

# ***JAWS® for Windows®***

## Quick Start Guide

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### **What's in the box?**

The following items are in your JAWS packaging. If you discover damaged or missing items, please contact your retailer.

- JAWS® for Windows® and MAGic® Screen Magnification program DVD with RealSpeak™ Solo Direct speech synthesizer, FSReader, Freedom Scientific's free DAISY book reader, and basic training files in DAISY book format
- Authorization CD
- Getting Started with JAWS Audio Cassette
- Quick Start Guide (with removable keystroke cards in the front of the printed document)
- Quick Reference Guide in Braille

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# Welcome to JAWS for Windows

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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:

- JAWS 64-bit Professional can be used with all 64-bit versions of Windows 7, Windows Vista®, and Windows 2008 Server.
- JAWS 32-bit Professional can be used with the following 32-bit operating systems: all 32-bit versions of Windows 7, Windows Vista, Windows XP Professional, Windows XP Home, Windows XP Media Center Edition, Windows 2008 Server, and Windows 2003 Server.
- JAWS 64-bit Standard can be used with 64-bit versions of Windows 7 Home Premium, Windows Vista Home Premium, and Windows Vista Home Basic.
- JAWS 32-bit Standard can be used with 32-bit versions of Windows 7 Home Premium, Windows Vista Home Premium, Windows Vista Home Basic, and Windows XP Home.

**Note:** While JAWS supports the Windows XP Media Center Edition operating system, support for Media Center applications is limited to areas where Microsoft Active Accessibility® has properly exposed adequate information.

- 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.

- 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.

- 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).

# Installing JAWS

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

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

To install JAWS on your computer, do the following:

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

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

## Activating JAWS

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

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

To activate JAWS using the Internet, do the following:

1. In the Activation dialog box, choose Start Activation.
2. Read the message that displays and then 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 DVD. If you do not have your Authorization CD, choose Enter Your Authorization Number Manually.

**Note:** If you have previously inserted your Authorization CD, you are not asked to insert it again. Continue to step 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 DVD 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 All Programs, JAWS, Tools, Dongle Viewer.

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

## **Network JAWS**

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

## **Running JAWS Startup Wizard**

The JAWS Startup Wizard is a helpful tool that lets you configure specific JAWS parameters, such as speech and braille preferences, verbosity settings, JAWS startup options, as well as to 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 RealSpeak Solo Direct Synthesizers**

Included on the program DVD is the RealSpeak Solo Direct 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 use the RealSpeak Solo Direct Sample and Download page available at <http://www.freedomscientific.com/downloads/RealSpeak-Solo-Direct-Voices/RealSpeak-Solo-Direct-Downloads.asp>. On this page, you can preview voice samples, and then download and install voices directly from the Web page.

## 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 the Check for Updates function, as described in the following section, to select and download additional DAISY books, or visit the Training Web page on the Freedom Scientific Web site.

### Installing Training Materials Later

If you decide not to install training materials during the initial product installation, you can always use Check for Updates 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 **P** to choose Check for Updates.

3. JAWS searches for and then displays a list of DAISY books available to download. Use the arrow keys to move through the list, and press the **SPACEBAR** to select the check box next to each book that you want to download and install. You can choose the Details button to view more information about the currently selected book.
4. Choose the Install button to receive the selected books.
5. When complete, a dialog box opens announcing that files were successfully installed. It also states which files were installed. Press **ENTER** to close the dialog box.

Open FSReader to read these books.

## 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 dialog box, press **ALT+H, T**, or
  - Choose the FSReader shortcut available on your desktop, and then press **ALT+F, O**. The Open dialog box appears.
2. Select a DAISY book from the Open dialog box, 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 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 **ALT+F, O** to open another DAISY book, 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. In addition, Freedom Scientific will also provide new and updated DAISY training materials for you to download.

