

## 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

<b>Description</b>	<b>Keystroke</b>
Go Back a Page	<b>ALT+LEFT ARROW</b> or <b>BACKSPACE</b>
Go Forward a Page	<b>ALT+RIGHT ARROW</b>
Read Address Bar	<b>INSERT+A</b>
Next Link	<b>TAB</b>
Prior Link	<b>SHIFT+TAB</b>
Open Link	<b>ENTER</b>
List Frames	<b>INSERT+F9</b>
List Links	<b>INSERT+F7</b>
List Headings	<b>INSERT+F6</b>
Heading at Level	<b>1</b> through <b>6</b>
Virtual HTML Features	<b>INSERT+F3</b>
JAWS Find Next and Previous	<b>F3</b> and <b>SHIFT+F3</b>
Assign Custom Label	<b>CTRL+INSERT+TAB</b>

**Description****Keystroke**

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  
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**

## 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.

<b>Description</b>	<b>Keystroke</b>
Next Radio Button	<b>A*</b>
Next Button	<b>B*</b>
Next Combo Box	<b>C*</b>
Next Different Element	<b>D</b>
Next Edit Box	<b>E*</b>
Next Form Control	<b>F</b>
Next Graphic	<b>G*</b>
Next Heading	<b>H</b>
Next Item in a List	<b>I</b>
Jump to Line	<b>J*</b>
Next PlaceMarker	<b>K*</b>
Next List	<b>L*</b>
Next Frame	<b>M</b>
Skip Past Links	<b>N</b>
Next Object Tag	<b>O</b>
Next Paragraph	<b>P*</b>

<b>Description</b>	<b>Keystroke</b>
Move to Main Region	<b>Q</b>
Next Region	<b>R*</b>
Next Same Element	<b>S</b>
Next Table	<b>T*</b>
Next Unvisited Link	<b>U</b>
Next Visited Link	<b>V</b>
Next Check Box	<b>X*</b>
Next Division	<b>Z*</b>
Next Separator	<b>DASH</b>
Next Clickable Element	<b>SLASH*</b>
Next Mouse Over Element	<b>SEMICOLON*</b>
Next Element	<b>SHIFT+PERIOD</b>
Previous Element	<b>SHIFT+COMMA</b>

# 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

**C**

Prior Combo Box

**SHIFT+C**

List Combo Boxes

**CTRL+INSERT+C**

Next Edit Box

**E**

Prior Edit Box

**SHIFT+E**

List Edit Boxes

**CTRL+INSERT+E**

Next Check Box

**X**

**Description**

Prior Check Box

List Check Boxes

**Keystroke****SHIFT+X****CTRL+INSERT+X****Tables****Description**

List keystrokes for table navigation

Next Table

Prior Table

Select Table

Next Row

Prior Row

Read Row

Next Column

Prior Column

Read Column

Next Cell in Row

Prior Cell in Row

Cell Below in Column

Cell Above in Column

**Keystroke****INSERT+SPACEBAR**, followed by **T**, and then **QUESTION MARK****T****SHIFT+T****F8****WINDOWS KEY+ALT+DOWN ARROW****WINDOWS KEY+ALT+UP ARROW****WINDOWS KEY+COMMA** or **WINDOWS KEY+NUM PAD 5****WINDOWS KEY+ALT+RIGHT ARROW****WINDOWS KEY+ALT+LEFT ARROW****WINDOWS KEY+PERIOD****ALT+CTRL+RIGHT ARROW****ALT+CTRL+LEFT ARROW****ALT+CTRL+DOWN ARROW****ALT+CTRL+UP ARROW**

## **Description**

Jump to Table Cell

## **Keystroke**

**CTRL+WINDOWS KEY+J**

Return to Previous Cell

**CTRL+WINDOWS KEY+SHIFT+J**

## **PlaceMarkers**

### **Description**

Set Temporary PlaceMarker  
(Permanent Marker for Word)

