

Grolier Multimedia Encyclopedia with JAWS 3.7 Specific Keystrokes

DESCRIPTION

KEYSTROKE

Move to article view window	CTRL+SHIFT+R
Move to left pane	CTRL+SHIFT+L
Move to second article view window	ALT+SHIFT+R
Review text in dialog box	CTRL+SHIFT+B
Review selected marker list	CTRL+SHIFT+M
Say active pane and page	CTRL+SHIFT+A
Search this article	CTRL+SHIFT+S
Select a page	CTRL+SHIFT+F9
Select a page in left hand pane only	CTRL+F9
Select a page in right hand pane only	INSERT+F9
Select a Section	CTRL+INSERT+F9
Say text formatting options toggle	CTRL+SHIFT+T

SECTION

KEYSTROKE

Articles	CTRL+1
Media	CTRL+2
Atlas	CTRL+3
Timelines	CTRL+4
Research Starters	CTRL+5
Interactivities	CTRL+6
Dictionary	CTRL+7

For a reminder of these keystrokes, press INSERT+W, from anywhere in the main application window of the encyclopedia, and you will get Window Keys Help.

You may also use the Select A Section hot key, CTRL+INSERT+F9, to switch between sections of the encyclopedia. This displays a list box that allows you to select which section of the encyclopedia you would like to activate.

JAWS 3.7 Keystroke Descriptions for Grolier Multimedia Encyclopedia

Focus To Article View Window use **CTRL+SHIFT+R**. Moves focus to the first visible article view window found in the right hand pane. In most sections of the encyclopedia, once this window has gained focus, you may navigate between most of the controls found in the right hand pane by Tabbing between controls. The only exceptions to this rule are the Picture page of the Articles and Media sections of the encyclopedia, the Map page of the Atlas Section, the Eras page of the Timelines section, and the Interactivity page of the Interactivities section. These pages of the right hand pane lack a control that can gain focus. Therefore, this keystroke cannot be used in these pages. In each of these circumstances, you may switch to a different page of the right hand pane by way of the Select A Page Right Hand Pane hot key. Then you may use this keystroke to move focus to the Article View window if required. If you are using the MAGIC keyboard layout, this keystroke is **ALT+SHIFT+R**.

Focus To Left Hand Pane use **CTRL+SHIFT+L**. This command returns focus to the left hand pane. If you are using the MAGIC keyboard layout, this keystroke is **ALT+SHIFT+L**.

Focus To Second Article View Window use **ALT+SHIFT+R**. Moves focus to the second visible Article View window. This keystroke is required in the Picture page of the Articles and Media section when the first Article View window does not gain focus.

Review Dialog Text use **CTRL+INSERT+B**. Allows you to review the static text that is displayed in the active dialog box. This command is most useful in those dialog boxes that are based upon a graphical background and lack text that can be reviewed by the JAWS Cursor or by calling Read Box In Tab Order.

Review Selected Marker List use **CTRL+SHIFT+M**. In the Markers List Dialog box, after you press SPACEBAR or ENTER on the Select List button, the newly activated Marker list is displayed in static text windows that appear in the top left of the dialog box. This keystroke is provided to allow the JAWS user to review that information to ensure that they made their intended change.

Say Active Pane And Page use **CTRL+SHIFT+A**. Causes JAWS to speak the names of the currently active pane and page.

Search This Article use **CTRL+SHIFT+S**. Automates the Search this article feature of the encyclopedia.

Select A Page use **CTRL+SHIFT+F9**. Eases the process of switching between pages in both the left and right hand panes of The Grolier Multimedia Encyclopedia. This command first detects which pane is active and allows you to easily switch between the pages of that pane.

Select A Page Left Hand Pane use **CTRL+F9**. A select a page script that will select a page for the left hand pane only regardless of which page is in focus. This command is useful in the Atlas and Time Lines sections of The Grolier Multimedia Encyclopedia.

