

JAWS[®] for Windows[®]

Quick Start Guide

Freedom Scientific, Inc.

PUBLISHED BY
Freedom Scientific
11800 31st Court North
St. Petersburg, Florida 33716-1805
USA
www.FreedomScientific.com

Information in this document is subject to change without notice. No part of this publication may be reproduced or transmitted in any form or any means electronic or mechanical, for any purpose, without the express written permission of Freedom Scientific.

Copyright © 2017 Freedom Scientific, Inc. All Rights Reserved.

JAWS is a registered trademark of Freedom Scientific, Inc. in the United States and other countries. Microsoft, Windows 10, Windows 8.1, Windows 7, and Windows Server are registered trademarks of Microsoft Corporation in the U.S. and/or other countries.

Table of Contents

Welcome to JAWS for Windows	1
System Requirements	2
Installing JAWS	3
Activating JAWS.....	3
Dongle Authorization	4
Network JAWS	5
Running JAWS Startup Wizard.....	5
Installing Vocalizer Expressive Voices.....	5
FSReader and Training Materials	6
Installing Training Materials When Installing JAWS	6
Installing Training Materials Later	6
Starting and Using FSReader	7
Updating JAWS	8
Getting Help.....	9
JAWS Training Materials	9
JAWS Help System	9
Keystrokes to Get Help Wherever You Are	10
Technical Support.....	11
New Users Start Here.....	12
Reading Screens and Documents	12
More Reading Commands	13

Working with Dialog Boxes.....	13
Getting Started with the Internet	13
Reading and Moving through Web Pages	14
Quick and Easy Navigation.....	14
Displaying Lists of Information.....	14
Interacting with Forms	15
Keystrokes.....	16
Web Browsing Keystrokes.....	16
General.....	16
Tabbed Browsing Quick Keys	17
Navigation Quick Keys	18
Forms.....	20
Tables	21
PlaceMarkers.....	22
Frames.....	22
Elements	23
Desktop and Laptop Keystrokes	23
For Reading Text	23
Informational	26
For Cursors and Mouse	27
For Dialog Boxes.....	28
For Help	29
Miscellaneous	29

For Frames	31
For JAWS Tandem	32
For Research It	32
For Convenient OCR.....	33
For Mouse Echo.....	34
For Touch Cursor.....	35
Windows Keystrokes	37
General	37
For Windows and Menus	37
For Dialog Boxes	38
For Reading Text	38
For Editing Text.....	39
For Windows Explorer.....	40
Touch Gestures.....	41
Gestures for Touch Navigation, Text Reading, and Speech Settings ...	41
Gestures for General Windows and JAWS Commands.....	44

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 email 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 Service Pack 1, Windows Server® 2016, 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 and Windows Vista installations are still available from the Freedom Scientific website.

Installing JAWS

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

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. The JAWS setup program starts. You will hear the installation speak the instructions as they appear on your screen. Follow these instructions to complete the JAWS installation.
3. Once installation is complete, you must restart your computer before using JAWS.
4. 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 by visiting www.fsactivate.com from a computer 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. If your 20-digit Authorization number is not automatically displayed, type it into the Authorization Number edit box. You can find your Authorization number in print and braille on your JAWS DVD sleeve.
4. 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.
5. 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.
6. 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, go to the Utilities menu located in the JAWS main window, choose "Explore Utilities Folder", and select 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 go to www.fsactivate.com/network and download the network authorization tools and license server. This page also contains simple instructions for setting up the license server and activating the network 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 Synthesizers page on the Freedom Scientific website.

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 website.

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, the following sections contain a summary of useful reading and navigation keystrokes to help you get started. To learn more about using JAWS, install and listen to the Basic Training DAISY files or open the JAWS Help file. For instructions describing how to install and locate the Basic Training, refer to *FSReader and Training Materials* on page 6 and *JAWS Training Materials* on page 9. Refer to *JAWS Help System* on page 9 for more information on opening and using Help.