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

# Merging Settings

A handy feature in JAWS is the importation of your settings from previous JAWS releases into the latest release. This process will import all of your configuration (.jcf) files, dictionary (.jdf) files, graphics (.jgf) files, and voice settings. Any script files you created that are not already included with JAWS are also imported. This lets you retain your customized settings after upgrading to a later version.

To import your JAWS settings, do the following:

1. Start JAWS.
2. Open the Utilities menu by pressing **ALT+U**.
3. Press **M** to choose Merge Utility. The Select Source Directory dialog box opens with focus in the JAWS Version combo box.
4. Select the JAWS release to import settings from by using the **UP** or **DOWN ARROW** keys, and then choose the OK button. The JAWS Merge dialog box appears as your settings are imported.
5. Choose OK to close the JMerge dialog box when the merge is complete.

# Starting JAWS for the First Time

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After installing JAWS, you can configure it to start manually, or to automatically begin when your computer starts. Having JAWS start automatically after you start Windows is useful for those who require speech immediately.

## Manually Starting JAWS

To start JAWS using the Run dialog box, do the following:

1. Press **WINDOWS Key+R** to open the Run dialog box.
2. Type "JAWSX" (where X is the version number, for example, 11) and press **ENTER**.

**Note:** After you install JAWS, shortcuts are added to your desktop and Start menu. These shortcuts offer additional ways to start JAWS.

To start JAWS from the desktop, select the shortcut on the desktop and press **ENTER**.

To start JAWS using the Start menu, press **WINDOWS Key**, choose All Programs, open the JAWS program group, and choose JAWS.

## Automatically Starting JAWS

**Note:** This procedure applies to Windows Vista and later. If you are using Windows XP, see *Automatically Starting JAWS with Windows XP* on page 14.

When you first install JAWS, the JAWS Startup Wizard launches. The Run JAWS Settings page in the wizard provides several options for starting JAWS. Use the default settings on this page since these will ensure that JAWS always loads, starts, and runs before and after Windows launches. If these settings change and later you want to restore the default values, do the following so that JAWS starts automatically:

1. Start JAWS manually as previously described, and press **INSERT+J** to access the JAWS application window.
2. Press **ALT+H** to select the Help menu, and then **Z** to launch the JAWS Startup Wizard.
3. Choose **Next** until the Run JAWS Settings page opens.

**Note:** If you have an Administrator account, four options appear in the wizard. If you have a Standard User account, only the **Start JAWS after log on for this user** combo box appears.

4. Do one of the following:

For an Administrator account:

- Press **S** to jump to the Start JAWS at the Log On Screen check box and make sure it is selected. To select the check box, press **SPACEBAR**.
- Press **TAB** and make sure that the Start JAWS after Log On for all Users check box is cleared.
- Press **TAB** and make sure that the Start JAWS after Log On for the User combo box is set to Always.
- Press **TAB** and make sure that the Run JAWS from System Tray check box is cleared.

For a Standard User account:

- Make sure that the Start JAWS after Log On for this User combo box is set to Always.

5. Choose **ENTER** to continue to the next page.
6. On the last page of the JAWS Startup Wizard, choose **Finish** to accept the changes and close the wizard.

The next time you start Windows, JAWS starts automatically, and is one of the first programs available.

## Automatically Starting JAWS with Windows XP

When you first install JAWS, the JAWS Startup Wizard launches, and on the Run JAWS Settings page, the Automatically Start JAWS check box is selected. Use the default setting ensure that JAWS always loads, starts, and runs before and after Windows XP launches. If you clear this check box and later want to restore the default value, do the following so that JAWS starts automatically in Windows XP:

1. Start JAWS manually as previously described, and press **INSERT+J** to access the JAWS application window.
2. Press **ALT+H** to select the Help menu, and then **Z** to launch the JAWS Startup Wizard.
3. Choose **Next** until the Run JAWS Settings page opens. The focus is on the Automatically Start JAWS check box.
4. Press **SPACEBAR** if the check box is not selected.
5. Choose **ENTER** to continue to the next page.
6. On the last page of the JAWS Startup Wizard, choose **Finish** to accept the changes and close the wizard.

