JAWS® for Windows®

Quick Start Guide

Freedom Scientific, Inc.

440541-001 Rev E
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Welcome to JAWS for Windows

Freedom Scientific has developed a full range of screen reading and screen magnification software, notetakers, braille displays, and other devices for blind and visually impaired computer users. With our products, users can access a whole world of information, education, and job-related applications for browsing the Web, reading or writing e-mail messages, working with spreadsheets, or accessing information in a database. Our software is the product of choice for blind and visually impaired people around the world.

Freedom Scientific leads by example, with software developed by blind people for blind people. Many of our developers, technical support personnel, and sales representatives are users of our products. We are dedicated to remaining at the forefront of assistive technology, ensuring our own progress in addition to that of the blind and low vision community at large.

JAWS offers comprehensive screen reading capability for Windows that includes extended product customization through powerful utility managers.
System Requirements

The system requirements for JAWS are listed below.

<table>
<thead>
<tr>
<th>Specification</th>
<th>Minimum Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor speed</td>
<td>Minimum 1.5 GHz processor</td>
</tr>
<tr>
<td>Memory (RAM)</td>
<td>4 GB recommended (64-bit) or 2 GB recommended (32-bit)</td>
</tr>
</tbody>
</table>
| Required hard disk space                   | 1.6 GB required during installation
20 MB to 690 MB required per voice for installing Vocalizer Expressive, Vocalizer Direct, or RealSpeak Solo Direct voices (file sizes will vary depending on the voice installed) |
| Video                                      | A display adapter capable of at least 800 x 600 screen resolution with 16-bit color (1024 x 768 screen resolution with 32-bit color recommended) |
| Sound                                      | Windows compatible sound card (for speech)                                            |

Older Versions of JAWS needed for Windows XP installations are still available from the Freedom Scientific Web site.
The Setup Wizard will install JAWS on your computer. The Setup Wizard provides you with speech during installation and, if you have a Focus braille display or PAC Mate™ Portable Braille Display, allows you to read the screen using braille.

**Note:** You must be logged on to an account with administrator privileges to install JAWS.

To install JAWS on your computer, do the following:

1. Insert your program DVD. When the Freedom Scientific Product Setup dialog box opens, press ENTER to choose the JAWS Screen Reader button. Press ENTER again to choose the Setup button.

2. You will hear a series of clicks as the talking installer loads. This process takes several minutes, so please be patient. If you are instructed to, reboot your computer.

3. After the Setup Wizard starts, you are asked to accept the End User License Agreement, and then to choose between performing a typical or custom installation. Choose the custom installation only if you want to choose a different folder for the program, install remote access client support, or select additional speech synthesizers and braille displays.

4. After selecting a setup type, follow the instructions to complete the installation. During this process, you are asked if you want to install drivers for additional speech synthesizers and braille displays. If you choose Yes, follow the instructions provided to select the devices you want to use.

5. When the installation is complete, choose FINISH to exit the Setup Wizard.
6. If this is a new JAWS installation, the next step is to complete the activation process. Otherwise, the JAWS Startup Wizard opens. Use it to install basic training materials and configure basic JAWS parameters.

**Activating JAWS**

Internet License Manager lets you activate JAWS using an Internet connection. The activation process begins automatically when you start JAWS.

**Note:** If you do not have an Internet connection, you can activate JAWS by telephone, fax, or with the assistance of a trusted third party that has Internet access. For more information on these options, choose Activation Help when the activation process begins.

To activate JAWS using the Internet, do the following:

1. In the Activation dialog box, choose Start Activation.

2. Read the message that displays and then use the ARROW keys to select Internet (RECOMMENDED), and then press ENTER.

3. Insert the Authorization CD into your CD-ROM drive and choose Activate Using Authorization CD. You can find your Authorization CD in the bi-fold sleeve with your JAWS program DVD. If you do not have your Authorization CD, choose Enter Your Authorization Number Manually.

**Note:** If you have previously inserted your Authorization CD, you are not asked to insert it again. Continue to step 4 of the activation.

4. If you used your Authorization CD, your 20-digit Authorization number is automatically inserted into the Authorization Number edit box. If your Authorization number is not shown, type it into the edit box. You can find your Authorization number in print and braille on your JAWS DVD sleeve.

5. Press ENTER to continue. You will be asked to connect to the Internet if you have not already done so. You must establish an Internet connection before continuing with the activation.
6. If you have not registered JAWS, you are asked to do so now. Registering JAWS lets you receive technical support. Choose Register Now and complete the online registration form by following the instructions provided. You can choose to register later, but you must register the next time you activate JAWS.

7. After you submit your registration, Internet License Manager attempts to activate JAWS. This process may take several minutes. When the activation is successful, choose Finish.

**Note:** If Internet License Manager cannot activate JAWS, you may need to reconfigure your firewall. Refer to the Activation Help for more information.

**Dongle Authorization**

A dongle is a hardware device that you can connect to a computer's USB port (depending on the type of dongle). JAWS is authorized to run on that computer as long as the dongle remains connected. This is useful if you frequently need to use JAWS on many different computers and do not want to activate the program on each of them.

When JAWS starts, it first determines whether a dongle is connected to the computer. If one is connected, JAWS uses the features and information for the license associated with the dongle to authorize JAWS. If no dongle is connected, JAWS searches for the license information stored on the computer. You can use the Dongle Viewer utility to view information on the license associated with the dongle currently connected to your computer. To start this utility, open the Start menu and choose All Programs, JAWS, Tools, Dongle Viewer.

Dongles are sold separately or as an additional JAWS feature. If you want to purchase one, contact Freedom Scientific Sales.
Network JAWS

If you have a multi-user network license, your system administrator must use the enclosed Authorization CD to set up a license server on a Windows computer accessible to all clients that will use JAWS. The administrator will then activate the network license on the computer where he or she installed the license server. The Network Authorization Quick Start Guide, located on the Authorization CD, contains simple instructions for setting up the license server and activating the license.

Running JAWS Startup Wizard

The JAWS Startup Wizard is a helpful tool that lets you configure specific JAWS parameters, such as speech and braille preferences, verbosity settings, JAWS startup options, as well as to install basic training materials. During a new JAWS installation, the Startup Wizard appears after you complete product activation. However, it can always be accessed later from the JAWS Help menu by pressing ALT+H and choosing Startup Wizard.

Installing Vocalizer Expressive Voices

Included on the program DVD is the Vocalizer Expressive speech synthesizer. It contains a variety of voices in several languages. To install these voices, insert the DVD into your computer's DVD drive. Next, follow the instructions to select which voices you want to install, and complete the installation.

