

MAGic Keystrokes

The keystrokes listed here are for MAGic® screen magnification software. The keystrokes are in tables and are grouped by headings. Major divisions are level two headings. Use the List of Headings (**INSERT+F6**) to move quickly to the section of your choice.

By default, MAGic uses the **CAPS LOCK** key as a "modifier" key. This modifier is known as the MAGic key. Press **CAPS LOCK** in combination with other keys to activate commands. Since MAGic now uses many JAWS® standard keystrokes for reading, often the **INSERT** key (**JAWS key**) can be substituted for the **CAPS LOCK** key, so feel free to try both when you are using MAGic. MAGic also lets you choose which key to use for this modifier instead of the default. The keys available to use are:

- **EXTENDED INSERT** (found on the six pack)
- **NUM PAD INSERT**
- **EITHER INSERT**
- **SCROLL LOCK** (the key just above **HOME** on the six pack)

To change the **MAGic key** go to the Tools menu, choose Keyboard Manager, and then MAGic Key.

General MAGic Commands

MAGic Context Menu

| Description | Command |
|--------------------|----------------------------------|
| MAGic context menu | CAPS LOCK+Application key |

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Enhancements Keystrokes

| Description | Command |
|---------------------------|----------------------|
| Color enhancement toggle | CAPS LOCK+F12 |
| Cursor enhancement toggle | CAPS LOCK+F8 |
| Mouse enhancement toggle | CAPS LOCK+F4 |

Magnification Keystrokes

| Description | Command |
|----------------------------|---|
| Decrease magnification | CAPS LOCK plus NUM PAD MINUS or MOUSE WHEEL DOWN or CTRL+DASH |
| Increase magnification | CAPS LOCK plus NUM PAD PLUS or MOUSE WHEEL UP or CTRL+EQUALS |
| Display locator | CAPS LOCK+F10 |
| Magnification level toggle | CAPS LOCK+SHIFT+DELETE or CAPS LOCK+MOUSE MIDDLE CLICK |
| Switch to next MAGic view | CAPS LOCK+NUM PAD SLASH |
| Switch to prior MAGic view | SHIFT+CAPS LOCK+NUM PAD SLASH |
| Toggle magnification | CAPS LOCK+DELETE |
| Toggle tracking | CAPS LOCK+R |

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Navigation Keystrokes

These commands move the magnified view but do not actually move the cursor. For example, **CAPS LOCK+HOME** moves the magnified view to the beginning of the current line, leaving the caret at its current location.

| Description | Command |
|--------------------------------|-----------------------------------|
| Move to beginning of line | CAPS LOCK+HOME |
| Move to end of current line | CAPS LOCK+END |
| Move to beginning of next line | CAPS LOCK+ENTER |
| Move to bottom of screen | CAPS LOCK+PGDN |
| Move to top of screen | CAPS LOCK+PGUP |
| Move to bottom of column | ALT+CTRL+SHIFT+DOWN ARROW |
| Move to top of column | ALT+CTRL+SHIFT+UP ARROW |
| Move to end of row | ALT+CTRL+SHIFT+RIGHT ARROW |
| Move to start of row | ALT+CTRL+SHIFT+LEFT ARROW |
| Move view to cursor | SHIFT+CAPS LOCK+NUM PAD 5 |
| Move view to mouse | CAPS LOCK+NUM PAD 5 |
| Pan to next line | ENTER |
| Pan up | CAPS LOCK+UP ARROW |
| Pan down | CAPS LOCK+DOWN ARROW |
| Pan left | CAPS LOCK+LEFT ARROW |
| Pan right | CAPS LOCK+RIGHT ARROW |
| Increase speed during panning | NUMPAD PLUS |
| Decrease speed during panning | NUMPAD MINUS |

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Speech Keystrokes

| Description | Command |
|--|----------------------|
| Display voice profile context menu | CAPS LOCK+F11 |
| Indicate caps; cycle through capitalization options | CAPS LOCK+F2 |
| Mouse echo toggle (speak lines, speak words, or off) | CAPS LOCK+M |
| Say clipboard | CAPS LOCK+X |
| Speech toggle | CAPS LOCK+F3 |

