WordPress with JAWS for Windows

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# Introduction

We wrap up our WordPress Exploration with features that add website functionality and design.

Plugins enhance WordPress. They support accessibility, help with SEO, add features, and can enable full e-commerce systems.

Open the “Plugins” page in the Dashboard to locate, install, and manage plugins.

Themes control layout, typography, logos, background images, and color palettes across the site.

You can experiment with plugins. They seamlessly integrate and remove themselves from WordPress.

Contents

[Introduction 1](#_Toc205412704)

[Plugins 3](#_Toc205412705)

[Default Plugins 3](#_Toc205412706)

[Install Plugins 4](#_Toc205412707)

[Install a Downloaded Plugin 4](#_Toc205412708)

[Install a New Plugin 5](#_Toc205412709)

[Manage Installed Plugins 6](#_Toc205412710)

[Themes 7](#_Toc205412711)

[Open Themes 8](#_Toc205412712)

[Add a Theme 9](#_Toc205412713)

[Customize a Theme 10](#_Toc205412714)

[Site Identity 11](#_Toc205412715)

[Colors 11](#_Toc205412716)

[Header Image 12](#_Toc205412717)

[Background Image 12](#_Toc205412718)

[Menus 12](#_Toc205412719)

[Widgets 13](#_Toc205412720)

[Homepage Settings 13](#_Toc205412721)

[Publish the Site 13](#_Toc205412722)

[Export a Site 13](#_Toc205412723)

[Import a Site 14](#_Toc205412724)

[Conclusion 15](#_Toc205412725)

# Plugins

Plugins add functionality to your website.

Install plugins from the “Plugins” page or upload them manually from a trusted source. Once activated, they integrate directly into the WordPress interface.

Some plugins function immediately after activation. Others must be configured.

Plugins range from simple login controls to complex automation tools like autoresponders and content schedulers.

Most plugin developers provide documentation. Refer to it for plugin-specific setup and support.

Open the “Plugins” page from the Dashboard to install and manage plugins.

Installed plugins are in a table at the bottom of the Content Area.

## Default Plugins

Some WordPress installations include default plugins. Manage them from the “Plugins” page on the Dashboard.

Plugins must be activated before you can configure or use them.

Default plugins may include:

* Akismet Anti-Spam: Checks comments and form submissions against a known spammer database
  + Review filtered comments to confirm they are spam
  + Activate the plugin to enable spam protection
* Hello Dolly: Displays a random Hello Dolly lyric on every page of your website
  + Delete this plugin if you do not want lyrics displayed
* WP Super Cache: Serves cached files to most visitors
  + New content is shown to users who are logged in or have left a comment

To access installed plugins:

* Open the “Plugins” page
* Use the Main Content skip link
* Navigate to the plugins table

Review installed plugins with table navigation or JAWS layered table commands.

## Install Plugins

Plugins install in two ways.

* Download a plugin archive file from a trusted website
* Search for and install plugins from the Dashboard “Plugins” page

The archive must be a .zip file. Do not unzip it.

Free, one-time fee, and subscription-based plugins are all available from the Dashboard “Plugins” page.

### Install a Downloaded Plugin

Search for plugins by name or functionality using any Internet search engine.

Download the plugin as a .zip file.

Do not unzip the file. WordPress installs plugins directly from .zip archives.

To install a downloaded plugin:

* Open the WordPress Dashboard
* Open the JAWS Links List
* Activate “Add Plugin”

The “Add Plugins” page opens.

At the top of the page:

* Activate: “Plugin Zip File”
* The “Open File” dialog opens
* Browse to the plugin .zip file
* Activate “Open”
  + Focus returns to the Add Plugins page
  + The plugin path is shown in an edit box

Activate “Install Now.” WordPress installs the plugin.

The Plugin Activation page opens.

Plugins must be activated before use.

* Open the JAWS Links List
* Activate “Activate Plugin”

The plugin is activated and ready for use.

Focus is placed on the Installed Plugins page.

### Install a New Plugin

Install plugins on the “Add New Plugin” page.

* Open the Dashboard
* Open the JAWS Links List
* Activate: “Add Plugin”

The “Add Plugins” page opens.

Search for plugins in the search edit box:

* Type a search string
* Activate the search

Matching plugins load beneath the edit box. The most popular plugin is listed first. Plugin popularity is based on installs and activations.

Plugin names are Heading Level 3.

Each plugin has two links:

* Install: Install the plugin
* More Details: Open a plugin description page

Clear the search edit box to restore the full plugin list.

* Activate “Install Plugin”
* The link changes to: “Activate”

Activate the plugin to enable its features.

Manage installed plugins on the “Installed Plugins” page.

