

JAWS[®] for Windows[®]

Quick Start Guide

Freedom Scientific BLV Group, LLC
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Item Checklist

In your JAWS packaging, you should find the following items. If you discover damaged or missing items, please contact your retailer.

- JAWS® for Windows® program CD
- RealSpeak™ SOLO speech synthesizer CD
- Authorization CD
- Getting Started with JAWS Audio Cassette
- Quick Start Guide (with removable keystroke cards in the front)
- Quick Reference Guide in Braille

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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.

Documentation Conventions

If a command requires you to press a key on your keyboard, that key appears in bold, capital letters. If the command requires you to press multiple keys, each key in the combination is joined by a plus (+) sign. For example, the keystroke **ALT+F** requires you to hold down the **ALT** key and then press the **F** key. Sequences of keys may also be specified. **ALT+F, O** means to press the **ALT** and **F** keys in combination, release them, and then press the letter **O**.

System Requirements

To use JAWS for Windows, you need a personal computer with the following:

- Windows XP Professional, XP Media Center Edition, XP Home, or Windows 2000. Please note that each of these, except XP Home requires a JAWS Professional license.
- A processor capable of handling the requirements of the operating system in addition to any other programs you want to use with JAWS.
- Enough memory to run the operating system and any programs you want to use with JAWS. Additional memory will improve system performance while JAWS is running.
- JAWS requires less than 200 MB of hard disk space for program and settings files. Additional space is required for the JAWS training materials, operating system, other programs, and the Windows swap file.
- 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 is recommended).
- If you intend to use the Eloquence for JAWS software synthesizer or listen to the training materials, you need a sound card compatible with the version of Windows you are running. If you choose not to use Eloquence for JAWS, then you must have a JAWS compatible software or hardware speech synthesizer, or a refreshable Braille display.

Note: If you do not have a sound card, JAWS does not provide speech during installation.

Instructions for 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 or PAC Mate Braille display, allows you to read the screen using braille.

Note: In Windows 2000 or XP, 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 JAWS program CD. When the JAWS Setup dialog box appears, choose **JAWS Setup**.
2. You will hear a series of clicks as the talking installer loads. This process takes several minutes, so please be patient.
3. You are asked 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, install remote access client support, or select additional speech synthesizers and braille displays.
4. After you select an installation type, follow the instructions to complete the installation.
5. When the installation is complete, you are asked if you want to install drivers for additional speech synthesizers and braille displays. If you choose **Yes**, follow the instructions provided by the Setup Wizard to select the devices you want to use.

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 choose **Continue**. 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 CD. 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 3 of the activation.

3. Press the **TAB** key until you move to the **Activate** button, and then press the **SPACEBAR**.
4. Use the arrow keys to select **Now, Using the Internet (RECOMMENDED)**, and then press **ENTER**.
5. 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 CD sleeve.
6. 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.
7. 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.

8. 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 parallel or USB port (depending on the type of dongle). 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 **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 allows you to configure specific JAWS parameters, such as automatically starting JAWS when you turn on your computer, or install training material, like FSReader, which is Freedom Scientific's DAISY book reader, or load various other JAWS items and functions. 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 RealSpeak SOLO Speech Synthesizers

Included with your package is the RealSpeak SOLO SAPI 5 synthesizer CD. It contains a variety of voices in several languages. To install these voices, insert the CD into your computer's CD-ROM drive. Then, follow the instructions to select which voices you want to install, and complete the installation.

FSReader Demo and Other Training Materials

The JAWS program CD 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 the FSReader Demo (a demonstration version of Freedom Scientific's DAISY reader), which is automatically installed with JAWS. By default, at least one DAISY book (FS Getting Started) is also installed.

In JAWS 8.0 and later, there are two ways to install additional training material. The first is to select these items using the Startup Wizard. You may access the Startup Wizard during initial product installation or later by pressing **ALT+H** and selecting **Startup Wizard** from the JAWS dialog.

