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# Lesson Plan

## Objectives

### Lesson Topics

**Lesson Topics**

This document discusses the following topics:

1. JAWS Settings Center: Overview
2. JAWS Settings Center: Recommended Settings
3. Recommended Settings for the Options Menu
4. Recommended Settings for the Utilities Menu
5. Recommended Settings for the Language Menu
6. Help Menu Items
7. Recommended Settings for the JAWS Startup Wizard

**Length of Lesson**

3 hours

# BACKGROUND AND RATIONALE

## Default JAWS Configuration Settings

### Accessing JAWS Settings Center

#### Accessing JAWS Settings Center

This document presents the recommended default JAWS configuration for the SSA licensed version of JAWS (13.0.640). While this document suggests recommended settings, feel free to modify them to your own preferences. Trainers and systems support personnel can also use this document to verify that settings are proper if JAWS has to be completely re-configured. Access the **JAWS Settings Center** using one of the following methods:

**METHOD 1**:

* Press **INSERT+6**. The **JAWS Settings Center** opens displaying settings for the application with focus. The cursor is in the **Search** edit field.
* Press **CONTROL+SHIFT+D** to switch to **JAWS Settings Center Default (All Applications)**. Verify this with **INSERT+T**. Focus is in the **Search** edit field.

**METHOD 2**:

* Press **INSERT+F2** to open **Run JAWS Manager**.
* Press **S** until you reach **Settings Center** or navigate to that selection using the **UP/DOWN ARROWS**.
* Press **ENTER**. The **JAWS Settings Center** opens displaying settings for the application with focus. The cursor is in the **Search** edit field.
* Press **CONTROL+SHIFT+D** to switch to **JAWS Settings Center Default (All Applications)**. Verify this with **INSERT+T**. Focus is in the **Search** edit field.

**METHOD 3**:

* From the JAWS application window, access the **Utilities** menu (**ALT+U**).
* Access **Settings Center** (**E**). The **JAWS Settings Center** opens displaying the **Default (All Applications)** settings. The cursor is in the **Search** edit field.

**Note**:  **DO NOT FORGET TO SAVE YOUR SETTINGS**! While in **JAWS Setting Center**, select the **Apply** push button (**ALT+A**) to apply selected changes and remain in **JAWS Settings Center**. Do this periodically so you do not accidentally lose any changes made to your settings. Select the **OK** push button to save changes and exit **JAWS Settings Center**. JAWS saves the new settings to the appropriate JCF file. When you are finished, press **ALT+F4** to close the **JAWS Setting Center** window.

If you select the **Cancel** button or exit **JAWS Settings Center** without first saving your settings, JAWS presents the **JAWS Settings Center** dialog with the following text, "You have made changes to Default (All Applications)'s settings. Do you want to save them?" Select **Yes** to save your changes, **No** to discard your changes, or **Cancel** to cancel your request to close **JAWS** **Settings Center**.

# jaws settings center

## Overview

### JAWS Configuration Files

#### General

**JAWS Settings Center** provides a consistent interface and central access point for JAWS features and settings. JAWS saves changes made to settings in configuration files.

JAWS configuration files (JCF) store settings for both JAWS and other software applications. JAWS determines the full configuration file name by the application to which the settings apply. For example, the executable file that runs Word is Microsoft Word.exe so the settings file for Word is Microsoft Word.jcf.

One of the most powerful features of JAWS is that it can apply settings globally or on an application specific level. JAWS saves application specific settings using the application name with the .jcf extension, such as Microsoft Word.jcf. JAWS saves global settings in the Default.jcf file. However, application specific settings can override global settings. If you change a setting in Default.jcf and some of your programs do not reflect this change, make the change in the .jcf files for those programs as well.

### JAWS Settings Center Screen Study

#### Using Settings Center

The **JAWS Settings Center** window contains the elements and items described below. Press **TAB** or **SHIFT+TAB** to move through different areas of the window. Press **SPACEBAR** to cycle through the settings options for an item in the **Tree View** or to select check boxes, radio buttons, or other buttons in other areas of the window. Press **F6** to switch between the **Tree View** and the **Configuration Display** pane. Press **Control+E** to move to the Search box edit field.

#### Application (Combo Box)

Select an application from the list to modify its settings for use with JAWS. To retrieve the JAWS default settings, press **CTRL+SHIFT+D**. To retrieve application settings:

* Press **SHIFT+TAB** to move focus to the **Application** combo box.
* Press the first letter of the desired application or press **UP/DOWN ARROW** to move to the desired application. Press **ALT+DOWN ARROW** to drop the list.
* Select the application from the combo box, and then press **TAB** to move focus back to the **Tree View** pane.

#### Search (Edit Box)

* Press **CTRL+E** to move focus to the **Search** box.
* Type a search word or phrase in the edit box to reduce the number of items that appear in the **Tree View** list.
* Press **TAB** or **DOWN ARROW** to move to search results list box in the **Tree View**.

#### Settings Tree View Pane

Use the **Tree View** pane to select and change settings for the selected application.

* To retrieve the JAWS default settings, press **CTRL+SHIFT+D**. To retrieve application settings:
* To retrieve an application specific settings file:
  + Press **SHIFT+TAB** twice to move focus to the **Application** combo box.
  + Press the first letter of the desired application or press **UP/DOWN ARROW** to move to the desired application. Press **ALT+DOWN ARROW** to drop the list.
  + Select the desired application from the combo box.
* If necessary, **TAB** to move focus back to the **Tree View** pane.
* For a brief description of the item selected in the **Tree View** pane, press **TAB** to move focus to the **Help Message** pane read-only edit box. Use the **Say Line** (**INSERT+UP ARROW**) or **Say All** (**INSERT+DOWN ARROW**)commands to re-read the help message.
* To scroll vertically through the **Tree View** pane, use the **UP** and **DOWN ARROW** keys, **PAGE UP** and **PAGE DOWN** keys, or first letter navigation.
* Use the **RIGHT ARROW** and **LEFT ARROW** keys to expand or collapse **Tree View** pane groups. Use the **SPACEBAR** to cycle through and change settings for each option.

#### Configuration Display Pane

As you move through the **Tree View** pane, a sighted user can simultaneously track cursor movement using the **Configuration Display** pane.

* Press **F6** to switch between the **Tree View** pane and the **Configuration Display** pane. Moving to the Configuration Display pane is necessary to type in an edit or edit spin box.
* JAWS identifies the particular **Configuration Display** when you move to this pane. For example, if you were modifying the setting for the Speech and Sounds Schemes, when you press F6 to move to the **Configuration Display**, JAWS says, "**Speech and Sounds Schemes page**."

#### Help Message Pane (Read Only Edit Box)

This Read Only Edit Box displays context-sensitive help for the item currently selected in the **Tree View** pane.

* Use the **Say Line** (**INSERT+UP ARROW**) or **Say All** (**INSERT+DOWN ARROW**)commands to re-read the help message.

#### Push Buttons

* **Apply** (**ALT+A**): Use **Apply** to apply selected changes and remain in **JAWS Settings Center**.
* **OK**: Use **OK** to save changes and exit **JAWS Settings Center**. JAWS saves the new settings to the appropriate JCF file.
* **Cancel**: Use **Cancel** to close the **JAWS Settings Center** without saving changes.

# jaws settings center: Recommended Settings

## Recommended Settings

### Introduction

#### Using the Tree View to Modify Settings

In the **Tree View**, JAWS identifies the level for each group and subgroup within the tree, lets you know whether the group is open or closed, and specifies the number of items in the grouping.

For example, the Web/HTML/PDFs group is identified as level zero (0). When you press **right arrow** to expand the Web/HTML/PDFs group, JAWS says, ”**Open, seven items**."

When you **down arrow** to the Reading subgroup, JAWS identifies it as level one (1), and then says, "**Closed, one of seven**." When you press **Right Arrow** to expand the Reading subgroup, JAWS says, "**Open, six items**." When you subsequently **Down Arrow** to the first item in the list, JAWS:

* Says the number two, to identify that the item is level two in the tree;
* Does not say open or closed, because it is not a group or subgroup;
* Reads the name of the item: Skip Past Repeated Text On New Pages;
* Indicates the state of the item: Checked; and,
* Specifies that the item is one of six in the subgroup.

Once you have selected a specific item in the **Tree View**, press the **SPACEBAR** to rotate through the options list in Combo Boxes, to cycle through Radio Button options, or to check or uncheck Check Boxes.

If you press **Spacebar** and the item is an edit field or edit spin box, JAWS says, "**F6 key to change the value**." These fields require that you type the required information for the item in the **Configuration Display** pane.

