**WordPress with JAWS For Windows**

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# Introduction

WordPress is an open-source content management system. It includes all the tools needed to build a website that is both accessible and visually appealing.

WordPress is highly customizable. With its built-in features and community-created plugins, it supports anything from a cozy place to share poetry to an online store, nonprofit site, or educational hub.

We’ll explore the WordPress Dashboard and configure settings that personalize your website: site title, tagline, homepage, and more

Pages and posts are the foundation of every WordPress site. With customization complete, it’s time to have fun. We’ll create and navigate blocks, pages, and posts.

Welcome to WordPress.

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# Log in to Your WordPress Site

Until you add a login widget, select a theme with login controls, or install a plugin, log in to your website using the wp-login.php page. Add this page name to the end of your base URL.

For example, type:

[www.yourdomain.com/wp-login.php](http://www.yourdomain.com/wp-login.php)

If you’re using a subdomain, enter the full subdomain address followed by the login page.

For example:

<https://blog.yourdomain.com/wp-login.php>

Replace yourdomain with your actual website address.

This page logs you directly into the WordPress Dashboard.

Use the Dashboard to manage your site’s appearance and content.

Since we’re here, let’s give your site a splash of personality by customizing a few general options.

# The WordPress Dashboard

The WordPress Dashboard Display is divided into three sections:

* Toolbar
* The Admin Panel
* The Content Area

The toolbar spans the display horizontally at the top of the webpage. It contains frequently accessed tools and contextual controls.

The Admin Panel, also called the Navigation Menu, is on the left side of the webpage. It has administrative tools organized in menus.

The Content Area is on the right side of the page. This is where you access admin settings and features.

This is the interface that greets you upon login. Practice navigating these Dashboard elements, you’ll spend a lot of time here. Make yourself at home.

## The Toolbar

The WordPress toolbar is at the top of the window. It spans the display horizontally and includes both permanent locations and controls contextual to the focused web page. For example: An edit button is available on user-created pages.

Navigate to the toolbar using the JAWS links list with the “Skip to Toolbar” link. JAWS may not echo the cursor movement, but focus is moved to the toolbar.

Read the focused control. JAWS echoes the page title. This is a temporary HTML element that disappears when you navigate to the first actual toolbar control.

The toolbar controls are:

* About WordPress
* A home page drop-down list
* Update alerts
* Comment alerts
* New

WordPress plugins may add toolbar options. These follow the static controls.

We’ll discuss these controls later.

## The Admin Panel

You are your website’s administrator. Manage website settings, plugins, pages, posts, and more in the WordPress Admin Panel.

“Admin Panel” and “Navigation Menu” are both used in mainstream documentation.

The Admin Panel is a vertical list on the left side of the window. The Navigation Menu has administration menus. Access Admin menu options through the JAWS links list.

The links list is the easiest way to load Navigation Menu options.

## The Content Area

The Content Area is on the right side of the display. Until you configure your website, the Content Area loads the default WordPress welcome page.

When you activate an Admin Menu or Toolbar option, related content loads into the Content Area.

Navigate to the Content Area with a WordPress “Skip Link.” We’ll discuss these links in detail next.

To navigate to the Content Area:

* Open the JAWS links list
* Activate “Skip to Main Content”

Navigate the Content Area the same way you navigate any web page. It’s a labeled region, easily accessed with a Skip Link.

# Skip Links

WordPress Skip Links are temporary links at the top of the page. They are only available when the page loads, and any navigation hides the links. You can reload the page to make them visible and use them.

There are two Skip Links:

* Skip to Toolbar: Focus on the toolbar
* Skip to Main Content: Focus on the Content Area

Access these links when a page first loads or through the JAWS links list.

When a page loads (Press F5 to reload a page):

* Immediately press TAB to navigate the Skip Links.

Or open the JAWS links list and activate a Skip Link.

Skip Links are always in the links list. They are hidden on the screen, but JAWS recognizes the links and lists them.

Skip Links move focus to a familiar location when you need to find your bearings.

# General Settings

The Admin Menu “General Settings” option opens a page where you define your website’s identity. Christen your site with a name (champagne optional), add a tagline, and more.

General Settings can be edited at your leisure. If a name feels wrong, change it. Website administrators have the power.

Open General Settings in the links list:

* Open the links list
* Activate “Settings”

The “General Settings” web page opens.

