Keystrokes

Web Browsing Keystrokes

Note: The JAWS help system includes detailed information about using the Internet. 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

Description Keystroke

Go Back a Page ALT+LEFT ARROW or

BACKSPACE

Go Forward a Page ALT+RIGHT ARROW

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

JAWS Find Next and Previous F3 and SHIFT+F3

Assign Custom Label CTRL+INSERT+TAB

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

Temporarily Toggle Smart

Navigation

INSERT+X

Tabbed Browsing Quick Keys

Description Keystroke

Open a New Tab CTRL+T

Open a New Tab from the

Address Bar

ALT+ENTER (on address bar)

Switch to the Next Tab CTRL+TAB

Switch to the Previous Tab CTRL+SHIFT+TAB

Switch to a Specific Tab CTRL+n, where n is a digit from

Number 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

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.

| Description | Keystroke |
|--|------------|
| Next Radio Button | A * |
| Next Button | B* |
| Next Combo Box, List Box, or Tree View | C* |
| Next Different Element | D |
| Next Edit Box | E* |
| Next Form Control | F |
| Next Graphic | G* |
| Next Heading | Н |
| Next Item in a List | I |
| Jump to Line | J* |
| Next PlaceMarker | K * |
| Next List | L* |
| Next Frame | M |
| Skip Past Links | N |
| Next Article | O * |
| Next Paragraph | P* |

Move to Main Region Q

Next Region R*

Next Same Element S

Next Table T*

Next Unvisited Link U

Next Visited Link V

Next Check Box X*

Next Division Z*

Next Tab Control APOSTROPHE*

Next Separator DASH

Next Clickable Element SLASH*

Next Mouse Over Element SEMICOLON*

Next Element SHIFT+PERIOD

Previous Element SHIFT+COMMA

Forms

Description Keystroke

Enter Forms Mode ENTER

Exit Forms Mode NUM PAD PLUS

List Form Fields INSERT+F5

First Form Field INSERT+CTRL+HOME

Next Form Field **F**

Prior Form Field SHIFT+F

Last Form Field INSERT+CTRL+END

Next Radio Button A

Prior Radio Button SHIFT+A

List Radio Buttons CTRL+INSERT+A

Next Button B

Prior Button SHIFT+B

List Buttons CTRL+INSERT+B

Next Combo Box, List Box, or

Tree View

Prior Combo Box, List Box, or SHIFT+C

Tree View

List Combo Boxes, List Boxes, CTRL+INSERT+C

or Tree Views

Next Edit Box E

Prior Edit Box SHIFT+E

List Edit Boxes CTRL+INSERT+E

Next Check Box X

Prior Check Box SHIFT+X

List Check Boxes CTRL+INSERT+X

Tables

Description Keystroke

List keystrokes for table INSERT+SPACEBAR, followed by

navigation T, and then QUESTION MARK

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

Keystrokes - 6

Jump to Table Cell CTRL+WINDOWS KEY+J

Return to Previous Cell CTRL+WINDOWS KEY+SHIFT+J

PlaceMarkers

Description Keystroke

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

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

Move to the Next or Prior K or SHIFT+K

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

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

Elements

PlaceMarker

Description Keystroke

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 F8

Display Entire Element SHIFT+INSERT+F1

Display Detailed Element

Information

CTRL+SHIFT+INSERT+F1

Activate Mouse Over INSERT+CTRL+ENTER

Desktop and Laptop Keystrokes

For Reading Text

| Description | Desktop Keystroke | Laptop Keystroke |
|----------------------------------|--------------------------------|-------------------------------------|
| Say Character | NUM PAD 5 | CAPS LOCK+COMMA |
| Say Character Phonetically | NUM PAD 5 twice quickly | CAPS LOCK+COMMA twice quickly |
| Say Prior Character | LEFT ARROW | CAPS LOCK+M |
| Say Next Character | RIGHT ARROW | CAPS LOCK+PERIOD |
| Say Word | INSERT+NUM PAD 5 | CAPS LOCK+K |
| Spell Word | INSERT+NUM PAD 5 twice quickly | CAPS LOCK+K twice quickly |
| Say Prior Word | INSERT+LEFT ARROW | CAPS LOCK+J |
| Say Next Word | INSERT+RIGHT ARROW | CAPS LOCK+L |
| Say Line | INSERT+UP ARROW | CAPS LOCK+I |

