

Basic Information for first time JAWS 3.7 users

Starting JAWS and Other Applications

Manually Starting JAWS

1. Press **CTRL+ESC** to open the **START** Menu.
2. Press **P** until Programs is selected, then press **RIGHT ARROW** to open the submenu.
3. Press **J** until JAWS 3.7 is selected, and open the submenu.
4. Press **J** until JAWS is selected, and press **ENTER**.

To Exit JAWS

To shut down JAWS, use **INSERT+F4**.

To Start Other Applications

1. Use **CTRL+ESC, P** to open the Start, Programs Menu.
2. Use arrows to move to the application you want to open.
3. When you have located the correct application, press **ENTER** to start the application.

Reading Screens and Documents

Many speech functions in JAWS are accessed by using the numeric keypad (NUM PAD) located on the far right side of your keyboard. Usually this NUM PAD is used to type numbers so you must turn off the number lock function. Do this by pressing the **NUM LOCK** key in the upper left corner of the NUM PAD.

JAWS uses the **INSERT** key at the bottom left of the NUM PAD in combination with the other keys on this keypad to control what JAWS will speak.

To start JAWS reading the screen, press the key combination **INSERT+DOWN ARROW**. This is the SayAll command.

To halt speech, press the **CTRL** key.

Here are the rest of the keystroke combinations using this keypad and the name of the command.

| | |
|-------------------------------------|-----------------------|
| NUM PAD 5 | SayCharacter |
| INSERT+NUM PAD 5 | SayWord |
| INSERT+NUM PAD 5 twice | SpellWord |
| INSERT+LEFT ARROW | SayPriorWord |
| INSERT+RIGHT ARROW | SayNextWord |
| INSERT+UP ARROW | SayLine |
| INSERT+HOME (7) | SayToCursor |
| INSERT+PAGE UP (9) | SayFrom Cursor |
| INSERT+PAGE DOWN (3) | SayBottomLineOfWindow |
| INSERT+END (1) | SayTopLineOfWindow |

Getting Help

Information and help is provided in a variety of formats and places within JAWS for Windows. For the moment, we will just review some of the best ways to get help for JAWS, Windows, or the application you are using.

| | |
|------------------------------|----------------------------|
| INSERT+1 | Keyboard Help |
| INSERT+H | Hotkey Help |
| INSERT+F1 | Screen Sensitive Help |
| INSERT+F1, F1 | JAWS Help for Applications |
| INSERT+J, ALT+H | JAWS Help Menu |

About JAWS Cursors

Navigating through Windows with JAWS is accomplished with cursors. These cursors determine the focus of JAWS speech and are often directly linked with Windows cursors.

The PC Cursor – Follows Keystrokes

This cursor is linked to the keyboard functions of Windows and applications. This is the cursor that is used when typing information, moving through options in dialog boxes, and selecting options or icons. As you type information, the PC Cursor follows along with each key you press. If you are making a selection in a menu or dialog box, the PC Cursor highlights the currently selected object. The PC Cursor is activated by default when JAWS starts. If you are using a different cursor, pressing NUM PAD PLUS returns you to the PC Cursor.

The JAWS Cursor – Follows Mouse Pointer

The JAWS Cursor is linked to mouse pointer functions in Windows and other applications. It is used to read information the PC Cursor cannot read, such as

toolbar information. The mouse follows along with the JAWS Cursor when it is moved, and you therefore have access to information in an application window that is beyond the scope of the PC Cursor. To activate the JAWS Cursor, press NUM PAD MINUS.

The Virtual PC Cursor – HTML Environment

The virtual PC Cursor mimics the functions of the PC Cursor, but is activated by default when entering an HTML document. The virtual PC Cursor speaks the number of frames in a document, and the number of links in the frame. You can switch between frames, and JAWS reads graphics labeled by alt tags in the HTML code.

Voice Settings

JAWS for Windows allows you to customize the voices used for speech so you don't get them confused.

You can assign different voices for cursor messages, the keyboard voice you hear when you type and even upper case characters.

1. Press **INSERT+J** to make the JAWS window active.
2. Go to the JAWS voice menu by pressing **ALT+V**.
3. Select the voice you want to change.
4. In each case, you are able to select:
 - Rate of Speech
 - Name of the Voice being used
 - The Pitch
 - The Punctuation that is spoken

Getting Around in Windows Using JAWS

Here are a few keystroke commands that allow you to move around and identify where you are while using JAWS.