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

Web browsers such as Internet Explorer, Firefox, or Chrome allow you to view pages on the Internet 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 email. 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 the web browser, 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**.

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. 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 or Semi-Auto. In Semi-Auto, Forms Mode only activates when you navigate to an edit field or combo box using **TAB** or **SHIFT+TAB**.

To manually control a form, press **F** to move to the next form control on the page. Press **ENTER** to activate 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 turn off 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.

Web Browsing Keystrokes

Note: The JAWS help system includes detailed information about using the Internet. 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

Description	Keystroke
Go Back a Page	ALT+LEFT ARROW or BACKSPACE
Go Forward a Page	ALT+RIGHT 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
Heading at Level	1 through 6
Virtual HTML Features	INSERT+F3
JAWS Find Next and Previous	F3 and SHIFT+F3
Assign Custom Label	CTRL+INSERT+TAB

Description	Keystroke
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

Description	Keystroke
Open a New Tab	CTRL+T
Open a New Tab from the Address Bar	ALT+ENTER (on address bar)
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

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.

Description	Keystroke
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*

Description	Keystroke
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 Clickable Element	SLASH*
Next Mouse Over Element	SEMICOLON*
Next Element	SHIFT+PERIOD
Previous Element	SHIFT+COMMA

Forms

Description

Enter Forms Mode

Exit Forms Mode

List Form Fields

First Form Field

Next Form Field

Prior Form Field

Last Form Field

Next Radio Button

Prior Radio Button

List Radio Buttons

Next Button

Prior Button

List Buttons

Next Combo Box

Prior Combo Box

List Combo Boxes

Next Edit Box

Prior Edit Box

List Edit Boxes

Next Check Box

Keystroke

ENTER

NUM PAD PLUS

INSERT+F5

INSERT+CTRL+HOME

F

SHIFT+F

INSERT+CTRL+END

A

SHIFT+A

CTRL+INSERT+A

B

SHIFT+B

CTRL+INSERT+B

C

SHIFT+C

CTRL+INSERT+C

E

SHIFT+E

CTRL+INSERT+E

X

Description

Prior Check Box

List Check Boxes

Keystroke**SHIFT+X****CTRL+INSERT+X****Tables****Description**

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

Keystroke**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**

Description

Jump to Table Cell

Keystroke

CTRL+WINDOWS KEY+J

Return to Previous Cell

CTRL+WINDOWS KEY+SHIFT+J

PlaceMarkers

Description

Set Temporary PlaceMarker
(Permanent Marker for Word)

Keystroke

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

Description

Next Frame

Keystroke

M

Prior Frame

SHIFT+M

List Frames

INSERT+F9

Elements

Description	Keystroke
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 and Laptop Keystrokes

For Reading Text

Description	Desktop Keystroke	Laptop Keystroke
Say Character	NUM PAD 5	CAPS LOCK+COMMA
Say Character Phonetically	NUM PAD 5 twice quickly	CAPS LOCK+COMMA twice quickly
Say Prior Character	LEFT ARROW	CAPS LOCK+M
Say Next Character	RIGHT ARROW	CAPS LOCK+PERIOD

Description	Desktop Keystroke	Laptop Keystroke
Say Word	INSERT+NUM PAD 5	CAPS LOCK+K
Spell Word	INSERT+NUM PAD 5 twice quickly	CAPS LOCK+K twice quickly
Say Prior Word	INSERT+LEFT ARROW	CAPS LOCK+J
Say Next Word	INSERT+RIGHT ARROW	CAPS LOCK+L
Say Line	INSERT+UP ARROW	CAPS LOCK+I
Spell Line	INSERT+UP ARROW twice quickly	CAPS LOCK+I twice quickly
Say Prior Line	UP ARROW	CAPS LOCK+U
Say Next Line	DOWN ARROW	CAPS LOCK+O
Say Sentence	ALT+NUM PAD 5	CAPS LOCK+H
Say Prior Sentence	ALT+UP ARROW	CAPS LOCK+Y
Say Next Sentence	ALT+DOWN ARROW	CAPS LOCK+N
Say Paragraph	CTRL+NUM PAD 5	CAPS LOCK+CTRL+I
Say Prior Paragraph	CTRL+UP ARROW	CAPS LOCK+CTRL+U
Say Next Paragraph	CTRL+DOWN ARROW	CAPS LOCK+CTRL+O
Say to Cursor	INSERT+HOME	CAPS LOCK+SHIFT+J

