

Say Prior Character	LEFT ARROW
Say Next Character	RIGHT ARROW
Say Character	NUM PAD 5
Say Character Phonetically	NUM PAD 5 twice quickly
Say Prior Word	INSERT+LEFT ARROW
Say Next Word	INSERT+RIGHT ARROW
Say Word	INSERT+NUM PAD 5
Spell Word	INSERT+NUM PAD 5 twice quickly
Say Prior Line	UP ARROW
Say Next Line	DOWN ARROW
Say Current Line	INSERT+UP ARROW
Spell Current Line	INSERT+UP ARROW twice quickly
Say Prior Sentence	ALT+UP ARROW
Say Next Sentence	ALT+DOWN ARROW
Say Current Sentence	ALT+NUM PAD 5
Say to Cursor	INSERT+HOME
Say from Cursor	INSERT+PAGE UP
Spell to Cursor	INSERT+HOME twice quickly
Spell from Cursor	INSERT+PAGE UP twice quickly
Say All	INSERT+DOWN ARROW
Fast Forward during a Say All	RIGHT ARROW
Rewind during a Say All	LEFT ARROW
Say Color	INSERT+5
Say ASCII or Hexadecimal Value	NUM PAD 5 three times quickly
Say Font	INSERT+F, twice quickly to display in virtual viewer
Start Skim Reading	CTRL+INSERT+DOWN ARROW
Skim Reading dialog box	CTRL+INSERT+SHIFT+DOWN ARROW
Display Skim Reading Summary	INSERT+WINDOWS Key+DOWN ARROW
Copy Selected Text to FSClipboard	WINDOWS Key+C

JAWS now allows you to temporarily change the speech rate for the current voice. This can be done at any time - even while using Say All!

**When not using SayAll:**

Decrease Voice Rate	<b>ALT+CTRL+PAGE DOWN</b>
Increase Voice Rate	<b>ALT+CTRL+PAGE UP</b>

**During a SayAll:**

Decrease Voice Rate	<b>PAGE DOWN</b>
Increase Voice Rate	<b>PAGE UP</b>

**JAWS Keystrokes for Working in Dialog Boxes**

Say Default Button of Dialog	<b>INSERT+E</b>
Say Current Control Hot Key	<b>SHIFT+NUM PAD 5</b>
Read Current Window	<b>INSERT+B</b>
Say Window Prompt in Text	<b>INSERT+TAB</b>
Read Word in Context	<b>INSERT+C</b>
Open Combo Box	<b>ALT+DOWN ARROW</b>
Close Combo Box	<b>ALT+UP ARROW</b>
Select Multiple List Items	<b>CTRL+SHIFT</b> or <b>CTRL+SPACEBAR</b>
Unselect All But Current	<b>CTRL+\</b>
Read List View Columns 1 through 10	<b>CTRL+INSERT+1</b> through <b>0</b>

### Miscellaneous JAWS Keystrokes

Adjust JAWS Verbosity	<b>INSERT+V</b>
Adjust Braille Settings	<b>CTRL+INSERT+B</b>
Switch Synthesizers	<b>CTRL+INSERT+S</b>
Interrupt Speech	<b>CTRL</b>
Custom Highlight Assign	<b>CTRL+INSERT+H</b>
Refresh Screen	<b>INSERT+ESC</b>
Screen Echo toggle	<b>INSERT+S</b>
Typing Echo Toggle	<b>INSERT+2</b>
Pass Key Through	<b>INSERT+3</b>
Select Symbol to Print	<b>INSERT+4</b>
JAWS Window	<b>INSERT+J</b>
JAWS Find	<b>CTRL+INSERT+F</b>
JAWS Find Next	<b>INSERT+F3</b>
JAWS Find Previous	<b>INSERT+SHIFT+F3</b>
Shut Down JAWS	<b>INSERT+F4</b>
Say Active Configuration Name	<b>INSERT+Q</b> , twice quickly to display in virtual viewer.
Say Program Comments	<b>CTRL+SHIFT+C</b>
Run JAWS Manager	<b>INSERT+F2</b>
Virtualize Window	<b>CTRL+INSERT+W</b>
Select Scheme	<b>ALT+INSERT+S</b>
Select Language	<b>CTRL+WINDOWS KEY+L</b>
Select Synthesizer	<b>CTRL+INSERT+S</b>
Minimize All Applications	<b>WINDOWS KEY+M</b>
Copy Selected Text to FSClipboard	