You can also preview voice samples, and then download and install voices by Opening the JAWS Help menu and selecting More Voices to go to the Vocalizer Expressive Voices page on the Freedom Scientific Web site.
FSReader and Training Materials

The JAWS program DVD includes basic training materials in a digital document format known as DAISY (Digital Accessible Information System). You can listen to and read the training modules by using FSReader (Freedom Scientific’s DAISY book reader), which is automatically installed with JAWS. By default, at least one DAISY book (FSReaderGettingStarted) is also installed.

Installing Training Materials When Installing JAWS

After initially installing JAWS from the product DVD, the JAWS Startup Wizard launches and prompts you to install training materials, which consists of at least two DAISY books (JAWS Basic Training and What’s New). To install these books, select the Install Training Materials check box, choose Next, and follow the remaining on-screen directions.

Note: There is an entire series of training and tutorial DAISY books available for Web download from Freedom Scientific. Use FSReader, as described in the following section, to select and download additional DAISY books, or visit the Training Web page on the Freedom Scientific Web site.

Installing Training Materials Later

If you decide not to install training materials during the initial product installation, you can always use FSReader to select, download, and install training files later. To install training materials, do the following:

1. Press INSERT+J to open the JAWS application window.

2. Press ALT+H to choose the Help menu, and then press ENTER to choose Training.

3. FSReader opens and displays the JAWS Training Table of Contents which contains links to all of the available DAISY training books. Use the ARROW keys to navigate to the book you want to download and install and then press ENTER. FSReader will automatically download and install the book and then open it.
4. Repeat this process for each book you want to download.

**Starting and Using FSReader**

The following describes how to start FSReader and open a DAISY book.

1. Do one of the following:
   - From the JAWS application window, press **ALT+H, T**, or
   - Choose the FSReader shortcut available on your desktop, and then press **CTRL+J**. The JAWS Training Materials Table of Contents opens. Each DAISY book is represented by a link.


3. Press **CTRL+P** to begin reading the book. Press **CTRL+P** again to pause reading the book. To fast forward five seconds, press **CTRL+PERIOD**. To rewind the book five seconds, press **CTRL+COMMA**.

   **Note:** As long as FSReader is running, **CTRL+P** will toggle between play and pause. If you want to print while FSReader is active, you must use an application’s Print command.

4. When you are finished reading the book, press **CTRL+J** to open another JAWS training book, press **ALT+F, O** to open a DAISY book from another provider, or press **ALT+F, X** to close and exit FSReader.

**Updating JAWS**

Freedom Scientific is continually seeking to improve and expand JAWS for Windows. Periodically, updates to JAWS will be released. It is recommended that you keep your software up-to-date so that you experience the greatest possible performance.

Updating your software is quick and easy. To search for updates to JAWS, do the following:
1. Establish a connection to the Internet.

2. Start JAWS.

3. From the Help menu, choose Check for Updates.

4. JAWS searches the Internet for updates and displays a list of any that are available to download. Use the arrow keys to move through the list, and press the SPACEBAR to select the check box next to any updates that you want to download and install. Choose the Details button to view more information about the currently selected update.

**Note:** If your computer has active firewall software (such as Windows Firewall), you may receive a warning indicating that either the FSAutoUpdate Application or FSAutoUpdate.exe is attempting to access the Internet. You must allow this process to access the Internet through the firewall in order to retrieve updates.

5. When you are finished selecting updates, choose the Install button. You may be required to restart your computer. If the updates are not installed successfully, repair your installation of JAWS (refer to the online help for more information) and then try the procedure again.
Getting Help

Freedom Scientific provides many ways to access help when using JAWS. With so many formats, you can always receive assistance in the most comfortable way possible.

JAWS Training Materials

The Basic Training for JAWS and the What’s New in JAWS training materials are included in DAISY format on your program DVD. You can also download training materials by using the FSReader DAISY reader included with JAWS. You can listen to and read the training modules by using FSReader. To start FSReader, open the Help menu and choose Training. For more information on using FSReader, select the "FSReaderGettingStarted" DAISY book and press ENTER.

The training materials are installed in the following folder: C:\Program Files\Freedom Scientific\Training\JAWS\enu. The JAWS Basic Training modules give you the best possible start on your road to mastering Windows with JAWS. The set takes you logically from starting JAWS to working in the Windows environment. The modules include actual samples of what you will hear as you perform various Windows and JAWS operations. All users are encouraged to take advantage of this training. Once JAWS is running, you should listen to all modules and perform the operations along with them.

JAWS Help System

Using the JAWS Help system is quick and easy. To start JAWS Help, press INSERT+J to switch to the JAWS window, press ALT+H to open the Help menu, and choose JAWS Help Topics.
When you first open JAWS Help, the Table of Contents appears on the left side of a split window. The Table of Contents lists a number of books and pages. Books are categories that contain pages. The pages are topics containing information. Use the UP and DOWN ARROW keys to move through the Table of Contents. Use RIGHT ARROW to open a book and LEFT ARROW to close a book. Press ENTER on a selected page to display the text of that topic and then press F6 to move to the topic window. Press F6 again to return to the Table of Contents, or press ALT+C to return to the Table of Contents from any section of the help system.

Use CTRL+TAB to access the Index and Search tabs in the Help system.

In almost all Windows applications, you can press F1 to open Help for that application. This is also true in the JAWS window and in the JAWS Managers (INSERT+F2), such as Keyboard Manager.

**Keystrokes to Get Help Wherever You Are**

JAWS Context Sensitive Help provides information on using various dialog box options, buttons, and other controls. To activate this feature, move to the control you want help for and press INSERT+F1. This is a quick way to get specific help for the program you are using.

Hot Key Help is a feature that provides you quick access to available JAWS keystrokes that might be useful. It is aware of the applications that you are using so it gives you the proper help based on what you are doing at the time. To activate Hot Key Help, press INSERT+H.

Many popular applications have an additional help feature available. Pressing INSERT+F1 twice quickly opens a JAWS Help topic for the currently running application. The Help topic typically contains an introduction to the application, JAWS commands, getting started tips, and helpful hints.
As you learn commands, JAWS Keyboard Help is a beneficial tool. It gives information on key combinations while you are working in any application. To activate JAWS Keyboard Help, press **INSERT+1**. JAWS then says, “Keyboard help on.” Press any key combination to hear a description of that command. Obtain a more extensive description of the command by holding down the first key or keys in the combination and pressing the last key twice quickly. If the command contains only one key, press this key twice quickly. For example, to get help on the Say All command you would press **INSERT+DOWN ARROW** twice quickly. While Keyboard Help is active, keystrokes that you press do not actually perform any action. Press **INSERT+1** again to turn off Keyboard Help.

