

JAWS Keystrokes

The keystrokes listed here are in tables and are grouped by headings. Major divisions are level two headings. Use the JAWS List of Headings (**INSERT+F6**) or the navigation quick key, **H**, to move quickly to the section of your choice. You can also use the navigation quick key, **T**, to move from one table to the next. Use the **SHIFT** key in combination with most navigation quick keys to move backwards. A list of all navigation quick keys for HTML is presented first. These keys are also repeated later in their respective sections.

Navigation quick keys make it faster and easier to move around on a Web page and anywhere else the Virtual Cursor is active. These commands are all assigned to keys on the main part of the keyboard, and are easy to remember and use.

Many of the navigation quick keys are also available while using Say All on a Web page. The commands to move by heading, paragraph, form control, table, list, same or different element, next element, and to move to non link text all work while you are using the Say All command.

New in JAWS 10 is the ability to configure navigation quick keys. To open the Navigation Quick Key manager do the following:

1. Press **INSERT+F2** to open the list of JAWS managers.
2. Press **N** until you find Navigation Quick Keys in the list of managers.
3. Press **ENTER**. The Navigation Quick Key manager dialog box opens.

The Navigation Quick Key manager allows you to change quick key assignments or delete them.

NOTE: The keys available for editing when you open the Navigation Quick Key manager depend on the program in the foreground when the manager is opened. For example, the availability of navigation quick keys vary in number, and in some cases, function, in Outlook 2007, Microsoft Word, and Internet Explorer, depending on the program in use at the time.

Navigation Quick Keys for HTML

Description	Quick Key
Anchor	A
Button	B
Combo Box	C
Different Type Element	D
Edit Box	E
Form Control	F
Graphic	G
Heading	H
Item in a List	I
Jump to Line	J
Return to Previous Line	SHIFT+J
Jump to Cell (Within Table)	CTRL+WINDOWS Key+J
Return to Previous Table Cell	CTRL+SHIFT+WINDOWS Key+J
Place Marker	K
Temporary Placemark	CTRL+K
List	L
Frame	M
Non Link Text	N
Object Tag	O
Paragraph	P
Block Quote	Q
Radio Button	R

Navigation Quick Keys for HTML (cont.)

Description	Quick Key
Same Type Element	S
Table	T
Unvisited Link	U
Visited Link	V
Check Box	X
Division	Z
Heading at Level	1 through 6
Step Past Element	SHIFT+PERIOD
Step Before Element	SHIFT+COMMA

JAWS Tandem Session Keystrokes

Description	Command
Toggle Target and Controller Desktop Tandem Session (Controller User)	INSERT+ALT+TAB
Terminate JAWS Tandem Session (Controller or Target User)	INSERT+ALT+T
Pause Video (Controller User)	INSERT+CTRL+SHIFT+V

Web Pages and HTML

General Commands for HTML

Description	Command
Move to Next Clickable Element	SLASH
Move to Previous Clickable Element	SHIFT+SLASH
Select Clickable Element	INSERT+CTRL+SLASH
Move to Next Landmark (formerly next Mouse Over Element)	SEMICOLON
Move to Prior Landmark (formerly next Mouse Over Element)	SHIFT+SEMICOLON
Select Landmark (formerly Mouse Over Element)	INSERT+CTRL+SEMICOLON
Back a Page	ALT+LEFT ARROW or BACKSPACE
Forward a Page	ALT+RIGHT ARROW
Go to Home Page	ALT+HOME
Refresh Page and Cache	CTRL+F5
Stop Downloading Page	ESC
Turn Full Screen Mode On/Off	F11
Zoom In	CTRL+PLUS or CTRL+MOUSE WHEEL UP
Zoom Out	CTRL+MINUS or CTRL+MOUSE WHEEL DOWN
Zoom to 100%	CTRL+0

General Commands for HTML (cont.)

Description	Command
Open Favorites	CTRL+I or ALT+A
Organize Favorites	CTRL+B
Add Current Page to Favorites	CTRL+D
Move to Address Bar	ALT+D
Read Address Bar	INSERT+A
List of Previously Typed Addresses	F4
Move JAWS Cursor to Address Bar	INSERT+A twice quickly
Virtual HTML Features	INSERT+F3
Activate Mouse Over	INSERT+CTRL+ENTER
Select Mouse Over Element	INSERT+WINDOWS Key+SEMICOLON
View Basic Element Information	INSERT+SHIFT+F1
View Advanced Element Information	INSERT+CTRL+SHIFT+F1

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

Tabbed Browsing Commands for Internet Explorer 7 (cont.)