If JAWS reads the name of the item and then says, "**dot dot dot**," it means that the item uses a dialog box to specify options. When you press **spacebar** on the item, the dialog box opens.

### User

#### User Settings Group

* Use the options in this group to control keyboard input and screen feedback. **Progress Bar Updates Announcement** (**ALT+P**) – 30 Second Intervals
* **Typing Echo** (**ALT+E**)
  + **Off** – UNSELECTED
  + **Characters** – UNSELECTED
  + **Words** – **SELECTED**
  + **Character and Words** – UNSELECTED
* **Screen Echo** (**ALT+S**)
  + **Echo No Text** – UNSELECTED
  + **Echo Highlighted Text** – **SELECTED**
  + **Echo All Text** – UNSELECTED
* **Typing Interrupt** (**ALT+T**)– **CHECKED**
* **Insert Key Mode** (**ALT+I**)– UNCHECKED (Only available in the Default.jcf.)
* **Key Repeat** (**ALT+K**)– UNCHECKED
* **Show Virtual Viewer on Screen** (**ALT+W**) – **CHECKED**

### Web/HTML/PDFs

Web/HTML/PDFs Settings Group

The items in this group control numerous options for reading and navigating text, images, links, headings, frames, lists, and tables for Web pages, HTML files, and PDF files.

**Reading**

* **Skip Past Repeated Text on New Pages** (**ALT+S**) – **CHECKED**
* **Indicate Block Quotations** (**ALT+Q**) – UNCHECKED
* **Expand Abbreviations** (**ALT+V**) – UNCHECKED
* **Expand Acronyms** (**ALT+Y**) – UNCHECKED
* **Speak Access Keys Within Web Pages** (**ALT+W**) – **CHECKED**
* **Custom Placemarker Page Summary** (**ALT+P**)
  + **Speak Placemarkers on Page Load** – UNSELECTED
  + **List Placemarkers in Virtual Viewer on Page Load** – UNSELECTED
  + **Do Nothing** – **SELECTED**

**Navigation**

* **Text Block Length** (**ALT+B**) – 25
* **Lines Per Page** (**ALT+L**) – 24
* **Maximum Line Length** (**ALT+M**) – 150
* **Document Presentation Mode** (**ALT+D**)
  + **Simple Layout** – **SELECTED**
  + **Screen Layout** – UNSELECTED
  + **Maximum Line Length** (**ALT+X**) – 500
* **Screen Tracks Virtual Cursor** (**ALT+S**) – **CHECKED**
* **Wrap Navigation** (**ALT+N**) – **CHECKED**

**Images/Graphics**

* **Include Images** (**ALT+I**)
  + **All Images** – UNSELECTED
  + **Labeled Images** – **SELECTED**
  + **No Images** – UNSELECTED
* **For an Image**
  + **Speak** (**ALT+S**)
    - **Title** – UNSELECTED
    - **Alt Text** – **SELECTED**
    - **Tooltip** – UNSELECTED
    - **Longest of Above** – UNSELECTED
    - **The first attribute found in the order list** – UNSELECTED
* **Order List** (**ALT+L**)
  + **title|alt|src** (Unavailable)
* **Unlabeled Image Links**
  + **Speak Image’s URL** – **SELECTED**
  + **Speak Anchor’s URL** – UNSELECTED

**Links**

* **Filter Consecutive Duplicate Links** (**ALT+F**) – **CHECKED**
* **Say Link Type** (**ALT+K**) – **CHECKED**
* **Identify “Same Page” Links** (**ALT+P**) – **CHECKED**
* **For Text Link**
  + **Speak** (**ALT+S**)
    - **Title** – **SELECTED**
    - **Screen Text** – UNSELECTED
    - **Tool Tip** – UNSELECTED
    - **Longest of Above** – UNSELECTED
    - **The first attribute in the order list** – UNSELECTED
* **Order List** (**ALT+L**) (Unavailable)
* **Include Image Links** (**ALT+G**)
  + **All Image Links** – **SELECTED**
  + **Labeled Image Links** – UNSELECTED
  + **No Image Links** – UNSELECTED
* **Identify Image Map Links** (**ALT+G**)
  + **All Image Map Links** – **SELECTED**
  + **Labeled Image Map Links** – UNSELECTED
  + **No Image Map Links** – UNSELECTED

**Headings and Frames**

* **Indicate Headings** (**ALT+H**)
  + **No Headings** – UNSELECTED
  + **Headings Only** – UNSELECTED
  + **Headings with Level** – **SELECTED**
  + **Play Sound** – UNSELECTED
  + **Speak Heading with Heading Voice** – UNSELECTED
* **Speak Frame Start and End** (**ALT+F**) – **CHECKED**
* **Ignore Inline Frames** – UNCHECKED

**Lists and Tables**

* **Speak Beginning and End of Lists** (**ALT+L**) – **CHECKED**
* **Indicate ColSpan for Braille** (**ALT+B**) – **CHECKED**
* **Table Presentation Information** (**ALT+T**)
  + **For Data Tables Only** – **SELECTED**
  + **For All Tables** – UNSELECTED

**Miscellaneous**

* **Ignore Flash on Web Pages** (**ALT+F**) – UNCHECKED
* **For a Form Field Prompt Speak**
  + **Label Tag** – UNSELECTED
  + **Title** – **SELECTED**
  + **Alt Text**– UNSELECTED
  + **Longest of the above**– UNSELECTED
  + **Both Label and Title if different**– UNSELECTED
  + **Both Label and Alt if different**– UNSELECTED
* **Page Refresh Filter** (**ALT+R**) – Refresh as Needed
* **Indicate Element Attribute** (**ALT+E**) – UNCHECKED
* **For a Button** (**ALT+B**)
  + **Speak**
    - **Title** – **SELECTED**
    - **Screen Text** – UNSELECTED
    - **Alt Text** – UNSELECTED
    - **Value** – UNSELECTED
    - **Longest of above** – UNSELECTED
    - **The first attribute found in the order list** – UNSELECTED
* **Order List**
  + **text|title|alt|value** (Unavailable)

### Forms Mode

#### Forms Mode Settings Group

Forms Mode is a function that allows you to select and change items, such as edit and combo boxes, in Web and PDF forms. When focus moves to a control, you can manually toggle Forms Mode on or off with a keystroke, or it can automatically start and end as focus moves in and out of the control. This latter operation is **Auto Forms Mode**. Use the options in this group to control manual and automatic operation.

* **Select Forms Mode (Auto or Manual)** (**ALT+S**)
  + **Auto** – **SELECTED**
  + **Manual** – UNSELECTED
* **Auto Forms Mode Settings**
  + - **Navigation Quick Key Delay** (**ALT+Q**) – NEVER
* **Manual Forms Mode Settings** (**ALT+M**)
  + **Disable Forms Mode when a New page loads** (Unavailable)
* **Forms Mode Sounds** (**ALT+D**)
  + **Enable Sound Notifications** (**ALT+N**) – **CHECKED**
  + **Select Sound for Entering Forms Mode…** (**ALT+E**)
  + **Select Sound for Leaving Forms Mode (ALT+L)**

**User Tip:**

Modify your default sounds for entering and leaving Forms Mode, particularly if you are new to this feature or experience difficulty knowing when you are in Forms Mode. The default sounds are brief and sound very similar. Select distinctive sounds.

**Select Sound for Entering Forms Mode Dialog**

* **Sound** – User Selected

**Select Sound for Leaving Forms Mode Dialog**

* **Sound** – User Selected

### Text Processing

#### Text Processing Settings Group

Use the options in this group to determine how JAWS reads text. This includes how to announce capitalization, identify the beginning and end of tables, announce list items, numbers, and dates, indicate new lines, and more.

