

# JAWS Quick Guide

Any Questions? [LRCE-help@ohlone.edu](mailto:LRCE-help@ohlone.edu)

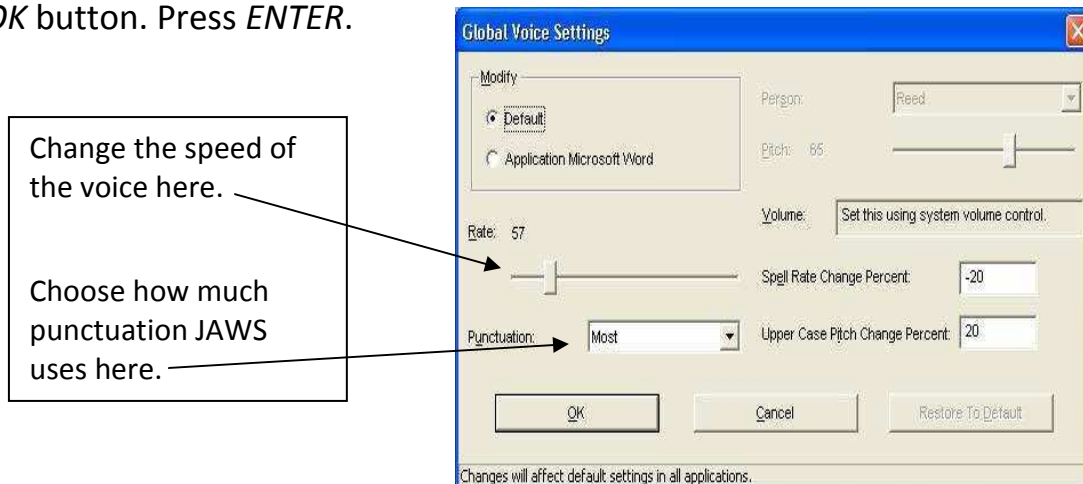
**Headphones are available for check-out from the Reference Desk.**

- Click on JAWS icon on Desktop (request help from Reference Desk if needed).
- Once in the JAWS Window, configure the way JAWS will speak to you.
- To do this hold down the *ALT* key followed by the *O* key - this takes you to the *Options* menu.
- Use the arrow keys to move down to the *Voices* sub menu and then select *Global Adjustment*. Press Enter.




## Global Adjustment


- *Global Adjustment* changes the way the JAWS voices speak. You may adjust settings such as the speed and pitch of the voices. It is recommend that you start using JAWS with a slower voice setting.
- To read though the options use *TAB* key.
- Use the arrow keys or type numbers to make alterations.
- When you are finished in this Window, press the *TAB* key until you get to the *OK* button. Press *ENTER*.



## Typing & Reading Typed Text

- Access a word processing program via the Windows Start menu.
- Press the Windows key to the left of your space bar: 
- Once in the Start menu, use the arrow keys to navigate to *All Programs*. Press Enter.
- *WordPad* is the word processing program these instructions apply to, but the process is the same for all word processing programs, such as Microsoft Word.
- A new menu will appear. Press the right arrow until you reach the *Accessories* menu. Use the down arrow key to select *WordPad*.
- Once you are on *WordPad* press the *ENTER* key in order to load the program.
- Once in *WordPad* (or any program) you can type words and JAWS will read as you type.
- Below are some basic key commands to get you started:
  - *INSERT* and #2 on the number pad: reads the whole page.
  - *INSERT* and # 8 on the number pad: reads a whole line of text.
  - *INSERT* and # 5 on the number pad: reads each word as selected by the arrow keys.
- Once you have created a document you can now save this by pressing *CTRL* and *S*.
- This will bring up the Save Window.
- Give your document a name by tabbing to the *File Name* field.
- Press *TAB* again to navigate up to *Save in* field & select an appropriate folder. Press Enter.

## Opening Saved Files

- Press Windows key to the left of your space bar: 
- Once in the Start menu, use the arrow keys to navigate to *All Programs* and the program in which you created the file or folder where saved. Press Enter.