

Freedom Scientific SOPs

Fusion

Serial, Authorization, and Asset Numbers

These serial and authorization numbers refer specifically to [USER]'s copy of Fusion Professional, and should only be used in relation to [USER]'s use of Fusion.

Serial number: [SERIAL NUMBER]

Authorization number: [AUTHORIZATION NUMBER]

Asset number(s) for all devices Fusion is installed on: [ASSET NUMBERS]

System requirements

In order to function, Fusion needs to be run on a relatively high specification Windows PC. The full system recommendations for Fusion can be found at <https://bit.ly/Fusion-Sys-Recs>. Special attention should be paid to providing a computer with 16GB of RAM and a relatively recent (10th generation or later) i7 processor (or a processor with a comparable PassMark score).

Further system configuration considerations

- Ensure that all drivers for display adaptors are up to date, including drivers for any laptop docks
- Set the screen resolution to the maximum available (Fusion magnification can then be adjusted accordingly to suit the needs to the end user)
- Set the Windows scale to 100%
- If using multiple monitors, ensure the monitors are set either to “Extend” or with only a single monitor running (e.g., if a laptop is docked to an external screen and the end user intends only to use that external screen, make sure an image is only being displayed on that external screen)

Adding a voice to Fusion

1. Open the Fusion window, and then click on the “Reader” tab
2. Below the side-on picture of a face on the far left of the Fusion window, click the word “Voice”
3. A new menu opens. In that menu, click “Add/Remove Voices...”
4. A new dialog box opens, titled “Add/Remove Vocalizer Expressive Voices”. In that dialog box, click the voice that you would like to try out, and then click the “Play Sample” button to hear a sample of that voice
5. Keep clicking through different voices and clicking the “Play Sample” button to hear a sample of each voice. Notice that once you have clicked on a voice it stays selected: i.e., it is highlighted in blue or grey

6. Once you have decided which voices you want to install, make sure that only these voices are highlighted in the list. It can take quite a while to download and install a voice, so it's best to avoid downloading and installing voices that you won't use. Remember to scroll up and down the list of voices, as not all of the voices will be displayed at once
7. Once the correct voices are highlighted, click the "Install Selected Voices" button
8. **A User Account Control dialog box will ask you for the user name and password of a system administrator. These can be provided by your IT support team**

Changing the voice in Fusion

Once you have installed the voice you want to use with Fusion (see "Adding a voice to Fusion") do the following to have Fusion use it all the time:

1. Open the Fusion window, and then click on the "Reader" tab
2. Below the side-on picture of a face on the far left of the Fusion window, click the word "Voice"
3. A new menu opens. In that menu, click "Settings"
4. A new dialog box appears, titled "Voice Adjustment". Select the voice that wish to use in the "Profile Name" field at the top of that dialog box
5. Click the "OK" button at the bottom left of the dialog box
6. A further dialog box appears, titled "Make Default Voice Profile". Click the "Yes" button in that dialog box

Checking a Fusion licence

A Fusion licence is represented by a serial number that is usually eight digits long. A standard Fusion licence can be used on up to three devices at any one time, and will allow a user to use any annual version of Fusion up to a specific version number: for example, if a licence is purchased for Fusion 2023 then it will allow a user to run Fusion 2023, 2022, 2021, etc.

To check the version number of your Fusion licence:

1. Open the Fusion window, and then click on the "Fusion" tab
2. A drop-down menu appears. Click "About Fusion", towards the bottom of that dropdown menu
3. A dialog box will appear. Your serial number is displayed in the fourth field from the top in that dialog box, labelled "Serial:"
4. Make a note of (or copy) your serial number, and then go to the Freedom Scientific activation key verification tool at <https://fsactivate.freedomscientific.com/Activation/VerifyActivationKeys>
5. Type (or paste) your serial number into the "Serial Number" field and press enter
6. A new page will load showing you which version of number of Fusion your licence covers you for, and how many activations you have remaining on your licence (i.e., how many additional devices you could use Fusion on)

