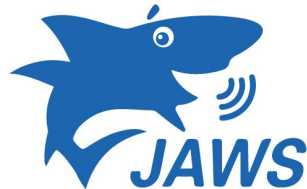


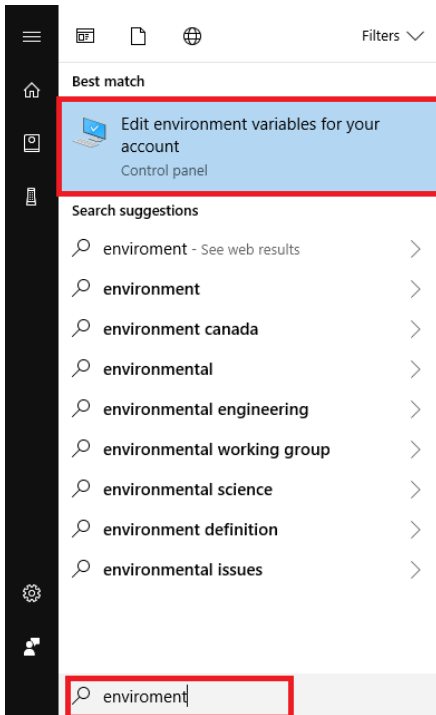
**JAWS 2018**  
For version 2018.1820  
**Installation Guide: Campus Edition**



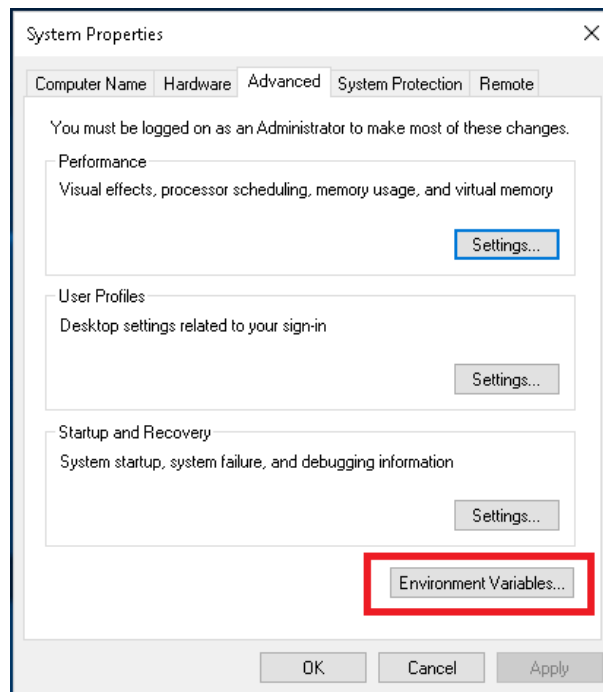
This guide will help you with installing and setting up JAWS 2018 for Campus computers. This means, any desktops or laptops for faculty and students can use this software. Approval must first be given by the disability office of their CUNY campus. Some of these options are subjective based on the users needs and can be changed any time. Please contact CATS for more information.

