

JAWS[®] for Windows[®]

Quick Start Guide

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Welcome to JAWS for Windows

Freedom Scientific has developed a full range of screen reading and screen magnification software, notetakers, braille displays, and other devices for blind and visually impaired computer users. With our products, users can access a whole world of information, education, and job-related applications for browsing the Web, reading or writing e-mail messages, working with spreadsheets, or accessing information in a database. Our software is the product of choice for blind and visually impaired people around the world.

Freedom Scientific leads by example, with software developed by blind people for blind people. Many of our developers, technical support personnel, and sales representatives are users of our products. We are dedicated to remaining at the forefront of assistive technology, ensuring our own progress in addition to that of the blind and low vision community at large.

JAWS offers comprehensive screen reading capability for Windows that includes extended product customization through powerful utility managers.

System Requirements

The system requirements for JAWS are listed below.

Specification	Minimum Requirement
JAWS Home Edition and JAWS Professional	Windows® 10, Windows 8.1, Windows 7, Windows Vista, Windows Server® 2012, and Windows Server 2008
Processor speed	Minimum 1.5 GHz processor
Memory (RAM)	4 GB recommended (64-bit) or 2 GB recommended (32-bit)
Required hard disk space	1.6 GB required during installation 20 MB to 690 MB required per voice for installing Vocalizer Expressive voices (file sizes will vary depending on the voice installed)
Video	A display adapter capable of at least 800 x 600 screen resolution with 16-bit color (1024 x 768 screen resolution with 32-bit color recommended)
Sound	Windows compatible sound card (for speech)

Older Versions of JAWS needed for Windows XP installations are still available from the Freedom Scientific Web site.

Installing JAWS

The Setup Wizard will install JAWS on your computer. The Setup Wizard provides you with speech during installation and, if you have a Focus braille display or PAC Mate™ Portable Braille Display, allows you to read the screen using braille.

Note: You must be logged on to an account with administrator privileges to install JAWS.

To install JAWS on your computer, do the following:

1. Insert your program DVD. When the Freedom Scientific Product Setup dialog box opens, press **ENTER** to choose the JAWS Screen Reader button. Press **ENTER** again to choose the Setup button.
2. You will hear a series of clicks as the talking installer loads. This process takes several minutes, so please be patient. If you are instructed to, reboot your computer.
3. After the Setup Wizard starts, you are asked to accept the End User License Agreement, and then to choose between performing a typical or custom installation. Choose the custom installation only if you want to choose a different folder for the program or select additional speech synthesizers and braille displays.
4. After selecting a setup type, follow the instructions to complete the installation. During this process, you are asked if you want to install drivers for additional speech synthesizers and braille displays. If you choose Yes, follow the instructions provided to select the devices you want to use.
5. When the installation is complete, choose FINISH to exit the Setup Wizard.

6. If this is a new JAWS installation, the next step is to complete the activation process. Otherwise, the JAWS Startup Wizard opens. Use it to install basic training materials and configure basic JAWS parameters.

Activating JAWS

Internet License Manager lets you activate JAWS using an Internet connection. The activation process begins automatically when you start JAWS.

Note: If you do not have an Internet connection, you can activate JAWS by telephone, fax, or with the assistance of a trusted third party that has Internet access. For more information on these options, choose **Activation Help** when the activation process begins.

To activate JAWS using the Internet, do the following:

1. In the Activation dialog box, choose Start Activation.
2. Read the message that displays and then use the **ARROW** keys to select Internet (RECOMMENDED), and then press **ENTER**.
3. Insert the Authorization CD into your CD-ROM drive and choose Activate Using Authorization CD. You can find your Authorization CD in the bi-fold sleeve with your JAWS program DVD. If you do not have your Authorization CD, choose Enter Your Authorization Number Manually.

Note: If you have previously inserted your Authorization CD, you are not asked to insert it again. Continue to step 4 of the activation.

4. If you used your Authorization CD, your 20-digit Authorization number is automatically inserted into the Authorization Number edit box. If your Authorization number is not shown, type it into the edit box. You can find your Authorization number in print and braille on your JAWS DVD sleeve.

5. Press **ENTER** to continue. You will be asked to connect to the Internet if you have not already done so. You must establish an Internet connection before continuing with the activation.
6. If you have not registered JAWS, you are asked to do so now. Registering JAWS lets you receive technical support. Choose Register Now and complete the online registration form by following the instructions provided. You can choose to register later, but you must register the next time you activate JAWS.
7. After you submit your registration, Internet License Manager attempts to activate JAWS. This process may take several minutes. When the activation is successful, choose Finish.

Note: If Internet License Manager cannot activate JAWS, you may need to reconfigure your firewall. Refer to the Activation Help for more information.

