

JAWS® for Windows Training Bundle Outline

Introduction to the Training

- Overview of topics to be covered in the training
- Introduction to the DAISY format and why it is being used

PlexTalk® Pocket Introduction

- Description of physical layout
- Basic functions: play/pause audio, fast forward/rewind, navigate by heading, navigate to different books
- Specifics on navigating through the training bundle
- Inserting, deleting, and moving to bookmarks

VictorReader Stream Introduction

- Description of physical layout
- Basic functions: play/pause audio, fast forward/rewind, navigate by heading, navigate to different books
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Meet the Trainers

- Introduction by Ryan and Dan

Introduction to JAWS

- What is JAWS?
- What kinds of things are people able to do with it?
- Silencing JAWS
- Working with different types of computer keyboards
 - Laptop and desktop keyboards
 - Changing the JAWS keyboard layout
- The JAWS key
- Pressing multikey keyboard commands
- Keyboard help mode
- Opening and closing JAWS

Working with Windows® Controls

- Menus
 - Navigating vertically and horizontally
 - Opening submenus
- Dialog boxes and their various controls
 - Edit, combo, check, radio, button, and slider
 - Moving through various controls
- The JAWS Startup Wizard
 - Speech rate, JAWS startup options, keyboard layout, virtual ribbon feature, etc.

Introduction to Windows

- What is Windows and what is an operating system?
- Differences between Windows 7 and 8 and why we will have specific training for both

Windows 7 Basics

- Different parts of Windows: Desktop, Start Menu, Task Bar, and the System Tray
- Using the Desktop and starting programs
- Navigating the Start Menu
 - Using the search feature to find programs and settings
 - Using the All Programs submenu
- Switching between running programs
- Closing programs (difference between ESC and ALT+F4)
- Shutting down, restarting, and locking the computer
- Accessing the System Tray
 - Changing which icons appear in the System Tray
 - Accessing battery status information
- Changing the system volume
- Adding the Documents icon to the Desktop
- Displaying file extensions
- Connecting to wireless networks

Windows 8 Basics

- Different parts of Windows: Desktop, Start screen, Task Bar, and the System Tray
- Using the Desktop and starting programs
- Navigating the Start screen
 - Using the search feature to find programs and settings
- Switching between running programs
- Closing programs (difference between ESC and ALT+F4)
- Shutting down, restarting, and locking the computer
- Accessing the System Tray
 - Changing which items appear in the System Tray
 - Accessing battery status information
- Changing the system volume
- Adding the Documents icon to the Desktop
- Displaying file extensions
- Making Windows boot to the Desktop
- Connecting to wireless networks

Reading and Editing Text

- Opening Microsoft Notepad
- Populating text into the Notepad window
- Overview of the numbers pad on a desktop style keyboard
- The various reading commands: character, word, line, sentence, etc.
- Moving by larger segments: Home, End, Page Up, and Page Down
- How to efficiently find your cursor location and make edits to text
- Selecting, cutting, copying, and pasting text
 - Using the FS Clipboard

Saving and Opening Files

- A discussion about files, file extensions, and folders
- Using the Save dialog box to save a file
- Using the Open dialog box to open a file
- Finding a file using the Documents folder
- Deleting a file

On-the-Go Help Features of JAWS

- Keyboard help mode (JAWS KEY+1)
- Windows key help (JAWS KEY+W)
- JAWS Hot Key help (JAWS KEY+H)
- Screen sensitive help (JAWS KEY+F1)

Introduction to Surf's Up and the Internet

- Overview of objectives in learning to browse the Web
- Introduction to the Web browser
- Discussion of the various Web browsers and which can be used with JAWS
- Getting to the Surf's Up website
- Changing Windows 8 to open the full version of Internet Explorer

Using the Internet with JAWS: Surf's Up

Getting started

- Different parts of the Internet Explorer[®] window
- The difference between a web site and web page
- Discussion of the various building blocks of a web page
 - Text, links, headings, graphics, tables, form controls, landmarks, etc.
- Discussion of how JAWS presents a web page (the virtual column)
- Scrolling through a web page from top to bottom
 - Listening to JAWS identify page elements
 - JAWS may change the length of the lines of text
- Navigating to headings
- Navigating to the prior page
- Activating links and using the JAWS Links List
- Navigating through lists
- How JAWS interacts with graphics
- Working with multiple browser tabs
 - Opening tabs and switching between them
 - Links that open in a new window
 - Using the address bar
 - Changing Internet Explorer tab options