### **Keystroke**

**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**

### **Description**

Next Frame

### **Keystroke**

**M**

Prior Frame

**SHIFT+M**

List Frames

**INSERT+F9**

# Elements

<b>Description</b>	<b>Keystroke</b>
Next Same Element	<b>S</b>
Prior Same Element	<b>SHIFT+S</b>
Next Different Element	<b>D</b>
Prior Different Element	<b>SHIFT+D</b>
Next Element	<b>SHIFT+PERIOD</b>
Prior Element	<b>SHIFT+COMMA</b>
Select Entire Element	<b>F8</b>
Display Entire Element	<b>SHIFT+INSERT+F1</b>
Display Detailed Element Information	<b>CTRL+SHIFT+INSERT+F1</b>
Activate Mouse Over	<b>INSERT+CTRL+ENTER</b>

## Desktop and Laptop Keystrokes

### For Reading Text

<b>Description</b>	<b>Desktop Keystroke</b>	<b>Laptop Keystroke</b>
Say Character	<b>NUM PAD 5</b>	<b>CAPS LOCK+COMMA</b>
Say Character Phonetically	<b>NUM PAD 5</b> twice quickly	<b>CAPS LOCK+COMMA</b> twice quickly
Say Prior Character	<b>LEFT ARROW</b>	<b>CAPS LOCK+M</b>
Say Next Character	<b>RIGHT ARROW</b>	<b>CAPS LOCK+PERIOD</b>



<b>Description</b>	<b>Desktop Keystroke</b>	<b>Laptop Keystroke</b>
Say Word	<b>INSERT+NUM PAD 5</b>	<b>CAPS LOCK+K</b>
Spell Word	<b>INSERT+NUM PAD 5</b> twice quickly	<b>CAPS LOCK+K</b> twice quickly
Say Prior Word	<b>INSERT+LEFT ARROW</b>	<b>CAPS LOCK+J</b>
Say Next Word	<b>INSERT+RIGHT ARROW</b>	<b>CAPS LOCK+L</b>
Say Line	<b>INSERT+UP ARROW</b>	<b>CAPS LOCK+I</b>
Spell Line	<b>INSERT+UP ARROW</b> twice quickly	<b>CAPS LOCK+I</b> twice quickly
Say Prior Line	<b>UP ARROW</b>	<b>CAPS LOCK+U</b>
Say Next Line	<b>DOWN ARROW</b>	<b>CAPS LOCK+O</b>
Say Sentence	<b>ALT+NUM PAD 5</b>	<b>CAPS LOCK+H</b>
Say Prior Sentence	<b>ALT+UP ARROW</b>	<b>CAPS LOCK+Y</b>
Say Next Sentence	<b>ALT+DOWN ARROW</b>	<b>CAPS LOCK+N</b>
Say Paragraph	<b>CTRL+NUM PAD 5</b>	<b>CAPS LOCK+CTRL+I</b>
Say Prior Paragraph	<b>CTRL+UP ARROW</b>	<b>CAPS LOCK+CTRL+U</b>
Say Next Paragraph	<b>CTRL+DOWN ARROW</b>	<b>CAPS LOCK+CTRL+O</b>
Say to Cursor	<b>INSERT+HOME</b>	<b>CAPS LOCK+SHIFT+J</b>

<b>Description</b>	<b>Desktop Keystroke</b>	<b>Laptop Keystroke</b>
Say from Cursor	<b>INSERT+PAGE UP</b>	<b>CAPS LOCK+SHIFT+L</b>
Say All	<b>INSERT+DOWN ARROW</b>	<b>CAPS LOCK+A</b>
Rewind During Say All	<b>LEFT ARROW</b>	<b>LEFT ARROW</b>
Fast Forward During Say All	<b>RIGHT ARROW</b>	<b>RIGHT ARROW</b>
Say Color	<b>INSERT+5</b> on the numbers row	<b>CAPS LOCK+5</b>
Increase Voice Rate During Say All	<b>PAGE UP</b>	<b>PAGE UP</b>
Decrease Voice Rate During Say All	<b>PAGE DOWN</b>	<b>PAGE DOWN</b>
Temporarily Increase Voice Rate When Not in Say All	<b>ALT+CTRL+PAGE UP</b>	<b>ALT+CTRL+PAGE UP</b>
Temporarily Decrease Voice Rate When Not in Say All	<b>ALT+CTRL+PAGE DOWN</b>	<b>ALT+CTRL+PAGE DOWN</b>

