## **Internet Explorer Keystrokes**

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

Go Back a Page ALT+LEFT ARROW or

**BACKSPACE** 

Go Forward a Page ALT+RIGHT ARROW

Go to Home Page ALT+HOME

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

Activate Mouse Over CTRL+INSERT+ENTER

Move to Next Clickable Element SLASH

Move to Previous Clickable SHIFT+SLASH

Element

Select Clickable Element INSERT+CTRL+SLASH

Select a Mouse Over Element INSERT+CTRL+SEMICOLON

JAWS Find Next and Previous F3 and SHIFT+F3

(Internet Explorer only)

CTRL+INSERT+TAB Assign Custom Label

Move to Next Region R

Move to Previous Region SHIFT+R

INSERT+CTRL+R Select a Region

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

CTRL+Q

### **Tabbed Browsing Quick Keys**

Open a New Tab CTRL+T

Open a New Tab from the **ALT+ENTER** (on address bar)

Address Bar

Toolbar Search Box

**ALT+ENTER** (on address bar) Open a New Tab from the

CTRL+SHIFT+Q

View List of Open Tabs

Toggle Quick Tabs (Thumbnail View)

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 CTRL+ENTER

Background

Open Links in a New Tab in the

Foreground

CTRL+SHIFT+ENTER

Opens and places focus on the

Feeds tree view

CTRL+J

ALT+J

Subscribe to Feeds or Web

Slices

(Internet Explorer 8 or later for

Web Slices)

## **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.

Next Radio Button A\*

Next Button B\*

Next Combo Box C\*

Next Different Element D

Next Edit Box E\*

Next Form Control F

Next Graphic G\*

Next Heading H

Next Item in a List

Jump to Line J\*

Next PlaceMarker K\*

Next List L\*

Next Frame M

Skip Past Links N

Next Object Tag 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 Separator DASH

Next Element SHIFT+PERIOD

Previous Element SHIFT+COMMA

#### **Forms**

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

Prior Check Box SHIFT+X

List Check Boxes CTRL+INSERT+X

#### **Tables**

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

Jump to Table Cell CTRL+WINDOWS KEY+J

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

#### **PlaceMarkers**

Set Temporary PlaceMarker (Permanent Marker for Word)

