

JAWS – Navigating Gmail

Introduction

This tutorial explains how to navigate Gmail with the JAWS screen reader.

Learning Objectives

Completion of this tutorial will give you experience with:

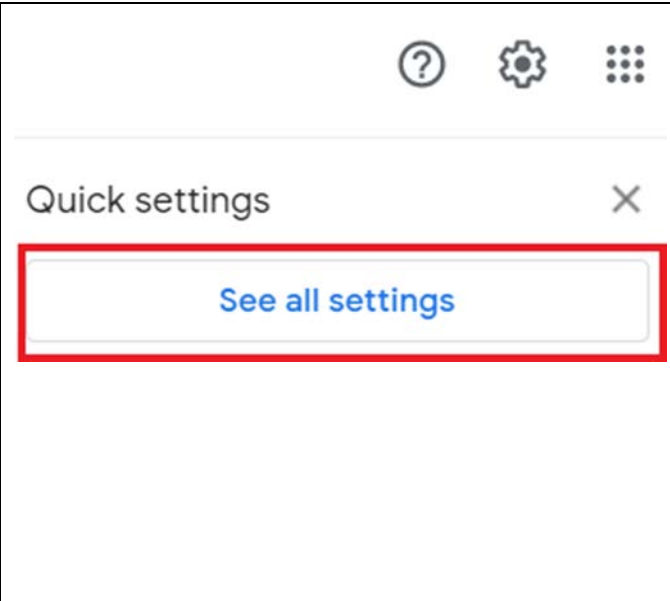
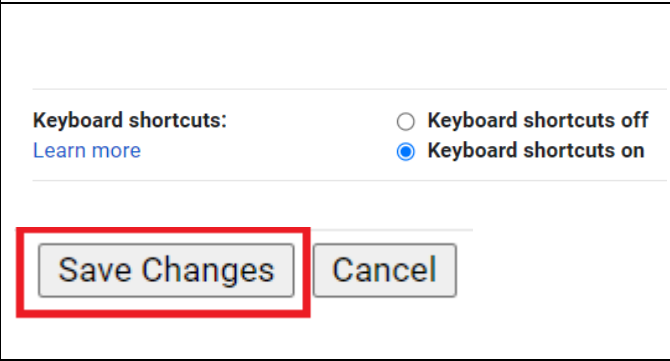
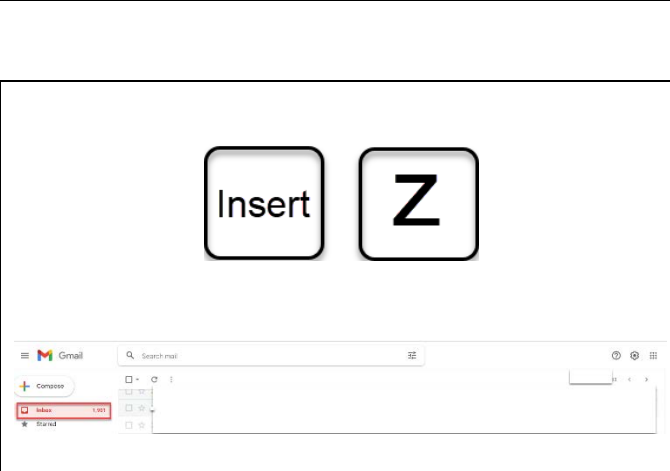
- Reading emails in the Inbox.
- Composing and sending a message.
- Keystrokes for navigating Gmail.
- Deleting a message.


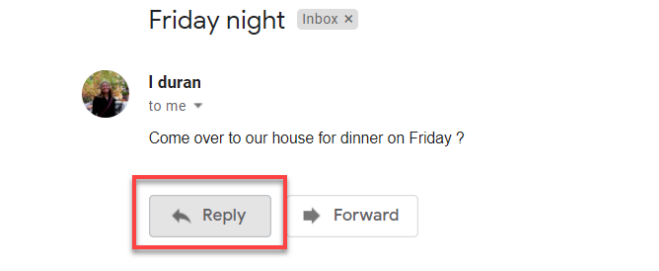
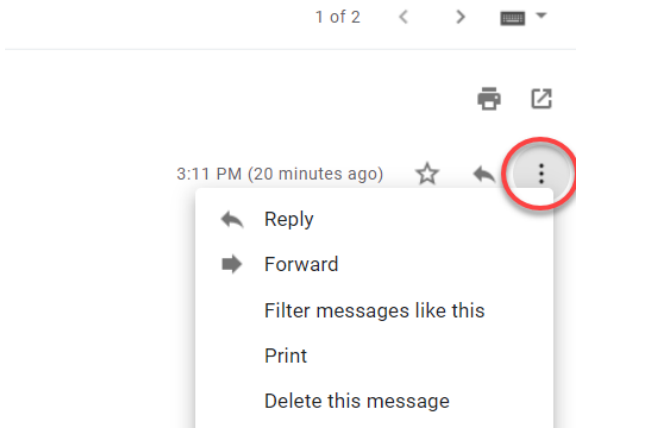
This tutorial assumes that you:

