JAWS® for Windows®

Quick Start Guide

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New Users Start Here

If you are new to JAWS, there are numerous ways for you to get helpful information that will familiarize you with JAWS and its many features. Use the following to guide you to this subject matter.

- JAWS Help File. For a quick overview of JAWS, start with the About JAWS for Windows topic in the Introduction book of the JAWS Help file. After opening Help, use the **DOWN ARROW** and **ENTER** keys to navigate to and select this topic. Next, press **F6** to move to the topic pane and begin reading. Read the remaining topics in this book to start using JAWS in just a few minutes. For more information about opening and using Help, refer to *JAWS Help System* on page 10 of this document.

- Basic Training Materials. For an in-depth introduction to JAWS, install and listen to the Basic Training DAISY files, which are available on your JAWS program DVD. For instructions describing how to install and locate these files, refer to *FSReader and Training Materials* on page 7 and *JAWS Training Materials* on page 10.

- Reading and Navigating with JAWS. Read the remainder of this chapter for a summary of useful reading and navigation keystrokes.

Reading Screens and Documents

You can access many speech functions in JAWS by using the numeric keypad (**NUM PAD**) located on the far right side of most keyboards. 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 Say All command. While using the Say All command, you can press the **LEFT** or **RIGHT ARROW** keys to rewind or fast forward through the text. You can also press **PAGE UP** or **PAGE DOWN** to increase or decrease the speech rate. To halt speech, press the **CTRL** key.

The following are additional keystroke combinations that use this keypad:

- **NUM PAD 5** - Say Character

- **INSERT+NUM PAD 5** - Say Word

- **INSERT+NUM PAD 5** twice - Spell Word

- **INSERT+LEFT ARROW** - Say Prior Word

- **INSERT+RIGHT ARROW** - Say Next Word

- **INSERT+UP ARROW** - Say Line

- **INSERT+HOME** (the 7 key) - Say To Cursor

- **INSERT+PAGE UP** (the 9 key) - Say From Cursor

- **INSERT+PAGE DOWN** (the 3 key) - Say Bottom Line Of Window

- **INSERT+END** (the 1 key) - Say Top Line Of Window

More Reading Commands

There are more reading commands in addition to those listed previously. You can use the **LEFT** and **RIGHT ARROW** keys to move to and read the next or previous character. The **UP** and **DOWN ARROW** keys allow you to move to and read the previous or next line. Hold down the **ALT** key and press the **UP** or **DOWN ARROW** key to move through a document by sentence. Similarly, hold down **CTRL** and use the **UP** and **DOWN ARROW** keys to move through a document by paragraph.

Working with Dialog Boxes

Dialog boxes display information and allow you to interact with Windows programs. To move through the various options in a dialog box, press **TAB** or **SHIFT+TAB**. If the dialog box is divided into tabs, you can use **CTRL+TAB** to move between the tabs. Press **INSERT+TAB** to hear a description of the currently selected option.

Getting Started with the Internet

Internet Explorer allows you to view pages on the World Wide Web as well as interact with other people in several ways. JAWS uses the Virtual Cursor in Web pages, letting you read as you would in a word processing document. The Virtual Cursor is also available in other applications, such as HTML-based help systems, PDF files, and HTML e-mail. Many of the features discussed in this section are also available wherever the Virtual Cursor is used. For specific information on which features are available, refer to the JAWS help topic for the application you are using.

Reading and Moving through Web Pages

When you start Internet Explorer, your home page opens. If you don't have a home page specified, you can select a Web page from the Favorites or Bookmarks menu, or press **ALT+D** to move to the Address Bar and type in the address of a page. After you select a page, the browser loads it and JAWS announces the presence of frames, links, headings, and forms and begins speaking the text on the screen. To move through the page, use the standard JAWS reading commands.

Note: If you start to read before a page finishes loading, some of the page may not be available.

JAWS says, "Link," when it encounters a link to another document or portion of the page. To follow a link, press **ENTER** while positioned on the link. To go back to the previous page, press **ALT+LEFT ARROW** or **BACKSPACE**. To move forward one page after you have moved back, press **ALT+RIGHT ARROW**.

JAWS announces when an HTML element (such as text or an image) has the OnMouseOver attribute. This attribute causes an event to occur when the mouse pointer is moved over the element. When you move to an element with this attribute, press **CTRL+INSERT+ENTER** to simulate the effect of moving the mouse pointer over it. JAWS will tell you if any part of the page changes.

Quick and Easy Navigation

JAWS provides easy to use and remember commands to move through Web pages. You can press a single letter on your keyboard to move to an item. For example, you can press **T** for table, **F** for form control, **V** for visited link, **H** for heading, and so on. Add **SHIFT** to move to the previous element of that type. For a complete listing of these commands, refer to the JAWS help system.

Displaying Lists of Information

JAWS can compile lists of frames, links, headings, or form fields on a Web page so you can quickly find what you need. Press **INSERT+F9** to display a list of all frames on the current page. Press **INSERT+F7** to display a list of all links on the current page. Press **INSERT+F6** to display a list of all headings on the current page. Press **INSERT+F5** to display a list of all form fields on the current page. Use the arrow keys to select an item and press **ENTER** to move to it.

