Identify Text Attributes, Formatting, and Spacing with Window-Eyes

This How Do I Do That? Tutorial will demonstrate how to identify the attributes, format, and spacing of text in a Microsoft Word document using Window-Eyes. This editing task is an essential part of the document workflow for students and professionals. I am using a Windows 8.1 computer running Window-Eyes 8.4 and Office 2013.

Microsoft Word is the focused application and I am in a document that contains numerous lines of text displayed with different types of attributes, formatting and spacing. As I navigate down through the text line by line with my Down Arrow, I hear the text being read but Window-Eyes does not announce any of the text's attributes such as the font size, color or style. This type of information can be very important so I will turn on Attribute Changes so Window-Eyes will announce changes in the font family, size, color or style automatically as I move through the document.

I will turn on Attribute Changes using the Window-Eyes hot key Windows Key-A. Now that Attribute Changes is togged on, I will try reading the document again by line. I will press Control-Home to jump to the top of the document and hear the first line of text. Now, I will press Down Arrow and listen how Window-Eyes now announces that the second line of text is bold and that the third line of text is italicized and that the fourth line of text is underlined. I will down arrow again. Notice how Window-Eyes announced the font family and size. This is because the Font changed from Arial size 14 to Times new Roman 18. With Attribute Changes turned on, Window-Eyes only announces changes in attributes and will not repeat attribute information that is consistent in groups of text. Finally, I will down arrow one last time. Window-Eyes can even announce the color of text because it is an attribute that has changed. I will now toggle Attribute Changes off using the Window-Eyes hot key Windows Key-A.

Often times, you will need to create text that is aligned in a certain way, for example, centered or right justified or you might need to adjust the spacing such as making the text double spaced. Using the Element Properties dialog, you can identify this important formatting information with Window-Eyes. I will press Down Arrow to read the next few lines of text. Now, I will press the Window-Eyes hot key, Insert-E to display the Element Properties dialog. The dialog contains all of the important details about the current line of text including its alignment and spacing. I know now that this text is centered and double spaced.

Another issue that you might encounter is extra white space in a document. With Window-Eyes, you can easily identify when there are extra spaces in a document and also determine if text is indented. The trick is to use a feature called Format Alert. Format Alert can be toggled on using the Window-Eyes hot key Insert-5 (on the number row). I will press Down Arrow to read the next few lines of text. At this point, I don't know if there are any extra spaces in that text. I will go back up to where I started and toggle on Format Alert. Now I hear Window-Eyes announce the number of extra spaces just before the word that the extra spaces are in front of. If I move to a line of text that is indented, you will also hear Window-Eyes announces how many inches the text is offset from the left margin.

The Attribute Changes, Element Properties and Format Alert features in Window-Eyes are designed to help you obtain important details about the text in your documents. We hope you found this information helpful and can use these features to gain more control of the document editing process in Microsoft Word.

Thanks for checking out this How Do I Do That? tutorial from GW Micro. If you have any technical questions about Window-Eyes, please contact our support team by email at support@gwmicro.com or by phone at 260-489-3671. You can learn more about Window-Eyes by visiting the GW Micro website at www.gwmicro.com.