### Keystrokes for Working in Windows Explorer

Delete Selected File or Folder	<b>DELETE</b>
Rename Selected File or Folder	<b>F2</b>
Refresh Window	<b>F5</b>
Switch Between Tree View and List View	<b>F6</b> or <b>TAB</b>
Go Up One Folder Level	<b>BACKSPACE</b>
Open File or Folder Properties	<b>ALT+ENTER</b>
Untruncate Columns in List View	<b>CTRL+NUM PAD PLUS</b>

## ***HTML Commands***

### ***General Commands***

Back a Page	<b>ALT+LEFT ARROW</b> or <b>BACKSPACE</b>
Forward a Page	<b>ALT+RIGHT ARROW</b>
Move to Address Bar	<b>ALT+D</b>
Read Address Bar	<b>INSERT+A</b>
Move JAWS Cursor to Address Bar	<b>INSERT+A</b> twice quickly
Virtual HTML Features	<b>INSERT+F3</b>
Activate Mouse Over	<b>INSERT+CTRL+ENTER</b>
View Basic Element Information	<b>INSERT+SHIFT+F1</b>
View Advanced Element Information	<b>CTRL+INSERT+SHIFT+F1</b>

### ***Links Commands***

List Links	<b>INSERT+F7</b>
Next Link	<b>TAB</b>
Prior Link	<b>SHIFT+TAB</b>
Next Visited Link	<b>V</b>
Prior Visited Link	<b>SHIFT+V</b>
Open Link	<b>ENTER</b>
Open Link in New Window	<b>SHIFT+ENTER</b>
Next Non Link Text	<b>N</b>
Prior Non Link Text	<b>SHIFT+N</b>

### ***Headings Commands***

List Headings	<b>INSERT+F6</b>
Next Heading	<b>H</b>
Prior Heading	<b>SHIFT+H</b>
First Heading	<b>ALT+INSERT+HOME</b>
Last Heading	<b>ALT+INSERT+END</b>
Next Heading at Level	<b>1</b> through <b>6</b>
Prior Heading at Level	<b>SHIFT+1</b> through <b>6</b>
First Heading at Level	<b>ALT+CTRL+INSERT+1</b> through <b>6</b>
Last Heading at Level	<b>ALT+CTRL+INSERT+SHIFT+1</b> through <b>6</b>

### ***Forms Commands***

Move To First Form Field	<b>INSERT+CTRL+HOME</b>
Move To Next Form Field	<b>F</b>
Move To Prior Form Field	<b>SHIFT+F</b>
Move To Last Form Field	<b>INSERT+CTRL+END</b>
Move To Next Button	<b>B</b>

Move to Prior Button	<b>SHIFT+B</b>
Move To Next Combo Box	<b>C</b>
Move to Prior Combo Box	<b>SHIFT+C</b>
Move To Next Edit Box	<b>E</b>
Move to Prior Edit Box	<b>SHIFT+E</b>
Move To Next Radio Button	<b>R</b>
Move to Prior Radio Button	<b>SHIFT+R</b>
Move To Next Check Box	<b>X</b>
Move to Prior Check Box	<b>SHIFT+X</b>
Enter Forms Mode	<b>ENTER</b>
Exit Forms Mode	<b>NUM PAD PLUS</b>
List of Form Fields	<b>INSERT+F5</b>
List Buttons	<b>CTRL+INSERT+B</b>
List Combo Boxes	<b>CTRL+INSERT+C</b>
List Edit Boxes	<b>CTRL+INSERT+E</b>
List Radio Buttons	<b>CTRL+INSERT+R</b>
List Check Boxes	<b>CTRL+INSERT+X</b>
Enter/Leave Multi-Select Mode	<b>SHIFT+F8</b>