<b>Description</b>	<b>Desktop Keystroke</b>	<b>Laptop Keystroke</b>
Permanently Increase Voice Rate When Not in Say All	<b>ALT+WINDOWS Key+CTRL+PAGE UP</b>	<b>ALT+WINDOWS Key+CTRL+PAGE UP</b>
Permanently Decrease Voice Rate When Not in Say All	<b>ALT+WINDOWS Key+CTRL+PAGE DOWN</b>	<b>ALT+WINDOWS Key+CTRL+PAGE DOWN</b>
Start Skim Reading	<b>CTRL+INSERT+DOWN ARROW</b>	<b>CAPS LOCK+CTRL+DOWN ARROW</b>
Change Skim Reading Preferences	<b>CTRL+SHIFT+INSERT+DOWN ARROW</b>	<b>CAPS LOCK+CTRL+SHIFT+ DOWN ARROW</b>
Toggle Speech On and Off	<b>INSERT+SPACEBAR</b> , followed by <b>S</b>	<b>CAPS LOCK+SPACEBAR</b> , followed by <b>S</b>

## **Informational**

<b>Description</b>	<b>Desktop Keystroke</b>	<b>Laptop Keystroke</b>
Interrupt Speech	<b>CTRL</b>	<b>CTRL</b>
Say Font	<b>INSERT+F</b>	<b>CAPS LOCK+F</b>
Say Window Title	<b>INSERT+T</b>	<b>CAPS LOCK+T</b>
Say Window Prompt and Text	<b>INSERT+TAB</b>	<b>CAPS LOCK+TAB</b>

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

## **For Cursors and Mouse**

<b>Description</b>	<b>Desktop Keystroke</b>	<b>Laptop Keystroke</b>
PC Cursor	<b>NUM PAD PLUS</b>	<b>CAPS LOCK+SEMICOLON</b>
JAWS Cursor	<b>NUM PAD MINUS</b>	<b>CAPS LOCK+P</b>
Touch Cursor	<b>SHIFT+NUM PAD PLUS</b>	<b>CAPS LOCK+SHIFT+SEMICOLON</b>
Route PC Cursor to JAWS Cursor	<b>INSERT+NUM PAD PLUS</b>	<b>CAPS LOCK+APOSTROPHE</b>

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

## **For Dialog Boxes**

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

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**

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

**Description****Desktop Keystrokes****Laptop Keystrokes**

Show Speech History

**INSERT+SPACEBAR**  
followed by **H**

**CAPS**  
**LOCK+SPACEBAR**  
followed by **H**

Toggle Audio Ducking  
(Windows 8.1 and later)

**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**

**For Frames****Description****Desktop Keystroke****Laptop Keystroke**

Frame Get Top Left

**CTRL+SHIFT+LEFT**  
**BRACKET**

**CTRL+SHIFT+LEFT**  
**BRACKET**

Frame Get Bottom Right

**CTRL+SHIFT+RIGHT**  
**BRACKET**

**CTRL+SHIFT+RIGHT**  
**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 Tandem Session	<b>INSERT+ALT+T</b>	<b>INSERT+ALT+T</b>
Toggle Between Target and Controller Desktop (Controller User only)	<b>INSERT+ALT+TAB</b>	<b>INSERT+ALT+TAB</b>
Toggle Video On or Off on Controller (Controller User only)	<b>INSERT+CTRL+SHIFT+V</b>	<b>INSERT+CTRL+SHIFT+V</b>

## For Research It

Description	Desktop Keystroke	Laptop Keystroke
Open Research It	<b>INSERT+SPACEBAR,</b> followed by <b>R</b>	<b>CAPS</b> <b>LOCK+SPACEBAR,</b> followed by <b>R</b>
Launch Research It Using the Primary Lookup Source	<b>INSERT+WINDOWS</b> <b>Key+R</b>	<b>CAPS</b> <b>LOCK+WINDOWS</b> <b>Key+R</b>