**General**

* **Filter Repeated Characters** (**ALT+H**) – Say First 3 Repeated Characters
* **Indicate Capitalization** (**ALT+O**) – Read by Char, Spell
* **List Item** (**ALT+L**) – Say Not Selected
* **Spell Alphanumeric Data** (**ALT+S**) – Off
* **Indicate Newlines When**
  + **Editor Wraps Text While Typing** (**ALT+G**) – UNCHECKED
  + **User Navigates Left or Right Across a Line Break** (**ALT+N**) – UNCHECKED
  + **User Reads Text Containing Newline Characters** (**ALT+D**) – UNCHECKED
  + **During Say All** (**ALT+S**) – UNCHECKED
* **Indicate Tables** (**ALT+I**) – **CHECKED**
* **Smart Word Reading** (**ALT+M**) – **CHECKED**
* **Mixed case processing** (**ALT+X**) – **CHECKED**
* **Use Dictionary** (**ALT+U**) – **CHECKED**
* **Spell Phonetically Always** (**ALT+P**) – UNCHECKED
* **Detect Languages** (**ALT+T**) – **CHECKED**
* **Generalize Dialect** (**ALT+Z**) – **CHECKED**
* **Enhance Edit Support** (**ALT+E**) – **CHECKED**
* **Say Item State First** (**ALT+F**) – **CHECKED**
* **Say Window Type First** (**ALT+W**) – UNCHECKED
* **Say Window State First** (**ALT+R**) – UNCHECKED
* **Say Indented Characters** (**ALT+C**) – UNCHECKED

**Number and Date Processing**

* **Numeric Date Processing** (**ALT+T**) – No Translation
* **Number Processing** (**ALT+N**) – Single Digits, Pairs
* **Speak Single Digits** (**ALT+S**)
  + **If Number Contains** (**ALT+I**) – 5 or more digits, User Preference
  + **If Number contains Dashes** (**ALT+C**) – **CHECKED**
* **Speak Dollars** (**ALT+D**) – UNCHECKED

### Speech Verbosity

#### Speech Verbosity Settings Group

Use the options in this group to set the verbosity level. Verbosity determines the amount of information spoken by JAWS.

* **Verbosity Level** (**ALT+V**)
  + **Beginner, Highest** – **SELECTED**
  + **Intermediate** – UNSELECTED
  + **Advanced, Lowest** – UNSELECTED
* **Configure Verbosity Levels**
  + **Beginner…**(**ALT+B**) – **SELECTED**
  + **Intermediate…**(**ALT+I**) – UNSELECTED
  + **Advanced…**(**ALT+D**) – UNSELECTED

**Beginner Preferences Dialog**

* **Items to be Spoken** (**ALT+I**)
  + **Application Start Message** – **CHECKED**
  + **Control Description** – UNCHECKED
  + **Control Group Name** – **CHECKED**
  + **Control Name** – **CHECKED**
  + **Control Type** – **CHECKED**
  + **Dialog Name** – **CHECKED**
  + **Dialog Text** – **CHECKED**
  + **Document Name** – **CHECKED**
  + **Error Message** – **CHECKED**
  + **Help Balloon** – **CHECKED**
  + **Help Message** – **CHECKED**
  + **Item Number** – **CHECKED**
  + **Item State** – **CHECKED**
  + **JAWS Message** – **CHECKED**
  + **Position Information** – **CHECKED**
  + **Screen Message** – **CHECKED**
  + **Select** – **CHECKED**
  + **Selected Item** – **CHECKED**
  + **Smart Help Messages** – **CHECKED**
  + **Status Information** – **CHECKED**
  + **Tool Tip** – UNCHECKED
  + **JAWS Message Length** (**ALT+J**) – Short

### Speech and Sounds Schemes

#### Speech and Sounds Schemes Settings Group

Use the options in this group to set the verbosity level. Verbosity determines the amount of information spoken by JAWS.

* **Active Speech and Sound Schemes** (**ALT+S**) – Classic
  + **Scheme Description** (**ALT+D**) – JAWS behaves like prior versions with Format and Text options switched off.
* **Modify Schemes…** (**ALT+M**) – ACCEPT DEFAULT SETTINGS

### Say All

#### Say All Settings Group

When reading with the Say All command (**INSERT+DOWN ARROW**), JAWS inserts a slight pause between passages of text such as sentences and paragraphs.

* **Say All Reads** (**ALT+R**)
  + **With pauses, Line at a time** – UNSELECTED
  + **Without pauses, Line at a time** – UNSELECTED
  + **Sentence at a time** – **SELECTED**
  + **Paragraph at a time** – UNSELECTED
* **Say All Scheme**
  + **Select Scheme** (**ALT+H**) – No Change
  + **Add/Remove** (**ALT+D**) – UNSELECTED
* **Say Blank Lines during Say All** (**ALT+B**) – (Unavailable)
* **Indicate Caps during Say All** (**ALT+C**) – UNCHECKED
* **Enable Shift Keys for Fast Forward and Rewind during Say All** (**ALT+E**) – **CHECKED** (Only available in the default.jcf setting)

### Graphics and Symbols

#### Graphics and Symbols Settings Group

Use these options to specify how JAWS announces graphics and special symbols.

* **Announce Special Symbols When** (**ALT+W**)– Never
* **Speak Character Value in Hex**(**ALT+H**) – UNCHECKED
* **Speak Character Value As Sequence Of Multibyte Values** (**ALT+M**) – UNCHECKED
* **Graphic Verbosity**(**ALT+V**)
  + **No Graphics** – UNSELECTED
  + **Labeled Graphics** – **SELECTED**
  + **All Graphics** – UNSELECTED
* **Graphic Recognition Dimensions**
  + **Minimum Height**(**ALT+E**) – 10
  + **Minimum Width**(**ALT+D**) – 10
  + **Maximum Height**(**ALT+G**) – 64
  + **Maximum Width**(**ALT+T**) – 64

### Braille

#### Braille Settings Group

**General**

Use these options to configure basic Braille and contracted Braille operation.

* **Translation** – (Unavailable) **Note**: Modify the settings for Contracted Braille in the Startup Wizard located in the JAWS Help Menu.
  + **Contracted Braille Translation** (**ALT+N**) – Input and Output (USER PREFERENCE)
  + **Translation Mode**
    - **Contracted English Braille** – **SELECTED**
    - **Unified English Braille** – UNSELECTED
  + **Expand Current Word** (**ALT+X**) – UNCHECKED (USER PREFERENCE)
  + **Suppress Capital Signs** (**ALT+U**) – UNCHECKED (USER PREFERENCE)
* **Braille Mode** (**ALT+L**) –STRUCTURED
* **Define Structured Mode…(ALT+D) Control Types Options Dialog**
  + - * **Control Properties Tab** – ACCEPT DEFAULT SETTINGS
      * **State Properties Tab** – ACCEPT DEFAULT SETTINGS
      * **HTML Attributes Tab** – NONE
* **Panning**
  + **User Pan Mode** (**ALT+R**) – Automatic
  + **Fixed Panning Increment** (**ALT+F**) – (Unavailable)
  + **Auto Pan Mode** (**ALT+M**) – Automatic
  + **Auto Advance Interval** (**ALT+V**) – 5000 Milliseconds
  + **Braille Presentation and Panning** (**ALT+G**) – Use DOM except in edit controls
  + **Reverse Panning Buttons** (**ALT+P**) – UNCHECKED
* **Active cursor follows Braille display** (**ALT+C**) – UNCHECKED
* **Braille display follows Active cursor**(**ALT+B**) – **CHECKED**
* **Enable Braille Auto Detection** (**ALT+O**) – **CHECKED** (Only available in the default.jcf setting.)
* **Display text in 8 Dot Braille Mode** (**ALT+T**) – UNCHECKED
* **Enable Braille Sleep Mode** (**ALT+S**) – UNCHECKED
* **Enable Word Wrap** (**ALT+W**) – **CHECKED**

**Braille Marking**

* **Braille Marking**
  + **Highlight** (**ALT+H**) – **CHECKED**
  + **Bold** (**ALT+B**) – UNCHECKED
  + **Underline**(**ALT+U**) – UNCHECKED
  + **Italic** (**ALT+I**) – UNCHECKED
  + **Strikeout** (**ALT+S**) – UNCHECKED
  + **Script Defined Markings** (**ALT+C**) – UNCHECKED
  + **Color** (**ALT+O**) – UNCHECKED
  + **Define Braille Color Marking…**(**ALT+D**) (Unavailable)
* **Dot Pattern Values** 
  + **Highlight Pattern** (**ALT+G**) – 125
  + **Bold Pattern** (**ALT+L**) – 12
  + **Underline Pattern** (**ALT+N**) – 136
  + **Italic Pattern** (**ALT+T**) – 24
  + **Strikeout Pattern** (**ALT+K**) – 234
  + **Extra Markings Pattern** (**ALT+M**) – 15
  + **Normal Text Pattern** (**ALT+R**) – 1345
* **Attribute Rotation Rate:** (**ALT+E**) – 1000 Milliseconds

