

# Setting Up Microsoft® Word Tips

The following tips make JAWS work better with Microsoft® Windows XP and Word 2003. The two menus we are concerned with are the View menu and Tools menu.

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## Set your document to Normal View

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The first thing you want to do is make sure you are working in a Normal view. To do this, follow these steps.

- Press the "Alt" key plus the "V" key to open the View menu.
- Press the "Alt" key plus the "N" key to move focus to the Normal menu item.
- If JAWS does not say, "Normal checked" then press the "Enter" key to check it. You will be returned to your document.
- If "Normal" is already checked, then press the "Esc" key two times to return to your document.

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## Setting the Toolbars

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Follow these steps to ensure both the Standard and Formatting Toolbars are usable with JAWS.

- Press the "Alt" key plus the "V" key to open the View menu.
- Arrow down (press the "down arrow" key) to the Toolbar sub menu.
- Enter "open the Toolbar sub menu" and make sure both the "Standard" and "Formatting" Toolbars are checked.
- If the "Standard" and "Formatting" Toolbars are not checked, then press Enter to check them.

- If the “Standard” and “Formatting” Toolbars are checked, then press the “Esc” key two times to exit the menu and return to your document.

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## Setting Toolbar and Menu Appearance

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- Press the “Alt” key plus the “T” key to move to and open the Tools menu. Press the “Up Arrow” key to the “Customize” menu item and press “Enter” to open it.
- If you are not on the “Options” tab page, then press the “CTRL” key plus the “Tab” key to move to the Options tab page.
- Make sure that “Show Standard and Formatting Toolbars on two rows” check box is checked.
- Tab to the “Always show full menus” check box and make sure it is checked.

Windows wants to show you the most recently used menu items. This way the other menu items get put to the bottom of the list. So depending on which menu items you used most recently, the menu sequence could be changing all the time. By making this change, menu items remain in the same order every time you open a menu.

- Press the “Tab” key until you get to the “OK” button and press “Enter” to make your selection.

**REMINDER:** Make sure that the Microsoft® Word Window is maximized. If you do not have this window maximized then JAWS might not read what you have typed correctly.

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## Maximizing a Window

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- Pressing the “Alt” key plus the “Spacebar” key opens the “System menu.”
- Pressing the “X” key maximizes the window you are working in and returns you to your document.
- Alternately, you can open the “System menu” as described above by moving up and down through the System menu using your arrow keys.
- If JAWS says, “Maximize disabled” the window is maximized.
- If JAWS does not say “Maximize disabled”, then press the “Enter” key to maximize the window and return to your document.
- You can use these steps to maximize other windows. Remember, you can only have one window maximized at a time.

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