UWM

JAWS USER GUIDE

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

LOCATION: Adaptive Technology Room, 1st floor West Wing

USE: Room and equipment for use by current UWM students, faculty, and staff.

ACTIVATE: This software is accessible through the computer located just inside the room.
It can be used to read information in Lotus and WordPerfect 6.1.
It can also be used to read information in the Library's Online catalog, databases or the Internet.
JAWS must be activated before entering any application.

To Activate JAWS:
1) Turn on the computer with the switch located on the surge protector to the right of the computer.

2) Press the POWER button located on the front of the cpu. It is the top button.

3) Press the NUM Lock button to turn off the number lock.

4) Double-click on the ADA Applications menu option.

5) Use the down arrow to highlight E: JAWS and press the (ENTER) key.
The JAWS introduction will be heard through the speakers.

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

6) Minimize the ADA menu by clicking on the down arrow in the top right-hand corner of the window.

7) Double-click on the Library Main Menu via Netscape menu option.

READING: Once you are in the document you want to read, **USE THE NUMBER KEYPAD**

TO CONTROL THE READING. Make sure the NUM Lock is off.

If you are working in a **WINDOWS OR FRAMES** environment.
> 1) Turn the JAWS cursor restriction On by pressing the (INSERT) (R)
>> keys.
> 2) Select the JAWS cursor by pressing the (minus) key.
> 3) Route the JAWS cursor to the PC cursor by pressing
>> (INSERT) + (minus).
>
> This will allow you to read each individual window or frame.

If you are working in a **TEXT** environment.
> 1) Set the default to route the PC cursor to the JAWS cursor by pressing
>> (INSERT) + (plus). This will allow you to scroll past the
>> bottom of the window.

JAWS CONTROL: Below is a brief list of number keypad keys and their function

Key	Function	Alternative Keystrokes
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)
Read inside frame/window:		
(CONTROL) + (2)	say all inside frame	(CONTROL) + (down arrow)

ADJUSTMENTS: **Volume:** To adjust the volume of the voice:
> 1) Minimize the current window by clicking on the down arrow

located in the top right-hand corner of the window.
2) Double-click on the JAWS icon or press (INSERT) + (J).
   to bring up the JAWS application window.
3) Click on Voice on the JAWS window.
4) Click on Global.
5) Click on the arrows to adjust the volume.
6) Click on OK to exit.

Speaking Rate: To adjust the speaking rate:
   1) Minimize the current window by clicking on the down arrow
      located in the top right-hand corner of the window.
   2) Double-click on the JAWS icon or press (INSERT) + (J)
      to bring up the JAWS application window.
   3) Click on Voice on the JAWS window.
   4) Click on Global.
   5) Click on the arrows to adjust the rate.
   6) Click on OK to exit.