JAWS cheat sheet

Reading text

Left arrow	Say Prior Character
Right arrow	Say Next Character
Num 5	Say Character
Num 5 then Num 5	Say Character Phonetically
Insert + Left arrow	Say Prior Word
Insert + Right arrow	Say Next Word
Insert + Num 5	Say Word
Insert + Num 5 then Num 5	Spell Word
Up arrow	Say Prior Line
Down arrow	Say Next Line
Insert + Up arrow	Say Current Line
Insert + Up arrow then Up arrow	Spell Current Line
Alt + Up arrow	Say Prior Sentence
Alt + Down arrow	Say Next Sentence
Alt + Num 5	Say Current Sentence
Insert + Home	Say to Cursor
Insert + Page Up	Say from Cursor
Insert + Home then Home	Spell to Cursor
Insert + Page Up then Page Up	Spell from Cursor
Insert + Down arrow	Say All
Right arrow	Fast Forward during a Say All
Left arrow	Rewind during a Say All
Insert + Space then S	Toggle Full Speech, Speech On Demand (default), or Mute Speech

Note: When using this keystroke, press and release INSERT+SPACEBAR, and then press S to change the speech mode.

Insert + Space then Shift + S	Toggle Speech On Demand or Mute Speech (Full Speech must be disabled)

Note: When using this keystroke, press and release INSERT+SPACEBAR, and then press SHIFT+S to mute speech.

Insert + 5	Say Color
Num 5 then Num 5 then Num 5	Say ASCII or Hexadecimal Value
Insert + F then Insert + F	Say Font
Ctrl + Insert + Down arrow	Start Skim Reading
Ctrl + Insert + Shift + Down arrow	Skim Reading dialog box
Insert + Win + C	Copy Selected Text to FSClipboard

Change voice rate on the fly

Alt + Ctrl + Page Down	Temporarily Decrease Voice Rate
Alt + Ctrl + Page Up	Temporarily Increase Voice Rate
Alt + Win + Ctrl + Page Down	Permanently Decrease Voice Rate
Alt + Win + Ctrl + Page Up	Permanently Increase Voice Rate
Insert + Esc	Restore the speech rate to the last saved setting if changed temporarily or during a Say All

Switching to another application using ALT+TAB also restores the default voice rate if changed temporarily

Note: JAWS states "slower" or "faster" with each press of the above keystrokes.

During a SayAll:

Page Down	Decrease Voice Rate
Page Up	Increase Voice Rate

Navigation & Informational

Insert + F12	Say System Time
Insert + F12 then F12	Say System Date
Insert + T	Say Window Title
Insert + Tab	Say Window Prompt and Text
Insert + End	Say Top Line of Window
Insert + Page Down	Say Bottom Line of Window
Insert + Shift +	Say Selected Text

Down arrow	
Insert + Shift + Down arrow then Down arrow	Spell Selected Text
Ctrl + Insert + V	Say Application Version
Insert + F10	Window List
Insert + F11	List System Tray Icons
Ctrl + Shift + F11	View System Tray Contents
Ctrl + Insert + Shift + G	List Labeled Graphics

Working with dialog boxes

Insert + E	Say Default Button of Dialog
Shift + Num 5	Say Current Control Hot Key
Insert + B	Read Current Window
Insert + Tab	Say Window Prompt in Text
Insert + C	Read Word in Context
Alt + Down arrow	Open Combo Box
Alt + Up arrow	Close Combo Box
Ctrl + Shift or Ctrl + Space	Select Multiple List Items
Ctrl + \	Unselect All But Current
Ctrl + Insert + [0 - 9]	Read List View Columns 1 through 10
Insert + F1	Use in any control in a dialog box for context sensitive help on the type of control and keystrokes that work in that control

Cursors and mouse simulation

Num +	(press twice quickly if the Touch Cursor is currently active) PC Cursor
Num -	JAWS Cursor
Num - then Num -	Invisible Cursor
Shift + Num +	Touch Cursor
Insert + Num +	Route Touch Cursor to Focus Location
Insert + Num +	Route PC Cursor to JAWS Cursor
Insert + Num -	Route JAWS Cursor to PC

	Cursor
Ctrl + Insert + Num -	Tether JAWS to PC
Insert + R	Restrict JAWS Cursor or Virtual PC Cursor
Num /	Left Mouse Button
Num *	Right Mouse Button
Insert + Num /	Left Mouse Button Lock
Insert + Num *	Right Mouse Button Lock
Ctrl + Insert + Num /	Drag and Drop
Alt + Del	Say Active Cursor
Ctrl + Insert + Shift + C	Say Cursor Type
Alt + Shift + Down arrow	(when the JAWS Cursor is active) Mouse Down
Alt + Shift + Left arrow	(when the JAWS Cursor is active) Mouse Left
Alt + Shift + Right arrow	(when the JAWS Cursor is active) Mouse Right
Alt + Shift + Up arrow	(when the JAWS Cursor is active) Mouse Up