General Settings load in the Content Area. Activate “Skip to Main Content.” Focus is placed at the top of the Content Area.

WordPress and plugin alerts are located above the page content and controls. Navigate WordPress pages the same way you navigate other webpages.

Navigate the form controls with JAWS Navigation Quick Keys.

Configure the following:

* Site Title: By default, the website name is “Just Another WordPress Site”
  + ATI’s Site Title is “Access Technology Institute, LLC”
* Tagline: This is a short phrase or sentence usually shown beneath the website title
  + ATI’s tagline is “Setting the Standards Others Will Follow”
  + Change this at any time
* Choose a Site Icon: Site icons or “favicons” are small square graphics shown on tabs, toolbars, smart device home screens, and more
  + Site icons represent your brand
  + Site icons are optional
* WordPress Address: This is the address of the WordPress installation files
  + Do not change this setting
  + You could lose access to your website
* Site Address: This is the WordPress homepage address
  + Do not change this setting
  + You could lose access to your website
* Want your WordPress homepage to be different from the installation directory
  + This link opens a page with information on assigning an alternate homepage address
* Administrator Email Address: Input the email address to which all WordPress notifications are sent
  + This would be the website administrator or designee
* Membership: Allow anyone to register on your website
  + Be careful with this
  + Robots crawl the internet looking for registration pages to spam with advertisements and unsavory content
  + Leave this option unchecked
* New User Default Role: Select a role for users who register or whom you manually add
  + You can select different roles when manually adding a user
* Site Language: Select a website language
* Time Zone: Select a time zone
  + The time zone is used in page and post timestamps
  + Find your UTC time zone value online or ask a smart device
* Date Format: Select a date format for timestamps
  + I use “August 4, 2025” to simplify it for international customers
* Custom Date Format: Insert a custom date format
* Time Format: Select a time format for timestamps
* Custom Time Format: This link opens help information where you can learn about timestamp formatting
* Week Starts On: Select the day each week begins

Activate “Save Changes” to save and apply your changes. Your website has a title! Check out the title bar

# Webpage Layout

WordPress is highly customizable. You can choose a “static” first page from which your website flows, or a “blog-style” homepage that shows your most recent post with an index of earlier posts.

If you prefer, assign a Home page and a separate blog page. You can link to the blog page from the Home page or add it to your site menu.

You control your site’s content structure through WordPress settings.

# Set a Home Page

WordPress is installed with a “Home Page” and a “Sample Page.”

We’ll use these pages to explore WordPress “Reading” settings. Reading settings control how your site is presented to visitors.

You can choose a display style and change it at any time. WordPress displays pages and posts exactly where you assign them.

Themes, widgets, and Reading options change how content is presented. WordPress adapts automatically to reflect those changes.

Open the JAWS links list and activate “Reading.”

When a WordPress page opens, focus is placed at the top-left corner of the screen.

Use the Skip Link to access Reading Settings. This step applies to every WordPress page. To avoid repetition, I won’t mention it again.

Configure the following:

* Select a website style:
  + Your latest post: The home page displays your most recent blog post.
  + Static Page: The Home page is a standard page from which visitors can access other pages.

When you select “Static Page,” two combo boxes assign a Home page and a Posts page:

* Home Page: Select a Home page. I recommend “Just Another WordPress Site.”
* Blog Page: Select the page that displays WordPress posts. I recommend “Sample Page.”

You can change these settings at any time.

The remaining options are:

* Blog pages show at most
  + Select how many blog posts display on a page.
  + Syndication feeds show the most recent
  + Select the number of posts included in blog feeds
  + Feeds allow readers to subscribe and receive updates
* For each post in a feed, include
  + Full text: Display the entire post.
  + Excerpt: Display a short excerpt with a link to the full post.
* Search engine visibility
  + Check this box to discourage search engines from indexing your site.

Activate “Save” to apply the settings.

Your website layout is active, and you’re ready to create content.

# Pages and Posts

## Posts

A post is a time-stamped blog entry. New posts are added to the top of the blog page.

You selected a blog page in the “Reading” settings. We chose “Sample Page.” You can change the blog page anytime by selecting a different one in Reading Settings.