Select A Page Right Hand Pane use **INSERT+F9**. A select a page script that will select a page for the right hand pane only regardless of which page is in focus. This command is useful in the Atlas and Time Lines sections of The Grolier Multimedia Encyclopedia.

Select A Section use **CTRL+INSERT+F9**. Allows you to select a section of the encyclopedia to activate via a list box rather than requiring you to remember the keystrokes used for navigating from section to section.

Select A Tool use **INSERT+F8**. Provides access to buttons located below the right hand pane by allowing you to select a toolbar button from a list box.

Toggle Say Links Option use **CTRL+SHIFT+T**. Toggles the behavior of the say text formatting option from the default to saying the word link prior to any link.

Hints and Tips for Grolier Multimedia Encyclopedia with JAWS 3.7

The Grolier Multimedia Encyclopedia Installation Program

When you first insert disk 1 of The Grolier Multimedia Encyclopedia, the installation program for the encyclopedia will start automatically. If auto run is not enabled on your computer system you will need to start the installation program yourself by following the instructions provided by Grolier.

The installation program is designed much like any other installation program. It is composed of various dialog boxes that introduce the encyclopedia and walk you through the process of installing it on your computer system.

One hot key has been provided to you to improve the accessibility of one of the dialog boxes that make up this installation program. In the dialog box titled Choose Destination Location, the keystroke Review Destination Directory, CTRL+SHIFT+R, has been provided to allow you to have JAWS repeat the destination directory information displayed in this dialog so you may decide if you wish to use that directory or select another directory.

The QuickTime 3.0 Installation Program

The Grolier Multimedia Encyclopedia makes use of a third party application QuickTime 3.0, provided by Apple Computer, Inc., to enable some of their multimedia features. The installation program for the encyclopedia automatically launches the QuickTime 3.0 installation program after it has finished setting up the encyclopedia itself.

Because this setup dialog contains a good deal of text written in image files, and is therefore inaccessible to JAWS, a hot key has been provided that will allow you to have JAWS repeat the text that is spoken when the dialog first gains focus. This keystroke is Review Dialog Text, CTRL+INSERT+B.

In addition to the Review Dialog Text command, several other hot keys have been provided for use in the QuickTime 3.0 installation program. They are Review Destination Directory, Review Plug In Directories, Review Space Requirements, and Read Component Description.

The hot key Review Destination Directory, CTRL+SHIFT+R, allows you to review the destination directory information displayed in the Setup Type dialog of the QuickTime 3.0 installation program.

The hot key Review Plug In Directories, INSERT+CTRL+R, allows you to review the QuickTime Plug in the Destination directory information that is displayed in the QuickTime Plug In Options dialog box of the QuickTime 3.0 Installation program.

The hot key Review Space Requirements, ALT+SHIFT+R, allows you to review the space requirements information that is displayed in the Installation Components and Sub Components dialog of the QuickTime 3.0 installation program.

The hot key Read Component Description, ALT+SHIFT+C, allows you to have JAWS read the description of the currently selected component in the Components Multi Select List Box, which is found in the Installation Components and Sub Components dialog box of the QuickTime 3.0 installation program.

Hints and Tips for Grolier Multimedia Encyclopedia with JAWS 3.7

The Encyclopedia Registration Program

The first time you start The Grolier Multimedia Encyclopedia a dialog box is displayed prompting you to register your copy of the encyclopedia. This dialog is composed of a graphical background that cannot be read by JAWS and several controls. The scripts for the encyclopedia have been designed so that this fact does not affect the reading of the dialog when it first gains focus. However, you will not be able to review this information via the JAWS Cursor or the Read Box in Tab Order command. The hot key Review Dialog Text, INSERT+CTRL+B, has been provided to allow you to repeat the information that is spoken when this dialog box first gains focus.