Miscellaneous

Insert + V	Quick Settings
Insert + Ctrl + S	Select a Voice Profile
Ctrl + Win + L	Select Language
Ctrl	Interrupt Speech
Insert + Space then D	Audio Ducking Toggle
Insert + Space then F11 or F11 or Insert + Space then Print Screen	Screen Shade Toggle
Insert + Ctrl + H	Custom Highlight Assign
Insert + Esc	Refresh Screen and Unmute Current Sound Device
Insert + S	Screen Echo Toggle
Insert + 2	Typing Echo Toggle
Insert + 3	Pass Key Through
Insert + 4	Select Symbol to Print
Insert + J	JAWS Window

Insert + Ctrl + F	JAWS Find
Insert + F3	JAWS Find Next
Insert + Shift + F3	JAWS Find Previous
Insert + F4	Shut Down JAWS
Insert + Space then L	Keyboard Lock
Insert + Q then Q	Say Active Configuration Name
Insert + F2	Run JAWS Manager
Insert + Ctrl + W	Open Word Index
Insert + Win + W	Open Skim Read Summary (Based on the last word selected from the Word Index list)
Insert + Alt + W	Virtualize Window
Insert + Space then H	View Speech History
Insert + Space then Shift + H	Clear Speech History
Insert + Alt + S	Select Scheme
Win + M	Minimize All Applications
Insert + Win + C	Copy Selected Text to FSClipboard
Insert + Win + Num -	(Desktop layout) Script Utility Mode Toggle
Caps Lock + Win + -	(Laptop layout) Script Utility Mode Toggle

Accessing JAWS utilties

Insert + Space then J	JAWS Command Search
Insert + F2	(then select Commands Search) JAWS Command Search
Ctrl + Insert + Tab	Create a Prompt
Insert + F2	(then select Prompt Create) Create a Prompt
Insert + G	Graphics Labeler
Insert + F2	(then select Graphics Labeler) Graphics Labeler
Ctrl + Insert + G	Start Auto Graphics Labeler
Ctrl + Shift + [	Set Frame Top Left
Ctrl + Shift +]	Set Frame Bottom Right
Ctrl + Shift + [then [	Set Frame to Window

Ctrl + Insert + C	Clear Initial Values
Insert + F2	Run JAWS Manager
Insert + 6	Settings Center
Insert + F2	(then select Settings Center) Settings Center
Insert + D	Dictionary Manager
Insert + F2	(then select Dictionary Manager) Dictionary Manager
Insert + 9	Frame Viewer
Insert + F2	(then select Frame Viewer) Frame Viewer
Insert + 8	Keyboard Manager
Insert + F2	(then select Keyboard Manager) Keyboard Manager
Insert + 0	Script Manager
Insert + F2	(then select Script Manager) Script Manager
Insert + 7	Window Class Reassign
Insert + F2	(then select Window Class Reassign) Window Class Reassign
Ctrl + Insert + F1	Screen Sensitive Help Technical
Ctrl + Insert + F2	Say Special Window Classes
Insert + X	Say Frame at Cursor

Table layer

Table layer keystrokes offer a fast and convenient way to navigate tables. The table layer eliminates the need to have to hold down several keys at once to perform a table navigation command.

Press and release INSERT+SPACEBAR, followed by T to get to the table layer. Then press any of the following keystrokes.

?	List the keystrokes you can use in this layer
Arrow keys	Move to cell above, below, left, or right
Num 5	Say current cell
Home	Move to the beginning of the current row
End	Move to the end of the current row
Ctrl + Home	Jump to the first cell in a table

Ctrl + End	Jump to the last cell in a table
Ctrl + Up arrow	Move to the beginning of the current column
Ctrl + Down arrow	Move to the bottom of the current column
Ctrl + Left arrow	Move to the beginning of the current row
Ctrl + Right arrow	Move to end of current row
Ctrl + Enter	Jump to next table
Ctrl + Shift + Enter	Jump to prior table
Shift + Up arrow	Read the current row
Shift + Page Up	Read from the current cell
Shift + Home	Read to the current cell
Shift + Num 5	Read the current column
Shift + Page Down	Read to the bottom of the column
Shift + End	Read from the top of the column

The Table Layer remains active until you press a key that does not perform a table command, such as ESC, SPACEBAR, TAB, or ENTER

Working in tables

Moving within tables

Alt + Ctrl + Num 5	Say Current Cell
Alt + Ctrl + Right arrow	Cell to Right
Alt + Ctrl + Left arrow	Cell to Left
Alt + Ctrl + Down arrow	Cell Below
Alt + Ctrl + Up arrow	Cell Above
Alt + Ctrl + Home	First Cell
Alt + Ctrl + End	Last Cell
Alt + Ctrl + Shift + Up arrow	First Cell in Column
Alt + Ctrl + Shift + Down arrow	Last Cell in Column
Alt + Ctrl + Shift + Left arrow	First Cell in Row
Alt + Ctrl + Shift + Right arrow	Last Cell in Row