| Description | Desktop Keystroke | Laptop Keystroke |
|-----------------------------|-------------------------------|---------------------------|
| Spell Line | INSERT+UP ARROW twice quickly | CAPS LOCK+I twice quickly |
| Say Prior Line | UP ARROW | CAPS LOCK+U |
| Say Next Line | DOWN ARROW | CAPS LOCK+O |
| Say Sentence | ALT+NUM PAD 5 | CAPS LOCK+H |
| Say Prior Sentence | ALT+NUM PAD MINUS | CAPS LOCK+Y |
| Say Next Sentence | ALT+NUM PAD PLUS | CAPS LOCK+N |
| Say Paragraph | CTRL+NUM PAD 5 | CAPS LOCK+CTRL+I |
| Say Prior Paragraph | CTRL+UP ARROW | CAPS LOCK+CTRL+U |
| Say Next Paragraph | CTRL+DOWN ARROW | CAPS LOCK+CTRL+O |
| Say to Cursor | INSERT+HOME | CAPS LOCK+SHIFT+J |
| Say from Cursor | INSERT+PAGE UP | CAPS LOCK+SHIFT+L |
| Say All | INSERT+DOWN ARROW | CAPS LOCK+A |
| Rewind During Say All | LEFT ARROW | LEFT ARROW |

| Description Fast Forward During Say All | Desktop Keystroke RIGHT ARROW | Laptop Keystroke RIGHT ARROW |
|---|-------------------------------------|--------------------------------------|
| Say Color Increase Voice Rate During Say All | INSERT+5 on the numbers row PAGE UP | CAPS LOCK+5 PAGE UP |
| Decrease Voice Rate During Say All | PAGE DOWN | PAGE DOWN |
| Temporarily Increase Voice Rate When Not in Say All | ALT+CTRL+PAGE UP | ALT+CTRL+PAGE UP |
| Temporarily Decrease Voice Rate When Not in Say All | ALT+CTRL+PAGE DOWN | ALT+CTRL+PAGE DOWN |
| Permanently Increase Voice Rate When Not in Say All | ALT+WINDOWS Key+CTRL+PAGE UP | ALT+WINDOWS Key+CTRL+PAGE UP |
| Permanently Decrease Voice Rate When Not in Say All | ALT+WINDOWS Key+CTRL+PAGE DOWN | ALT+WINDOWS Key+CTRL+PAGE DOWN |

| Description | Desktop Keystroke | Laptop Keystroke |
|--|--------------------------------------|---|
| Start Skim Reading | CTRL+INSERT+DOWN ARROW | CAPS LOCK+CTRL+DOWN ARROW |
| Change Skim Reading Preferences | CTRL+SHIFT+INSERT+DOWN ARROW | CAPS LOCK+CTRL+SHIFT+ DOWN ARROW |
| Toggle Full Speech, Speech On Demand (default), or Mute Speech | INSERT+SPACEBAR, followed by S | CAPS LOCK+SPACEBAR, followed by S |
| Toggle Speech On Demand or Mute Speech (Full Speech must be disabled) | INSERT+SPACEBAR, followed by SHIFT+S | CAPS LOCK+SPACEBAR, followed by SHIFT+S |