The registration component of the encyclopedia is composed of several additional dialog boxes. One of these dialogs is a form that prompts you for information about yourself and where you purchased the encyclopedia. Another dialog box prompts you for the method you would like to use for sending this information to Grolier Interactive, Inc.

The Would You Like to Run The Grolier Multimedia Encyclopedia Dialog
Once you have installed The Grolier Multimedia Encyclopedia on your system, whenever you insert disk 1 of the encyclopedia into your CD ROM, a dialog box prompting you for whether or not you would like to run the encyclopedia will be displayed, assuming you have CD auto run enabled on your system. This dialog box is a non standard, graphically based dialog that contains no text that JAWS is capable of recognizing. This dialog box is handled just like all of the other dialog boxes of its type found throughout the encyclopedia. While it is impossible to review the text that is spoken when the dialog first comes into focus using the JAWS Cursor or the Read Box in Tab Order command, pressing Review Dialog Text, CTRL+INSERT+B, can repeat the text contained within the graphical background of JAWS.

In addition to the highly graphical nature of the dialog box, it does not support keyboard navigation between controls. The dialog box contains two controls, an OK button and a CANCEL button. Neither of these controls is in focus when the dialog box is created. In addition, it is impossible to bring either of these controls into focus using the keyboard. In fact, it is impossible to activate one of these buttons without the use of the mouse.

Use the hot key Select An Option, INSERT+F8, to display a list box from which you may choose to continue to run the encyclopedia or cancel.

Hints and Tips for Grolier Multimedia Encyclopedia with JAWS 3.7

The Encyclopedia Primary Application Window

Once you have completed the installation of the encyclopedia and have gone through the registration process, the encyclopedia itself is loaded. The first window that appears when the encyclopedia loads is a highly graphical screen that contains various hotspots that point to different sections of the encyclopedia. Unfortunately, it is impossible for JAWS to recognize these hotspots. Therefore, this initial screen of the encyclopedia is inaccessible using JAWS. You can disable the title screen to get around this problem. Follow the following steps.

The first time a JAWS user runs The Grolier Multimedia Encyclopedia, JAWS will detect the title screen and speak a message that states that this screen is inaccessible and that it is necessary to press a hot key that will disable the title screen.

To disable Title Screen, you must first have a sighted individual select one of the hotspots that appear on the Title Screen. It is recommended to select the Articles section, since that is used most often. Once your sighted friend has done this, the main application window of the encyclopedia will be opened and you may perform the rest of the procedure required for disabling the Title Screen.

The command, Import Registry Entry, **INSERT+CTRL+SHIFT+I**, operates by exiting the encyclopedia and then running a file found in the JAWS Settings directory named GME2000.REG for Grolier Multimedia Encyclopedia 2000, or GME99.REG for Grolier Multimedia Encyclopedia 1999. This file, when run, imports the Windows registry settings that are necessary to disable the title screen. After this file is run, you may restart the encyclopedia and the title screen will no longer appear.

Once you have proceeded past the introductory screen of the encyclopedia, the primary application window of The Grolier Multimedia Encyclopedia is displayed. This window is much like many other main application windows. It is composed of a title bar, a menu bar, a tool bar, and various child windows. The child windows of the main application window are subdivided into two main sections, the Left Hand Pane and the Right Hand Pane.

Hints and Tips for Grolier Multimedia Encyclopedia with JAWS 3.7

The Left Hand Pane of the Primary Application Window

The Left Hand Pane of primary application window of The Grolier Multimedia Encyclopedia is primarily used for navigating between and searching for the various articles that make up the encyclopedia. It is constructed much like a multiple page dialog box. It is composed of three pages, the Browse page, the Search page, and the Markers page. The purpose of each page and a description of how they may be accessed using JAWS can be found in the section link [Using The Grolier Multimedia Encyclopedia, Left Hand Pane](#).