Installing Fusion

1. Check which version of Fusion your licence is valid for: the version number will be a year, such as 2023, 2022, 2021, etc. To do this, follow the instructions elsewhere in this document for “Checking a Fusion licence”
2. Download the Fusion installer:
 - a. Go to the “Fusion Downloads” page on the Freedom Scientific website:
<https://support.freedomscientific.com/Downloads/fusion>
 - b. The second link in the main part of the page should be for a downloadable executable file of the most recent version of Fusion. The text for that link will have the format “Fusion 2023.2303.33 - April 2023”: i.e., it will give the full version number (in this example, 2023.2303.33) and the release date of that version of Fusion (in this example, April 2023)
 - c. If the version number in the text for that link matches the version number of your Fusion licence, click the link and move on to step 4
 - d. If your Fusion licence does not cover the most recent version of Fusion -- for example, if your Fusion licence is for Fusion 2021, but the most recent version of Fusion is Fusion 2023 -- click the link that says “Previous versions of Fusion”
 - e. A new page will load, titled “Fusion Previous Downloads”. In the dropdown box towards the top of that page select the version of Fusion that matches with your Fusion licence
 - f. The page will then give you a download link that matches the version of Fusion you have selected: for example, if you select “Fusion 2021”, the page will change to show you a download link that reads “Fusion 2021.2111.3 English - November 2021”. Click that download link
3. The Fusion installer will now download. The filename for the installer will have the format “F2023.2303.33.440.exe”, where “2303.2303.33” is the full version number. Run the installer.
4. **A User Account Control dialog box will ask you for the user name and password of a system administrator. These can be provided by your IT support team**
5. If a small dialog appears with the message “To start Narrator for speech, press Control + Windows Key + Enter”, click the Continue button to get rid of it
6. The installer dialog will appear. Check the checkbox titled “I accept the license agreement” and click the “Install” button
7. The installer will now download additional files it needs in order to perform the installation, and then perform the installation. This can take some time. A progress bar will be displayed in the Installer dialog.
8. Once the installation is complete the installer dialog will display a message reading “The Fusion Install has completed successfully”. Click the “Close” button
9. A new dialog will appear titled “Fusion Setup Information”, suggesting that you restart your computer. Click the “Yes” button to restart your computer
10. Your computer will now restart. When it restarts, Fusion will run automatically and a dialog may appear titled “Fusion Startup Wizard”. If this dialog appears, consult with the end user of the software to determine whether you should check either or both of the checkboxes (“Enable ZoomText in the Windows logon prompt” and “Start ZoomText automatically when Windows starts”). Check the relevant checkboxes, and click the “Finish” button
11. If a dialog box appears with the title “Migrate User Settings” click the “No” button

12. If a dialog box appears with the title "JAWS Fusion Startup Wizard" click the "Next" button six times in total
13. If you have installed Fusion as an upgrade (e.g., you have installed Fusion 2023 on a computer that already has Fusion 2022 installed) then the existing Fusion licence should automatically transfer to the newly installed version of Fusion. If this is the first time any version of Fusion has been installed on this device then you will need to follow the instructions elsewhere in this document for "Activating Fusion"

Activating Fusion

1. There are two ways to access the activation process in Fusion:
 - a. When you run a version of Fusion that hasn't been activated a dialog should appear titled "Fusion 2023 Activation", displaying a message that begins "This application requires authorisation to run on this computer and will continue in 40 minute mode." Click "Update authorisation"
 - b. If that dialog doesn't appear, in the Fusion application window click the "Fusion" tab. In the menu that opens, go to Manage License > Update Authorisation
2. Whichever way you access the activation process, a dialog will appear titled "Activation". Click the button labelled "Start Activation"
3. A new dialog will appear titled "Freedom Scientific Product Activation". Click the button labelled "Next"
4. Enter the Authorization Number for your Fusion licence: this will be a 20 digit string of numbers and letters that should have been sent to you when you purchased your Fusion licence (the Authorization Number is different to the Serial Number, which is usually much shorter and only includes numbers)
5. Click the button labelled "Next"
6. After a short delay, a message should appear stating "Fusion activation has been successfully completed. Thank you.". Freedom is now activated on this device. Click the "Finish" button

Deactivating Fusion

A standard Fusion licence allows you to install Fusion on up to three devices at any one time. It is advisable, therefore, to deactivate an instance of Fusion before uninstalling it, so that the activation is available if it is needed in the future.

1. Open the Fusion application window, and click the "Fusion" tab
2. In the menu that opens, click Manage License > Remove Current Authorization
3. **A User Account Control dialog box will ask you for the user name and password of a system administrator. These can be provided by your IT support team**
4. A dialog box will appear titled "Remove Product Activation". Click the "Yes" button
5. A further dialog box will appear titled "Remove Authorization". Click the "OK" button. Fusion has now been deactivated on this device. Your computer may restart.

Updating Fusion

1. Close all running applications other than Fusion
2. Open the Fusion window, and then click on the “Fusion” tab
3. A drop-down menu appears. In that menu, open the “Manage License” submenu
4. In the “Manage License” submenu click “Check for Updates”. Fusion will check the update server to see if any updates are available
5. If updates are available, a dialog box titled “Fusion Updates” will appear. In that dialog box put a tick in the checkbox next to the relevant update (e.g. “Fusion 2022.2211.4”, for build 2211.4 of Fusion 2022) and then click the “Install” button
 - a. Make sure not to select any major upgrades: for example, if you are running Fusion 2022, do not select any version of Fusion 2023 to be installed -- instead, follow the instructions elsewhere in this document titled “Upgrading Fusion”
6. A new dialog box will appear, titled “Downloading...”, and Fusion will download the update
7. **A User Account Control dialog box will ask you for the user name and password of a system administrator. These can be provided by your IT support team**
8. A new dialog box will appear, titled “Fusion Install”. In that dialog box put a tick in the checkbox labelled “I accept the license agreement”, and then click the “Install” button
9. Fusion will now begin the installation process. This process includes a relatively large file download, so it can take a few minutes
10. When the installation process has finished the dialog box will state “The Fusion Install has completed successfully”. Click the “Close” button.
11. A final dialog box will appear, titled “Fusion Setup Information”. In that dialog box click the “Yes” button to restart the computer and finalise the Fusion update