Informational

| Description | Desktop Keystroke | Laptop Keystroke |
|----------------------------|-------------------|---------------------|
| Interrupt Speech | CTRL | CTRL |
| Say Font | INSERT+F | CAPS LOCK+F |
| Say Window Title | INSERT+T | CAPS LOCK+T |
| Say Window Prompt and Text | INSERT+TAB | CAPS LOCK+TAB |

| Description | Desktop Keystroke | Laptop Keystroke |
|----------------------------|-----------------------------|-----------------------|
| JAWS Find | CTRL+INSERT+F | CAPS LOCK+ CTRL+F |
| JAWS Find Next | INSERT+F3 | CAPS LOCK+F3 |
| JAWS Find Previous | INSERT+SHIFT+F3 | CAPS LOCK+SHIFT+F3 |
| Say Top Line of Window | INSERT+END | CAPS LOCK+SHIFT+Y |
| Say Bottom Line of Window | INSERT+PAGE DOWN | CAPS LOCK+SHIFT+N |
| Say Selected Text | INSERT+SHIFT+ DOWN ARROW | CAPS LOCK+SHIFT+A |
| Get Application Version | CTRL+INSERT+V | CAPS LOCK+CTRL+V |

For Cursors and Mouse

| Description | Desktop Keystroke | Laptop Keystroke |
|---|------------------------|------------------------------|
| PC Cursor | NUM PAD PLUS | CAPS LOCK+SEMICOLON |
| JAWS Cursor | NUM PAD MINUS | CAPS LOCK+P |
| Touch Cursor | SHIFT+NUM PAD PLUS | CAPS LOCK+SHIFT+SEMICOLON |
| Route PC Cursor to JAWS Cursor | INSERT+NUM PAD PLUS | CAPS LOCK+APOSTROPHE |

| Description | Desktop Keystroke | Laptop Keystroke |
|--------------------------------|------------------------------|---------------------------|
| Route JAWS Cursor to PC Cursor | INSERT+NUM PAD MINUS | CAPS LOCK+LEFT BRACKET |
| Left Mouse Button | NUM PAD SLASH | CAPS LOCK+8 |
| Right Mouse Button | NUM PAD STAR | CAPS LOCK+9 |
| Drag and Drop | CTRL+INSERT+NUM PAD SLASH | CAPS LOCK+CTRL+8 |
| Restrict JAWS Cursor | INSERT+R | CAPS LOCK+R |

For Dialog Boxes

| Description | Desktop Keystroke | Laptop Keystroke |
|--------------------------------------|-------------------|--------------------------|
| Say Default Button of Dialog Box | INSERT+E | CAPS LOCK+E |
| Read Window from Top to Bottom | INSERT+B | CAPS LOCK+B |
| Read Word in Context | INSERT+C | CAPS LOCK+C |
| Say Current Control Hot Key | SHIFT+NUM PAD 5 | CAPS LOCK+SHIFT+COMMA |
| Open Combo Box | ALT+DOWN ARROW | ALT+DOWN ARROW |
| Close Combo Box | ALT+UP ARROW | ALT+UP ARROW |

| Announce |
|--------------|
| Progress Bar |
| Status |

INSERT+TAB

CAPS LOCK+TAB

For Help

| Description | Desktop Keystroke | Laptop Keystroke |
|-------------------------------|--------------------------------|---|
| JAWS Command Search | INSERT+SPACEBAR, followed by J | CAPS LOCK+SPACEBAR, followed by J |
| Context Sensitive Help | INSERT+F1 | CAPS LOCK+F1 |
| Keyboard Help | INSERT+1 | CAPS LOCK+1 |
| JAWS Help for Applications | INSERT+F1 twice quickly | CAPS LOCK+F1 twice quickly |
| Hot Key Help | INSERT+H | CAPS LOCK+CTRL+SHIFT+H |
| Windows Key Help | INSERT+W | CAPS LOCK+W |