**Cursor**

* **PC Cursor** (**ALT+P**)
  + **Dot Pattern** (**ALT+D**) – 78
  + **Braille Cursor is Always Up** – UNSELECTED
  + **Braille Cursor is Always Down** – UNSELECTED
  + **Braille Cursor is Blinking** – **SELECTED**
  + **Blink Rate** (**ALT+B**) – 500
* **JAWS Cursor** (**ALT+J**)
  + **Dot Pattern** (**ALT+O**) – 78
  + **Braille Cursor is Always Up** – UNSELECTED
  + **Braille Cursor is Always Down** – UNSELECTED
  + **Braille Cursor is Blinking** – **SELECTED**
  + **Blink Rate** (**ALT+L**) – 500
* **Invisible Cursor** (**ALT+I**)
  + **Dot Pattern** (**ALT+T**) – 78
  + **Braille Cursor is Always Up** – UNSELECTED
  + **Braille Cursor is Always Down** – UNSELECTED
  + **Braille Cursor is Blinking** – **SELECTED**
  + **Blink Rate** (**ALT+I**) – 500

**Flash Messages**

* **Enable Flash Messages** (**ALT+E**) – UNCHECKED
* **Flash Message Timeout:** (**ALT+T**) – 5000 Milliseconds
* **Enable Message Prefixes** (**ALT+P**) – **CHECKED**
* **Verbosity Level** (**ALT+V**)
  + **Beginner, Highest** – **SELECTED**
  + **Intermediate** – UNSELECTED
  + **Advanced, Lowest** – UNSELECTED
* **Configure Verbosity Levels**
  + **Beginner…**(**ALT+B**) – **SELECTED**
    - **Beginner Preferences Dialog**
      * **Items to be Brailed** (**ALT+I**)
        + **Application Start Message** **- app** – **CHECKED**
        + **Error Message - err**  – **CHECKED**
        + **Help Balloon - bln** – **CHECKED**
        + **JAWS Message - jm** – **CHECKED**
        + **Smart Help Messages - shlp** – **CHECKED**
        + **Status Information - sts** – **CHECKED**
        + **Tool Tip - tip** – UNCHECKED
        + **Tutor - ttr**  – UNCHECKED
        + **User Requested Information - usr** – **CHECKED**
      * **JAWS Message Length** (**ALT+J**) – Short
  + **Intermediate…**(**ALT+I**) – UNSELECTED
  + **Advanced…**(**ALT+D**) – UNSELECTED

**Advanced**

* **Placement of Status cells** (**ALT+P**)
  + **Left** – UNSELECTED
  + **Right** – UNSELECTED
  + **None** – **SELECTED**
* **Reading Line** (**ALT+L**)
  + **Start Position** (**ALT+S**) – 1
  + **End Position** (**ALT+E**) – 84 (Set automatically, dependent upon the selected Braille device).
* **Dot Firmness** (**ALT+D**) – 50 percent
* **Rapid Reading**(**ALT+R**) – UNCHECKED

### Caret and Cursor

#### Caret and Cursor Group Settings

Use the **Caret and Cursor** options to identify when a cursor changes shape in an application (e.g., from an I-beam, to an arrow, to an hourglass, or to detect different size caret symbols).

* **Notify When Mouse Cursor Changes Shape** (**ALT+N**) – UNSELECTED
* **Text Caret Blink Rate** (**ALT+T**) – 53
* **Mouse Click Tolerance**
  + **Click Tolerance X** (**ALT+O**) – 1
  + **Click Tolerance Y** (**ALT+C**) – - 2
* **Vertical Caret Dimensions**
  + **Minimum Height** (**ALT+H**) – 4
  + **Minimum Width** (**ALT+W**) – 1
  + **Maximum Height** (**ALT+E**) – 110
  + **Maximum Width** (**ALT+I**) – 4
* **Horizontal Caret Dimensions**
  + **Minimum Height** (**ALT+G**) – 1
  + **Minimum Width** (**ALT+U**) – 4
  + **Maximum Height** (**ALT+X**) – 4
  + **Maximum Width** (**ALT+D**) – 14

### Synthesizer

#### Synthesizer Group Settings

**Synthesizer** options allow smoother playing of WAV files with software synthesizers.

* **Allow Wave Files with Software Synthesizers** (**ALT+W**) – **CHECKED** (Only available in the default.jcf setting.)
* **Reset Frequency** (**ALT+R**) – 2000

### Punctuation

#### Punctuation Group Settings

Use the **Customize Punctuation** dialog to control when and how JAWS speaks individual punctuation marks.

* **Customize Punctuation…** (**ALT+C**) (Only available in the default.jcf settings)
* **Customize Punctuation Dialog:** ACCEPT DEFAULT SETTINGS

### Voice Aliases

#### Voice Aliases Settings Group

Voice aliases allow you to save any combination of person, pitch, and rate into a voice name that JAWS remembers.

* **Customize Voice Aliases…** (**ALT+V**)
  + **Voice Aliases Dialog:** ACCEPT DEFAULT SETTINGS
* **Customize Say All Voice Aliases…**(Unavailable)

### Window Classes

#### Window Classes Settings Group

A window class is a programming level label for a window or control.

* **Customize Window Classes…** (**ALT+W**)
  + **Window Classes Dialog**: ACCEPT DEFAULT SETTINGS.

### Keyboard

#### Keyboard Settings Group

Use the options in this group to configure the state of important keys used by JAWS.

* **Navigation Quick Keys** (**ALT+Q**)
  + **Off** – UNSELECTED
  + **On** – **SELECTED**
  + **On During SayAll Only** – UNSELECTED
* **JAWS Insert Key**
  + **Use Numpad Insert** (**ALT+N**) – **CHECKED**
  + **Use Extended Insert** (**ALT+E**) – **CHECKED**
* **JAWS Key for Desktop Layout**
  + **Insert** – **SELECTED**
  + **Caps Lock** – UNSELECTED
  + **Scroll Lock** – UNSELECTED
* **Initial state of NumLock key** (**ALT+M**)
  + **Turn off at startup** – **SELECTED**
  + **Turn on at startup** – UNSELECTED
  + **Do not modify** – UNSELECTED
* **Differentiate Between Numpad Keys and Extended Keys** (**ALT+D**) – UNCHECKED
* **Differentiate Between Left and Right Paired Keys** (**ALT+F**) – UNCHECKED
* **Allow On Screen Keyboards** (**ALT+S**) – UNCHECKED
* **Manage Key Labels…**
  + **Manage Key Labels Dialog**: ACCEPT DEFAULT SETTINGS

### Custom Highlights

#### Custom Highlights Settings Group

Use **Custom Highlight Options** to modify how JAWS reacts to Custom Highlights you have assigned for an application.

* **Configure Highlight Colors…** (**ALT+H**)
  + **Custom Highlight Options Dialog**: ACCEPT DEFAULT SETTINGS.

### Research It

#### Research It Settings Group

Use these options to determine which lookup items are available for a specific application and which lookup source is set as the default for that application.

* **Configure Lookup…**
  + **Research It Options Dialog**
    - **Lookup for Default (All Applications) using:**
      * **Amazon Product Search** – **CHECKED**
      * **Area code lookup** – **CHECKED**
      * **BBC Top News Stories** – **CHECKED**
      * **Bookshare Book Search** – **CHECKED**
      * **Business Search** – **CHECKED**
      * **CNN Headline News Stories** – **CHECKED**
      * **Convert Currency** – **CHECKED**
      * **Flight Info Lookup** – **CHECKED**
      * **Health search on WebMD** – **CHECKED**
      * **MLB Scores** – **CHECKED**
      * **NBA Scores** – **CHECKED**
      * **NCAA Football Scores** – **CHECKED**
      * **NFL Scores** – **CHECKED**
      * **NHL Scores** – **CHECKED**
      * **People Search** – **CHECKED**
      * **Reuters Top News Stories** – **CHECKED**
      * **Stock Quotes** – **CHECKED**
      * **Technology News from CNet** – **CHECKED**
      * **Time Search** – **CHECKED**
      * **UPS Tracking** – **CHECKED**
      * **Weather** – **CHECKED**
      * **Wikipedia** – **CHECKED**
      * **Wiktionary (Primary)** – **CHECKED**

### Text Analyzer

#### Text Analyzer Settings Group

When editing a document using speech only, you can often miss inconsistencies such as unmatched parentheses, unintentional format changes, extra whitespace, and stray or un-spaced punctuation. **Text Analyzer** is a tool that notifies you of these errors in your document by using a spoken message or WAV file.

