# JAWS Users Getting Started

## Logging into Bookshare

TIP: Before proceeding, we recommend starting from the top of the page, for orientation purposes. To do this, press CTRL+Home.

1. From the top of the page, press INSERT+F7 to bring up a list of links.

2. Press L to locate the Log In link, then press Enter to activate it.

3. From the top of the page, press E, to locate the first edit field, in which you will then enter your user name/email address.

4. Press Tab to the password edit field, and type in your password.

5. Press Tab, which will land you on the Remember Me Checkbox. Press Spacebar to check the box, if you wish to have your browser remember your password on the Bookshare site. Otherwise, leave the box unchecked.

6. Press Tab once more, then press Enter on the Sign in Button.

TIP: you can verify your login was successful by navigating to the My Bookshare heading by pressing H, then arrowing down to locate the Welcome banner.

## Searching for books

1. From the top of the page, locate the first edit box by pressing E, which will move you to the first edit box.

2. Type what you are looking for, into the edit box, then press Enter.

3. To locate the search results, locate the heading that says “Search Results” by pressing H for headings.

4. At this point, you can press H for headings, to move to each search result, as each result is its own heading.

TIP: After each title’s heading, use down arrow to review extra info about the book, such as its author, copyright date, or synopsis. You may need to select one of the page numbered links, in order to display more search results.

## Downloading books

1. Locate the book you wish to download by searching for it, then locate the result by navigating to it by pressing H for headings.

2. Navigate to the “Select a download format” combo box by pressing C.

3. At this point, you may need to press Enter to interact with the Combo box.

4. Once in the Combo box, use the up or down arrow keys to select a download format, typically DAISY Text only.

5. Once the download format is selected, Tab to the download button, then press Enter to initiate the download.

TIP: At this point, you may need to press Alt+N to select whether you wish to open or save the file, if using IE9 or above.

You can quickly locate your downloaded book by pressing Ctrl+J to open the downloads folder.

## Opening Books

All Bookshare books must be unzipped/extracted before they can be opened on a computer.

1. Locate your downloaded book by pressing Ctrl+J to open the downloads folder.

2. Right-click (or press Shift plus F10) to open the context sensitive menu, then select Extract All.

Note: If a third-party zip utility such as WinZip or Win Rar has been installed on your computer, you will first need to bypass this utility by right clicking on the Zipped file, and selecting the Open With option, and selecting Windows Explorer. This will open the "Extract Compressed (Zipped) Folders" dialog box. Please make sure the Show Extracted Files When Complete checkbox is unchecked.

3. To save the extracted book in a folder within the current location, select the Extract button. If you wish to save the folder in a different location, first press the Browse button and choose a new location.

• Once the book has been unzipped/extracted, the new folder will contain at least eight files

• Locate the newly created folder, then press Enter

• Locate the file with the .XML extension. For example, if you downloaded and unzipped a book called The Hunger Games, the file you are looking for is The Hunger Games.xml and the file type is XML document

• In most cases, the file will open in your web browser

## Tips for general navigation

• Most of the major areas of Bookshare can be accessed navigating by Headings (pressing H).

• For best results using a screen reader, be sure and maximize your screen by pressing ALT+Space, then X.

• Locating and pressing Enter on the Expand Navigation Menu button, will also insure you have access to all available options on the web page.