Upgrading Fusion (e.g., 2021 to 2022, 2022 to 2023)

Upgrading to a new major version of Fusion simply requires you to install the new major version as you usually would (i.e., as if there were no earlier versions of Fusion already installed on the device). The process is therefore as follows:

1. Follow the instructions included elsewhere in this document under the heading “Checking a Fusion licence”, to determine that the current Fusion licence provides access to the version of Fusion that you want to install
2. Follow the instructions included elsewhere in this document under the heading “Installing Fusion”

The older version of Fusion will remain on the device in parallel with the new version. It can be beneficial to leave the older version of Fusion on the device for a period of time in case there are any issues with the newer version of Fusion.

Transferring Fusion to a new device

Note: a standard Fusion licence allows you to install and activate Fusion on up to three devices. These instructions assume that you have at least one spare activation left. If you already have Fusion installed and activated on three devices then you will need to deactivate it on your old device before activating it on your new device (see the instructions included elsewhere in this document under the title “Deactivating Fusion”).

1. On the old device, back up your Fusion settings (see the instructions included elsewhere in this document under the title “Backing up Fusion settings”)
2. On the new device, install the appropriate version of Fusion (see the instructions included elsewhere in this document under the title “Installing Fusion”)
3. Once Fusion is installed on the new device, activate it (see the instructions included elsewhere in this document under the title “Activating Fusion”)
4. Transfer the backed up settings files from your old device to your new device
5. Restore your backed up settings on your new device (see the instructions included elsewhere in this document under the title “Restoring Fusion settings from a backup”)

Backing up Fusion settings

Your Fusion settings are stored in two separate locations, and you will need to back these up separately.

Step 1: backup ZoomText settings

1. Open the Fusion window, and then click on the “Fusion” tab
2. A drop-down menu appears. In that menu, open the “Configurations” submenu
3. In the “Configurations” submenu click “Save Custom Configuration”
4. A new dialog box will appear, titled “Save Configuration”. In the left-hand column of that dialog box click “Desktop”, and then click the “Save” button in the bottom right-hand corner of the dialog box
5. Your ZoomText settings file will now be saved to the desktop, very likely with the filename “zten-GB.zxc”

To do all of this with the keyboard: Press ALT, F for Fusion tab, C for configurations, A for Save Custom Configuration, SHIFT + TAB three times, DOWN ARROW to Desktop, ENTER, ALT + S

Step 2: backup JAWS settings

Note: the JAWS settings export and import tools can sometimes refuse to work. If you need to transfer your JAWS settings by hand, compress the folder

C:\Users\[Username]\AppData\Roaming\Freedom Scientific\JAWS\[Version

Number]\Settings and decompress it in the corresponding location on your new device

1. Open the JAWS menu -- there are two ways to do this:
 - a. With the mouse (use this method if providing remote assistance)
 - i. With Fusion running, click into the Notification Area at the bottom right corner of the desktop (alternatively, press WINDOWS KEY + B and then ENTER to move into the Notification Area)
 - ii. In the Notification Area right-click the icon for “JAWS for Fusion 20xx” (where “20xx” is your Fusion version number: 2023, 2022, etc) – the icon for this is a white shark fin on a maroon background (alternatively, move to the icon with the ARROW keys and then press the APPLICATIONS KEY)