You can also search for specific commands using the JAWS Command Search. Press **INSERT+SPACEBAR**, followed by **J** to open the Search for Commands window, begin typing text related to the type of command you want to perform, and JAWS will display commands matching what you entered along with their keystrokes.

The last keystroke to obtain help is **INSERT+W**, which provides help for some commonly used Windows application keystrokes.

### Freedom Scientific Training

Training classes and online Webinars are offered to those who want to train others in JAWS, to those who want to learn how to write scripts for JAWS, and to Web developers and others interested in making Web pages accessible. Training courses are also available which teach you how to use JAWS with various popular applications such as Microsoft Office. For more information on available training courses, visit our Web site at www.FreedomScientific.com or e-mail our Training department at training_info@FreedomScientific.com.
Technical Support

Our Technical Support staff provides assistance for the setup of JAWS and other Freedom Scientific products. Ongoing Technical Support is available for those users who purchase and register JAWS. Before calling Technical Support, please visit our Web site at www.FreedomScientific.com. You can also e-mail technical support at support@FreedomScientific.com, or call them at (727) 803-8600. When calling Freedom Scientific Technical Support, please have your JAWS serial number ready. To read your JAWS serial number, switch to the JAWS window and press **INSERT+PAGE DOWN** to read the status bar. You can also find the serial number in print and braille on your JAWS DVD sleeve.
Next Steps

New Users Start Here

If you are new to JAWS, there are numerous ways for you to get helpful information that will familiarize you with JAWS and its many features. Use the following to guide you to this subject matter.

- **JAWS Help File.** For a quick overview of JAWS, start with the About JAWS for Windows topic in the Introduction book of the JAWS Help file. After opening Help, use the DOWN ARROW and ENTER keys to navigate to and select this topic. Next, press F6 to move to the topic pane and begin reading. Read the remaining topics in this book to start using JAWS in just a few minutes. For more information about opening and using Help, refer to *JAWS Help System* on page 10 of this document.

- **Basic Training Materials.** For an in-depth introduction to JAWS, install and listen to the Basic Training DAISY files, which are available on your JAWS program DVD. For instructions describing how to install and locate these files, refer to *FSReader and Training Materials* on page 7 and *JAWS Training Materials* on page 10.

- **Reading and Navigating with JAWS.** Read the remainder of this chapter for a summary of useful reading and navigation keystrokes.

Reading Screens and Documents

You can access many speech functions in JAWS by using the numeric keypad (**NUM PAD**) located on the far right side of most keyboards. JAWS uses the INSERT key at the bottom left of the **NUM PAD** in combination with the other keys on this keypad to control what JAWS will speak.
To start JAWS reading the screen, press the key combination INSERT+DOWN ARROW. This is the Say All command. While using the Say All command, you can press the LEFT or RIGHT ARROW keys to rewind or fast forward through the text. You can also press PAGE UP or PAGE DOWN to increase or decrease the speech rate. To halt speech, press the CTRL key.

The following are additional keystroke combinations that use this keypad:

- NUM PAD 5 - Say Character
- INSERT+NUM PAD 5 - Say Word
- INSERT+NUM PAD 5 twice - Spell Word
- INSERT+LEFT ARROW - Say Prior Word
- INSERT+RIGHT ARROW - Say Next Word
- INSERT+UP ARROW - Say Line
- INSERT+HOME (the 7 key) - Say To Cursor
- INSERT+PAGE UP (the 9 key) - Say From Cursor
- INSERT+PAGE DOWN (the 3 key) - Say Bottom Line Of Window
- INSERT+END (the 1 key) - Say Top Line Of Window

More Reading Commands

There are more reading commands in addition to those listed previously. You can use the LEFT and RIGHT ARROW keys to move to and read the next or previous character. The UP and DOWN ARROW keys allow you to move to and read the previous or next line. Hold down the ALT key and press the UP or DOWN ARROW key to move through a document by sentence. Similarly, hold down CTRL and use the UP and DOWN ARROW keys to move through a document by paragraph.
Working with Dialog Boxes

Dialog boxes display information and allow you to interact with Windows programs. To move through the various options in a dialog box, press \texttt{TAB} or \texttt{SHIFT+TAB}. If the dialog box is divided into tabs, you can use \texttt{CTRL+TAB} to move between the tabs. Press \texttt{INSERT+TAB} to hear a description of the currently selected option.

Getting Started with the Internet

Internet Explorer allows you to view pages on the World Wide Web as well as interact with other people in several ways. JAWS uses the Virtual Cursor in Web pages, letting you read as you would in a word processing document. The Virtual Cursor is also available in other applications, such as HTML-based help systems, PDF files, and HTML e-mail. Many of the features discussed in this section are also available wherever the Virtual Cursor is used. For specific information on which features are available, refer to the JAWS help topic for the application you are using.

Reading and Moving through Web Pages

When you start Internet Explorer, your home page opens. If you don't have a home page specified, you can select a Web page from the Favorites or Bookmarks menu, or press \texttt{ALT+D} to move to the Address Bar and type in the address of a page. After you select a page, the browser loads it and JAWS announces the presence of frames, links, headings, and forms and begins speaking the text on the screen. To move through the page, use the standard JAWS reading commands.

\textbf{Note:} If you start to read before a page finishes loading, some of the page may not be available.

JAWS says, "Link," when it encounters a link to another document or portion of the page. To follow a link, press \texttt{ENTER} while positioned on the link. To go back to the previous page, press \texttt{ALT+LEFT ARROW} or \texttt{BACKSPACE}. To move forward one page after you have moved back, press \texttt{ALT+RIGHT ARROW}.
JAWS announces when an HTML element (such as text or an image) has the OnMouseOver attribute. This attribute causes an event to occur when the mouse pointer is moved over the element. When you move to an element with this attribute, press **CTRL+INSERT+ENTER** to simulate the effect of moving the mouse pointer over it. JAWS will tell you if any part of the page changes.

**Quick and Easy Navigation**

JAWS provides easy to use and remember commands to move through Web pages. You can press a single letter on your keyboard to move to an item. For example, you can press **T** for table, **F** for form control, **V** for visited link, **H** for heading, and so on. Add **SHIFT** to move to the previous element of that type. For a complete listing of these commands, refer to the JAWS help system.

**Displaying Lists of Information**

JAWS can compile lists of frames, links, headings, or form fields on a Web page so you can quickly find what you need. Press **INSERT+F9** to display a list of all frames on the current page. Press **INSERT+F7** to display a list of all links on the current page. Press **INSERT+F6** to display a list of all headings on the current page. Press **INSERT+F5** to display a list of all form fields on the current page. Use the arrow keys to select an item and press **ENTER** to move to it.