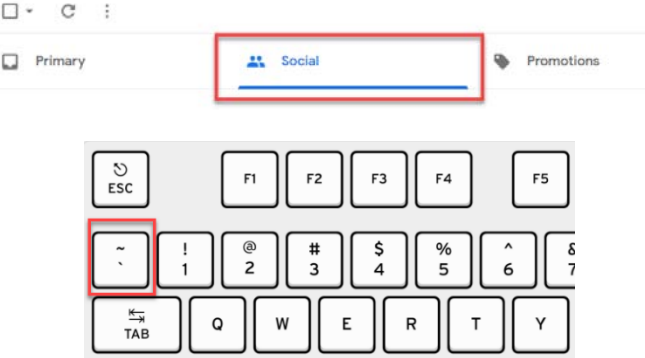

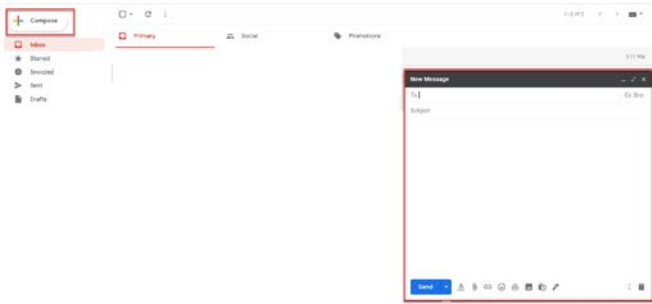
- Have a Gmail account.
- Have the latest version of JAWS installed.
- Use Google Chrome as your internet browser.

Case Study

Hannah is a grade 8 student new to Google Workplace for Education apps. This is her first email account. She is looking forward to using email to communicate with her teachers, friends, and family. Hannah is thinking of getting a part time job. She will use her Gmail account to submit her resume and job applications.

Turn on keyboard shortcuts	
1	<p>Google’s keyboard shortcuts may be easier for beginning users of JAWS.</p> <p>Keep in mind that there are many ways to navigate cloud-based email accounts with JAWS.</p> <p>Login to your Gmail account.</p> <p>Open the Settings menu.</p> <p>Select See all settings.</p>
	
2	<p>Find “Keyboard shortcuts.”</p> <p>Select Keyboard shortcuts on.</p> <p>Select Save Changes.</p>
	
To read the Inbox	
3	<p>Toggle Insert + Z - Virtual PC cursor ON.</p> <p>This will allow you to use the JAWS commands to move to the Inbox.</p> <p>Press Ctrl + Home – Move JAWS focus to top of page.</p> <p>Press Tab until you hear “Inbox”</p>
	

<p>4</p>	<p>Toggle Insert + Z – Virtual PC cursor OFF.</p> <p>Press Enter.</p> <p>The first Inbox will be the Primary messages tab.</p> <p>Press Enter.</p> <p>Press down arrow to listen to the subject line.</p> <p>Press right arrow to hear details such as sender and dates.</p> <p>Press Enter to read contents of the email.</p>	 <p>The image shows two keys, 'Insert' and 'Z', each enclosed in a rounded square. Below them is a screenshot of the Gmail interface. The 'Inbox' tab in the left sidebar and the 'Primary' tab in the main content area are both highlighted with red boxes.</p>
<p>5</p>	<p>Press Tab until the focus moves to the Reply button, if desired.</p>	 <p>The image shows an email titled 'Friday night' from 'I duran'. The 'Reply' button is highlighted with a red box.</p>
<p>6</p>	<p>Tab to More button for more options such as Forward, Print, and Delete.</p>	 <p>The image shows an email view with a 'More' menu (three dots) highlighted with a red circle. The menu options listed are Reply, Forward, Filter messages like this, Print, and Delete this message.</p>

<p>7</p>	<p>Press U - Return to the Inbox.</p> <p>Press ` (Tilde key) - Move to next Inbox (ie: Social, Promotion)</p> <p>Press ~ (Shift+ Tilde key) - Move to previous Inbox</p>	
<p>8</p>	<p>To search inbox:</p> <p>Press / - Moves focus to Search bar.</p> <p>In the Search box, write your search query.</p> <p>Press Enter</p>	
<p>To compose messages</p>		
<p>9</p>	<p>Press Tab to navigate through the Gmail webpage until you hear the Compose Mail button.</p> <p>Crtl+Home – move Focus to top of page</p> <p>Tab – move focus until you hear Compose</p> <p>Press Spacebar to activate the compose dialog box.</p>	

10	<p>Navigating the “New Message” window:</p> <p>The first text field is the To: field.</p> <p>Type the recipient’s email address.</p> <p>Gmail will suggest an email based on the first characters.</p> <p>Use down arrow to browse suggested addresses.</p> <p>Press Enter to complete the To: field.</p> <p>Tab through the Subject field and the Body fields.</p> <p>Tab until you hear the Send button.</p> <p>Press Enter.</p>	
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To attach a file to an email

11	<p>Press Tab key until you hear “Attach files.” The focus will be on the paperclip icon.</p> <p>Press Spacebar or Enter.</p> <p>A dialog box will open containing the files folders of your computer.</p> <p>Type the file name OR press the Tab key to move the focus to the Folders menu. Press the down arrow to listen to the folder names.</p> <p>Press Enter to attach the file.</p>	
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