The second way to install the training material directly from the JAWS program CD is described in the following procedure:

1. Insert your JAWS program CD.
2. When the **JAWS Setup** dialog box appears, choose the **Training Materials** button

3. Select the check box next to each DAISY book that you want to install.
4. Choose the **Install** button.

Starting and Using FSReader Demo

Do the following to start FSReader Demo from the JAWS dialog:

1. Press **ALT+H, T**. The Open dialog appears.
2. Select a DAISY book from the Open dialog, and choose the **Open** button. 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 Demo is running, **CTRL+P** will toggle between play and pause. If you want to print while FSReader Demo is active, you must use an application's Print command.

4. When you are finished reading the book, press **ALT+F, O** to open another DAISY book, or press **ALT+F, X** to close and exit FSReader Demo.

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. In addition, Freedom Scientific will provide new and updated DAISY training materials for you to download if you choose.

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

Note: Your computer must be running Windows XP in order to use the Automatic Update procedure described below.

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. You can 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.

Merging Settings

If JAWS 5.0 or later is installed on your computer, you can import your settings. This process will import all of your configuration (.jcf) files, dictionary (.jdf) files, graphics (.jgf) files, and voice settings from a previous version of JAWS. Any script files you created that are not already included with JAWS are also imported. This allows you to retain your customized settings when you upgrade to a later version.

To import your settings, start JAWS, open the **Utilities** menu, and choose **Merge Utility**. For more information on importing your settings, refer to JAWS Help.

Starting JAWS for the First Time

You can configure JAWS to start automatically when your computer starts, or you can start JAWS manually.

Manually Starting JAWS

When installing JAWS for Windows, a JAWS shortcut is added to your desktop and Start menu. To start JAWS, do one of the following:

- Select the shortcut on the desktop and press **ENTER**.
- Open the **Start** menu, choose **Programs** or **All Programs**, open the JAWS program group, and choose the JAWS shortcut.

Automatically Starting JAWS

Having JAWS start automatically after you start Windows is useful for those who require speech immediately. This option starts JAWS before any other application when Windows starts. Do the following if you want JAWS to start automatically:

1. Start JAWS manually.
2. Press **INSERT+J** to move to the JAWS window.
3. From the **Options** menu, choose **Basics**.
4. Press **ALT+A** to select the **Automatically Start JAWS** check box.
5. Press **ENTER** to close the dialog box.

Freedom Scientific provides many ways to access help when using JAWS. With so many formats, you should have no problem finding a method you are comfortable using.

JAWS Training Materials

The Basic Training for JAWS and other training materials are included in DAISY format on your JAWS program CD. You can also download training materials by using the Automatic Updates feature. You can listen to and read the training modules by using the FSReader Demo DAISY reader included with JAWS. To start FSReader Demo, 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 C:\Program Files\Freedom Scientific\Training\JAWS\Enu folder. 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.

In addition, more training modules are available at <http://www.FreedomScientific.com> on the Training page in both .mp3 and text format.

Quick Reference Cards

Quick reference cards in print are included at the front of this guide. They are perforated so that you can pull them out and keep them next to your computer. The Braille version of these cards is included in the Quick Reference Guide to assist you in learning basic Windows commands, as well as JAWS commands on desktop and laptop keyboard layouts. There is also a list of important Internet Explorer keystrokes to help you learn to surf the World Wide Web. The Manuals folder (located in the folder where you installed JAWS) contains the quick reference cards in electronic format.

JAWS Online Help

Using the JAWS Help system is quick and easy. To start JAWS Help, press **INSERT+J** to switch to the JAWS window, open the **Help** menu, and choose **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 other tabs of the Help system: Index, Search, and Glossary.

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, such as Configuration Manager and 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.

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

Freedom Scientific Training

Training classes are offered to those who want to train others in JAWS, to those who want to learn how to write scripts for JAWS, and to Web developers and others interested in making Web pages accessible. For more information on available training courses, visit our Web site at www.FreedomScientific.com or e-mail our Training department a training_info@FreedomScientific.com.

