Learning to navigate a Tree View using JAWS Help

Many help manuals for programs use a setup that looks like the one used by JAWS, so learning to navigate the JAWS help manual will allow you to teach yourself more about JAWS, as well as other programs. This will come in handy with a few other Windows features you will learn as well, including opening and saving new documents.

Open the JAWS Help file by navigating to the JAWS window and pressing F1. Pressing F1 in most programs brings up the program help file.

When JAWS help loads, the cursor is in the Table of Contents tree view. A tree view looks like an outline, with multiple levels of items indented to show how they fit together. Similar to with headings, the smaller the number, the larger the section.

The arrow keys are primarily used to navigate a tree view. Up and down move to the previous and next visible item, no matter what level it is at. To avoid having to navigate through every single item, left and right are used to open and close sections. Right opens a section as it moves to be indented farther. Pressing left arrow once will move to the item one level above where you were, and it is necessary to press left arrow again to close it.

Tree views contain both books and topics. Topics are one single page, whereas books contain sub-section that can be accessed by going in one level with right arrow. JAWS announces whether an item is a book or topic, and whether a book is open and closed. You will learn how to read topics shortly.

Take some time to explore the JAWS Help table of contents and practice these commands, then answer the questions below.

1. How many topics are in the introduction book?

2. Move to the JAWS getting started book. How many additional books are within this book?

3. How many books are at level 0 in the help tree?

4. Move to the popular applications book. From within the popular applications book, move to the Microsoft applications book. How many topics are in this book?

Now that you learned to navigate a tree view, let’s practice reading the topics in the JAWS help file. Once you pick a topic you would like to read, you must press enter on it to open the topic. The information for the given topic will be displayed in a separate pane of the window. You can move to that pane with F6. While reading in this separate pane, you can use the internet keystrokes you already learned to browse the information presented. You can press enter on links if you would like to read the cross-references for your topic of choice, and you can even use alt-left arrow and alt-right arrow to move forward and back between pages. If you wish to return to the contents, simply press F6 again.

Use this information to answer the following questions.

5. Move to the welcome topic found in the introduction book. Copy the first paragraph of the welcome topic and paste it in the space below.

6. From this same Welcome Page, list one program that JAWS is designed to work with.

7. Move to the “Using the Internet with JAWS” book. Open it, and move to “Getting started with Internet Explorer.” How many headings are in this topic?

8. Still according to the Getting Started with Internet Explorer topic, how can you obtain the list of all check boxes on a web page?

9. Use the “contacting Freedom Scientific” book to find the telephone number for sales. Paste it on the line below.

Pick three other topics that you would like to read about. Write the name of each topic, and at least one thing you learned from reading that topic, below.

10.

11.

12.