# Quick Start Guide for Using JAWS with the SFS

**JAWS Commands** (all of the following based upon JAWS software Version 12)**:**

### Lists

1. **Numeric Keypad Insert +F5** provides a list of all controls on the page. It can also be used to locate the field of interest. Then move up and down to get a sense of the fields surrounding it. Fields appear in the sequence of the screen.
2. **Numeric Keypad Insert + F7** provides a list of links on the page.
3. **Numeric Keypad Insert + F9** creates a list of frames.
4. **Numeric Keypad Insert + F6** provides a list of headings on the page.
5. **Ctrl + Numeric Keypad Insert + t** provides a list of tables on the page.
6. **Ctrl + Numeric Keypad Insert + c** provides a list of combo boxes in browsers.
7. **Ctrl + Numeric Keypad Insert + e** provides a list of Edit fields in browsers.
8. **Ctrl + Numeric Keypad Insert + ESC** resets JAWS speech by reinitializing default scripts. Do this first when JAWS' speech becomes garbled.

### Movement

1. **Tab** moves to the next link on the page.
2. **Shift + Tab** moves to the prior link on the page.
3. **Numeric Keypad Insert + Enter** moves to the non-link text.
4. **Ctrl + Tab** moves to the next frame.
5. **Ctrl + Shift + Tab** moves to the prior frame.
6. **Alt + Numeric Keypad Insert + Home** moves to the first heading on the page.
7. **Ctrl + Numeric Keypad Insert + Enter** moves to the next heading on the page.
8. **Ctrl + Numeric Keypad Insert + Shift + Enter** moves to the prior heading on the page.
9. **Alt + Numeric Keypad Insert + End** moves to the last heading on the page.

### Table Mode

1. In Table mode, **ALT + Ctrl + Left/Right/Up/Down** moves along the cells and reads all the cell contents as well as the column and row headings when they change.
2. In Table mode, **Windows Key + 5** reads the entire row of cell values, but not column headings. Do this while on the first column of the table.

### Virtual Cursor Mode

1. **Numeric Keypad Insert +** or **ESC** takes you out of the Forms mode and into Virtual Cursor mode.
2. In Virtual Cursor mode, the **c** key moves to the next combo box (dropdown).
3. In Virtual Cursor mode, the **b** key moves to the next button on the page.
4. In Virtual Cursor mode, the **e key** moves to the next Edit box on the page.
5. In Virtual Cursor mode, the **t** key moves to the next table.

### Operating System Commands
1. **ALT + Down Arrow** opens a combo box. Always expand a dropdown box before changing a value. Selecting a new value while the combo box is closed may cause validation to occur when moving to each new value.
2. **ALT + Tab** will select the previous active window by default.
3. **Ctrl + F4** closes the current window and also closes the current document window if in multiple tabs of the browser.
4. **Ctrl + Home** moves focus to the top of the page.
5. **Ctrl + End** moves focus to the bottom of the page.
6. When at the top of a page, **Shift + Tab** moves to the last link or form element on the page.

**PeopleSoft Short Cuts**
1. **ALT + P**, when used in My Personalization, puts you in the general portion of the table so that the combo box to change accessibility settings can be quickly found.
2. **ALT + 6** opens the View Related Links' "Open the popup window on the page" so that search-related links in the table can be used.
3. **ALT + 5** opens the Lookup window on a field that has a corresponding lookup.

**Internet Explorer Commands**

1. **ALT + Left Arrow** pages back. Use on-page controls to move forward or back if possible. Browser back may move the focus to the URL bar.
2. **F5** refreshes the current page.
3. **ALT + T** opens the Tools menu. Delete browser history including cache if pages are loading incorrectly.

**Key Points:**
1. Before using JAWS, SFS (PeopleSoft) has to be engaged in Accessibility Layout Mode in both the SFS Portal and SFS Financials windows. Follow the SFS Procedure to turn on Accessibility Layout Mode. These settings also apply to the use of Dragon Speak as well.
2. After changing My Personalization for accessibility, log out for it to take effect.
3. When launching a page from the SFS Portal, the second window may have the same title as the first. Immediately close the first page in order to avoid confusion.
4. Within a menu, when the focus is on a parent node, pressing **Enter** expands it and leaves focus there. Use the **Down Arrow** to start reading the new child entries.
5. JAWS navigation commands are more efficient than using the **Tab** key. The **Tab** key is usually only needed when entering data into a set of contiguous fields in JAWS Forms mode.
6. Forms mode navigates only to actionable items in the SFS like edit boxes, combo boxes, checkboxes, and buttons, but not links.
7. After entering search criteria, exit Forms mode by clicking the **+** key on the numeric keypad. Then use the **b** key to move to the Search button. After the search is performed, either use the **Down Arrow** to start reading the new content or use the **t** key to locate the results table. If a search table is not present, go to the bottom of the screen and use the **Up Arrow** to look for possible error messages.
8. JAWS automatically exits forms mode when **Enter** is pressed to submit the form.
9. SFS static (non-table; non-data entry; non-dropdown) text can only be found when taking JAWS out of the edit mode. It is typically under the "New Window" link. Please ensure that JAWS users are trained to locate static text on SFS screens that are specific to their role.

**Do's:**
1. Do use JAWS software version 11.0 or better. Earlier versions can cause significant user issues.
2. Do become proficient at table navigation. Many SFS training materials, job aids, and Quick Start Guides require table navigation.
3. Do listen for a "pop" when JAWS enters the Edit mode.
4. Do use up/down arrows to change values, then Enter to select it or ESC to cancel.
5. Do maximize the browser window in Internet Explorer.

**Don'ts:**
1. Don't do anything until the page has fully loaded and JAWS starts reading.

**Business Process Impacts:**
Effective navigation of JAWS allows visually-impaired SFS users to perform their system tasks more autonomously.