* **Text Analyzer** (**ALT+T**)
  + **Turn Off** – **SELECTED**
  + **Indicate with Sound** – UNSELECTED
  + **Speak Count** – UNSELECTED
  + **Describe Inconsistencies** – UNSELECTED
* **Indicate Mismatched Symbols** (**ALT+M**) – **CHECKED**
* **Symbols to Check**
  + **Parenthesis** (**ALT+P**) – **CHECKED**
  + **Braces** (**ALT+B**) – **CHECKED**
  + **Brackets** (**ALT+R**) – **CHECKED**
  + **Angle Brackets** (**ALT+N**) – **CHECKED**
  + **Ignore Solitary Paired Symbol** (**ALT+G**) – **CHECKED**
  + **Quotes** (**ALT+Q**) – **CHECKED**
* **Inconsistencies to Check**
  + **Stray Punctuation** (**ALT+S**) – **CHECKED**
  + **Font Changes** (**ALT+F**) – **CHECKED**
  + **Runs of Spaces** (**ALT+U**) – **CHECKED**
  + **Missing Capitals** (**ALT+C**) – **CHECKED**
  + **Inverted Capitals** (**ALT+D**) – **CHECKED**

### Convenient OCR

#### Convenient OCR Settings Group

Use the items in this group to configure settings for Optical CharacterRecognition (OCR).

* **Primary Recognition Language** (**ALT+P**) – English – United States
* **Secondary Recognition Language** (**ALT+S**) – English – United States

### Miscellaneous

#### Miscellaneous Settings Group

Using the options in this group, you can adjust the location of the status cells, vary the firmness of braille dots, set start cell and end cell positions, or select Rapid Reading mode on a Focus or PAC Mate Portable Braille display.

* **Sleep Mode** (**ALT+D**) – Disable (Unavailable) (Application specific setting file only)
* **Search for Prompts** (**ALT+E**)
  + **Minimum Search** – UNSELECTED
  + **Extended Search** – UNSELECTED
  + **Maximum Search** – **SELECTED**
* **Use Virtual Ribbon Menu** (**ALT+V**) – UNCHECKED
* **Use Virtual PC Cursor** (**ALT+S**) – **CHECKED**
* **Track Focus Rectangle** (**ALT+R**) – **CHECKED**
* **Text Out Delay** (**ALT+T**) – 0
* **Pixels Per Space** (**ALT+P**) – 8
* **Pixels Per Tab** (**ALT+B**) – 10
* **Left Margin in Pixels** (**ALT+M**) – 0
* **Underline Proximity** (**ALT+U**) – 0
* **Rely on MSAA For Listviews** (**ALT+D**) (Unavailable) (Application specific setting file only)
* **MSAA Mode** (**ALT+O**) – Automatic (Unavailable) (Application specific setting file only)

**Note**: By default, JAWS uses MSAA (Microsoft Active Accessibility) when it fails to read list views using the normal method. However, if you are experiencing problems reading list views in a certain application (such as AudibleManager), you can select this check box and see if the issue is resolved. JAWS then reads only the MSAA information for list views.

You can only make this change in the application's configuration file. You cannot select it in the “Default/All Applications” configuration file (default.jcf), as it degrades performance in other list views, such as the Windows Desktop.

JAWS does not import this setting when you use the Merge Settings utility.

### Last Changed Settings

#### Last Changed Settings

This group contains the last 25 options that the user recently changed for an application. When you select an item in the **Tree View**, its corresponding settings appear in the **Configuration Display** pane on the right side of the **Settings Center** window. Press **SPACEBAR** to cycle through the settings options for an item in the **Tree View** or to select check boxes, radio buttons, or other buttons in other areas of the window. Press **F6** to switch between the **Tree View** and the **Configuration Display** pane.

**Note**: Once this group has 25 items, JAWS deletes the last setting in the list when you add another item.

To remove an item from the list, select it, press the **APPLICATIONS KEY** or **SHIFT+F10**, and then select **Remove**. To remove all items from the list, select the **Last Changed Settings** group in the **Tree View**, press the **APPLICATIONS KEY** or **SHIFT+F10**, and then select **Remove All**.

# options Menu (alt+o)

## Recommended Settings for the Options Menu

### Basics… (B)

#### Basics Settings Dialog

To configure Basics Settings, go to the JAWS window by pressing **INSERT+J**. Select **Options** (**ALT+O**). Select **Basics…** (**B**)

**Tutor Messages (ALT+T)**

* **Turn off Menu and Control Help** – **SELECTED**
* **Announce Menu and Control Help** – UNSELECTED
* **Announce Custom Messages Only** – UNSELECTED

**Access Key (ALT+K)**

* **Off** – UNSELECTED
* **Speak all** – **SELECTED**
* **Speak Menus Only** – UNSELECTED
* **Speak Dialogs Only** – UNSELECTED

**Automatically start JAWS… (ALT+J)**

* **Start JAWS Options Dialog**
  + **Start JAWS at the Logon screen** (**ALT+S**)– **SELECTED**
  + **Start JAWS after logon for all users** (**ALT+A**) – **SELECTED**
  + **Start JAWS after logon for this user** (**ALT+T**)
    - * **Always** – UNSELECTED
      * **Never** – UNSELECTED
      * **Using the all users setting** – **SELECTED**

**Note**: The value selected for this combo box overrides the value selected in the **Start JAWS after logon for all users** check box.

**Automatic Notification of Updates (ALT+N)** –(Unavailable)

**Automatically start PAC Mate Desktop (ALT+U)** – UNCHECKED

**Run JAWS from System Tray (ALT+S)** – UNCHECKED (User Preference)

**Show Virtual Viewer on Screen (ALT+V)** – **CHECKED**

**Use Keyboard Layout (ALT+L)**:

* **Desktop** – **SELECTED**
* **Laptop** – UNSELECTED
* **Kinesis** – UNSELECTED

**Windows System Parameters… (ALT+P)**

* **Windows System Parameters Dialog**
  + **Disable Pointer Shadow** (**ALT+W**) – **CHECKED**
  + **Disable Personalized Menus** (**ALT+P**) – **CHECKED**
  + **Disable Hide Keyboard Navigation Indicators Until I Use the Alt Key** (**ALT+A**) – **CHECKED**
  + **Ignore Colors Specified on Web Pages** (**ALT+C**) – UNCHECKED
  + **Disable Language Bar** (**ALT+L**) – UNCHECKED

**Advanced… (ALT+D)**

* **Advanced Options Dialog**
  + **Try Remote Access Speech on startup** (**ALT+S**) – UNCHECKED
  + **Try Remote Access Braille on startup** (**ALT+B**) – UNCHECKED
  + **Use Authorization from PAC Mate** (**ALT+U**) – UNCHECKED
  + **Enable Remote Access Client** (**ALT+C**)– **CHECKED**
  + **Enable Remote Access Server** (**ALT+R**)– **CHECKED**
  + **Run JAWS without speech** (**ALT+W**) – UNCHECKED

### Voices (V)/ Voice Adjustment… (V)

#### Voice Adjustment Dialog

To configure Voice settings, go to the JAWS window by pressing **INSERT+J**. Select **Options** (**ALT+O**). Select **Voices** (**V**), and then select **Voice Adjustment…** (**V**) from the Voices sub-menu.

**Profile (ALT+P)**

* **Name**
  + **Eloquence** **– (factory)** – UNSELECTED
  + **Eloquence** – **SELECTED**
  + **RealSpeak Solo Direct – (factory)** – UNSELECTED
  + **SAPI 5 – (factory)** – UNSELECTED
* **Delete** –Use this button to delete a voice profile. This button is not available for the standard Eloquence – (factory), SAPI 5 – (factory), and Real Speak Solo Direct – (factory) voice profiles.

**Synthesizer** **(ALT+Y)**

* **Name** – Eloquence Software (Unavailable)
* **Language**
  + **American English** – **SELECTED**
  + **British English** – UNSELECTED
  + **Castilian Spanish** – UNSELECTED
  + **Latin American Spanish** – UNSELECTED
  + **French** – UNSELECTED
  + **French Canadian** – UNSELECTED
  + **German** – UNSELECTED
  + **Italian** – UNSELECTED
  + **Brazilian Portuguese** – UNSELECTED
  + **Finnish** – UNSELECTED
* **Detect SAPI Synthesizers...** – This button installs older SAPI 4 synthesizers. These synthesizers do not work with all operating systems, including Windows Vista or later.