## Activating JAWS 2018 Part A

1. Open the windows menu and search “Environment” then select “Edit environment”.

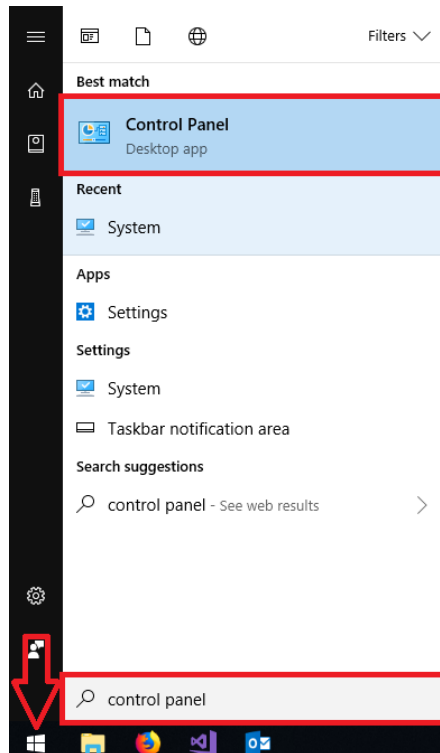


2. The System Properties will pop up, then select “Environment Variable” option.

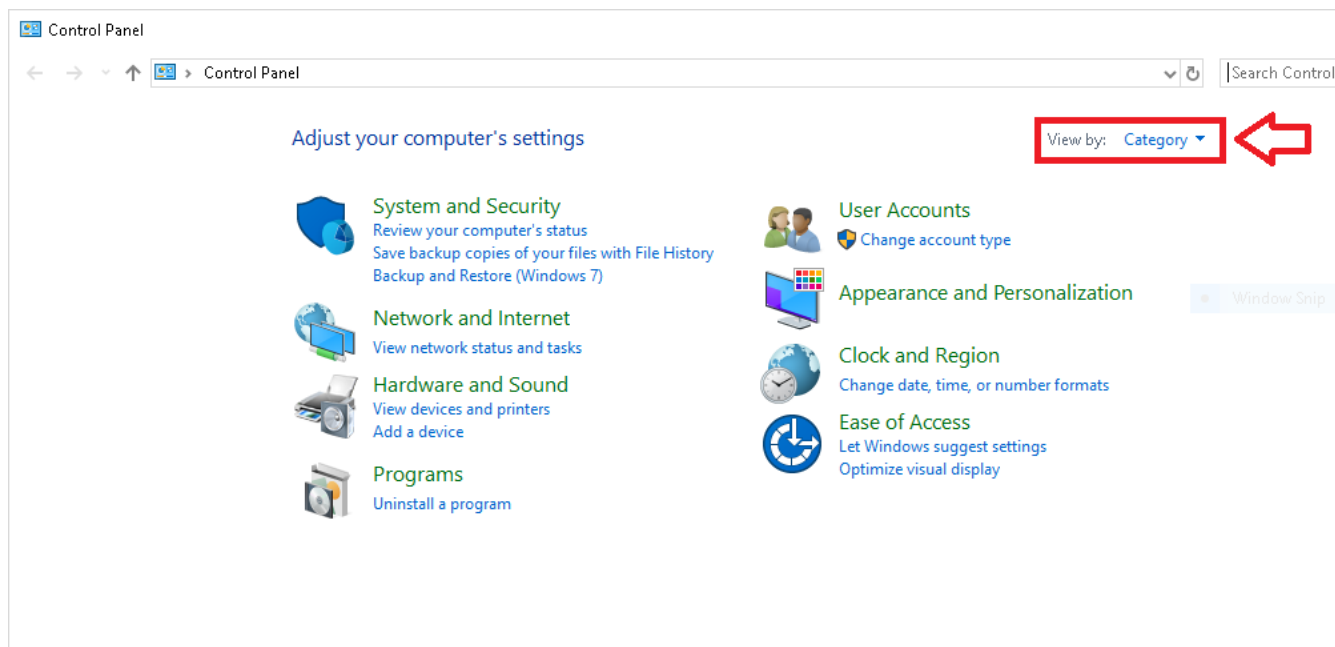


## Activating JAWS 2018 Part B

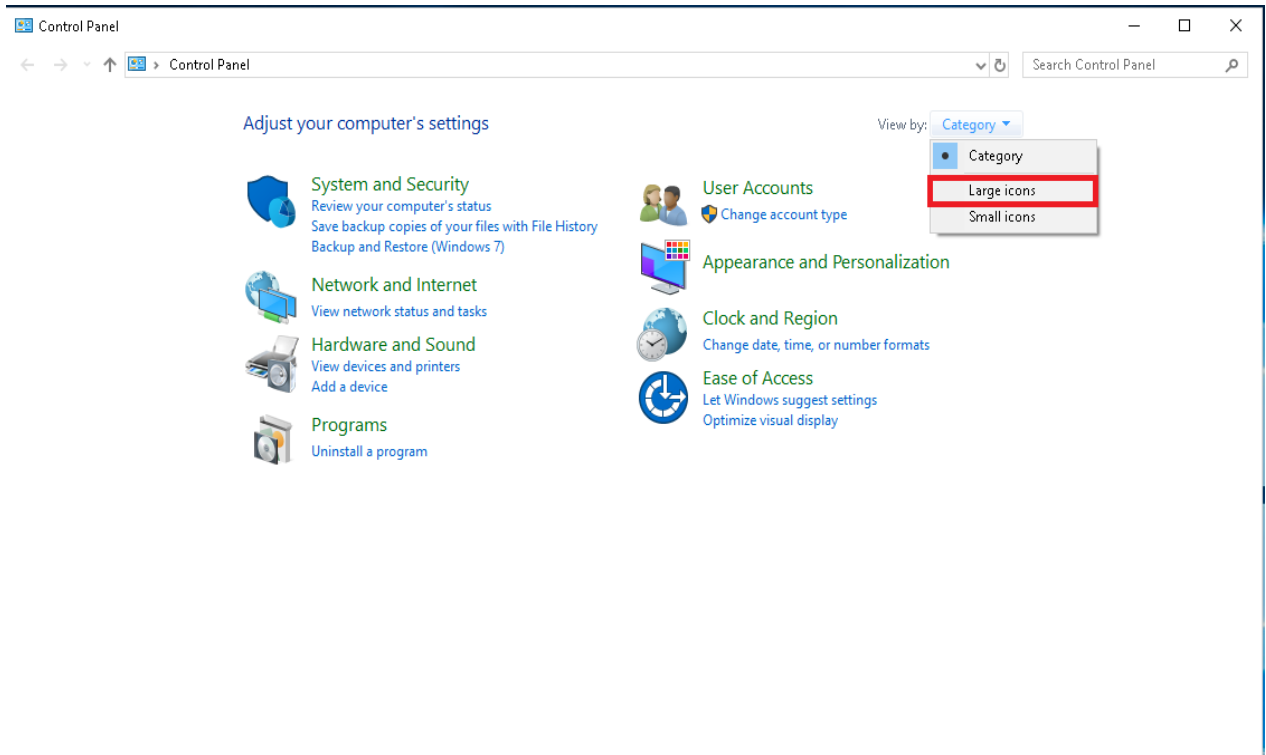
1. First click the windows button, then search “Control Panel”, once there please click on “Control Panel”.



