

# JAWS SOFTWARE USER GUIDE

## Learning Commons Computers

**DESCRIPTION:** JAWS is a voice-output software program. It reads the text on the screen out loud.

**LOCATION:** All Dell computers, 1<sup>st</sup> Floor, West Wing

**USE:** Equipment for use by current UWM students, faculty, and staff.

**ACTIVATE JAWS:** 1) Click on the Start Button - Programs - Choose JAWS 8.0  
2) Click on JAWS

**NOTE:** To stop speech at any time, press either the (CONTROL) or (SHIFT) keys.

**HELP:** Press F1 for the Help Menu

**READING:** To start reading everything use the **SAY ALL** function by pressing the - (INSERT) + **Down Arrow** keys  
Below is a brief list of number keypad keys and their function

<u>Key Pad Keys</u>	<u>Function</u>	<u>Alternative Keystrokes</u>
Say one character at a time:		
(5)	character at cursor	
(6)	next character	
(4)	prior character	
Say one word at a time:		
(INSERT) + (5)	word at cursor	
(INSERT) + (6)	next word	(INSERT) + (right arrow)
(INSERT) + (4)	previous word	(INSERT) + (left arrow)
Say one line at a time:		
(INSERT) + (8)	say current line	(INSERT) + (up arrow)
(8)	say prior line	(up arrow)
(2)	say next line	(down arrow)
Read all the lines:		
(INSERT) + (2)	say all	(INSERT) + (down arrow)