Dongle Authorization

A dongle is a hardware device that you can connect to a computer's USB port. JAWS is authorized to run on that computer as long as the dongle remains connected. This is useful if you frequently need to use JAWS on many different computers and do not want to activate the program on each of them.

When JAWS starts, it first determines whether a dongle is connected to the computer. If one is connected, JAWS uses the features and information for the license associated with the dongle to authorize JAWS. If no dongle is connected, JAWS searches for the license information stored on the computer. You can use the Dongle Viewer utility to view information on the license associated with the dongle currently connected to your computer. To start this utility, open the Start menu and choose All Programs, JAWS, Tools, Dongle Viewer.

Dongles are sold separately or as an additional JAWS feature. If you want to purchase one, contact Freedom Scientific Sales.

Network JAWS

If you have a multi-user network license, your system administrator must use the enclosed Authorization CD to set up a license server on a Windows computer accessible to all clients that will use JAWS. The administrator will then activate the network license on the computer where he or she installed the license server. The Network Authorization Quick Start Guide, located on the Authorization CD, contains simple instructions for setting up the license server and activating the license.

Running JAWS Startup Wizard

The JAWS Startup Wizard is a helpful tool that lets you configure specific JAWS parameters, such as speech and braille preferences, verbosity settings, JAWS startup options, as well as install basic training materials. During a new JAWS installation, the Startup Wizard appears after you complete product activation. However, it can always be accessed later from the JAWS Help menu by pressing **ALT+H** and choosing Startup Wizard.

Installing Vocalizer Expressive Voices

Included on the program DVD is the Vocalizer Expressive speech synthesizer. It contains a variety of voices in several languages. To install these voices, insert the DVD into your computer's DVD drive. Next, follow the instructions to select which voices you want to install, and complete the installation.

You can also preview voice samples, and then download and install voices by Opening the JAWS Help menu and selecting More Voices to go to the Vocalizer Expressive Voices page on the Freedom Scientific Web site.

FSReader and Training Materials

The JAWS program DVD includes basic training materials in a digital document format known as DAISY (Digital Accessible Information System). You can listen to and read the training modules by using FSReader (Freedom Scientific's DAISY book reader), which is automatically installed with JAWS. By default, at least one DAISY book (FSReaderGettingStarted) is also installed.

Installing Training Materials When Installing JAWS

After initially installing JAWS from the product DVD, the JAWS Startup Wizard launches and prompts you to install training materials, which consists of at least two DAISY books (JAWS Basic Training and What's New). To install these books, select the Install Training Materials check box, choose **Next**, and follow the remaining on-screen directions.

Note: There is an entire series of training and tutorial DAISY books available for Web download from Freedom Scientific. Use FSReader, as described in the following section, to select and download additional DAISY books, or visit the Training Web page on the Freedom Scientific Web site.

Installing Training Materials Later

If you decide not to install training materials during the initial product installation, you can always use FSReader to select, download, and install training files later. To install training materials, do the following:

1. Press **INSERT+J** to open the JAWS application window.
2. Press **ALT+H** to choose the Help menu, and then press **ENTER** to choose Training.
3. FSReader opens and displays the JAWS Training Table of Contents which contains links to all of the available DAISY training books. Use the **ARROW** keys to navigate to the book you want to download and install and then press **ENTER**. FSReader will automatically download and install the book and then open it.

4. Repeat this process for each book you want to download.

Starting and Using FSReader

The following describes how to start FSReader and open a DAISY book.

1. Do one of the following:
 - From the JAWS application window, press **ALT+H, T**, or
 - Choose the FSReader shortcut available on your desktop, and then press **CTRL+J**. The JAWS Training Materials Table of Contents opens. Each DAISY book is represented by a link.
2. Select a DAISY book and press **ENTER**. The selected book appears in FSReader.
3. Press **CTRL+P** to begin reading the book. Press **CTRL+P** again to pause reading the book. To fast forward five seconds, press **CTRL+PERIOD**. To rewind the book five seconds, press **CTRL+COMMA**.

Note: As long as FSReader is running, **CTRL+P** will toggle between play and pause. If you want to print while FSReader is active, you must use an application's Print command.

4. When you are finished reading the book, press **CTRL+J** to open another JAWS training book, press **ALT+F, O** to open a DAISY book from another provider, or press **ALT+F, X** to close and exit FSReader.

Updating JAWS

Freedom Scientific is continually seeking to improve and expand JAWS for Windows. Periodically, updates to JAWS will be released. It is recommended that you keep your software up-to-date so that you experience the greatest possible performance.

Updating your software is quick and easy. To search for updates to JAWS, do the following:

1. Establish a connection to the Internet.
2. Start JAWS.
3. From the Help menu, choose Check for Updates.
4. JAWS searches the Internet for updates and displays a list of any that are available to download. Use the arrow keys to move through the list, and press the **SPACEBAR** to select the check box next to any updates that you want to download and install. Choose the Details button to view more information about the currently selected update.