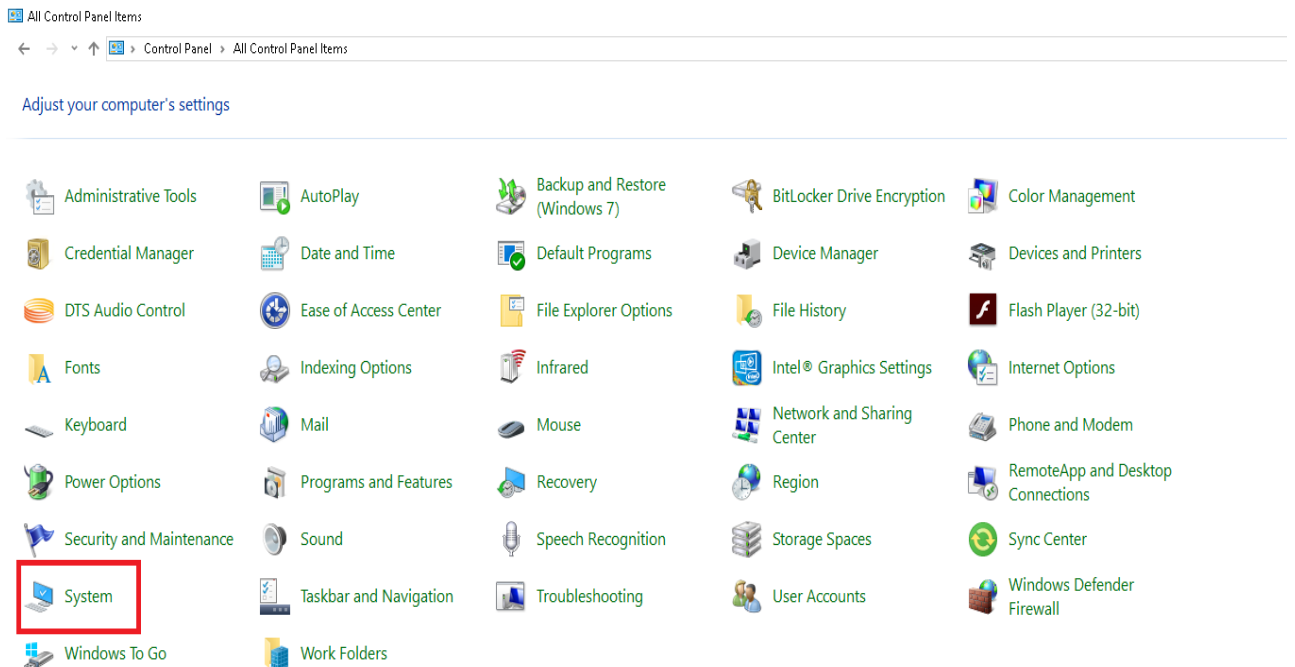
2. The control panel menu will open. Please click on the “View by” option in the top right.