Application Specific Training Tutorials

Freedom Scientific offers audio tutorials on cassette tapes on a variety of popular applications. For more information, please visit our Web site or e-mail the Freedom Scientific Sales department at sales@FreedomScientific.com.

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 <http://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 CD sleeve.

Web Site

Freedom Scientific has an Internet Web site for additional sources of technical support and information. You can download programs, technical bulletins, JAWS program updates, and more. The Freedom Scientific Web site is located at <http://www.FreedomScientific.com>.

New Users Start Here

If you are using JAWS for the first time, visit the New Users Start Here section of the JAWS online help system. Press **INSERT+J** to make JAWS the active window, open the **Help** menu, and choose **Help Topics**. The second book in the Table of Contents is titled “New Users Start Here.” Read the topics in this book to learn what features will help you start using JAWS in just a few minutes.

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.

Tip: JAWS can automatically switch to a more natural-sounding voice when reading with the Say All command. To choose which speech synthesizer you want to use, open the **Utilities** menu and choose **Configuration Manager**. Then, open the **Set Options** menu and choose **Synthesizer Options**.

The following are more 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 (7)** - Say To Cursor
- **INSERT+PAGE UP (9)** - Say From Cursor
- **INSERT+PAGE DOWN (3)** - Say Bottom Line Of Window
- **INSERT+END (1)** - 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

It is recommended that you use Microsoft Internet Explorer 6 or later with JAWS. JAWS takes advantage of technology that is only available in this Web browser.

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 *Internet Explorer Keystrokes* on page 199.

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. 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.

PlaceMarkers

PlaceMarkers allow you to navigate quickly and easily to commonly used areas of your favorite Web pages or HTML documents. You can use PlaceMarkers to jump between certain areas of a page, mark important sections of an HTML document, or indicate key form elements. For example, you could use PlaceMarkers to move to required fields in a complicated form or specific paragraphs in a long HTML document.

Press **K** to move to the next PlaceMarker, or press **SHIFT+K** to move to the previous PlaceMarker. Press **CTRL+K** to place a temporary PlaceMarker. To read or move to a specific PlaceMarker, press **CTRL+SHIFT+1** through **0**. Press the same keystroke twice quickly to move to the PlaceMarker. For example, to read the text at the location of the fifth PlaceMarker, press **CTRL+SHIFT+5**. To move to the fifth PlaceMarker, press **CTRL+SHIFT+5** twice quickly.

Press **CTRL+SHIFT+K** to display a list of all PlaceMarkers on the current page. Use the **UP** and **DOWN ARROW** keys to select a PlaceMarker in the list and press **ENTER** to move the Virtual Cursor to the PlaceMarker's location on the page.

Internet Explorer Keystrokes

General

Go Back a Page	ALT+LEFT ARROW
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
Personalized Web Settings	SHIFT+INSERT+V
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
Move to Next Mouse Over Element	SEMICOLON
Move to Previous Mouse Over Element	SHIFT+SEMICOLON
Select a Mouse Over Element	INSERT+CTRL+SEMICOLON

JAWS Find Next and Previous (IE only)	F3 and SHIFT+F3
Assign Custom Label	CTRL+INSERT+TAB

Tabbed Browsing Quick Keys

Open a New Tab	CTRL+T
Open a New Tab from the Address Bar	ALT+ENTER (on the address bar)
Open a New Tab from the Toolbar Search Box	ALT+ENTER (on the 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 to 8
Switch to Last Tab	CTRL+9
Close Current Tab	CTRL+W
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

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. 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 Anchor	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*
Next Quote	Q*
Next Radio Button	R*
Next Same Element	S
Next Table	T*

Next Unvisited Link	U
Next Visited Link	V
Next Check Box	X*
Next Division	Z*
Previous Element	SHIFT+COMMA
Next Element	SHIFT+PERIOD

Forms

Enter Forms Mode	ENTER
Exit Forms Mode	NUM PAD PLUS
List of Form Fields	INSERT+F5