- b. With the keyboard (use this method if you are the end user)
 - i. Press JAWS KEY + J
2. The JAWS menu will appear. Again, there are two ways to perform the next steps:
 - a. With the mouse (use this method if providing remote assistance)
 - i. In that menu, open the “Utilities” submenu (press U)
 - ii. In the “Utilities” submenu, open the “Import/Export Settings” submenu (press I)
 - iii. In the “Import/Export Settings” submenu click “Export” (press E)
 - iv. A new dialog box will appear, titled “Export User Settings”. Click the “Next >” button
 - v. The dialog box changes to give some further options. Click the “Finish” button
 - vi. The dialog box disappears and a new dialog box appears, also titled “Export User Settings”. In the new dialog box click the “OK” button
 - vii. Your JAWS settings file will now be saved to your desktop, very likely with a filename similar to “JAWS20xxSettingsBackup.sbak” (where “20xx” is your Fusion version number: 2023, 2022, etc)
 - b. With the keyboard (use this method if you are the end user)
 - i. Press U to open the “Utilities” submenu
 - ii. In the “Utilities” submenu, press I to open the “Import/Export Settings” submenu
 - iii. In the “Import/Export Settings” submenu press E to select “Export”
 - iv. A new dialog box will appear, titled “Export User Settings”. Press ENTER to activate the “Next” button
 - v. The dialog box changes to give some further options. Press ENTER to activate the “Finish” button
 - vi. The dialog box disappears and a new dialog box appears, also titled “Export User Settings”. In the new dialog box Press ENTER to activate the “OK” button
 - vii. Your JAWS settings file will now be saved to your desktop, very likely with a filename similar to “JAWS20xxSettingsBackup.sbak” (where “20xx” is your Fusion version number: 2023, 2022, etc)

Step 3: Make a note of the voice you are using

1. In the Fusion application window click the “Reader” tab
2. To the left of the Fusion application window, directly beneath the profile illustration of a face, click where it says “Voice”
3. A menu appears. In that menu, click “Settings”
4. A dialog will appear titled “Voice Adjustment”. In that dialog, make a note of the setting under “Profile Name”: it will be something like “Fiona Vocalizer Expressive Premium”

Restoring Fusion settings from a backup

Your Fusion settings are stored in two separate files, and you will need to restore these up separately.

Step 1: Install the voice you have been using with Fusion

When you backed up your Fusion settings you should have made a note of the voice you have been using with Fusion. Follow the instructions included elsewhere in this document under the title “Adding a voice to Fusion” to add this voice to Fusion, if it has not been installed already.

Step 2: restore ZoomText settings

1. Open the Fusion window, and then click on the “Fusion” tab
2. A drop-down menu appears. In that menu, open the “Configurations” submenu
3. In the “Configurations” submenu click “Open Custom Configuration”
4. A new dialog box will appear, titled “Open Configuration”. Locate your ZoomText configuration backup file on your computer, and click the “Open” button
5. The ZoomText settings from your configuration backup file will now be applied to this computer

To do all of this with the keyboard: Press ALT, F for Fusion tab, C for configurations, P for Open Custom Configuration, then navigate the Open Configuration dialog box to locate your ZoomText configuration backup file and press Enter.

Step 3: restore JAWS settings

Note: the JAWS settings export and import tools can sometimes refuse to work. If you need to transfer your JAWS settings by hand, compress the folder

C:\Users\[Username]\AppData\Roaming\Freedom Scientific\JAWS\[Version Number]\Settings and decompress it in the corresponding location on your new device

3. Open the JAWS menu -- there are two ways to do this:
 - a. With the mouse (use this method if providing remote assistance)
 - i. With Fusion running, click into the Notification Area at the bottom right corner of the desktop (alternatively, press WINDOWS KEY + B and then ENTER to move into the Notification Area)
 - ii. In the Notification Area right-click the icon for “JAWS for Fusion 20xx” (where “20xx” is your Fusion version number: 2023, 2022, etc) – the icon for this is a white shark fin on a maroon background (alternatively, move to the icon with the ARROW keys and then press the APPLICATIONS KEY)
 - b. With the keyboard (use this method if you are the end user)
 - i. Press JAWS KEY + J
4. The JAWS menu will appear. Again, there are two ways to perform the next steps:
 - a. With the mouse (use this method if providing remote assistance)
 - i. In that menu, open the “Utilities” submenu
 - ii. In the “Utilities” submenu, open the “Import/Export Settings” submenu
 - iii. In the “Import/Export Settings” submenu click “Import”
 - iv. A new dialog box will appear, titled “Import User Settings”. Click the “Browse” button
 - v. A file selection window will appear. In this window, navigate to your JAWS settings backup file, click it, and then click the Open button