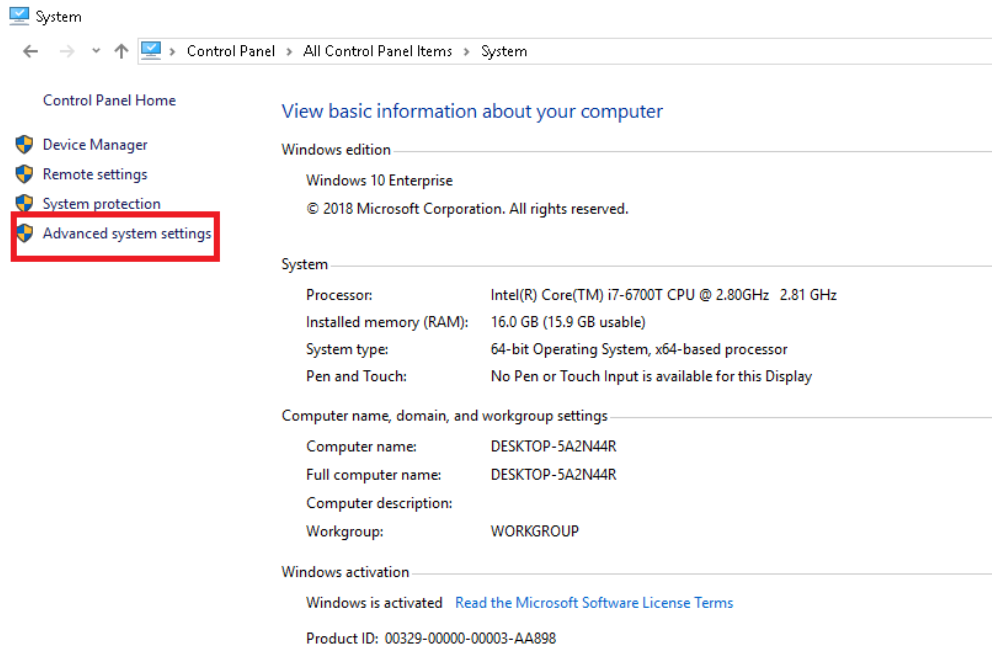
### 3. Change the “View by” from “Category” to “Large icon”



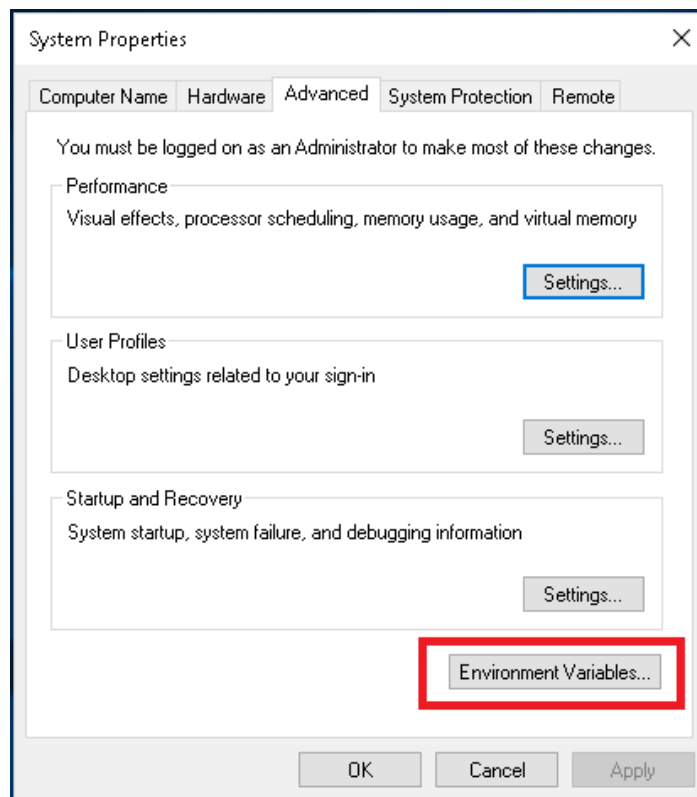
### 4. After select “system” in the new menu.



