

# Keystrokes

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## Internet Explorer Keystrokes

### General:

Go Back a Page	<b>ALT+LEFT ARROW</b>
Read Address Bar	<b>INSERT+A</b>
Next Link	<b>TAB</b>
Prior Link	<b>SHIFT+TAB</b>
Open Link	<b>ENTER</b>
List Frames	<b>INSERT+F9</b>
List Links	<b>INSERT+F7</b>
List Headings	<b>INSERT+F6</b>
Personalized Web Settings	<b>SHIFT+INSERT+V</b>
Virtual HTML Features	<b>INSERT+F3</b>
Activate Mouse Over	<b>CTRL+ENTER</b>
JAWS Find Next and Previous (IE only)	<b>F3</b> and <b>SHIFT+F3</b>

### Navigation Quick Keys:

Move to Next Anchor	<b>A*</b>
Move to Next Button	<b>B*</b>
Next Combo Box	<b>C*</b>
Next Different Element	<b>D</b>
Next Edit Box	<b>E*</b>
Next Form Control	<b>F</b>
Move to Next Graphic	<b>G*</b>
Next Heading	<b>H</b>
Next Item in a List	<b>I*</b>
Jump to Line	<b>J</b>
Next PlaceMarker	<b>K</b>
Next List	<b>L*</b>
Next Frame	<b>M</b>
Skip Past Links	<b>N</b>
Move to Next Object Tag	<b>O</b>
Next Paragraph	<b>P*</b>
Move to Next Quote	<b>Q*</b>
Next Radio Button	<b>R*</b>
Next Same Element	<b>S</b>
Next Table	<b>T*</b>
Next Unvisited Link	<b>U</b>
Next Visited Link	<b>V</b>
Next Check Box	<b>X*</b>
Move to Next Division	<b>Z*</b>
Previous Element	<b>SHIFT+COMMA</b>
Next Element	<b>SHIFT+PERIOD</b>

**Tip:** If you hold down **SHIFT** before pressing one of the Navigation Quick Keys listed above, you can move to the previous instance of that element. In addition, if you hold down **CTRL+SHIFT** while pressing keystrokes with an asterisk (\*) next to them, JAWS displays a list of those elements on the page.

### Forms:

Enter Forms Mode	<b>ENTER</b>
Exit Forms Mode	<b>NUM PAD PLUS</b>
List of Form Fields	<b>INSERT+F5</b>

### Tables:

Next Row	<b>WINDOWS KEY+DOWN ARROW</b>
Prior Row	<b>WINDOWS KEY+UP ARROW</b>
Read Row	<b>WINDOWS KEY+COMMA</b>
Read Column	<b>WINDOWS KEY+PERIOD</b>
Next Cell in Row	<b>ALT+CTRL+RIGHT ARROW</b>
Prior Cell in Row	<b>ALT+CTRL+LEFT ARROW</b>

Cell Below in Column	<b>ALT+CTRL+DOWN ARROW</b>
Cell Above in Column	<b>ALT+CTRL+UP ARROW</b>
Read Current Cell	<b>ALT+CTRL+NUM PAD 5</b>
Jump to Table Cell	<b>CTRL+J</b>
Return to Previous Table Cell	<b>CTRL+SHIFT+J</b>
Move to First Cell	<b>ALT+CTRL+HOME</b>
Move to Last Cell	<b>ALT+CTRL+END</b>
Read Row to Cell	<b>LEFT+SHIFT+R</b>
Read Row from Cell	<b>RIGHT+SHIFT+R</b>
Read Column to Cell	<b>LEFT+SHIFT+C</b>
Read Column from Cell	<b>RIGHT+SHIFT+C</b>

### **PlaceMarkers:**

List PlaceMarkers	<b>CTRL+SHIFT+K</b>
Add Temporary PlaceMarker	<b>CTRL+K</b>
Move to the Next or Prior PlaceMarker	<b>K</b> or <b>SHIFT+K</b>

Read Text at PlaceMarker 1-0	<b>CTRL+SHIFT+number</b>
0 Move to PlaceMarker 1- 0	<b>0 CTRL+SHIFT+number</b> twice quickly

**Note:** The JAWS help system includes detailed information about using Internet Explorer. From within Internet Explorer, press and hold **INSERT** and press **F1** twice quickly. Once JAWS help is open, press **F6** to move to the help topic window.