The next time you start Windows XP, JAWS starts automatically, and is one of the first programs available.

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 Check for Updates feature. You can listen to and read the training modules by using the FSReader DAISY reader included with JAWS. 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.

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

## 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 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 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](http://www.FreedomScientific.com) or e-mail our Training department at [training\\_info@FreedomScientific.com](mailto: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](mailto: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](mailto: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.

## 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 new to JAWS, there are numerous ways for you to get helpful information that will familiarize you with JAWS and its many features. Use the following to guide you to this subject matter.

- **JAWS Help File.** For a quick overview of JAWS, start with the About JAWS for Windows topic in the Introduction book of the JAWS Help file. After opening Help, use the **DOWN ARROW** and **ENTER** keys to navigate to and select this topic. Next, press **F6** to move to the topic pane and begin reading. Read the remaining topics in this book to start using JAWS in just a few minutes. For more information about opening and using Help, refer to *JAWS Help System* on page 16 of this document.
- **Basic Training Materials.** For an in-depth introduction to JAWS, install and listen to the Basic Training DAISY files, which are available on your JAWS program DVD. For instructions describing how to install and locate these files, refer to *FSReader and Other Training Materials* on page 8 and *JAWS Training Materials* on page 15.
- **Reading and Navigating with JAWS.** Read the remainder of this chapter for a summary of useful reading and navigation keystrokes.

### Reading Screens and Documents

You can access many speech functions in JAWS by using the numeric keypad (**NUM PAD**) located on the far right side of most keyboards. JAWS uses the **INSERT** key at the bottom left of the **NUM PAD** in combination with the other keys on this keypad to control what JAWS will speak.

To start JAWS reading the screen, press the key combination **INSERT+DOWN ARROW**. This is the Say All command. While using the Say All command, you can press the **LEFT** or **RIGHT ARROW** keys to rewind or fast forward through the text. You can also press **PAGE UP** or **PAGE DOWN** to increase or decrease the speech rate. To halt speech, press the **CTRL** key.

**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 **Options** menu, choose **Voices**, and then **Voice Adjustment**.

In the Voice Adjustment dialog box, press **TAB** to move to the Say All group. Next, choose a synthesizer from the Speech Synthesizer combo box, and then a voice from the Person combo box. When you are finished, choose OK to save and close the dialog box.

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

It is recommended that you use Microsoft Internet Explorer 7 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 25.

## Displaying Lists of Information

JAWS can compile lists of frames, links, headings, or form fields on a Web page so you can quickly find what you need. Press **INSERT+F9** to display a list of all frames on the current page. Press **INSERT+F7** to display a list of all links on the current page. Press **INSERT+F6** to display a list of all headings on the current page. Press **INSERT+F5** to display a list of all form fields on the current page. Use the arrow keys to select an item and press **ENTER** to move to it.

In addition, if you hold down **CTRL+INSERT** and press one of several Navigation Quick Keys, JAWS displays a list of those elements on the current page. You can then select an item using the arrow keys and press **ENTER** to move to it. For example, to display a list of check boxes on the current page, press **CTRL+INSERT+X**.

**Tip:** Pressing **INSERT+F3** allows you to view any of the lists of information that are available for Web pages.

## Interacting with Forms

JAWS lets you easily work with forms on the Web. When you move into a form control, you can simply type in edit fields or select items in combo boxes and check boxes. This is known as Auto Forms Mode and is on by default. If you would like to have more control over a form, you can turn off Auto Forms Mode by pressing **INSERT+V** and then toggling off the Auto Forms Mode option.

To manually control a form, press **F** to move to the next form control on the page. Press **ENTER** to enter Forms Mode. Press the **TAB** key to move between form controls while in Forms Mode. Type in edit fields, select check boxes, and select items from lists and combo boxes. Press **NUM PAD PLUS** to exit Forms Mode.

