

JAWS for Windows

JAWS is a feature rich screen reader. It allows a person who is blind to access a computer using speech or Braille output.

Starting JAWS

1. Make sure that the level of sound coming from the speakers is acceptable; adjust volume as necessary.
2. Click on JAWS

(JAWS can also be accessed by pressing <Ctrl> + <ALT> +<J>)

Using JAWS

1. Activate the PC cursor by pressing the <+> and using the numeric keypad combinations or the arrow keys to navigate and edit text within the active window.
2. Activate the JAWS cursor by pressing the <-> on the numeric keypad and began using the keypad combinations and/or the arrow keys to navigate the Windows environment.
3. To pause speech output, press the <Ctrl>.

Quitting JAWS

Click the file menu at the top of the JAWS window and select exit or press the <Alt> plus the <F4> key.

Help

To access the program's extensive help files by clicking on the help menu at the top of the JAWS window or by pressing <F1>.

Basic JAWS Screen Reading Keys

Reading of the screen is done by pressing keys on the numeric keypad (NUM PAD), sometimes in combination with other keys on the keyboard. When JAWS is loaded, the NUM LOCK is turned off, so that these keys represent movement keys, such as left arrow, right arrow, page up, and so on.

Read by Character

To begin reading with JAWS, put your middle three fingers on the numeric keypad, with your middle finger on the number 5, the one with the raised bump. Your pointer finger should be resting on the left arrow (NUM PAD 4) and your ring finger on the right arrow (NUM PAD 6).

- Press the **NUM PAD 5** to speak the current character.
- Press the **RIGHT ARROW** to move and read the next character.

- Press the **LEFT ARROW** to move and read the prior character.

Read by Word

To read by words, tuck your thumb under and press down the Insert key (NUM PAD 0) while pressing any of the three keys above.

- Press **INSERT+NUM PAD 5** to speak the current word at the cursor.
- Press **INSERT+NUM PAD RIGHT ARROW** to move to and speak the next word.
- Press **INSERT+NUM PAD LEFT ARROW** to move to and speak the prior word.

Read by Line

Press **UP ARROW** to move to and read the previous line, **DOWN ARROW** to move to and speak the next line, and **INSERT+UP ARROW** to read the current line. To read an entire document with one keystroke, press **INSERT+DOWN ARROW**. This last keystroke is called the "Say All" command, and is used frequently with JAWS.

Read Sentences

To move to and read the previous sentence, press **ALT+UP ARROW**. To move to and read the next sentence press **ALT+DOWN ARROW**. To read the current sentence, press **ALT+NUM PAD 5**.

Read Paragraphs

To move to and read the prior paragraph, press **CTRL+UP ARROW**. To move to and read the next paragraph press **CTRL+DOWN ARROW**. To read the current paragraph press **CTRL+NUM PAD 5**.

There are many other keystrokes used for reading with JAWS, but these are the basic ones most people use.

The following is a list of the JAWS commands for reading text. To close this page, press **ALT+F4**.

Description	Command
Say Prior Character	LEFT ARROW
Say Next Character	RIGHT ARROW
Say Character	NUM PAD 5
Say Character Phonetically	NUM PAD 5 twice quickly
Say Prior Word	INSERT+LEFT ARROW
Say Next Word	INSERT+RIGHT ARROW
Say Word	INSERT+NUM PAD 5
Spell Word	INSERT+NUM PAD 5 twice quickly
Say Prior Line	UP ARROW
Say Next Line	DOWN ARROW
Say Current Line	INSERT+UP ARROW
Spell Current Line	INSERT+UP ARROW twice quickly
Say Prior Sentence	ALT+UP ARROW
Say Next Sentence	ALT+DOWN ARROW
Say Current Sentence	ALT+NUM PAD 5
Say Prior Paragraph	CTRL+UP ARROW
Say Next Paragraph	CTRL+DOWN ARROW
Say Current Paragraph	CTRL+NUM PAD 5
Say to Cursor	INSERT+HOME
Say from Cursor	INSERT+PAGE UP
Spell to Cursor	INSERT+HOME twice quickly
Spell from Cursor	INSERT+PAGE UP twice quickly
Say All	INSERT+DOWN ARROW
Say Color	INSERT+5
Say ASCII Value	NUM PAD 5 three times quickly
Say Font	INSERT+F , twice quickly to display in virtual

	viewer
Say Text and Attributes	ALT+INSERT+DOWN ARROW
Start Skim Reading	CTRL+INSERT+DOWN ARROW

Navigating Web Pages

Navigation Quick Keys for JAWS

Navigation Quick Keys make it faster and easier to move around on a Web page and anywhere else the Virtual Cursor is active. These commands are all assigned to keys on the main part of the keyboard, and are easy to remember and use. Press **ALT+F4** to close this page when you are finished reading it.

HTML Navigation Quick Keys for Say All

Many of the new Navigation Quick Keys are also available while using Say All on a Web page. The commands to move by heading, paragraph, form control, table, list, same or different element, next element, and to move to non link text all work while you are using the Say All command.

Quick Keys Settings

Navigation Quick Keys are on by default, but you can turn them off, or set them to work only within Say All. Press **INSERT+N** (only when using the virtual cursor) to toggle this setting. You can also change this setting temporarily in the **Adjust JAWS Verbosity** dialog box (**INSERT+V**), or permanently in Configuration Manager (choose **Keyboard Options** from the **Set Options** menu).

Tip: You can use the **SHIFT** key in combination with many of the keystrokes in the table below to move to the previous unit or element.

Navigation Quick Keys Table	
Description	Command
Next Visited Link	V
Next Unvisited Link	U
Next PlaceMarker	K
Temporary Placemark	CTRL+K

Next Heading	H
Next Heading at Level	1 through 6
Next Paragraph	P
Next List	L
Next Item in a List	I
Next Block Quote	Q
Next Graphic	G
Next Table	T
Jump to Cell (Within Table)	CTRL+J
Jump to Line	J
Next Non Link Text	N
Next Frame	M
Next Object Tag	O
Next Same Type Element	S
Next Different Type Element	D
Next Anchor	A
Next Division	Z
Next Form Control	F
Next Button	B
Next Edit Box	E
Next Check Box	X
Next Combo Box	C
Next Radio Button	R
Next Element	SHIFT+PERIOD
Previous Element	SHIFT+COMMA

Lists of Elements

If you hold down **CTRL+INSERT** before pressing certain navigation quick keys, JAWS displays a list of all elements of that particular type on the page. For example, to display a list of all check boxes on the page, press **CTRL+INSERT+X**. Use the **UP** and **DOWN ARROW** keys to select an item in the list. You can then press **ENTER** to move to that item's location on the page.

You can use this keystroke to view lists of the following elements: anchors, block quotes, buttons, check boxes, combo boxes, divisions, edit boxes, graphics, lists, items in a list, paragraphs, radio buttons, and tables.