

File Management with JAWS

Opening the Documents Folder

By default, files that you create and then save, are stored in the **Documents** folder. This is very beneficial, as it makes finding your files quick and easy!

The **Documents** folder can be opened in many different ways. These will be determined on how your version of Windows is configured. However, two methods that will always work are as follows:

Using File Explorer

To open the Documents folder using the File Explorer application, follow these suggested steps:

1. Press the keyboard shortcut **WINDOWS Logo key and E**. Upon doing this, the File Explorer application will be opened. JAWS will announce the first item in the list. This will most likely be "3D Objects".
2. Press **D** until the folder named "Documents" is selected and then press **ENTER**. Upon doing this, the Documents folder will be displayed. JAWS will announce the name of the first item in the list, followed by the number of items in the folder.

Using the Run Dialog Box

To open the Documents folder using the Run dialog box, follow these suggested steps:

1. Press the keyboard shortcut **WINDOWS Logo key and R**. Upon doing this, the Run dialog box will be displayed at the bottom left corner of the screen. Focus will be in an edit box labelled Open. JAWS will say "Type the name of a program, folder, document, or internet resource and Windows will open it for you".
2. Type the word "Documents" (without the quotes) and then press **ENTER**. Upon doing this, the Documents folder will be displayed. JAWS will announce the name of the first item in the list, followed by the number of items in the folder.