If you like, you can set Auto Forms Mode on or off based on the Web pages that you visit. Use Personalized Settings (**INSERT+SHIFT+V**) and toggle this feature on or off for that specific site.

# PlaceMarkers

A PlaceMarker is a bookmark that you can easily add to a Web page, HTML document, or form to mark a location. This is useful when you want to return to commonly used areas on a Web page, important sections or paragraphs of an HTML document, or specific parts, such as required fields, of a complicated form. PlaceMarkers can be defined as temporary or permanent and can be anchored to text or elements of the current Web page or to its domain.

The following is a list of useful PlaceMarker keystrokes. For more information, refer to the PlaceMarkers topic in the JAWS help file.

- Press **CTRL+WINDOWS Key+K** to insert a Temporary PlaceMarker.
- Press **CTRL+SHIFT+K** to open the PlaceMarker List dialog box to add a new PlaceMarker, rename or change existing PlaceMarker parameters, jump to PlaceMarkers, or delete PlaceMarkers.
- Press **K** to jump to the next PlaceMarker.
- Press **SHIFT+K** to jump to the previous PlaceMarker.
- Press number row keys **7** through **0** to hear the content of PlaceMarkers 1 through 4.
- Press **SHIFT+** number row keys **7** through **0** to jump to PlaceMarkers 1 through 4.

The following is an extensive list of useful keystrokes. The first section contains JAWS keystrokes for Internet Explorer 7 or later. The second and third sections list JAWS keystrokes for the desktop and laptop keyboard layouts. The final section contains some of the most commonly used Windows keystrokes.

## Internet Explorer Keystrokes

**Note:** The JAWS help system includes detailed information about using Internet Explorer. In your browser, press and hold **INSERT** and press **F1** twice quickly. Once JAWS help is open, press **F6** to move to the help topic window.

### General

Go Back a Page	<b>ALT+LEFT ARROW</b> or <b>BACKSPACE</b>
Go Forward a Page	<b>ALT+RIGHT ARROW</b>
Go to Home Page	<b>ALT+HOME</b>
Read Address Bar	<b>INSERT+A</b>
Next Link	<b>TAB</b>
Prior Link	<b>SHIFT+TAB</b>
Open Link	<b>ENTER</b>
List Frames	<b>INSERT+F9</b>
List Links	<b>INSERT+F7</b>
List Headings	<b>INSERT+F6</b>
Heading at Level	<b>1 through 6</b>
Personalized Web Settings	<b>SHIFT+INSERT+V</b>

Virtual HTML Features	<b>INSERT+F3</b>
Activate Mouse Over	<b>CTRL+INSERT+ENTER</b>
Move to Next Clickable Element	<b>SLASH</b>
Move to Previous Clickable Element	<b>SHIFT+SLASH</b>
Select Clickable Element	<b>INSERT+CTRL+SLASH</b>
Select a Mouse Over Element	<b>INSERT+WINDOWS KEY+SEMICOLON</b>
JAWS Find Next and Previous	<b>F3</b> and <b>SHIFT+F3</b> (Internet Explorer only)
Assign Custom Label	<b>INSERT+CTRL+ TAB</b>
Move to Next Landmark	<b>SEMICOLON</b>
Move to Previous Landmark	<b>SHIFT+SEMICOLON</b>
Select a Landmark	<b>INSERT+CTRL+SEMICOLON</b>
ARIA Drag-and-Drop	<b>WINDOWS Key+CTRL+EQUALS</b>
ARIA Live Region Text Filter	<b>WINDOWS Key+CTRL+DASH</b>

## **Tabbed Browsing Quick Keys**

Open a New Tab	<b>CTRL+T</b>
Open a New Tab from the Address Bar	<b>ALT+ENTER</b> (on address bar)
Open a New Tab from the Toolbar Search Box	<b>ALT+ENTER</b> (on address bar)
View List of Open Tabs	<b>CTRL+SHIFT+Q</b>
Toggle Quick Tabs (Thumbnail View)	<b>CTRL+Q</b>