- vi. You will be returned to the Import User Settings dialog. Click the Next button
 - vii. The Import User Settings dialog changes. Again, click the Next button
 - viii. The Import User Settings dialog changes again. Select “Yes, delete all my settings and import”, then click the Next button
 - ix. The Import User Settings dialog changes one last time. Click the Finish button
 - x. A new dialog appears, which also has the title “Import User Settings”. Click the OK button to close this dialog box. The JAWS settings from your configuration backup file will now be applied to this computer
 - xi. The dialog box changes to give some further options. Click the “Finish” button
 - xii. The dialog box disappears and a new dialog box appears, also titled “Export User Settings”. In the new dialog box click the “OK” button. You will return to the Fusion application window. The JAWS settings from your configuration backup file will now be applied to this computer
- b. With the keyboard (use this method if you are the end user)
- i. Press U to open the “Utilities” submenu
 - ii. In the “Utilities” submenu, press I to open the “Import/Export Settings” submenu
 - iii. In the “Import/Export Settings” submenu press I to select “Import”
 - iv. A new dialog box will appear, titled “Import User Settings”. Press TAB to move to the “Browse” button, and then press ENTER
 - v. A file selection window will appear. In this window, navigate to your JAWS settings backup file and press SPACE BAR to select it and then ENTER to open it
 - vi. You will be returned to the Import User Settings dialog. Press TAB until you get to the Next button, then press ENTER
 - vii. The Import User Settings dialog changes. Again, press TAB until you get to the Next button, then press ENTER
 - viii. The Import User Settings dialog changes again. Press the DOWN ARROW to select “Yes, delete all my settings and import”, then press TAB until you get to the Next button, then press ENTER
 - ix. The Import User Settings dialog changes one last time. Press TAB until you get to the Finish button, then press ENTER
 - x. A new dialog appears, which also has the title “Import User Settings”. Press ENTER to close this dialog box. The JAWS settings from your configuration backup file will now be applied to this computer
 - xi. The dialog box changes to give some further options. Click the “Finish” button
 - xii. The dialog box disappears and a new dialog box appears, also titled “Export User Settings”. In the new dialog box click the “OK” button. You will return to the Fusion application window. The JAWS settings from your configuration backup file will now be applied to this computer

JAWS

Please note:

When these instructions refer to the “JAWS KEY”, this will usually be the INSERT key towards the bottom of the number pad.

These instructions are written for a JAWS user who is running JAWS in a full window, rather than from the System Tray. If you are running JAWS from the System tray, pressing INSERT + J will take you straight to the JAWS menus (i.e., you don't have to press ALT first). If you are using a mouse to interact with JAWS (for example, if you are providing remote assistance to a JAWS user) you can use the mouse to click through the JAWS menus and dialogs: but many of the keystrokes listed below should also be available to you.

Serial, Authorization, and Asset Numbers

These serial and authorization numbers refer specifically to [USER]'s copy of JAWS Professional, and should only be used in relation to [USER]'s use of JAWS.

Serial number: [SERIAL NUMBER]

Authorization number: [AUTHORIZATION NUMBER]

Asset number(s) for all devices JAWS is installed on: [ASSET NUMBERS]

System requirements

The full system recommendations for JAWS can be found at

<https://support.freedomscientific.com/Downloads/JAWS/jaws-system-requirements>.

Adding a voice to JAWS

1. Press JAWS KEY + J to open the JAWS window, then ALT, O, V, A (Options menu > Voices Menu > Add/Remove voices)
2. A new dialog box opens, titled “Add/Remove Vocalizer Expressive Voices”. Press TAB to move to the list of voices, then UP AND DOWN ARROW to move through the list of voices. To hear a sample of a voice, press TAB followed by SPACE BAR (don't worry that JAWS says “not selected” for each voice)
3. Once you have heard a sample of the voice, press SHIFT + TAB to move back to the list of voices. If you would like to install this voice, go to the next step in these instructions. If you would like to keep sampling voices, repeat step 2
4. To install the voice you have sampled, press SPACE BAR, then press TAB twice to move to the “Install Selected Voice” button. Press SPACE BAR to activate this button
5. **A User Account Control dialog box will ask you for the user name and password of a system administrator. These can be provided by your IT support team**
6. JAWS will update you on the progress of the download and installation process for the new voice. When this process has finished a new dialog box will appear with the title “Installation Complete”. Press SPACE BAR to activate the Finish button.

Changing the voice in JAWS

Once you have installed the voice you want to use with JAWS (see “Adding a voice to JAWS”) do the following to have JAWS use it all the time:

1. Press JAWS KEY + J to open the JAWS window, then ALT, O, V, S (Options menu > Voices menu > Select a Voice Profile...)
2. A new dialog box opens, titled “Select a voice profile”. Focus will be on a combo box titled “Default”. Use the ARROW keys to select the voice you want JAWS to use
3. Press TAB
4. Focus will now be on a combo box titled “For JAWS Window”. If the currently selected option in this combo box is “Default” then JAWS will use the default voice when you are in the JAWS window. Alternatively, you can use the ARROW keys to select a different voice to use when you are in JAWS window
5. Press TAB to move to the OK button, then press the SPACE BAR to activate it

Checking a JAWS licence

A JAWS licence is represented by a serial number that is usually eight digits long. A standard JAWS licence can be used on up to three devices at any one time, and will allow a user to use any annual version of JAWS up to a specific version number: for example, if a licence is purchased for JAWS 2023 then it will allow a user to run JAWS 2023, 2022, 2021, etc.