Note: If your computer has active firewall software (such as Windows Firewall), you may receive a warning indicating that either the FSAutoUpdate Application or FSAutoUpdate.exe is attempting to access the Internet. You must allow this process to access the Internet through the firewall in order to retrieve updates.

5. When you are finished selecting updates, choose the Install button. You may be required to restart your computer. If the updates are not installed successfully, repair your installation of JAWS (refer to the online help for more information) and then try the procedure again.

Freedom Scientific provides many ways to access help when using JAWS. With so many formats, you can always receive assistance in the most comfortable way possible.

JAWS Training Materials

The Basic Training for JAWS and the What's New in JAWS training materials are included in DAISY format on your program DVD. You can also download training materials by using the FSReader DAISY reader included with JAWS. You can listen to and read the training modules by using FSReader. To start FSReader, open the Help menu and choose Training. For more information on using FSReader, select the "FSReaderGettingStarted" DAISY book and press **ENTER**.

The training materials are installed in the following folder: C:\Program Files\Freedom Scientific\Training\JAWS\enu. The JAWS Basic Training modules give you the best possible start on your road to mastering Windows with JAWS. The set takes you logically from starting JAWS to working in the Windows environment. The modules include actual samples of what you will hear as you perform various Windows and JAWS operations. All users are encouraged to take advantage of this training. Once JAWS is running, you should listen to all modules and perform the operations along with them.

JAWS Help System

Using the JAWS Help system is quick and easy. To start JAWS Help, press **INSERT+J** to switch to the JAWS window, press **ALT+H** to open the Help menu, and choose JAWS Help Topics.

When you first open JAWS Help, the Table of Contents appears on the left side of a split window. The Table of Contents lists a number of books and pages. Books are categories that contain pages. The pages are topics containing information. Use the **UP** and **DOWN ARROW** keys to move through the Table of Contents. Use **RIGHT ARROW** to open a book and **LEFT ARROW** to close a book. Press **ENTER** on a selected page to display the text of that topic and then press **F6** to move to the topic window. Press **F6** again to return to the Table of Contents, or press **ALT+C** to return to the Table of Contents from any section of the help system.

Use **CTRL+TAB** to access the Index and Search tabs in the Help system.

In almost all Windows applications, you can press **F1** to open Help for that application. This is also true in the JAWS window and in the JAWS Managers (**INSERT+F2**), such as Keyboard Manager.

Keystrokes to Get Help Wherever You Are

JAWS Context Sensitive Help provides information on using various dialog box options, buttons, and other controls. To activate this feature, move to the control you want help for and press **INSERT+F1**. This is a quick way to get specific help for the program you are using.

Hot Key Help is a feature that provides you quick access to available JAWS keystrokes that might be useful. It is aware of the applications that you are using so it gives you the proper help based on what you are doing at the time. To activate Hot Key Help, press **INSERT+H**.

Many popular applications have an additional help feature available. Pressing **INSERT+F1** twice quickly opens a JAWS Help topic for the currently running application. The Help topic typically contains an introduction to the application, JAWS commands, getting started tips, and helpful hints.

As you learn commands, JAWS Keyboard Help is a beneficial tool. It gives information on key combinations while you are working in any application. To activate JAWS Keyboard Help, press **INSERT+1**. JAWS then says, "Keyboard help on." Press any key combination to hear a description of that command. Obtain a more extensive description of the command by holding down the first key or keys in the combination and pressing the last key twice quickly. If the command contains only one key, press this key twice quickly. For example, to get help on the Say All command you would press **INSERT+DOWN ARROW** twice quickly. While Keyboard Help is active, keystrokes that you press do not actually perform any action. Press **INSERT+1** again to turn off Keyboard Help.

You can also search for specific commands using the JAWS Command Search. Press **INSERT+SPACEBAR**, followed by **J** to open the Search for Commands window, begin typing text related to the type of command you want to perform, and JAWS will display commands matching what you entered along with their keystrokes.

The last keystroke to obtain help is **INSERT+W**, which provides help for some commonly used Windows application keystrokes.

Technical Support

Our Technical Support staff provides assistance for the setup of JAWS and other Freedom Scientific products. Ongoing Technical Support is available for those users who purchase and register JAWS. Before calling Technical Support, please visit our Web site at www.FreedomScientific.com. You can also e-mail technical support at support@FreedomScientific.com, or call them at (727) 803-8600. When calling Freedom Scientific Technical Support, please have your JAWS serial number ready. To read your JAWS serial number, switch to the JAWS window and press **INSERT+PAGE DOWN** to read the status bar. You can also find the serial number in print and braille on your JAWS DVD sleeve.

