# JAWS and Windows 10 Webinar Handout

## Introduction

Keyboard shortcuts are available for navigating Windows 10 with JAWS. Use these tips to increase productivity.

## Navigate the Desktop

The desktop includes shortcuts to frequently used items. Add/remove shortcuts to customize your desktop.

1. Press **WINDOWS KEY+D** or **WINDOWS KEY+M** to place focus on the desktop. Use the command **WINDOWS KEY+D** to toggle between the desktop and the prior application in focus. For example, if you are in an open Word document, pressing this command once will place focus on your desktop, and pressing it again will return you to the Word doc.

Pressing **WINDOWS KEY+M** places focus on the desktop but will not toggle you back to your prior application. Both commands provide a quick way of navigating to the desktop.

1. Navigate the items on your desktop using the **RIGHT**, **LEFT**, **UP**, and **DOWN** **ARROW KEYS**.
2. Press **ENTER** on an item to open it.

## Explore the Taskbar and Notification Area/System Tray

The Windows 10 Taskbar is typically located at the bottom of the screen, and contains four distinct areas:

* The Start menu
* Shortcuts to running applications
* The Notification Area/System Tray
* Pinned applications defined by the user for customization

The Start menu contains shortcuts to apps, files, and settings. The Notification Area/System Tray includes items such as the clock, battery status, and internet connection status.

1. When focus is on the desktop, press **TAB** to navigate to each area mentioned above.
2. When on the Start button, press **ENTER** to open it.
3. When on the Taskbar, press **RIGHT ARROW** or **LEFT ARROW** to navigate among the pinned apps and running applications.
4. Press **ENTER** on a shortcut to open an application. If the selected application is already running, focus will switch to it.
5. When on the Notification Area/System Tray, press **UP ARROW** or **DOWN ARROW** to navigate to each item.
6. Press **ENTER** on an item to open it.
7. Alternatively, press **INSERT+F11** to open the System Tray dialog. This is a JAWS command you can perform from any application.
8. Press **UP ARROW** or **DOWN ARROW to navigate to each item.**
9. Press **ENTER** on an item to open it.
10. Press **ESC** to close the System Tray dialog if you do not want to select an item. Focus will return to your currently open window.

## Access Windows Notifications

Windows notifies you of new emails, installed apps, and system updates. To access notifications:

1. Press **WINDOWS KEY+A** to open a list of notifications.
2. The notifications for each application are in individual list boxes. Press **TAB** to navigate through these list boxes.
3. When in a list box for a particular application, press the **UP ARROW** or **DOWN ARROW** keys to navigate the notifications.
4. Press **ENTER** on a notification to open it.
5. Press **TAB** to navigate to the Clear All Notifications button for each application, then press the **SPACEBAR** to activate it.
6. Press **TAB** to locate the Clear All Notifications button and press the **SPACEBAR** to dismiss all notifications at once.

## Search for a Folder, File, or Application

Use Windows Search to quickly find a folder, file, or application.

1. Press the **WINDOWS KEY** to access Windows Search.
2. Type your search terms.
3. Press **DOWN ARROW** to navigate the results.
4. Press **ENTER** to activate the selected item.

## Explore the Start Menu

Access apps and settings in the Start Menu. You can customize the Start Menu to locate them quickly.

1. Press the **WINDOWS KEY** to open the Start Menu.
2. Navigate different areas of the Start Menu by pressing **TAB** and **SHIFT+TAB**.
3. Press **DOWN ARROW** to navigate items in each area.

## Change Settings

Locate Settings using Windows Search.

1. Press the **WINDOWS KEY** to activate Windows Search.
2. Type “Settings.”
3. If focus does not land on the Settings app, press **DOWN ARROW** to navigate to it and press **ENTER to open it**.
4. You can also type a specific setting in Windows Search to navigate directly to it.
5. Navigate each setting by pressing **TAB** and **SHIFT+TAB**.
6. Navigate combo boxes or list boxes within a setting by pressing the **UP ARROW** or **DOWN ARROW** keys.

## Access Folders and Files using This PC

Use This PC to manage folders and files.

1. Press the **WINDOWS KEY** to access Windows Search, then type “This PC” in the Search box.
2. Press **ENTER** on This PC in the results list.
3. Use the **UP ARROW** and **DOWN ARROW KEYS** to navigate the items in This PC.
4. Press **ENTER** on an item to open it.

## Create a folder

To create a folder:

1. Navigate to where you want to create the folder.
2. Press **CTRL+SHIFT+N** to activate the Create Folder command.
3. Type a folder name and press **ENTER**.

## Select a Folder When Opening and Saving a File

If opening a file:

1. In the open dialog, press **ALT+D** to navigate to the address bar.
2. Type a folder name and press **ENTER**.
3. Press **TAB** to locate the list of files.
4. Navigate the files using the **UP ARROW** and **DOWN ARROW KEYS**.
5. Press **ENTER** on a file to open it.

If saving a file:

1. In the Save dialog, press **ALT+D** to navigate to the address bar.
2. Type a folder name and press **ENTER**.
3. Press **TAB** to locate the File Name field.
4. Type a file name and press **ENTER**.

## Sign Out, Restart, or Shutdown

1. Sign out by pressing **WINDOWS KEY+X**, **U**, then **I**.
2. Restart by pressing **WINDOWS KEY+X**, **U**, then **R**.
3. Shutdown by pressing **WINDOWS KEY+X**, **U**, then **U**.

Note: While on the desktop or in an application, press **WINDOWS KEY+W** for a list of Windows commands, and press **INSERT+H** for a list of JAWS commands.