

## Jaws Use with Salesforce

### Enabling accessibility mode in Salesforce

Utilizing this mode allows Jaws to work more effectively.

1. Click **Your Name | Setup | My Personal Information | Personal Information**. (If accessibility mode is already enabled, the path to your personal information settings is **Setup | My Personal Information | Personal Information**).
2. Click **Edit** to modify your personal information.
3. Select the Accessibility Mode checkbox.
4. Click **Save**.

\*If you are using a laptop, suppress the INSERT key and use the CAPS LOCK key instead.

### Hot Keys

#### Descripton

Find Command  
Next Edit Box  
Next combo (drop down) box  
Next button  
Pull up all links on page  
Next Header  
Next Table  
Previous Box  
Jaws Help Hotkey  
Windows Key  
Bottom of the edit field  
Beginning of the edit field  
Navigate around cell by cell  
List of headings  
Open activities  
See all the form fields  
Jaws 9-to start typing in a field  
Jaws 10 and 11 to type in a field

Change Jaws speed settings:

Line by line  
Character by character  
Word by word  
Paragraph by Paragraph  
Reads line again  
Reads from where you are to the bottom of the page

#### Command

Ctl+f  
E  
C  
B  
f7  
H  
T  
Shift and any button  
Insert H  
Insert w  
Ctrl end  
Ctrl home  
Hold Ctrl and ALT  
Insert f6  
O  
Insert f5  
Enter  
Popping noise when it goes in and out of Forms mode  
Ctrl + alt and page up and down  
Up/Down  
Left/Right  
Ctrl Left/Right  
Ctrl Up/Down  
Insert up  
Insert down

## Help Files

Description	Command
Say Prior Character	<b>LEFT ARROW</b>
Say Next Character	<b>RIGHT ARROW</b>
Say Character	<b>NUM PAD 5</b>
	<b>NUM PAD 5</b> twice quickly
Say Prior Word	<b>INSERT+LEFT ARROW</b>
Say Next Word	<b>INSERT+RIGHT ARROW</b>
Say Word	<b>INSERT+NUM PAD 5</b>
Spell Word	<b>INSERT+NUM PAD 5</b> twice quickly
Say Prior Line	<b>UP ARROW</b>
Say Next Line	<b>DOWN ARROW</b>
Say Current Line	<b>INSERT+UP ARROW</b>
Spell Current Line	<b>INSERT+UP ARROW</b> twice quickly
Say Prior Sentence	<b>ALT+UP ARROW</b>
Say Next Sentence	<b>ALT+DOWN ARROW</b>
Say Current Sentence	<b>ALT+NUM PAD 5</b>
Say to Cursor	<b>INSERT+HOME</b>
Say from Cursor	<b>INSERT+PAGE UP</b>
Spell to Cursor	<b>INSERT+HOME</b> twice quickly
Spell from Cursor	<b>INSERT+PAGE UP</b> twice quickly
Say All	<b>INSERT+DOWN ARROW</b>
Fast Forward during a Say All	<b>RIGHT ARROW</b>
Rewind during a Say All	<b>LEFT ARROW</b>
Toggle Speech On or Off	<b>INSERT+SPACEBAR,S</b>
	<b>Note:</b> When using this keystroke, press and release <b>INSERT+SPACEBAR</b> , and then press <b>S</b> to mute speech.
Say Color	<b>INSERT+5</b>
Say ASCII or Hexadecimal Value	<b>NUM PAD 5</b> three times quickly
Say Font	<b>INSERT+F</b> , twice quickly to display in virtual viewer
Start Skim Reading	<b>CTRL+INSERT+DOWN ARROW</b>
Skim Reading dialog box	<b>CTRL+INSERT+SHIFT+DOWN ARROW</b>
Display Skim Reading Summary	<b>INSERT+WINDOWS Key+DOWN ARROW</b>
Copy Selected Text to FSClipboard	<b>WINDOWS Key+C</b>
Description	<b>Command</b>

Say System Time	<b>INSERT+F12</b>
Say System Date	<b>INSERT+F12 twice quickly</b>
Say Window Title	<b>INSERT+T</b>
Say Window Prompt and Text	<b>INSERT+TAB</b>
Say Top Line of Window	<b>INSERT+END</b>
Say Bottom Line of Window	<b>INSERT+PAGE DOWN</b>
Say Selected Text	<b>INSERT+SHIFT+DOWN ARROW</b>
Spell Selected Text	<b>INSERT+SHIFT+DOWN ARROW twice quickly</b>
Say Application Version	<b>CTRL+INSERT+V</b>
Window List	<b>INSERT+F10</b>
List System Tray Icons	<b>INSERT+F11</b>
View System Tray Contents	<b>CTRL+SHIFT+F11</b>
List Labeled Graphics	<b>CTRL+INSERT+SHIFT+G</b>

<b>Description</b>	<b>Command</b>
Say Default Button of Dialog	<b>INSERT+E</b>
Say Current Control Hot Key	<b>SHIFT+NUM PAD 5</b>
Read Current Window	<b>INSERT+B</b>
Say Window Prompt in Text	<b>INSERT+TAB</b>
Read Word in Context	<b>INSERT+C</b>
Open Combo Box	<b>ALT+DOWN ARROW</b>
Close Combo Box	<b>ALT+UP ARROW</b>
Select Multiple List Items	<b>CTRL+SHIFT</b> or <b>CTRL+SPACEBAR</b>
Unselect All But Current	<b>CTRL+\</b>
Read List View Columns 1 through 10	<b>CTRL+INSERT+1 through 0</b>