In addition, if you hold down **CTRL+INSERT** and press one of several Navigation Quick Keys, JAWS displays a list of those elements on the current page. You can then select an item using the arrow keys and press **ENTER** to move to it. For example, to display a list of check boxes on the current page, press **CTRL+INSERT+X**.

**Tip:** Pressing **INSERT+F3** allows you to view any of the lists of information that are available for Web pages.
Interacting with Forms

JAWS lets you easily work with forms on the Web. When you move into a form control, you can simply type in edit fields or select items in combo boxes and check boxes. This is known as Auto Forms Mode and is on by default. If you would like to have more control over a form, you can turn off Auto Forms Mode by pressing \texttt{INSERT+V} and then setting the Auto Forms Mode option to Manual.

To manually control a form, press \texttt{F} to move to the next form control on the page. Press \texttt{ENTER} to enter Forms Mode. Press the \texttt{TAB} key to move between form controls while in Forms Mode. Type in edit fields, select check boxes, and select items from lists and combo boxes. Press \texttt{NUM PAD PLUS} to exit Forms Mode.

If you like, you can set Auto Forms Mode on or off based on the Web pages that you visit. You can personalize settings for specific Web pages by opening Quick Settings (\texttt{INSERT+V}), selecting the Personalize Web Settings group, and then configuring the Auto Forms Mode option.
Keystrokes

Internet Explorer Keystrokes

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

**General**

- Go Back a Page: **ALT+LEFT ARROW** or **BACKSPACE**
- Go Forward a Page: **ALT+RIGHT ARROW**
- Go to Home Page: **ALT+HOME**
- Read Address Bar: **INSERT+A**
- Next Link: **TAB**
- Prior Link: **SHIFT+TAB**
- Open Link: **ENTER**
- List Frames: **INSERT+F9**
- List Links: **INSERT+F7**
- List Headings: **INSERT+F6**
- Heading at Level: 1 through 6
- Virtual HTML Features: **INSERT+F3**
- Activate Mouse Over: **CTRL+INSERT+ENTER**
- Move to Next Clickable Element: **SLASH**
- Move to Previous Clickable Element: **SHIFT+SLASH**
Select Clickable Element: INSERT+CTRL+SLASH
Select a Mouse Over Element: INSERT+CTRL+SEMICOLON
JAWS Find Next and Previous: F3 and SHIFT+F3 (Internet Explorer only)
Assign Custom Label: CTRL+INSERT+TAB
Move to Next Region: R
Move to Previous Region: SHIFT+R
Select a Region: INSERT+CTRL+R
ARIA Drag-and-Drop: WINDOWS Key+CTRL+EQUALS
ARIA Live Region Text Filter: WINDOWS Key+CTRL+DASH
Open Flexible Web Wizard: INSERT+SPACEBAR followed by X

Tabbed Browsing Quick Keys
Open a New Tab: CTRL+T
Open a New Tab from the Address Bar: ALT+ENTER (on address bar)
Open a New Tab from the Toolbar Search Box: ALT+ENTER (on 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 through 8
Switch to Last Tab  
CTRL+9

Close Current Tab  
CTRL+W or CTRL+F4

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

Opens and places focus on the Feeds tree view  
CTRL+J

Subscribe to Feeds or Web Slices  
ALT+J

(Internet Explorer 8 or later for Web Slices)

Navigation Quick Keys

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

Next Radio Button  A*

Next Button  B*

Next Combo Box  C*

Next Different Element  D

Next Edit Box  E*

Next Form Control  F
Next Graphic
Next Heading
Next Item in a List
Jump to Line
Next PlaceMarker
Next List
Next Frame
Skip Past Links
Next Object Tag
Next Paragraph
Move to Main Region
Next Region
Next Same Element
Next Table
Next Unvisited Link
Next Visited Link
Next Check Box
Next Division
Next Separator
Next Element
Previous Element
G*
H
I
J*
K*
L*
M
N
O
P*
Q
R*
S
T*
U
V
X*
Z*
DASH
SHIFT+PERIOD
SHIFT+COMMA
Forms

Enter Forms Mode
Exit Forms Mode
List Form Fields
First Form Field
Next Form Field
Prior Form Field
Last Form Field
Next Radio Button
Prior Radio Button
List Radio Buttons
Next Button
Prior Button
List Buttons
Next Combo Box
Prior Combo Box
List Combo Boxes
Next Edit Box
Prior Edit Box
List Edit Boxes
Next Check Box
Prior Check Box
List Check Boxes

ENTER
NUM PAD PLUS
INSERT+F5
INSERT+CTRL+HOME
F
SHIFT+F
INSERT+CTRL+END
A
SHIFT+A
CTRL+INSERT+A
B
SHIFT+B
CTRL+INSERT+B
C
SHIFT+C
CTRL+INSERT+C
E
SHIFT+E
CTRL+INSERT+E
X
SHIFT+X
CTRL+INSERT+X
# Tables

List keystrokes for table navigation

**Next Table**

T

**Prior Table**

SHIFT+T

**Select Table**

F8

**Next Row**

WINDOWS KEY+ALT+DOWN ARROW

**Prior Row**

WINDOWS KEY+ALT+UP ARROW

**Read Row**

WINDOWS KEY+COMMA or WINDOWS KEY+NUM PAD 5

**Next Column**

WINDOWS KEY+ALT+RIGHT ARROW

**Prior Column**

WINDOWS KEY+ALT+LEFT ARROW

**Read Column**

WINDOWS KEY+PERIOD

**Next Cell in Row**

ALT+CTRL+RIGHT ARROW

**Prior Cell in Row**

ALT+CTRL+LEFT ARROW

**Cell Below in Column**

ALT+CTRL+DOWN ARROW

**Cell Above in Column**

ALT+CTRL+UP ARROW

**Jump to Table Cell**

CTRL+WINDOWS KEY+J

**Return to Previous Cell**

CTRL+WINDOWS KEY+SHIFT+J
PlaceMarkers

Set Temporary PlaceMarker
(Permanent Marker for Word)
CTRL+WINDOWS Key+K

Add, Delete, Edit, or Rename
Permanent PlaceMarkers
CTRL+SHIFT+K

Move to the Next or Prior
PlaceMarker
K or SHIFT+K

Read Text at PlaceMarkers 1
through 4
Number Row Keys 7 through 0

Move to PlaceMarker 1 through
4
SHIFT+ number row keys 7
through 0

Return to PlaceMarker in Word
ALT+WINDOWS Key+K

Select Text from PlaceMarker to
Cursor Position
INSERT+SPACEBAR followed
by M

Frames

Next Frame
M

Prior Frame
SHIFT+M

List Frames
INSERT+F9

Elements

Next Same Element
S

Prior Same Element
SHIFT+S

Next Different Element
D

Prior Different Element
SHIFT+D

Next Element
SHIFT+PERIOD

Prior Element
SHIFT+COMMA
Select Entire Element
Display Entire Element
Display Detailed Element Information
Activate Mouse Over