## For Convenient OCR

Description	Desktop Keystroke	Laptop Keystroke
Acquire image from camera or scanner	<b>INSERT+SPACEBAR</b> , followed by <b>O</b> , and then <b>A</b>	<b>CAPS LOCK+SPACEBAR</b> , followed by <b>O</b> , and then <b>A</b>
Recognize currently selected image file	<b>INSERT+SPACEBAR</b> , followed by <b>O</b> , and then <b>F</b>	<b>CAPS LOCK+SPACEBAR</b> , followed by <b>O</b> , and then <b>F</b>
Recognize current PDF document	<b>INSERT+SPACEBAR</b> , followed by <b>O</b> , and then <b>D</b>	<b>CAPS LOCK+SPACEBAR</b> , followed by <b>O</b> , and then <b>D</b>
Recognize current application window	<b>INSERT+SPACEBAR</b> , followed by <b>O</b> , and then <b>W</b>	<b>CAPS LOCK+SPACEBAR</b> , followed by <b>O</b> , and then <b>W</b>
Recognize entire screen	<b>INSERT+SPACEBAR</b> , followed by <b>O</b> , and then <b>S</b>	<b>CAPS LOCK+SPACEBAR</b> , followed by <b>O</b> , and then <b>S</b>
Recognize currently selected control	<b>INSERT+SPACEBAR</b> , followed by <b>O</b> , and then <b>C</b>	<b>CAPS LOCK+SPACEBAR</b> , followed by <b>O</b> , and then <b>C</b>

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 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**

Description	Desktop Keystroke	Laptop Keystroke
Speak Paragraph	<b>INSERT+SPACEBAR</b> , followed by <b>E</b> , and then <b>P</b>	<b>CAPS LOCK+SPACEBAR</b> , followed by <b>E</b> , and then <b>P</b>
Announce help message for Mouse Echo commands	<b>INSERT+SPACEBAR</b> , followed by <b>E</b> , and then <b>QUESTION MARK</b>	<b>CAPS LOCK+SPACEBAR</b> , followed by <b>E</b> , and then <b>QUESTION MARK</b>

## For Touch Cursor

Description	Desktop Keystroke	Laptop Keystroke
Touch Cursor	<b>SHIFT+NUM PAD PLUS</b>	<b>CAPS LOCK+SHIFT+SEMICOLON</b>
Next Element	<b>RIGHT ARROW</b> or <b>TAB</b>	<b>RIGHT ARROW</b> or <b>TAB</b>
Prior Element	<b>LEFT ARROW</b> or <b>SHIFT+TAB</b>	<b>LEFT ARROW</b> or <b>SHIFT+TAB</b>
Next Element by Type	<b>DOWN ARROW</b>	<b>DOWN ARROW</b>
Prior Element by Type	<b>UP ARROW</b>	<b>UP ARROW</b>
Cycle Through Element Navigation Types	<b>PAGE UP</b> or <b>PAGE DOWN</b>	<b>PAGE UP</b> or <b>PAGE DOWN</b>
First Element	<b>CTRL+HOME</b>	<b>CTRL+HOME</b>

Description	Desktop Keystroke	Laptop Keystroke
Last Element	<b>CTRL+END</b>	<b>CTRL+END</b>
Say Current Element	<b>INSERT+UP ARROW</b>	<b>CAPS LOCK+I</b>
Say All with Touch Cursor	<b>INSERT+DOWN ARROW</b>	<b>CAPS LOCK+DOWN ARROW</b>
Route Touch Cursor to Focused Element	<b>INSERT+NUM PAD PLUS</b>	<b>CAPS LOCK+APOSTROPHE</b>
Route Touch Cursor to JAWS Cursor	<b>INSERT+SHIFT+NUM PAD PLUS</b>	<b>CAPS LOCK+SHIFT+APOSTROPHE</b>
Route JAWS Cursor to Touch Cursor	<b>INSERT+SHIFT+NUM PAD MINUS</b>	<b>CAPS LOCK+SHIFT+LEFT BRACKET</b>
Text Review	<b>NUM PAD SLASH or INSERT+ENTER</b>	<b>CAPS LOCK+ENTER</b>
Advanced Navigation	<b>NUM PAD STAR</b>	<b>CAPS LOCK+A</b>

