# An Introduction to Windows 11 and JAWS

This training shows you how to perform several basic tasks in Windows 11 using JAWS. We introduce you to new terminology, plus demonstrate a few features that have changed. Learn how to:

* Navigate the desktop
* Explore the Start menu
* Access the File Explorer menus
* Manage notifications
* Customize the Taskbar Overflow and corner icons

## Navigate the Desktop

1. From any application, press **WINDOWS KEY+D** to navigate to the desktop.
2. Press the **ARROW KEYS** or first letter navigation to locate shortcuts to applications or files on your desktop. For example, find JAWS by pressing **J** or by using the **ARROW KEYS**.
3. Press ENTER on a shortcut to open it.
4. Press TAB to move through the areas of the taskbar. These include the Start menu and pinned icons.
5. Some icons point to running applications, others are custom-pinned by you, and some are added during the Windows install. They will differ for every user. Pinned icons include applications like Google Chrome or Microsoft Word.
6. Navigate the pinned icons by pressing the **RIGHT ARROW** and **LEFT ARROW** keys.
7. Other items on the taskbar include:

* Search
* Task View
* Widgets
* Chat
* The Taskbar Overflow

1. From any application, press **WINDOWS KEY+T** to navigate directly to the Taskbar. Continue pressing **TAB** to navigate through all the items and cycle back to the desktop.
2. Press **SHIFT+TAB** to navigate in the opposite direction.

## Explore the Start Menu

By default, the Start menu and Taskbar in Windows 11 are located in the center of the screen. While they can be moved to the left or right, the taskbar can no longer be relocated to the top of the screen. The location of the Start menu and Taskbar will not affect how you navigate these areas with JAWS.

1. Press the **WINDOWS KEY** to open the Start menu.
2. Focus is in the Search box at the top of the Start menu. In previous versions of Windows, this box was anchored at the bottom of the Start menu.
3. Type search terms in the Search box, then press **DOWN ARROW** to navigate the search results. Press **ENTER** on a result to access it.
4. Navigate through the search options by pressing **TAB**. These are a series of tabs that include:

* All (currently selected by default)
* Apps
* Documents
* Web
* More

1. Press ENTER on an option to select it.
2. When you begin typing in the Search box, the Start menu is no longer displayed and is replaced by the Search feature. Press **ESC** to close Search.
3. Navigate directly to the Start menu by pressing the **WINDOWS KEY**, then **TAB** to bypass the Search feature and move to the pinned area.
4. The Start menu in Windows 11 has a new cleaner, simpler look and is different from previous Windows versions. This will not affect how you navigate it with JAWS. Icons are arranged in rows and columns, plus a few new items have been added. You can pin apps in this area. Navigate them using your **ARROW** keys.
5. Press **TAB** to navigate to the All Apps button. Press the **SPACEBAR** to open an alphabetical list of all the apps installed on your computer. Navigate these apps by pressing the **UP ARROW** or **DOWN ARROW** keys, or use first letter navigation. Press **ESC** to close the list of apps.
6. Open the Start menu again by pressing the **WINDOWS KEY** and press **TAB** to navigate through the different areas. The one after the All Apps button is called the Recommended List.
7. The Recommended List displays apps or documents you have recently used. This replaces the Windows Timeline in previous versions, which displayed running apps and past activities.
8. Navigate the Recommended List using your **ARROW** keys.
9. Press **TAB** to navigate to the More button. Pressing the **SPACEBAR** on this button expands the Recommended section into a larger vertical list.
10. Press **TAB** to navigate to the User Account and Power buttons. By default, focus will be on the User Account button. Press **RIGHT ARROW** to navigate to the Power button.
11. Press the **SPACEBAR** on the Account button to navigate to settings where you can access account settings, lock the computer, or sign out. Press the **SPACEBAR** on the Power Button to access settings that provide sign-in options, plus offer settings for sleep, shutdown, and restart.
12. Press **ESC** to close the Start menu.

## Access the File Explorer Menus

The File Explorer in previous versions of Windows included a Ribbon similar to those found in other Microsoft products such as Word and Excel. The Ribbon contained menus for changing settings such as folder and file options. The File Explorer in Windows 11 does not contain a Ribbon, but includes menus for accessing these options.

1. Press **WINDOWS KEY+E** to open File Explorer.
2. Press **ALT** to navigate to the menus.
3. Move to the different menus by pressing the **RIGHT ARROW** and **LEFT ARROW** keys. Unlike menus in other applications, the menus in File Explorer do not wrap. This means when you are on the first or last menus in the row and press the **LEFT ARROW** or **RIGHT ARROW** key, the cursor will not move.
4. If focus is not on a particular folder or file, only the View menu and More App button will be displayed. If a folder or file is selected, additional menus and buttons will become available.
5. The menus and buttons include:

* Copy
* Paste
* New
* View
* More App button

1. Use the copy and paste buttons to copy folders and files, the New menu to create a new folder, the View menu to apply filters, and the More App button to change folder options.
2. Other options are also available in these menus.
3. When navigating to the New and View menus, JAWS will indicate they are collapsed. Press the **SPACEBAR** to open them, **DOWN ARROW** to navigate the menus, and **ESC** to close them.
4. Press **DOWN ARROW** on the More App bar to navigate the options. Press **ENTER** on an option to select it.

## Manage Notifications

In Windows 10, the Notifications area and quick actions were accessed in the same area by pressing **WINDOWS KEY+A**. In Windows 11, they are split into two menus.

1. Press **WINDOWS KEY+A** to access the quick actions menu. These include items such as:

* WI-FI
* Airplane mode
* Bluetooth
* Focus (Formerly Focus Assist)
* Battery saver

This area is also called the Quick Actions flyout.

1. Press **WINDOWS KEY+N** to access notifications. These include notifications for specific apps.
2. Navigate the notifications for specific apps by pressing TAB. When in the notifications for a given app, navigate them using the **ARROW** keys.
3. Press **TAB** to navigate through all the options in this area.

## Customize the Taskbar Overflow and Corner Icons

In Windows 11, the system tray area is now called the Taskbar Overflow. From the desktop, press **TAB** until you locate this area. To show all items in the Taskbar Overflow:

1. Press the **WINDOWS KEY** to access Search.
2. Begin typing the word “taskbar” minus the quotes. Focus may navigate to the option, “Taskbar Corner Overflow.” If another option is displayed first, press **DOWN ARROW** to locate the Taskbar Overflow option, then press **ENTER** to access the settings.
3. Navigate these settings using the **TAB** key. Press the **SPACEBAR** on an option to select or deselect it.
4. Items you check will appear in the Taskbar Corner Overflow.
5. You can also still access this area by pressing **INSERT+F11** when using JAWS. Items are displayed in a column, which you can navigate using your **UP ARROW** and **DOWN ARROW** keys. Press ESC to close this area.

Access taskbar settings to show or hide corner icons. These are displayed on the right of the taskbar. To do this, press the **WINDOWS KEY** and type the word “taskbar” in the search box minus the quotes.

1. Press ENTER on Taskbar Settings.
2. Press TAB to navigate this dialog. There are four options you can toggle on or off. These include:

* Search
* Task View
* Widgets
* Chat

1. Press the **SPACEBAR** to toggle these options. If they are on, you will encounter them when pressing **TAB** to navigate the desktop and taskbar area. If they are off, these items will not be displayed in the taskbar.