

# **JAWS<sup>®</sup> for Windows<sup>®</sup>**

## **Quick Start Guide**

Freedom Scientific  
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## **Item Checklist:**

In this package of JAWS for Windows, you should find the following items. If you discover damaged or missing items, please contact your retailer.

- JAWS for Windows Program CD Rom
- Basic Training Cassettes
- Quick Start Guide – Print
- Quick Reference Cards – Braille
- Product Authorization Diskette (or Update Diskette)
- Product Registration Diskette and Return Mail Envelope

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# Welcome to JAWS<sup>®</sup> for Windows<sup>®</sup>

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Freedom Scientific has developed a full range of screen reading and screen magnification software for blind and visually impaired computer users. With our products, blind or visually impaired computer users access a whole world of information, education and job-related applications for browsing the web, reading or writing e-mail messages, re-calculating spread sheets or accessing information in a database. Freedom Scientific software works with, but does not replace, most computer applications. Our software is the top choice of 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 either blind or visually impaired. We are therefore dedicated to remaining at the forefront of assistive technology, ensuring our own progress in addition to that of the blind and visually impaired community at large.

JAWS for Windows (JAWS) screen reader software, runs under either Microsoft Windows<sup>®</sup> 95/98/Millennium/XP Home or Windows<sup>®</sup> NT 4.0/2000/XP Professional. JAWS offers comprehensive screen reading capability that

includes extended product customization through powerful utility managers.

JAWS for Windows users have computer skill levels that range from beginner to expert. Because we don't know your particular skill level, we offer you several choices of online Help. You can get general concept information and then continue right down to the basic 1-2-3 steps of each function. By either using keystrokes or clicking with a mouse, you are able to browse through the Help documentation. Blind or visually impaired users can listen while JAWS for Windows speaks the selected Help topics. For sighted users, the Help text is also displayed on the screen for you to read. You control the level of Help you receive by choosing the topics you want to hear or read.

## Documentation Conventions

We will refer to various commands, menu options, and other sections or guides from within this document. In order to make reading this guide as simple as possible, we have included a sample of the following conventions.

When instructing you to type text into a command line or input field, the text to be typed will appear in bold text.

A keystroke can be a single key on the keyboard or several keys pressed in combination. For example, **ALT+F** requires you to hold down the **ALT** key and press the **F** key. Sequences of keys may also be specified. **ALT+F, O** means to press the **ALT** and **F** keys in combination, release them, and then press the letter **O**. In many applications, this sequence will invoke the File open dialog.

# System Requirements

To use JAWS for Windows, version 4.01, you need:

A personal computer that will run the Windows 95/98/Me/XP Home operating system for JAWS Standard. JAWS Professional also works with Windows NT 4.0/2000/XP Professional.

If you intend to use the Eloquence for JAWS software synthesizer, you will need a sound card compatible with the version of Windows you are running. If you choose not to use Eloquence for JAWS then you must have a JAWS compatible hardware or software speech synthesizer, or a refreshable Braille display.

32 MB of available RAM space is required. 64 MB is required for Windows 2000 Professional and Windows XP, and 128 MB is recommended.

30 MB of available hard disk space required for Windows 95/98/Me, and 50 MB of available hard disk space required for Windows NT/2000 Pro/XP.

VGA or higher-resolution video adapter (Super VGA 256-color recommended).

Windows XP requires a 233 MHZ or faster processor.

As with most systems, the faster the processor, and the more memory your computer has, the better the performance of your computer and our product.

JAWS 4.01 is a true 32-bit program, and will not work in the Windows 3.1x environment. For the

convenience of those who need speech access in the Windows 3.1x environment, JAWS 2.0 is also included on the installation CD.

# Instructions for Installing JAWS for Windows

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Place your JAWS CD in the CD ROM drive to automatically begin the installation process. If your computer includes a sound card, the JAWS for Windows installation talks. Begin your setup by selecting JAWS for Windows Setup from the Autorun dialog. If JAWS installation does not begin automatically, start it by running Setup.exe from the JAWS CD.

JAWS setup uses standard Install Shield dialogs for ease of use. Most Setup dialogs have Next, Cancel, and Back buttons so you can continue with Setup, exit Setup, or move back to the previous Setup dialog to review or change settings.

## The Initial Setup Dialogs

The first Setup dialog welcomes you to setup. The second Setup dialog contains the License Agreement. When this dialog is first opened, focus is in the text of the License Agreement. Use the arrow keys to read through this text. Press the **TAB** key to move to the Yes button and continue with Setup.