**Voice (ALT+V)**

* **Adjust**: You can configure JAWS using the settings below so that variations to JAWS speech are heard for each of the following cursors:
  + **All Contexts**
  + **PC Cursor Voice**
  + **JAWS Cursor Voice**
  + **Keyboard Voice**
  + **Tutor and Message Voice**
  + **Menu and Dialog Voice**
* **Rate**: User Preference. Use the **Up** and **Down Arrows** to adjust the rate by small increments or the **Page Up** and **Page Down** keys to adjust the rate by larger increments.
* **Punctuation**: User Preference
  + **None**
  + **Some**
  + **Most**  – RECOMMENDED
  + **All**
* **Spell Rate Change Percent**: (Available only when Adjust setting = All Contexts) (-20)
* **Person**:User Preference. (Unavailable when Adjust setting = All Contexts. Available for all other choices)
* **Pitch**: (Unavailable when Adjust setting = All Contexts. Available for all other choices)
* **Volume**: Set this using system volume control
* **Upper Case Pitch Change Percent**: (Available only when Adjust setting = All Contexts) (20)

**Say All (ALT+L)**

* **Speech Synthesizer**
  + **Default** – **SELECTED**
  + **RealSpeak Solo Direct**  – UNSELECTED
  + **SAPI 5** – UNSELECTED
* **Rate** – (Unavailable when Speech Synthesizer setting = Default. Available for other choices)
* **Punctuation** – (Unavailable when Speech Synthesizer setting = Default. Available for other choices)
* **Person** – (Unavailable when Speech Synthesizer setting = Default. Available for other choices)
* **Pitch** – (Unavailable when Speech Synthesizer setting = Default. Available for other choices)
* Volume – (Unavailable when Speech Synthesizer setting = Default. Available for other choices)

### Voices (V)/Select a Voice Profile… (S)

#### Select a Voice Profile Dialog

To configure Voice settings, go to the JAWS window by pressing **INSERT+J**. Select **Options** (**ALT+O**). Select **Voices** (**V**), and then access **Select a Voice Profile…** (**S**) from the Voices sub-menu.

**Default (ALT+D)**

* **Eloquence** – **SELECTED**
* **RealSpeak Solo Direct – (factory)** – UNSELECTED
* **SAPI 5 – (factory)** – UNSELECTED

**For word (ALT+F)**

* **Use Default** – **SELECTED**
* **Eloquence –** UNSELECTED
* **RealSpeak Solo Direct – (factory)** – UNSELECTED
* **SAPI 5 – (factory)** – UNSELECTED

### Braille… (L)

#### Braille Basic Settings Dialog

To configure Braille settings, go to the JAWS window by pressing **INSERT+J**. Select **Options** (**ALT+O**). Select **Braille…**(**L**)

**Default Braille Display (ALT+D)**

* **Remote Access Braille** – UNSELECTED
* **No Display** – UNSELECTED
* **Focus** – **SELECTED**

**Settings (ALT+S)**

* **USB** – (Unavailable)

**Modify Settings… (ALT+M)**

* **Set Options for the Focus Braille Display Dialog**
  + **Port Information (ALT+I)**
    - **Select the output port** (**ALT+P**)
      * **USB**  – **SELECTED**
      * **Bluetooth**  – UNSELECTED
  + **Select the output port specifications** (**ALT+S**)
    - **57600,n,8,1** – **SELECTED**

**Show Braille Load Error (ALT+L):** Unchecked

**Translation Table (ALT+T)**:

* **US\_Unicode** – **SELECTED**

**Add Braille Display… (ALT+B)**

* **Select components Dialog**: Accept Default Settings

**Advanced… (ALT+A)**

* Opens up [JAWS Settings Center - Default: Braille Settings Group](#_Braille) (discussed above).

### Manage Application Settings… (M)

#### Manage Application Settings Dialog

To configure the Manage Application Settings, go to the JAWS window by pressing **INSERT+J**. Select **Options** (**ALT+O**). Select **Manage Application Settings…** (**M**).

**Application Settings (ALT+A)**

* **DEFAULT** – **CHECKED**
* **judge** – **CHECKED**
* **Outlook 2010** – **CHECKED**
* **pcsws** – **CHECKED**
* **pcsws\_judge** – UNCHECKED
* **word** – **CHECKED**

**Enable All** (**ALT+E**)(Push Button)

**Disable All** (**ALT+D**) (Push Button)

**Remove Selected** (**ALT+R**)(Push Button)

### Exit (X) (ALT+F4)

#### Exit JAWS

To exit JAWS:

* **Method 1**: Go to the JAWS window by pressing **INSERT+J**. Select **Options** (**ALT+O**). Select **Exit** (**X**).
* **Method 2**: Go to the JAWS window by pressing INSERT+J. Press **ALT+F4** to close the window.

**Note**: Remember that you can press **Insert+F4** to Exit JAWS from anywhere; it is not necessary to be in the JAWS window to use this keystroke.

# utilities Menu (alt+u)

## Recommended Settings for the Utilities Menu

### JAWS Tandem (T)

#### General

For detailed information on using JAWS Tandem, access the document, [Tandem For JAWS Users](http://sharepoint.ssa.gov/DCHR/OL/EWD/VICurriculum/Miscellaneous%20Applications%20-%20JAWS%20Support/Tandem_for_JAWS_%20Users%20(05-11).docx) located on the Office of Learning's [Visually Impaired Curriculum](http://learning.ba.ssa.gov/OL/ewd/VIcurriculum.asp) page.

#### JAWS Tandem (T)

* **Tandem Center** (**C**)
  + **Allow access to my computer** (**A**) – NOT USED BY SSA
  + **Get access to a computer** (**G**) – NOT USED BY SSA
* **Tandem Direct** (**R**)
  + **Allow access to my computer** (**A**) – SELECTED BY TARGET PC
  + **Get access to a computer** (**G**) – SELECTED BY CONTROLLER PC
* **Disconnect** (**D**) – SELECTED TO END A TANDEM SESSION. (Unavailable when not in a Tandem session)
* **Quick Start Guide…** (**Q**) – Presents **JAWS Tandem Quick Start Guide** in a new JAWS window

### Merge Utility (M)

#### General

This menu item provides access to the **Select Source Directory** dialog (**Merge Manager**).

Use the **Merge Utility** to import your settings. This utility imports all of your configuration (JCF) files, dictionary (JDF) files, graphics (JGF) files, schemes, sounds, PlaceMarkers, personalized Web settings, and voice settings from a previous version of JAWS. Any script files you created that are not already included with JAWS are also imported. This allows you to retain many of your customized settings when you upgrade to a later version.

**Note**: This process does not import your JAWS startup preferences, Braille settings, keyboard layout selection, or custom keyboard assignments. In addition, the **Merge Utility** does not import any changes to script files included with JAWS.

### Synthesizer and Braille Manager (B)

#### General

This menu item provides access to the **JAWS Synthesizer and Braille Manager**.

The **Synthesizer and Braille Manager** allow you to add, modify, or remove synthesizer and Braille display drivers. Adding synthesizers or Braille displays makes them available from the JAWS user interface. Modifications can include changing the default synthesizer or Braille display and changing the output port, if applicable. Removing the devices only removes them from the JAWS user interface. The device files remain on the computer until JAWS is uninstalled.

**Note**: Contact your systems support personnel or the EWD Help Desk before making any changes using **Synthesizer and Braille Manager**.

### Sound Cards (O)

#### General

Use this menu item to select a sound card for JAWS speech output when multiple sound cards are installed in your computer.

**Note**: Contact your systems support personnel or the EWD Help Desk before making any changes involving your sound card(s).

### Settings Center (E)

#### General

See [JAWS Settings Center Overview](#_JAWS_Settings_Center) for detailed information on this feature.

### Keyboard Manager (K)

#### General

This menu item provides access to the **JAWS Keyboard Manager**.

The **Keyboard Manager** controls the assignment of keystrokes to JAWS activities. Scripts control all JAWS activities assigned to keystrokes. A script is a small computer program that controls how JAWS reacts, and what you hear. For example, when you press **INSERT+NUM PAD 5**, the Say Word script runs. In addition to just saying the current word, it also checks to see if you pressed **INSERT+NUM PAD 5** twice, in which case it spells the word. Groups of scripts are stored in script files. There are two basic types of script files: default and application. The default script file contains scripts that are always available. Application script files contain scripts that are only available when a particular application is running. Each script may have one or more keystrokes assigned to it, but a keystroke assignment is not required.

The **Keyboard Manager** stores keystroke assignments in key map files with the extension .jkm. Like the two types of script files, there are two types of key map files: default and application. The default key map file (default.jkm) contains the keystroke assignments for the default scripts. Application key map files usually contain keystroke assignments for scripts in an application script file.

As with the files created by other JAWS managers, all application key map files have the same name as the application’s executable file name (e.g., word.jkm).