The Right Hand Pane of the Primary Application Window

The Right Hand Pane of primary application window of The Grolier Multimedia Encyclopedia is where the actual text of the articles that makes up the encyclopedia and the images related to the articles are displayed. It is composed of one to five pages, depending on the active article and the current section of the encyclopedia. A description of how this pane of the encyclopedia's primary application window may be found in the section [Using The Grolier Multimedia Encyclopedia, Right Hand Pane](#).

Using The Grolier Multimedia Encyclopedia, Left Hand Pane

The Left Hand Pane of The Grolier Multimedia Encyclopedia is used for navigation between articles and searching for articles that pertain to a particular subject matter. It is composed of three pages, the Browse page, the Search page, and the Markers page.

The Browse page serves the same purpose as a table of contents. It allows you to view all of the articles contained in the encyclopedia listed in alphabetical order. When you see an article you would like to read, you may simply press ENTER on that item in the Topics List box of the Browse page. Then that article will be opened and displayed in the Right Hand Pane of the encyclopedia. Access to this section will be described in the next section,

Using The Grolier Multimedia Encyclopedia, Right Hand Pane.

The Search page is more sophisticated than the Browse page. It goes beyond a simple table of contents for the encyclopedia. It allows you to search for articles that pertain to a specific topic. You have an option of performing a simple search or pressing the COMPLEX button found on this page to bring up the complex search dialog. Once you have conducted a search, the topics that matched your search request, if any, will be listed in the Search Results List box. Once you have selected an article from the list that most pertains to your topic, you may open that topic in the Right Hand Pane by pressing ENTER. See the next section for more information on what to do next.

The Markers page allows you to add and organize bookmarks. If you find an article that particularly interests you, you may bookmark it so that you may easily return to it. You can even maintain different bookmark lists for different subjects. The Markers page provides an excellent method of being able to ensure that you will be able to easily and quickly return to articles that are of the most importance to you.

While it is possible to navigate between the pages of the Left Hand Pane using the keyboard, the procedure for doing this is not as straight forward as most common multi-page dialog boxes. Therefore a Select A Page hot key, INSERT+F9, has been provided to allow you to select the page you would like to activate from a list box. This will display a list of pages found in the Left Hand Pane regardless of which pane is currently active.

Hot Key Help, which is called by pressing INSERT+H, provides access to various JAWS specific hotkeys that may be used in the Left Hand Pane as well as listing the hotkeys that are available for the various controls found on the currently active page of the Left Hand Pane. Screen Sensitive Help, which is called by pressing INSERT+F1, is available for obtaining a general description of the currently active control.

Should the Left Hand Pane lose focus for any reason, use Focus To Left Hand Pane, CTRL+SHIFT+L. This command will restore focus to the left hand pane. An alternative keystroke for this command is ALT+CTRL+LEFT ARROW.

Using The Grolier Multimedia Encyclopedia, Right Hand Pane

The most important and therefore most complex portion of the encyclopedia is the Right Hand Pane of the primary application window. This is for various reasons. The first reason is that this pane is highly dynamic. The Right Hand Pane can consist of anywhere between one and five pages, depending on the active section of the encyclopedia and the active article. Sometimes the active page of the Right Hand Pane contains a list box or an article view window that may be accessed by JAWS.

On other occasions, the active page of the Right Hand Pane contains only images that cannot be accessed by JAWS. These pages therefore are not accessible to the blind JAWS user. However, a low vision individual who may be using a screen magnification product such as MAGic may have full access to the Right Hand Pane of the encyclopedia.

The JAWS scripts for the Right Hand Pane of the encyclopedia have been designed to give the JAWS user as much access to this part of the encyclopedia as is possible with the greatest ease and lack of confusion as possible. However, it is important that you read this document thoroughly, especially this section and the

next, in order that you may become fully aware of what you may and may not do using JAWS with The Grolier Multimedia Encyclopedia.

