

Toolbar - Use the **SPACEBAR** toggle to display or hide a basic toolbar menu in the Dictionary Manager dialog.

Status Bar - Use the **SPACEBAR** toggle to display or hide the status of the current processing request.

Display Full Path - Use the **SPACEBAR** toggle to display or hide the complete current file location.

Help Menu

In the Help menu, you have the following options:

Help Topics - This option opens JAWS help to the Dictionary Manager help topics.

About Dictionary Manager - This option displays information about the specific Dictionary Manager version.

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Graphics Labeler Overview

Windows is a graphical user interface. A graphic can be an icon, toolbar button, or a picture in an application or on the Internet. Many graphics that you encounter in Windows are labeled. When you navigate over a graphic, JAWS reads these labels to you. Some graphics are not labeled. In this case you will hear, "Graphic XXX." The numbers you hear after the word graphic are assigned by JAWS. With JAWS, you can label graphics that don't already have a label specified. You can label graphics automatically or manually. You may need sighted assistance, to help you determine what the graphic is so that you can label it appropriately.

After you label your graphics, you can choose to save these labels to the specific application or to the default file. If you save the graphics labels in the default file, the label will always be recognized unless it is labeled differently by an application.

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Creating a Graphic Label Manually

To practice creating a Graphic Label, use HJPad. To launch HJPad go to Start, Programs, JAWS50, Run HJPad.

Using the Graphic Labeler is easy, but before you start ensure that you have speak graphics verbosity turned on. Follow these steps to be sure:

1. With HJPad open, press **INSERT+V** to bring up the Verbosity dialog box.
2. Press **G** to move to the Graphics Verbosity item in the list box.
3. Press the **SPACEBAR** until you hear JAWS say, "All graphics," and then press **ENTER**.

Now that all graphics will be spoken, you are ready to find a graphic to label.

4. Press the **NUM PAD MINUS** key to activate the JAWS cursor.

Tip: To navigate to the toolbar, first press **PAGE UP** to move to the top of the window, and then press **HOME** to move to the top, left.

5. Use the arrow keys to move to the first toolbar button. You will hear, "Graphic XXX." XXX can indicate any number.
6. Press **INSERT+G** to open the Graphic Labeler.
7. When the Graphic Labeler is opened, the focus is in the edit field, where you should enter the label for the graphic. It will contain the graphic and the number that is assigned to it. Type the name for your graphic.
8. Press the **TAB** key to move to the Braille label field. Here you can enter a label for a Braille display.
9. Next press the **TAB** key to move to a group of radio buttons that will let you determine where you want to save the label, in the application file, default file, or both files.
10. Press **ENTER** to activate your graphic label.

Note: To edit a graphic label, use the same procedure that you would to create a new graphic label, and just change the name of the label in the Graphic Labeler when it opens. To delete a graphic label, do the same, but delete the name in the Graphic Labeler.

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Using the Auto Graphics Labeler

The Auto Graphics Labeler assigns a text label to all graphics that are associated with ToolTips. A Tooltip is a brief description of a graphic that appears on the screen as you point to the graphic with your mouse.

To activate the Auto Graphics Labeler, open the desired application, and press **CTRL+INSERT+G**.

JAWS will attempt to label all graphics. Do not move the mouse or press any keys on the keyboard until JAWS states that the Auto Graphics Labeler is finished. When JAWS finishes, it will announce the newly labeled graphics.

After using the Auto Graphics Labeler, you can use **CTRL+INSERT+SHIFT+G** to bring up the Select Graphic to Click Dialog box. With this dialog box, you can use your arrow keys to move through the available graphics, and then press the **TAB** key to move to the OK button and press **ENTER** to activate