



Internet with a Screen Reader

## **1. Introduction**

Keyboard Shortcuts

- Control + end: moves to the bottom of a webpage
- Control + home: moves to the top of a webpage
- Alt + d or control l: moves to the address and search bar
- Up arrow: moves to previous line
- Down arrow: moves to next line
- Control: pauses or mutes speech

JAWS

insert + down arrow: Read to end

Browsing the internet is a very important skill to master, Learning to analyze a page's structure and how to best navigate is a skill that comes

with practice. Each website you visit will be different from the previous one, so, it is important to have different navigation strategies to draw from.

## 2. Navigating a Webpage

### Keyboard Shortcuts

- Tab: moves forward through controls
- Shift + tab: moves backwards through controls
- h and shift + h: moves forward or backward by headings
- b or shift + b: moves forward or backwards by buttons
- l or shift + l: moves forward or backwards through lists
  
- x or shift + x: moves forward or backwards by checkbox
- a or shift + a: moves forward or backwards by radial buttons
- e or shift + e: moves forward or backwards by edit box
- r or shift + r: moves forward or backwards by regions
  - insert + f6: opens the choose a heading dialog box
  - insert + f7: opens the choose a link dialog box

Using your arrow keys is not the most efficient way to navigate a webpage. It is important to utilize the built-in navigation shortcuts provided by your screen reader. Each press of the keyboard shortcut will take you to the next instance of that control. While adding a shift to the key will move you to the previous instance of that control. This allows you to move around more quickly through a webpage.

### **3. Moving in and Between Pages**

#### Keyboard Shortcuts

- Enter: activates a link
- Alt + left arrow: moves back to the previous page
- Alt + right arrow: moves forward a page

Websites are made up of a number of webpages. A link is used to move you from one page to another. Your screen reader will announce if the item is a link. Hit enter on a link to activate that link and navigate to the specific page. You may hit alt + left arrow to navigate back to the page you navigated from.

### **4. Tables**

#### Keyboard Shortcuts

- alt + control + end: Moves to and reads the last cell in the table.
- alt + control + home: Moves to and reads the first cell in the table.
- alt + control + left arrow key: Moves to and reads the previous cell in the current row.
- alt + control + right arrow key: Moves to and reads the next cell in the current row.
- alt + control + up arrow key: Moves to and reads the cell above the current cell in the current row
- alt + control + down arrow key: Moves to and reads the cell below the current cell in the current row.
- insert + tab: Reads the contents and location of the current cell.

- windows + comma: Reads the current row.
- windows + period: Reads the current column.
- insert + f1: When in a table, reads size, alignment and border information about the current table, in addition to document information.

Tables can be used to convey specific information. Your screen reader has specific keyboard commands for working with tables. You may encounter tables in both Word documents and also on the internet.

## 5. Working in forms

### Keyboard Shortcuts

- Arrow keys: moves through a combo box or select box
- Enter: selects an option in a combo box
- Spacebar: selects a radial button option or checks or unchecks a checkbox
- C (SHIFT + C): Moves back and forth between combo boxes on a Web page.
- X (SHIFT + X): Moves back and forth between check boxes on a Web page.
- a (SHIFT + a): Moves back and forth between groups of radio buttons on a Web
- F (SHIFT + F): Moves back and forth between form fields or controls on a Web
- E (SHIFT + E): Moves back and forth between edit boxes on a Web page.
- ENTER or SPACEBAR: Activates JAWS Manual Forms Mode when focus is on a form field.
- MODIFIER + TAB: Reads the contents of the form control.

- Numpad Plus or ESC: Exits JAWS Auto Forms Mode.

Forms are used on the internet for many different tasks. A form can be as simple as a login form asking for your email and password, or as complex as a multipage form applying for a job.

Forms are created for different purposes and require different information. If you do not fill in the information correctly, it may cause the form to be rejected. A good understanding of form controls will help you in these situations. However, understanding forms, and how to complete them is for many the most difficult part of mastering the use of the internet.

Remember, even on well-constructed forms, if the form designer inserts text on the page between form elements, such as instructions on completing the form, this text will not be read when reviewing the form with TAB. Therefore, we recommend reviewing the entire text of the form before entering in any information.

Your screen reader provides you with a number of shortcut keys to move more quickly through a form. But, typically, it is best to move through the form with your down arrow. This way, you will not miss any important information or get lost on the page.

## **6. Searching a Webpage**

Keyboard Shortcuts

- Control + f: opens the search dialog box
- F3: searches for the next result

The ability to search a webpage for a specific word or phrase makes navigating a page much easier. For example, if you are looking for an article titled “Best Screen Reader Shortcuts” you could search the page for either that exact phrase or a word from the phrase. To perform a search, hit control + f (JAWS) or control + shift + f (Window-Eyes), and type in your search term. Hit enter and your screen reader will take you to the first instance of that term from where your cursor was placed. If this result is not what you were looking for, hit f3 (JAWS) or insert + f (Window-Eyes) to move to the next instance of the search term. This is a very quick way to move to a specific place on a webpage.

## **7. Bookmarks**

### Keyboard Shortcuts

Alt f followed by b: opens the bookmarks menu

- Control + d: opens the new bookmark dialog box

There may be websites or pages that you visit often. Your browser allows you to set a bookmark so that you may more quickly return to that page without having to type in the URL. When on a page you would like to add

as a bookmark, hit control + d. The new bookmark dialog opens. By default, you are placed in the name field and the title of the page is already filled in. You may keep this or type in your own name for the page. Once you are satisfied with the name, press enter to save it as a bookmark.

To access your bookmarks, hit alt + f followed by b to open the bookmarks menu. Either use you're up and down arrows to find the bookmark, or hit the first letter of the bookmark name. Once you find the bookmark, hit enter to open that page.

## **8. Place markers**

### Keyboard Shortcuts

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- CTRL + SHIFT + K: Displays the Place Marker List.  
ENTER: Moves to the location of the selected Place Marker in the document.
  - ESC: Closes the Place Marker List.
  - K (SHIFT + K): Moves back and forth between Place Markers on a Web page.

Place markers allow you to quickly jump to frequently visited areas on a webpage. You can set a place marker so you can quickly jump to a specific area on a webpage that you visit often. To create a place marker, navigate to the exact place on a page and hit control + shift + k. Type in the name of the place marker and tab through the other options. Hit enter on the add button. Then, tab to the close button. If JAWS, tab to the add button and follow the instructions.

When on a page with place markers, k and shift k will move to the next and previous place marker. You can also hit control + shift + k to view a list of the possible place markers. JAWS by default places you in the box. Use you're up and down arrows to find the place marker you want and hit enter to move to that spot on the page.

## **8. Downloading Files**

### Keyboard Shortcuts

shift f6: moves to the notification area of Internet Explorer

- Spacebar: activates either the save or open button

The internet allows you to download files to your computer. These files can be music files, .mp3, and picture files, .jpg, or programs, .exe. It is very dangerous to download any file from somewhere you are not familiar with. Viruses and other malware can be installed on your computer if not cautious. If you are comfortable and confident with the safety of a file, you may download it to your computer. Hit enter on the link and the file will begin downloading. If you download the file, to find it, open your start menu and type downloads followed by enter. You will open your downloads folder where the file will be.