Description	Command
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

Tabbed Browsing Commands for Mozilla Firefox

Description	Command
Close Tab	CTRL+F4 or CTRL+W
Close Window	ALT+F4 or CTRL+SHIFT+W
Move Tab Left (when tab is in focus)	CTRL+LEFT ARROW or CTRL+UP ARROW
Move Tab Right (when tab is in focus)	CTRL+RIGHT ARROW or CTRL+DOWN ARROW
Move Tab to Beginning (when tab is in focus)	CTRL +HOME

Tabbed Browsing Commands for Mozilla Firefox (cont.)

Description	Command
Move Tab to End (when tab is in focus)	CTRL+END
New Tab	CTRL+T
New Window	CTRL+N
Next Tab	CTRL+TAB or CTRL+PAGE DOWN
Open Address in New Tab (from Location Bar or Search Bar)	ALT+ENTER
Previous Tab	CTRL+SHIFT+TAB or CTRL+PAGE UP
Undo Close Tab	CTRL+SHIFT+T
Select Tab (1 to 8)	CTRL+(1 to 8)
Select Last Tab	CTRL+9

Links in HTML

Description	Command
List Links	INSERT+F7
Next Link	TAB
Prior Link	SHIFT+TAB
Next Visited Link	V
Prior Visited Link	SHIFT+V
Open Link	ENTER
Open Link in New Window	SHIFT+ENTER

Links in HTML (cont.)

Description	Command
Next Non Link Text	N
Prior Non Link Text	SHIFT+N

Headings in HTML

Description	Command
List Headings	INSERT+F6
Next Heading	H
Prior Heading	SHIFT+H
First Heading	INSERT+ALT+HOME
Last Heading	INSERT+ALT+END
Next Heading at Level	1 through 6
Prior Heading at Level	SHIFT+1 through 6
First Heading at Level	INSERT+ALT+CTRL+1 through 6
Last Heading at Level	INSERT+ALT+CTRL+SHIFT+1 through 6

Forms in HTML

Description	Command
First Form Field	INSERT+CTRL+HOME
Next Form Field	F
Prior Form Field	SHIFT+F

Forms in HTML (cont.)

Description	Command
Last Form Field	INSERT+CTRL+END
Next Button	B
Prior Button	SHIFT+B
Next Combo Box	C
Prior Combo Box	SHIFT+C
Next Edit Box	E
Prior Edit Box	SHIFT+E
Next Radio Button	R
Prior Radio Button	SHIFT+R
Next Check Box	X
Prior Check Box	SHIFT+X
Enter Forms Mode	ENTER
Exit Forms Mode	NUM PAD PLUS
List of Form Fields	INSERT+F5
List Buttons	INSERT+CTRL+B
List Combo Boxes	INSERT+CTRL+C
List Edit Boxes	INSERT+CTRL+E
List Radio Buttons	INSERT+CTRL+R
List Check Boxes	INSERT+CTRL+X
Enter/Leave Multi-Select Mode	SHIFT+F8

Tables in HTML

Description	Command
Next Table	T
Prior Table	SHIFT+T
Select Table	F8
List Tables	INSERT+CTRL+T
Jump to Table Cell (from within a table)	CTRL+WINDOWS Key+J
Return to Previous Cell	CTRL+SHIFT+WINDOWS Key+J
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	WINDOWS Key+DOWN ARROW
Prior Row	WINDOWS Key+UP ARROW
Current Row	WINDOWS Key+NUM PAD 5
Read from Beginning of Row to Current Cell	INSERT+SHIFT+HOME
Read from Current Cell to End of Row	INSERT+SHIFT+PAGE UP
Prior Column	WINDOWS Key+LEFT ARROW

Tables in HTML (cont.)