<b>Description</b>	<b>Command</b>
PC Cursor	<b>NUM PAD PLUS</b>
JAWS Cursor	<b>NUM PAD MINUS</b>
Invisible Cursor	<b>NUM PAD MINUS twice quickly</b>
Route PC Cursor to JAWS Cursor	<b>INSERT+NUM PAD PLUS</b>
Route JAWS Cursor to PC Cursor	<b>INSERT+NUM PAD MINUS</b>
Tether JAWS to PC	<b>CTRL+INSERT+NUM PAD MINUS</b>
Restrict JAWS Cursor	<b>INSERT+R</b>
Left Mouse Button	<b>NUM PAD SLASH</b>
Right Mouse Button	<b>NUM PAD STAR</b>

Left Mouse Button Lock	<b>INSERT+NUM PAD SLASH</b>
Right Mouse Button Lock	<b>INSERT+NUM PAD STAR</b>
Drag and Drop	<b>CTRL+INSERT+NUM PAD SLASH</b>
Say Active Cursor	<b>ALT+DELETE</b>
Say Cursor Type	<b>CTRL+INSERT+SHIFT+C</b>
Mouse Down	<b>ALT+SHIFT+DOWN ARROW</b>
Mouse Left	<b>ALT+SHIFT+LEFT ARROW</b>
Mouse Right	<b>ALT+SHIFT+RIGHT ARROW</b>
Mouse Up	<b>ALT+SHIFT+UP ARROW</b>

<b>Description</b>	<b>Command</b>
Adjust JAWS Options	<b>INSERT+V</b>
Adjust Braille Settings	<b>INSERT+CTRL+B</b>
Select a Voice Profile	<b>INSERT+CTRL+S</b>
Interrupt Speech	<b>CTRL</b>
Custom Highlight Assign	<b>INSERT+CTRL+H</b>
Refresh Screen	<b>INSERT+ESC</b>
Screen Echo Toggle	<b>INSERT+S</b>
Typing Echo Toggle	<b>INSERT+2</b>
Pass Key Through	<b>INSERT+3</b>
Select Symbol to Print	<b>INSERT+4</b>
JAWS Window	<b>INSERT+J</b>
JAWS Find	<b>INSERT+CTRL+F</b>
JAWS Find Next	<b>INSERT+F3</b>
JAWS Find Previous	<b>INSERT+SHIFT+F3</b>
Shut Down JAWS	<b>INSERT+F4</b>
Say Active Configuration Name	<b>INSERT+Q</b> , twice quickly to display in virtual viewer.
Run JAWS Manager	<b>INSERT+F2</b>
Open Word Index	<b>INSERT+CTRL+W</b>
Open Skim Read Summary (Based on the last word selected from the Word Index list)	<b>INSERT+WINDOWS Key+W</b>
Virtualize Window	<b>INSERT+ALT+W</b>
Select Scheme	<b>INSERT+ALT+S</b>
Minimize All Applications	<b>WINDOWS Key+M</b>
Copy Selected Text to FSClipboard	<b>WINDOWS Key+C</b>
Script Utility Mode Toggle	<b>INSERT+WINDOWS Key+NUM PAD MINUS</b> (Desktop layout) <b>CAPS LOCK+WINDOWS Key+DASH</b> (Laptop layout)

## Commands for Moving within Tables

These commands move focus to the indicated cell and speak the contents. Cell and row coordinates as well as column and/or row heading information may also be provided.

Description	Command
Say Current Cell	<b>ALT+CTRL+NUM PAD 5</b>
Cell to Right	<b>ALT+CTRL+RIGHT ARROW</b>
Cell to Left	<b>ALT+CTRL+LEFT ARROW</b>
Cell Below	<b>ALT+CTRL+DOWN ARROW</b>
Cell Above	<b>ALT+CTRL+UP ARROW</b>
First Cell	<b>ALT+CTRL+HOME</b>
Last Cell	<b>ALT+CTRL+END</b>
First Cell in Column	<b>ALT+CTRL+SHIFT+UP ARROW</b>
Last Cell in Column	<b>ALT+CTRL+SHIFT+DOWN ARROW</b>
First Cell in Row	<b>ALT+CTRL+SHIFT+LEFT ARROW</b>
Last Cell in Row	<b>ALT+CTRL+SHIFT+RIGHT ARROW</b>

## Table Reading Commands

Description	Command
Say Current Cell	<b>ALT+CTRL+NUM PAD 5</b>
Read Current Row	<b>WINDOWS Key+COMMA</b> or <b>WINDOWS Key+NUM PAD 5</b>
Read from Start of Row	<b>INSERT+SHIFT+HOME</b>
Read to End of Row	<b>INSERT+SHIFT+PAGE UP</b>
Read Current Column	<b>WINDOWS Key+PERIOD</b>
Read from Top of Column	<b>INSERT+SHIFT+END</b>
Read to Bottom of Column	<b>INSERT+SHIFT+PAGE DOWN</b>
Toggle Revision Detection On or Off	<b>INSERT+ALT+R</b>

## Multi-Select Boxes

To use a multi select box you navigate to that box field by field by using the Tab button filling in the fields as you go along. Once you reach the combo box, do the following:

Enter/Leave Multi-Select Mode use SHIFT+F8. Use this command in extended selection list boxes to switch to Multi-Select Mode. You can then use the arrow keys to move through the list, and press the SPACEBAR to select items. When you are finished, press SHIFT+F8 to leave Multi-Select Mode.

Then hit tab once to get to the ADD ARROW. Hit enter and it will add them. Then tab to the next new edit field.