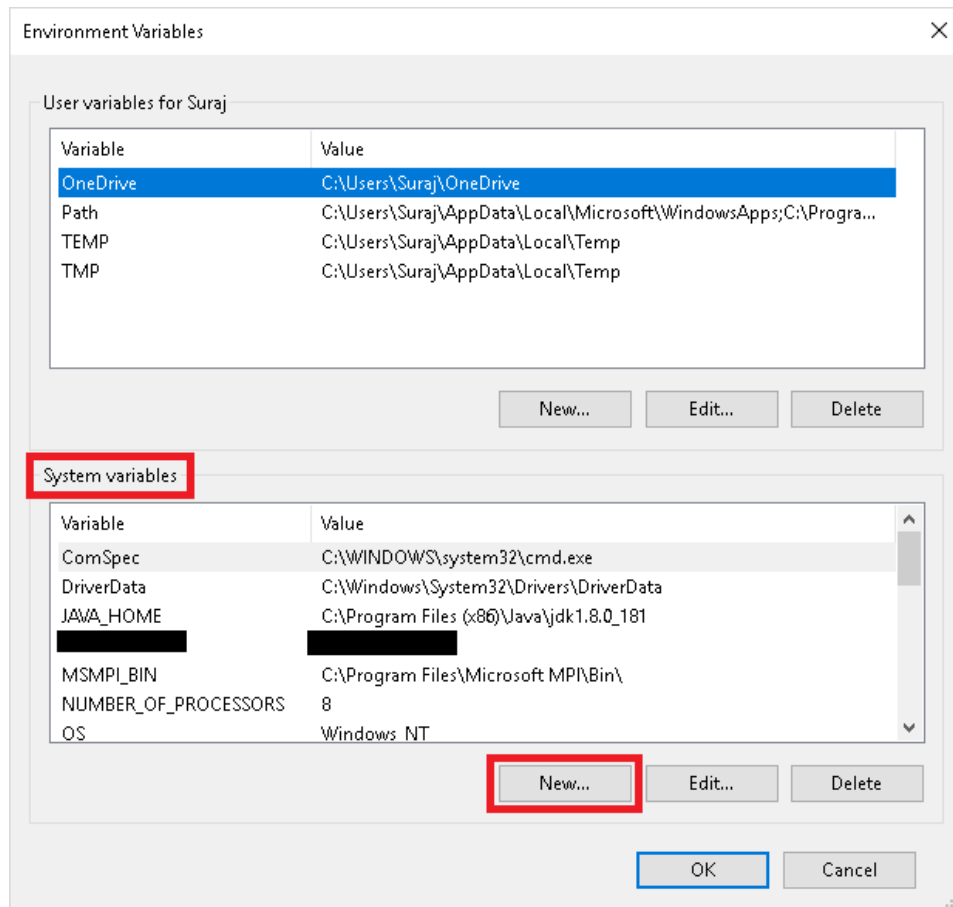
5. Once this menu appears, on the top left select “Advanced system settings.”



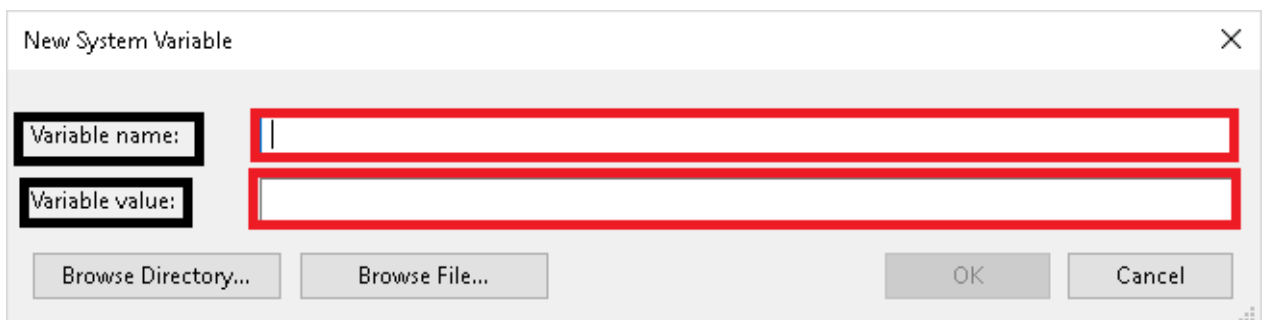
6. System Properties menu will appears, then select “Environment Variables”.



7. Once the Environment Variable menu appears, under “System variable” select “New”.



8. Once this menu appear, for **Variable name** please input the text that’s provided by CATS and for **Variable value** please input the IP Address.



**For Variable information, please contact CATS.**

## JAWS 2018 Installation Guide: Campus Edition.

Follow this installation guide for instructions on how to install and activate JAWS 2018: Campus Edition. This installation works with the latest version of Windows 10 and below.