Description	Command
Current Column	WINDOWS Key+PERIOD
Next Column	WINDOWS Key+RIGHT ARROW
Read from Top of Column to Current Cell	INSERT+SHIFT+END
Read from Current Cell to Bottom of Column	INSERT+SHIFT+PAGE DOWN

PlaceMarkers in HTML

Description	Command
List PlaceMarkers	CTRL+SHIFT+K
Add Temporary PlaceMarker	CTRL+K
Move to Next or Prior PlaceMarker	K or SHIFT+K
Read Text at PlaceMarker 1-0	CTRL+SHIFT+number
Move to PlaceMarker	CTRL+SHIFT+number twice quickly

Frames in HTML

Description	Command
Next Frame	M
Prior Frame	SHIFT+M
List Frames	INSERT+F9

Elements in HTML

Description	Command
Next Same Element	S
Prior Same Element	SHIFT+S
Next Different Element	D
Prior Different Element	SHIFT+D
Move to Beginning of the Current Table, List, or Element	WINDOWS Key+HOME
Move to End of the Current Table, List, or Element	WINDOWS Key+END
Next Element	SHIFT+PERIOD
Prior Element	SHIFT+COMMA
Select Entire Element	F8
Display Element Information	INSERT+SHIFT+F1
Display Detailed Element Information	INSERT+CTRL+SHIFT+F1
Activate Mouse Over	INSERT+CTRL+ENTER

Other HTML Commands

Description	Command
Subscribe to Feeds in Internet Explorer 7	ALT+J
Feeds List in Internet Explorer 7	CTRL+J

Other HTML Commands (cont.)

Description	Command
Open History	CTRL+H
Search Box in Internet Explorer 7	CTRL+E
Create Custom Label	INSERT+CTRL+TAB
Next Place Marker	K
Previous Place Marker	SHIFT+K
List, Go To, or Modify Place Markers	CTRL+SHIFT+K
Next List	L
Prior List	SHIFT+L
Select List	F8
List All Ordered, Unordered, and Definition Lists	INSERT+CTRL+L
Next Item in a List	I
Prior Item in a List	SHIFT+I
Reload Web Page	F5
Refresh JAWS Virtual Mode	INSERT+ESC
List Toolbar Buttons	INSERT+F8 (not available in Mozilla Firefox)
Route Virtual to PC Cursor	INSERT+DELETE
Route PC to Virtual Cursor	INSERT+CTRL+DELETE
Route Virtual to JAWS Cursor	INSERT+NUM PAD PLUS
Virtual Cursor Toggle	INSERT+Z
Personalize Web Page	INSERT+SHIFT+V

Other HTML Commands (cont.)

Description	Command
JAWS Find	CTRL+F
JAWS Find Next	F3
JAWS Find Previous	SHIFT+F3
Jump to Line	J
Return to Previous Line	SHIFT+J
Next Division	Z
Prior Division	SHIFT+Z
List Divisions	INSERT+CTRL+Z

Standard Reading Commands for Desktop Layout

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
Spell Word	INSERT+NUM PAD 5 twice quickly
Prior Line	UP ARROW
Next Line	DOWN ARROW

Standard Reading Commands for Desktop Layout (cont.)

Description	Command
Current Line	INSERT+UP ARROW
Spell Current Line	INSERT+UP ARROW twice quickly
Prior Sentence	ALT+UP ARROW
Next Sentence	ALT+DOWN ARROW
Current Sentence	ALT+NUM PAD 5
Prior Paragraph	CTRL+UP ARROW
Next Paragraph	CTRL+DOWN ARROW
Current Paragraph	CTRL+NUM PAD 5
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
Fast Forward during a Say All	RIGHT ARROW
Rewind during a Say All	LEFT ARROW
Increase Voice Rate during a Say All	PAGE UP
Decrease Voice Rate during a Say All	PAGE DOWN
Color at Cursor	INSERT+5
ASCII or Hexadecimal Value	NUM PAD 5 three times quickly

Standard Reading Commands for Desktop Layout (cont.)

