

# Tackling Some Work Skills with Keystrokes

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# Disclosure

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I have no Relevant financial interest and no relevant non-financial interest in the topic I am presenting today.



# Why is it important

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- Allows JAWS users to navigate a document with reduced scrolling
- Allows to the placement of headings. This creates a type of “Index” for screen reader users to use for navigation.
- Allows the user to bookmark important places in a document for easier location later.
- For sighted users, can make operations more efficient by not having to reach for the mouse.



# Moving the Cursor

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- Control + Home = Go to the top of the file
- Control + End = Go to the bottom of the file
- Home (by itself) = Go to the beginning of the line
- End (by itself) = Go to the end of the line
- Up or Down Arrows = Move up or down one line and reads the line
- Right or Left Arrow = Moves forward or back one character
- Control + Right or Left Arrow = Moves one word at a time and reads it



# Selecting Text

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Keystrokes are 1,2,3 not all at once like a chord on a piano

- Control + A = Select all
- Control + Shift = Selects one letter at a time
- Control + Shift + Right Arrow = Selects next Word
- Control + shift + Down arrow = Selects from cursor position to the end of the paragraph.



# Formatting

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Once Text is selected OR if your do this before you type.

- Control + B = **Bold**
- Control + U = Underline
- Control + I = *Italics*

Note: The same keystroke will turn off the effect.

- Insert + F = Check formatting. JAWS announce the formatting.



# Font Style

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Click Alt + H + F + F Menu opens, and a list of choices appears.

- Use up or down arrows to find one you like and press enter

If you use Control + Shift + F

- Font Window opens: you can Tab through the choices.
- At the bottom of the screen is an OK button to press enter on.



# Font Size

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Click Alt + H + F + S    Menu opens and a list of choices appears.

- Use up or down arrows to find one you like and press enter

If you use Control + Shift + P

- Font Window opens the focus on font size: you can Tab through the choices.
- At the bottom of the screen is an OK button to press enter on.

Or just type size. 11 or 12 = typical letter, 18 = ¼"

36 = ½", 54 = ¾" and 72 = 1" tall letters



# Font Color

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Click Alt + H + F + C opens a menu of colors.

- Arrow down thru the theme colors The lower percentage you hear means the darker the shade
- Right and left arrow change the shade
- This is kind of like the 64-crayon box of crayons

Down arrow to Standard colors (kind of like the 12-crayon box)

- Left and right arrows change color

A = Automatic. This equals Black



# Alignment

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Control + R = Right aligned

Control + E = Center Aligned

Control + L = Left Aligned



# Line Spacing

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Alt + H + K opens the Line spacing menu.

- Arrow down or up thru choices
  - 1.0 = Single Spaced
  - 2.0 = Double Spaced
  - 3.0 = Tripple Spaced
- Continue to arrow thru spacing options to choose and option to add additional space before or after a paragraph for effect.



# Demonstration

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# Creating Headings

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## Create a heading

1. Select the Text you want included in the Heading
2. Click Alt + H + L This opens a window with different choices (I frequently use Heading 1)
3. Use the arrow keys to find the heading you want
4. Press enter



# Move to a Heading

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Press Insert + F6 to open the heading list (JAWS)

- A. Use the up or down arrow to find the heading you want
  - i. JAWS users, can also first letter navigate
  - ii. Can also use up or down arrows to find the heading you want
- B. Press Enter
- C. Use normal reading tools to start reading from this heading.



# Creating a Title

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Start with having the text selected you want as the title

1. Press Alt + H + L This will open a window with different choices
2. Use the Arrow keys to find Title
3. Press the Enter Key



# Demonstration

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# Adding a Bookmark

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1. Place the Cursor where you want to Bookmark to be.
  - a. Press Alt + N + K to open the Bookmark window.
  - b. Type the name you want for your Bookmark
  - c. Press Alt + A to add the bookmark.
  
2. Note: Bookmark names need to begin with a letter. They may include letters and numbers, **but no spaces.**
  
3. If you need to separate words, use an Underscore. Example: First\_Heading.



# Deleting a Bookmark

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1. Press Alt + N + K to open the Bookmark Window
2. Use the arrow keys to choose the name of the bookmark you want to delete.
3. Press Alt + D to Delete.

**Note: If you inserted a hyperlink to the deleted Bookmark, press the application key and select Remove Hyperlink and press Enter.**



# Jump to a Bookmark

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1. Press Control + G to open the **Go To** tab
2. Press Alt + O to
3. Press the down arrow to **Bookmark**
4. Press the Tab key to Bookmark Name. If the bookmark you want isn't there, press the down arrow to open the combo box and arrow to the bookmark you want.
5. Press Tab to the **Go To** button and Press enter
6. Press the Escape key to close the Find and Replace window and take you to the Bookmark location.



# Demonstration

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# Questions?

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# Thank you for Attending Tackling Some Work Skills with Keystrokes

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