

## Keys for using JAWS to get around the screen

The JAWS key is the Ins/0 key on the number keypad by default. It can be set to Scroll or NumLock

CONTROL (Ctrl) to silence speech

INSERT+ESC Refresh screen

INSERT+NUM PAD 3 to read the status line. As we activate menus or TAB through dialog boxes, the status line is constantly updated to give us feedback about our current location. This status line is an excellent way to quickly confirm the option that you're on, and also that an item has the meaning you believe it does. Reads the bottom of the WR32 screen (Version, SN, etc)

INSERT+NUM PAD 5 to repeat the current word

INSERT+NUM PAD 5 twice quickly to spell a word

INSERT+NUM PAD 8 or INSERT+UP ARROW Say Line to find out where I'm at

INSERT+DOWN ARROW Say All

INSERT+UP ARROW or INSERT+NUM PAD 8 Say Line to find out where I'm at

INSERT+F1 For more information on the selected information type. Provided that the software that you are running uses what are known as standard Microsoft foundation classes, or if you're using one of the several popular off-the-shelf applications for which JAWS configuration scripts have been designed, INSERT + F1 will give you help based on your location within the current application.

INSERT+F4 to close JAWS.

INSERT+F6 or Left Windows+M. Takes you to Desktop and minimizes all windows.

INSERT+F10 JAWS Window list dialog. This is a feature built into JAWS that when activated, allows you not only to bring up a list of open applications, but also lets you hear the state of any of those applications, whether they are minimized, maximized, or restored.

INSERT+F11 to examine the system tray and place those icons in a simple list view.

INSERT+B to read the current window. This keystroke is a useful way of rereading a window for information you may have missed, or, as we're doing here, to get some idea of how an unfamiliar dialog is laid out

INSERT+E to find the default button in a window, or the button that is highlighted.

INSERT+H Hot Key help

INSERT+T Read window title

INSERT+W Windows tips on navigation When pressed, JAWS will provide some standard Windows keyboard commands

INSERT + ONE (on your numbers row) to toggle Keyboard help on and off. When toggled on, Keyboard Help allows you to explore the keyboard without affecting the program, which you're currently working in. So, if you're new to JAWS for Windows or computers in general, Keyboard Help will allow you to quickly locate various characters on your keyboard, and help you review JAWS commands.

Left Windows+M or INSERT+F6 Takes you to Desktop and minimizes all windows.

Whenever JAWS says, "dot dot dot," it means that activating or pressing ENTER over this option will open a dialog box.

Access keys are the underlined keys that are part of each menu item. You press these keys to move directly to a control or an item in a menu. JAWS says these.

Tutor messages provide us with navigation tips. So when JAWS says, "To change the selection, press UP or DOWN ARROW," that's a tutor message.

#### Voice adjustment

From the main JAWS screen, press Alt+O, DOWN ARROW to Voices (or hit V for Voices sub menu), and press ENTER.

#### Global adjustment, G

Global adjustment is useful for making universal changes to all of the voices JAWS uses. For example, if you wanted JAWS to speak more quickly no matter which voice was being used.

Individual voice adjustment gives you control over each of JAWS' four voices. These four voices are PC Cursor, JAWS Cursor, Keyboard, and Tutor or Message voice.

Pressing UP or DOWN ARROW, and PAGE DOWN or PAGE UP, changes how fast JAWS speaks as you navigate or type.

There is a setting to have JAWS be in the System Tray instead of the Task Bar. This means that JAWS will not be found when you use ALT+TAB to cycle between running programs. You can use INSERT+J to get to the JAWS menu from the System Tray when this is set.