Heading styles, Numbered and Bulleted Lists, and Line Spacing
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# Create heading styles

1. From your default format, pressing Alt Shift Left Arrow for the first time with that document creates a heading 1 style.
2. After writing that line, pressing Enter will create a new line back to your default format.
3. Press JAWS Key F to check font size and style.
4. If you’re not back to your default format, , press Control Shift N to clear the heading formatting.
5. Pressing alt shift right Arrow will increase heading level until you get to level 9.
6. Pressing Alt Shift Left Arrow will bring you back until you’re at heading level 1.
7. The system remembers what your last heading level was. Alt Shift Left Arrow will return you to that level.

# Create a numbered list

1. If you want Arabic numbering, type 1 period, And then a space. If you Want Roman numbering, type I period, and then a space.
2. Each time you press Enter, you’ll get a new number.
3. Press Enter twice to end the list.
4. To go to a new line without numbering, press Shift Enter. That’s a line break, not a new paragraph.

# Create a bulleted list

1. Type an asterisk (Shift 8) and then a space.
2. Each time you press Enter, you’ll get another bulleted line.
3. Press Enter twice to end the list.

# Create an outline

1. Create your level 1 list, perhaps with a 1.
2. After pressing enter, move to a level 2 with Alt Shift Right Arrow. The level 2 numbering will automatically be A, B, C.
3. Do the same to get to a level 3. The automatic numbering for a level 3 list is lower-case roman numerals. Here’s how to change the numbering if you don’t like it.
	1. Press Alt H, N to bring up a grid of potential numbering you might want.
	2. Use Arrow keys to select the numbering you want, and press Enter.
4. Alt Shift Left Arrow will bring you up a level in the outline.

# Change your line spacing with the keyboard

1. Select your text with Control A.
2. Press Control 1 for single space, Control 2 for double space, or Control 5 for 1-1/2 space. .

# Navigating by headings

## Headings list

1. Press Jaws Key F6 to display a list of your headings.
2. Use Up and Down Arrow keys or first letter navigation to get to the heading you want.
3. Press Enter to move to desired heading.

## Move sequentially by headings with Quick Navigation keys

1. Press JAWS Key Z to toggle Quick Navigation keys on/off.
2. When they are on, press H to move immediately to the next heading, or Shift H to move to the previous heading.
3. Press P or Shift P to move to next or previous paragraph.

## Navigating by heading level

1. Turn Quick Navigation keys on with JAWS Key Z.
2. Press 1 to move to the next heading level 1, 2 to move to the next heading level 2, etc.
3. Use Shift with numbers to move backwards to the previous heading level of that number.

# Turning automatic numbering and bulleted lists off/on

1. Press Alt F, then T to display the Word Options settings. The General category will be highlighted.
2. Down Arrow until you select Proofing. You don’t need to press Enter here.
3. Tab once to Auto Correct options, and press Enter to display the Autocorrect multi-page dialog.
4. Press Control Tab until you select the Auto Format as you Type tab.
5. Tab until you reach Automatic Bulleted lists or Automatic numbered lists. They are right next to each other.
6. If they are checked, the automatic list feature will work. Press Space to check or uncheck. If unchecked, automatic numbering or bulleting will be off.
7. Tab or Shift Tab to OK, and press Space or enter.
8. Tab or Shift Tab to OK again, and press Space or Enter.