## Desktop Keystrokes

### For Reading Text:

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

Spell Line	<b>INSERT+UP ARROW</b> twice quickly
Say Prior Line	<b>UP ARROW</b>
Say Next Line	<b>DOWN ARROW</b>
Say Sentence	<b>ALT+NUM PAD 5</b>
Say Prior Sentence	<b>ALT+UP ARROW</b>
Say Next Sentence	<b>ALT+DOWN ARROW</b>
Say Paragraph	<b>CTRL+NUM PAD 5</b>
Say Prior Paragraph	<b>CTRL+UP ARROW</b>
Say Next Paragraph	<b>CTRL+DOWN ARROW</b>
Say to Cursor	<b>INSERT+HOME</b>
Say from Cursor	<b>INSERT+PAGE UP</b>
Say All	<b>INSERT+DOWN ARROW</b>
Rewind During a Say All	<b>LEFT ARROW</b>
Fast Forward During a Say All	<b>RIGHT ARROW</b>
Say Color	<b>INSERT+5</b> on the numbers row

Say Font	<b>INSERT+F</b>
Start Skim Reading	<b>CTRL+INSERT+DOWN ARROW</b>
Change Skim Reading Preferences	<b>CTRL+SHIFT+INSERT+DOWN ARROW</b>
Display Skim Reading Summary	<b>CTRL+WINDOWS Key+DOWN ARROW</b>

### **For Temporarily Changing Voice Rate During SayAll:**

Increase Voice Rate	<b>PAGE DOWN</b>
Decrease Voice Rate	<b>PAGE UP</b>

### **When not in SayAll:**

Increase Voice Rate	<b>ALT+CTRL+PAGE DOWN</b>
Decrease Voice Rate	<b>ALT+CTRL+PAGE UP</b>
Restore Normal Voice Settings	<b>INSERT+ESC</b>

### **Informational:**

Interrupt Speech	<b>CTRL</b>
Say Window Title	<b>INSERT+T</b>

Say Window Prompt and Text	<b>INSERT+TAB</b>
JAWS Find	<b>INSERT+CTRL+ F</b>
JAWS Find Next	<b>INSERT+F3</b>
JAWS Find Previous	<b>INSERT+SHIFT+F3</b>
Say Top Line of Window	<b>INSERT+END</b>
Say Bottom Line of Window	<b>INSERT+PAGE DOWN</b>
Say Selected Text	<b>INSERT+SHIFT+DOWN ARROW</b>
Say Application Version	<b>INSERT+CTRL+V</b>

### **For Cursors:**

PC Cursor	<b>NUM PAD PLUS</b>
JAWS Cursor	<b>NUM PAD MINUS</b>
Route PC Cursor to JAWS Cursor	<b>INSERT+NUM PAD PLUS</b>
Route JAWS Cursor to PC Cursor	<b>INSERT+NUM PAD MINUS</b>
Left Mouse Button	<b>NUM PAD SLASH</b>

Right Mouse Button

**NUM PAD STAR**

Drag and Drop

**CTRL+INSERT+NUM  
PAD SLASH**

Restrict JAWS Cursor

**INSERT+R****For Dialog Boxes:**Say Default Button of  
Dialog Box**INSERT+E**

Read Current Window

**INSERT+B**

Read Word in Context

**INSERT+C**Say Current Control Hot  
Key**SHIFT+NUM PAD 5**

Open Combo Box

**ALT+DOWN ARROW**

Close Combo Box

**ALT+UP ARROW****For Help:**

Screen Sensitive 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:**

JAWS Window

**INSERT+J**

Refresh Screen

**INSERT+ESCAPE**

Adjust JAWS Verbosity

**INSERT+V**

Run JAWS Manager

**INSERT+F2**

Shut Down JAWS

**INSERT+F4**

Window List Dialog

**INSERT+F10**Select a System Tray  
Icon Dialog**INSERT+F11**

Say System Time

**INSERT+F12**

Say System Date

**INSERT+F12 twice  
quickly**

Graphics Labeler

**INSERT+G**

AutoGraphics Labeler

**CTRL+INSERT+G**

Pass Key Through

**INSERT+3** on the  
numbers row

Virtualize Window

**CTRL+INSERT+W**

Select Scheme	<b>ALT+INSERT+S</b>
Select Language	<b>CTRL+WINDOWS KEY+L</b>
Select Synthesizer	<b>CTRL+INSERT+S</b>
Minimize All Applications	<b>WINDOWS KEY+M</b>

