



MS Word

Word with Screen Reader

Font Selection

Shortcut commands let you customize the font in Microsoft Word documents.

With shortcut commands, you can select text and then customize font type, size, and color. **Try it out!**

What Are Fonts?

- Font refers to the graphical representation of text, or how it looks. This includes its unique **type, point size, and color**.
- There are many kinds of text design. The variations are grouped into **typeface families**.
- For example, Arial is a **typeface family**. Arial Narrow is a **typeface**. And Arial Narrow Italic, 10 point, is a **font**.

- Adjusting the type, size, and color of fonts is one of the most common formatting changes done in Word documents.

Choosing Font Type

- The keyboard shortcut to select a font type is **CTRL + D**. A Font dialog box comes up, and the focus is on a combo box with a list of the available fonts.
- The default font is highlighted in the edit field. You have two choices:
 1. Enter the name of the desired font (which is also called typeface), or
 2. Use the **arrow** keys to make a selection.
- Suppose your default font type in this document is Arial. What if you want to choose Calibri?
- 3. Type in the first few letters of the font type, such as C-A-L-I. This shifts the list to the fonts that begin with the letter **C**.

4. Press the **Down arrow** key to move into the list.
5. Select the Calibri font: Press **Enter**.
 - All the text you enter will be in Calibri text until you make a different selection.

To change the font in an existing document:

6. Select all the text: Press **CTRL + A**.
7. Bring up your Font dialog box: Press **CTRL + D**.
8. In the combo box, use the **arrow** keys to move through the font selections.

Tip: Try the AP font. This font was developed for low-vision readers by the American Printing House for the Blind (APH). It's free of charge to qualified users for non-commercial purposes. For more information: www.aph.org

Choosing Font Style and Size

Before selecting the font, consider the other controls in the open Font dialog box:

9. Press the **Tab** key to move to the next control: a combo box for Font style. The choices include Regular, Italic, Bold, and Bold Italic.

10. Press **Tab** again to go to a combo box that lets you select the font size.
11. Either type in the point size you want, or use the **arrow** keys to go through the list.

Tip: Another helpful keyboard shortcut is Ctrl + Shift + P. This brings up the font dialog box with the focus on the Size edit field. This is handy when you wish to quickly change the size of your font.

12. After you type in or choose the point size, move to the next control with the **Tab** key. This is the color control.

Choosing Color

- Font color can draw visual attention to text.
 - Black is the default font color, but you can choose from a wide range of colors.
13. Press the **Down arrow** key. Your screen reader will announce the current font color.
 14. Press the **Down arrow** again to move into the color picker window. This menu contains a variety of colors and shades of colors.

15. Press the **Down arrow** key once to move to the default color, black, which is labeled Automatic.
16. Press the **Down arrow** again to move to color themes.
17. The color picker window is laid out in a grid. Use the **Left**, **Right**, or **Down arrow** keys to move through the color themes and the shades of colors.
18. If you continue to press the **Down arrow** key, you'll reach a row of colors labeled Standard Colors. Use the **Left** or **Right arrow** keys to move between the choices.
19. The final item in the color picker window gives you even more choices: Press the **Down arrow** to navigate to More Colors.
20. Press **Enter** to open a new dialog box. This dialog box contains a graphic with various shades of colors. You can use the arrow keys to move between various shades, but the graphic itself is not accessible to screen readers.
21. To close this dialog box, press the **ESC** key. This returns you to the font dialog box.

Making Choices

- There are other controls, too, such as Strikethrough, Subscripts, and Superscripts:

22. **Tab** through these choices to the **OK** button.

23. Press the **spacebar**. This puts into effect the selections you've chosen.

- Screen readers let you know which attributes have been applied:
 - In **NVDA**: Press **NVDA + F**. You'll hear the selected text style, font, point size, color, and attributes, such as bold, alignment and line spacing.
 - In **JAWS**: Press **JAWS + F**.

With these tips, you can use Windows shortcuts to customize font type, size, and color in Word documents. Try it out! Then try our workshop on Cut, Copy, and Paste.

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