

## Computers for the blind Present's JAWS for Beginners

### Introduction to JAWS

JAWS, (Job Access with Speech) is a software package that is used primarily on Windows computers. It is compatible with the current Windows operating system, (Windows 11) and on all computers provided by CFTB which have (the Windows 10) operating system installed.

This program allows the individual to select the keyboard layout that they would like to use.

The choices are (Desktop or Laptop) layouts.

This webinar focuses on the laptop keyboard layout. For this webinar, JAWS 2023 latest version is used. The JAWS screen reader is designed to automatically read important information to you as you navigate the Windows environment and your applications. For the most part, just using keystrokes to navigate through your applications and the Windows environment works very well, however, there are times when you need a little more information. To accommodate this need, the makers of JAWS have built special commands attached to keyboard combinations to help you access the information. In fact, there are over 1300 default assigned keyboard commands.

Before you become overwhelmed about having to learn all the keyboard commands and JAWS, realize that most people use only a minute amount of these commands in their everyday work. They learn other commands as they need them. It's kind of like when you're learning a word processor that has the ability not only to compose a letter, but to put things in columns, create tables, do footnotes and endnotes, as well as many other advanced features. You start out by

learning how to type in the text and then you learn the advance commands as you have a need for specific advance commands.

In this document we go over the core reading commands that pretty much everybody needs to learn to use JAWS effectively using the laptop keyboard layout. This document is designed to simply list the commands that most people use.

### ***Changing your keyboard layout with JAWS, for use with a Laptop***

First navigate to the Desktop list of icons.

Locate the JAWS 2023 icon on your list of icons, by pressing the letter (J) on your keyboard.

When you hear (JAWS 2023) press your Enter key.

This process places focus on the JAWS Program window.

Next, open the (Options) menu by pressing the keyboard combination of Alt+O.

Immediately you land on something that says (Basics) button.

Press the Enter key to continue.

With your Tab key, press the Tab key seven times until you land on a Drop-down combination box that says (Keyboard Layout).

Use your up or down arrow keys to land on (Laptop).

Once you have landed on (Laptop) press the Tab key until you hear JAWS say (OK) button.

Press the Enter key and you have now switched your keyboard layout to using the Laptop layout.

Keep in mind, with the laptop keyboard layout, your Caps lock key serves as a JAWS key or insert key.

Now let's continue using and learning about Jaws Core Reading commands with the laptop keyboard layout.

### Standard Reading Commands for Laptop Layout

Below this paragraph there is a table of core reading commands. The first column contains the description of the information JAWS reads, while the second column contains the keyboard command or assignment for reading that information. In later lessons you will learn about advanced techniques for navigating tables, but for this stage of your learning, simply down Arrow until you here that you have entered a table and you are on the word description. Press tab to move your cursor into the second column. Once in this column, use your down arrow to hear both the command description and keyboard assignment. This table is designed to have JAWS automatically read the row header (content of first column) followed by the cells in the second column as you down arrow through the column.

Description	Keyboard Command
Say Prior Character	CAPS LOCK + M
Say Current Character	CAPS LOCK + COMMA
Say Next Character	CAPS LOCK + PERIOD
Say Character Phonetically	CAPS LOCK + COMMA twice quickly

Description	Keyboard Command
Say Prior Word	CAPS LOCK + J
Current Word	CAPS LOCK + K
Next Word	CAPS LOCK + L
Spell Word	CAPS LOCK + K twice quickly
Prior Line	CAPS LOCK + U
Current Line	CAPS LOCK + I
Spell Current Line	CAPS LOCK + I twice quickly
Next Line	CAPS LOCK + O
Say to Cursor	CAPS LOCK + HOME or CAPS LOCK + SHIFT + J
Say from Cursor	CAPS LOCK + PAGE UP or CAPS LOCK + SHIFT + L
Spell to Cursor	CAPS LOCK + HOME or CAPS LOCK + SHIFT + J twice quickly
Spell from Cursor	CAPS LOCK + PAGE UP or CAPS LOCK + SHIFT + L twice quickly
Prior Sentence	CAPS LOCK + Y
Current Sentence	CAPS LOCK + H
Next Sentence	CAPS LOCK + N
Prior Paragraph	CAPS LOCK + CTRL + U
Current Paragraph	CAPS LOCK + CTRL + I
Next Paragraph	CAPS LOCK + CTRL + O
Say All	CAPS LOCK + A or CAPS LOCK + DOWN ARROW
Say Selected Text	CAPS LOCK + SHIFT + A or CAPS LOCK + SHIFT + DOWN ARROW
Fast Forward during a Say All	RIGHT ARROW
Rewind during a Say All	LEFT ARROW

Description	Keyboard Command
Increase Voice Rate during a Say All	PAGE UP
Decrease Voice Rate during a Say All	PAGE DOWN

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