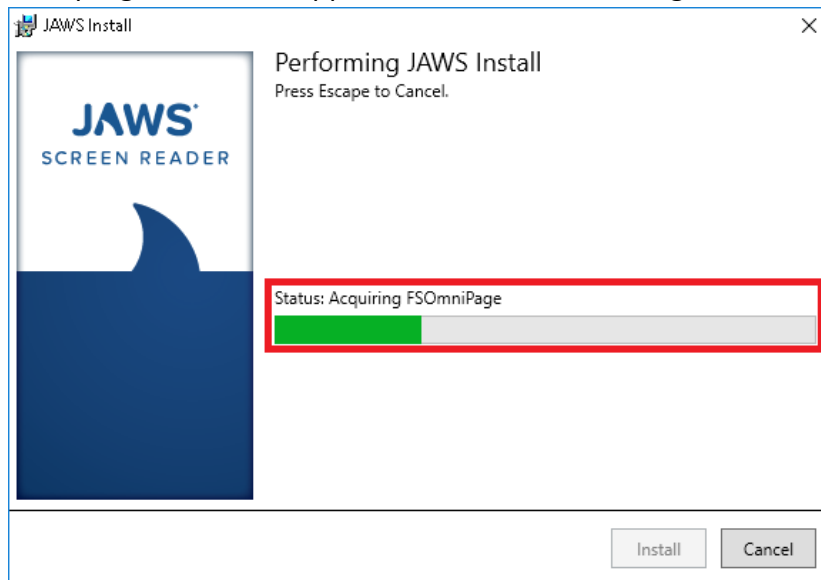
1. After downloading JAWS 2018, launch the installation file. Check “I accept the license agreement”.



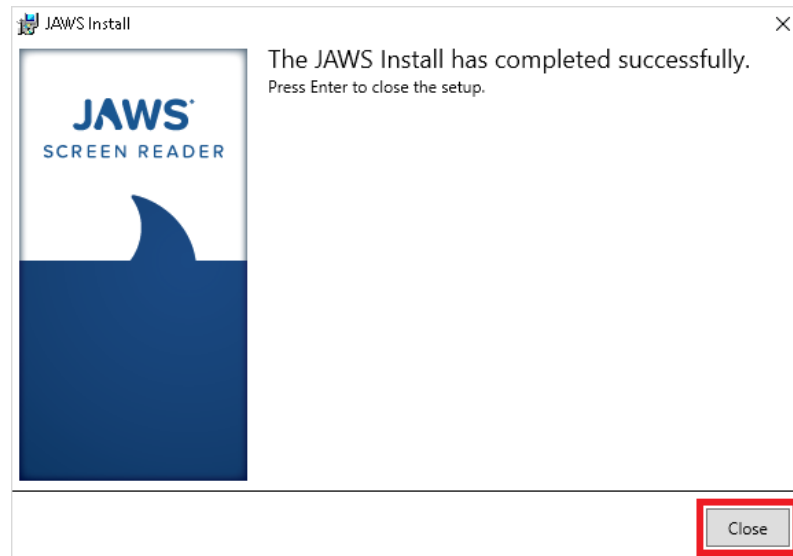
2. Once you check the “I accept the license agreement” click “okay”.



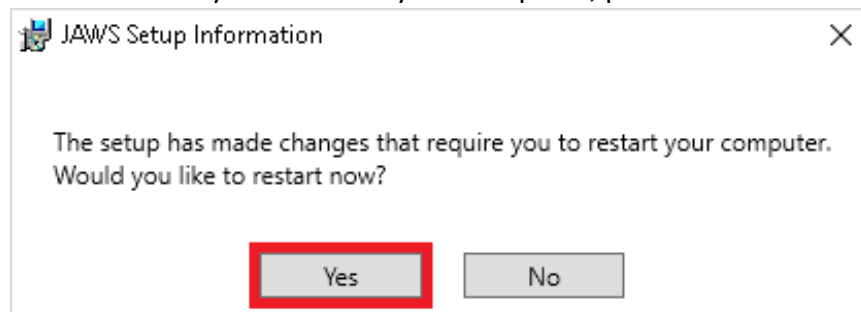
3. The JAWS 2018 progress bar will appear to show JAWS is being install.



