Basic JAWS Training July 30, 2020

Basic JAWS Keystrokes

Today we will be learning about basic commands to explore the Windows desktop environment. The majority of the keystrokes we will learn today are Windows keystrokes, so they can be used with either JAWS or NVDA. All JAWS specific keystrokes have been labeled below.

JAWS has 2 different keyboard layout options, desktop and laptop, and these options use a different JAWS key for special commands. The desktop layout utilizes the num pad for some commands, and its JAWS key is the Insert key. The laptop layout does not use the num pad, and its JAWS key is the Caps Lock key.

What we will cover

1. Starting JAWS (ctrl+alt+j or windows key)
2. Interrupting speech (ctrl)
3. Adjusting your keyboard layout, JAWS specific (Options > Basics > Keyboard Layout)
4. Adjusting braille settings, JAWS specific (Options > Braille)
5. Opening a program, Notepad (Windows key)
6. Navigating the file menu (alt, arrow keys)
7. Navigating a more complex file menu, Microsoft Word (alt, arrow keys, tab, shortcut letters)
8. Switching between open programs (alt+tab)
9. Closing a program (alt+F4)
10. Saving a file (review options)
11. Open file explorer (Windows+E)
    - Navigating file list and directory (up and down arrows, tab and shift+tab)
    - Back and forward to previous folders (alt+left/right arrow)
    - Go to parent folder (alt+up arrow)
12. Rename a file (F2)
13. Opening a saved file (review options)
14. Basic reading commands
    - Read current position, JAWS specific (Desktop: JAWS + Num pad 5. Laptop: JAWS+K)
    - Read one line (Down/up arrow)
    - Read one paragraph (ctrl+down/up arrow)
    - Read all from current position, JAWS specific (JAWS+down arrow)
    - Go to top of document (ctrl+home)
15. Basic text editing commands
    - Move to previous or next word (ctrl+left/right arrow)
    - Move to next or previous paragraph (ctrl+up/down arrow)

    - Select characters (shift+left/right arrow)
    - Select word (shift+ctrl+left/right arrow)
    - Select a paragraph (shift+ctrl+up/down arrow)
    - Select all (ctrl+a)
    - Delete previous word (ctrl+backspace)
    - Delete next word (ctrl+delete)
16. Other useful tips (JAWS specific)
    - Checking the time (JAWS+F12)
    - JAWS hotkey help (Desktop: JAWS+H Laptop:JAWS+ctrl+shift+H)
    - JAWS practice mode (JAWS+1)