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

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** 

Next Frame M

Prior Frame SHIFT+M

List Frames INSERT+F9

**Elements** 

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 CTRL+SHIFT+INSERT+F1

Information

Activate Mouse Over INSERT+CTRL+ENTER

# **Desktop Keystrokes**

### For Reading Text

Say Character NUM PAD 5

Say Character Phonetically **NUM PAD 5** twice quickly

Say Prior Character LEFT ARROW

Say Next Character RIGHT ARROW

Say Word INSERT+NUM PAD 5

Spell Word INSERT+NUM PAD 5 twice

quickly

Say Prior Word INSERT+LEFT ARROW

Say Next Word INSERT+RIGHT ARROW

Say Line INSERT+UP ARROW

Spell Line INSERT+UP ARROW twice

quickly

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 INSERT+HOME

Say from Cursor INSERT+PAGE UP

Say All INSERT+DOWN ARROW

Rewind During Say All LEFT ARROW

Fast Forward During Say All RIGHT ARROW

Say Color INSERT+5 on the numbers row

Increase Voice Rate During Say PAGE UP

ΑII

Decrease Voice Rate During PAGE DOWN

Say All

Temporarily Increase Voice ALT+CTRL+PAGE UP

Rate When Not in Say All

Temporarily Decrease Voice ALT+CTRL+PAGE DOWN

Rate When Not in Say All

Permanently Increase Voice ALT+WINDOWS
Rate When Not in Say All KEY+CTRL+PAGE UP

Permanently Decrease Voice ALT+WINDOWS

Rate When Not in Say All **KEY+CTRL+PAGE DOWN** 

Screen Refresh INSERT+ESC

Start Skim Reading CTRL+INSERT+DOWN

**ARROW** 

Change Skim Reading CTRL+SHIFT+INSERT+DOWN

Preferences ARROW

Display Skim Reading Summary INSERT+WINDOWS

**KEY+DOWN ARROW** 

Toggle Speech On and Off INSERT+SPACEBAR, followed

by **S** 

**Informational** 

Interrupt Speech CTRL

Say Font INSERT+F

Say Window Title INSERT+T

Say Window Prompt and Text INSERT+TAB

JAWS Find CTRL+INSERT+F

JAWS Find Next INSERT+F3

JAWS Find Previous INSERT+SHIFT+F3

Say Top Line of Window INSERT+END

Say Bottom Line of Window INSERT+PAGE DOWN

Say Selected Text INSERT+SHIFT+ DOWN

**ARROW** 

Get Application Version CTRL+INSERT+V

For Cursors and Mouse

PC Cursor NUM PAD PLUS

JAWS Cursor NUM PAD MINUS

Touch Cursor SHIFT+NUM PAD PLUS

Route PC Cursor to JAWS INSERT+NUM PAD PLUS

Cursor

Route JAWS Cursor to PC INSERT+NUM PAD MINUS

Cursor

**Keystrokes - 10** 

Left Mouse Button NUM PAD SLASH

Right Mouse Button NUM PAD STAR

Drag and Drop CTRL+INSERT+NUM PAD

**SLASH** 

Restrict JAWS Cursor INSERT+R

For Dialog Boxes

Say Default Button of Dialog INSERT+E

Box

Read Window from Top to INSERT+B

**Bottom** 

Read Word in Context INSERT+C

Say Current Control Hot Key SHIFT+NUM PAD 5

Open Combo Box ALT+DOWN ARROW

Close Combo Box ALT+UP ARROW

Announce Progress Bar Status INSERT+TAB

For Help

Context Sensitive Help INSERT+F1

Keyboard Help INSERT+1

JAWS Help for Applications INSERT+F1 twice quickly

Hot Key Help INSERT+H

Windows Key Help INSERT+W

**Miscellaneous** 

JAWS Window INSERT+J

Refresh Screen INSERT+ESC

Quick Settings INSERT+V

Run JAWS Manager INSERT+F2

Shut Down JAWS INSERT+F4

Window List Dialog INSERT+F10

Select a System Tray Icon INSERT+F11

Dialog

Say System Time INSERT+F12

Graphics Labeler INSERT+G

Auto Graphics Labeler CTRL+INSERT+G

Pass Key Through INSERT+3 on the numbers row

Virtualize Window ALT+INSERT+W

Virtualize Current Control ALT+SHIFT+INSERT+W

Select Scheme ALT+INSERT+S

Select Language CTRL+WINDOWS KEY+L

Select Voice Profile CTRL+INSERT+S

Read Columns 1 through 10 of CTRL+INSERT+n, where n is a

a List View value from 1, 2, 3 through 0

Copy Selected Text to INSERT+WINDOWS KEY+C

FSClipboard

Show Speech History INSERT+SPACEBAR followed

by H

**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

twice quickly

For JAWS Tandem

Ends JAWS Tandem Session INSERT+ALT+T

Toggle Between Target and INSERT+ALT+TAB Controller Desktop (Controller

User only)

Toggle Video On or Off on INSERT+CTRL+SHIFT+V Controller (Controller User only)