4. Once the progress bar is finish you can then close the installation process by clicking "close".



5. JAWS 2018 will then ask you to restart your computer, please click "Yes".

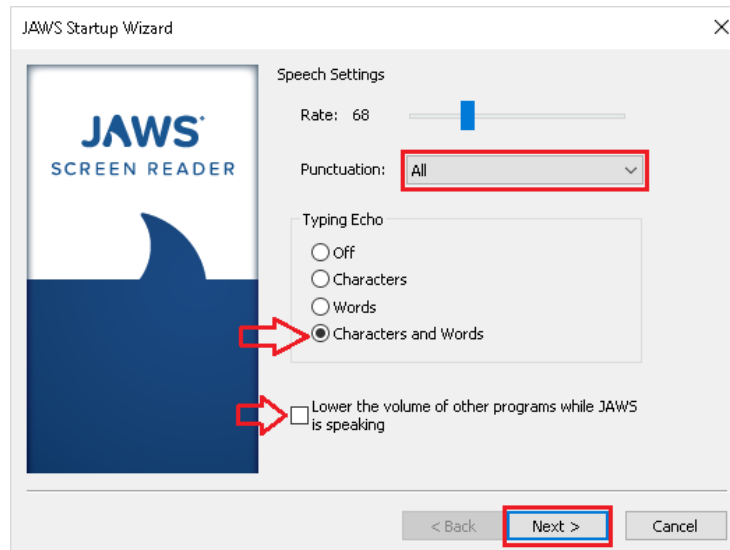




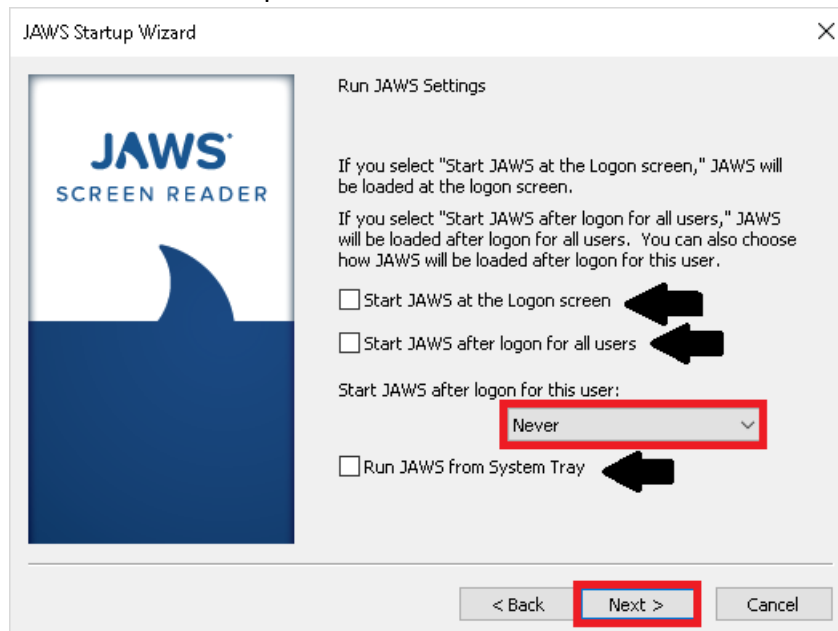
## JAWS 2018 Setup

Jaws Startup Wizard window may pop after completing the install process. If it does not pop up after you had restart your computer, please launch JAWS 2018 from the desktop.

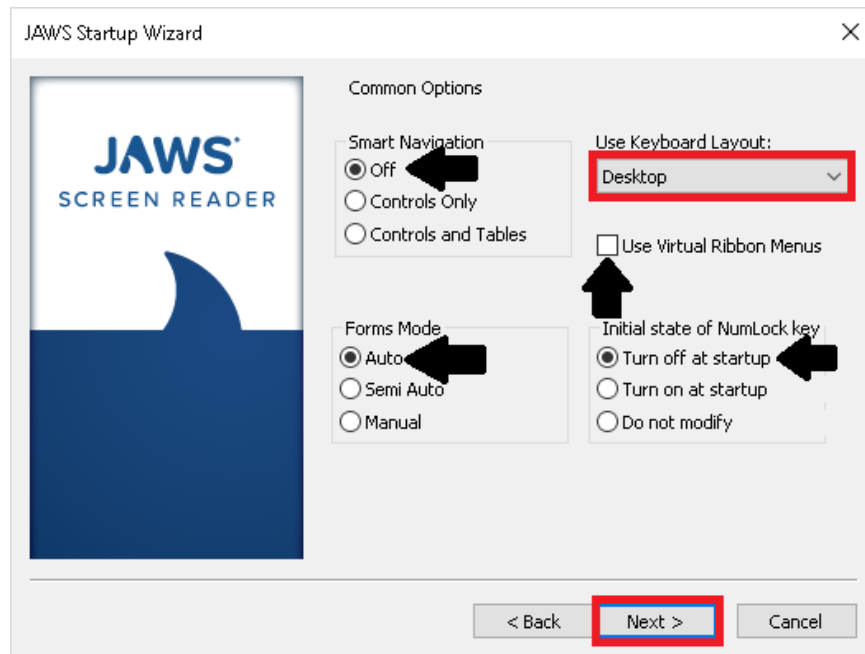
1. Once you launch Jaws for the first time you will start the setup process. First change the punctuation to “All” and check the “Characters and Words” and leave the last option unchecked. Then click “Next”.