The third Setup dialog lists Install Options. There are three installation options for JAWS Setup: Automatic Install, Guided Install, or Advanced Install.

## Automatic Install

This Setup option will install JAWS using default settings. The Eloquence software speech synthesizer with all supported languages will also be installed. You will need a sound card if you select Automatic Install.

## Guided Install

This Setup option uses dialogs to guide you through a custom installation of JAWS for Windows. Some of the dialogs presented are:

**Choose Destination Location:** This dialog allows you to specify the folder to which JAWS will be installed.

**Select Synthesizer Components:** This dialog allows you to install support for additional speech synthesizers. If configuration information is required for selected synthesizers, Setup displays additional dialogs where you can specify this information. Eloquence will be installed regardless of the choices you make for synthesizers.

**Primary Speech Synthesizer:** This dialog allows you to specify which synthesizer will be active when JAWS is first started.

**Additional Eloquence Languages:** This dialog allows you to select additional language support for the Eloquence speech synthesizer.

**Select Braille Components:** This dialog allows you to install support for Braille displays. If configuration

information is required for selected Braille displays, Setup displays additional dialogs where you can specify this information.

**Program Folder:** This dialog allows you to specify the name of the Start Menu folder in which Setup will place JAWS Start Menu items.

## Advanced Install

This Setup option presents the same options as in a Guided Install, but the following options are combined within one list in a tree view:

Select Synthesizer Components

Select Braille components

Press **SPACEBAR** to select or clear the selection of the currently highlighted item.

**Note:** JAWS for Windows no longer provides a merge utility as part of the Setup process, but a merge utility can be accessed under the JAWS section of the Start menu.

When JAWS installation is complete, you will be prompted for the authorization key if you do not already have one on your computer. At this point, insert the authorization disk in your floppy drive. If you do not have the proper authorization, JAWS will run in a demo mode for 40-minutes. If you experience problems with your authorization, please visit the Freedom Scientific website at <http://www.FreedomScientific.com> and go to the support area for helpful information.

## **Upgrading from a Previous Version of JAWS**

When upgrading JAWS, a new directory will be created for the new version of JAWS. For instance, if you are currently running JAWS 3.5, it is located in a folder called C:\JFW35, if you install the new JAWS 4.01, you will find it in C:\JAWS401. If you do not want both versions of JAWS on your computer, remove the older version from the Add/Remove Programs dialog found in the Windows Control Panel. If you are running JAWS 3.0 or earlier, you cannot use the Add/Remove Programs feature in Control Panel. Instead choose uninstall from the start menu JFW program group.

## **JAWS Merge Utility**

The JAWS Merge Utility is no longer a part of the installation process. You can manually run the Merge Utility by selecting Start, Programs, JAWS 4.0 Update, Tools, Merge Settings.

Merge Settings will merge configuration information from previous versions of JAWS with this latest installation of JAWS. The Merge Settings option looks for your customized JAWS files. If you have made customizations in your Dictionary Manager, Configuration Manager, or with the Graphics Labeler, then these settings will be copied to your newer version of JAWS, and you don't have to change all these settings again!

## **Network JAWS**

Please see the topics listed in the JAWS online Help System, under Network JAWS for explicit instructions for how to install and set up JAWS in a network environment.

# JAWS Registration

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## Initial Registration

JAWS will prompt you to register the first time you run the program. You will only be prompted to register if you have not previously registered. You can choose to register now or later. If you choose to register later, you will be prompted to register each time you launch JAWS.

If you choose to register later, and you check the checkbox, "Do not show this dialog," you will have to manually register later. To access the registration dialog later, press **INSERT+J** to make the JAWS window active, and select Register JAWS for Windows from the Help menu.

Registering JAWS as soon as you start the software is recommended. After you choose the option to Register Now, fill in the edit fields. The fields preceded with an asterisk are required fields. Use the **TAB** key to move around the dialog box, select Next to move to the next page of the registration. Use the Back button if you need to move backward through the registration to change any of your information. Use the **RIGHT** and **LEFT ARROW** keys to hear the options in the combo boxes.

On the last screen of the registration, a combo box will ask you to select a method of sending your information to Freedom Scientific. Choose to send your information via the Internet using Internet

connection, if you have one; or Save the information to a floppy disk and mail it to Freedom Scientific. If you choose to send it via traditional mail, you will be prompted to enter the registration disk, which is provided with JAWS. If you send your registration via e-mail, you will receive a dialog thanking you for your registration information.