**Desktop Keystrokes**

**For Reading Text**

- Say Character: NUM PAD 5
- Say Character Phonetically: NUM PAD 5 twice quickly
- Say Prior Character: LEFT ARROW
- Say Next Character: RIGHT ARROW
- Say Word: INSERT+NUM PAD 5
- Spell Word: INSERT+NUM PAD 5 twice quickly
- Say Prior Word: INSERT+LEFT ARROW
- Say Next Word: INSERT+RIGHT ARROW
- Say Line: INSERT+UP ARROW
- Spell Line: INSERT+UP ARROW twice quickly
- Say Prior Line: UP ARROW
- Say Next Line: DOWN ARROW
- Say Sentence: ALT+NUM PAD 5
- Say Prior Sentence: ALT+UP ARROW
- Say Next Sentence: ALT+DOWN ARROW
Say Paragraph
CTRL+NUM PAD 5
Say Prior Paragraph
CTRL+UP ARROW
Say Next Paragraph
CTRL+DOWN ARROW
Say to Cursor
INSERT+HOME
Say from Cursor
INSERT+PAGE UP
Say All
INSERT+DOWN ARROW
Rewind During Say All
LEFT ARROW
Fast Forward During Say All
RIGHT ARROW
Say Color
INSERT+5 on the numbers row
Increase Voice Rate During Say All
PAGE UP
Decrease Voice Rate During Say All
PAGE DOWN
Temporarily Increase Voice Rate When Not in Say All
ALT+CTRL+PAGE UP
Temporarily Decrease Voice Rate When Not in Say All
ALT+CTRL+PAGE DOWN
Permanently Increase Voice Rate When Not in Say All
ALT+WINDOWS KEY+CTRL+PAGE UP
Permanently Decrease Voice Rate When Not in Say All
ALT+WINDOWS KEY+CTRL+PAGE DOWN
Start Skim Reading
CTRL+INSERT+DOWN ARROW
Change Skim Reading Preferences
CTRL+SHIFT+INSERT+DOWN ARROW
Display Skim Reading Summary: INSERT+WINDOWS KEY+DOWN ARROW

Toggle Speech On and Off: INSERT+SPACEBAR, followed by S

**Informational**

Interrupt Speech: CTRL

Say Font: INSERT+F

Say Window Title: INSERT+T

Say Window Prompt and Text: INSERT+TAB

JAWS Find: CTRL+INSERT+F

JAWS Find Next: INSERT+F3

JAWS Find Previous: INSERT+SHIFT+F3

Say Top Line of Window: INSERT+END

Say Bottom Line of Window: INSERT+PAGE DOWN

Say Selected Text: INSERT+SHIFT+ DOWN ARROW

Get Application Version: CTRL+INSERT+V

**For Cursors and Mouse**

PC Cursor: NUM PAD PLUS

JAWS Cursor: NUM PAD MINUS

Touch Cursor: SHIFT+NUM PAD PLUS

Route PC Cursor to JAWS Cursor: INSERT+NUM PAD PLUS

Route JAWS Cursor to PC Cursor: INSERT+NUM PAD MINUS
Left Mouse Button: NUM PAD SLASH
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 Window from Top to Bottom: 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
Announce Progress Bar Status: INSERT+TAB

**For Help**

JAWS Command Search: INSERT+SPACEBAR, followed by J
Context Sensitive Help: INSERT+F1
Keyboard Help: INSERT+1
JAWS Help for Applications: INSERT+F1 twice quickly
Hot Key Help: INSERT+H
Windows Key Help: INSERT+W
**Miscellaneous**

- JAWS Window: `INSERT+J`
- Refresh Screen: `INSERT+ESC`
- Quick Settings: `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`
- Graphics Labeler: `INSERT+G`
- Auto Graphics Labeler: `CTRL+INSERT+G`
- Pass Key Through: `INSERT+3` on the numbers row
- Virtualize Window: `ALT+INSERT+W`
- Virtualize Current Control: `ALT+SHIFT+INSERT+W`
- Select Scheme: `ALT+INSERT+S`
- Select Language: `CTRL+WINDOWS KEY+L`
- Select Voice Profile: `CTRL+INSERT+S`
- Read Columns 1 through 10 of a List View: `CTRL+INSERT+n`, where `n` is a value from 1, 2, 3 through 0
- Copy Selected Text to FSClipboard: `INSERT+WINDOWS KEY+C`
- Show Speech History: `INSERT+SPACEBAR` followed by H
For Frames

Frame Get Top Left  
CTRL+SHIFT+LEFT BRACKET

Frame Get Bottom Right  
CTRL+SHIFT+RIGHT BRACKET

Frame Set to Window  
CTRL+SHIFT+LEFT BRACKET twice quickly

For JAWS Tandem

Ends JAWS Tandem Session  
INSERT+ALT+T

Toggle Between Target and Controller Desktop (Controller User only)  
INSERT+ALT+TAB

Toggle Video On or Off on Controller (Controller User only)  
INSERT+CTRL+SHIFT+V

For Research It

Open Research It  
INSERT+SPACEBAR, followed by R

Launch Research It Using the Primary Lookup Source  
INSERT+WINDOWS Key+R

For Convenient OCR

Recognize current PDF document  
INSERT+SPACEBAR, followed by O, and then D

Recognize current application window  
INSERT+SPACEBAR, followed by O, and then W

Recognize entire screen  
INSERT+SPACEBAR, followed by O, and then S

Recognize currently selected control  
INSERT+SPACEBAR, followed by O, and then C
Cancel recognition while in progress