Description	Command
Font at Cursor	INSERT+F , twice quickly to display in virtual viewer
Start Skim Reading	INSERT+CTRL+DOWN ARROW
Skim Reading Dialog Box	INSERT+CTRL+SHIFT+DOWN ARROW
Display Skim Reading Summary	INSERT+WINDOWS Key+DOWN ARROW

Navigational and Informational Keystrokes for Desktop Layout

Description	Command
Time	INSERT+F12
Date	INSERT+F12 twice quickly
Interrupt Speech	CTRL
Window Title	INSERT+T
JAWS Find (not in HTML)	INSERT+CTRL+F
JAWS Find Next (not in HTML)	INSERT+F3
JAWS Find Previous (not in HTML)	INSERT+SHIFT+F3
Increase Voice Rate on the Fly	CTRL+ALT+PAGE UP
Decrease Voice Rate on the Fly	CTRL+ALT+PAGE DOWN
Restore Normal Voice Settings	INSERT+ESC

Navigational and Informational Keystrokes for Desktop Layout (cont.)

Description	Command
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
Spell Selected Text	INSERT+SHIFT+DOWN ARROW twice quickly
Application Version	INSERT+CTRL+V
Window List	INSERT+F10
System Tray Icons List	INSERT+F11
System Tray Contents	CTRL+SHIFT+F11
Labeled Graphics List	INSERT+CTRL+SHIFT+G

Cursor and Mouse Commands for Desktop Layout

Description	Command
PC Cursor	NUM PAD PLUS
JAWS Cursor	NUM PAD MINUS
Invisible Cursor	NUM PAD MINUS twice quickly
Route PC Cursor to JAWS Cursor	INSERT+NUM PAD PLUS
Route JAWS Cursor to PC Cursor	INSERT+NUM PAD MINUS

Cursor and Mouse Commands for Desktop Layout (cont.)

Description	Command
Tether JAWS to PC	INSERT+CTRL+NUM PAD MINUS
Restrict JAWS Cursor	INSERT+R
Left Mouse Button	NUM PAD SLASH
Right Mouse Button	NUM PAD STAR
Left Mouse Button Lock	INSERT+NUM PAD SLASH
Right Mouse Button Lock	INSERT+NUM PAD STAR
Drag and Drop	INSERT+CTRL+NUM PAD SLASH
Say Active Cursor	ALT+DELETE
Say Cursor Type	INSERT+CTRL+SHIFT+C
Mouse Down	ALT+SHIFT+DOWN ARROW
Mouse Left	ALT+SHIFT+LEFT ARROW
Mouse Right	ALT+SHIFT+RIGHT ARROW
Mouse Up	ALT+SHIFT+UP ARROW

Dialog Box Commands for Desktop Layout

Description	Command
Say Default Button of Dialog Box	INSERT+E
Say Current Control Hot Key	SHIFT+NUM PAD 5
Read Current Window	INSERT+B
Say Window Prompt and Text	INSERT+TAB

Dialog Box Commands for Desktop Layout (cont.)

Description	Command
Read Word in Context	INSERT+C
Open Combo Box	ALT+DOWN ARROW
Close Combo Box	ALT+UP ARROW
Select Multiple List Items	CTRL+SHIFT or CTRL+SPACEBAR
Read List View Columns 1 through 10	INSERT+CTRL+1 through 0

Help Keystrokes for Desktop Layout

Description	Command
Screen Sensetive Help	INSERT+F1
Keyboard Help	INSERT+1
JAWS Help for Applications	INSERT+F1 twice quickly
Hot Key Help	INSERT+H
Window Key Help	INSERT+W

Miscellaneous Commands for Desktop Layout

Description	Command
Adjust JAWS Verbosity	INSERT+V
Adjust Braille Settings	INSERT+CTRL+B
Switch Voice Profiles	INSERT+CTRL+S

Miscellaneous Commands for Desktop Layout (cont.)

Description	Command
Interrupt Speech	CTRL
Custom Highlight Assign	INSERT+CTRL+H
Refresh Screen	INSERT+ESC
Screen Echo toggle	INSERT+S
Typing Echo Toggle	INSERT+2
Pass Key Through	INSERT+3
Select Symbol to Print	INSERT+4
JAWS Window	INSERT+J
Shut Down JAWS	INSERT+F4
Say Active Configuration Name	INSERT+Q , twice quickly to display in virtual viewer.
Run JAWS Manager	INSERT+F2
Virtualize Window	INSERT+CTRL+W
Select Scheme	INSERT+ALT+S
Minimize All Applications	WINDOWS Key+M
Copy Selected Text to FSClipboard	WINDOWS Key+C
Read Windows Clipboard	INSERT+WINDOWS Key+X