**Note**: Contact your systems support personnel or the EWD Help Desk before making any changes using **Keyboard Manager**.

### Dictionary Manager (D)

#### General

This menu item provides access to the **JAWS Dictionary Manager**. You can also access Dictionary Manager by pressing **Insert+D**. Press **Control+Shift+D** to access the default Dictionary Manager file.

The **Dictionary Manager** lets you change the way JAWS speaks words, phrases, abbreviations, or symbols. If JAWS mispronounces your name, for example, you can change the pronunciation with the **Dictionary Manager**. You can also assign a sound to play, speak the word in a different language, or any combination of these options. JAWS contains a large dictionary of words and their pronunciations. As JAWS reads a word on the screen, it checks it against the dictionary and follows the rules when it speaks the word. You can use the **Dictionary Manager** to add, change, or delete word pronunciation rules.

The **Dictionary Manager** stores your pronunciations in dictionary files with the extension .jdf. The default dictionary file (default.jdf) contains the rules for pronunciations used in all applications. Application dictionary files contain pronunciations specific to a particular application.

As with the files created by other JAWS managers, all application dictionary files have the same name as the application’s executable file name (e.g., word.jdf).

**Note**: When adding words to **Dictionary Manager**, we recommend you add the word to the Default.jkm dictionary file unless the word pronunciation is unique to a particular application.

### Frame Viewer (F)

#### General

This menu item provides access to the **Frame Viewer**.

Frames are a quick, easy way to make applications more accessible. A frame is a rectangular area of a window or the screen defined so JAWS knows to monitor it for any activity that might take place.

Frames are now much easier to work with and modify. In Frame Viewer, frames are visible on the screen, and standard commands let you easily move between them, move and resize them, and access their properties.

Frames also provide the support to make it possible to create prompts quickly and easily for controls when the prompt does not speak or does not provide useful information.

### Script Manager (S)

#### General

This menu item provides access to the **Script Manager**.

The JAWS **Script Manager** is a script-editing program with all the features necessary to create scripts.

**Note**: Contact your systems support personnel or the EWD Help Desk before creating or editing any scripts using **Script Manager**.

### Navigation Quick Key Manager (N)

#### General

Use this menu item to open the **Navigation Quick Key Manager**.

Navigation Quick Keys are single or combination keystrokes that let you move quickly around Web pages, Acrobat PDF files, Microsoft Word documents, or Microsoft Outlook email messages. For example, if you press the letter **H** while visiting a Web page, JAWS jumps to and reads the next heading on the page. Likewise, if you press **SHIFT+H**, JAWS jumps to and reads the previous heading.

Use the **Navigation Quick Key Manager** to view current key assignments, edit key assignments, or delete key assignments.

**Note**: Contact your systems support personnel or the EWD Help Desk before creating or editing any keystroke assignments using **Navigation Quick Key Manager**.

### Re-Initialize Authorization (A)

#### General

This menu item allows you to force JAWS to search for valid ILM authorization. If the search is successful, JAWS displays your serial number.

**Note**: Contact your systems support personnel or the EWD Help Desk before using this feature.

### Video Intercept Manager… (V)

#### General

This menu item provides access to the **Video Intercept Manager** - UNAVAILABLE.

The JAWS **Video Intercept Manager** detects problems related to video that may prevent JAWS from functioning properly. The JAWS **Video Intercept Manager** provides information on your video hardware and software that can help Freedom Scientific Technical Support Engineers determine the cause of failure to install JAWS Video Intercept properly.

**Note**: Troubleshooting and resolving situations that cause JAWS Video Intercept often involves uninstalling and reinstalling software applications and/or device drivers.

Contact your systems support personnel or the EWD Help Desk if you detect JAWS Video Intercept problems.

# lANGUAGE Menu (alt+l)

## Recommended Settings for the Language Menu

### JAWS Language (J) (Unavailable)

**This feature is unavailable**.

### Voice Profiles (V)

#### Voice Profile Settings

**Default (ALT+D)**

* **Eloquence** – **SELECTED**
* **RealSpeak Solo Direct – (factory)** – UNSELECTED
* **SAPI 5 – (factory)** – UNSELECTED

**For word (ALT+F)**

* **Use Default** – **SELECTED**
* **Eloquence** – UNSELECTED
* **RealSpeak Solo Direct – (factory)** – UNSELECTED
* **SAPI 5 – (factory)** – UNSELECTED

**No Speech**

* UNSELECTED

**Create New…**

* Presents the [Voice Adjustment Dialog](#_Voice_Adjustment_Dialog)

# Help Menu (alt+h)

## Help Menu Items

### Training (T)

#### General

Choose this menu item to start **FSReader**. A dialog box that allows you to open a DAISY book appears. If you installed the JAWS Basic Training or What's New, you can select and open either of these books. These DAISY books guide you through the new features of your JAWS version and help you learn the basics of using JAWS.

### JAWS Help Topics (J/F1)

#### General

This menu item provides access to the JAWS 13 Help system.

### Keyboard Commands (K)

#### General

This menu item opens the JAWS help system, and moves you to topics providing information on available keyboard commands in JAWS.

### What's New (W)

#### General

This menu item allows you to view descriptions of the new features added in this version of JAWS. You can also view new features added in previous versions.

### End User License Agreement (E)

#### General

This menu item opens the help system to the JAWS License Agreement.

### Technical Support (S)

#### General

This menu item provides access to information on how to contact Freedom Scientific Technical Support.

### Web Resources (R)

#### General

**Web Resources** (**R**) provides the following helpful links to Freedom Scientific products and resources:

* **JAWS Headquarters** (**J**) – A one-stop resource for JAWS. Use these pages to download software updates, locate resources, and learn new ways to use JAWS.
* **Technical Support** (**S**) – Use this link to access support bulletins and FAQs.
* **FS Activate** (**A**) – Use this link to verify the number of available JAWS activation keys, request a reset of the number of activations allowed for a registered user, or retrieve an activation license code based on your Authorization number and Locking code.
* **Surfing the Internet** (**I**)– Use this link to access Surf's Up! A useful tool that teaches you how to work with and read HTML pages with JAWS.
* **MAGic Screen Magnification** (**M**) – Learn more about MAGic, Freedom Scientific's screen magnification software.
* **Training Headquarters** (**T**) – Learn more about training options and tutorials available from Freedom Scientific.
* **PAC Mate Headquarters** (**P**) – Use this link to access information, documentation, and tools available for the PAC Mate accessible PDA.
* **RealSpeak Solo Direct download page** (**R**) – Use this page to download one or more Nuance® RealSpeak™ Solo Direct voices that work exclusively with 32-bit and 64-bit versions of JAWS 10 or later, MAGic 11 or later, OpenBook 9 or later, and WYNN 6 or later. These voices are available at no charge and work with demo versions of JAWS, MAGic, OpenBook, and WYNN, which support the RealSpeak Solo Direct synthesizer.
* [www.freedomscientific.com](http://www.freedomscientific.com/) (**F**) – Use this link to open the Freedom Scientific home page.

### About JAWS for Windows… (A)

#### General

This menu item provides access to the version number, serial number, copyright notices, your computer's unique locking code, and other important information about JAWS. It also contains information about your SMA, or Software Maintenance Agreement. **Note**: Although the **About JAWS** dialog gives SMA information, if the information in the Freedom Scientific database differs, assume that the database information is accurate and up-to-date.

### Startup Wizard… (Z)

#### General

The **JAWS Startup Wizard** is a helpful tool that allows you to configure specific JAWS parameters. For example, with the **JAWS Startup Wizard** you can set JAWS to start automatically when you turn on your computer. You can also use **JAWS Startup Wizard** to install training material, such as FSReader, Freedom Scientific’s DAISY book reader, or load various other JAWS items and functions. During a new JAWS installation, the **JAWS Startup Wizard** appears after you complete product activation. However, you can always access it later from the JAWS **Help** menu by pressing **ALT+H** and choosing **Startup Wizard…** (**Z**).

Please see [JAWS Startup Wizard](#_JAWS_Startup_Wizard) for more detailed information.

### Register JAWS… (R) (Unavailable)

#### General

Use this command to activate JAWS. JAWS runs in 40-minute mode until you activate the software. You need your authorization number, locking code, and a connection to the Internet. You can also use this command if you want to enter an activation license code that you received from [FSActivate.com](http://www.freedomscientific.com/_vti_Activate/FSActivate.asp), Freedom Scientific Customer Service, or your distributor.