For Research It

Open Research It INSERT+SPACEBAR, followed

by **R** 

Launch Research It Using the INSERT+WINDOWS Key+R

Primary Lookup Source

For Convenient OCR

Recognize current application INSERT+SPACEBAR, followed

window by **O**, and then **W** 

Recognize entire screen INSERT+SPACEBAR, followed

by **O**, and then **S** 

Recognize currently selected INSERT+SPACEBAR, followed

control by **O**, and then **C** 

Cancel recognition while in INSERT+SPACEBAR, followed

progress by **O**, and then **Q** 

Announce help message for INSERT+SPACEBAR, followed

OCR commands by **O**, and then **QUESTION** 

**MARK** 

#### For Touch Cursor

Touch Cursor SHIFT+NUM PAD PLUS

Next Object RIGHT ARROW or TAB

Prior Object LEFT ARROW or SHIFT+TAB

Next Object by Type DOWN ARROW

Prior Object by Type UP ARROW

Cycle Through Object PAGE UP or PAGE DOWN

**Navigation Types** 

First Object CTRL+HOME

Last Object CTRL+END

Say Current Object INSERT+UP ARROW

Say All with Touch Cursor INSERT+DOWN ARROW

Route Touch Cursor to Focused INSERT+NUM PAD PLUS

Object

Text Review NUM PAD SLASH or

INSERT+ENTER

Advanced Navigation NUM PAD STAR

# **Laptop Keystrokes**

## **For Reading Text**

Say Character CAPS LOCK+COMMA

Say Character Phonetically CAPS LOCK+COMMA twice

quickly

Say Prior Character CAPS LOCK+M

Say Next Character CAPS LOCK+PERIOD

Say Word CAPS LOCK+K

Spell Word CAPS LOCK+K twice quickly

Say Prior Word CAPS LOCK+J

Say Next Word CAPS LOCK+L

Say Line CAPS LOCK+I

Spell Line CAPS LOCK+I twice quickly

Say Prior Line CAPS LOCK+U

Say Next Line CAPS LOCK+O

Say Sentence CAPS LOCK+H

Say Prior Sentence CAPS LOCK+Y

Say Next Sentence CAPS LOCK+N

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

Rewind During a Say All LEFT ARROW

Fast Forward During a Say All RIGHT ARROW

Say Color CAPS LOCK+5

Increase Voice Rate During Say PAGE UP

ΑII

Decrease Voice Rate During PAGE DOWN

Say All

Temporarily Increase Voice Rate When Not in Say All **ALT+CTRL+PAGE UP** 

Temporarily Decrease Voice Rate When Not in Say All

**ALT+CTRL+PAGE DOWN** 

Permenantly Increase Voice Rate When Not in Say All

ALT+WINDOWS
KEY+CTRL+PAGE UP

Permenantly Decrease Voice Rate When Not in Say All

ALT+WINDOWS
KEY+CTRL+PAGE DOWN

Screen Refresh

CAPS LOCK+ESC

Start Skim Reading

CAPS LOCK+CTRL+DOWN

**ARROW** 

Change Skim Reading Preferences

CAPS LOCK+CTRL+SHIFT+

**DOWN ARROW** 

Display Skim Reading Summary

CAPS LOCK+WINDOWS
KEY+DOWN ARROW

Toggle Speech On and Off

CAPS LOCK+SPACEBAR,

followed by S

### Informational

Interrupt Speech CTRL

Say Font CAPS LOCK+F

Say Window Title CAPS LOCK+T

Say Window Prompt and Text CAPS LOCK+TAB

JAWS Find CAPS LOCK+ CTRL+F

JAWS Find Next CAPS LOCK+F3

JAWS Find Previous CAPS LOCK+SHIFT+F3

Say Top Line of Window CAPS LOCK+SHIFT+Y

Say Bottom Line of Window CAPS LOCK+SHIFT+N

Say Selected Text CAPS LOCK+SHIFT+A

Get Application Version CAPS LOCK+CTRL+V

For Cursors and Mouse

PC Cursor CAPS LOCK+SEMICOLON

JAWS Cursor CAPS LOCK+P

Touch Cursor SHIFT+CAPS

LOCK+SEMICOLON

Route PC Cursor to JAWS CAPS LOCK+APOSTROPHE

Cursor

Route JAWS Cursor to PC CAPS LOCK+LEFT BRACKET

Cursor

Left Mouse Button CAPS LOCK+8

Right Mouse Button CAPS LOCK+9

Left Mouse Button Lock CTRL+WINDOWS KEY+8

Right Mouse Button Lock CTRL+WINDOWS KEY+9

Drag and Drop CAPS LOCK+CTRL+8

Restrict JAWS Cursor CAPS LOCK+R

For Dialog Boxes

Say Default Button of Dialog CAPS LOCK+E

Read Window in Tab Order CAPS LOCK+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