Insert + spacebar, followed by O, and then Q

Announce help message for OCR commands

Insert + spacebar, followed by O, and then question mark

For Touch Cursor

Touch Cursor

Shift + num pad plus

Next Object

Right arrow or tab

Prior Object

Left arrow or shift + tab

Next Object by Type

Down arrow

Prior Object by Type

Up arrow

Cycle Through Object Navigation Types

Page up or page down

First Object

Ctrl + home

Last Object

Ctrl + end

Say Current Object

Insert + up arrow

Say All with Touch Cursor

Insert + down arrow

Route Touch Cursor to Focused Object

Insert + num pad plus

Text Review

Num pad slash or insert + enter

Advanced Navigation

Num pad star
Laptop Keystrokes

For Reading Text

<table>
<thead>
<tr>
<th>Operation</th>
<th>Key Combination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Say Character</td>
<td>CAPS LOCK+COMMA</td>
</tr>
<tr>
<td>Say Character Phonetically</td>
<td>CAPS LOCK+COMMA twice quickly</td>
</tr>
<tr>
<td>Say Prior Character</td>
<td>CAPS LOCK+M</td>
</tr>
<tr>
<td>Say Next Character</td>
<td>CAPS LOCK+PERIOD</td>
</tr>
<tr>
<td>Say Word</td>
<td>CAPS LOCK+K</td>
</tr>
<tr>
<td>Spell Word</td>
<td>CAPS LOCK+K twice quickly</td>
</tr>
<tr>
<td>Say Prior Word</td>
<td>CAPS LOCK+J</td>
</tr>
<tr>
<td>Say Next Word</td>
<td>CAPS LOCK+L</td>
</tr>
<tr>
<td>Say Line</td>
<td>CAPS LOCK+I</td>
</tr>
<tr>
<td>Spell Line</td>
<td>CAPS LOCK+I twice quickly</td>
</tr>
<tr>
<td>Say Prior Line</td>
<td>CAPS LOCK+U</td>
</tr>
<tr>
<td>Say Next Line</td>
<td>CAPS LOCK+O</td>
</tr>
<tr>
<td>Say Sentence</td>
<td>CAPS LOCK+H</td>
</tr>
<tr>
<td>Say Prior Sentence</td>
<td>CAPS LOCK+Y</td>
</tr>
<tr>
<td>Say Next Sentence</td>
<td>CAPS LOCK+N</td>
</tr>
<tr>
<td>Say Paragraph</td>
<td>CAPS LOCK+CTRL+I</td>
</tr>
<tr>
<td>Say Prior Paragraph</td>
<td>CAPS LOCK+CTRL+U</td>
</tr>
<tr>
<td>Say Next Paragraph</td>
<td>CAPS LOCK+CTRL+O</td>
</tr>
<tr>
<td>Say to Cursor</td>
<td>CAPS LOCK+SHIFT+J</td>
</tr>
<tr>
<td>Say from Cursor</td>
<td>CAPS LOCK+SHIFT+L</td>
</tr>
<tr>
<td>Action</td>
<td>Shortcut</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Say All</td>
<td>CAPS LOCK+A</td>
</tr>
<tr>
<td>Rewind During a Say All</td>
<td>LEFT ARROW</td>
</tr>
<tr>
<td>Fast Forward During a Say All</td>
<td>RIGHT ARROW</td>
</tr>
<tr>
<td>Say Color</td>
<td>CAPS LOCK+5</td>
</tr>
<tr>
<td>Increase Voice Rate During Say All</td>
<td>PAGE UP</td>
</tr>
<tr>
<td>Decrease Voice Rate During Say All</td>
<td>PAGE DOWN</td>
</tr>
<tr>
<td>Temporarily Increase Voice Rate When Not in Say All</td>
<td>ALT+CTRL+PAGE UP</td>
</tr>
<tr>
<td>Temporarily Decrease Voice Rate When Not in Say All</td>
<td>ALT+CTRL+PAGE DOWN</td>
</tr>
<tr>
<td>Permanently Increase Voice Rate When Not in Say All</td>
<td>ALT+WINDOWS KEY+CTRL+PAGE UP</td>
</tr>
<tr>
<td>Permanently Decrease Voice Rate When Not in Say All</td>
<td>ALT+WINDOWS KEY+CTRL+PAGE DOWN</td>
</tr>
<tr>
<td>Start Skim Reading</td>
<td>CAPS LOCK+CTRL+DOWN ARROW</td>
</tr>
<tr>
<td>Change Skim Reading Preferences</td>
<td>CAPS LOCK+CTRL+SHIFT+DOWN ARROW</td>
</tr>
<tr>
<td>Display Skim Reading Summary</td>
<td>CAPS LOCK+WINDOWS KEY+DOWN ARROW</td>
</tr>
<tr>
<td>Toggle Speech On and Off</td>
<td>CAPS LOCK+SPACEBAR, followed by S</td>
</tr>
</tbody>
</table>

**Informational**

<table>
<thead>
<tr>
<th>Action</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interrupt Speech</td>
<td>CTRL</td>
</tr>
<tr>
<td>Say Font</td>
<td>CAPS LOCK+F</td>
</tr>
<tr>
<td>Feature</td>
<td>Key Combination</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Say Window Title</td>
<td>CAPS LOCK+T</td>
</tr>
<tr>
<td>Say Window Prompt and Text</td>
<td>CAPS LOCK+TAB</td>
</tr>
<tr>
<td>JAWS Find</td>
<td>CAPS LOCK+CTRL+F</td>
</tr>
<tr>
<td>JAWS Find Next</td>
<td>CAPS LOCK+F3</td>
</tr>
<tr>
<td>JAWS Find Previous</td>
<td>CAPS LOCK+SHIFT+F3</td>
</tr>
<tr>
<td>Say Top Line of Window</td>
<td>CAPS LOCK+SHIFT+Y</td>
</tr>
<tr>
<td>Say Bottom Line of Window</td>
<td>CAPS LOCK+SHIFT+N</td>
</tr>
<tr>
<td>Say Selected Text</td>
<td>CAPS LOCK+SHIFT+A</td>
</tr>
<tr>
<td>Get Application Version</td>
<td>CAPS LOCK+CTRL+V</td>
</tr>
</tbody>
</table>

**For Cursors and Mouse**

<table>
<thead>
<tr>
<th>Feature</th>
<th>Key Combination</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC Cursor</td>
<td>CAPS LOCK+SEMICOLON</td>
</tr>
<tr>
<td>JAWS Cursor</td>
<td>CAPS LOCK+P</td>
</tr>
<tr>
<td>Touch Cursor</td>
<td>SHIFT+CAPS</td>
</tr>
<tr>
<td></td>
<td>LOCK+SEMICOLON</td>
</tr>
<tr>
<td>Route PC Cursor to JAWS Cursor</td>
<td>CAPS LOCK+APOSTROPHE</td>
</tr>
<tr>
<td>Route JAWS Cursor to PC Cursor</td>
<td>CAPS LOCK+LEFT BRACKET</td>
</tr>
<tr>
<td>Left Mouse Button</td>
<td>CAPS LOCK+8</td>
</tr>
<tr>
<td>Right Mouse Button</td>
<td>CAPS LOCK+9</td>
</tr>
<tr>
<td>Left Mouse Button Lock</td>
<td>CTRL+WINDOWS KEY+8</td>
</tr>
<tr>
<td>Right Mouse Button Lock</td>
<td>CTRL+WINDOWS KEY+9</td>
</tr>
<tr>
<td>Drag and Drop</td>
<td>CAPS LOCK+CTRL+8</td>
</tr>
<tr>
<td>Restrict JAWS Cursor</td>
<td>CAPS LOCK+R</td>
</tr>
</tbody>
</table>
### For Dialog Boxes