Miscellaneous

| Description | Desktop Keystrokes | Laptop Keystrokes |
|---------------------|--------------------|---------------------------|
| JAWS Window | INSERT+J | CAPS LOCK+CTRL+SHIFT+J |
| Refresh Screen | INSERT+ESC | CAPS LOCK+ESC |
| Quick Settings | INSERT+V | CAPS LOCK+V |
| Run JAWS Manager | INSERT+F2 | CAPS LOCK+F2 |
| Shut Down JAWS | INSERT+F4 | CAPS LOCK+F4 |

| Description | Desktop Keystrokes | Laptop Keystrokes | |
|--|--|--|--|
| Window List Dialog | INSERT+F10 | CAPS LOCK+F10 | |
| Select a System Tray Icon Dialog | INSERT+F11 | CAPS LOCK+F11 | |
| Say System Time | INSERT+F12 | CAPS LOCK+F12 | |
| Graphics Labeler | INSERT+G | CAPS LOCK+G | |
| Auto Graphics Labeler | CTRL+INSERT+G | CAPS LOCK+CTRL+G | |
| Pass Key Through | INSERT+3 on the numbers row | CAPS LOCK+3 | |
| Virtualize Window | ALT+INSERT+W | ALT+CAPS LOCK+W | |
| Virtualize Current Control | INSERT+SHIFT+V | CAPS LOCK+SHIFT+V | |
| Select Scheme | ALT+INSERT+S | ALT+CAPS LOCK+S | |
| Select Language | CTRL+WINDOWS Key+L | CTRL+WINDOWS Key+L | |
| Select Voice Profile | CTRL+INSERT+S | CAPS LOCK+CTRL+S | |
| Read Columns 1 through 10 of a List View | CTRL+INSERT+n, where n is a value from 1, 2, 3 through 0 | CAPS LOCK+CTRL+n, where n is a value from 1, 2, 3, through 0 | |
| Copy Selected Text to FSClipboard | INSERT+WINDOWS Key+C | CAPS LOCK+WINDOWS Key+C | |

| Description | Desktop Keystrokes | Laptop Keystrokes |
|--|--------------------------------------|---|
| Show Speech History | INSERT+SPACEBAR followed by H | CAPS LOCK+SPACEBAR followed by H |
| Toggle Audio Ducking | INSERT+SPACEBAR followed by D | CAPS LOCK+SPACEBAR followed by D |
| Toggle Default Mode (used for troubleshooting) | INSERT+SPACEBAR followed by Z | CAPS LOCK+SPACEBAR followed by z |
| Toggle Screen Shade | INSERT+SPACEBAR, followed by F11 | CAPS LOCK+SPACEBAR, followed by F11 |

For Frames

| Description | Desktop Keystroke | Laptop Keystroke | |
|------------------------|---------------------------------------|---|--|
| Frame Get Top | CTRL+SHIFT+LEFT | CTRL+SHIFT+LEFT | |
| Left | BRACKET | BRACKET | |
| Frame Get | CTRL+SHIFT+RIGHT | CTRL+SHIFT+RIGHT | |
| Bottom Right | BRACKET | BRACKET | |
| Frame Set to Window | CTRL+SHIFT+LEFT BRACKET twice quickly | CTRL+SHIFT+LEFT BRACKET twice quickly | |

For JAWS Tandem

Description Desktop Keystroke Laptop Keystroke

Ends JAWS INSERT+ALT+T INSERT+ALT+T

Tandem Session

Toggle **INSERT+ALT+TAB INSERT+ALT+TAB**

Between Target and Controller Desktop (Controller User only)

INSERT+CTRL+SHIFT+V INSERT+CTRL+SHIFT+V Toggle

Video On or Off on Controller (Controller User only)