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
Temporarily Toggle Smart Navigation	INSERT+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

Forms

Enter Forms Mode	ENTER
Exit Forms Mode	NUM PAD PLUS
List Form Fields	INSERT+F5
First Form Field	INSERT+CTRL+HOME
Next Form Field	F
Prior Form Field	SHIFT+F
Last Form Field	INSERT+CTRL+END
Next Radio Button	A
Prior Radio Button	SHIFT+A
List Radio Buttons	CTRL+INSERT+A
Next Button	B
Prior Button	SHIFT+B
List Buttons	CTRL+INSERT+B
Next Combo Box	C
Prior Combo Box	SHIFT+C
List Combo Boxes	CTRL+INSERT+C
Next Edit Box	E
Prior Edit Box	SHIFT+E
List Edit Boxes	CTRL+INSERT+E
Next Check Box	X
Prior Check Box	SHIFT+X
List Check Boxes	CTRL+INSERT+X

Tables

List keystrokes for table navigation

Next Table

Prior Table

Select Table

Next Row

Prior Row

Read Row

Next Column

Prior Column

Read Column

Next Cell in Row

Prior Cell in Row

Cell Below in Column

Cell Above in Column

Jump to Table Cell

Return to Previous Cell

INSERT+SPACEBAR, followed by **T**, and then **QUESTION MARK**

T

SHIFT+T

F8

WINDOWS KEY+ALT+DOWN ARROW

WINDOWS KEY+ALT+UP ARROW

WINDOWS KEY+COMMA or **WINDOWS KEY+NUM PAD 5**

WINDOWS KEY+ALT+RIGHT ARROW

WINDOWS KEY+ALT+LEFT ARROW

WINDOWS KEY+PERIOD

ALT+CTRL+RIGHT ARROW

ALT+CTRL+LEFT ARROW

ALT+CTRL+DOWN ARROW

ALT+CTRL+UP ARROW

CTRL+WINDOWS KEY+J

CTRL+WINDOWS KEY+SHIFT+J

PlaceMarkers

Set Temporary PlaceMarker (Permanent Marker for Word)	CTRL+WINDOWS Key+K
Add, Delete, Edit, or Rename Permanent PlaceMarkers	CTRL+SHIFT+K
Move to the Next or Prior PlaceMarker	K or SHIFT+K
Read Text at PlaceMarkers 1 through 4	Number Row Keys 7 through 0
Move to PlaceMarker 1 through 4	SHIFT+ number row keys 7 through 0
Return to PlaceMarker in Word	ALT+WINDOWS Key+K
Select Text from PlaceMarker to Cursor Position	INSERT+SPACEBAR followed by M

Frames

Next Frame	M
Prior Frame	SHIFT+M
List Frames	INSERT+F9

Elements

Next Same Element	S
Prior Same Element	SHIFT+S
Next Different Element	D
Prior Different Element	SHIFT+D
Next Element	SHIFT+PERIOD
Prior Element	SHIFT+COMMA

Select Entire Element	F8
Display Entire Element	SHIFT+INSERT+F1
Display Detailed Element Information	CTRL+SHIFT+INSERT+F1
Activate Mouse Over	INSERT+CTRL+ENTER

Desktop Keystrokes

For Reading Text

Say Character	NUM PAD 5
Say Character Phonetically	NUM PAD 5 twice quickly
Say Prior Character	LEFT ARROW
Say Next Character	RIGHT ARROW
Say Word	INSERT+NUM PAD 5
Spell Word	INSERT+NUM PAD 5 twice quickly
Say Prior Word	INSERT+LEFT ARROW
Say Next Word	INSERT+RIGHT ARROW
Say Line	INSERT+UP ARROW
Spell Line	INSERT+UP ARROW twice quickly
Say Prior Line	UP ARROW
Say Next Line	DOWN ARROW
Say Sentence	ALT+NUM PAD 5
Say Prior Sentence	ALT+UP ARROW
Say Next Sentence	ALT+DOWN ARROW

Say Paragraph	CTRL+NUM PAD 5
Say Prior Paragraph	CTRL+UP ARROW
Say Next Paragraph	CTRL+DOWN ARROW
Say to Cursor	INSERT+HOME
Say from Cursor	INSERT+PAGE UP
Say All	INSERT+DOWN ARROW
Rewind During Say All	LEFT ARROW
Fast Forward During Say All	RIGHT ARROW
Say Color	INSERT+5 on the numbers row
Increase Voice Rate During Say All	PAGE UP
Decrease Voice Rate During Say All	PAGE DOWN
Temporarily Increase Voice Rate When Not in Say All	ALT+CTRL+PAGE UP
Temporarily Decrease Voice Rate When Not in Say All	ALT+CTRL+PAGE DOWN
Permanently Increase Voice Rate When Not in Say All	ALT+WINDOWS KEY+CTRL+PAGE UP
Permanently Decrease Voice Rate When Not in Say All	ALT+WINDOWS KEY+CTRL+PAGE DOWN
Start Skim Reading	CTRL+INSERT+DOWN ARROW
Change Skim Reading Preferences	CTRL+SHIFT+INSERT+DOWN ARROW

