

Quick guide to using JAWS

JAWS (Job Access With Speech) is a screen reading technology which allows users to hear whatever is on screen.

Accessing JAWS

JAWS is a stand-alone program. Double-click the JAWS icon on the desktop, or click on Start > Programs > JAWS50 > JAWS.

Activating JAWS

When you open JAWS, the application icon remains on the taskbar at the bottom of the screen. Click on the taskbar icon to see the JAWS toolbar or press **INSERT+J**.

JAWS Help

To open JAWS Help menu, activate the JAWS window (**INSERT+J**) and press **ALT+H** or the **F1** key. Use the **UP** and **DOWN ARROWS** to move through the Table of Contents. Use the **RIGHT ARROW** to open the contents of a book within the Table of Contents, and **LEFT ARROW** to close a book. Press **ENTER** on a selected page to access the text and then press **F6** to move to the topic window. Press **F6** again to return to the Table of Contents (or **ALT+C** to return to Table of Contents from any section of the help system). See the *New Users Start Here* section of the Help pages to learn about the features and keystrokes for JAWS.

For context sensitive help (help for the screen that you are working in), press **INSERT+F1**.

Hot Key Help is opened using **INSERT+H**, which gives useful JAWS keystrokes that are available. To open JAWS Help topic for the current application you are running, press **INSERT+F1** twice quickly.

JAWS Keyboard Help is opened with **INSERT+1**.

JAWS will say 'Keyboard Help on': press any key

combination to hear what it will do. Get a more extensive description of the combination by pressing the last key in the combination twice quickly. To use the keystrokes, Keyboard Help needs to be switched off by pressing **INSERT+1**. Commonly used Windows application keystrokes can be accessed using **INSERT+W**.

Options in JAWS

Activate the JAWS application by pressing **INSERT+J**. The JAWS toolbar will appear with the following menus: **Options**, **Utilities**, **Language** and **Help**. To select the first menu, click the **ALT** key and use the left and right arrows to move through the menu bars. To move through the menu options, use the up and down arrows.

The **Options** sub-menu contains *Basic Settings*, *Voices*, *Braille* and *Exit*. Select the *Voices* sub-menu category and select 'Individual Voice Adjustment'. You can change the pitch, speed and voice type of individual voices (PC Cursor, JAWS Cursor, Keyboard Cursor and Tutor & Message Cursor) from this window. To apply the same speed (rate) change for all applications, select the *Voices* sub-menu and 'Global Adjustment'. Enter the Language menu and select *Synthesizer Language* to alter the language of JAWS.

Using JAWS with Internet Explorer

Open Internet Explorer (JAWS is best used with Internet Explorer 5 or higher). JAWS starts to read the presence of links, frames, headings and forms, and then reads the text on the screen. To move through the page, use the Up and Down arrows and Page Up and Page Down keys.

JAWS will say 'link' when it reads a link on the

page; to visit this link, press **ENTER** whilst on the link.

The following is a selection of some of the Internet Explorer keystrokes – see the Help pages or User Guide for full list:

ALT+D – move to the address bar (then type in the URL)

INSERT+TAB – read the address bar text

TAB – go to next link on page

SHIFT+TAB – go to previous link on page

G – move to next graphic on page

SHIFT+G – move to previous graphic on page

S – move to next same element on page

D – move to next different element on page

ALT+LEFT ARROW – visit to previous page

ALT+RIGHT ARROW – go forward a page (this can only be used if you have visited more than one page and gone back to a previous page)

INSERT+F7 – lists all links on the current page

INSERT+F6 – lists all headings on current page

INSERT+F5 – lists all form fields on current page

Use the arrow keys to move through these lists

and press **ENTER** to follow link or heading

Other useful keystrokes

For reading text:

INSERT+NUMBER PAD 5 – Say word

INSERT+LEFT ARROW – Say prior word

INSERT+RIGHT ARROW – Say next word

INSERT+UP ARROW – Say line

UP ARROW – Say prior line

DOWN ARROW – Say next line

ALT+NUMBER PAD 5 – Say sentence

ALT+UP ARROW – Say prior sentence

ALT+DOWN ARROW – Say next sentence

CTRL+NUMBER PAD 5 – Say paragraph

CTRL+UP ARROW – Say prior paragraph

CTRL+DOWN ARROW – Say next paragraph

INSERT+DOWN ARROW – Say all

General:

CTRL – Interrupt speech

INSERT+F4 – Shut down JAWS

ALT+F4 – Quit active application

CTRL+ESC – Open Start Menu

WINDOWS+E – Open Windows Explorer

INSERT+ESC – Refresh the screen

Windows and Menu keystrokes:

ALT – Move to Menu bar

ENTER – Choose Menu item

ESC – Cancel/Close Menu

These are just a selection of keystrokes used in JAWS. For a complete list, see the Help Pages or the User Guide (please ask the IT Support Assistant).

Closing JAWS

Press **INSERT+F4** to shut down JAWS.

For further information or assistance contact the Arts and Social Studies Library

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Also available in alternative formats.