Source

For Research It

Description **Desktop Keystroke Laptop Keystroke**

INSERT+SPACEBAR, Open Research **CAPS**

followed by R LOCK+SPACEBAR, lt

followed by R

INSERT+WINDOWS Launch **CAPS**

Key+R **LOCK+WINDOWS** Research It Using the Key+R

Primary Lookup

For Convenient OCR

| Description | Desktop Keystroke | Laptop Keystroke | |
|--|---|---|--|
| Acquire image from camera or scanner | INSERT+SPACEBAR, followed by O , and then A | CAPS LOCK+SPACEBAR, followed by O , and then A | |
| Recognize currently selected image file | INSERT+SPACEBAR, followed by O , and then F | CAPS LOCK+SPACEBAR, followed by O , and then F | |
| Recognize selected image file and place recognized text into Microsoft Word | INSERT+SPACEBAR, followed by O, and then R | CAPS LOCK+SPACEBAR, followed by O , and then R | |
| Recognize currently open PDF document | INSERT+SPACEBAR, followed by O , and then D | CAPS LOCK+SPACEBAR, followed by O , and then D | |
| Recognize current application window | INSERT+SPACEBAR, followed by O , and then W | CAPS LOCK+SPACEBAR, followed by O , and then W | |
| Recognize entire screen | INSERT+SPACEBAR, followed by O , and then S | CAPS LOCK+SPACEBAR, followed by O , and then S | |
| Recognize currently selected control | INSERT+SPACEBAR, followed by O , and then C | CAPS LOCK+SPACEBAR, followed by O , and then C | |

| Cancel recognition while in progress | INSERT+SPACEBAR, followed by O , and then Q | CAPS LOCK+SPACEBAR, followed by O , and then Q |
|--|---|---|
| Announce help message for OCR commands | INSERT+SPACEBAR, followed by O, and then QUESTION MARK | CAPS LOCK+SPACEBAR, followed by O, and then QUESTION MARK |

For Picture Smart

| Description | Desktop Keystroke | Laptop Keystroke |
|---|--|---|
| Describe a picture captured from a camera or scanner | INSERT+SPACEBAR, followed by P, and then A | CAPS LOCK+SPACEBAR, followed by P, and then A |
| Describe currently selected image file | INSERT+SPACEBAR, followed by P, and then F | CAPS LOCK+SPACEBAR, followed by P, and then F |
| Describe Windows clipboard if it contains an image | INSERT+SPACEBAR, followed by P, and then B | CAPS LOCK+SPACEBAR, followed by P , and then B |
| Describe current control such as an image on a web page | INSERT+SPACEBAR, followed by P, and then C | CAPS LOCK+SPACEBAR, followed by P , and then C |
| Announce help message for Picture Smart commands | INSERT+SPACEBAR, followed by P, and then QUESTION MARK | CAPS LOCK+SPACEBAR, followed by P, and then QUESTION MARK |

For Mouse Echo

| Description | Desktop Keystroke | Laptop Keystroke |
|--|--|---|
| Toggle Mouse Echo | INSERT+SPACEBAR, followed by E, and then O | CAPS LOCK+SPACEBAR, followed by E , and then O |
| Speak Character | INSERT+SPACEBAR, followed by E, and then C | CAPS LOCK+SPACEBAR, followed by E , and then C |
| Speak Word | INSERT+SPACEBAR, followed by E, and then W | CAPS LOCK+SPACEBAR, followed by E , and then W |
| Speak Line | INSERT+SPACEBAR, followed by E, and then L | CAPS LOCK+SPACEBAR, followed by E , and then L |
| Speak Paragraph | INSERT+SPACEBAR, followed by E, and then P | CAPS LOCK+SPACEBAR, followed by E , and then P |
| Announce help message for Mouse Echo commands | INSERT+SPACEBAR, followed by E, and then QUESTION MARK | CAPS LOCK+SPACEBAR, followed by E, and then QUESTION MARK |

For Touch Cursor

| Description | Desktop Keystroke | Laptop Keystroke |
|-------------|-------------------|----------------------|
| Touch | SHIFT+NUM PAD | CAPS |
| Cursor | PLUS | LOCK+SHIFT+SEMICOLON |

| Description | Desktop Keystroke | Laptop Keystroke |
|--|-------------------------|-------------------------|
| Next Element | RIGHT ARROW or TAB | RIGHT ARROW or TAB |
| Prior Element | LEFT ARROW or SHIFT+TAB | LEFT ARROW or SHIFT+TAB |
| Next Element by Type | DOWN ARROW | DOWN ARROW |
| Prior Element by Type | UP ARROW | UP ARROW |
| Cycle Through Element Navigation Types | PAGE UP or PAGE DOWN | PAGE UP or PAGE DOWN |
| First Element | CTRL+HOME | CTRL+HOME |
| Last Element | CTRL+END | CTRL+END |
| Say Current Element | INSERT+UP ARROW | CAPS LOCK+I |
| Say All with Touch Cursor | INSERT+DOWN ARROW | CAPS LOCK+DOWN ARROW |
| Route Touch Cursor to Focused Element | INSERT+NUM PAD PLUS | CAPS LOCK+APOSTROPHE |