## Manage Installed Plugins

Access Installed Plugins on the Dashboard “Installed Plugins” page:

* Open the Dashboard
* Open the JAWS Links List
* Activate “Installed Plugins”

The “Installed Plugins” page contains controls that manage, filter, and add plugins.

The controls are:

* Add New Plugin: Opens the “Add Plugins” page
* Filter Links: Filters the Plugins table based on plugin status
* All: Shows all installed plugins
* Inactive: Shows plugins that are not active
* Active: Shows plugins that are currently active
* Update Available: Shows plugins with available updates
* Must-Use: Shows plugins required by another plugin
* Auto-Updates Enabled: Shows plugins configured for automatic updates
* Auto-Updates Disabled: Shows plugins not configured for automatic updates
* Search: Search for an installed plugin by name or keyword
  + Search results populate the Plugins table.

The Plugins table is at the bottom of the Content Area.

Each row contains checkboxes to select plugins, a Bulk Actions combo box, and links that manage each plugin.

Configure plugin settings from the WordPress Dashboard. Review plugin documentation for help and support.

# Themes

WordPress Themes control the layout and visual design of your website.

Themes are designed by companies and individuals. They vary widely in features, layout, and accessibility.

The “Dusk to Dawn” theme is installed on your site. This theme includes:

* A dark menu or blog navigation sidebar
* A dark header that displays the Website Title
* A light background behind each page’s main content

The color contrast creates a simple, attractive, and accessible layout.

Review themes carefully before installation. If an inaccessible theme is activated, return to the Themes page and activate: “Dusk to Dawn.”

Install a new theme or customize the current one.

WordPress includes a collection of built-in themes. You can also download and install customized themes from trusted websites.

The Themes Dashboard page is not affected by the active theme. You can safely restore a preferred theme at any time.

Theme selection affects the look and layout of your site. It does not change your content.

Consider the following when selecting a theme:

* Accessibility: For both site creators and visitors
* Ease of Access: Logical structure and keyboard support
* Mobile Access: Responsive layout and device compatibility

Themes are the scaffolding on which your site is built. You can change them without breaking content, navigation, or links.

Activate a new theme to change your site’s appearance. Return to the Themes page at any time.

## Open Themes

Customizations and accessibility vary by Theme. Experiment with Themes. Dusk to Dawn can be easily restored.

Themes are managed from the WordPress Dashboard:

* Open the JAWS Links List
* Activate: “Themes”

The “Themes” page opens. Add a new Theme or select an installed Theme from this page.

Many Themes can be installed. Only one is active. Download your favorite Themes and switch them as needed.

Theme page controls include:

* Add New Theme: Opens the “Add Themes” Dashboard page
* Search: Input a search string in the edit box to locate an installed Theme
* Matching Themes: Display at the bottom of the page

Installed Theme controls are located at the bottom of the page. Each set of controls overlays the related Theme image.

Navigate Themes with JAWS Heading level 2 navigation. Each Theme has its own buttons and links.

The first Theme is the Active Theme. JAWS echoes: “Dusk to Dawn.” It includes one link:

* Customize: Opens the Theme Settings page. We’ll cover this shortly

Other Themes may include the following controls:

* Update Now: Downloads and installs the latest version
* Theme Details: Opens a window with Theme information
  + Tap ESCAPE to close the Theme Details window
* Activate: Activates the Theme and applies it to the website
* Preview: Previews the Theme in the Dashboard Main Content area
* Theme Configuration Options: Display the options in the left-hand side bar
* Return to Dashboard: Restore the default Dashboard

Open the preview in a new window. Review settings and customize the layout in Live Preview.

Return to the “Themes” page as needed. Activate a Theme to apply it to your website.

## Add a Theme

Activate “Add New Theme” on the “Themes” Dashboard page to upload or install a new Theme.

“Add New Themes” page controls are:

* Upload a Theme: Enables controls through which a Theme is uploaded from your device
* A Category List: Several links filter suggested Themes by category
* Popular: The most downloaded Themes
* Latest: New recommended Themes
* Block Themes: Every Theme aspect is managed with blocks
* Favorites: Themes favorited on the wordpress.org website

Matching Themes propagate at the bottom of the page.

The “Feature Filters” button opens an extensive list of Theme filter checkboxes.

* Check some checkboxes
* Activate “Apply Filters”

The Themes list is filtered to show matching Themes. Theme names are in Heading 3 text.

The controls overlay an image of the related Theme:

* Install: Install the Theme
* The Theme isn’t applied until it’s activated
* Preview: Preview the Theme and review customize options as just discussed

Activate “Clear Filters” to restore the view. Install as many Themes as you find interesting.

Preview Themes and find one that fits your needs.

