

# The University of Delaware Library

## ASSISTIVE TECHNOLOGY:

### JAWS Screen Reader

#### What is JAWS? What can it do?

JAWS is a screen reader program created by Freedom Scientific, which allows visually impaired or blind people gain access to information on their computers. It stands for "Job Access With Speech." JAWS works with the PC to provide access to software applications and the Internet. JAWS also outputs to refreshable Braille displays.

You can use standard Windows commands with JAWS. JAWS also provides training materials to assist people learning how to navigate using the program.

#### How do I get Help from JAWS?

You can search *Help Topics* in JAWS for a specific topic. Information on how JAWS works with Adobe Acrobat, Microsoft Excel and other programs is also provided under the help section. Freedom Scientific <http://www.freedomscientific.com/> provides support documentation for JAWS applications, tutorials, FAQ's, and additional resources.

- Press **INSERT + F1** to activate Screen Sensitive HELP
- Press **INSERT + H** to activate Hot Key Help. This function describes JAWS keystrokes specific to the active application.
- Press **INSERT + W** to hear a list of Windows keystrokes (opens JAWS' Virtual Viewer, which instructs patrons by speaking the commands, such as "to open a file, press **CTRL + O**)

#### What are some examples of standard Windows keys?

- Use **CTRL + ESC, P, P** to open Start and move to the Program Menu
- Use **Arrows** to move to the application you want to open
- Once you locate the correct application, press **ENTER** to start the application
- Press the combination **INSERT + DOWN ARROW** to start reading the screen
- **SHIFT + LEFT** or **SHIFT + RIGHT ARROW** will select that character. JAWS says that character, along with the word "selected."

To start reading a document without continuously pressing the Down Arrow key:

When you are at the top of the document, press **INSERT + DOWN ARROW**. JAWS will begin reading from the point of your cursor to the end of the document.

To pause, press **CTRL**

To resume reading press **INSERT + DOWN ARROW**. For example, if you paused in the middle of the sentence JAWS will resume at the beginning of that sentence to maintain continuity.

### **Some of the most commonly used JAWS commands**

- |                               |   |
|-------------------------------|---|
| • Switch between Applications | ALT + TAB (for e.g., between WORD and Internet) |
| • Quit the active system menu | ALT + F4 (prompts to save document)             |
| • Say the Next Character      | RIGHT ARROW (useful for spell check)            |
| • Say Previous Character      | LEFT ARROW (useful for spell check)             |
| • Say Next word               | INSERT + RIGHT ARROW                            |
| • Say Prior word              | INSERT + LEFT ARROW                             |
| • Say Line                    | INSERT + UP ARROW (reads that line and stops)   |
| • Say Bottom Line of Window   | INSERT + PAGE DOWN                              |
| • Say Top Line of Window      | INSERT + END                                    |
| • To Pause/interrupt speech   | CTRL  |
| • Close a Window              | ALT + F4  |
| • Open a File                 | CTRL + O  |
| • Access a website            | ALT + D   |
| • Beginning of Line           | HOME  |
| • END of Line                 | END   |
| • Paragraph above             | CTRL + UP ARROW                                 |
| • Paragraph below             | CTRL + DOWN ARROW                               |
| • Beginning of document       | CTRL + HOME                                     |
| • End of document             | CTRL + END                                      |

### **Can JAWS read PDF files?**

Many PDF documents work with JAWS. The quality of the original scan will affect the accuracy of Acrobat's OCR when used on the document. More information can be located under the JAWS Help Topic, "JAWS and Adobe Acrobat Reader."