Switch to the Next Tab	<b>CTRL+TAB</b>
Switch to the Previous Tab	<b>CTRL+SHIFT+TAB</b>
Switch to a Specific Tab Number	<b>CTRL+n</b> , where n is a digit from 1 to 8
Switch to Last Tab	<b>CTRL+9</b>
Close Current Tab	<b>CTRL+W</b> or <b>CTRL+F4</b>
Close All Tabs	<b>ALT+F4</b>
Close Other Tabs	<b>CTRL+ALT+F4</b>
Open Links in a New Tab in the Background	<b>CTRL+ENTER</b>
Open Links in a New Tab in the Foreground	<b>CTRL+SHIFT+ENTER</b>
Opens and places focus on the Feeds tree view	<b>CTRL+J</b>
Subscribe to Feeds or Web Slices	<b>ALT+J</b> (Internet Explorer 8 or later for Web Slices)

## Navigation Quick Keys

**Tip:** If you hold down **SHIFT** before pressing one of the following Navigation Quick Keys, you can move to the previous instance of that element, for example, press **A** to move to the next anchor, press **SHIFT+A** to move to the previous anchor. 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	<b>A*</b>
Next Button	<b>B*</b>
Next Combo Box	<b>C*</b>

Next Different Element	<b>D</b>
Next Edit Box	<b>E*</b>
Next Form Control	<b>F</b>
Next Graphic	<b>G*</b>
Next Heading	<b>H</b>
Next Item in a List	<b>I</b>
Jump to Line	<b>J*</b>
Next PlaceMarker	<b>K*</b>
Next List	<b>L*</b>
Next Frame	<b>M</b>
Skip Past Links	<b>N</b>
Next Object Tag	<b>O</b>
Next Paragraph	<b>P*</b>
Next Quote	<b>Q*</b>
Next Radio Button	<b>R*</b>
Next Same Element	<b>S</b>
Next Table	<b>T*</b>
Next Unvisited Link	<b>U</b>
Next Visited Link	<b>V</b>
Next Check Box	<b>X*</b>
Next Division	<b>Z*</b>
Next Element	<b>SHIFT+PERIOD</b>
Previous Element	<b>SHIFT+COMMA</b>

## Forms

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

## Tables

Next Table	<b>T</b>
Prior Table	<b>SHIFT+T</b>
Select Table	<b>F8</b>
Next Row	<b>WINDOWS KEY+ALT+DOWN ARROW</b>
Prior Row	<b>WINDOWS KEY+ALT+UP ARROW</b>
Read Row	<b>WINDOWS KEY+COMMA or WINDOWS KEY+NUM PAD 5</b>
Next Column	<b>WINDOWS KEY+ALT+RIGHT ARROW</b>
Prior Column	<b>WINDOWS KEY+ALT+LEFT ARROW</b>
Read Column	<b>WINDOWS KEY+PERIOD</b>
Next Cell in Row	<b>ALT+CTRL+RIGHT ARROW</b>
Prior Cell in Row	<b>ALT+CTRL+LEFT ARROW</b>
Cell Below in Column	<b>ALT+CTRL+DOWN ARROW</b>
Cell Above in Column	<b>ALT+CTRL+UP ARROW</b>
Jump to Table Cell	<b>CTRL+WINDOWS KEY+J</b>
Return to Previous Cell	<b>CTRL+WINDOWS KEY+SHIFT+J</b>

## PlaceMarkers

Insert Temporary PlaceMarker	<b>CTRL+WINDOWS Key+K</b>
Add, Delete, Edit, or Rename Permanent PlaceMarkers	<b>CTRL+SHIFT+K</b>

Move to the Next or Prior PlaceMarker	<b>K</b> or <b>SHIFT+K</b>
Read Text at PlaceMarkers 1 through 4	Number Row Keys <b>7</b> through <b>0</b>
Move to PlaceMarker 1 through 4	<b>SHIFT+</b> number row keys <b>7</b> through <b>0</b>