## **Changing Your Registration**

If you need to change your registration information, such as your address or phone number, press **INSERT+J** to make JAWS the active window, and select Update Registration from the Help menu. The same series of dialogs will appear that you used for your initial registration. Change the necessary information and send it again.

# Starting JAWS for the First Time

You can configure JAWS to start automatically when your computer starts, or you can start JAWS manually from the Run dialog of the Start menu.

## Manually Starting JAWS for Windows

When installing JAWS for Windows, the JAWS icon is added to your Start menu under Programs. There are two ways to manually start JAWS. First, open the Start menu, open the Programs submenu, and then select JAWS 4.0 Update to open the JAWS submenu. Choose the JAWS item to start the program.

Second, you may start JAWS from the Run dialog. Open the Start menu, select Run, and then type `C:\JAWS401\JFW.EXE` and press **ENTER**.

## Automatically Starting JAWS for Windows

Having JAWS start automatically after you start Windows is a great help to those who require speech immediately. This option starts JAWS before any other application when Windows starts. Follow the instructions below to set the Automatically Start JAWS option for your system.

1. Make sure JAWS is running
2. Press **INSERT+J** to activate the JAWS window.

3. Press **ALT+O** to open the Options menu, then press **ENTER** to open the Basics dialog.
4. **TAB** to the Automatically Start JAWS checkbox and press **SPACEBAR** to check this option.
5. Press **ENTER** to close the dialog.

**Note:** If you decide you no longer want JAWS to start automatically, clear the Automatically Start JAWS checkbox.

## Getting Help

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Freedom Scientific provides a wide array of ways to access help when using JAWS. With so many formats, you should have no problem finding a method you are comfortable using.

### **JAWS Basic Training Cassette Tapes**

The Basic Training Cassette Tapes package has been completely reworked for JAWS 4.0. These tapes give you the best possible start on your road to mastering Windows with JAWS. The tape set takes you logically from installing JAWS to working in the Windows environment. Tapes include actual samples of what you will hear as you perform various Windows and JAWS operations. We encourage all users to take advantage of these training tapes during their initial exploration of JAWS. Once JAWS for Windows is installed and running, you should listen to each of the tapes and perform the operations along with the instructors.

### **Quick Reference Cards**

Quick reference cards in print and Braille are included to assist you in learning basic Windows commands, as well as JAWS commands on desktop and laptop keyboard layouts. The quick reference cards are available in soft copy under  
C:\JAWS401\Manuals\ENU\keystrokes.doc and  
keystrokes.txt.

## JAWS Online Help

Information about using the Help system is provided on the Basic Cassette Training Tapes, the Quick Start Guide, and in the online Help documentation. The information provided makes using Help quick and easy. To start the JAWS online Help system, press **INSERT+J** to activate the JAWS application window, and press **ALT+H** to display the Help menu. From there you can choose from a wide variety of help topics, or use the index or find feature to search for the specific topic you need. In almost all Windows applications, you can press **F1** and open online Help for that application. This is also true in the JAWS Application Window and in the JAWS Utility Managers such as Configuration Manager and Keyboard Manager.

## Keystrokes for Accessing Help

JAWS Screen Sensitive Help provides information regarding the screen that you are working within. If you are in a particular application window, Screen Sensitive Help gives you the help you need for that area. Press **INSERT+F1** to hear Screen Sensitive Help.

Many popular applications have an additional Help feature available when using JAWS Screen Sensitive Help. **INSERT+F1** pressed twice quickly will open a JAWS Help topic for the currently running application. The Help topic will explain how to optimize the application's use with JAWS. The content of these Help topics typically contains an introduction to the

application, JAWS keystrokes, getting started tips, what's new in this version of JAWS for that application, and helpful hints.

The last form of Screen Sensitive Help is Hot Key Help. **INSERT+H** tells you about any hot keys relevant to that screen. If you are not sure what keystroke you should use, press **INSERT+H** to hear the available options.

As you learn keystrokes, JAWS Keyboard Help is a beneficial tool. It gives information on key combinations while you are working in any application. To activate the JAWS Keyboard Help, press **INSERT+1**. JAWS then says, "Keyboard help on." Press any key combination to hear what it will do, and an informational synopsis of the use of the keys. Obtain a more extensive description of the JAWS keys by holding down the first key or keys in the combination and pressing the last key twice quickly. If the JAWS 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+DOWN ARROW**. While Keyboard Help is activated, keystrokes that you press do not actually perform any action. Press **INSERT+1** again to turn off Keyboard Help, and continue working.