**Note**: If you change certain components of your computer's hardware, you may need to reactivate JAWS. You can use this command at any time to activate your software.

### Check for Updates… (P) (Unavailable)

#### General

Choose **Check for Updates…** (**P**) from the JAWS menu **Help** (**ALT+H**)to search for new versions of the software on the Web. JAWS then checks to see if any updates are available and displays a list from which you can choose. The list of updates includes the file size and details about what the update contains. You can then choose to download and install any of the new software versions in order to keep JAWS up-to-date. You can also download and update related material, such as DAISY training materials. This service helps Freedom Scientific make minor changes and improvements to JAWS much more frequently.

Internet access and administrative rights are required to check for updates. Automatic updates are available for the English version of JAWS only.

# jaws startup wizard

## Recommended Settings for JAWS Startup Wizard

### JAWS Startup Wizard

#### General

The **JAWS Startup Wizard** is a series of dialogs used to obtain a subset of the information requested in [JAWS Settings Center](#_JAWS_Settings_Center). It lets you quickly configure some of the more commonly used JAWS parameters. This can save time since you do not have to search multiple menus and managers to customize your copy of JAWS.

The **JAWS Startup Wizard** automatically runs the first time you install a new version of JAWS. However, you can always access it by selecting the **Help** menu (**ALT+H**)in the JAWS application window, then selecting **Startup Wizard…** (**Z**). The **JAWS Startup Wizard** organizes the primary JAWS functions into four groups discussed below.

Each dialog of the wizard has the following push buttons:

* **< Back** (**ALT+B**): Unavailable on Speech Settings dialog (No previous dialog).
* **Next >** (**ALT+N**): Not present on the Braille Settings dialog (No next dialog).
* **Finish**: Present only on the Braille Settings dialog.
* **Cancel**

**Note**: You must choose the **Finish** button on the **Braille Settings** dialog to save and activate any changes. If you **Cancel** or escape at any point in the wizard, JAWS does not save your changes.

#### Speech Settings

* **Rate** (**ALT+R**): – User Preference
* **Punctuation** (**ALT+U**): – User Preference
  + **None**
  + **Some**
  + **Most** – RECOMMENDED
  + **All**
* **Typing Echo** (**ALT+E**): – User Preference
  + **Off** – UNSELECTED
  + **Characters** – UNSELECTED
  + **Words** – **SELECTED**
  + **Character and Words** – UNSELECTED

#### Run JAWS Settings

If you select "Start JAWS at the Logon screen," JAWS loads at the logon screen.

If you select "Start JAWS after logon for all users," JAWS loads after logon for all users. You can choose how JAWS loads after logon for this user.

* **Start JAWS at the Logon screen** (**ALT+S**) (Check Box): – **CHECKED** JAWS starts as a service when you turn on your computer.
* **Start JAWS after logon for all users** (**ALT+A**) (Check Box): – **CHECKED**
* **Start JAWS after logon for this user** (**ALT+T**) (Combo (Drop Down Select) Box):
  + **Always** – UNSELECTED
  + **Never** – UNSELECTED
  + **Using the all users setting** – **SELECTED**
* **Run JAWS from System Tray** (**ALT+S**): – USER PREFERENCE
* **Use Virtual Ribbon Menus** (**ALT+V**): – UNCHECKED
* **Use Keyboard Layout** (**ALT+L**):
  + **Desktop** – **SELECTED**
  + **Laptop** – UNSELECTED
  + **Kinesis** – UNSELECTED
* **Initial state of NumLock** (**ALT+M**):
  + **Turn off at startup** – **SELECTED**
  + **Turn on at startup** – UNSELECTED
  + **Do not modify** – UNSELECTED

#### Verbosity Settings

* **Tutor Messages** (**ALT+T**):
  + **Turn off Menu and Control Help** – **SELECTED**
  + **Announce Menu and Control Help** – UNSELECTED
  + **Announce Custom Messages Only** – UNSELECTED
* **Access Key** (**ALT+K**):
  + **Off** – UNSELECTED
  + **Speak all** – **SELECTED**
  + **Speak Menus Only** – UNSELECTED
  + **Speak Dialogs Only** – UNSELECTED
* **Verbosity Level** (**ALT+L**):
  + **Beginner, Highest** – **SELECTED**
  + **Intermediate** – UNSELECTED
  + **Advanced, Lowest** – UNSELECTED
* **Graphic Verbosity** (**ALT+G**):
  + **No Graphics** – UNSELECTED
  + **Labeled Graphics** – **SELECTED**
  + **All Graphics** – UNSELECTED

#### Braille Settings

* **Enable Flash Messages** (**ALT+E**): – UNCHECKED
* **Contracted Braille** (**ALT+C**):
  + **Translation** (**ALT+T**): **USER PREFERENCE**
    - **Off** – **SELECTED**
    - **Output Only** – UNSELECTED
    - **Input and Output** – UNSELECTED
* **Expand Current Word (ALT+X)**: UNCHECKED (Unavailable when Translation combo (drop down select) box = Off or Input and Output.

# EXHIBIT 1:

## Keystrokes to Navigate JAWS Settings Center

### JAWS Settings Center Keystroke Overview

#### General

Use the following keystrokes to navigate, select, and edit areas and items within **JAWS Settings Center**.

### Settings Center Window Navigation

* Press **TAB** or **SHIFT+TAB** to move through different areas of **JAWS Settings Center**.
* Press **F6** to move to the **Configuration Display** pane.
* Press **Control+E** to move to the Search box edit field.

### Application List Navigation

* Press **SHIFT+TAB** until focus moves to the **Application** combo box.
* Press any **ARROW KEY** to select items in the **Application** combo box list.
* Use first letter navigation to select items in the list.
* Press **TAB** or **SHIFT+TAB** to move focus away from the combo box.

### Search Box Navigation

* Press **CTRL+E** to move focus to the **Search** edit box.

### Tree View Pane Navigation

* Press **UP ARROW** or **DOWN ARROW** to move up or down the **Tree View** pane.
* Press **RIGHT ARROW** or **LEFT ARROW** to expand or collapse a **Tree View** group.
* Use first letter navigation to select a group or item in the **Tree View** pane.
* Press **SPACEBAR** or **ENTER** to modify the state of the items while focused on them in the **Tree View** pane. This works for options such as radio button, check boxes, or buttons without having to press **F6** to move to the **Configuration** **Display** pane to adjust them.
* Press **CTRL+SHIFT+D** to load the **Default.jcf** file and apply changes globally.
* When searching for an item in **JAWS Settings Center**, search results display in the **Tree View** pane. Press **ENTER** on any entry to restore the full **Tree View** and then move directly to that item.  Press **ESC** when on search results, to restore the full tree view to the last item prior to the search.
* Press **F6** to move to the **Configuration Display** pane. Press **F6** again to return to the **Tree View** pane.

### Configuration Display Pane Navigation

* Press **F6** to move focus to this pane. This is required to change the value of an edit box. Press **F6** again to move focus to the **Tree View** pane.
* To jump to an item, press **ALT** along withits access key. For example, in the **Forms Mode** group, press **ALT+A** to move focus to the **Auto** radio button.
* Press any **ARROW KEY** to select items in a list box or radio button group, or move between items in a group.
* Press **TAB** to move between items in the **Configuration Display** pane.

### Help Message Pane Navigation

* Use the **Say Line** (**INSERT+UP ARROW**) or **Say All** (**INSERT+DOWN ARROW**)commands to read help messages for the item currently selected in the **Tree View** pane.

# FEEDBACK SHEET:

Request to the instructor:

As you use this training package, please document errors, omissions, and revisions and notify us of any required editing. At the completion of this segment, you should mail this form to the address on the next page.

**Source of report:**

Location of training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Timeframes:**

How much time did it take to present this material?

**Topics:**

Is there any material in the lesson that is covered but not relevant to your position that we should remove? If so, what?

Can you identify any topic not covered in this lesson that should be included?

**Complexity level:**

Are there any lessons that appear either too simple or too complex? Which ones? Why?

**Testing:**

How would you rate the usefulness of the tests and exercises?

1 2 3 4 5

Irrelevant Adequate Quite Helpful

Please note your corrections below or attach a photocopy of corrected pages.

Page # Correction Needed

**Comments:**

Use the space below for your comments on how we can improve this material.

**Mail to:**

Gregory Gill

Social Security Administration

EHR Ste 100

6401 Security Blvd.

Baltimore, MD 21235

Or email comments to [gregory.gill@ssa.gov](mailto:gregory.gill@ssa.gov?subject=Training%20Material%20Feedback)