Clear the filters, select a Category, or execute a search to review more Themes.

## Customize a Theme

Themes have different layouts and features. Theme Customization options are accessed through the Dashboard “Themes” page.

We’ll discuss “Dusk to Dawn” Theme customizations.

To customize the Theme:

* Open the “Themes” Dashboard page
* Theme names are in Heading 3 text
* Navigate to the “Dusk to Dawn” Theme
* Activate “Customize”

The “Customize” page opens in a full-page view.

A list of buttons is on the left. The website preview is on the right.

“Dusk to Dawn” customizations include:

* Close: Return to the “Themes” Dashboard Page
* Change: Open the “Themes” page to activate or install a new Theme
* Site Identity
* Colors
* Header Image
* Background Image
* Menus
* Widgets
* Home Page Settings

Activate a button to open related settings.

Selected settings slide out to overlap the customize buttons. Activate “Back” to select another customization.

Use JAWS Navigation Quick Keys to locate this button.

Let’s discuss some of these.

### Site Identity

Primary site identity features are configured in these controls:

* Site Title: Input the Site Title
* Tagline: Input a Tagline
* Show Site Title and Tagline: The Site Title and Tagline are shown on the website
* Some websites use an alt tagged image rather than the Title and Tagline
* Site Icon: The icon shown in browser tabs, favorites, and more
* Site icons are small square images at least 512x512 pixels

### Colors

This page has graphical color selection commands and buttons. These aren’t accessible. Use the edit boxes to select background and header colors.

The background color is behind the header and sidebar.

The header color sets the header and sidebar color.

The main content background and text are not affected. The main content is black text on a white background.

There are two buttons that toggle related controls:

* Background color: Toggle the background color controls
* Header color: Toggle the header color controls

Each color section includes an edit box that accepts hexadecimal color codes. Computers convert hexadecimal color codes into colors.

There is a rainbow of hexadecimal codes. A quick Bing or Google search lets you select colors that match your website identity.

A hexadecimal code is a hashtag followed by six characters or digits.

Input the colors and activate “Publish” to apply the changes.

### Header Image

Upload a rectangular Header Image. A Header Image replaces the Website Title and Tagline.

The image should be at most 870x222 pixels. Sighted users can crop the image in the Live Preview on the right side of the page.

Activate “Add New Image” to open the Media Library and select an image.

### Background Image

Background images are available for download on the Internet.

Upload an image and select how it’s displayed on the background. This may require sighted assistance.

### Menus

This is an  alternate way to open the menu page.

Select a menu and manage menu items as previously discussed.

### Widgets

Some Themes have widgets that can be added to web pages:

* A stock ticker
* Weather updates
* Login controls
* And more

Select and enable widgets in this customize option.

The Dusk to Dawn theme doesn’t have installed widgets.

### Homepage Settings

Similar to those discussed earlier, select how your page is presented to visitors.

Select a static or blog-style page and specify the pages.

# Publish the Site

Customize the settings and activate the “Publish” button to update the site.

The changes are applied and are live.

Activate “Close” to close Customization settings without saving the changes.

# Export a Site

Export a full WordPress site to a backup file in the WordPress Dashboard.

Set up your website and create regular backups to ensure the site can be restored should the unthinkable happen.

Export posts, pages, comments, custom fields, categories, tags and more.

Use the XML file to import data to another WordPress website or to restore your own.

To Export WordPress data:

* Open the WordPress Dashboard
* Open the JAWS Links List
* Activate “Export”

The “Export” page opens.

Radio buttons configure exported data. Available options are dependent upon installed plugins and may include:

* All content: This checks all available radio buttons
* Posts
* Pages
* User Directories
* Forms
* Member Directories
* Media
* And More

Check the radio buttons for the content to export, and activate the “Download Export File” button.

The file is downloaded to the download folder.

# Import a Site

Import data from a WordPress xml backup file in the WordPress Dashboard:

* Open the Dashboard
* Open the JAWS Links List
* Activate “Import”

The “Import” web page has a table of websites whose backup files you can import.

Use table navigation to locate “WordPress” and activate “Install Now.” This installs the WordPress importer..

The link changes to an “Import Now” link:

* Activate this link to open the next page
* Activate “Choose a File from your Computer”

This opens the Windows “Open File” dialog. Select and “Open” an xml file.

Activate “Upload and Import.”

WordPress uploads the file and imports the data.

Depending on plugins and data, additional screens may open that configure imported data.

# Conclusion

Plugins can affect website accessibility. Fortunately, they are easily deactivated and uninstalled.

Themes range widely in accessibility. Investigate Themes carefully before activating one. Live Preview is a great way to review configuration access.

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