

Introduction to JAWS

(1 day)

Course Outline

- **Introduction**
 - *What is a screenreader, difference between screenreader and magnification programs?*
 - *Considerations while teaching Visually Impaired Students*
- **Basics**
 - *Basic Universal keystrokes, recognising Microsoft Keystrokes.*
 - *Basic Jaws keystrokes, reading pages and moving around the screen/windows applications.*
- **Outlook Express**
 - *Configuring Outlook to make it more VI friendly*
 - *Sending, receiving, forwarding and replying to email*
 - *Adding attachments*
 - *Creating folders*
 - *Organising information received.*
 - *Creating message rules*
 - *Simple text formatting*
 - *Copying and pasting*
 - *Activating and reading 'links'*
- **Internet Explorer**
 - *Building up keystrokes and understanding of the Internet by moving between gradually more difficult web pages. From the extremely simple VI specific sites to more complicated sighted sites. Including use of forms mode, reformatting pages as necessary*
 - *Accessing Links and advanced use of links lists*
 - *Accessing non-linked text*
 - *Downloading information, saving specific pages or information to Word or specified drives.*
- **Use of Chatrooms (Chat 32) and MSN Messenger.**
- **Microsoft Word**
 - *Saving and retrieving files from specific drives and creating folders*
 - *Headers and footers*
 - *Spell checker*
 - *Printing envelopes*
 - *Creating hyperlinks.*



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