Standard Reading Commands for Laptop Layout

Description	Command
Prior Character	CAPS LOCK+M
Next Character	CAPS LOCK+PERIOD
Current Character	CAPS LOCK+COMMA
Say Character Phonetically	CAPS LOCK+COMMA twice quickly
Prior Word	CAPS LOCK+J
Next Word	CAPS LOCK+L
Current Word	CAPS LOCK+K
Spell Word	CAPS LOCK+K twice quickly
Prior Line	CAPS LOCK+U
Next Line	CAPS LOCK+O
Current Line	CAPS LOCK+I
Spell Current Line	CAPS LOCK+I twice quickly
Prior Sentence	CAPS LOCK+Y
Next Sentence	CAPS LOCK+N
Current Sentence	CAPS LOCK+H
Prior Paragraph	CAPS LOCK+CTRL+U
Next Paragraph	CAPS LOCK+CTRL+O
Current Paragraph	CAPS LOCK+CTRL+I
Say to Cursor	CAPS LOCK+HOME or CAPS LOCK+SHIFT+J
Say from Cursor	CAPS LOCK+PAGE UP or CAPS LOCK+SHIFT+L

Standard Reading Commands for Laptop Layout (cont.)

Description	Command
Spell to Cursor	CAPS LOCK+HOME or CAPS LOCK+SHIFT+J twice quickly
Spell from Cursor	CAPS LOCK+PAGE UP or CAPS LOCK+SHIFT+L twice quickly
Say All	CAPS LOCK+A or CAPS LOCK+DOWN ARROW
Fast Forward during a Say All	RIGHT ARROW
Rewind during a Say All	LEFT ARROW
Increase Voice Rate during a Say All	PAGE UP
Decrease Voice Rate during a Say All	PAGE DOWN
Color at Cursor	CAPS LOCK+5
Say ASCII or Hexadecimal Value	CAPS LOCK+COMMA three times quickly
Font at Cursor	CAPS LOCK+F
Start Skim Reading	CTRL+CAPS LOCK+DOWN ARROW
Skim Reading dialog box	CTRL+CAPS LOCK+SHIFT+DOWN ARROW
Display Skim Reading Summary	CAPS LOCK+WINDOWS Key+DOWN ARROW

Table Reading Keystrokes for Laptop Layout

Description	Command
Say Current Table Cell	ALT+SHIFT+COMMA
Move to Prior Table Cell	ALT+SHIFT+M
Move to Next Table Cell	ALT+SHIFT+PERIOD
Move Up One Table Cell	ALT+SHIFT+Y
Move Down One Table Cell	ALT+SHIFT+N

Navigational and Informational Keystrokes for Laptop Layout

Description	Command
Time	CAPS LOCK+F12
Date	CAPS LOCK+F12 twice quickly
Interrupt Speech	CTRL
Window Title	CAPS LOCK+T
JAWS Find (not in HTML)	CAPS LOCK+CTRL+F
JAWS Find Next (not in HTML)	CAPS LOCK+F3
JAWS Find Previous (not in HTML)	CAPS LOCK+SHIFT+F3
Increase Voice Rate on the Fly	CTRL+ALT+PAGE UP
Decrease Voice Rate on the Fly	CTRL+ALT+PAGE DOWN
Restore Normal Voice Settings	CAPS LOCK+ESC
Window Prompt and Text	CAPS LOCK+TAB

Navigational and Informational Keystrokes for Laptop Layout (cont.)

Description	Command
Top Line of Window	CAPS LOCK+END
Bottom Line of Window	CAPS LOCK+PAGE DOWN
Say Selected Text	CAPS LOCK+SHIFT+DOWN ARROW
Spell Selected Text	CAPS LOCK+SHIFT+DOWN ARROW twice quickly
Application Version	CAPS LOCK+CTRL+V
Window List	CAPS LOCK+F10
System Tray Icons List	CAPS LOCK+F11
System Tray Contents	CTRL+SHIFT+F11
Labeled Graphics List	CTRL+CAPS LOCK+SHIFT+G

Cursor and Mouse Commands for Laptop Layout

Description	Command
PC Cursor	CAPS LOCK+SEMICOLON
JAWS Cursor	CAPS LOCK+P
Invisible Cursor	CAPS LOCK+P twice quickly
Route PC Cursor to JAWS Cursor	CAPS LOCK+APOSTROPHE
Route JAWS Cursor to PC Cursor	CAPS LOCK+LEFT BRACKET

Cursor and Mouse Commands for Laptop Layout (cont.)