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

## **Freedom Scientific Training**

Training classes are offered to those who want to train others in JAWS, and to those who want to learn how to Customize JAWS. For more information on available training courses, visit our website at [www.FreedomScientific.com](http://www.FreedomScientific.com) or e-mail our training department at [training@FreedomScientific.com](mailto:training@FreedomScientific.com).

## **Application Specific Training Tutorials**

Freedom Scientific offers audio tutorials on cassette tapes on a variety of popular applications. For more information, please visit our website or e-mail the Freedom Scientific sales department at [sales@FreedomScientific.com](mailto:sales@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 website at <http://www.FreedomScientific.com>. You can also e-mail technical support at [SoftwareSupport@FreedomScientific.com](mailto:SoftwareSupport@FreedomScientific.com), or call them at (727) 803-8600. When calling Freedom Scientific Technical Support, please have your JAWS serial number ready. To display your JAWS serial number, choose the About option from the Help menu. You can also find the serial number in print and Braille on the JAWS authorization disk.

## Website

Freedom Scientific has an Internet website for additional sources of technical support and information. You can use your computer and modem to download software programs, technical bulletins, and JAWS program updates from this source. The Freedom Scientific website is <http://www.FreedomScientific.com>.

## Next Steps

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### What's New in this Version of JAWS?

If you have upgraded from a previous version of JAWS, visit the What's New? topic found in the JAWS online help. The What's New? section provides information about recent program changes. Choose What's New? from the Help menu to read these topics.

### New Users Start Here

If you are using JAWS for the first time, visit the New Users Start Here section of the JAWS online help system. Press **INSERT+J** to make JAWS the active window, press **ALT+H** to select the Help menu, and then select Help Topics. The second topic in the Table of Contents is titled New Users Start Here. Read this topic to learn what features will help you start using JAWS in just a few minutes.



# Keystrokes

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## Desktop Keystrokes

### For Reading Text:

Say Character	NUM PAD 5
Say Prior Character	LEFT ARROW
Say Next Character	RIGHT ARROW
Say Word	INSERT+NUM PAD 5
Spell Word	INSERT+NUM PAD 5 pressed twice quickly
Say Prior Word	INSERT+LEFT ARROW
Say Next Word	INSERT+RIGHT ARROW
Say Line	INSERT+UP ARROW
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	<b>INSERT+HOME</b>
Say from Cursor	<b>INSERT+PAGE UP</b>
Say All	<b>INSERT+DOWN ARROW</b>
Say Color	<b>INSERT+5</b>
Say Font	<b>INSERT+F</b>
<b>For Temporarily Changing Voice Rate</b>	
<b>During SayAll:</b>	
Increase Voice Rate	<b>PAGE DOWN</b>
Decrease Voice Rate	<b>PAGE UP</b>
<b>When not in SayAll:</b>	
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>
<b>Informational:</b>	
Interrupt Speech	<b>CTRL</b>
Say Window Title	<b>INSERT+T</b>
Say Window Prompt and Text	<b>INSERT+TAB</b>
JAWS Find	<b>CTRL+INSERT+F</b>
JAWS Find Next	<b>INSERT+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>
Get Application Version	<b>CTRL+INSERT+V</b>
<b>For Cursors:</b>	
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	<b>NUM PAD STAR</b>
Drag and Drop	<b>CTRL+INSERT+NUM PAD SLASH</b>
Restrict JAWS Cursor	<b>INSERT+R</b>
<b>For Dialogs:</b>	
Say Default Button of Dialog Box	<b>INSERT+E</b>
Read Box in Tab Order	<b>INSERT+B</b>
Read Word in Context	<b>INSERT+C</b>
Say Current Control Hot Key	<b>SHIFT+NUM PAD 5</b>
Open Combo Box	<b>ALT+DOWN ARROW</b>
Close Combo Box	<b>ALT+UP ARROW</b>

**For Help:**

Screen Sensitive Help	INSERT+F1
Keyboard Help	INSERT+1
JAWS Help for Applications	INSERT+F1 pressed twice quickly
Hot Key Help	INSERT+H
Window Key Help	INSERT+W
<b>Miscellaneous:</b>	
JAWS Window	INSERT+J
Refresh Screen	INSERT+ESCAPE
Adjust JAWS Verbosity	INSERT+V
Run JAWS Manager	INSERT+F2
Shut Down JAWS	INSERT+F4
Minimize All Applications	WINDOWS KEY+M
Window List Dialog	INSERT+F10
Select a System Tray Icon Dialog	INSERT+F11
Say System Time	INSERT+F12
Graphics Labeler	INSERT+G
AutoGraphics Labeler	CTRL+INSERT+G
Pass Key Through	INSERT+3

