

Complete Hotkey List

Reading Keys

Dialog Box (read entire box)	CTRL+B
Read (speak) the entire dialog box	CTRL+B
Read Status Bar	CTRL+SHIFT+F10
Reading speed -- decrease	KEYPAD MINUS or CTRL+1
Reading speed -- increase	SHIFT+MINUS or CTRL+2
Speak	KEYPAD ENTER, F10, or F12
Speech On/Off toggle	CTRL+F5
Status Bar (read)	CTRL+SHIFT+F10

Scanning Keys

Scan (in Edit Mode)	KEYPAD INSERT or F4
Scan (in Read-only Mode)	KEYPAD INSERT, F4, or SPACEBAR
Scanning Status	KEYPAD / (slash) or SHIFT+F4

Movement Keys

Find text	CTRL+F
Find next occurrence of text	CTRL+SHIFT+F

Go To Bookmark	F9
Go To Page	CTRL+G
Where Am I	KEYPAD 7 or CTRL+SHIFT+/ (slash)
Move Up One Line	RIGHT ARROW
Move Down One Line	LEFT ARROW
Move Forward One Character (in Edit Mode)	RIGHT ARROW
Move Forward One Word (in Read-only Mode)	RIGHT ARROW
Move Back One Character (in Edit Mode)	LEFT ARROW
Move Back One Word (in Read-only Mode)	LEFT ARROW
Move Up One Page	KEYPAD PAGE UP
Move Down One Page	KEYPAD PAGE DOWN
Move Up One Screen	keyboard PAGE UP
Move Down One Screen	keyboard PAGE DOWN
Move Spotlight down	CTRL+DOWN ARROW
Move Spotlight up	CTRL+UP ARROW
Move Spotlight left	CTRL+LEFT ARROW
Move Spotlight right	CTRL+RIGHT ARROW
Move Spotlight to beg. of doc	CTRL+HOME
Move Spotlight to end of doc	CTRL+END
Select Line Down	SHIFT+DOWN ARROW
Select Line Up	SHIFT+UP ARROW

Select Page Down (view page)	SHIFT+PAGE DOWN
Select Page Up (view page)	SHIFT+PAGE UP
Select word/char to the right	SHIFT+RIGHT ARROW
Select word/char to the left	SHIFT+LEFT ARROW
Select to beginning of Word (in Edit mode)	CTRL+SHIFT+LEFT ARROW
Select Word to the left (in Read-only mode)	CTRL+SHIFT+LEFT ARROW
Select to end of Word (Edit mode)	CTRL+SHIFT+RIGHT ARROW
Select to beginning of page	CTRL+SHIFT+HOME
Select to end of page	CTRL+SHIFT+END
Select to beginning of line	SHIFT+HOME
Select to end of line	SHIFT+END

Editing Keys

Copy text	CTRL+C
Cut text (Edit mode)	CTRL+X
Delete Page	CTRL+DELETE
Delete Character	DELETE
Dictionary	CTRL+D or F8
Edit Mode/Read-only Mode toggle	CTRL+E
Move Page Down in page order	ALT+PAGE DOWN
Move Page Up in page order	ALT+PAGE UP
Page Break, Insert	CTRL+ENTER
Page Break, Delete	CTRL+SHIFT+ENTER

Paste text (Edit mode)	CTRL+V
Replace text (Edit Mode)	CTRL+H
Select All text on current page (in Edit Mode)	CTRL+A
Spell Check	F7 or CTRL+K
Spell Word	CTRL+L , F3 twice, or KEYPAD 5 twice
Spell Word Phonetically	CTRL+SHIFT+L , F3 third time, or KEYPAD 5 third time
Thesaurus	CTRL+T or SHIFT+F8
Undo	CTRL+Z

Email Keys

Keystrokes for Email Settings

Email Settings	ALT+G, E
Name	ALT+N
Email Address	ALT+E
SMTP Server	ALT+S
User Login Name	ALT+U
Password	ALT+P
Save Password	ALT+V
POP3 Server	ALT+3
Time Displayed as 24 Hour	ALT+T
Leave Mail on Server	ALT+L
Delete Old Mail from Server	ALT+D
Delete Mail After xx Days	ALT+A