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Quick View Keystrokes

| Description | Command |
|-----------------------------|------------------------------------|
| Quick view frame toggle | CAPS LOCK+Q |
| Quick view manager | CAPS LOCK+9 |
| Quick view set bottom right | CAPS LOCK+] (right bracket) |
| Quick view set top left | CAPS LOCK+[(left bracket) |

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Web Pages and HTML

General Commands for HTML

| Description | Command |
|-----------------------------------|---|
| Back a page | ALT+LEFT ARROW or BACKSPACE |
| Forward a page | ALT+RIGHT ARROW |
| Move to address bar | ALT+D |
| Feeds list in Internet Explorer 7 | CTRL+J |
| Search box in Internet Explorer 7 | CTRL+E |
| Reload Web page | F5 |
| Refresh MAGic virtual mode | INSERT+ESC or CAPS LOCK+ESC |
| Route virtual to mouse cursor | INSERT+NUM PAD PLUS |
| Read current screen | CTRL+INSERT+DOWN ARROW |
| Read next screen | CTRL+PGDN |
| Read prior screen | CTRL+PGUP |

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Tabbed Browsing Commands for Internet Explorer 7

| Description | Command |
|---|--|
| Open a new tab | CTRL+T |
| Open a new tab from the address bar | ALT+ENTER (on the address bar) |
| View list of open tabs | CTRL+SHIFT+Q |
| Toggle quick tabs (thumbnail view) | CTRL+Q |
| Switch to the next tab | CTRL+TAB |
| Switch to the previous tab | CTRL+SHIFT+TAB |
| Switch to a specific tab number | CTRL+n , where n is a digit from 1 to 8 |
| Switch to last tab | CTRL+9 |
| Close current tab | CTRL+F4 or CTRL+W |
| Close all tabs | ALT+F4 |
| Close other tabs | CTRL+ALT+F4 |
| Open links in a new tab in the background | CTRL+ENTER |
| Open links in a new tab in the foreground | CTRL+SHIFT+ENTER |

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Links in HTML

| Description | Command |
|-------------------------|--------------------|
| List links | INSERT+F7 |
| Next link | TAB |
| Prior link | SHIFT+TAB |
| Open link | ENTER |
| Open link in new window | SHIFT+ENTER |

Headings in HTML

| Description | Command |
|---------------|-----------|
| List headings | INSERT+F6 |

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Forms in HTML

| Description | Command |
|---------------------|-----------|
| List of form fields | INSERT+F5 |

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Tables in HTML

| Description | Command |
|--------------|----------------------|
| Current cell | CTRL+ALT+NUM PAD 5 |
| Next cell | CTRL+ALT+RIGHT ARROW |
| Prior cell | CTRL+ALT+LEFT ARROW |
| Cell above | CTRL+ALT+UP ARROW |
| Cell below | CTRL+ALT+DOWN ARROW |
| First cell | CTRL+ALT+HOME |
| Last cell | CTRL+ALT+END |
| Next row | DOWN ARROW |
| Prior row | UP ARROW |
| Current row | INSERT+UP ARROW |

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Frames in HTML

| Description | Command |
|-------------|-----------|
| List frames | INSERT+F9 |

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MAGic Application Specific Keystrokes

Microsoft® Word Keystrokes

| Description | Command |
|---------------------------|--|
| List spelling errors | ALT+SHIFT+L |
| List revisions | CAPS LOCK+SHIFT+R or INSERT+SHIFT+R |
| List grammatical errors | CTRL+SHIFT+G |
| List comments | CTRL+SHIFT+APOSTROPHE |
| Post comment | ALT+SHIFT+APOSTROPHE |
| List hyperlinks | CAPS LOCK+F7 or INSERT+F7 |
| List inline objects | CTRL+SHIFT+O |
| Focus to first form field | CAPS LOCK+CTRL+HOME or INSERT+CTRL+HOME |
| Select a field | CAPS LOCK+F5 or INSERT+F5 |
| Select a table | CAPS LOCK+CTRL+T or INSERT+CTRL+T |
| Say column title | CAPS LOCK+ALT+SHIFT+C or INSERT+ALT+SHIFT+C |
| Say row title | CAPS LOCK+ALT+SHIFT+R or INSERT+ALT+SHIFT+R |