### ***Tables Commands***

Move To Next Table	<b>T</b>
Move To Prior Table	<b>SHIFT+T</b>
Select Table	<b>F8</b>
List Tables	<b>CTRL+INSERT+T</b>
Jump to Table Cell (from within a table)	<b>CTRL+J</b> (or <b>WINDOWS Key+J</b> in Mozilla Firefox)
Return to Previous Cell	<b>CTRL+SHIFT+J</b> (or <b>SHIFT+WINDOWS Key+J</b> in Mozilla Firefox)
Read current cell	<b>CTRL+ALT+NUM PAD 5</b>
Move to and Read Next Cell	<b>CTRL+ALT+RIGHT ARROW</b>
Move to and Read Prior Cell	<b>CTRL+ALT+LEFT ARROW</b>
Move to and Read Cell Above	<b>CTRL+ALT+UP ARROW</b>
Move to and Read Cell Below	<b>CTRL+ALT+DOWN ARROW</b>
Move to and Read First Cell	<b>CTRL+ALT+HOME</b>
Move to and Read Last Cell	<b>CTRL+ALT+END</b>
Read Next Row	<b>WINDOWS KEY+DOWN ARROW</b>
Read Prior Row	<b>WINDOWS KEY+UP ARROW</b>
Read Current Row	<b>WINDOWS KEY+COMMA</b>
Read from Beginning of Row to Current Cell	<b>INSERT+SHIFT+HOME</b>
Read from Current Cell to End of Row	<b>INSERT+SHIFT+PAGE UP</b>



Virtual Cursor Toggle	<b>INSERT+Z</b>
Personalize Web Page	<b>SHIFT+INSERT+V</b>
JAWS Find Next	<b>F3</b>
JAWS Find Previous	<b>SHIFT+F3</b>
Jump to Line	<b>J</b>
Return to Previous Line	<b>SHIFT+J</b>
Move to Next Division	<b>Z</b>
Move to Prior Division	<b>SHIFT+Z</b>
List Divisions	<b>CTRL+INSERT+Z</b>

### **JAWS Commands for Outlook Express**

Move to attachment list	<b>INSERT+A</b>
Move to Message edit field	<b>ALT+GRAVE</b>
Read From field	<b>ALT+1</b>
Read Date field	<b>ALT+2</b>
Read To field	<b>ALT+3</b>
Read cc field	<b>ALT+4</b>
Read bcc field	<b>ALT+5</b>
Read subject field	<b>ALT+6</b>
List links in active message	<b>INSERT+F7</b>
Read misspelled word and suggestion	<b>CTRL+INSERT+F7</b>
Next Message, message list	<b>CTRL+PERIOD</b>
Next Message, message view	<b>ALT+RIGHT ARROW</b>
Previous Message, message list	<b>CTRL+COMMA</b>
Previous Message, message view	<b>ALT+LEFT ARROW</b>
Move to next link	<b>TAB</b>
Move to prior link	<b>SHIFT+TAB</b>

## **JAWS Commands for Word**

Adjust JAWS Verbosity **INSERT+V**

### ***Navigation***

Move forward one character **RIGHT ARROW**  
Move back one character **LEFT ARROW**  
Move forward one word **CTRL+RIGHT ARROW**  
Move back one word **CTRL+LEFT ARROW**  
Move down one line **DOWN ARROW**  
Move up one line **UP ARROW**  
Move down one paragraph **CTRL+DOWN ARROW**  
Move up one paragraph **CTRL+UP ARROW**  
Move forward one sentence **ALT+DOWN ARROW**  
Move back one sentence **ALT+UP ARROW**  
Move down one screen **PAGE DOWN**  
Move up one screen **PAGE UP**  
Move to the top of the next page **CTRL+PAGE DOWN**  
Move to the top of the previous page **CTRL+PAGE UP**

**Note:** If you use the Find or Go To commands in Word, pressing **CTRL+PAGE DOWN** or **PAGE UP** will not move the cursor to the top of the next or previous page. Instead, these keystrokes move the cursor to the next or previous occurrence of the item you selected in the Go To dialog box or the last word you searched for.