Description	Desktop Keystroke	Laptop Keystroke
Say from Cursor	INSERT+PAGE UP	CAPS LOCK+SHIFT+L
Say All	INSERT+DOWN ARROW	CAPS LOCK+A
Rewind During Say All	LEFT ARROW	LEFT ARROW
Fast Forward During Say All	RIGHT ARROW	RIGHT ARROW
Say Color	INSERT+5 on the numbers row	CAPS LOCK+5
Increase Voice Rate During Say All	PAGE UP	PAGE UP
Decrease Voice Rate During Say All	PAGE DOWN	PAGE DOWN
Temporarily Increase Voice Rate When Not in Say All	ALT+CTRL+PAGE UP	ALT+CTRL+PAGE UP
Temporarily Decrease Voice Rate When Not in Say All	ALT+CTRL+PAGE DOWN	ALT+CTRL+PAGE DOWN

Description	Desktop Keystroke	Laptop Keystroke
Permanently Increase Voice Rate When Not in Say All	ALT+WINDOWS Key+CTRL+PAGE UP	ALT+WINDOWS Key+CTRL+PAGE UP
Permanently Decrease Voice Rate When Not in Say All	ALT+WINDOWS Key+CTRL+PAGE DOWN	ALT+WINDOWS Key+CTRL+PAGE DOWN
Start Skim Reading	CTRL+INSERT+DOWN ARROW	CAPS LOCK+CTRL+DOWN ARROW
Change Skim Reading Preferences	CTRL+SHIFT+INSERT+DOWN ARROW	CAPS LOCK+CTRL+SHIFT+DOWN ARROW
Toggle Speech On and Off	INSERT+SPACEBAR , followed by S	CAPS LOCK+SPACEBAR , followed by S

Informational

Description	Desktop Keystroke	Laptop Keystroke
Interrupt Speech	CTRL	CTRL
Say Font	INSERT+F	CAPS LOCK+F
Say Window Title	INSERT+T	CAPS LOCK+T
Say Window Prompt and Text	INSERT+TAB	CAPS LOCK+TAB

Description	Desktop Keystroke	Laptop Keystroke
JAWS Find	CTRL+INSERT+F	CAPS LOCK+CTRL+F
JAWS Find Next	INSERT+F3	CAPS LOCK+F3
JAWS Find Previous	INSERT+SHIFT+F3	CAPS LOCK+SHIFT+F3
Say Top Line of Window	INSERT+END	CAPS LOCK+SHIFT+Y
Say Bottom Line of Window	INSERT+PAGE DOWN	CAPS LOCK+SHIFT+N
Say Selected Text	INSERT+SHIFT+ DOWN ARROW	CAPS LOCK+SHIFT+A
Get Application Version	CTRL+INSERT+V	CAPS LOCK+CTRL+V

For Cursors and Mouse

Description	Desktop Keystroke	Laptop Keystroke
PC Cursor	NUM PAD PLUS	CAPS LOCK+SEMICOLON
JAWS Cursor	NUM PAD MINUS	CAPS LOCK+P
Touch Cursor	SHIFT+NUM PAD PLUS	CAPS LOCK+SHIFT+SEMICOLON
Route PC Cursor to JAWS Cursor	INSERT+NUM PAD PLUS	CAPS LOCK+APOSTROPHE