In addition, if you hold down **CTRL+INSERT** and press one of several Navigation Quick Keys, JAWS displays a list of those elements on the current page. You can then select an item using the arrow keys and press **ENTER** to move to it. For example, to display a list of check boxes on the current page, press **CTRL+INSERT+X**.

Tip: Pressing **INSERT+F3** allows you to view any of the lists of information that are available for Web pages.

Interacting with Forms

JAWS lets you easily work with forms on the Web. When you move into a form control, you can simply type in edit fields or select items in combo boxes and check boxes. This is known as Auto Forms Mode and is on by default. If you would like to have more control over a form, you can turn off Auto Forms Mode by pressing **INSERT+V** and then setting the Auto Forms Mode option to Manual.

To manually control a form, press **F** to move to the next form control on the page. Press **ENTER** to enter Forms Mode. Press the **TAB** key to move between form controls while in Forms Mode. Type in edit fields, select check boxes, and select items from lists and combo boxes. Press **NUM PAD PLUS** to exit Forms Mode.

If you like, you can set Auto Forms Mode on or off based on the Web pages that you visit. You can personalize settings for specific Web pages by opening Quick Settings (**INSERT+V**), selecting the Personalize Web Settings group, and then configuring the Auto Forms Mode option.

Internet Explorer Keystrokes

> **Note:** The JAWS help system includes detailed information about using Internet Explorer. In your browser, press and hold **INSERT** and press **F1** twice quickly. Once JAWS help is open, press **F6** to move to the help topic window.

General

Go Back a Page	**ALT+LEFT ARROW** or **BACKSPACE**
Go Forward a Page	**ALT+RIGHT ARROW**
Go to Home Page	**ALT+HOME**
Read Address Bar	**INSERT+A**
Next Link	**TAB**
Prior Link	**SHIFT+TAB**
Open Link	**ENTER**
List Frames	**INSERT+F9**
List Links	**INSERT+F7**
List Headings	**INSERT+F6**
Heading at Level	**1** through **6**
Virtual HTML Features	**INSERT+F3**
Activate Mouse Over	**CTRL+INSERT+ENTER**
Move to Next Clickable Element	**SLASH**
Move to Previous Clickable Element	**SHIFT+SLASH**

Select Clickable Element	**INSERT+CTRL+SLASH**
Select a Mouse Over Element	**INSERT+CTRL+SEMICOLON**
JAWS Find Next and Previous	**F3** and **SHIFT+F3** (Internet Explorer only)
Assign Custom Label	**CTRL+INSERT+TAB**
Move to Next Region	**R**
Move to Previous Region	**SHIFT+R**
Select a Region	**INSERT+CTRL+R**
ARIA Drag-and-Drop	**WINDOWS Key+CTRL+EQUALS**
ARIA Live Region Text Filter	**WINDOWS Key+CTRL+DASH**
Open Flexible Web Wizard	**INSERT+SPACEBAR** followed by **X**

Tabbed Browsing Quick Keys

Open a New Tab	**CTRL+T**
Open a New Tab from the Address Bar	**ALT+ENTER** (on address bar)
Open a New Tab from the Toolbar Search Box	**ALT+ENTER** (on address bar)
View List of Open Tabs	**CTRL+SHIFT+Q**
Toggle Quick Tabs (Thumbnail View)	**CTRL+Q**
Switch to the Next Tab	**CTRL+TAB**
Switch to the Previous Tab	**CTRL+SHIFT+TAB**
Switch to a Specific Tab Number	**CTRL+n**, where n is a digit from 1 through 8

Switch to Last Tab	**CTRL+9**
Close Current Tab	**CTRL+W** or **CTRL+F4**
Close All Tabs	**ALT+F4**
Close Other Tabs	**CTRL+ALT+F4**
Open Links in a New Tab in the Background	**CTRL+ENTER**
Open Links in a New Tab in the Foreground	**CTRL+SHIFT+ENTER**
Opens and places focus on the Feeds tree view	**CTRL+J**
Subscribe to Feeds or Web Slices	**ALT+J** (Internet Explorer 8 or later for Web Slices)

Navigation Quick Keys

Tip: If you hold down **SHIFT** before pressing one of the following Navigation Quick Keys, you can move to the previous instance of that element, for example, press **A** to move to the next radio button, press **SHIFT+A** to move to the previous radio button. In addition, if you hold down **CTRL+INSERT** while pressing keystrokes with an asterisk (*) next to them, JAWS displays a list of those elements on the page.

Next Radio Button	**A***
Next Button	**B***
Next Combo Box	**C***
Next Different Element	**D**
Next Edit Box	**E***
Next Form Control	**F**

Next Graphic	**G***
Next Heading	**H**
Next Item in a List	**I**
Jump to Line	**J***
Next PlaceMarker	**K***
Next List	**L***
Next Frame	**M**
Skip Past Links	**N**
Next Object Tag	**O**
Next Paragraph	**P***
Move to Main Region	**Q**
Next Region	**R***
Next Same Element	**S**
Next Table	**T***
Next Unvisited Link	**U**
Next Visited Link	**V**
Next Check Box	**X***
Next Division	**Z***
Next Separator	**DASH**
Next Element	**SHIFT+PERIOD**
Previous Element	**SHIFT+COMMA**