Description Desktop Keystroke Laptop Keystroke

Route INSERT+SHIFT+NUM CAPS

Touch PAD PLUS LOCK+SHIFT+APOSTROPHE

Cursor to JAWS Cursor

Route INSERT+SHIFT+NUM CAPS LOCK+SHIFT+LEFT

JAWS PAD MINUS BRACKET

Cursor to Touch Cursor

Text NUM PAD SLASH or CAPS LOCK+ENTER

Review INSERT+ENTER

Advanced NUM PAD STAR CAPS LOCK+A

Navigation

Windows Keystrokes

General

Description Keystroke

Get Help F1

Open the Start menu WINDOWS Key or CTRL+ESC

Open Action Center WINDOWS Key+A

Move to System Tray WINDOWS Key+B

Open File Explorer WINDOWS Key+E

Open Settings WINDOWS Key+I

Minimize All Applications WINDOWS Key+M

Open Run Dialog WINDOWS Key+R

Open Windows Search WINDOWS Key+S or

WINDOWS Key+Q

Move to Taskbar WINDOWS Key+T

Open Ease of Access Center WINDOWS Key+U

Open Quick Link Menu WINDOWS Key+X

Switch Between Open ALT+TAB

Applications

Quit the Active Application ALT+F4

For Windows and Menus

Description Keystroke

Open the Application Control ALT+SPACEBAR

Menu

Move to Current Application's ALT

Menu Bar

Choose a Menu Item ENTER

Move Between Menus ALT, ARROW KEYS

Cancel or Close a Menu ESC

Cancel or Close a Cascading ALT

Menu

Menu

Open a Child Window Control ALT+DASH

Close a Child Window CTRL+F4

Open the Context Menu APPLICATIONS KEY or

SHIFT+F10

For Dialog Boxes

Description Keystroke

Move Through Dialog Controls TAB

Move Backward Through Dialog SHIFT+TAB

Controls

Move to Another Page CTRL+TAB

Reverse Direction Through CTRL+SHIFT+TAB

Pages

Select or Deselect in List View SPACEBAR or

CTRL+SPACEBAR

Toggle a Check Box On/Off SPACEBAR

For Reading Text

Description Keystroke

Move One Character Left LEFT ARROW

Move One Character Right RIGHT ARROW

Move One Word Left CTRL+LEFT ARROW

Move One Word Right CTRL+RIGHT ARROW

Move to Beginning of Line HOME

Move to End of Line END

Move One Paragraph Up CTRL+UP ARROW

Move One Paragraph Down CTRL+DOWN ARROW

Scroll Up One Screen PAGE UP

Scroll Down One Screen PAGE DOWN

Move to Beginning CTRL+HOME

Move to End CTRL+END

For Editing Text

Description Keystroke

Copy CTRL+C

Cut CTRL+X

Paste CTRL+V

Read Clipboard Contents WINDOWS KEY+INSERT+X or (Desktop or Laptop Layout) WINDOWS KEY+CAPS LOCK+X

Virtualize Clipboard Contents INSERT+SPACEBAR followed by (Desktop or Laptop Layout) C or CAPS LOCK+SPACEBAR

followed by C

Undo CTRL+Z

Delete Current Character 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 File Explorer