To check the version number of your JAWS licence:

1. Press JAWS KEY + J to open the JAWS window, then ALT, H, A (Help menu > About JAWS...)
2. A new dialog box opens, titled “About JAWS”. Focus will be on a non-editable edit box that contains your serial number. Unfortunately you can’t use CONTROL + A to select your serial number, but if you press TAB and then SHIFT TAB to move out of the edit box and back into it your serial number will be selected. Press CONTROL + C to copy your serial number to the clipboard
3. Open a new web browser window, and go to the Freedom Scientific activation key verification tool at <https://fsactivate.freedomscientific.com/Activation/VerifyActivationKeys>
4. Once the page has loaded focus should be on an edit box. Press CONTROL + V to paste your serial number into this edit box, then press ENTER
5. A new page will load that lists all of the relevant information for your serial number. The information is in the only table on the page, so press T to move to the table, then CONTROL + ALT + DOWN ARROW to move to the second row of the table, then press CONTROL + ALT + RIGHT ARROW to read each entry in the table

Installing JAWS

Please note: the process for running the JAWS installer varies between different version of JAWS. In general, when running the JAWS installer you can just keep clicking the button labelled “Next” (or similar) until the installation process has completed. If you require support with installing your specific version of JAWS then please contact Sight and Sound Technology at support@sightandsound.co.uk.

1. Check which version of JAWS your licence is valid for: the version number will be a year, such as 2023, 2022, 2021, etc. To do this, follow the instructions elsewhere in this document for “Checking a JAWS licence”
2. Download the JAWS installer:
 - a. Go to the “JAWS Downloads” page on the Freedom Scientific website: <https://support.freedomscientific.com/Downloads/JAWS>
 - b. The second link in the main part of the page should be for a downloadable executable file of the most recent version of JAWS. The text for that link will have the format “JAWS 2023.2303.33 - April 2023”: i.e., it will give the full version number (in this example, 2023.2303.33) and the release date of that version of JAWS (in this example, April 2023)
 - c. If the version number in the text for that link matches the version number of your JAWS licence, click the link and move on to step 4
 - d. If your JAWS licence does not cover the most recent version of JAWS -- for example, if your JAWS licence is for JAWS 2021, but the most recent version of JAWS is JAWS 2023 -- click the link that says “Previous versions of JAWS”
 - e. A new page will load, titled “JAWS Previous Downloads”. In the combo box towards the top of that page select the version of JAWS that matches with your JAWS licence
 - f. The page will then give you a download link that matches the version of JAWS you have selected: for example, if you select “JAWS 2021”, the page will change to show you a download link that reads “JAWS 2021.2111.3 English - November 2021”. Click that download link
3. The JAWS installer will now download. The filename for the installer will have the format “F2023.2303.33.440.exe”, where “2303.2303.33” is the full version number. Run the installer by pressing CONTROL + J to go to your list of downloaded files and then pressing ENTER
4. **A User Account Control dialog box will ask you for the user name and password of a system administrator. These can be provided by your IT support team**
5. If a small dialog appears with the message “To start Narrator for speech, press Control + Windows Key + Enter”, click the Continue button to get rid of it
6. The installer dialog will appear. Check the checkbox titled “I accept the license agreement” and click the “Install” button
7. The installer will now download additional files it needs in order to perform the installation, and then perform the installation. This can take some time. A progress bar will be displayed in the Installer dialog.
8. Once the installation is complete the installer dialog will display a message reading “The JAWS Install has completed successfully”. Click the “Close” button
9. If JAWS does not run automatically then you can usually start it from the desktop. To make sure you are accessing the correct desktop icon, temporarily switch on Narrator by using CONTROL + WINDOWS KEY + ENTER, or use sighted assistance
10. A new dialog may appear titled “JAWS Setup Information”, suggesting that you restart your computer. Click the “Yes” button to restart your computer, and wait for it to restart
11. A dialog box may appear titled “JAWS Startup Wizard”. You can use this dialog to change the way that JAWS starts on your computer. Here are the most common

things you will need to change (you may wish to change other settings to suit your specific needs):

- a. On the first screen of that dialog box (“Help Us Improve Freedom Scientific Products”) click the button labelled Next
 - b. On the second screen of that dialog box (“Speech Settings”) click the button labelled Next
 - c. On the third screen of that dialog box (“Run JAWS Settings”), check the checkboxes for “Start JAWS at the logon screen” and “Start JAWS after logon for all users” as appropriate, then click the button labelled Next
 - d. On the fourth screen of that dialog box (“Common Options”) click the button labelled Next
 - e. On the fifth screen of that dialog box (“Verbosity Settings”) click the button labelled Next
 - f. On the sixth screen of that dialog box (“Braille Translation Settings”) click the button labelled Next
 - g. On the seventh screen of that dialog box (“Braille Settings”) click the button labelled Finish
12. **A User Account Control dialog box will ask you for the user name and password of a system administrator. These can be provided by your IT support team**
13. If a dialog box appears with the title “Migrate User Settings” click the “Yes” or “No” buttons, as appropriate
14. If you have installed JAWS as an upgrade (e.g., you have installed JAWS 2023 on a computer that already has JAWS 2022 installed) then the existing JAWS licence should automatically transfer to the newly installed version of JAWS. If this is the first time any version of JAWS has been installed on this device then you will need to follow the instructions elsewhere in this document for “Activating JAWS”