Display Skim Reading Summary

**INSERT+WINDOWS
KEY+DOWN ARROW**

Toggle Speech On and Off

INSERT+SPACEBAR, followed
by **S**

Informational

Interrupt Speech

CTRL

Say Font

INSERT+F

Say Window Title

INSERT+T

Say Window Prompt and Text

INSERT+TAB

JAWS Find

CTRL+INSERT+F

JAWS Find Next

INSERT+F3

JAWS Find Previous

INSERT+SHIFT+F3

Say Top Line of Window

INSERT+END

Say Bottom Line of Window

INSERT+PAGE DOWN

Say Selected Text

**INSERT+SHIFT+ DOWN
ARROW**

Get Application Version

CTRL+INSERT+V

For Cursors and Mouse

PC Cursor

NUM PAD PLUS

JAWS Cursor

NUM PAD MINUS

Touch Cursor

SHIFT+NUM PAD PLUS

Route PC Cursor to JAWS
Cursor

INSERT+NUM PAD PLUS

Route JAWS Cursor to PC Cursor	INSERT+NUM PAD MINUS
Left Mouse Button	NUM PAD SLASH
Right Mouse Button	NUM PAD STAR
Drag and Drop	CTRL+INSERT+NUM PAD SLASH
Restrict JAWS Cursor	INSERT+R

For Dialog Boxes

Say Default Button of Dialog Box	INSERT+E
Read Window from Top to Bottom	INSERT+B
Read Word in Context	INSERT+C
Say Current Control Hot Key	SHIFT+NUM PAD 5
Open Combo Box	ALT+DOWN ARROW
Close Combo Box	ALT+UP ARROW
Announce Progress Bar Status	INSERT+TAB

For Help

JAWS Command Search	INSERT+SPACEBAR , followed by J
Context Sensitive Help	INSERT+F1
Keyboard Help	INSERT+1
JAWS Help for Applications	INSERT+F1 twice quickly
Hot Key Help	INSERT+H
Windows Key Help	INSERT+W

Miscellaneous

JAWS Window	INSERT+J
Refresh Screen	INSERT+ESC
Quick Settings	INSERT+V
Run JAWS Manager	INSERT+F2
Shut Down JAWS	INSERT+F4
Window List Dialog	INSERT+F10
Select a System Tray Icon Dialog	INSERT+F11
Say System Time	INSERT+F12
Graphics Labeler	INSERT+G
Auto Graphics Labeler	CTRL+INSERT+G
Pass Key Through	INSERT+3 on the numbers row
Virtualize Window	ALT+INSERT+W
Virtualize Current Control	ALT+SHIFT+INSERT+W
Select Scheme	ALT+INSERT+S
Select Language	CTRL+WINDOWS KEY+L
Select Voice Profile	CTRL+INSERT+S
Read Columns 1 through 10 of a List View	CTRL+INSERT+n , where n is a value from 1, 2, 3 through 0
Copy Selected Text to FSClipboard	INSERT+WINDOWS KEY+C
Show Speech History	INSERT+SPACEBAR followed by H

For Frames

Frame Get Top Left

CTRL+SHIFT+LEFT BRACKET

Frame Get Bottom Right

CTRL+SHIFT+RIGHT BRACKET

Frame Set to Window

CTRL+SHIFT+LEFT BRACKET
twice quickly

For JAWS Tandem

Ends JAWS Tandem Session

INSERT+ALT+T

Toggle Between Target and
Controller Desktop (Controller
User only)

INSERT+ALT+TAB

Toggle Video On or Off on
Controller (Controller User only)