The Right Hand Pane of the encyclopedia displays different information depending on the active section and the active article in the active section. There are a total of seven sections of the encyclopedia. They are as follows: Articles, Media, Atlas, Timelines, Research Starters, Interactivities, and Dictionary. Of these sections, only one, the Dictionary section, does not make use of the Right Hand Pane. One of these sections, the Research Starters section, is completely graphical in nature and is therefore completely inaccessible to the blind JAWS user. A low vision JAWS user who also uses a screen magnification product should also be able to make use of this section of the encyclopedia.

There are several methods of switching between sections of the encyclopedia. You may use the keystrokes that are built into the encyclopedia by Grolier Interactive for the purpose. These keystrokes are as follows:

SECTION	KEYSTROKE
Articles	CTRL+1
Media	CTRL+2
Atlas	CTRL+3
Timelines	CTRL+4
Research Starters	CTRL+5
Interactivities	CTRL+6
Dictionary	CTRL+7

For a reminder of these keystrokes, press INSERT+W, from anywhere in the main application window of the encyclopedia, and you will get Window Keys Help. You may also use the Select A Section hot key, CTRL+INSERT+F9, to switch between sections of the encyclopedia. This displays a list box that allows you to select which section of the encyclopedia you would like to activate. Most useful to you is the Articles section. This section allows you to access the text of all articles that are found in the encyclopedia. When this section is active, the Right Hand Pane may be composed of anywhere between one and five pages. The possible pages in a typical article are Text, Related Media, Outline, Picture, and Related Articles. The most useful of these pages are the Text, Outline, and Related Articles pages. This is because all of the information found in these pages can be accessed using JAWS. The JAWS user can only access portions of the information contained in the Picture and Related Media pages due to the typically highly graphical nature of these pages. The default page of the Right Hand Pane when a selection is opened in the Articles section is the Text page.

The Text page, no matter what the active section of the encyclopedia, is primarily composed of an Article View window. This window is similar to a read only rich edit window. Once this window gains focus, it contains a cursor that you can use to navigate through the text of the article much like you would a word processing

document. When you reach the bottom of a particular page of the text, the test will automatically begin scrolling, thus bringing more of the article into view, just as it does in a typical word processor. Below and surrounding the Article View window are a number of other controls. Pressing the TAB key in order to navigate between controls may access some of these controls. Others should be accessed in another manner. This method will be described later in this document. These controls allow you to perform actions such as searching the current article for a specific string of text and opening a related article in one of Grolier's several online resources.

The Article View window may contain various hyperlinks that point to either other articles or resources found on the Internet that are related to the article text. As you are navigating in the Article View window using various navigation commands, JAWS will speak the message string link when the cursor is positioned on a link. If you wish to follow the link, all you need to do is press the ENTER key and the appropriate item associated with the link will be opened.

The Media section allows you to quickly find and view articles that are associated with some form of multimedia. The forms of multimedia that may be found are as follows: Picture, Animation, Map, Movie, Table, Fact Box, and Science Question and Answer. Each media object may have several pages in the right hand pane. For example: all media objects have a page that is named after the type of media object, i.e. Picture page of a Picture media object, Animation page for an Animation media object, etc. Most media objects also have additional pages, such as a Text page that contains the text of the article that is most closely related to the media object and a Related Articles page that lists other articles that are related to the media object.

The Picture, Panorama, Table, Fact Box, and Science Question and Answer, and Sound media objects, while they are graphical in nature, also contain textual information that may be accessed by JAWS. In addition the Sound media object will play a sound such as a musical excerpt or an animal sound. If you are using a software synthesizer with JAWS, JAWS may interfere with some of these Sound media objects. The other media objects, Animation, Map, and Movie, do not contain textual information that can be accessed by JAWS, and JAWS does not support these objects. However, you may still open an object of this type and then make use of the other pages related to the media object.

Once you have selected the section you wish to use and opened an article or other item you wish to use.

