

# ***JAWS<sup>®</sup> for Windows<sup>®</sup>***

## 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 Vocalizer™ Expressive 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® 8, Windows 7, Windows Vista®, and Windows Server® 2008.
- JAWS 32-bit Professional can be used with the following 32-bit operating systems: all 32-bit versions of Windows 8, Windows 7, Windows Vista, Windows XP Professional, Windows XP Home, Windows XP Media Center Edition, Windows Server 2008, and Windows Server 2003.
- JAWS 64-bit Standard can be used with 64-bit Home, Home Basic, and Home Premium versions of Windows 8, Windows 7, and Windows Vista.
- JAWS 32-bit Standard can be used with 32-bit Home, Home Basic, and Home Premium versions of Windows 8, Windows 7, Windows Vista, as well as 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 use the **ARROW** keys to select Internet (RECOMMENDED), and then press **ENTER**.
3. 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 4 of the activation.

4. 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.
5. 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.

6. 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.
7. 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 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 visiting [www.freedomscientific.com](http://www.freedomscientific.com), selecting the Downloads link, and then the Vocalizer Expressive Voices link.

## 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 Web site.

## 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.

Additional training modules are available in DAISY book and MP3 formats. Visit [www.FreedomScientific.com](http://www.FreedomScientific.com), select the Training link, and then the Training Downloads Page 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 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.

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

## Freedom Scientific Training

Training classes and online Webinars 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. Training courses are also available which teach you how to use JAWS with various popular applications such as Microsoft Office. 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).

## 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](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 [www.FreedomScientific.com](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 12 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 Training Materials* on page 7 and *JAWS Training Materials* on page 11.
- **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.

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

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 the quick reference cards in the Manuals folder (located in the folder where you installed JAWS).

## 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. You can personalize settings for specific Web pages by opening Quick Settings (**INSERT+V**), selecting the Personalize Web Settings group, and then toggling on the Auto Forms Mode option.