Microsoft® Word Keystrokes (continued)

| Description | Command |
|---|--|
| Post footnote or endnote | ALT+SHIFT+E |
| Convert shape to text | ALT+CTRL+SHIFT+C |
| Read mistake and suggestion (while in spell check dialog box) | CAPS LOCK+F7 or INSERT+F7 |
| Say Current scheme name | CAPS LOCK+ALT+Q or INSERT+ALT+Q |
| Next item | CTRL+PGDN |
| Prior item | CTRL+PGUP |
| Say current cell | CTRL+ALT+NUM PAD 5 |
| Say first cell in column | ALT+1 |
| Say first cell in row | ALT+7 |
| Say look in or save in folder name | ALT+I |
| Adjust MAGic options | CAPS LOCK+O |

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Microsoft Excel Keystrokes

| Description | Command |
|------------------------------|---|
| List cells with comments | CTRL+SHIFT+APOSTROPHE |
| Read cell comment | ALT+SHIFT+APOSTROPHE |
| Read column | CAPS LOCK+CTRL+UP ARROW |
| List column | CAPS LOCK+SHIFT+C |
| Set column titles range | ALT+CTRL+SHIFT+C |
| Read column title | ALT+SHIFT+C |
| Post column title | ALT+SHIFT+C twice quickly |
| Set totals column | CTRL+CAPS LOCK+ENTER or CTRL+INSERT+ENTER |
| Read column total | INSERT+ENTER |
| Post column total | INSERT+ENTER twice quickly |
| List row | CAPS LOCK+SHIFT+R |
| Set row titles range | ALT+CTRL+SHIFT+R |
| Read row title | ALT+SHIFT+R |
| Post row title | ALT+SHIFT+R twice quickly |
| Set totals row | CTRL+CAPS LOCK+DELETE or CTRL+INSERT+DELETE |
| Read row total | INSERT+DELETE |
| Post row total | INSERT+DELETE twice quickly |
| List visible cells with data | CTRL+SHIFT+D |
| Select hyperlink | CTRL+SHIFT+H or INSERT+F7 |
| Read cell hyperlink | ALT+SHIFT+H |
| Set monitor cells | ALT+CTRL+SHIFT+1 through 0 |

Microsoft Excel Keystrokes (continued)

| Description | Command |
|---|---|
| Move to monitor cell | CTRL+SHIFT+M |
| Move to previous cell | CTRL+SHIFT+GRAVE |
| Read monitor cells | ALT+SHIFT+1 through 0 |
| Post monitor cells | ALT+SHIFT+1 through 0 twice quickly |
| Move to worksheet | CTRL+SHIFT+S |
| Say active cell coordinates | INSERT+C |
| Read mistake and suggestion (while in spell check dialog box) | INSERT+F7 |
| Collapse selection to active cell | SHIFT+BACKSPACE |
| Adjust MAGic options | CAPS LOCK+O |
| Return to stored cell | CTRL+SHIFT+` |
| Say look in or save in folder name | ALT+I |

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Microsoft Outlook® 2000-2003 Reading Commands

| Description | Command |
|-----------------------|-------------------------|
| Adjust MAGic options | CAPS LOCK+O |
| Read from and subject | ALT+CTRL+1 |
| Say date | CAPS LOCK+CTRL+D |
| Say MSAA data | CTRL+ALT+SHIFT+M |
| Outlook Info Bar | CTRL+INSERT+I |
| Toolbars | INSERT+F8 |
| Get attendee status | CTRL+SHIFT+S |

Microsoft Outlook® 2007 Reading Commands

| Description | Command |
|---------------------------|-------------------------|
| Messages view | CTRL+1 |
| Calendar view | CTRL+2 |
| Contacts view | CTRL+3 |
| Tasks view | CTRL+4 |
| Notes view | CTRL+5 |
| Go to message body window | ALT+GRAVE ACCENT |
| Delete message | CTRL+D |
| Next paragraph | CTRL+UP ARROW |
| Prior paragraph | CTRL+DOWN ARROW |

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Commonly Used Reading Commands

When using the document and text reading commands, if you move the mouse MAGic reads from the current location of the mouse pointer. If you move the insertion point, MAGic reads from the location of the insertion point.