INSERT+CTRL+SHIFT+V

For Research It

Open Research It

INSERT+SPACEBAR, followed
by **R**

Launch Research It Using the
Primary Lookup Source

INSERT+WINDOWS Key+R

For Convenient OCR

Recognize current PDF
document

INSERT+SPACEBAR, followed
by **O**, and then **D**

Recognize current application
window

INSERT+SPACEBAR, followed
by **O**, and then **W**

Recognize entire screen

INSERT+SPACEBAR, followed
by **O**, and then **S**

Recognize currently selected
control

INSERT+SPACEBAR, followed
by **O**, and then **C**

Cancel recognition while in progress

INSERT+SPACEBAR, followed by **O**, and then **Q**

Announce help message for OCR commands

INSERT+SPACEBAR, followed by **O**, and then **QUESTION MARK**

For Touch Cursor

Touch Cursor

SHIFT+NUM PAD PLUS

Next Object

RIGHT ARROW or **TAB**

Prior Object

LEFT ARROW or **SHIFT+TAB**

Next Object by Type

DOWN ARROW

Prior Object by Type

UP ARROW

Cycle Through Object Navigation Types

PAGE UP or **PAGE DOWN**

First Object

CTRL+HOME

Last Object

CTRL+END

Say Current Object

INSERT+UP ARROW

Say All with Touch Cursor

INSERT+DOWN ARROW

Route Touch Cursor to Focused Object

INSERT+NUM PAD PLUS

Text Review

NUM PAD SLASH or **INSERT+ENTER**

Advanced Navigation

NUM PAD STAR

Laptop Keystrokes

For Reading Text

Say Character	CAPS LOCK+COMMA
Say Character Phonetically	CAPS LOCK+COMMA twice quickly
Say Prior Character	CAPS LOCK+M
Say Next Character	CAPS LOCK+PERIOD
Say Word	CAPS LOCK+K
Spell Word	CAPS LOCK+K twice quickly
Say Prior Word	CAPS LOCK+J
Say Next Word	CAPS LOCK+L
Say Line	CAPS LOCK+I
Spell Line	CAPS LOCK+I twice quickly
Say Prior Line	CAPS LOCK+U
Say Next Line	CAPS LOCK+O
Say Sentence	CAPS LOCK+H
Say Prior Sentence	CAPS LOCK+Y
Say Next Sentence	CAPS LOCK+N
Say Paragraph	CAPS LOCK+CTRL+I
Say Prior Paragraph	CAPS LOCK+CTRL+U
Say Next Paragraph	CAPS LOCK+CTRL+O
Say to Cursor	CAPS LOCK+SHIFT+J
Say from Cursor	CAPS LOCK+SHIFT+L

Say All	CAPS LOCK+A
Rewind During a Say All	LEFT ARROW
Fast Forward During a Say All	RIGHT ARROW
Say Color	CAPS LOCK+5
Increase Voice Rate During Say All	PAGE UP
Decrease Voice Rate During Say All	PAGE DOWN
Temporarily Increase Voice Rate When Not in Say All	ALT+CTRL+PAGE UP
Temporarily Decrease Voice Rate When Not in Say All	ALT+CTRL+PAGE DOWN
Permenantly Increase Voice Rate When Not in Say All	ALT+WINDOWS KEY+CTRL+PAGE UP
Permenantly Decrease Voice Rate When Not in Say All	ALT+WINDOWS KEY+CTRL+PAGE DOWN
Start Skim Reading	CAPS LOCK+CTRL+DOWN ARROW
Change Skim Reading Preferences	CAPS LOCK+CTRL+SHIFT+DOWN ARROW
Display Skim Reading Summary	CAPS LOCK+WINDOWS KEY+DOWN ARROW
Toggle Speech On and Off	CAPS LOCK+SPACEBAR, followed by S

Informational

Interrupt Speech	CTRL
Say Font	CAPS LOCK+F

Say Window Title	CAPS LOCK+T
Say Window Prompt and Text	CAPS LOCK+TAB
JAWS Find	CAPS LOCK+ CTRL+F
JAWS Find Next	CAPS LOCK+F3
JAWS Find Previous	CAPS LOCK+SHIFT+F3
Say Top Line of Window	CAPS LOCK+SHIFT+Y
Say Bottom Line of Window	CAPS LOCK+SHIFT+N
Say Selected Text	CAPS LOCK+SHIFT+A
Get Application Version	CAPS LOCK+CTRL+V

For Cursors and Mouse

PC Cursor	CAPS LOCK+SEMICOLON
JAWS Cursor	CAPS LOCK+P
Touch Cursor	SHIFT+CAPS LOCK+SEMICOLON
Route PC Cursor to JAWS Cursor	CAPS LOCK+APOSTROPHE
Route JAWS Cursor to PC Cursor	CAPS LOCK+LEFT BRACKET
Left Mouse Button	CAPS LOCK+8
Right Mouse Button	CAPS LOCK+9
Left Mouse Button Lock	CTRL+WINDOWS KEY+8
Right Mouse Button Lock	CTRL+WINDOWS KEY+9
Drag and Drop	CAPS LOCK+CTRL+8
Restrict JAWS Cursor	CAPS LOCK+R

For Dialog Boxes

Say Default Button of Dialog	CAPS LOCK+E
Read Window in Tab Order	CAPS LOCK+B
Read Word in Context	CAPS LOCK+C
Say Current Control Hot Key	CAPS LOCK+SHIFT+COMMA
Open Combo Box	ALT+DOWN ARROW
Close Combo Box	ALT+UP ARROW
Announce Progress Bar Status	CAPS LOCK+TAB

For Help

JAWS Command Search	CAPS LOCK+SPACEBAR, followed by J
Context Sensitive Help	CAPS LOCK+F1
Keyboard Help	CAPS LOCK+1
JAWS Help for Applications	CAPS LOCK+F1 twice quickly
Hot Key Help	INSERT+H
Windows Key Help	CAPS LOCK+W