User Dialup Entry	ALT+Y
Automatic Disconnect After Send or Receive	ALT+R
Using Email	
Start Email	F5
Folder, Inbox	ALT+F
Message List	ALT+M
Delete	ALT+D
Check for Email	ALT+E
Mark Unread	ALT+U
Move to Folder	ALT+V
Add Folder	ALT+A
Rename Folder	ALT+N
Delete Folder	ALT+L
Close	ALT+C or ESC
Reading Mail	
Read	ALT+R
From	ALT+F
To	ALT+O
CC:	ALT+: (Colon)
Subject	ALT+J
Date Sent	ALT+N
Attachments	ALT+M
Reply	ALT+R
Reply to All	ALT+P
Forward	ALT+W

View Attachment	ALT+V
Save Attachment	ALT+E
Add to Address Book	ALT+K
Close	ALT+C or ESC

Composing Messages

Compose	ALT+P
To	ALT+O
CC:	ALT+: (Colon)
BCC:	ALT+B
Subject	ALT+J
Attachments	ALT+M
Send	ALT+S
Attach File	ALT+A
Delete Attachment	ALT+D
Address Book	ALT+K
Cancel	ALT+C or ESC

Using the Address Book

Address Book	ALT+B
New Entry	ALT+N
Edit Entry	ALT+E
Delete Entry	ALT+D
Close	ALT+C or ESC

Page Layout Keys

Page Layout Summary	CTRL+SHIFT+Y
Guided Layout Mode	CTRL+SHIFT+F5

Exit Guided Layout Mode	ESC
Explore Layout Mode	CTRL+SHIFT+ENTER
Enter Explore Layout Mode from Guided Layout Mode	ENTER
Exit Explore Layout Mode and return to previous position in editor	ESC
Exit Explore Layout Mode and place cursor at current element in editor	ENTER
Pause/Resume Reading in Guided Layout Mode	KEYPAD ENTER
Read Element Contents/ Pause Reading/Resume Reading element contents in Explore Layout Mode	KEYPAD ENTER
Go from Exact View to Text View	CTRL+SHIFT+V
Move to Next Element	CTRL+SHIFT+DOWN ARROW
Move to Previous Element	CTRL+SHIFT+UP ARROW
Select Active Element to Navigate By	
All Elements	CTRL+SHIFT+A
Section Headings	CTRL+SHIFT+H
Text Blocks	CTRL+SHIFT+B
Headers	CTRL+SHIFT+D
Columns	CTRL+SHIFT+C
Graphics	CTRL+SHIFT+G
Captions	CTRL+SHIFT+N

Tables	CTRL+SHIFT+T
Footers	CTRL+SHIFT+O

Other Useful Keys

Bookmark, go to	F9
Bookmark, insert	CTRL+F9
Bookmark, delete	CTRL+SHIFT+F9
BuckScan money identifier	CTRL+M
Change Key Settings	F11
Classic menus toggle On/Off	F2
Close current document	CTRL+W
Context-sensitive Help	SHIFT+F1
Document Properties	CTRL+R
Exit Open Book	ALT+F4
Help	F1 or - (keypad minus)
Help, context-sensitive help	SHIFT+- (keypad minus) or SHIFT+F1
Key Describer toggle	CTRL+/ (slash key) or KEYPAD 1
Menu key (Classic menus)	NUM LOCK
New File	CTRL+N
Open File	CTRL+O
Print current document	CTRL+P
Properties (of open document)	CTRL+R
Save current document	CTRL+S
Status Bar toggle On/Off	CTRL+F6
Start Open Book	ALT+CTRL+O

Word Count

**CTRL+SHIFT+3 or
SHIFT+F7**

Using the Keypad on a portable PC

You can use Open Book on a portable notebook or laptop computer. However, most portable computers do not have standard 17-key keypads. We have therefore assigned alternate keys to the Open Book keypad functions.

Menu	F2
Scan.	F4 or SPACEBAR
Delete Page.	CTRL+DELETE
Speak.	F10 or F12
Select	ENTER
Escape	ESC
Key Describer.	CTRL+F12
Where Am I?	SHIFT+CTRL+F12
Help	F1
Voice Rate	CTRL+1 and CTRL+2
Scanning Status	SHIFT+F4
Move Up.	UP ARROW
Move Down.	DOWN ARROW
Move Left.	LEFT ARROW
Move Right.	RIGHT ARROW
Page Up.	PAGE UP
Page Down.	PAGE DOWN