Standard Reading Commands

| Description | Command |
|----------------------------|--|
| Prior character | LEFT ARROW |
| Next character | RIGHT ARROW |
| Current character | NUM PAD 5 |
| Say character phonetically | NUM PAD 5 twice quickly |
| Prior word | INSERT+LEFT ARROW |
| Next word | INSERT+RIGHT ARROW |
| Current word | INSERT+NUM PAD 5 or CAPS LOCK+ALT |
| Spell word | INSERT+NUM PAD 5 twice quickly |
| Prior line | UP ARROW |
| Next line | DOWN ARROW |
| Current line | INSERT+UP ARROW or CAPS LOCK+L |
| Spell current line | INSERT+UP ARROW twice quickly |
| Prior sentence | ALT+UP ARROW or CAPS LOCK+ALT+S |
| Next sentence | ALT+DOWN ARROW or CAPS LOCK+CTRL+S |
| Current sentence | CAPS LOCK+S |
| Prior paragraph | CAPS LOCK+ALT+P |

Standard Reading Commands (continued)

| Description | Command |
|-------------------------------|--|
| Next paragraph | CAPS LOCK+CTRL+P |
| Current paragraph | CAPS LOCK+P |
| Say to cursor | INSERT+HOME |
| Say from cursor | INSERT+PAGE UP |
| Spell to cursor | INSERT+HOME twice quickly |
| Spell from cursor | INSERT+PAGE UP twice quickly |
| Say All | INSERT+DOWN ARROW or CAPS LOCK+LEFT MOUSE CLICK or CAPS LOCK+SPACEBAR |
| Alternate Say All | INSERT+ALT+DOWN ARROW or CAPS LOCK+ALT+LEFT MOUSE CLICK or CAPS LOCK+ALT+SPACEBAR |
| Fast forward during a Say All | RIGHT ARROW |
| Rewind during a Say All | LEFT ARROW |
| ASCII or hexadecimal value | NUM PAD 5 three times quickly |

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Navigational and Informational Keystrokes

| Description | Command |
|------------------------|---|
| Interrupt speech | CTRL |
| Window title | INSERT+T |
| Window prompt and text | INSERT+TAB |
| Top line of window | INSERT+END |
| Bottom line of window | INSERT+PAGE DOWN |
| Say selected text | INSERT+SHIFT+DOWN ARROW or CAPS LOCK+CTRL |

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Cursor and Mouse Commands

| Description | Command |
|---------------------------------|-----------------------------|
| Route PC cursor to mouse cursor | INSERT+NUM PAD PLUS |
| Route mouse cursor to PC cursor | INSERT+NUM PAD MINUS |

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Dialog Box Commands

| Description | Command |
|---|---|
| Say default button of dialog box | INSERT+E |
| Say current control access key or hot key | SHIFT+NUM PAD 5 |
| Say window prompt and text | INSERT+TAB |
| Open combo box | ALT+DOWN ARROW |
| Close combo box | ALT+UP ARROW |
| Select multiple list items | CTRL+SHIFT or CTRL+SPACEBAR |

Help Keystrokes

| Description | Command |
|------------------------|------------------------------------|
| Context sensitive help | SHIFT+F1 |
| Keyboard help | INSERT+1 on the numbers row |

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Miscellaneous Commands

| Description | Command |
|--|---------------------|
| Interrupt speech | CTRL |
| Refresh screen | INSERT+ESC |
| Screen Echo toggle | INSERT+S |
| Typing Echo toggle | INSERT+2 |
| Pass key through | INSERT+3 |
| MAGic window (toggle minimize/restore) | CAPS LOCK+U |
| Select verbosity scheme | ALT+INSERT+S |

