

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

## Navigation Quick Keys for HTML (cont.)

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

## JAWS Tandem Session Keystrokes

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

# Web Pages and HTML

## General Commands for HTML

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

## General Commands for HTML (cont.)

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

## Tabbed Browsing Commands for Internet Explorer 7

Description	Command
Open a New Tab	<b>CTRL+T</b>
Open a New Tab from the Address Bar	<b>ALT+ENTER</b> (on the address bar)
View List of Open Tabs	<b>CTRL+SHIFT+Q</b>

## Tabbed Browsing Commands for Internet Explorer 7 (cont.)

Description	Command
Toggle Quick Tabs (Thumbnail View)	<b>CTRL+Q</b>
Switch to the Next Tab	<b>CTRL+TAB</b>
Switch to the Previous Tab	<b>CTRL+SHIFT+TAB</b>
Switch to a Specific Tab Number	<b>CTRL+n</b> , where n is a digit from 1 to 8
Switch to Last Tab	<b>CTRL+9</b>
Close Current Tab	<b>CTRL+F4</b> or <b>CTRL+W</b>
Close All Tabs	<b>ALT+F4</b>
Close Other Tabs	<b>CTRL+ALT+F4</b>
Open Links in a New Tab in the Background	<b>CTRL+ENTER</b>
Open Links in a New Tab in the Foreground	<b>CTRL+SHIFT+ENTER</b>

## Tabbed Browsing Commands for Mozilla Firefox

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

## Tabbed Browsing Commands for Mozilla Firefox (cont.)

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

## Links in HTML

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

## Links in HTML (cont.)

Description	Command
Next Non Link Text	<b>N</b>
Prior Non Link Text	<b>SHIFT+N</b>

## Headings in HTML

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

## Forms in HTML

Description	Command
First Form Field	<b>INSERT+CTRL+HOME</b>
Next Form Field	<b>F</b>
Prior Form Field	<b>SHIFT+F</b>

## Forms in HTML (cont.)

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

## Tables in HTML

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

## Tables in HTML (cont.)

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

## PlaceMarkers in HTML

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

## Frames in HTML

Description	Command
Next Frame	<b>M</b>
Prior Frame	<b>SHIFT+M</b>
List Frames	<b>INSERT+F9</b>

## Elements in HTML

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

## Other HTML Commands

Description	Command
Subscribe to Feeds in Internet Explorer 7	<b>ALT+J</b>
Feeds List in Internet Explorer 7	<b>CTRL+J</b>

## Other HTML Commands (cont.)

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

## Other HTML Commands (cont.)

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

## Standard Reading Commands for Desktop Layout

Description	Command
Prior Character	<b>LEFT ARROW</b>
Next Character	<b>RIGHT ARROW</b>
Current Character	<b>NUM PAD 5</b>
Say Character Phonetically	<b>NUM PAD 5</b> twice quickly
Prior Word	<b>INSERT+LEFT ARROW</b>
Next Word	<b>INSERT+RIGHT ARROW</b>
Current Word	<b>INSERT+NUM PAD 5</b>
Spell Word	<b>INSERT+NUM PAD 5</b> twice quickly
Prior Line	<b>UP ARROW</b>
Next Line	<b>DOWN ARROW</b>

## Standard Reading Commands for Desktop Layout (cont.)

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

## Standard Reading Commands for Desktop Layout (cont.)

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

## Navigational and Informational Keystrokes for Desktop Layout

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

## Navigational and Informational Keystrokes for Desktop Layout (cont.)

Description	Command
Window Prompt and Text	<b>INSERT+TAB</b>
Top Line of Window	<b>INSERT+END</b>
Bottom Line of Window	<b>INSERT+PAGE DOWN</b>
Say Selected Text	<b>INSERT+SHIFT+DOWN ARROW</b>
Spell Selected Text	<b>INSERT+SHIFT+DOWN ARROW</b> twice quickly
Application Version	<b>INSERT+CTRL+V</b>
Window List	<b>INSERT+F10</b>
System Tray Icons List	<b>INSERT+F11</b>
System Tray Contents	<b>CTRL+SHIFT+F11</b>
Labeled Graphics List	<b>INSERT+CTRL+SHIFT+G</b>

## Cursor and Mouse Commands for Desktop Layout

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

## Cursor and Mouse Commands for Desktop Layout (cont.)

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

## Dialog Box Commands for Desktop Layout

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

## Dialog Box Commands for Desktop Layout (cont.)

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

## Help Keystrokes for Desktop Layout

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

## Miscellaneous Commands for Desktop Layout

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

## Miscellaneous Commands for Desktop Layout (cont.)

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

## Standard Reading Commands for Laptop Layout

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

## Standard Reading Commands for Laptop Layout (cont.)

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

## Table Reading Keystrokes for Laptop Layout

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

## Navigational and Informational Keystrokes for Laptop Layout

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

## Navigational and Informational Keystrokes for Laptop Layout (cont.)

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

## Cursor and Mouse Commands for Laptop Layout

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

## Cursor and Mouse Commands for Laptop Layout (cont.)

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

## Dialog Box Commands for Laptop Layout

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

## Dialog Box Commands for Laptop Layout (cont.)

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

## Help Keystrokes for Laptop Layout

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

## Miscellaneous Commands for Laptop Layout

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

## Miscellaneous Commands for Laptop Layout (cont.)

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

# 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	<b>ALT</b>
Open a Child Window Control Menu	<b>ALT+DASH</b>
Close a Child Window	<b>CTRL+F4</b>
Open the Applications Menu	<b>APPLICATION Key or SHIFT+F10</b>

## Windows Keystrokes for Dialog Boxes

Description	Command
Move Through Dialog Controls	<b>TAB</b>
Move Backward Through Dialog Controls	<b>SHIFT+TAB</b>
Move To Another Page	<b>CTRL+TAB</b>
Reverse Direction Through Pages	<b>CTRL+SHIFT+TAB</b>
Select or Deselect In List View	<b>SPACEBAR</b> or <b>CTRL+SPACEBAR</b>
Toggle a Check Box On/Off	<b>SPACEBAR</b>

## 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	<b>BACKSPACE</b>
Select One Character Left	<b>SHIFT+LEFT ARROW</b>
Select One Character Right	<b>SHIFT+RIGHT ARROW</b>
Select One Word Left	<b>CTRL+SHIFT+LEFT ARROW</b>
Select One Word Right	<b>CTRL+SHIFT+RIGHT ARROW</b>
Select to Beginning of Line	<b>SHIFT+HOME</b>
Select to End of Line	<b>SHIFT+END</b>
Select to Beginning of Document	<b>CTRL+SHIFT+HOME</b>
Select to End of Document	<b>CTRL+SHIFT+END</b>
Select All	<b>CTRL+A</b>

## Keystrokes for Windows Explorer

Description	Command
Delete Files	<b>DELETE</b>
Rename a File or Folder	<b>F2</b>
Open Properties for Selected File or Folder	<b>ALT+ENTER</b>
Refresh a Window	<b>F5</b>
Switch Between Windows	<b>F6 or TAB</b>
Go Up One Level	<b>BACKSPACE</b>
Untruncate Columns in List View	<b>CTRL+NUM PAD PLUS</b>

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