<table>
<thead>
<tr>
<th>Action</th>
<th>Key Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Say Default Button of Dialog</td>
<td>CAPS LOCK+E</td>
</tr>
<tr>
<td>Read Window in Tab Order</td>
<td>CAPS LOCK+B</td>
</tr>
<tr>
<td>Read Word in Context</td>
<td>CAPS LOCK+C</td>
</tr>
<tr>
<td>Say Current Control Hot Key</td>
<td>CAPS LOCK+SHIFT+COMMA</td>
</tr>
<tr>
<td>Open Combo Box</td>
<td>ALT+DOWN ARROW</td>
</tr>
<tr>
<td>Close Combo Box</td>
<td>ALT+UP ARROW</td>
</tr>
<tr>
<td>Announce Progress Bar Status</td>
<td>CAPS LOCK+TAB</td>
</tr>
</tbody>
</table>

### For Help

<table>
<thead>
<tr>
<th>Action</th>
<th>Key Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAWS Command Search</td>
<td>CAPS LOCK+SPACEBAR, followed by J</td>
</tr>
<tr>
<td>Context Sensitive Help</td>
<td>CAPS LOCK+F1</td>
</tr>
<tr>
<td>Keyboard Help</td>
<td>CAPS LOCK+1</td>
</tr>
<tr>
<td>JAWS Help for Applications</td>
<td>CAPS LOCK+F1 twice quickly</td>
</tr>
<tr>
<td>Hot Key Help</td>
<td>INSERT+H</td>
</tr>
<tr>
<td>Windows Key Help</td>
<td>CAPS LOCK+W</td>
</tr>
</tbody>
</table>

### Miscellaneous

<table>
<thead>
<tr>
<th>Action</th>
<th>Key Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAWS Window</td>
<td>INSERT+J</td>
</tr>
<tr>
<td>Refresh Screen</td>
<td>CAPS LOCK+ESC</td>
</tr>
<tr>
<td>Quick Settings</td>
<td>CAPS LOCK+V</td>
</tr>
<tr>
<td>Run JAWS Manager</td>
<td>CAPS LOCK+F2</td>
</tr>
<tr>
<td>Shut Down JAWS</td>
<td>CAPS LOCK+F4</td>
</tr>
<tr>
<td>Window List Dialog</td>
<td>CAPS LOCK+F10</td>
</tr>
</tbody>
</table>
Select a System Tray Icon Dialog
CAPS LOCK+F11

Say System Time
CAPS LOCK+F12

Graphics Labeler
CAPS LOCK+G

Auto Graphics Labeler
CAPS LOCK+CTRL+G

Pass Key Through
CAPS LOCK+3

Read Columns 1 through 10 of a List View
CTRL+INSERT+n, where n is a value from 1, 2, 3, through 0

Copy Selected Text to FSClipboard
CAPS LOCK+WINDOWS KEY+C

Show Speech History
CAPS LOCK+SPACEBAR followed by H

For Frames

Frame Get Top Left
CTRL+SHIFT+LEFT BRACKET

Frame Get Bottom Right
CTRL+SHIFT+RIGHT BRACKET

Frame Set to Window
CTRL+SHIFT+LEFT BRACKET twice quickly

For JAWS Tandem

Ends JAWS Tandem Session
INSERT+ALT+T

Toggle Between Target and Controller Desktop (Controller User only)
INSERT+ALT+TAB

Toggle Video On or Off on Controller (Controller User only)
INSERT+CTRL+SHIFT+V
For Research It

Open Research It

Launch Research It Using the Primary Lookup Source

For Convenient OCR

Recognize current PDF document

Recognize current application window

Recognize entire screen

Recognize currently selected control

Cancel recognition while in progress

Announce help message for OCR commands

For Touch Cursor

Touch Cursor

Next Object

Prior Object

Next Object by Type

Prior Object by Type

SHIFT+CAPS LOCK+SEMICOLON

RIGHT ARROW or TAB

LEFT ARROW or SHIFT+TAB

DOWN ARROW

UP ARROW
Cycle Through Object Navigation Types
  PAGE UP or PAGE DOWN
First Object
  CTRL+HOME
Last Object
  CTRL+END
Say Current Object
  CAPS LOCK+I
Say All with Touch Cursor
  CAPS LOCK+DOWN ARROW
Route Touch Cursor to Focused Object
  CAPS LOCK+APOSTROPHE
Text Review
  INSERT+ENTER
Advanced Navigation
  CAPS LOCK+A

Windows Keystrokes

General
Get Help
  F1
Open the Start menu
  CTRL+ESC
Open Windows Explorer
  WINDOWS KEY+E
Open Run Dialog
  WINDOWS KEY+R
Find File or Folder from Desktop
  F3
Minimize All Applications
  WINDOWS KEY+M
Switch Between Open Applications
  ALT+TAB
Quit the Active Application
  ALT+F4
### For Windows and Menus

<table>
<thead>
<tr>
<th>Action</th>
<th>Key Combinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open the Application Control Menu</td>
<td><strong>ALT+SPACEBAR</strong></td>
</tr>
<tr>
<td>Move to Current Application’s Menu Bar</td>
<td><strong>ALT</strong></td>
</tr>
<tr>
<td>Choose a Menu Item</td>
<td><strong>ENTER</strong></td>
</tr>
<tr>
<td>Move Between Menus</td>
<td><strong>ALT, ARROW KEYS</strong></td>
</tr>
<tr>
<td>Cancel or Close a Menu</td>
<td><strong>ESC</strong></td>
</tr>
<tr>
<td>Cancel or Close a Cascading Menu</td>
<td><strong>ALT</strong></td>
</tr>
<tr>
<td>Open a Child Window Control Menu</td>
<td><strong>ALT+DASH</strong></td>
</tr>
<tr>
<td>Close a Child Window</td>
<td><strong>CTRL+F4</strong></td>
</tr>
<tr>
<td>Open the Context Menu</td>
<td><strong>APPLICATIONS KEY or SHIFT+F10</strong></td>
</tr>
</tbody>
</table>