Posts aren’t inserted into the page like static text you type or read. The blog page is actually empty. WordPress dynamically loads the content using templates and a database. When you switch the blog page, WordPress moves the post display to the new page. It’s mysterious, magical, and fascinating.

Posts are:

* Shown on the blog page
* Are time stamped
* Show the author’s name
* Can be tagged
* Are dynamic

Posts can be about anything you can imagine:

* News updates
* Tutorials
* Articles
* Announcements
* Journal entries
* Travel updates
* Product reviews

Blogs don’t have to be one cohesive topic. Mix, match, ramble, bloviate, and enjoy sharing your thoughts or activities with readers across the globe.

## Pages

Pages are WordPress documents that are permanent or “evergreen,” aside from occasional updates.

They are linked to other pages or the site menu and aren’t dynamically displayed.

Pages aren’t tagged or categorized, and they don’t show the time stamp or author.

Pages are static and include:

* An About page
* An About Us page
* Product pages
* Policy pages
* And more

You can choose to have a site based on pages, posts, or a mix of both.

It all starts with your first page or post. Which, we’ll create next.

## Add a Page or Post

Make sure focus is on the WordPress Dashboard. The Dashboard is always accessed with the JAWS links list.

Use the links list to add a new page or post:

* Open the JAWS for Windows links list
* Activate “Add Post” or “Add Page”

A “New Post” or “New Page” opens in the Content Area.

WordPress may open a small window with WordPress post tips. These tip windows will pop up as you access new WordPress features.

To close a tip window:

* Select and activate the “Close” button

The tip window may cause JAWS to lose focus. There are several ways to regain focus.

You can:

* Use a Skip Link
* Text navigation commands
* JAWS Navigation Quick Keys
* Or other webpage navigation commands

Focus is placed on the Post or Page Title.

If your interest is ranking on a Google search, carefully consider the title. There is an entire subset of the Internet dedicated to post and page titles. Explore at your peril. Search Engine Optimization is a rabbit hole.

Titles may be changed later, or you can delete the entire page or post and start fresh. I suggest you save the rabbit hole for another day.

The page or post title is:

* Shown at the top of the post page
* Used as the post URL
* Shown in the title bar
* Shown on search engines

Press ENTER to save the Title. Focus is placed on the first content block.

WordPress uses the Gutenberg Editor that’s based on blocks.

Explore blocks and compose your page or post. When finished, activate the “Publish” button to save the document. The page or post is published for your visitors to enjoy.

Let’s discuss blocks.

# Blocks

A block is a digital content container. Each block holds specific data. “Paragraph” is the default block type.

Blocks can morph into any type needed to hold your website content.

Block types include:

* Paragraph
* Image
* Heading
* Gallery
* List
* Quote
* Audio
* Cover
* File
* Video
* Shortcode
* And more

Insert a title, and press ENTER to create a paragraph block.

Type your document text. The paragraph block functions as a standalone container and can hold millions of characters. Pages are stored in a database rather than as individual web pages.

The ideal page length depends on your audience:

* For engagement and comments: 300 to 800 words
* For Search Engine Optimization (SEO): 1,000 to 2,000 words
* For educational content: 1,500 to 3,000 words

For sighted and low vision visitors, add paragraph breaks and headings to define the document.

Use headings, lists, font attributes, and more with WordPress toolbars and keyboard commands.

## Enable Top Toolbar Mode

Block formatting is managed in a floating toolbar that appears when sighted users wave their magic mouse. We pin the toolbar to the top of the page where it’s easily accessed with a WordPress command.

To enable the Top Toolbar:

* Open a new page or post
* Focus is on the Title edit box
* Reverse navigate once to the “Options” menu button
* Open the menu, the first option is “Top Toolbar”
* Activate this option to enable it.

The floating toolbar is moved to a static location at the top of the Content Area.

Let’s make a page or post pretty… or professional. It’s the website administrator’s choice.

## Input Post Content

When a new page or post is created, focus is on the Title edit box. Input a title and press ENTER.

Focus moves to the document body. A paragraph block is created and focused.

Type the document text. The text word-wraps within the block. Press ENTER to add a new block. “Paragraph” lives up to its name. Each block is a paragraph.

Repeat these steps to complete the post.

We’ll discuss block types later.

## Select Text

Select block text with Windows text selection commands:

* Focus on a block containing the text
* Select the text with Windows text selection commands

To select all block text:

* Focus on a block.
* Press CTRL-A.