Tables

Next Row	WINDOWS KEY+DOWN ARROW
Prior Row	WINDOWS KEY+UP ARROW
Read Row	WINDOWS KEY+COMMA
Read Column	WINDOWS KEY+PERIOD
Next Cell in Row	ALT+CTRL+RIGHT ARROW
Prior Cell in Row	ALT+CTRL+LEFT ARROW
Cell Below in Column	ALT+CTRL+DOWN ARROW
Cell Above in Column	ALT+CTRL+UP ARROW
Jump to Table Cell	CTRL+J
Return to Previous Cell	CTRL+SHIFT+J
Select Table	F8

PlaceMarkers

List PlaceMarkers	CTRL+SHIFT+K
Add Temporary PlaceMarker	CTRL+K
Move to the Next or Prior PlaceMarker	K or SHIFT+K
Read Text at PlaceMarker 1-0	CTRL+SHIFT+number
Move to PlaceMarker 1-0	CTRL+SHIFT+number twice quickly

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.

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 (with or without SAPI 5 Voice Enabled)	INSERT+DOWN ARROW
Alternate Say All (Uses Eloquence Voice when SAPI 5 Voice is Enabled)	ALT+INSERT+DOWN ARROW
Rewind During a Say All	LEFT ARROW
Fast Forward During a Say All	RIGHT ARROW
Say Color	INSERT+5 on the numbers row
Say Font	INSERT+F
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

For Changing Voice Rate During Say All or Alternate Say All

Increase Voice Rate	PAGE UP
Decrease Voice Rate	PAGE DOWN

When not in Say All

Increase Voice Rate	ALT+CTRL+PAGE UP
Decrease Voice Rate	ALT+CTRL+PAGE DOWN
Restore Normal Voice Settings	INSERT+ESC

Informational

Interrupt Speech	CTRL
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

PC Cursor	NUM PAD PLUS
JAWS Cursor	NUM PAD MINUS
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

Context Sensitive Help	INSERT+F1
Keyboard Help	INSERT+1
JAWS Help for Applications	INSERT+F1 twice quickly
Hot Key Help	INSERT+H
Window Key Help	INSERT+W

Miscellaneous

JAWS Window	INSERT+J
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Refresh Screen	INSERT+ESC
Adjust JAWS Verbosity	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	CTRL+INSERT+W
Select Scheme	ALT+INSERT+S
Select Language	CTRL+WINDOWS KEY+L
Select Synthesizer	CTRL+INSERT+S
Read Columns 1 through 10 of a List View	CTRL+INSERT+1 through 0
Copy Selected Text to FSClipboard	WINDOWS Key+C

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

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+UP ARROW 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 (with or without SAPI 5	CAPS LOCK+A

Voice Enabled)	
Alternate Say All (Uses Eloquence Voice when SAPI 5 Voice is Enabled)	ALT+CAPS LOCK+A
Rewind During a Say All	LEFT ARROW
Fast Forward During a Say All	RIGHT ARROW
Say Color	CAPS LOCK+5
Say Font	CAPS LOCK+F
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

For Changing Voice Rate During Say All or Alternate Say All

Increase Voice Rate	PAGE UP
Decrease Voice Rate	PAGE DOWN

When not in Say All

Increase Voice Rate	ALT+CTRL+PAGE UP
Decrease Voice Rate	ALT+CTRL+PAGE DOWN
Restore Normal Voice Settings	CAPS LOCK+ESC

Informational

Interrupt Speech	CTRL
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

PC Cursor	CAPS LOCK+SEMICOLON
JAWS Cursor	CAPS LOCK+P
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+8
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

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
Window Key Help	CAPS LOCK+W

Miscellaneous

JAWS Window	INSERT+J
Refresh Screen	CAPS LOCK+ESC
Adjust JAWS Verbosity	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+1 through 0

Copy Selected Text to
FSClipboard

WINDOWS Key+C

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

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
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