# Formatting Documents with a Braille DisplayScreen Reader Settings and Keyboard Commands

This document supports the workshop presented on September 28, 2019 by Jennifer Jesso and Jen Goulden on behalf of Braille Literacy Canada. For more information, contact info@blc-lbc.ca.

## Braille Settings

Below describes how to access braille settings such as contracted or uncontracted braille, status cells, cursor shape, and so on. If adjusting status cells, it’s important to read the documentation for the screen reader you are using to understand how information is displayed using these cells.

In JAWS open the Settings Center by going to the JAWS user interface (JAWS KEY + J) and opening the Utilities Menu (ALT + U) and then selecting Settings Center (using E). In the Settings Center, type Braille into the search box to bring up all available braille settings. Alternatively, you can search for the specific setting you are looking for if you know its name (for example, searching for “status cells”).

In NVDA access the braille settings by opening the NVDA menu (NVDA KEY + N) then selecting Preferences (using P) and then Settings… (using S). In the Settings dialog box that opens, select Braille from the list box and press TAB to access each braille setting.

In VoiceOver for iOS, access braille settings by going to Settings, then General, VoiceOver, and then Braille. Many braille-related settings can also be accessed via braille or keyboard commands or through the Rotor.

## Checking Formatting

To check the formatting of text under the cursor with JAWS, press the JAWS KEY + NUMPAD 5 in the Desktop keyboard layout or the JAWS KEY + 5 in Laptop keyboard layout. To access settings related to showing formatting in Microsoft Word in JAWS, press the JAWS KEY + V while in Microsoft Word to access the Quick Settings. Within Quick Settings, you can adjust options such as what formatting attributes are announced.

To check the formatting of the text under the cursor with NVDA, press the NVDA KEY + F. To adjust the formatting announced by NVDA, open the NVDA menu (NVDA KEY + N) and then select Preferences (using P) and then Settings (using S). In the dialog box that opens, select Document Formatting from the list and then use TAB to explore the various options related to document formatting.

To check formatting under the cursor with VoiceOver, press VO + T. To have VoiceOver announce formatting changes as it reads, open the Verbosity Settings by pressing VO + V, then use the ARROW KEYS to move to Text Attributes, and then use the UP or DOWN ARROW to select Speak Attribute.

### Text Analyzer

JAWS has a special feature called the Text Analyzer. This feature goes through the entire document and alerts you to inconsistent formatting. For example, if you have copied in text from another document with different formatting to the text used in your document without realizing it, the Text Analyzer will alert you to this fact.

## Navigating Text

On Windows, use the following commands to navigate text, regardless of screen reader:

* Forward or back by character - LEFT or RIGHT ARROW
* Forward or back by word - CONTROL + LEFT or RIGHT ARROW
* Forward or back by line - UP or DOWN ARROW
* Forward or back by paragraph - CONTROL + UP or DOWN ARROW
* Beginning of line - HOME
* End of line - END
* Beginning of document - CONTROL + HOME
* End of document - CONTROL + END
* Forward by page - CONTROL + PAGE DOWN
* Back by page - CONTROL + PAGE UP

## Selecting Text

To select text in Windows (independent of screen reader) use the following Windows commands:

* Select next character – SHIFT + RIGHT ARROW
* Select previous character – SHIFT + LEFT ARROW
* Select next word – SHIFT + CONTROL + RIGHT ARROW
* Select previous word – SHIFT + CONTROL + LEFT ARROW
* Select to end of line – SHIFT + END
* Select to beginning of line – SHIFT + HOME

To announce the selected text with JAWS press INSERT + SHIFT + DOWN ARROW. To hear selected text with NVDA press NVDA + SHIFT + UP ARROW.

## Using PlaceMarkers to Select Text (JAWS only)

To set a PlaceMarker in JAWS, press CONTROL + WINDOWS KEY + K to insert a temporary PlaceMarker. Navigate to where you would like your selection to end, and press INSERT + SPACEBAR followed by M.

### Copy, Cut, Paste

To cut (move), copy, and paste text in Windows, use the following commands after first selecting the text you would like to edit:

* Cut – CONTROL + X
* Copy – CONTROL + C
* Paste – CONTROL + V
* Undo – CONTROL + Z

## Basic Formatting

Here are some basic formatting commands that work in Microsoft Word and perhaps other Windows programs:

* Bold – CONTROL + B
* Italic – CONTROL + I
* Underline – CONTROL + U
* Align left – CONTROL + L
* Align centre – CONTROL + E
* Align right – CONTROL + R
* Increase font size – CONTROL + SHIFT + GREATER-THAN
* Decrease font size – CONTROL + SHIFT + LESS-THAN
* Open Font Options dialog box – ALT, then H, then F, then N
* Open Paragraph Options dialog box – ALT, then H, then P, then G

### Headings and Subheadings

In Microsoft Word, regardless of screen reader, headings can be created by pressing CONTROL + ALT + NUMBERS 1-6, depending on the level of heading you wish to create. To create a level 1 heading, press CONTROL + ALT + 1, and to create a level 3 heading, press CONTROL + ALT + 3, and so on.

To navigate a document by heading, use the following commands:

* JAWS turn on Quick Nav keys – INSERT + Z
* NVDA turn on browse mode – NVDA + SPACE
* Forward by heading – H
* Back by heading – SHIFT + H
* List of headings (JAWS) – INSERT + F6
* List of Headings (NVDA) – Insert + F7, then ALT + H

## Spelling and Grammar

Below are some commands for checking the spelling in Microsoft Word (regardless of screen reader):

* Move to next misspelled word – ALT + F7
* Open list of options/suggestions – APPLICATION KEY while on misspelled word
* Launch spellchecker – F7