A keystroke has been provided for you to move focus to an item in the Right Hand Pane. This hot key is Focus To Article View Window, CTRL+SHIFT+R. This keystroke includes support for the following pages of the Right Hand Pane: Text, Picture, Panorama, Table, Fact Box, Science Question and Answer, and Sound. In each of these pages, when this hot key is pressed, JAWS simply moves

focus to the Article View window found on that page. Once focus is in the Article View window, you may use the standard reading functions to read the text it contains, press the TAB key to move focus to any other controls in the Right Hand Pane that are in the tab order, or perform any number of other actions.

If the active page in the Right Hand Pane is the Text page or the Sounds page, this hot key will perform another function if it is called twice in one second. If the active page is the Text page, pressing this hot key twice will move focus to a set of controls that are not in the tab order when moving from the article view window. However, once one of these controls has gained focus, it is possible to navigate between the controls found in this control group by way of the TAB key. These controls include the Enhanced Mode Button, the Text Mode Button, and the Search This Article Button (which allows you to search the currently active article for a specific string of text). In contrast, if the active page is the Sounds page, pressing this hot key twice quickly will allow you to cause JAWS to press the button that stops and starts the sound. Once you have selected one of these options, you may return focus to the Article View window by pressing the Focus To Article View Window hot key a single time, or you may choose from several other options.

Except for a few rare exceptions, there will be more than one page in the Right Hand Pane. The page containing the Article View window, whether it is the Text, Picture, Panorama, Table, Fact Box, Science Question and Answer, or Sound page, is simply the default page when an item is selected in the list box of the Left Hand Pane. Just as there is a hot key provided to you to select which page you wish to activate in the Left Hand Pane, you may select which page you wish to activate in the Right Hand Pane as well. Pressing Select A Page Right Hand Pane, INSERT+F9, will display a list of currently available pages in the Right Hand Pane, regardless of which pane is active.

At any time, if you wish to hear the name of the active section, the active pane, and the active page, you may have JAWS speak this information by pressing Say Active And Page, CTRL+SHIFT+A.

Another hot key that has been added to increase the functionality of the features in The Grolier Multimedia Encyclopedia is the Search This Article command, CTRL+SHIFT+S. This hot key is used to bring the Search This Article dialog into focus. The Search This Article Dialog allows you to search the article currently displayed in the Text Page of the Right Hand Pane for a particular string of text.

The Article View Window Does Not Support Navigation By Word

When the PC Cursor is active and the Article View window is in focus, the next and prior word commands do not perform as expected. Instead of the cursor moving one word in the appropriate direction and JAWS speaking the current word, the cursor moves only one character in the appropriate direction before JAWS speaks the current word. This is not a bug in JAWS. This is a bug in The Grolier Multimedia Encyclopedia. Navigation by word is not supported in this control

regardless of whether or not JAWS is running. When the active cursor is the JAWS Cursor or the Invisible Cursor, JAWS responds just as it would in any other application when the prior word or next word command is performed.

The First Topic in the Interactivities Section is Inaccessible

The first topic in the Interactivities section of The Grolier Multimedia Encyclopedia is Interactivities: Home Screen. This topic in the Interactivities section has only one page, the Interactivity page. Since this page is entirely graphical in nature, JAWS does not support this page in any section. Therefore the topic Interactivities: Home Screen is entirely inaccessible to the JAWS user.

However, if you select any other topic in the Interactivities section, there will be additional pages in the Right Hand Pane. You may then use the hot key Select A Page Right Hand Pane, CTRL+F9 to switch to a different page of that topic and then you may make use of any items related to the Interactivity topic that are supported by the JAWS scripts.

The Research Starters Section is Inaccessible

The Research Starters page of the Right Hand Pane is another of those, entirely graphical pages found in the Right Hand Pane that cannot be accessed with screen readers. All topics contained in the Research Starters section are composed of only the Research Starters page. JAWS does not support the Research Starters section.