Activating JAWS

1. There are two ways to access the activation process in JAWS:
 - a. When you run a version of JAWS that hasn’t been activated a dialog box should appear titled “JAWS”, displaying a message that says “Welcome to JAWS. Please close all applications, and press ENTER to restart your computer and run in 40-minute mode”. Click the button labelled “OK”
 - b. Your computer should now restart. When JAWS starts it will display a dialog titled “JAWS Activation”. In that dialog box click the button labelled “Update Authorization”
 - c. **A User Account Control dialog box will ask you for the user name and password of a system administrator. These can be provided by your IT support team**
 - d. If that dialog doesn’t appear, Press JAWS KEY + J to open the JAWS window, then ALT, U, A (Utilities menu > Re-Initialize Authorization)
2. A new dialog will appear titled “Freedom Scientific Product Activation”. Click the button labelled “Next”
3. Enter the Authorization Number for your JAWS licence: this will be a 20 digit string of numbers and letters that should have been sent to you when you purchased your JAWS licence – it’s probably easiest to copy and paste this information from the email you received when you purchased your JAWS licence (the Authorization

Number is different to the Serial Number, which is usually much shorter and only includes numbers)

4. Click the button labelled "Next"
5. After a short delay, a message should appear stating "JAWS activation has been successfully completed. Thank you.". Freedom is now activated on this device. Click the "Finish" button

Deactivating JAWS

A standard JAWS licence allows you to install JAWS on up to three devices at any one time. It is advisable, therefore, to deactivate an instance of JAWS before uninstalling it, so that the activation is available if it is needed in the future.

1. Press JAWS KEY + J to open the JAWS window, then ALT, U, X (Utilities menu > Explore Utilities Folder)
2. A File Explorer window opens showing you the contents of the JAWS Utilities Folder. Press R until "Remove JAWS Activation" is selected, then press ENTER
3. **A User Account Control dialog box will ask you for the user name and password of a system administrator. These can be provided by your IT support team**
4. A dialog box will appear titled "Remove Product Activation". Click the "Yes" button
5. A further dialog box will appear titled "Remove Authorization". Click the "OK" button. JAWS has now been deactivated on this device. Your computer may restart.

Updating JAWS

1. Close all running applications other than JAWS
2. Press JAWS KEY + J to open the JAWS window, then ALT, H, P (Help menu > Check for Updates...)
3. **A User Account Control dialog box will ask you for the user name and password of a system administrator. These can be provided by your IT support team**
4. JAWS will check the update server to see if any updates are available. After a short delay, if any updates are available a dialog box titled "JAWS Updates" will appear (sometimes focus doesn't move to this dialog box, so you may need to use ALT + TAB or WINDOWS KEY + TAB to select it)
5. Focus will be in the list all available updates. You can move up and down the list using the ARROW KEYS, and select the updates you want to install by pressing the SPACE BAR. Note that if there is only one update available pressing the ARROW KEYS will do nothing; instead, press JAWS KEY + UP ARROW to read the name of the update that has focus. Be careful not to install any major upgrades for JAWS that you don't have a licence for: for example, if you are licenced up to JAWS 2022, do not select any version of JAWS 2023, unless you want to try out that version of JAWS in the 40-minute demo mode
6. When you have selected the updates you want to install, click the button labelled "Install"
7. A dialog box will appear titled "Downloading". JAWS will keep you up to date on the progress of the download of your selected update
8. **A User Account Control dialog box will ask you for the user name and password of a system administrator. These can be provided by your IT support team**

9. A new dialog box will appear, titled "JAWS Install". In that dialog box put a tick in the checkbox labelled "I accept the license agreement", and then click the "Install" button
10. JAWS will now begin the installation process. This process includes a relatively large file download, so it can take a few minutes
11. When the installation process has finished the dialog box titled "JAWS Install" will appear, stating "The JAWS Install has completed successfully". Click the "Close" button
12. A further dialog box will appear, titled "JAWS Setup Information", stating "The setup has made changes that require you to restart your computer. Would you like to restart now?". Click the Yes button to restart your computer
13. Your computer should now restart, and JAWS should be updated

Upgrading JAWS (e.g., 2021 to 2022, 2022 to 2023)

Upgrading to a new major version of JAWS simply requires you to install the new major version as you usually would (i.e., as if there were no earlier versions of JAWS already installed on the device). The process is therefore as follows:

1. Follow the instructions included elsewhere in this document under the heading "Checking a JAWS licence", to determine that the current JAWS licence provides access to the version of JAWS that you want to install
2. Follow the instructions included elsewhere in this document under the heading "Installing JAWS"

The older version of JAWS will remain on the device in parallel with the new version. It can be beneficial to leave the older version on the device for a period of time in case there are any issues with the newer version of JAWS.

