortcut **ALT and N** to quickly select the None radio button. JAWS will say "None radio button checked".
5. Finally, press **ENTER** to choose the **OK** button and close the dialog box.

That's it, the border will now be removed from the first page of your document!