### For Frames:

Frame Get Top Left	<b>CTRL+SHIFT+LEFT BRACKET</b>
Frame Get Bottom Right	<b>CTRL+SHIFT+RIGHT BRACKET</b>
Frame Set to Window	<b>CTRL+SHIFT+LEFT BRACKET twice quickly</b>

## Laptop Keystrokes

### For Reading Text:

Say Character	<b>CAPS LOCK+COMMA</b>
Say Prior Character	<b>CAPS LOCK+M</b>
Say Next Character	<b>CAPS LOCK+PERIOD</b>
Say Word	<b>CAPS LOCK+K</b>

Spell Word	<b>CAPS LOCK+K twice quickly</b>
Say Prior Word	<b>CAPS LOCK+J</b>
Say Next Word	<b>CAPS LOCK+L</b>
Say Line	<b>CAPS LOCK+I</b>
Spell Line	<b>CAPS LOCK+UP ARROW twice quickly</b>
Say Prior Line	<b>CAPS LOCK+U</b>
Say Next Line	<b>CAPS LOCK+O</b>
Say Sentence	<b>CAPS LOCK+H</b>
Say Prior Sentence	<b>CAPS LOCK+Y</b>
Say Next Sentence	<b>CAPS LOCK+N</b>
Say Paragraph	<b>CAPS LOCK+CTRL +I</b>
Say Prior Paragraph	<b>CAPS LOCK+CTRL+ U</b>
Say Next Paragraph	<b>CAPS LOCK+CTRL+ O</b>
Say to Cursor	<b>CAPS LOCK+SHIFT+J</b>
Say from Cursor	<b>CAPS LOCK+SHIFT+L</b>
Say All	<b>CAPS LOCK+A</b>

Rewind During a Say All	<b>LEFT ARROW</b>
Fast Forward During a Say All	<b>RIGHT ARROW</b>
Say Color	<b>CAPS LOCK+5</b>
Say Font	<b>CAPS LOCK+F</b>
Start Skim Reading	<b>CTRL+CAPS LOCK+DOWN ARROW</b>
Change Skim Reading Preferences	<b>CTRL+SHIFT+CAPS LOCK+DOWN ARROW</b>

### **For Temporarily Changing Voice Rate During Say All:**

Increase Voice Rate	<b>PAGE DOWN</b>
Decrease Voice Rate	<b>PAGE UP</b>

### **When not in Say All:**

Increase Voice Rate	<b>ALT+CTRL+PAGE DOWN</b>
Decrease Voice Rate	<b>ALT+CTRL+PAGE UP</b>
Restore Normal Voice Settings	<b>CAPS LOCK+ESC</b>

### **Informational:**

Interrupt Speech	<b>CTRL</b>
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Say Window Title	<b>CAPS LOCK+T</b>
Say Window Prompt and Text	<b>CAPS LOCK+TAB</b>
JAWS Find	<b>CAPS LOCK+ CTRL +F</b>
JAWS Find Next	<b>CAPS LOCK+F3</b>
JAWS Find Previous	<b>CAPS LOCK+SHIFT+F3</b>
Say Top Line of Window	<b>CAPS LOCK+SHIFT+Y</b>
Say Bottom Line of Window	<b>CAPS LOCK+SHIFT+N</b>
Say Selected Text	<b>CAPS LOCK+SHIFT+A</b>
Get Application Version	<b>CAPS LOCK+CTRL +V</b>

### **For Cursors:**

PC Cursor	<b>CAPS LOCK+SEMICOLON</b>
JAWS Cursor	<b>CAPS LOCK+P</b>
Route PC Cursor to JAWS Cursor	<b>CAPS LOCK+APOSTROPHE</b>
Route JAWS Cursor to PC Cursor	<b>CAPS LOCK+LEFT BRACKET</b>

Left Mouse Button	<b>CAPS LOCK+8</b>
Right Mouse Button	<b>CAPS LOCK+9</b>
Left Mouse Button Lock	<b>CTRL+8</b>
Drag and Drop	<b>CAPS LOCK+CTRL +8</b>
Restrict JAWS Cursor	<b>CAPS LOCK+R</b>