Description	Command
Restrict JAWS Cursor	CAPS LOCK+R
Left Mouse Button	CAPS LOCK+8
Right Mouse Button	CAPS LOCK+9
Left Mouse Button Lock	CTRL+WINDOWS Key+8
Right Mouse Button Lock	CTRL+WINDOWS Key+9
Drag and Drop	CAPS LOCK+CTRL+8
Say Active Cursor	ALT+DELETE
Say Cursor Type	CAPS LOCK+CTRL+SHIFT+C
Mouse Down	ALT+SHIFT+DOWN ARROW
Mouse Left	ALT+SHIFT+LEFT ARROW
Mouse Right	ALT+SHIFT+RIGHT ARROW
Mouse Up	ALT+SHIFT+UP ARROW

Dialog Box Commands for Laptop Layout

Description	Command
Say Default Button of Dialog Box	CAPS LOCK+E
Say Current Control Hot Key	CAPS LOCK+SHIFT+COMMA
Read Current Window	CAPS LOCK+B
Say Window Prompt and Text	CAPS LOCK+TAB
Read Word in Context	CAPS LOCK+C

Dialog Box Commands for Laptop Layout (cont.)

Description	Command
Open Combo Box	ALT+DOWN ARROW
Close Combo Box	ALT+UP ARROW
Select Multiple List Items	CTRL+SHIFT or CTRL+SPACEBAR
Read List View Columns 1 through 10	CTRL+CAPS LOCK+1 through 0

Help Keystrokes for Laptop Layout

Description	Command
Screen Sensetive Help	CAPS LOCK+F1
Keyboard Help	CAPS LOCK+1
JAWS Help for Applications	CAPS LOCK+F1 twice quickly
Hot Key Help	INSERT+H
Window Key Help	CAPS LOCK+W

Miscellaneous Commands for Laptop Layout

Description	Command
Report Battery Level	CAPS LOCK+SHIFT+B
Adjust JAWS Verbosity	CAPS LOCK+V
Adjust Braille Settings	CAPS LOCK+CTRL+B
Switch Voice Profile	CAPS LOCK+CTRL+S

Miscellaneous Commands for Laptop Layout (cont.)

Description	Command
Interrupt Speech	CTRL
Custom Highlight Assign	CTRL+CAPS LOCK+H
Refresh Screen	CAPS LOCK+ESC
Screen Echo toggle	CAPS LOCK+S
Typing Echo Toggle	CAPS LOCK+2
Pass Key Through	CAPS LOCK+3
Select Symbol to Print	CAPS LOCK+4
JAWS Window	INSERT+J
Shut Down JAWS	CAPS LOCK+F4
Say Active Configuration Name	CAPS LOCK+Q , twice quickly to display in virtual viewer.
Run JAWS Manager	CAPS LOCK+F2
Virtualize Window	CTRL+CAPS LOCK+W
Select Scheme	ALT+CAPS LOCK+S
Minimize All Applications	WINDOWS Key+M
Copy Selected Text to FSClipboard	WINDOWS Key+C
Read Windows Clipboard	INSERT+WINDOWS Key+X

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

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

Windows Keystrokes for Windows and Menus (cont.)

Description	Command
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

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

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

Windows Keystrokes for Editing Text

Description	Command
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Undo	CTRL+Z
Delete Current Character	DELETE

Windows Keystrokes for Editing Text (cont.)

Description	Command
Delete Prior Character	BACKSPACE
Select One Character Left	SHIFT+LEFT ARROW
Select One Character Right	SHIFT+RIGHT ARROW
Select One Word Left	CTRL+SHIFT+LEFT ARROW
Select One Word Right	CTRL+SHIFT+RIGHT ARROW
Select to Beginning of Line	SHIFT+HOME
Select to End of Line	SHIFT+END
Select to Beginning of Document	CTRL+SHIFT+HOME
Select to End of Document	CTRL+SHIFT+END
Select All	CTRL+A

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

Last revised 2008-10-23