# Directions to Creating, Saving and Opening Word Document on Mac with VoiceOver

## To Create a new Word document

* Turn on VoiceOver: Command + F5
* Open Word, open Spotlight: Command + space
* Type Word and press Enter
* Create a new blank document: Enter
* Maximize the window: Control + command +F
* Type content

## To Save a Word Document

* To save: Command + S
	+ (VoiceOver focus is automatically on the Save As textfield; if you want to navigate around the window, use Tab or Shift Tab)
* Type document name
* To move around the window: Tab or Shift Tab
* Choose saved location: (Default is last saved location)
	+ If you choose to change the location, Open the list of options:  VO + space
	+ Move through the options: down arrow
	+ Select your prefered option VO + space
* When on your preferred location, press Enter
	+ Note: I typically save to my desktop or Dropbox; Victor saved this document to his Downloads folder)
* To finish Saving the document: Enter
* To quit Word: Command + Q

## Open a Document Saved to Downloads folder

* Go to Microsoft Word in the Download folder:  Command + option + L
	+ Voiceover announces that you are on a "text element inside a browser. . . "
* To move between items in Downloads folder: VO + shift + down arrow, then VO + up, down, left or right arrow
	+ (If you choose to exit, VO + Shift + up arrow)
* When on the desired document, open document: Command + O
* Navigate to the end of the document:  Victor used right arrows in the video
	+ Jump to the end of the document: Command + End or Command + function + right arrow
* Continue typing
* Save document again: Command + S
* Quit Word: Command  + Q
* Close Finder window: Command + W

## Open a Document Saved on the Desktop

* Move to Desktop:  VO + Shift + D
* Move to desired Word document:  Up, down, right or left arrows to navigate desktop icons
* Open desired document:  VO + space
* Close Word document: Command + W