### **For Dialog Boxes:**

Say Default Button of Dialog Box	<b>CAPS LOCK+E</b>
Read Current Window	<b>CAPS LOCK+B</b>
Read Word in Context	<b>CAPS LOCK+C</b>
Say Current Control Hot Key	<b>CAPS LOCK+SHIFT+COMMA</b>
Open Combo Box	<b>ALT+DOWN ARROW</b>
Close Combo Box	<b>ALT+UP ARROW</b>

### **For Help:**

Screen Sensitive 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:**

JAWS Window	<b>INSERT+J</b>
Refresh Screen	<b>CAPS LOCK+ESCAPE</b>
Adjust JAWS Verbosity	<b>CAPS LOCK+V</b>
Run JAWS Manager	<b>CAPS LOCK+F2</b>
Shut Down JAWS	<b>CAPS LOCK+F4</b>
Window List Dialog	<b>CAPS LOCK+F10</b>
Select a System Tray Icon Dialog	<b>CAPS LOCK+F11</b>
Say System Time	<b>CAPS LOCK+F12</b>
Say System Date	<b>CAPS LOCK+F12</b> twice quickly
Graphics Labeler	<b>CAPS LOCK+G</b>
AutoGraphics Labeler	<b>CAPS LOCK+ CTRL +G</b>

Pass Key Through	<b>CAPS LOCK+3</b>
Minimize All Applications	<b>WINDOWS KEY+M</b>
Select Scheme	<b>CAPS LOCK+ALT+S</b>
Select Language	<b>WINDOWS KEY+CTRL+L</b> or <b>CAPS LOCK+CTRL+L</b>
Select Synthesizer	<b>CAPS LOCK+CTRL+S</b>
Virtualize Window	<b>CAPS LOCK+CTRL+W</b>

**For Frames:**

Frame Get Top Left	<b>CTRL+SHIFT+LEFT BRACKET</b>
Frame Get Bottom Right	<b>CTRL+SHIFT+RIGHT BRACKET</b>
Frame Set to Window	<b>CTRL+SHIFT+LEFT BRACKET</b> twice quickly

# **Windows Keystrokes**

## **General:**

Get Help	<b>F1</b>
Open the Start menu	<b>CTRL+ESC</b> or <b>WINDOWS KEY</b>
Open Windows Explorer	<b>WINDOWS KEY+E</b>
Open Run Dialog	<b>WINDOWS KEY+R</b>
Find File or Folder from Desktop	<b>F3</b>
Minimize All Applications	<b>WINDOWS KEY+M</b>
Switch between open applications	<b>ALT+TAB</b>
Quit the active application	<b>ALT+F4</b>

### **For Windows and Menus:**

Open the application control menu	<b>ALT+SPACE BAR</b>
Move to the Menu bar in application	<b>ALT</b>
Choose a Menu item	<b>ENTER</b>
Move between menus	<b>ALT, ARROW KEYS</b>

Cancel or close a menu	<b>ESC</b>
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</b> or <b>SHIFT+F10</b>

### For Dialog Boxes:

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>

### For Reading Text:

Move One Character Left	<b>LEFT ARROW</b>
Move One Character Right	<b>RIGHT ARROW</b>
Move One Word Left	<b>CTRL+LEFT ARROW</b>
Move One Word Right	<b>CTRL+RIGHT ARROW</b>
Move to Beginning of Line	<b>HOME</b>
Move to End of Line	<b>END</b>
Move One Paragraph Up	<b>CTRL+UP ARROW</b>
Move One Paragraph Down	<b>CTRL+DOWN ARROW</b>
Scroll up one screen	<b>PAGE UP</b>
Scroll down one screen	<b>PAGE DOWN</b>
Move to beginning	<b>CTRL+HOME</b>
Move to end	<b>CTRL+END</b>

### **For Editing Text:**

Copy	<b>CTRL+C</b>
Cut	<b>CTRL+X</b>

Paste	<b>CTRL+V</b>
Undo	<b>CTRL+Z</b>
Delete current character	<b>DELETE</b>
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	<b>CTRL+SHIFT+HOME</b>
Select to end	<b>CTRL+SHIFT+END</b>
Select All	<b>CTRL+A</b>

**For Windows Explorer:**

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</b> or <b>TAB</b>
Go up one level	<b>BACKSPACE</b>