

# JAWS Tutorial

JAWS (Job Access with Speech) is a screen reading software package that helps people with blindness and visual disabilities navigate the computer desktop, software applications and the Internet using keyboard shortcuts and voice feedback. It has over 700 shortcuts. We will go over a few basic shortcuts to help library staff troubleshoot JAWS and help patrons navigate their way around the Fusion Licenses available to public libraries.

## Setting up a computer to use JAWS

To begin using JAWS, check these settings on your workstation.

- If the computer has a keypad, the num lock should be turned off. This will allow the 0 of the numpad to be used as an Insert key.
  - If you don't have an Insert key, as on a laptop, you can use the Caps Lock key as an Insert key.
- In the JAWS dashboard, turn on Auto Forms Mode in Settings Center
  - Click the Utilities menu on the JAWS dashboard and select Settings Center; or press Insert + F2, arrow down to Settings Center and press Enter
  - Arrow down to Forms mode
  - Under Select Forms Mode, select the Auto radio button.
- Know where to find the Voice rate in the JAWS dashboard.
  - Click on Options, then Voices, then Voice Adjustment.
  - Locate Rate under the Voice options in the Voice Adjustment dialog box.
  - Or press Ctrl + Windows + Alt + Page Up to increase rate and Ctrl + Windows + Alt + Page Down to decrease rate
  - Many JAWS users like to have the Rate set faster.
    - Note: The average sighted adult reads between 230 and 270 words per minute. Even JAWS reading at top speed doesn't match that.

## How to start JAWS

When a user wants to use JAWS, there is more than one way to open the software on a computer.

- Press the Windows Key on the keyboard to open the Start Menu. In the search box, type in the word, “JAWS” and press Enter.
- or Double click the Jaws icon on the desktop.
- or Click on the Start Menu, then All Programs, then the JAWS folder, then the JAWS file.

Once JAWS is open, choose the program or browser that you want to use. The easiest way to get to a program or browser is to press the Windows Key, then type in the name of the program you want to open.

Once a program is open, here are some basic commands to get feedback on a page’s content. You will notice that in addition to the visible text, JAWS reads all the elements of a page including table features, headings, blank lines and links. Sighted computer users take in these elements from visual cues, but blind or visually impaired users need this context provided through aural cues.

## Basic Commands

*Table 1: Basic Commands*

*Table Summary: Basic commands of JAWS. The table lists the required task and the command keys needed to accomplish it.*

<b>Task</b>	<b>Command</b>
Start reading from this point	Insert + Down Arrow
Stop reading	Ctrl
Read next item	Down Arrow
Read next focusable item (e.g. link, button)	Tab
Go back to the top of the Page	Ctrl + Home
Turn on the screen shade	Insert + Spacebar, then F11

CTRL is an important key to remember. JAWS will assume that the user wants constant voice feedback, so if the user wants that feedback to stop, press the CTRL key.

## Commands for navigating web pages.

To open a web page, press the Windows key and type the name of the browser you want to use (e.g., Google Chrome or Microsoft Edge), then press Enter.

JAWS will indicate the number of regions, headings, and links on the page.

The [FS Companion](#) is built into newer versions of JAWS and is useful for learning more about JAWS, ZoomText and Fusion if you have questions as you navigate. In JAWS, the keyboard shortcut is Insert + Space, then press F1.

*Table 2: JAWS shortcut keys for a browser*

*Table Summary: Webpage commands of JAWS. The table lists the required task and the command keys needed to accomplish it.*

<b>Task</b>	<b>Command</b>
Go to the address bar	Alt + D
Show a list of all buttons, frames, graphics	Insert + F3
Show all of the Headings	Insert + F6
Move through Headings on a page	Press H
Show a list of links	Insert + F7
Find a word on a page	Ctrl + F
Open a new tab	Ctrl + T
Navigate between tabs	Ctrl + Tab

## Commands for navigating in Microsoft Word.

Table 3: JAWS Shortcuts for WORD

Task	Command
Say prior line	Up arrow
Say next line	Down arrow
Say current line	Insert + Up arrow
Say from cursor	Insert + PageUp
Say a word	Insert + Numpad 5
Spell the word	Insert + (Numpad 5 twice quickly)
Line up headings	Insert + F6
To get to the next heading	Arrow down

## Commands for navigating a Table

Each table should have a title on the page. However, when you right-click on the + sign at the upper right of a table and then go into properties, a title and description should be entered into the Alt Text Field. A caption should also be used.

To navigate a table, use Ctrl + Alt and the arrow keys.

Table 4: JAWS shortcut keys for reading a table.

Table Summary: Table commands of JAWS. The table lists the required task and the command keys needed to accomplish it.

Task	Command
To move to the cell to the right	Ctrl + Alt + Right Arrow
To move to the cell to the left	Ctrl + Alt + Left Arrow
To move to the cell above	Ctrl + Alt + Up Arrow
To move to the cell below	Ctrl + Alt + Down Arrow
Say Current Cell	Ctrl + Alt + Numpad 5

## Commands for navigating Forms

Once the form has opened and Jaws has stopped reading:

Table 5: JAWS shortcut keys for reading a form.

Table Summary: Form commands of JAWS. The table lists the required task and the command keys needed to accomplish it.

<b>Task</b>	<b>Command</b>
Next form field	Press F
Next button	Press B
Next checkbox	Press X

**For a complete list of shortcuts, go to [Link to Freedom Scientific list of JAWS shortcuts](#)**

**Contact us:**

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