To select all post content:

* Focus on a block.
* Press CTRL-A twice.

Press ANY ARROW KEY to clear selection.

## Add Attributes

Basic attributes are in the block toolbar but it’s easier to use familiar keyboard commands.

WordPress has limited font attributes.

They are:

* Bold: CTRL-B
* Italic: CTRL-I
* Underline: CTRL-U
* Strikethrough: ALT-SHIFT-D

Apply these attributes the same as in word processing programs like WordPress or Word.

## Select a Block Type

A simple keystroke opens a drop-down list with a pretentious name. Select a block type in the “Block Inserter Autocomplete,” otherwise known as the “Slash Command Menu.”

To insert a block from this impressively named menu:

* Focus on a paragraph block and type a forward slash
* The Slash Command Menu opens

The menu shows commonly used block types. Activate a block type, and the current block transforms to the selected type.

If you know the block type you want, type the slash command to insert it. The slash command is a forward slash followed by the block type with no space

For example:

* /Paragraph
* /List
* /File

Activate a block type to transform the current block into your selection.

The Slash Command Menu inserts common block types. Let’s insert a list.

## Bulleted Lists

Create a list block in the Slash Command Menu or with the Slash Command.

* In the Slash Command Menu:
* Focus on a new block and type / (FORWARD SLASH)
* Navigate the menu
* Activate “List”

The first bullet is inserted. Type the list. Press ENTER twice to end the list.

Add a list with a formatting autocompletion:

* Focus on a paragraph block
* Type an Asterisk (\*)
* Press SPACEBAR

The list block is created and the first bullet inserted. Type and complete the list.

## The Top Toolbar

There are two WordPress toolbars: the Top Toolbar above the document, and the Block Toolbar, which sighted users manifest with their mouse.

These toolbars were combined when we enabled Top Toolbar mode. Navigate between them and across each toolbar’s controls.

The toolbar remembers the last accessed control, making it easy to repeat commands.

To access the Top Toolbar:

* Press ALT-F10 to focus on the Top Toolbar
* Navigate between the toolbars
* For orientation:
* The Document Toolbar is on the left
* The Block Toolbar is on the right
* Navigate across toolbar controls with RIGHT and LEFT ARROW

Interact with the controls to edit the document or block.

Familiarize yourself with toolbar navigation. The Top Toolbar is a frequent stop during page and post creation.

## Numbered Lists

WordPress uses HTML terminology to describe lists:

* Unordered lists have bullets
* Ordered lists have numbers

Add numbered lists with a Block Toolbar menu button or a formatting autocomplete.

In the Block Toolbar:

* Focus on the Top Toolbar: ALT-F10
* Navigate to the Block Toolbar

Remember to navigate toolbar controls with RIGHT and LEFT ARROW. If you accidentally navigate from the toolbar, reverse navigate or press ALT-F10 to return focus to the last accessed control.

Locate and activate the “List” menu button. List options are shown on the toolbar. Press RIGHT and LEFT ARROW to navigate list options.

Choose from:

* Unordered (bulleted)
* Ordered (numbered)

Since you’re adding a numbered list, activate “ordered.”

The block changes to a numbered list and focus returns to the block.

Insert and complete the list.

Add a numbered list with a formatting autocompletion:

* Focus on a paragraph block
* Type a NUMBER ROW 1
* Press SPACEBAR

The unordered list block is created and the first bullet inserted. Type and complete the list.

## Navigate Blocks

Navigate blocks with JAWS edit box Navigation Quick Keys or the JAWS edit box list.

Navigate blocks in browse mode. These Navigation Quick Keys don’t work in forms mode:

Navigation Quick Keys:

* Navigate to the next or previous edit box: E and SHIFT-E

The JAWS Edit Box list:

* Open the JAWS Edit Box list: JAWS KEY-CTRL-E
* Select and activate a block

## Manage Blocks

Manage blocks in the Top Toolbar “Options” menu or with WordPress keyboard accelerators.

You can duplicate blocks, add a block before or after the focused block, and delete a block in this menu.

The focused block is the active block that has focus with forms mode enabled.

The Options menu contains several contextual block-related options.