Miscellaneous

JAWS Window	INSERT+J
Refresh Screen	CAPS LOCK+ESC
Quick Settings	CAPS LOCK+V
Run JAWS Manager	CAPS LOCK+F2
Shut Down JAWS	CAPS LOCK+F4
Window List Dialog	CAPS LOCK+F10

Select a System Tray Icon Dialog	CAPS LOCK+F11
Say System Time	CAPS LOCK+F12
Graphics Labeler	CAPS LOCK+G
Auto Graphics Labeler	CAPS LOCK+CTRL+G
Pass Key Through	CAPS LOCK+3
Read Columns 1 through 10 of a List View	CTRL+INSERT+n , where n is a value from 1, 2, 3, through 0
Copy Selected Text to FSClipboard	CAPS LOCK+WINDOWS KEY+C
Show Speech History	CAPS LOCK+SPACEBAR followed by H

For Frames

Frame Get Top Left	CTRL+SHIFT+LEFT BRACKET
Frame Get Bottom Right	CTRL+SHIFT+RIGHT BRACKET
Frame Set to Window	CTRL+SHIFT+LEFT BRACKET twice quickly

For JAWS Tandem

Ends JAWS Tandem Session	INSERT+ALT+T
Toggle Between Target and Controller Desktop (Controller User only)	INSERT+ALT+TAB
Toggle Video On or Off on Controller (Controller User only)	INSERT+CTRL+SHIFT+V

For Research It

Open Research It

CAPS LOCK+SPACEBAR,
followed by **R**

Launch Research It Using the
Primary Lookup Source

CAPS LOCK+WINDOWS
Key+R

For Convenient OCR

Recognize current PDF
document

CAPS LOCK+SPACEBAR,
followed by **O**, and then **D**

Recognize current application
window

CAPS LOCK+SPACEBAR,
followed by **O**, and then **W**

Recognize entire screen

CAPS LOCK+SPACEBAR,
followed by **O**, and then **S**

Recognize currently selected
control

CAPS LOCK+SPACEBAR,
followed by **O**, and then **C**

Cancel recognition while in
progress

CAPS LOCK+SPACEBAR,
followed by **O**, and then **Q**

Announce help message for
OCR commands

CAPS LOCK+SPACEBAR,
followed by **O**, and then
QUESTION MARK

For Touch Cursor

Touch Cursor

SHIFT+CAPS
LOCK+SEMICOLON

Next Object

RIGHT ARROW or **TAB**

Prior Object

LEFT ARROW or **SHIFT+TAB**

Next Object by Type

DOWN ARROW

Prior Object by Type

UP ARROW

Cycle Through Object Navigation Types	PAGE UP or PAGE DOWN
First Object	CTRL+HOME
Last Object	CTRL+END
Say Current Object	CAPS LOCK+I
Say All with Touch Cursor	CAPS LOCK+DOWN ARROW
Route Touch Cursor to Focused Object	CAPS LOCK+APOSTROPHE
Text Review	INSERT+ENTER
Advanced Navigation	CAPS LOCK+A

Windows Keystrokes

General

Get Help	F1
Open the Start menu	CTRL+ESC
Open Windows Explorer	WINDOWS KEY+E
Open Run Dialog	WINDOWS KEY+R
Find File or Folder from Desktop	F3
Minimize All Applications	WINDOWS KEY+M
Switch Between Open Applications	ALT+TAB
Quit the Active Application	ALT+F4

For Windows and Menus

Open the Application Control Menu	ALT+SPACEBAR
Move to Current Application's Menu Bar	ALT
Choose a Menu Item	ENTER
Move Between Menus	ALT, ARROW KEYS
Cancel or Close a Menu	ESC
Cancel or Close a Cascading Menu	ALT
Open a Child Window Control Menu	ALT+DASH
Close a Child Window	CTRL+F4
Open the Context Menu	APPLICATIONS KEY or SHIFT+F10

For Dialog Boxes

Move Through Dialog Controls	TAB
Move Backward Through Dialog Controls	SHIFT+TAB
Move to Another Page	CTRL+TAB
Reverse Direction Through Pages	CTRL+SHIFT+TAB
Select or Deselect in List View	SPACEBAR or CTRL+SPACEBAR
Toggle a Check Box On/Off	SPACEBAR

For Reading Text

Move One Character Left

LEFT ARROW

Move One Character Right

RIGHT ARROW

Move One Word Left

CTRL+LEFT ARROW

Move One Word Right

CTRL+RIGHT ARROW

Move to Beginning of Line

HOME

Move to End of Line

END

Move One Paragraph Up

CTRL+UP ARROW

Move One Paragraph Down

CTRL+DOWN ARROW

Scroll Up One Screen

PAGE UP

Scroll Down One Screen

PAGE DOWN

Move to Beginning

CTRL+HOME

Move to End

CTRL+END

For Editing Text

Copy

CTRL+C

Cut

CTRL+X

Paste

CTRL+V

Read Clipboard Contents
(Desktop or Laptop Layout)