## **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, pressed  
twice quickly**

## **Laptop Keystrokes**

### **For Reading Text:**

Say Character

**CAPS LOCK+COMMA**

Say Prior Character

**CAPS LOCK+M**

Say Next Character

**CAPS LOCK+PERIOD**

Say Word

**CAPS LOCK+K**

Spell Word

**CAPS LOCK+K  
pressed twice quickly**

Say Prior Word

**CAPS LOCK+J**

Say Next Word

**CAPS LOCK+L**

Say Line

**CAPS LOCK+H**

Say Prior Line

**CAPS LOCK+Y**

Say Next Line

**CAPS LOCK+N**

Say Sentence

**CAPS LOCK+I**

Say Prior Sentence

**CAPS LOCK+U**

Say Next Sentence	CAPS LOCK+O
Say Paragraph	CAPS LOCK+CTRL +I
Say Prior Paragraph	CAPS LOCK+CTRL+ U
Say Next Paragraph	CAPS LOCK+CTRL+ O
Say to Cursor	CAPS LOCK+SHIFT+J
Say from Cursor	CAPS LOCK+SHIFT+L
Say All	CAPS LOCK+A
Say Color	CAPS LOCK+5
Say Font	CAPS LOCK+F
<b>For Changing Voice Rate</b>	
<b>During SayAll:</b>	
Increase Voice Rate	PAGE DOWN
Decrease Voice Rate	PAGE UP
<b>When not in SayAll:</b>	
Increase Voice Rate	ALT+CTRL+PAGE DOWN
Decrease Voice Rate	ALT+CTRL+PAGE UP
Restore Normal Voice Settings	CAPS LOCK+ESC
<b>Informational:</b>	
Interrupt Speech	CTRL
Say Window Title	CAPS LOCK+T
Say Window Prompt and Text	CAPS LOCK+TAB
JAWS Find	CAPS LOCK+CTRL +F

JAWS Find Next	<b>CAPS LOCK+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>
<b>For Cursors:</b>	
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>
<b>For Dialogs:</b>	
Say Default Button of Dialog Box	<b>CAPS LOCK+E</b>
Read Box in Tab Order	<b>CAPS LOCK+B</b>

Read Word in Context	CAPS LOCK+C
Say Current Control Hot Key	CAPS LOCK+SHIFT+ COMMA
Open Combo Box	ALT+DOWN ARROW
Close Combo Box	ALT+UP ARROW
<b>For Help:</b>	
Screen Sensitive Help	CAPS LOCK+F1
Keyboard Help	CAPS LOCK+1
JAWS Help for Applications	CAPS LOCK+F1 pressed twice quickly
Hot Key Help	CAPS LOCK+H
Window Key Help	CAPS LOCK+W
<b>Miscellaneous:</b>	
JAWS Window	INSERT+J
Refresh Screen	CAPS LOCK+ESCAPE
Adjust JAWS Verbosity	CAPS LOCK+V
Run JAWS Manager	CAPS LOCK+F2
Shut Down JAWS	CAPS LOCK+F4
Minimize All Applications	WINDOWS KEY+M
Window List Dialog	CAPS LOCK+F10
Select a System Tray Icon Dialog	CAPS LOCK+F11
Say System Time	CAPS LOCK+F12

Graphics Labeler	<b>CAPS LOCK+G</b>
AutoGraphics Labeler	<b>CAPS LOCK+CTRL +G</b>
Pass Key Through	<b>CAPS LOCK+3</b>
<b>For Frames</b>	
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> pressed twice quickly

## **Windows Keystrokes**

### **General:**

Get Help	<b>F1</b>
Open the Start menu	<b>WINDOWS KEY or CTRL+ESC</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>APPLICATIONS KEY or SHIFT+F10</b>
<b>For Dialogs:</b>	
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 or 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>
<b>For Windows Explorer:</b>	
Delete files	<b>DELETE</b>
Rename a file or folder	<b>F2</b>
Open Properties for Selected File or Folder	<b>ALT+ENTER</b>
Refresh a window	<b>F5</b>
Switch between windows	<b>F6 or TAB</b>
Go up one level	<b>BACKSPACE</b>