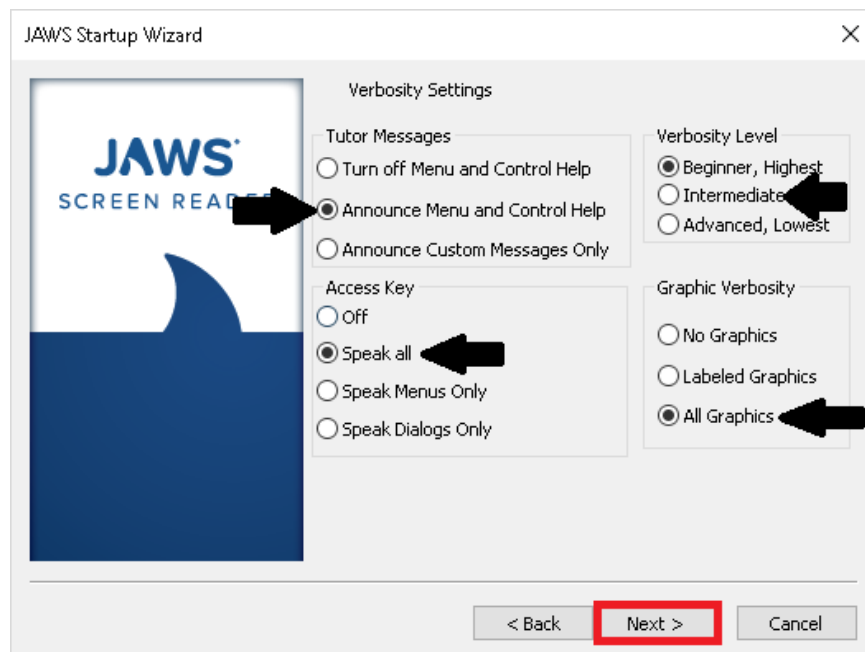
2. For the next step you can change these settings to your liking or you can leave the first two options unchecked as showed. Then change “Start JAWS after logon for this use:” to “Never”, then leave the last option unchecked as shown.



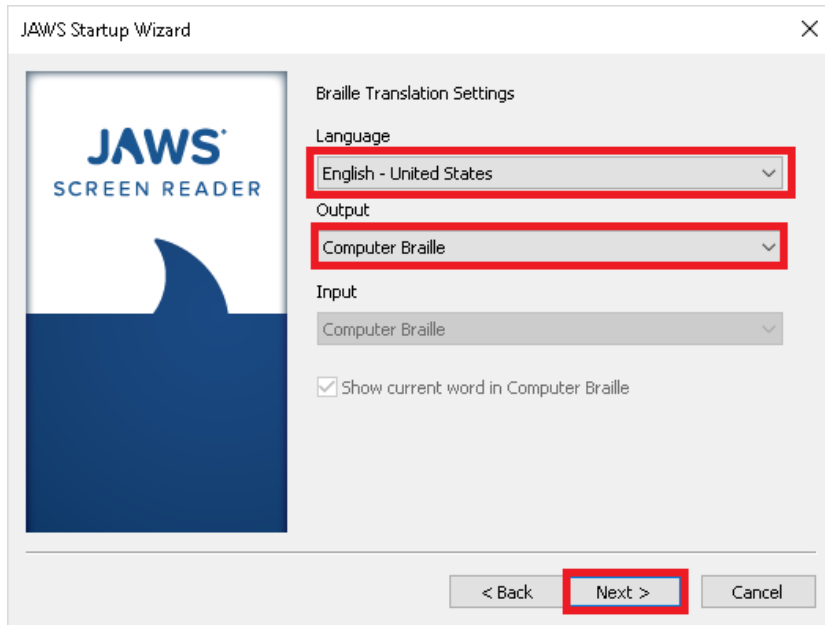
3. Next you may check each settings to your liking or you can leave them as shown. Then click “Next”.



4. Verbosity settings, you can customize how Jaws will speak you can change the options to your liking or leave it on the default settings as shown.



5. Braille Translation settings let you change how Jaws will read braille. You can leave it to the default settings or change it to your liking then click “Next”.



6. Braille setting continue by making further changes to how JAWS will interact with Braille. You may change it to your liking or you may leave it on the default option as shown.