Move to the beginning of the current line **HOME**  
Move to the end of the current line **END**  
Move to the beginning of the document **CTRL+HOME**  
Move to the end of the document **CTRL+END**

### ***Formatting***

Move to style bar **CTRL+SHIFT+S**  
Select next heading style **ALT+SHIFT+RIGHT ARROW**  
Select prior heading style **ALT+SHIFT+LEFT ARROW**  
Point Size **CTRL+SHIFT+P**  
Insert and Overtyping mode **ALT+CTRL+I**  
Copy formatting of selected text **CTRL+SHIFT+C**  
Paste formatting **CTRL+SHIFT+V**

### ***Informational Keystrokes***

Say character formatting **INSERT+F**  
Say font color **INSERT+5**  
Say line and column **INSERT+DELETE**

Say cursor position	<b>ALT+DELETE</b>
Describe border of text	<b>ALT+SHIFT+B</b>
Convert shape to text readable by JAWS	<b>ALT+CTRL+SHIFT+C</b>
Say Word version	<b>CTRL+INSERT+V</b>
Say language in use	<b>ALT+CTRL+SHIFT+A</b>
Read misspelled word and suggestion	<b>INSERT+F7</b>
Close Office Assistant	<b>CTRL+INSERT+F4</b>
Announce Comment	<b>ALT+SHIFT+APOSTROPHE</b>
Announce Footnotes or Endnotes	<b>ALT+SHIFT+E</b>
Say Current Scheme Name	<b>ALT+INSERT+Q</b>

### ***Lists***

List comments	<b>CTRL+SHIFT+APOSTROPHE</b>
List Hyperlinks	<b>INSERT+F7</b>
List Inline Objects	<b>CTRL+SHIFT+O</b>
List spelling errors	<b>ALT+SHIFT+L</b>
List revisions	<b>INSERT+SHIFT+R</b>
List grammatical errors	<b>CTRL+SHIFT+G</b>
List headings	<b>INSERT+F6</b>

### ***Tables***

Read table column	<b>ALT+INSERT+C</b>
Say column title	<b>ALT+INSERT+SHIFT+C</b>
Say first cell in column	<b>ALT+1</b>
Read Table Row	<b>ALT+INSERT+R</b>
Say row title	<b>ALT+INSERT+SHIFT+R</b>
Say first cell in row	<b>ALT+7</b>
Select first cell in a table	<b>INSERT+CTRL+T</b>

### ***Forms***

Move focus to first field in a form	<b>CTRL+INSERT+HOME</b>
Read Field Contents	<b>CTRL+INSERT+NUM PAD 5</b>
Select a field	<b>INSERT+F5</b>
Create Custom Label	<b>CTRL+INSERT+TAB</b>

### ***Outline View***

Show Heading 1	<b>ALT+SHIFT+1</b>
Show to Heading 2	<b>ALT+SHIFT+2</b>
Show to Heading 3	<b>ALT+SHIFT+3</b>
Show to Heading 4	<b>ALT+SHIFT+4</b>
Show to Heading 5	<b>ALT+SHIFT+5</b>
Show to Heading 6	<b>ALT+SHIFT+6</b>

Show to Heading 7	<b>ALT+SHIFT+7</b>
Toggle between all and headings only	<b>ALT+SHIFT+A</b>
Heading to Prior Level	<b>ALT+SHIFT+LEFT ARROW</b>
Heading to Next Level	<b>ALT+SHIFT+RIGHT ARROW</b>
Move Heading Up	<b>ALT+SHIFT+UP ARROW</b>
Move Heading Down	<b>ALT+SHIFT+DOWN ARROW</b>

