Karlen Communications

Status Bar Accessibility and Settings

You can navigate to the Status Bar and read it using adaptive technology or change the information displayed on the Status Bar in Office desktop applications.

With focus on your document, and with no other Panes open, press F6 to move to the Status Bar.

You can return to your document by pressing F6 or Shift + F6.

If you have other Panes open, you will cycle through them before landing on the Status Bar when you press F6 or Shift + F6. F6 moves you forward through the various open Panes, the document, Status Bar and Ribbons while Shift + F6 moves you backward through them.

While focus is on the status bar, use the Left and Right Arrow keys to move through each of the pieces of information.

If you want to add or remove information from the Status bar, while focus is on the Status Bar, press the right mouse button or the AppKey or Shift + F10.

The Status Bar context menu opens. You can use the Up and Down Arrow keys to move through items and use the Spacebar to check or uncheck them.

JAWS will read the items on the Status Bar context menu JAWS has a keyboard command to just go and read the information on the Status Bar without having to F6 to it. Use JawsKey + NumPad 3.

As you press the Spacebar to check or uncheck items you should hear that an item is checked or unchecked.

If you want to review any of the information you chose not to show on the Status Bar, put focus on it and press the right mouse button, the AppKey or Shift + F10 and then use the Up and Down Arrow keys to review specific pieces of information.

There are underlined letters for faster navigation of the Status Bar context menu to specific content. They are listed below in columns..

- F for Formatted Page Numbers.
- E for Section.
- P for Page Number
- V for Vertical Page Position for Line Numbers.
- C for columns.
- W for Word Count.
- S for Spelling and Grammar Check.
- L for Language.
- G for Signatures.
- Letter I for Information Management Policy.

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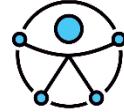
- P for Permissions.
- T for Tract Changes.
- K for Caps Lock.
- Letter O for Overtype.
- D for Selection Mode.
- M for Macro Recorder.

- U for Upload Status.
- There is no keyboard command to get to "This document has been updated. To refresh, click Save.
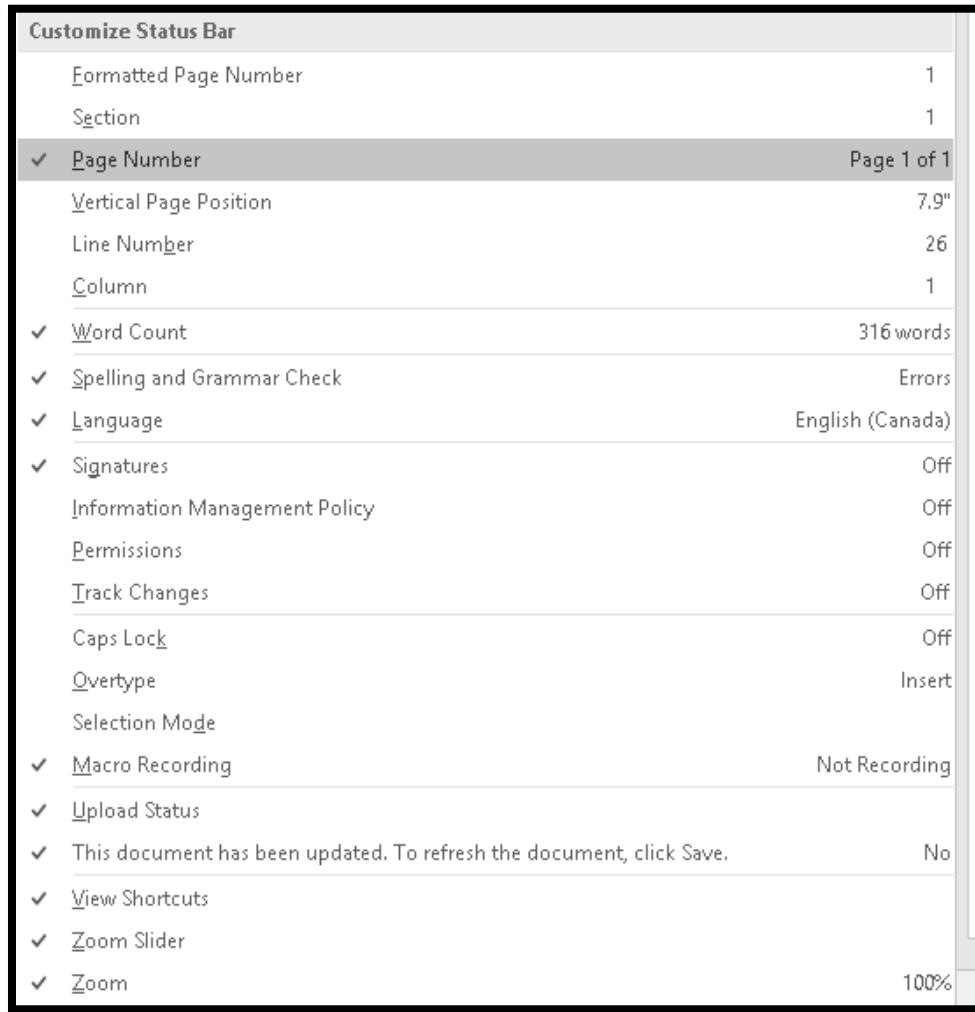- V for View Shortcuts.
- Z for Zoom Slider.
- Z for Zoom.

Figure 1 Status Bar context menu for settings.