Table reading commands

Alt + Ctrl + Num 5	Say Current Cell
Alt + Win + Down arrow	Read Next Row
Alt + Win + Up arrow	Read Prior Row
Alt + Win + , or Alt + Win + Num 5	Read Current Row
Insert + Shift + Home	Read from Start of Row
Insert + Shift + Page Up	Read to End of Row
Alt + Win + Right arrow	Read Next Column
Alt + Win + Left arrow	Read Prior Column
Alt + Win + .	Read Current Column
Insert + Shift + End	Read from Top of Column
Insert + Shift + Page Down	Read to Bottom of Column
Insert + Alt + R	Toggle Revision Detection On or Off

Accessing help

Insert + F1	Screen Sensitive Help
Insert + 1	Keyboard Help
Insert + F1 then F1	JAWS Help for Applications
Insert + H	Hot Key Help
Insert + W	Window Key Help

Laptop shortcuts for reading text and information

When using the Laptop keyboard layout, most of your commands are right at your fingertips - as you type - so you do not need to continually switch your right hand to the number pad and back to the main section of your keyboard.

Caps Lock + M	Say Prior Character
Caps Lock + .	Say Next Character
Caps Lock + ,	Say Character
Caps Lock + , then ,	Say Character Phonetically

Caps Lock + J	Say Prior Word
Caps Lock + L	Say Next Word
Caps Lock + K	Say Word
Caps Lock + K then K	Spell Word
Caps Lock + U	Say Prior Line
Caps Lock + O	Say Next Line
Caps Lock + I	Say Line
Caps Lock + I then I	Spell Current Line
Caps Lock + Y	Say Prior Sentence
Caps Lock + N	Say Next Sentence
Caps Lock + H	Say Sentence
Caps Lock + Ctrl + U	Say Prior Paragraph
Caps Lock + Ctrl + O	Say Next Paragraph. (Note: For Internet Explorer, this command opens a list that shows the objects available on the current Web page. The HTML Object tag embeds content such as Flash movies, JAVA applets, images, audio, and video.)
Caps Lock + Ctrl + I	Say Paragraph
Caps Lock + Home or Caps Lock + Shift + J	Say to Cursor
Caps Lock + Page Up or Caps Lock + Shift + L	Say from Cursor
Caps Lock + Home or Caps Lock + Shift + J then J	Spell to Cursor
Caps Lock + Page Up	or Spell from Cursor
Caps Lock + Shift + L then L	Spell from Cursor
Caps Lock + A or Caps Lock + Down arrow	Say All
Caps Lock + Shift + A or Caps Lock + Shift + Down	Say Selected Text

arrow	
Caps Lock + 5	Say Color
Caps Lock + F	Say Font
Caps Lock + Shift + Y	Say Top Line of Window
Caps Lock + Shift + N	Say Bottom Line of Window
Caps Lock + Shift + B	Report Battery Level
Caps Lock + then , then , then , then ,	Say ASCII or Hexadecimal Value
Alt + Shift + ,	Say Current Table Cell
Alt + Shift + M	Move to Prior Table Cell
Alt + Shift + .	Move to Next Table Cell
Alt + Shift + Y	Move Up One Table Cell
Alt + Shift + N	Move Down One Table Cell
Ctrl + Caps Lock + Down arrow	Start Skim Reading
Ctrl + Caps Lock + Shift + Down arrow	Skim Reading dialog box

Laptop shortcuts for cursors and mouse

Caps Lock + ;	(press twice quickly if the Touch Cursor is currently active) PC Cursor
Caps Lock + P	JAWS Cursor
Caps Lock + P then P	Invisible Cursor
Shift + Caps Lock + ;	Touch Cursor
Caps Lock + '	Route Touch Cursor to Focus Location
Caps Lock + '	Route PC Cursor to JAWS Cursor
Caps Lock + [	Route JAWS Cursor to PC Cursor
Caps Lock + R	Restrict JAWS Cursor or Virtual PC Cursor
Caps Lock + 8	Left Mouse Button
Caps Lock + 9	Right Mouse Button

Ctrl + Win + 8	Left Mouse Button Lock
Ctrl + Win + 9	Right Mouse Button Lock
Caps Lock + Shift + 8	Drag and Drop
Alt + Del	Say Active Cursor
Alt + Shift + Down arrow	(when the JAWS Cursor is active) Mouse Down
Alt + Shift + Left arrow	(when the JAWS Cursor is active) Mouse Left
Alt + Shift + Right arrow	(when the JAWS Cursor is active) Mouse Right
Alt + Shift + Up arrow	(when the JAWS Cursor is active) Mouse Up

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More information: *defkey.com/hi/jaws-screen-reader-shortcuts*

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