Tables

- Introduction to tables
- Navigating tables with the arrow keys
- Navigating tables using the layered table reading commands
- Using column and row headers
- Copying and pasting information from tables

Working with the JAWS QuickSettings options and frames

- Using QuickSettings to change global web page options
- Using QuickSettings to change personalized web page options
- Navigating between frames
 - The JAWS list of frames
- Understanding inline frames
 - Using QuickSettings to hide inline frames

Filling out forms

- The JAWS Forms Mode
- Working with various types of form controls
 - Edit boxes, combo boxes, list boxes, check boxes, radio buttons, and buttons
- Various ways to navigate through a form
 - Reading the entire form with the arrow keys
 - Using navigation quick keys
 - Using the TAB key

Internet Explorer Favorites, PlaceMarkers, and the JAWS Find feature

- Setting bookmarks in the web browser
- Permanent and temporary PlaceMarkers
 - Setting and deleting permanent and temporary PlaceMarkers
 - Navigating to PlaceMarkers
- Using the JAWS Find feature to locate text on a web page

Additional navigation techniques

- Reading text in a different language
- Navigating Adobe Flash content
- Using ARIA landmark regions
- Using JAWS Hot Key Help for a list of all navigation quick keys

Performing a search using Google®

- Accessing the Google website
- Performing a search
- Navigating search results by heading

Using the JAWS Progress Exams

- Introduction and purpose of the exams
- Accessing the progress exams web page
 - Choosing an exam and filling out required information
- Completing the exam
- Receiving your score

Using Freedom Scientific® Free and Paid Webinars

- Accessing the e-learning page
- Reviewing the schedule of Webinars
- Registering for a Webinar
- Accessing the Webinar archives

Using the JAWS HTML Help System

- Navigating the table of contents and choosing a topic
- Navigating to the text area and reading the text
- JAWS help for specific programs

Using the Nuance® Vocalizer™ High Quality Voices

- Downloading and installing a voice
- Creating and using a new voice profile

The JAWS ResearchIt Tool

- The ResearchIt interface
- Entering text and selecting a lookup source
- Navigating the ResearchIt results

Downloading the Microsoft Office® Practice Files

- Downloading and saving the practice files

Microsoft Word® (2010 and 2013)

- Navigating the ribbon and Backstage view
- Navigating through task panes
- Setting Word preferences and changing templates
- Using Spell check and Grammar check
- Creating different letter formats and envelopes
- Working with styles and bookmarks
- Creating a basic APA style document
- Working with images and tables
- Working with Track changes

Microsoft Excel® (2010 and 2013)

- Navigating the Excel interface
- Navigating a worksheet
- Working with cell comments
- Creating and reading formulas
- Row and column headers
- Creating, modifying, and reading charts
- Inserting hyperlinks
- JAWS specific features such as monitored cells
- Creating new worksheets and formatting cells
- Sorting and filtering data
- Adding or removing rows and columns
- Inserting and using functions

Microsoft PowerPoint® (2010 and 2013)

- Navigating the PowerPoint interface and Backstage view
- Adding, removing, and rearranging slides
- Working with object place holders including adding text and images
- Adding background color and sounds to a slide
- Creating and editing custom animation
- Creating and using speakers notes
- Using the outline and thumbnail views
- Creating handouts for an audience
- Tips for JAWS users on presenting slideshows

Microsoft Outlook® (2010 and 2013)

- Navigating the Outlook interface
- Create, send, and receive messages
- Create and use folders
- Setting Outlook preferences
- Send and receive emails with attachments
- Using the Quick Access Toolbar
- Creating appointments and meeting requests
- Navigating the calendar
- Reading complex emails
- Using JAWS navigation quick keys when reading emails
- Using the instant search feature to locate emails
- Assigning categories and flags

Audio from various free Webinars (45 minutes each)

- Windows Explorer for Windows 7, parts one and two
- File Explorer in Windows 8
- Reading Adobe® PDF files, parts one and two
- Using Windows Live Mail for email
- Using JAWS Tandem