### **JAWS Commands for Yahoo! Messenger**

Move to Next Message	<b>ALT+DOWN ARROW</b>
Move to Previous Message	<b>ALT+UP ARROW</b>
Move to Edit Window	<b>CTRL+SHIFT+E</b>
Display Emoticons List	<b>CTRL+SHIFT+M</b>
View Visible Messages	<b>CTRL+SHIFT+V</b>

### **JAWS Commands for Windows Messenger**

<b>Description</b>	<b>Command</b>
<b><i>Message Reading Commands</i></b>	
Read Most Recent Message	<b>ALT+1</b> or <b>GRAVE</b>
Read Second Most Recent Message	<b>ALT+2</b> or <b>CTRL+GRAVE</b>
Read Third Most Recent Message	<b>ALT+3</b> or <b>CTRL+SHIFT+GRAVE</b>
Read Fourth Most Recent Message	<b>ALT+4</b> or <b>ALT+CTRL+GRAVE</b>
Read Fifth Most Recent Message	<b>ALT+5</b> or <b>ALT+CTRL+SHIFT+GRAVE</b>
Read Sixth Most Recent Message	<b>ALT+6</b>
Read Seventh Most Recent Message	<b>ALT+7</b>
Read Eighth Most Recent Message	<b>ALT+8</b>
Read Ninth Most Recent Message	<b>ALT+9</b>
Read Tenth Most Recent Message	<b>ALT+0</b>
Check For Status Message	<b>SHIFT+GRAVE</b>
Speak Incoming Messages Toggle	<b>ALT+SHIFT+V</b>
Speak Contact's Name Toggle	<b>CTRL+SHIFT+V</b>
Insert Emoticon	<b>CTRL+SHIFT+M</b>
<b><i>Typing Sound and Announcement</i></b>	
Toggle Typing Sound	<b>CTRL+SHIFT+F12</b>
Toggle Typing Announce	<b>ALT+CTRL+F12</b>
Check Typing Status	<b>F12</b>
<b><i>Conversation Commands</i></b>	
Assign Conversation To Channel	<b>CTRL+WINDOWS KEY+1 through 5</b>

Switch To Assigned Channel **WINDOWS KEY+1 through 5**  
Switch To Urgent Conversation **CTRL+SHIFT+MINUS**

### ***Contact Commands***

Announce Last Contact Signed In **ALT+SHIFT+F12**  
Automatically Announce Contacts Signing In **ALT+SHIFT+F12** twice quickly

### **JAWS Commands for AOL Instant Messenger**

Virtualize Buddy Icon Window **CTRL+INSERT+W**

### **JAWS Commands for Eudora**

<b>Description</b>	<b>Command</b>
Read Misspelled Word and Suggestion	<b>CTRL+INSERT+6</b>
Open Signatures List	<b>CTRL+SHIFT+S</b>
Move to Message Body	<b>CTRL+SHIFT+M</b>
Delete Current Message	<b>CTRL+D</b>
Toggle Speaking of Download Progress	<b>CTRL+SHIFT+D</b>
Close Task Status Window	<b>CTRL+INSERT+F4</b>
Open Task Status Window	<b>CTRL+4</b>
Read Preview Pane	<b>CTRL+INSERT+SHIFT+DOWN ARROW</b>
Skip Past Headers	<b>ALT+CTRL+INSERT+DOWN ARROW</b>
Read From Field	<b>ALT+1</b>
Read To Field	<b>CTRL+SHIFT+T</b>
Read CC Field	<b>CTRL+SHIFT+C</b>
Read BCC Field	<b>CTRL+SHIFT+B</b>
Read Attach Field	<b>CTRL+SHIFT+H</b>
Choose a Personality and Open a New Message	<b>CTRL+SHIFT+N</b>
Read Subject Field	<b>ALT+5</b>

### ***Find Messages Dialog***

Open Find Results List	<b>F6</b>
Open Mailboxes Treeview	<b>SHIFT+F6</b>
Read Number of Selected Mailboxes or Messages Found	<b>ALT+F6</b>