Description Keystroke

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**

Gestures for Touch Navigation, Text Reading, and Speech Settings

| Gesture | Touch Navigation | Text Reading | Speech Settings |
|-------------------|---|--|--------------------|
| One-finger tap | Speak the element at the current location (continuously move your finger around the screen to explore) | Speak the element at the current location (continuously move your finger around the screen to explore) | - |
| Split tap | Speak the character at the current location while exploring, or activate the selected Touch Keyboard button in both Standard and Touch Typing modes | Speak the character at the current location while exploring, or activate the selected Touch Keyboard button in both Standard and Touch Typing modes | - |

| Gesture | Touch Navigation | Text Reading | Speech Settings |
|--------------------------------------|--|--|---|
| Split double tap | Speak the word at the current location while exploring, or open and close the panel of alternative keys related to the selected Touch Keyboard button in Touch Typing mode | Speak the word at the current location while exploring, or open and close the panel of alternative keys related to the selected Touch Keyboard button in Touch Typing mode | - |
| Flick right or left | Next or prior element | Next or prior character | Increase or decrease speech rate |
| Flick down or up | Next or prior element (of the type previously set by two-finger flick right or left) or changes the value in slider controls | Next or prior line (or anywhere that up/down arrow works to move by line) | Decrease or increase main volume settings |
| Two-finger flick right or left | Cycle forward or backward through element navigation types, such as regions, headings, list items, etc. | Next or prior word | - |
| Two-finger flick up | Say current element | Prior paragraph (performs a CTRL+UP ARROW) | - |

| Gesture | Touch Navigation | Text Reading | Speech Settings |
|------------------------------------|---|---|-----------------------------|
| Two-finger flick down | Say all | Next paragraph (performs a CTRL+DOWN ARROW) | - |
| Triple tap | Select or clear an item in a list or open and close the panel of alternative keys related to the selected Touch Keyboard button in Standard Typing mode | Toggle text selection | Toggles touch cursor on/off |
| Two-finger triple tap | Speak selected text | Speak selected text | - |
| Three-finger flick right or left | Performs a TAB or SHIFT+TAB | End or beginning of current line (performs a JAWS END/HOME) | - |
| Three-finger flick up or down | Cycle between application panes similar to pressing F6 or SHIFT+F6 | Beginning or end of text area (performs a CTRL+HOME/END) | - |
| Four-finger flick up or down | First or last element | Move up or down a page or screen (performs a PAGE UP/DOWN) | - |
| Four-finger swipe down | - | Say All (a single tap anywhere on the screen stops reading) | - |

| Gesture | Touch Navigation | Text Reading | Speech Settings |
|---------------------------|---|---------------------------------------|---|
| Four-finger swipe down-up | Toggles Windows touch keyboard on/off | Toggles Windows touch keyboard on/off | - |
| Four-finger double tap | List gestures for touch navigation | List gestures for text reading | List gestures for speech settings |

Gestures for General Windows and JAWS Commands

| Gesture | Action |
|-------------------------------------|---|
| Double tap | Activate the current element or Touch Keyboard button in Standard Typing mode (Works for both touch navigation and text reading) |
| Two-finger swipe right-left | Escape (performs ESC for both touch navigation and text reading) |
| Two-finger swipe up-down | Close application (For both touch navigation and text reading) |
| Three-finger swipe down-up | Toggle text review window for elements with text names that do not support standard cursor navigation, such as buttons and list items |
| Two-finger tap | Silence speech |
| Two-finger double tap | Same as pressing the APPLICATIONS key |
| Two-finger rotate clockwise | Set next gesture mode |
| Two-finger rotate counter clockwise | Set prior gesture mode |

| Gesture | Action |
|-------------------------|--|
| Three-finger double tap | Toggle speech on/off |
| Four-finger tap | Display gesture context help |
| Four-finger triple tap | Gesture practice mode, similar to keyboard help |
| Four-finger rotate | Passes the next gesture through to Windows |
| Five-finger tap | 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.) |
| Five-finger double tap | JAWS window (If the gesture mode is not already set to touch when this command is used, the mode is set to touch.) |
| Five-finger triple tap | Shut down JAWS (If the gesture mode is not already set to touch when this command is used, the mode is set to touch.) |
| Five-finger rotate | Toggle JAWS gestures off and on |