## **Frames**

Next Frame	<b>M</b>
Prior Frame	<b>SHIFT+M</b>
List Frames	<b>INSERT+F9</b>

## **Elements**

Next Same Element	<b>S</b>
Prior Same Element	<b>SHIFT+S</b>
Next Different Element	<b>D</b>
Prior Different Element	<b>SHIFT+D</b>
Next Element	<b>SHIFT+PERIOD</b>
Prior Element	<b>SHIFT+COMMA</b>
Select Entire Element	<b>F8</b>
Display Entire Element	<b>SHIFT+INSERT+F1</b>
Display Detailed Element Information	<b>CTRL+SHIFT+INSERT+F1</b>
Activate Mouse Over	<b>INSERT+CTRL+ENTER</b>

# Desktop Keystrokes

## For Reading Text

Say Character	<b>NUM PAD 5</b>
Say Character Phonetically	<b>NUM PAD 5</b> twice quickly
Say Prior Character	<b>LEFT ARROW</b>
Say Next Character	<b>RIGHT ARROW</b>
Say Word	<b>INSERT+NUM PAD 5</b>
Spell Word	<b>INSERT+NUM PAD 5</b> twice quickly
Say Prior Word	<b>INSERT+LEFT ARROW</b>
Say Next Word	<b>INSERT+RIGHT ARROW</b>
Say Line	<b>INSERT+UP ARROW</b>
Spell Line	<b>INSERT+UP ARROW</b> twice quickly
Say Prior Line	<b>UP ARROW</b>
Say Next Line	<b>DOWN ARROW</b>
Say Sentence	<b>ALT+NUM PAD 5</b>
Say Prior Sentence	<b>ALT+UP ARROW</b>
Say Next Sentence	<b>ALT+DOWN ARROW</b>
Say Paragraph	<b>CTRL+NUM PAD 5</b>
Say Prior Paragraph	<b>CTRL+UP ARROW</b>
Say Next Paragraph	<b>CTRL+DOWN ARROW</b>
Say to Cursor	<b>INSERT+HOME</b>

Say from Cursor	<b>INSERT+PAGE UP</b>
Say All	<b>INSERT+DOWN ARROW</b>
Rewind During a Say All	<b>LEFT ARROW</b>
Fast Forward During a Say All	<b>RIGHT ARROW</b>
Say Color	<b>INSERT+5</b> on the numbers row
Increase Voice Rate During Say All	<b>PAGE UP</b>
Decrease Voice Rate During Say All	<b>PAGE DOWN</b>
Increase Voice Rate When Not in Say All	<b>ALT+CTRL+PAGE UP</b>
Decrease Voice Rate When Not in Say All	<b>ALT+CTRL+PAGE DOWN</b>
Restore Normal Voice Settings	<b>INSERT+ESC</b>
Say Font	<b>INSERT+F</b>
Start Skim Reading	<b>CTRL+INSERT+DOWN ARROW</b>
Change Skim Reading Preferences	<b>CTRL+SHIFT+INSERT+DOWN ARROW</b>
Display Skim Reading Summary	<b>INSERT+WINDOWS KEY+DOWN ARROW</b>

## **Informational**

Interrupt Speech	<b>CTRL</b>
Say Window Title	<b>INSERT+T</b>
Say Window Prompt and Text	<b>INSERT+TAB</b>
JAWS Find	<b>CTRL+INSERT+F</b>

JAWS Find Next	<b>INSERT+F3</b>
JAWS Find Previous	<b>INSERT+SHIFT+F3</b>
Say Top Line of Window	<b>INSERT+END</b>
Say Bottom Line of Window	<b>INSERT+PAGE DOWN</b>
Say Selected Text	<b>INSERT+SHIFT+ DOWN ARROW</b>
Get Application Version	<b>CTRL+INSERT+V</b>