# Windows Keystrokes

## General

<b>Description</b>	<b>Keystroke</b>
Get Help	<b>F1</b>
Open the Start menu	<b>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

<b>Description</b>	<b>Keystroke</b>
Open the Application Control Menu	<b>ALT+SPACEBAR</b>
Move to Current Application's Menu Bar	<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 Context Menu	<b>APPLICATIONS KEY or SHIFT+F10</b>

## **For Dialog Boxes**

<b>Description</b>	<b>Keystroke</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**

<b>Description</b>	<b>Keystroke</b>
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>

## **Description**

Scroll Up One Screen

Scroll Down One Screen

Move to Beginning

Move to End

## **Keystroke**

**PAGE UP**

**PAGE DOWN**

**CTRL+HOME**

**CTRL+END**

## **For Editing Text**

### **Description**

Copy

Cut

Paste

Read Clipboard Contents  
(Desktop or Laptop Layout)

Virtualize Clipboard Contents  
(Desktop or Laptop Layout)

Undo

Delete Current Character

Delete Prior Character

Select One Character Left

Select One Character Right

Select One Word Left

Select One Word Right

Select to Beginning of Line

Select to End of Line

### **Keystroke**

**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**

**BACKSPACE**

**SHIFT+LEFT ARROW**

**SHIFT+RIGHT ARROW**

**CTRL+SHIFT+LEFT ARROW**

**CTRL+SHIFT+RIGHT ARROW**

**SHIFT+HOME**

**SHIFT+END**



**Description**

Select to Beginning

Select to End

Select All

**Keystroke****CTRL+SHIFT+HOME****CTRL+SHIFT+END****CTRL+A****For Windows Explorer****Description**

Delete files

Rename a file or folder

Open Properties for Selected  
File or Folder

Refresh a window

Switch between panes

Go up one level

**Keystroke****DELETE****F2****ALT+ENTER****F5****TAB** and **SHIFT+TAB****BACKSPACE**

# Touch Gestures

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

<b>Gesture</b>	<b>Touch Navigation</b>	<b>Text Reading</b>	<b>Speech Settings</b>
<b>One-finger tap</b>	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)	-
<b>Split tap</b>	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	-

<b>Gesture</b>	<b>Touch Navigation</b>	<b>Text Reading</b>	<b>Speech Settings</b>
<b>Split double tap</b>	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	-
<b>Flick right or left</b>	Next or prior element	Next or prior character	Increase or decrease speech rate
<b>Flick down or up</b>	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
<b>Two-finger flick right or left</b>	Cycle forward or backward through element navigation types, such as regions, headings, list items, etc.	Next or prior word	-
<b>Two-finger flick up</b>	Say current element	Prior paragraph (performs a <b>CTRL+UP ARROW</b> )	-

<b>Gesture</b>	<b>Touch Navigation</b>	<b>Text Reading</b>	<b>Speech Settings</b>
<b>Two-finger flick down</b>	Say all	Next paragraph (performs a <b>CTRL+DOWN ARROW</b> )	-
<b>Triple tap</b>	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
<b>Two-finger triple tap</b>	Speak selected text	Speak selected text	-
<b>Three-finger flick right or left</b>	Performs a <b>TAB</b> or <b>SHIFT+TAB</b>	End or beginning of current line (performs a <b>JAWS END/HOME</b> )	-
<b>Three-finger flick up or down</b>	Cycle between application panes similar to pressing <b>F6</b> or <b>SHIFT+F6</b>	Beginning or end of text area (performs a <b>CTRL+HOME/END</b> )	-
<b>Four-finger flick up or down</b>	First or last element	Move up or down a page or screen (performs a <b>PAGE UP/DOWN</b> )	-

Gesture	Touch Navigation	Text Reading	Speech Settings
<b>Four-finger swipe down</b>	-	Say All (a single tap anywhere on the screen stops reading)	-
<b>Four-finger swipe down-up</b>	Toggles Windows touch keyboard on/off	Toggles Windows touch keyboard on/off	-
<b>Four-finger double tap</b>	List gestures for touch navigation	List gestures for text reading	List gestures for speech settings

## Gestures for General Windows and JAWS Commands

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

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