

JAWS Text Navigation Commands

- Say Character: Num Pad 5 (Desktop); Insert + Comma (laptop)
- Say Next Character: Right Arrow
- Say Prior Character: Left Arrow
- Say Word: Insert + Num Pad 5 (desktop); Caps Lock + k (laptop)
- Spell Word: Insert + Num Pad 5 press twice quickly (desktop); Caps Lock + k pressed twice quickly (laptop)
- Say Next Word: Insert + Right Arrow
- Say Prior Word: Insert + Left Arrow
- Say Line: Insert + Up Arrow
- Say Next Line: Down Arrow
- Say Prior Line: Up Arrow
- Say All: Insert + Down Arrow
- Interrupt Speech: Control
- PC Cursor: Num Pad Plus (desktop); Caps Lock + Semicolon (laptop)
- JAWS Cursor: Num Pad Minus (desktop); Caps Lock + p (laptop)
- Route PC Cursor to JAWS Cursor: Insert + Num Pad Plus (desktop); Caps Lock + Apostrophe (laptop)
- Route JAWS Cursor to PC Cursor: Insert + Num Pad Minus (desktop); Caps Lock + Left Bracket (laptop)
- Say Window Title: Insert + t
- Say Top Line of Window: Insert + End
- Say Bottom Line of Window: Insert + Page Down
- Say to Cursor: Insert + Home
- Say from Cursor: Insert + Page Up
- Say Taskbar: Insert + F11
- Say System Tray: Insert + F12
- Report Battery Level for Laptop: Caps Lock + Shift + b
- Screen Sensitive Help: Insert + F1
- Keyboard Help: Insert + l
- JAWS help for Applications: Insert + F1 pressed twice quickly
- Hot Key Help: Insert + h
- Windows Keys Help: Insert + w
- Select Next Word: Insert + Shift + Right Arrow
- Select Prior Word: Insert + Shift + Left Arrow
- Say Help Window: Control + Insert + Down Arrow
- Say Selected Text: Insert + Shift + Down Arrow
- JAWS window: Insert + j
- Shut Down JAWS: Insert + F4
- Say Default Button of Dialog Box: Insert + e
- Read Word in Context: Insert + c
- JAWS Find: Control + f
- JAWS Find Next: Alt + f when already in JAWS Find
- Left Mouse Button: Num Pad Slash (desktop); Caps Lock + 8 (laptop)
- Left Mouse Button Lock: Insert + Num Pad Slash (desktop); Ctrl + 8

- Right Mouse Button: Num Pad star (desktop); Caps Lock + 9 (laptop)
- Adjust JAWS Verbosity: Insert + v
- Pass Key Through: Insert + 3
- Graphics Labeler: Insert + g
- Say Color: Insert + 5
- Say Font: Insert + f
- Run JAWS Manager: Insert + F2
- Say Active Cursor and Coordinates: Alt + Delete
- Minimize All Apps: Insert + F6
- Say Application Version Control + Insert + v

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Windows Shortcut Key Commands

- Open the Start Menu: Control + Escape or Windows Logo Key
- Shut Down Windows: Control + Escape, u, Enter, or Windows Logo Key, u, Enter
- Switch Between Applications: Alt + Tab
- Quit the Active Application: Alt + F4
- Open a System Menu: Alt + Space
- Open the Properties Dialog: Alt + Enter
- Move to the Menu Bar: Alt or F10
- Cancel or Close menu: Escape
- Close a Child Window: Control + F4
- Open the Shortcut Menu: Shift + F10
- Move Through Dialog Options: Tab
- Move to First Item: Home
- Move to the Last Item: End
- Scroll Up or Down One Screen: Page Up or Page Down
- Move One Character: Left Arrow or Right Arrow
- Move One Word: Control + Left Arrow or Right Arrow
- Move One Paragraph: Control + Up Arrow or Down Arrow
- Move to Beginning of Document: Control + Home
- Move to End of Document: Control + End
- Select or Cancel an Item Spacebar
- Select or Clear a check Box: Spacebar
- Copy: Control + C
- Cut: Control + X
- Paste: Control + V
- Undo: Control + Z
- Delete Current Character: Delete
- Delete Prior Character: Backspace
- Select One Character: Shift + Right or Left Arrow
- Select One Word: Shift + Control + Right Arrow or Left Arrow
- Select One Line Up: Shift + Up Arrow
- Select One Line Down: Shift + Down Arrow

- Select to the Beginning of Line: Shift + Home
- Select to the Ending of Line: Shift + End
- Select One Screen: Shift + Page Up or Page Down
- Select to Beginning of Document: Control + Shift + Home
- Select to End of Document: Control + Shift + End
- Delete Files: Delete
- Delete and Bypass the Recycle Bin: Shift + Delete
- Rename a file or folder: F2
- Find a File or Folder from the Desktop: F3
- Refresh a Window in Internet Explorer or Firefox: F5
- Windows Explorer: Windows Logo Key + e
- Run Dialog: Windows Key + r
- Minimize all Windows: Windows Key + m