## **For Cursors and Mouse**

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

## **For Dialog Boxes**

Say Default Button of Dialog Box	<b>INSERT+E</b>
Read Window from Top to Bottom	<b>INSERT+B</b>
Read Word in Context	<b>INSERT+C</b>

Say Current Control Hot Key  
Open Combo Box  
Close Combo Box  
Announce Progress Bar Status

**SHIFT+NUM PAD 5**  
**ALT+DOWN ARROW**  
**ALT+UP ARROW**  
**INSERT+TAB**

## **For Help**

Context Sensitive Help  
Keyboard Help  
JAWS Help for Applications  
Hot Key Help  
Windows Key Help

**INSERT+F1**  
**INSERT+1**  
**INSERT+F1** twice quickly  
**INSERT+H**  
**INSERT+W**

## **Miscellaneous**

JAWS Window  
Refresh Screen  
Adjust JAWS Options  
Run JAWS Manager  
Shut Down JAWS  
Window List Dialog  
Select a System Tray Icon  
Dialog  
Say System Time  
Graphics Labeler  
Auto Graphics Labeler  
Pass Key Through

**INSERT+J**  
**INSERT+ESC**  
**INSERT+V**  
**INSERT+F2**  
**INSERT+F4**  
**INSERT+F10**  
**INSERT+F11**  
**INSERT+F12**  
**INSERT+G**  
**CTRL+INSERT+G**  
**INSERT+3** on the numbers row

Virtualize Window	<b>CTRL+INSERT+W</b>
Select Scheme	<b>ALT+INSERT+S</b>
Select Language	<b>CTRL+WINDOWS KEY+L</b>
Select Synthesizer	<b>CTRL+INSERT+S</b>
Read Columns 1 through 10 of a List View	<b>CTRL+INSERT+n</b> , where n is a value from 1, 2, 3 through 0
Copy Selected Text to FSClipboard	<b>WINDOWS KEY+C</b>

## **For Frames**

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

## **For JAWS Tandem**

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

## **For Research It**

Launch Research It and Use the Primary Lookup Source	<b>INSERT+WINDOWS Key+R</b>
Open Research It Edit Field and Select a Lookup Source	<b>INSERT+CTRL+WINDOWS Key+R</b> or <b>INSERT+SPACEBAR</b> followed by R

# Laptop Keystrokes

## For Reading Text

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

Say All	<b>CAPS LOCK+A</b>
Rewind During a Say All	<b>LEFT ARROW</b>
Fast Forward During a Say All	<b>RIGHT ARROW</b>
Say Color	<b>CAPS LOCK+5</b>
Increase Voice Rate During Say All	<b>PAGE UP</b>
Decrease Voice Rate During Say All	<b>PAGE DOWN</b>
Increase Voice Rate When Not in Say All	<b>ALT+CTRL+PAGE UP</b>
Decrease Voice Rate When Not in Say All	<b>ALT+CTRL+PAGE DOWN</b>
Restore Normal Voice Settings	<b>CAPS LOCK+ESC</b>
Say Font	<b>CAPS LOCK+F</b>
Start Skim Reading	<b>CAPS LOCK+CTRL+DOWN ARROW</b>
Change Skim Reading Preferences	<b>CAPS LOCK+CTRL+SHIFT+DOWN ARROW</b>
Display Skim Reading Summary	<b>CAPS LOCK+WINDOWS KEY+DOWN ARROW</b>

## **Informational**

Interrupt Speech	<b>CTRL</b>
Say Window Title	<b>CAPS LOCK+T</b>
Say Window Prompt and Text	<b>CAPS LOCK+TAB</b>
JAWS Find	<b>CAPS LOCK+ CTRL+F</b>
JAWS Find Next	<b>CAPS LOCK+F3</b>

JAWS Find Previous	<b>CAPS LOCK+SHIFT+F3</b>
Say Top Line of Window	<b>CAPS LOCK+SHIFT+Y</b>
Say Bottom Line of Window	<b>CAPS LOCK+SHIFT+N</b>
Say Selected Text	<b>CAPS LOCK+SHIFT+A</b>
Get Application Version	<b>CAPS LOCK+CTRL+V</b>