Description	Desktop Keystroke	Laptop Keystroke
Route JAWS Cursor to PC Cursor	INSERT+NUM PAD MINUS	CAPS LOCK+LEFT BRACKET
Left Mouse Button	NUM PAD SLASH	CAPS LOCK+8
Right Mouse Button	NUM PAD STAR	CAPS LOCK+9
Drag and Drop	CTRL+INSERT+NUM PAD SLASH	CAPS LOCK+CTRL+8
Restrict JAWS Cursor	INSERT+R	CAPS LOCK+R

For Dialog Boxes

Description	Desktop Keystroke	Laptop Keystroke
Say Default Button of Dialog Box	INSERT+E	CAPS LOCK+E
Read Window from Top to Bottom	INSERT+B	CAPS LOCK+B
Read Word in Context	INSERT+C	CAPS LOCK+C
Say Current Control Hot Key	SHIFT+NUM PAD 5	CAPS LOCK+SHIFT+COMMA
Open Combo Box	ALT+DOWN ARROW	ALT+DOWN ARROW
Close Combo Box	ALT+UP ARROW	ALT+UP ARROW

Announce
Progress Bar
Status

INSERT+TAB

CAPS LOCK+TAB

For Help

Description

Desktop Keystroke

Laptop Keystroke

JAWS
Command
Search

INSERT+SPACEBAR,
followed by **J**

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

Context
Sensitive Help

INSERT+F1

CAPS LOCK+F1

Keyboard Help

INSERT+1

CAPS LOCK+1

JAWS Help for
Applications

INSERT+F1 twice
quickly

CAPS LOCK+F1 twice
quickly

Hot Key Help

INSERT+H

**CAPS
LOCK+CTRL+SHIFT+H**

Windows Key
Help

INSERT+W

CAPS LOCK+W

Miscellaneous

Description

Desktop Keystrokes

Laptop Keystrokes

JAWS Window

INSERT+J

**CAPS
LOCK+CTRL+SHIFT+J**

Refresh Screen

INSERT+ESC

CAPS LOCK+ESC

Quick Settings

INSERT+V

CAPS LOCK+V

Run JAWS
Manager

INSERT+F2

CAPS LOCK+F2

Shut Down
JAWS

INSERT+F4

CAPS LOCK+F4

Description	Desktop Keystrokes	Laptop Keystrokes
Window List Dialog	INSERT+F10	CAPS LOCK+F10
Select a System Tray Icon Dialog	INSERT+F11	CAPS LOCK+F11
Say System Time	INSERT+F12	CAPS LOCK+F12
Graphics Labeler	INSERT+G	CAPS LOCK+G
Auto Graphics Labeler	CTRL+INSERT+G	CAPS LOCK+CTRL+G
Pass Key Through	INSERT+3 on the numbers row	CAPS LOCK+3
Virtualize Window	ALT+INSERT+W	ALT+CAPS LOCK+W
Virtualize Current Control	ALT+SHIFT+INSERT+W	ALT+CAPS LOCK+SHIFT+W
Select Scheme	ALT+INSERT+S	ALT+CAPS LOCK+S
Select Language	CTRL+WINDOWS Key+L	CTRL+WINDOWS Key+L
Select Voice Profile	CTRL+INSERT+S	CAPS LOCK+CTRL+S
Read Columns 1 through 10 of a List View	CTRL+INSERT+n , where n is a value from 1, 2, 3 through 0	CAPS LOCK+CTRL+n , where n is a value from 1, 2, 3, through 0
Copy Selected Text to FSClipboard	INSERT+WINDOWS Key+C	CAPS LOCK+WINDOWS Key+C

