

FOIAXpress

JAWS Instructions for PAL Configuration

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FOIAExpress v11.8.0 JAWS Instructions for PAL Configuration

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1 JAWS Instructions for PAL Configuration

1.1 Tab Navigation

When a form is loaded, if the form contains editable fields, and they have the focus, JAWS enters into Forms mode by default. In this circumstance, instead of reading the entire contents of the form, JAWS reads only the focused fields. To have JAWS read the entire contents of the form, perform the following steps:

1. Turn off the Virtual PC Cursor by pressing Insert + Z.
2. Press Insert + F9 to open the Frames list.
3. Select Workspace Area from the Frames list.

To read a single line at a time, instead of the entire contents of the form:

1. Turn off the Virtual PC Cursor by pressing Insert + Z.
2. Press Ctrl + Home to move the control flow to the first control on the form.
3. Press Tab + Shift to move the control backwards.
4. Press Tab to move the control forward.

(!!) Note: Depending upon the browser you are using to access the PAL application; some default shortcuts may no longer be available. For example, Alt + E, Alt + F, and Alt + D do not function in the Chrome or Edge browsers.

1.2 Asterisk Tab Definition and Mandatory Fields Notification

Fields containing a wild card (an asterisk) are identified as wild card searches in search screens. Users are notified about mandatory fields, which are red bordered fields that contain an asterisk. You can configure JAWS to read aloud wild card searches, including mandatory fields with a wild card, by performing the following steps.

1. Press + on the numeric keypad to exit Forms mode.
2. Press Ctrl + Home to have the first control on the page read aloud.
3. Press the Up arrow key to move the control backward.
4. Press the Down arrow key to move the control forward.



1.3 Left Panel Shortcut Keys

To open a screen, you must press **Enter + Access Key**. The following table provides a list of default access keys to the PAL Configuration application.

Shortcut Key	Menu Name	Task
Alt + B	Database Connection	Selects the Database Connection link
Alt + G	General Settings	Selects the General Settings link
Alt + N	Enterprise	Selects the Enterprise link
Alt + U	Modules	Selects the Modules link
Alt + Y	Security	Selects the Security link
Alt + T	Email Templates	Selects the Email Templates link
Alt + I	Email Log	Selects the Email Log link
Alt + 4	Audit Log	Selects the Audit Log link
Alt + F	Requester Fields	Selects the Requester Fields link
Alt + R	Request Fields	Selects the Request Fields link
Alt + A	Reading Room	Selects the Reading Room link
Alt + X	Reading Room Documents	Selects the Reading Room Documents link
Alt + 1	Display Order	Selects the Display Order link
Alt + Q	Dashboard Administration	Selects the Dashboard Administration link



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Shortcut Key	Menu Name	Task
Alt + P	Main Menu Links	Selects the Main Menu Links link
Alt + L	Layout Settings	Selects the Layout Settings link
Alt + M	Messages	Selects the Messages link
Alt + W	Change Password	Selects the Change Password link
Alt + 5	Disclaimers	Selects the Disclaimers link
Alt + E	Error Log	Selects the Error Log link
Alt + H	Manuals	Selects the Manuals link
Alt + 7	Release Notes	Selects the Release Notes link
Alt + O	Sign Out	Selects the Sign Out link

