



## **JAWS Beginner's Guide (BC Net – Version 8)**

A calm, friendly beginner's guide to help you start using JAWS with confidence.

### **1. Purpose of This Guide**

This guide helps you get started with JAWS in a simple, stress-free way.

You'll learn:

- Turning JAWS on/off
- Understanding your keyboard
- Using Help Mode
- Navigating apps and webpages
- Forms Mode
- Fn Lock for laptops

### **2. How to Use This Document**

- Use Down Arrow to read line by line.
- Press JAWS Key + Down Arrow to read continuously.
- Press Control to silence JAWS.

JAWS Key = Insert or Caps Lock.

### **A quick note about headings**

This guide uses proper headings so JAWS and NVDA can jump between sections.

VoiceOver on Mac cannot jump headings in Word — this is a limitation of Word for macOS.

You can still read the guide fully with arrows or Tab.

### **3. Before You Begin**

- ✓ Keyboard layout: use English (United Kingdom).
- ✓ Audio output: check headphones/speakers.
- ✓ Restart Windows if JAWS didn't speak at login.
- ✓ Fn Lock ON for F-keys.



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## 4. Finding Your Keys

Useful keys:

- Escape → cancel
- Tab / Shift+Tab → move between elements
- Arrow keys → read lines/words/characters
- Windows key → Start Menu

## 5. Help Mode

JAWS Key + 1 → Help Mode on/off.

Press any key safely to hear what it does.

## 6. Everyday Navigation

JAWS Key + Down Arrow → Read All

JAWS Key + Up Arrow → Read previous line

JAWS Key + Left/Right Arrow → previous/next word

Alt + Tab → switch apps

## 7. Modes

Virtual PC Cursor: JAWS Key + Z.

Forms Mode: activates when typing in fields.

Press Escape to exit Forms Mode.

## 8. Fn Lock for Laptops

Most laptops: Fn + Esc.

Some Dells: Fn + F12.

Surface laptops: press Fn once.

## 9. Helpful Beginner Hacks

JAWS Key + Space → Command Layer

H = headings list

L = links list

B = buttons list

Insert + F12 → time

Insert + F8 → battery

## Helpful Real-World Tips

- If JAWS goes silent, press Control — you may have stopped speech.
- If you feel lost, press Insert + T to hear the window title and regain orientation.



- If F-keys aren't working, turn on Fn Lock — most laptops use Fn + Esc.
- If typing produces the wrong characters, press Windows + Space to switch keyboard layout.
- If webpages aren't reading properly, toggle the Virtual PC Cursor with Insert + Z.
- If everything feels stuck, press Escape to exit Forms Mode.

### Community Note & Accuracy Disclaimer

This guide is accurate as of 2025, based on the most up-to-date information available when it was created. Technology changes quickly, so some shortcuts or behaviours may work slightly differently after updates.

If you spot something that has changed, find an error, or have a tip that could help others, we'd love to hear from you. These guides get better when the community helps shape them.

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Together, we can keep improving accessibility — because everyone deserves to be seen.