Description	Desktop Keystrokes	Laptop Keystrokes
Show Speech History	INSERT+SPACEBAR followed by H	CAPS LOCK+SPACEBAR followed by H
Toggle Audio Ducking (Windows 8.1 and later)	INSERT+SPACEBAR followed by D	CAPS LOCK+SPACEBAR followed by D
Toggle Default Mode (used for troubleshooting)	INSERT+SPACEBAR followed by Z	CAPS LOCK+SPACEBAR followed by z

For Frames

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

For JAWS Tandem

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

For Research It

Description	Desktop Keystroke	Laptop Keystroke
Open Research It	INSERT+SPACEBAR, followed by R	CAPS LOCK+SPACEBAR, followed by R
Launch Research It Using the Primary Lookup Source	INSERT+WINDOWS Key+R	CAPS LOCK+WINDOWS Key+R

For Convenient OCR

Description	Desktop Keystroke	Laptop Keystroke
Acquire image from camera or scanner	INSERT+SPACEBAR , followed by O , and then A	CAPS LOCK+SPACEBAR , followed by O , and then A
Recognize currently selected image file	INSERT+SPACEBAR , followed by O , and then F	CAPS LOCK+SPACEBAR , followed by O , and then F
Recognize current PDF document	INSERT+SPACEBAR , followed by O , and then D	CAPS LOCK+SPACEBAR , followed by O , and then D
Recognize current application window	INSERT+SPACEBAR , followed by O , and then W	CAPS LOCK+SPACEBAR , followed by O , and then W
Recognize entire screen	INSERT+SPACEBAR , followed by O , and then S	CAPS LOCK+SPACEBAR , followed by O , and then S
Recognize currently selected control	INSERT+SPACEBAR , followed by O , and then C	CAPS LOCK+SPACEBAR , followed by O , and then C

Cancel
recognition while
in progress

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

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

Announce help
message for
OCR commands

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

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

For Mouse Echo

Description

Desktop Keystroke

Laptop Keystroke

Toggle Mouse
Echo

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

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

Speak Character

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

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

Speak Word

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

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

Speak Line

INSERT+SPACEBAR,
followed by **E**, and then **L**

CAPS
LOCK+SPACEBAR,
followed by **E**, and
then **L**

Description	Desktop Keystroke	Laptop Keystroke
Speak Paragraph	INSERT+SPACEBAR , followed by E , and then P	CAPS LOCK+SPACEBAR , followed by E , and then P
Announce help message for Mouse Echo commands	INSERT+SPACEBAR , followed by E , and then QUESTION MARK	CAPS LOCK+SPACEBAR , followed by E , and then QUESTION MARK

For Touch Cursor

Description	Desktop Keystroke	Laptop Keystroke
Touch Cursor	SHIFT+NUM PAD PLUS	CAPS LOCK+SHIFT+SEMICOLON
Next Element	RIGHT ARROW or TAB	RIGHT ARROW or TAB
Prior Element	LEFT ARROW or SHIFT+TAB	LEFT ARROW or SHIFT+TAB
Next Element by Type	DOWN ARROW	DOWN ARROW
Prior Element by Type	UP ARROW	UP ARROW
Cycle Through Element Navigation Types	PAGE UP or PAGE DOWN	PAGE UP or PAGE DOWN
First Element	CTRL+HOME	CTRL+HOME

Description	Desktop Keystroke	Laptop Keystroke
Last Element	CTRL+END	CTRL+END
Say Current Element	INSERT+UP ARROW	CAPS LOCK+I
Say All with Touch Cursor	INSERT+DOWN ARROW	CAPS LOCK+DOWN ARROW
Route Touch Cursor to Focused Element	INSERT+NUM PAD PLUS	CAPS LOCK+APOSTROPHE
Route Touch Cursor to JAWS Cursor	INSERT+SHIFT+NUM PAD PLUS	CAPS LOCK+SHIFT+APOSTROPHE
Route JAWS Cursor to Touch Cursor	INSERT+SHIFT+NUM PAD MINUS	CAPS LOCK+SHIFT+LEFT BRACKET
Text Review	NUM PAD SLASH or INSERT+ENTER	CAPS LOCK+ENTER
Advanced Navigation	NUM PAD STAR	CAPS LOCK+A