### For Dialog Boxes

<table>
<thead>
<tr>
<th>Action</th>
<th>Key Combinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move Through Dialog Controls</td>
<td><strong>TAB</strong></td>
</tr>
<tr>
<td>Move Backward Through Dialog Controls</td>
<td><strong>SHIFT+TAB</strong></td>
</tr>
<tr>
<td>Move to Another Page</td>
<td><strong>CTRL+TAB</strong></td>
</tr>
<tr>
<td>Reverse Direction Through Pages</td>
<td><strong>CTRL+SHIFT+TAB</strong></td>
</tr>
<tr>
<td>Select or Deselect in List View</td>
<td><strong>SPACEBAR or CTRL+SPACEBAR</strong></td>
</tr>
<tr>
<td>Toggle a Check Box On/Off</td>
<td><strong>SPACEBAR</strong></td>
</tr>
</tbody>
</table>
For Reading Text
Move One Character Left
Move One Character Right
Move One Word Left
Move One Word Right
Move to Beginning of Line
Move to End of Line
Move One Paragraph Up
Move One Paragraph Down
Scroll Up One Screen
Scroll Down One Screen
Move to Beginning
Move to End

For Editing Text
Copy
Cut
Paste
Read Clipboard Contents (Desktop or Laptop Layout)
Virtualize Clipboard Contents (Desktop or Laptop Layout)
Undo
Delete Current Character

LEFT ARROW
RIGHT ARROW
CTRL+LEFT ARROW
CTRL+RIGHT ARROW
HOME
END
CTRL+UP ARROW
CTRL+DOWN ARROW
PAGE UP
PAGE DOWN
CTRL+HOME
CTRL+END
CTRL+C
CTRL+X
CTRL+V
WINDOWS KEY+INSERT+X or
WINDOWS KEY+CAPS LOCK+X
INSERT+SPACEBAR followed by
C or CAPS LOCK+SPACEBAR
followed by c
CTRL+Z
DELETE
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  CTRL+SHIFT+HOME
Select to End  CTRL+SHIFT+END
Select All  CTRL+A

For Windows Explorer
Delete files  DELETE
Rename a file or folder  F2
Open Properties for Selected File or Folder  ALT+ENTER
Refresh a window  F5
Switch between panes  TAB and SHIFT+TAB
Go up one level  BACKSPACE
# Touch Gestures

## Gestures for Touch Navigation, Text Reading, and Speech Settings

<table>
<thead>
<tr>
<th>Gesture</th>
<th>Touch Navigation</th>
<th>Text Reading</th>
<th>Speech Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Flick right or left</strong></td>
<td>Next or prior object</td>
<td>Next or prior character</td>
<td>Increase or decrease speech rate</td>
</tr>
<tr>
<td><strong>Flick down or up</strong></td>
<td>Next or prior object (of the type previously set by two-finger flick right or left)</td>
<td>Next or prior line (or anywhere that UP/DOWN ARROW works to move by line)</td>
<td>Decrease or increase main volume settings</td>
</tr>
<tr>
<td><strong>2-Finger flick right or left</strong></td>
<td>Cycle forward or backward through object navigation types, such as regions, headings, list items, etc.</td>
<td>Next or prior word</td>
<td>-</td>
</tr>
<tr>
<td><strong>2-Finger flick up</strong></td>
<td>Say current object</td>
<td>Prior paragraph (Actually performs a CTRL+UP ARROW)</td>
<td>-</td>
</tr>
<tr>
<td>Gesture</td>
<td>Touch Navigation</td>
<td>Text Reading</td>
<td>Speech Settings</td>
</tr>
<tr>
<td>------------------------------</td>
<td>--------------------------------</td>
<td>--------------------------------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>2-Finger flick down</td>
<td>Say all</td>
<td>Next paragraph (Actually performs a CTRL+DOWN ARROW)</td>
<td>-</td>
</tr>
<tr>
<td>Triple tap</td>
<td>Select or clear an item in a list; decrease value in slider control</td>
<td>-</td>
<td>Toggles touch cursor on/off</td>
</tr>
<tr>
<td>3-Finger flick left or right</td>
<td>-</td>
<td>Beginning or end of current line (Actually performs a JAWS END/HOME)</td>
<td>-</td>
</tr>
<tr>
<td>3-Finger flick up or down</td>
<td>First or last object</td>
<td>Beginning or end of text area (Actually performs a CTRL+HOME/END)</td>
<td>-</td>
</tr>
<tr>
<td>4-Finger double tap</td>
<td>List gestures for touch navigation</td>
<td>List gestures for text reading</td>
<td>List gestures for speech settings</td>
</tr>
</tbody>
</table>

**Gestures for General Windows and JAWS Commands**

<table>
<thead>
<tr>
<th>Gesture</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double tap</td>
<td>Activate current object or tap it (Works for both touch navigation and text reading)</td>
</tr>
<tr>
<td>Gesture</td>
<td>Action</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2-Finger swipe right-left</td>
<td>Escape (Actually performs ESC for both touch navigation and text reading)</td>
</tr>
<tr>
<td>2-Finger swipe up-down</td>
<td>Close application (For both touch navigation and text reading)</td>
</tr>
<tr>
<td>2-Finger tap</td>
<td>Silence speech</td>
</tr>
<tr>
<td>2-Finger double tap</td>
<td>Same as pressing the APPLICATIONS key</td>
</tr>
<tr>
<td>2-Finger pinch in or out</td>
<td>Toggle Windows 8 semantic zoom feature</td>
</tr>
<tr>
<td>2-Finger rotate clockwise</td>
<td>Set next gesture mode</td>
</tr>
<tr>
<td>2-Finger rotate counter clockwise</td>
<td>Set prior gesture mode</td>
</tr>
<tr>
<td>3-Finger double tap</td>
<td>Toggle speech on/off</td>
</tr>
<tr>
<td>3-Finger swipe down</td>
<td>Scroll up touch navigation</td>
</tr>
<tr>
<td>3-Finger swipe up</td>
<td>Scroll down touch navigation</td>
</tr>
<tr>
<td>3-Finger swipe left</td>
<td>Scroll right touch navigation</td>
</tr>
<tr>
<td>3-Finger swipe right</td>
<td>Scroll left touch navigation</td>
</tr>
<tr>
<td>4-Finger tap</td>
<td>Display gesture context help</td>
</tr>
<tr>
<td>4-Finger triple tap</td>
<td>Gesture practice mode, similar to keyboard help</td>
</tr>
<tr>
<td>5-Finger tap</td>
<td>JAWS Manager dialog box (If the gesture mode is not already set to touch when this command is used, the mode is set to touch.)</td>
</tr>
<tr>
<td>Gesture</td>
<td>Action</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>5-Finger double tap</td>
<td>JAWS window (If the gesture mode is not already set to touch when this command is used, the mode is set to touch.)</td>
</tr>
<tr>
<td>5-Finger triple tap</td>
<td>Shut down JAWS (If the gesture mode is not already set to touch when this command is used, the mode is set to touch.)</td>
</tr>
</tbody>
</table>