Announce Progress Bar Status CAPS LOCK+TAB

For Help

Context Sensitive Help CAPS LOCK+F1

Keyboard Help CAPS LOCK+1

JAWS Help for Applications CAPS LOCK+F1 twice quickly

Hot Key Help INSERT+H

Windows Key Help CAPS LOCK+W

**Miscellaneous** 

JAWS Window INSERT+J

Refresh Screen CAPS LOCK+ESC

Quick Settings CAPS LOCK+V

Run JAWS Manager CAPS LOCK+F2

Shut Down JAWS CAPS LOCK+F4

Window List Dialog CAPS LOCK+F10

Select a System Tray Icon CAPS LOCK+F11

Dialog

Say System Time CAPS LOCK+F12

Graphics Labeler CAPS LOCK+G

Auto Graphics Labeler CAPS LOCK+CTRL+G

Pass Key Through CAPS LOCK+3

Read Columns 1 through 10 of CTRL+INSERT+n, where n is a

a List View value from 1, 2, 3, through 0

Copy Selected Text to FSClipboard

CAPS LOCK+WINDOWS KEY+C

Show Speech History

CAPS LOCK+SPACEBAR followed by H

**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

twice quickly

For JAWS Tandem

Ends JAWS Tandem Session INSERT+ALT+T

Toggle Between Target and INSERT+ALT+TAB Controller Desktop (Controller

Toggle Video On or Off on INSERT+CTRL+SHIFT+V
Controller (Controller User only)

For Research It

User only)

Open Research It CAPS LOCK+SPACEBAR,

followed by **R** 

Launch Research It Using the Primary Lookup Source CAPS LOCK+WINDOWS Key+R

For Convenient OCR

Recognize current application CAPS LOCK+SPACEBAR, window followed by **O**, and then **W** 

Recognize entire screen CAPS LOCK+SPACEBAR,

followed by **O**, and then **S** 

Recognize currently selected

control

CAPS LOCK+SPACEBAR, followed by **O**, and then **C** 

Cancel recognition while in

progress

**CAPS LOCK+SPACEBAR**, followed by **O**, and then **Q** 

Announce help message for

OCR commands

CAPS LOCK+SPACEBAR, followed by **O**, and then **QUESTION MARK** 

### For Touch Cursor

Touch Cursor SHIFT+CAPS

LOCK+SEMICOLON

Next Object RIGHT ARROW or TAB

Prior Object LEFT ARROW or SHIFT+TAB

Next Object by Type DOWN ARROW

Prior Object by Type UP ARROW

Cycle Through Object

**Navigation Types** 

PAGE UP or PAGE DOWN

First Object CTRL+HOME

Last Object CTRL+END

Say Current Object CAPS LOCK+I

Say All with Touch Cursor CAPS LOCK+DOWN ARROW

Route Touch Cursor to Focused

Object

CAPS LOCK+APOSTROPHE

Text Review INSERT+ENTER

Advanced Navigation CAPS LOCK+A

# Windows Keystrokes

#### **General**

Get Help F1

Open the Start menu CTRL+ESC

Open Windows Explorer WINDOWS KEY+E

Open Run Dialog WINDOWS KEY+R

Find File or Folder from Desktop F3

Minimize All Applications WINDOWS KEY+M

Switch Between Open ALT+TAB

**Applications** 

Quit the Active Application ALT+F4

### For Windows and Menus

Open the Application Control ALT+SPACEBAR

Menu

Move to Current Application's ALT

Menu Bar

Move Between Menus ALT, ARROW KEYS

**ENTER** 

Cancel or Close a Menu ESC

Cancel or Close a Cascading ALT

Menu

Choose a Menu Item

Open a Child Window Control ALT+DASH

Menu

Close a Child Window CTRL+F4

Open the Context Menu APPLICATIONS KEY or

SHIFT+F10

For Dialog Boxes

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

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** 

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 Windows Explorer

Delete files DELETE

Rename a file or folder F2

Open Properties for Selected ALT+ENTER

File or Folder

Refresh a window F5

Switch between panes TAB and SHIFT+TAB

Go up one level BACKSPACE