Windows Keystrokes

General

Description	Keystroke
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

Description	Keystroke
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

Description	Keystroke
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

Description	Keystroke
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

Description

Scroll Up One Screen

Scroll Down One Screen

Move to Beginning

Move to End

Keystroke

PAGE UP

PAGE DOWN

CTRL+HOME

CTRL+END

For Editing Text

Description

Copy

Cut

Paste

Read Clipboard Contents
(Desktop or Laptop Layout)

Virtualize Clipboard Contents
(Desktop or Laptop Layout)

Undo

Delete Current Character

Delete Prior Character

Select One Character Left

Select One Character Right

Select One Word Left

Select One Word Right

Select to Beginning of Line

Select to End of Line

Keystroke

CTRL+C

CTRL+X

CTRL+V

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

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

CTRL+Z

DELETE

BACKSPACE

SHIFT+LEFT ARROW

SHIFT+RIGHT ARROW

CTRL+SHIFT+LEFT ARROW

CTRL+SHIFT+RIGHT ARROW

SHIFT+HOME

SHIFT+END

Description

Select to Beginning

Select to End

Select All

Keystroke**CTRL+SHIFT+HOME****CTRL+SHIFT+END****CTRL+A****For Windows Explorer****Description**

Delete files

Rename a file or folder

Open Properties for Selected
File or Folder

Refresh a window

Switch between panes

Go up one level

Keystroke**DELETE****F2****ALT+ENTER****F5****TAB** and **SHIFT+TAB****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, or activate the selected Touch Keyboard button in both Standard and Touch Typing modes	Speak the character at the current location while exploring, or activate the selected Touch Keyboard button in both Standard and Touch Typing modes	-

Gesture	Touch Navigation	Text Reading	Speech Settings
Split double tap	Speak the word at the current location while exploring, or open and close the panel of alternative keys related to the selected Touch Keyboard button in Touch Typing mode	Speak the word at the current location while exploring, or open and close the panel of alternative keys related to the selected Touch Keyboard button in Touch Typing mode	-
Flick right or left	Next or prior element	Next or prior character	Increase or decrease speech rate
Flick down or up	Next or prior element (of the type previously set by two-finger flick right or left) or changes the value in slider controls	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)	-

Gesture	Touch Navigation	Text Reading	Speech Settings
Two-finger flick down	Say all	Next paragraph (performs a CTRL+DOWN ARROW)	-
Triple tap	Select or clear an item in a list or open and close the panel of alternative keys related to the selected Touch Keyboard button in Standard Typing mode	Toggle text selection	Toggles touch cursor on/off
Two-finger triple tap	Speak selected text	Speak selected text	-
Three-finger flick right or left	Performs a TAB or SHIFT+TAB	End or beginning of current line (performs a JAWS END/HOME)	-
Three-finger flick up or down	Cycle between application panes similar to pressing F6 or SHIFT+F6	Beginning or end of text area (performs a CTRL+HOME/END)	-
Four-finger flick up or down	First or last element	Move up or down a page or screen (performs a PAGE UP/DOWN)	-

Gesture	Touch Navigation	Text Reading	Speech Settings
Four-finger swipe down	-	Say All (a single tap anywhere on the screen stops reading)	-
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 the current element or Touch Keyboard button in Standard Typing mode (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 rotate clockwise	Set next gesture mode

Gesture	Action
Two-finger rotate counter clockwise	Set prior gesture mode
Three-finger double tap	Toggle speech on/off
Four-finger tap	Display gesture context help
Four-finger triple tap	Gesture practice mode, similar to keyboard help
Four-finger rotate	Passes the next gesture through to Windows
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.)
Five-finger rotate	Toggle JAWS gestures off and on