WINDOWS KEY+INSERT+X or
WINDOWS KEY+CAPS LOCK+X

Virtualize Clipboard Contents
(Desktop or Laptop Layout)

INSERT+SPACEBAR followed by
C or **CAPS LOCK+SPACEBAR**
followed by **C**

Undo

CTRL+Z

Delete Current Character

DELETE

Delete Prior Character	BACKSPACE
Select One Character Left	SHIFT+LEFT ARROW
Select One Character Right	SHIFT+RIGHT ARROW
Select One Word Left	CTRL+SHIFT+LEFT ARROW
Select One Word Right	CTRL+SHIFT+RIGHT ARROW
Select to Beginning of Line	SHIFT+HOME
Select to End of Line	SHIFT+END
Select to Beginning	CTRL+SHIFT+HOME
Select to End	CTRL+SHIFT+END
Select All	CTRL+A

For Windows Explorer

Delete files	DELETE
Rename a file or folder	F2
Open Properties for Selected File or Folder	ALT+ENTER
Refresh a window	F5
Switch between panes	TAB and SHIFT+TAB
Go up one level	BACKSPACE

Touch Gestures

Gestures for Touch Navigation, Text Reading, and Speech Settings

Gesture	Touch Navigation	Text Reading	Speech Settings
One-finger tap	Speak the element at the current location (continuously move your finger around the screen to explore)	Speak the element at the current location (continuously move your finger around the screen to explore)	-
Split tap	Speak the character at the current location while exploring	Speak the character at the current location while exploring	-
Split double tap	Speak the word at the current location while exploring	Speak the word at the current location while exploring	-
Flick right or left	Next or prior element	Next or prior character	Increase or decrease speech rate

Gesture	Touch Navigation	Text Reading	Speech Settings
Flick down or up	Next or prior element (of the type previously set by two-finger flick right or left)	Next or prior line (or anywhere that UP/DOWN ARROW works to move by line)	Decrease or increase main volume settings
Two-finger flick right or left	Cycle forward or backward through element navigation types, such as regions, headings, list items, etc.	Next or prior word	-
Two-finger flick up	Say current element	Prior paragraph (performs a CTRL+UP ARROW)	-
Two-finger flick down	Say all	Next paragraph (performs a CTRL+DOWN ARROW)	-
Triple tap	Select or clear an item in a list; decrease value in slider control	Toggle text selection	Toggles touch cursor on/off

Gesture	Touch Navigation	Text Reading	Speech Settings
Two-finger triple tap	Speak selected text	Speak selected text	-
Three-finger flick left or right	-	Beginning or end of current line (performs a JAWS END/HOME)	-
Three-finger flick up or down	First or last element	Beginning or end of text area (performs a CTRL+HOME/END)	-
Four-finger flick down or up	-	Move down or up a page or screen (performs a PAGE DOWN/UP)	-
Four-finger swipe down-up	Toggles Windows touch keyboard on/off	Toggles Windows touch keyboard on/off	-
Four-finger double tap	List gestures for touch navigation	List gestures for text reading	List gestures for speech settings

Gestures for General Windows and JAWS Commands

Gesture	Action
Double tap	Activate current element or tap it (Works for both touch navigation and text reading)
Two-finger swipe right-left	Escape (performs ESC for both touch navigation and text reading)
Two-finger swipe up-down	Close application (For both touch navigation and text reading)
Three-finger swipe down-up	Toggle text review window for elements with text names that do not support standard cursor navigation, such as buttons and list items
Two-finger tap	Silence speech
Two-finger double tap	Same as pressing the APPLICATIONS key
Two-finger pinch in or out	Toggle Windows semantic zoom feature
Two-finger rotate clockwise	Set next gesture mode
Two-finger rotate counter clockwise	Set prior gesture mode
Three-finger double tap	Toggle speech on/off
Three-finger swipe down	Scroll up touch navigation
Three-finger swipe up	Scroll down touch navigation
Three-finger swipe left	Scroll right touch navigation

Gesture	Action
Three-finger swipe right	Scroll left touch navigation
Four-finger tap	Display gesture context help
Four-finger triple tap	Gesture practice mode, similar to keyboard help
Five-finger tap	JAWS Manager dialog box (If the gesture mode is not already set to touch when this command is used, the mode is set to touch.)
Five-finger double tap	JAWS window (If the gesture mode is not already set to touch when this command is used, the mode is set to touch.)
Five-finger triple tap	Shut down JAWS (If the gesture mode is not already set to touch when this command is used, the mode is set to touch.)