

Help for *JAWS*[®] Screen Reader Users

General Navigation

Use **DOWN ARROW** to move to the next line and **UP ARROW** to move to the previous line on the page.

Use **CTRL+DOWN ARROW** to move to the next content block and **CTRL+UP ARROW** to move to the previous content block on the page. Use **TAB** to move to the next interactive object and **SHIFT+TAB** to move to the previous interactive object on the page.

Text Content

Use the following keys when navigating through text content.

- Character to the Left: **LEFT ARROW**
- Character to the Right: **RIGHT ARROW**
- Word to the Left: **CTRL+LEFT ARROW**
- Word to the Right: **CTRL+RIGHT ARROW**
- Beginning of Line: **HOME**
- End of Line: **END**
- Paragraph Above: **CTRL+UP ARROW** or **SHIFT+P**
- Paragraph Below: **CTRL+DOWN ARROW** or **P**

Regions

Regions are used to divide test content into logical areas. Press **R** to navigate to the next region and **SHIFT+R** to navigate to the previous region. Press **INS+CTRL+R** to get a list of regions on the page. You may encounter one or more of the following regions:

- One or more "navigation" regions, which present navigational buttons.
- "Main" region, which presents the main content of the page. Press **Q** to jump directly to this region.
- "Clock" region, which presents the item or section timer.
- "Orientation Information" region, which presents orienting information about the test content.
- "Reference" region, which presents introductory information. This may sometimes include graphics and tables.
- "Question" region, which presents the test question.
- "Response" region, which is where you enter your response.
- "Directions" region, which provides general instructions.
- "Response Directions" region, which provides specific instructions about responding to the test question.
- "Quantity A" or "Quantity B" regions, which provide information about quantities that you are to compare in Quantitative Comparison questions.
- "Highlight" region, which presents highlighted content within a passage when highlight announcement has been activated if a question refers to specific parts within a passage.
- "Your Selections" region, which presents the selection or selections you made, usually within context. When provided, this is a good place to check your answer before continuing to the next question. You will encounter this region on the following types of questions:
 - 1) Sentence Equivalence
 - 2) Text Completion

Radio Buttons

ETS uses a custom model for radio button options, allowing the user to select or de-select an answer while in JAWS® Browse mode.

In JAWS Browse mode, use the following keys:

- To move to the next radio button, use **DOWN ARROW**, **TAB**, or **A**.
- To move to the previous radio button, use **UP ARROW**, **SHIFT+TAB**, or **SHIFT+A**.
- To select or de-select a radio button, use **SPACE**.

In JAWS Forms mode, use **DOWN ARROW** to move to and select the next radio button and use **UP ARROW** to move to and select the previous radio button. *Please note that using **SPACE** to select a radio button option in Forms mode may result in an incomplete selection and confusing results.*

Checkboxes

To navigate to the next checkbox, use **X**, **TAB**, or **DOWN ARROW**. To navigate to the previous check box, use **SHIFT+X**, **SHIFT+TAB**, or **UP ARROW**. Use **SPACE** or **ENTER** to select or de-select a checkbox option.

Buttons and Toggle Buttons

Press **B** to go to the next button and **SHIFT+B** to go to the previous button. Press **ENTER** or **SPACE** to activate a button.

Highlight Announcement On/Off Button

Some questions may refer to highlighted text within a passage. Announcement of highlighted text is turned off for easier reading. To hear the highlighted text, activate the "Turn Highlight Announcement On" button, located at the beginning of the passage. Highlighted text will then be presented as a region called "Highlight." To turn highlight announcement off again, activate the "Turn Highlight Announcement Off" button.

Input/Text Boxes

Press **E** to navigate to the next input box and **SHIFT+E** to navigate to the previous input box. Hit **ENTER** to enter the input box and start JAWS Forms mode. If you entered an invalid character, you will hear a beep. Use **INS+TAB** to hear the input box label, along with any error message. To hear more detailed information about the input box, when provided, use **INS+ALT+R**. Use the following keys to edit content:

- Delete Current Character: **DELETE**
- Delete Prior Character: **BACKSPACE**
- Copy: **CTRL+C**
- Cut: **CTRL+X**
- Paste: **CTRL+V**
- Select All: **CTRL+A**
- Select One Character Left: **SHIFT+LEFT ARROW**
- Select One Character Right: **SHIFT+RIGHT ARROW**
- Select One Word Left: **CTRL+SHIFT+LEFT ARROW**
- Select One Word Right: **CTRL+SHIFT+RIGHT ARROW**
- Select to Beginning of Line: **SHIFT+HOME**
- Select to End of Line: **SHIFT+END**

Tables

Press **T** to navigate to the next table and **SHIFT+T** to navigate to the previous table. Use **CTRL+ALT+RIGHT ARROW** and **CTRL+ALT+LEFT ARROW** to navigate horizontally through cells in a table. Use **CTRL+ALT+UP ARROW** and **CTRL+ALT+DOWN ARROW** to navigate vertically through cells in a table.

Lists

Press **L** to navigate to the next list and **SHIFT+L** to navigate to the previous list. Once at the list, use **I** and **SHIFT+I** to navigate forwards or backwards through the items in the list.

Headings

Press **H** to navigate to the next heading and **SHIFT+H** to navigate to the previous heading.

Changing a JAWS Setting

If, after making a change to a JAWS setting during your testing session, you are not automatically returned to the test, press **INS+ESC**.

Punctuation

Some questions may require you to either adjust your JAWS punctuation setting to the highest level, "All," or navigate character-by-character. If JAWS is not currently set to "All," follow the steps below:

1. Press **INS+J**.
2. Press **ALT+O** to navigate to the "Options" menu.
3. Then use the arrow keys to navigate to "Voices" and "Voice Adjustment."
4. **TAB** to the "Voice Punctuation" combo box.
5. Use the **DOWN ARROW** key to change the "Punctuation" level to "All."
6. Hit **ENTER** to confirm your choice.
7. If you are not automatically returned to the test, press **INS+ESC**.
8. To return the "Punctuation" setting to "Most" or "Some," follow Steps 1-4 and then **UP ARROW** to change it to "Some" or "Most." Then repeat Steps 6 and 7.

Time Remaining Announcements

During timed tests, you may hear a tone, followed by an audio announcement. You will receive a warning when there are 5 minutes remaining in a question, in a section, or during a break. You will also receive a notification when time for the question, section, or break has expired.

Combo Boxes

Use **C** to move to the next combo box and **SHIFT+C** to move to the previous combo box. Use the **UP ARROW** and **DOWN ARROW** keys to make a selection.

Blank Areas within Content

In some items, you may be asked to complete a sentence or paragraph containing one or more blanks. A blank area will be presented as the word "blank," surrounded by opening and closing braces to differentiate it from the word "blank," which may appear within the content. If there are multiple blank areas, each will be presented with a number ("[blank 1]," "[blank 2]," "[blank 3]," etc.)

Tabbed Content

Use **TAB** to move to the next active tab and **SHIFT+TAB** to move to the previous active tab. Once on an active tab, use **RIGHT ARROW** and **LEFT ARROW** to move forwards and backwards through the list of tabs. Moving to a tab will automatically make the tab active and activate its content. Use **INS+ALT+M** to move to active tab content.