To access the Options menu:

* Open the Top Toolbar
* Navigate to and activate the “Options” menu button

Open the menu. The block-related options and their keyboard accelerators are:

* Duplicate: CTRL-SHIFT-D
* Add Before: CTRL-ALT-T
* Add After: CTRL-ALT-Y
* Delete: ALT-SHIFT-Z

Deleted blocks can be recovered with the Windows “Undo” command.

Memorize your favorite commands and visit the toolbar for everything else.

# The Settings Side Bar

Two tabs on the right side of the display contain Block and Post or Page setting controls.

The first tab is labeled “Page” or “Post” based on the open document. Since we’ve opened a post, I’ll reference “Post” in this topic.

Toggle the Settings Sidebar with a WordPress keyboard accelerator:

* Press CTRL-SHIFT-COMMA to toggle the sidebar open and closed.

JAWS announces the “Editor Settings” region and echoes the focused tab.

Press RIGHT and LEFT ARROW to navigate the tabs and select “Block” or “Post.” Related settings are located beneath the Sidebar tabs.

Navigate the controls to configure block or post settings.

The Sidebar can remain open. Toggle between the Sidebar and the post with WordPress keyboard accelerators:

* Move to the previous window region: CTRL-SHIFT-TILDE (TILDE is the key beneath ESCAPE)
* Move to the next window region: CTRL-TILDE

JAWS announces each region as it gains focus. If you go too far, continue through the cycle. Navigation is cyclical. You can’t get lost.

The regions are:

* The Sidebar
* The “Publish Pane” button: This opens a Publish sidebar that configures publish properties such as audience, post time, and more
  + This is a different interface from the Settings Sidebar
* Breadcrumb list: This lists the nesting path of the focused block. JAWS only identifies it as “List”
  + It’s at the bottom of the page directly beneath the document content
  + To read the Breadcrumb List:
  + Navigate to “List”
  + Navigate word by word to review the nested path
  + More on Breadcrumbs later
* The Top Toolbar: A “View Posts” link opens the WordPress “Posts” page
  + This is the first Top Toolbar Control
* The post or page title edit box: Activate Forms mode or navigate to a block to edit

Practice these commands and become comfortable navigating WordPress regions. They provide easy access to WordPress tools.

# Manage a Page or Post

The “Status and Visibility Panel” contains controls that save or publish the post or page. This panel is located at the top-right of the display.

It is positioned to the right of the Top Toolbar. Navigate past the Top Toolbar to access it.

There are several buttons in this panel. Access them from the JAWS Button List. Activate a button in the Button List to place focus on the button but not perform the action. Activate the button to complete the action.

To publish, preview, or save a post:

* Open the JAWS Button List: CTRL-JAWS KEY-B
* Activate a button to save the document:
* Save Draft: The document is moved to the “Drafts” folder for follow-up. It is not published
* View: Open the document in a new tab. View your page as visitors will experience it

Create and publish some sample posts and pages. Remember, pages are evergreen. They are designed for data that requires only occasional updates such as an “About” page, product sales, or schedules.

Use these buttons to manage posts.

# View the Home Page

Access the Home page and Dashboard in the WordPress toolbar.

To open the Home Page:

* Open the JAWS Links List
* Activate “Skip to Toolbar”
* Focus is on the WordPress toolbar
* Activate the website name
* Navigate to and activate “Visit Site”

The Home page opens.

Open the Dashboard in the WordPress toolbar:

* Open any web page on your site
* Open the JAWS Links List
* Activate “Skip to Toolbar”
* Focus is on the WordPress toolbar
* Activate the website name
* Navigate to and activate “Dashboard”

Focus moves to the end of the toolbar.

WordPress greets you with a link to your profile page:

* Reverse navigate to the website menu
* Open the menu
* Navigate to and activate “Dashboard”

Focus moves to the Dashboard.

# Edit the Home Page

Every user-created web page has an “Edit” link. Activate this link in the JAWS links list.

The Home Page is the first page visitors see when they visit your website.

You can open the assigned Home Page or start fresh. Create a new page and assign it as your home page.

You are in control.

# Conclusion

Configuring your website sets the title, tagline, and design. This is the scaffold upon which the website is built.

Consider your web page content and theme. Do you want to invite the public to view your content? What is the site’s purpose? Will you share recipes, invite discussion, or create “how-to” content?

Make a plan and use the skills in this lesson to create pages and posts.

We’ll discuss linking content in the next lesson.

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