



JAWS Bytes E-Update 10

April 2009

Quantum Technology welcomes you to the 10th edition of our JAWS Bytes e-update! If you would like to subscribe to JAWS Bytes please email your full name and details to info@quantumtechnology.com.au. Alternatively you can contact us by phone. See the end of this news letter for our contact details.

Please feel free to pass this e-update on to anyone who may be interested.

For many people, training and support are the critical issues around the successful use of assistive technology. Quantum is always willing to help promote other businesses and organisations that provide training services that may assist our customers.

Hence, this edition of JAWS Bytes is brought to you in conjunction with T&T Consultancy Australia Pty Limited and highlights the various Jaws training opportunities they are offering. If you are interested in these training programs, please contact Scott Erichsen of T&T directly on Scott.erichsen@tandt-consultancy.com.au

USING JAWS, THE BASICS

Have you wanted to learn how to use jaws from the beginning but haven't had the time and just wish someone would explain why certain things happen?

This 3 hour course is designed to teach the beginner user how to start from the very beginning with JAWS.

Course delivery can be by classroom attendance or by telephone. This program will start from taking it out of the box and beginning installation. Topics include:

- Discuss various JAWS installation options;
- Explanation and demonstration of the choices available in the various JAWS menus;
- Setting up JAWS preferences;
- Discuss and demonstrate three ways to get help in JAWS;
- Use JAWS and basic Windows applications such as NotePad and navigating the windows start menu and desktop;
- Open the JAWS Managers list and demonstrate how to use it;
- List several areas where individual settings can be changed using the following:
 - Speech and Sounds Manager;
 - Customize Punctuation;
 - User Options;

- Text Processing;
- Keyboard Options;
- Discuss and demonstrate how to use the following JAWS Managers:
 - Keyboard Manager;
 - Dictionary Manager;
 - Graphics Labeler.

This course requires JAWS version 10 as it will be delivered using JAWS Tandem.

Script Writing with JAWS

Two Day Workshop

In order to teach the fundamental skills required for writing script files for the world's most popular screen-reader - JAWS for Windows, we are holding two day workshops.

The "Basics of JAWS scripting" workshop equips I.T. professionals, Access Technology Trainers and visually impaired people with a basic knowledge of customizing JAWS through the use of the powerful scripting language.

Participants will learn how to program JAWS to automate routines and to customize computing applications. In addition to gaining subject knowledge, plenty of opportunities exist to practice creating scripts for computing applications and environments to reinforce the learned topics.

Before you attend this workshop

Participants should have a good working knowledge of JAWS and the Windows operating system. This is because the two day programme is quite demanding. Anyone taking part should also be familiar with the use of the various managers to do basic customisation of JAWS. We recommend reviewing the JAWS online help system for the following:

- * Configuration Manager.
- * Dictionary Manager.
- * Frame Viewer and Prompt Creator.
- * Keyboard Manager.

Participants will be provided with supportive documentation. They should ideally bring their own laptop computer with JAWS already installed.

JAWS and the World Wide Web – Using the Internet with JAWS for Windows

While undoubtedly the Internet provides many wonderful opportunities for visually impaired people to access information and to become more independent, how effectively it can be used is very much dependent upon how comfortable you are when working with your screen-reader in this environment.

This two-day workshop aims to explain many of the central concepts behind using the Internet as a tool for shopping and searching for information, but predominantly focuses upon how the JAWS screen-reader can be used effectively to work with either the simplest or more challenging aspects of the Internet.

The course is aimed at visually impaired JAWS users who would like to be able to gain much more from the Internet than they are currently doing, Teachers/Trainers of JAWS users, or people who have an interest in web site development and would like to know more about how blind individuals interact with web pages.

Sighted individuals who support visually impaired users of JAWS to work with either the Internet or Intranet will find this course very beneficial.

To participate in this course, you should have a working knowledge of the JAWS screen-reader and the Windows operating system.

Course participants will be able to:

- Explain the difference between the PC cursor and the Virtual PC cursor;
- Select and copy text from a Web page or HTML document and paste it into a word processing program;
- Use Context Sensitive Help to get information about Web pages;
- Use the JAWS list of links, frames, headings and many other elements;
- Use JAWS Navigation Quick keys to effectively move through HTML pages;
- Use Place Markers on Web pages with JAWS;
- Find out how JAWS Custom Labels can significantly improve the web browsing experience;
- Set up Personalized Web page settings with JAWS;
- Use JAWS table reading keys to navigate HTML tables;
- Navigate and complete forms using JAWS;
- Understand how to use access keys on Web pages;
- Understand some of the more common HTML attributes used by screen readers including “on mouse over” events;
- Learn how to customise screen-reading options specific to HTML environments.

Participants will be provided with supportive documentation on a CD in Microsoft Word format. They should ideally bring their own laptop computer with JAWS version 8, 9 or 10 already installed.

USING JAWS WITH MICROSOFT OUTLOOK 2003

Are you required to use Outlook for your job or want to take advantage of its features personally?

Are you able to find your emails, calendar and contacts or do these functions often appear daunting?

This 3 hour workshop will teach the basics of managing mail, calendar appointments and contacts.

Course delivery can be by classroom attendance or by telephone.

Topics include:

- Sending and Receiving email
- Organising email into appropriate folders with filters
- Learning how to manage email effectively with some of Outlook's views, for example, reading by conversation
- Creating appointments in the calendar
- Creating meeting requests
- Creating contacts
- Discussion of synchronisation with mobile devices such as the PAC Mate Omni

This course will require outlook 2003 and will be delivered with the JAWS Tandem feature of JAWS 10.

USING JAWS WITH MICROSOFT WORD 2003

Do you find that you have spent hours writing a document which has excellent content but you need to format the text to look visually appealing to your sited peers?

This 3 hour course will teach you some of the tools you can use in Word to allow your documents to look visually appealing.

Course delivery can be by classroom attendance or by telephone.

Some of the topics include:

- Creating document sections, headers, footers, page breaks, page numbers and more;
- Selecting text and using the Office Clipboard;
- Finding text and moving to specific pages;
- Ensuring documents are read correctly by JAWS;
- Using JAWS Navigation Quick Keys;
- How to use tools for Spelling and Grammar checking;
- Inserting Footnotes and endnotes;
- Creating and reading tables correctly;
- Applying font style, size and colours the accessible way;
- Working with paragraphs and alignment;
- Using bullets and numbering;

To participate in this course, you should have a good knowledge of working with the Windows operating system, using the JAWS screen-reader and you should be familiar with elementary word processing techniques such as how to select and copy text.