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Windows® Keystrokes

General Windows Keystrokes

| Description | Command |
|------------------------------------|--------------------------------|
| Get help | F1 |
| Open the Start Menu | WINDOWS Key or CTRL+ESC |
| Switch between open applications | ALT+TAB |
| Minimize all applications | WINDOWS Key+M |
| Find a file or folder from desktop | F3 |
| Move to first item on the taskbar | WINDOWS Key+TAB |
| Open Windows Explorer | WINDOWS Key+E |
| Open Run dialog | WINDOWS Key+R |
| Quit the active application | ALT+F4 |

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Windows Keystrokes for Windows and Menus

| Description | Command |
|--------------------------------------|--|
| Open the Application Control menu | ALT+SPACEBAR |
| Move to the menu bar in applications | ALT |
| Choose a menu item | ENTER |
| Move between menus | ALT or ARROW Keys |
| Cancel or close a menu | ESC or ALT |
| Cancel or close a cascading menu | ALT |
| Open a child window control menu | ALT+DASH |
| Close a child window | CTRL+F4 |
| Open the Applications menu | APPLICATION Key or SHIFT+F10 |

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Windows Keystrokes for Dialog Boxes

| Description | Command |
|---------------------------------------|---|
| Move through dialog controls | TAB |
| Move backward through dialog controls | SHIFT+TAB |
| Move To another page | CTRL+TAB |
| Reverse direction through pages | CTRL+SHIFT+TAB |
| Select or deselect In list view | SPACEBAR or CTRL+SPACEBAR |
| Toggle a check box on/off | SPACEBAR |

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Windows Keystrokes for Reading Text

| Description | Command |
|------------------------|------------------|
| Character to the left | LEFT ARROW |
| Character to the right | RIGHT ARROW |
| Word to the left | CTRL+LEFT ARROW |
| Word to the right | CTRL+RIGHT ARROW |
| Beginning of line | HOME |
| End of line | END |
| Paragraph above | CTRL+UP ARROW |
| Paragraph below | CTRL+DOWN ARROW |
| Scroll up one screen | PAGE UP |
| Scroll down one screen | PAGE DOWN |
| Top of prior page | CTRL+PAGE UP |
| Top of next page | CTRL+PAGE DOWN |
| Beginning of document | CTRL+HOME |
| End of document | CTRL+END |

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Windows Keystrokes for Editing and Selecting Text

| Description | Command |
|--------------------------|---------|
| Copy | CTRL+C |
| Cut | CTRL+X |
| Paste | CTRL+V |
| Undo | CTRL+Z |
| Delete current character | DELETE |

Windows Keystrokes for Editing and Selecting Text (continued)

| Description | Command |
|---------------------------------|---------------------------------|
| Delete prior character | BACKSPACE |
| One character to the right | SHIFT+RIGHT ARROW |
| One character to the left | SHIFT+LEFT ARROW |
| To the end of a word | CTRL+SHIFT+RIGHT ARROW |
| To the beginning of a word | CTRL+SHIFT+LEFT ARROW |
| To the end of a line | SHIFT+END |
| To the beginning of a line | SHIFT+HOME |
| One line down | SHIFT+DOWN ARROW |
| One line up | SHIFT+UP ARROW |
| To the end of a paragraph | CTRL+SHIFT+DOWN ARROW |
| To the beginning of a paragraph | CTRL+SHIFT+UP ARROW |
| One screen down | SHIFT+PAGE DOWN |
| One screen up | SHIFT+PAGE UP |
| To the beginning of a document | CTRL+SHIFT+HOME |
| To the end of a document | CTRL+SHIFT+END |
| To the end of a window | ALT+CTRL+SHIFT+PAGE DOWN |
| To include the entire document | CTRL+A |

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Keystrokes for Windows Explorer

| Description | Command |
|---|--------------------------|
| Delete files | DELETE |
| Rename a file or folder | F2 |
| Open properties for selected file or folder | ALT+ENTER |
| Refresh a window | F5 |
| Switch between windows | F6 or TAB |
| Go up one level | BACKSPACE |
| Untruncate columns in list view | CTRL+NUM PAD PLUS |

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Last updated 2007-08-28