Transferring JAWS to a new device

Note: a standard JAWS licence allows you to install and activate JAWS on up to three devices. These instructions assume that you have at least one spare activation left. If you already have JAWS installed and activated on three devices then you will need to deactivate it on your old device before activating it on your new device (see the instructions included elsewhere in this document under the title "Deactivating JAWS").

1. On the old device, back up your JAWS settings (see the instructions included elsewhere in this document under the title "Backing up JAWS settings")
2. On the new device, install the appropriate version of JAWS (see the instructions included elsewhere in this document under the title "Installing JAWS")
3. Once JAWS is installed on the new device, activate it (see the instructions included elsewhere in this document under the title "Activating JAWS")
4. Transfer the backed up settings files from your old device to your new device
5. Restore your backed up settings on your new device (see the instructions included elsewhere in this document under the title "Restoring JAWS settings from a backup")

Backing up JAWS settings

Note: the JAWS settings export and import tools can sometimes refuse to work. If you need to transfer your JAWS settings by hand, compress the folder

C:\Users\[Username]\AppData\Roaming\Freedom Scientific\JAWS\[Version Number]\Settings and decompress it in the corresponding location on your new device

Step 1: back up your JAWS settings

1. Press JAWS KEY + J to open the JAWS window, then ALT, U, I, E (Utilities menu > Import/Export Settings > Export)
2. A new dialog box will appear, titled "Export User Settings". Click the "Next >" button
3. The dialog box changes to give some further options. Click the "Finish" button
4. The dialog box disappears and a new dialog box appears, also titled "Export User Settings". In the new dialog box click the "OK" button
5. Your JAWS settings file will now be saved to your desktop, very likely with a filename similar to "JAWS20xxSettingsBackup.sbak" (where "20xx" is your JAWS version number: 2023, 2022, etc)

Step 2: Make a note of the voice you are using

1. Press JAWS KEY + J to open the JAWS window, then ALT, O, V, S (Options menu > Voices menu > Select a Voice Profile...)
2. A new dialog box opens, titled "Select a voice profile". Focus will be on a combo box titled "Default". Make a note of the setting in this combo box: it will be something like "Fiona Vocalizer Expressive Premium"
3. Press TAB. Focus will now be on a combo box titled "For JAWS Window". If the currently selected option in this combo box is "Default" then there is nothing else to do. If the currently selected option is something else then make a note of it
4. Press TAB to move to the OK button, then press the SPACE BAR to activate it

Restoring JAWS settings from a backup

Step 1: Install the voice you have been using with JAWS

When you backed up your JAWS settings you should have made a note of the voice you have been using with JAWS. Follow the instructions included elsewhere in this document under the title "Adding a voice to JAWS" to add this voice to JAWS, if it has not been installed already.

Step 2: restore JAWS settings

Note: the JAWS settings export and import tools can sometimes refuse to work. If you need to transfer your JAWS settings by hand, compress the folder

C:\Users\[Username]\AppData\Roaming\Freedom Scientific\JAWS\[Version Number]\Settings and decompress it in the corresponding location on your new device

1. Press JAWS KEY + J to open the JAWS window, then ALT, U, I, I (Utilities menu > Import/Export Settings > Import)
2. A new dialog box will appear, titled "Import User Settings". Press TAB to move to the "Browse" button, and then press ENTER

3. A file selection window will appear. In this window, navigate to your JAWS settings backup file and press SPACE BAR to select it and then ENTER to open it
4. You will be returned to the Import User Settings dialog. Press TAB until you get to the Next button, then press ENTER
5. The Import User Settings dialog changes. Again, press TAB until you get to the Next button, then press ENTER
6. The Import User Settings dialog changes again. Press the DOWN ARROW to select "Yes, delete all my settings and import", then press TAB until you get to the Next button, then press ENTER
7. The Import User Settings dialog changes one last time. Press TAB until you get to the Finish button, then press ENTER
8. A new dialog appears, which also has the title "Import User Settings". Press ENTER to close this dialog box. The JAWS settings from your configuration backup file will now be applied to this computer
9. The dialog box changes to give some further options. Click the "Finish" button
10. The dialog box disappears and a new dialog box appears, also titled "Import User Settings". In the new dialog box click the "OK" button. You will return to the JAWS application window. The JAWS settings from your configuration backup file will now be applied to this computer

ZoomText