

## Working with Word 2013 and Window-Eyes: Part 2

### Word Keyboard Shortcuts

- Insert Comment: Alt-R, C
- Track Changes: Control-Shift-E
  - Because this is also a Window-Eyes hot key, you will need to use the Window-Eyes bypass (Insert-B) prior to pressing Control-Shift-E
  - You can also press Alt-R, G to toggle track changes on/off

### Window-Eyes Hotkeys

- Enhanced Speak Summary for documents: Control-Shift-S
  - Press once to obtain current page number, any footer or header for the current page, column info, view mode (i.e. Print, Normal, Outline, etc.), and the document name
  - Press twice to obtain the element count for each item type in the current document (e.g. comments, revisions, etc.)
- Page Navigation dialog: Insert-Tab
- Next line/previous line: Alt-Period/Alt-Comma
  - Used to read multi column sections line by line
- Element Properties dialog: Insert-E
- Attribute Changes toggle: Windows-A
- Format Alert toggle: Insert-5
- Next revision/previous revision: Alt-Right Bracket/Alt-Left Bracket