## **For Cursors and Mouse**

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

## **For Dialog Boxes**

Say Default Button of Dialog	<b>CAPS LOCK+E</b>
Read Window in Tab Order	<b>CAPS LOCK+B</b>
Read Word in Context	<b>CAPS LOCK+C</b>
Say Current Control Hot Key	<b>CAPS LOCK+SHIFT+COMMA</b>

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**

Windows Key Help **CAPS LOCK+W**

## **Miscellaneous**

JAWS Window **INSERT+J**

Refresh Screen **CAPS LOCK+ESC**

Adjust JAWS Options **CAPS LOCK+V**

Run JAWS Manager **CAPS LOCK+F2**

Shut Down JAWS **CAPS LOCK+F4**

Window List Dialog **CAPS LOCK+F10**

Select a System Tray Icon  
Dialog **CAPS LOCK+F11**

Say System Time **CAPS LOCK+F12**

Graphics Labeler **CAPS LOCK+G**

Auto Graphics Labeler **CAPS LOCK+CTRL+G**

Pass Key Through **CAPS LOCK+3**

Read Columns 1 through 10 of a List View

**CTRL+INSERT+n**, where n is a value from 1, 2, 3, through 0

Copy Selected Text to FSClipboard

**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

## **For JAWS Tandem**

Ends JAWS Tandem Session

**INSERT+ALT+T**

Toggle Target and Controller Desktop (Controller User only)

**INSERT+ALT+TAB**

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

**INSERT+CTRL+SHIFT+V**

## **For Research It**

Launch Research It and Use the Primary Lookup Source

**CAPS LOCK+WINDOWS Key+R**

Open Research It Edit Field and Select a Lookup Source

**CAPS LOCK+CTRL+WINDOWS Key+R** or **CAPS LOCK+SPACEBAR** followed by R

# Windows Keystrokes

## General

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

## For Windows and Menus

Open the Application Control Menu	<b>ALT+SPACEBAR</b>
Move to Current Application's Menu Bar	<b>ALT</b>
Choose a Menu Item	<b>ENTER</b>
Move Between Menus	<b>ALT, ARROW KEYS</b>
Cancel or Close a Menu	<b>ESC</b>
Cancel or Close a Cascading Menu	<b>ALT</b>
Open a Child Window Control Menu	<b>ALT+DASH</b>
Close a Child Window	<b>CTRL+F4</b>

Open the Context Menu

**APPLICATIONS KEY** or  
**SHIFT+F10**

## **For Dialog Boxes**

Move Through Dialog Controls

**TAB**

Move Backward Through Dialog Controls

**SHIFT+TAB**

Move to Another Page

**CTRL+TAB**

Reverse Direction Through Pages

**CTRL+SHIFT+TAB**

Select or Deselect in List View

**SPACEBAR** or  
**CTRL+SPACEBAR**

Toggle a Check Box On/Off

**SPACEBAR**

## **For Reading Text**

Move One Character Left

**LEFT ARROW**

Move One Character Right

**RIGHT ARROW**

Move One Word Left

**CTRL+LEFT ARROW**

Move One Word Right

**CTRL+RIGHT ARROW**

Move to Beginning of Line

**HOME**

Move to End of Line

**END**

Move One Paragraph Up

**CTRL+UP ARROW**

Move One Paragraph Down

**CTRL+DOWN ARROW**

Scroll Up One Screen

**PAGE UP**

Scroll Down One Screen

**PAGE DOWN**

Move to Beginning

**CTRL+HOME**

Move to End **CTRL+END**

## **For Editing Text**

Copy **CTRL+C**

Cut **CTRL+X**

Paste **CTRL+V**

Read Clipboard Contents  
(Desktop or Laptop Layout) **WINDOWS KEY+INSERT+X** or  
**WINDOWS KEY+CAPS  
LOCK+X**

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**