

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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