While on the Desktop with all applications minimized

Toggle to Desktop, Start button,
Quick Launch Bar & Task Bar**TAB**
Move to previous object in focus.....**SHIFT+TAB**

Move to next ICON**ARROWS**

When two or more applications are open:

Move between open applications**ALT+TAB**
SayWindowTitle.....**INSERT+T**
To open a Windows Control Menu**ALT+SPACEBAR**
Other Helpful Keystrokes
Open the START Menu**CTRL+ESC or Windows Logo Key**
To open Windows Explorer.....**Windows Logo Key+E**
Minimize all apps**Windows Logo Key+M or INSERT+F6**

General Windows Keystrokes

Get Help.....**F1**
Open the Start Menu.....**WINDOWS LOGO KEY or CTRL+ESC**
Switch between Open Applications.....**ALT+TAB**
Open the Shortcut Menu.....**APPLICATIONS KEY or SHIFT+F10**
Minimize all Windows**WINDOWS LOGO KEY+M**
Find a File or Folder from Desktop**F3**
Move to First Item on the Taskbar**WINDOWS LOGO KEY+TAB**
Open Windows Explorer.....**WINDOWS LOGO KEY+E**
Open Run Dialog**WINDOWS LOGO KEY+R**

General windows Application Keystrokes

Exit the Active Application**ALT+F4**
Open the Application Control Menu**ALT+SPACEBAR**
Move to the Menu Bar**ALT**
Move between Menus.....**ALT, ARROW KEYS**
Choose a Menu Item**ENTER**
Open a child Window Control Menu**ALT+DASH**
Cancel or close a Menu.....**ESC or ALT**

Windows Keystrokes for Working in Dialog Boxes

Move through Dialog Controls**TAB**
Move Backward through Dialog Controls...**SHIFT+TAB**
Move to Another Page**CTRL+TAB**
Reverse Direction through Pages**CTRL+SHIFT+TAB**
Select/Deselect in List View**SPACEBAR or CTRL+SPACEBAR**
Toggle a Check Box ON/OFF**SPACEBAR**

Windows Keystrokes for Working with Text

| | |
|--------------------------------------|-------------------------------|
| Move One Character Left | LEFT ARROW |
| Move One Character Right | RIGHT ARROW |
| Move One Word Left | CTRL+LEFT ARROW |
| Move One Word Right | CTRL+RIGHT ARROW |
| Move to Beginning of Line..... | HOME |
| Move to End of Line | END |
| Move One Paragraph Up | CTRL+UP ARROW |
| Move One Paragraph Down..... | CTRL+DOWN ARROW |
| Move to Beginning of Document | CTRL+HOME |
| Move to End of Document..... | CTRL+END |
| Scroll Up or Down One Screen..... | PAGE UP or PAGE DOWN |
| Select One Character Left..... | SHIFT+LEFT ARROW |
| Select One Character Right..... | SHIFT+RIGHT ARROW |
| Select One Word Left | CTRL+SHIFT+LEFT ARROW |
| Select One Word Right | CTRL+SHIFT+RIGHT ARROW |
| Select to Beginning of Line | SHIFT+HOME |
| Select to End of Line | SHIFT+END |
| Select to Beginning of Document..... | CTRL+SHIFT+HOME |
| Select to End of Document | CTRL+SHIFT+END |
| Select All | CTRL+A |
| Undo..... | CTRL+Z |
| Delete Current Character..... | DELETE |
| Delete Prior Character..... | BACKSPACE |

Keystrokes for Working in Windows Explorer

| | |
|--|------------------|
| Delete Selected File or Folder..... | DELETE |
| Rename Selected File or Folder | F2 |
| Refresh Window | F5 |
| Switch Between Tree View and List View | F6 or TAB |
| Go Up One Folder Level..... | BACKSPACE |
| Open File or Folder Properties | ALT+ENTER |

Keystrokes for Using the Clipboard

| | |
|---|---------------|
| Copy Selected File or Text to Clipboard | CTRL+C |
| Cut Selected File or Text to Clipboard..... | CTRL+X |
| Paste Contents of Clipboard | CTRL+V |