

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
Alt + Num 5	Say Current Sentence
Right arrow	Fast Forward during a Say All
Left arrow	Rewind during a Say All

Navigation & Informational

Insert + F12	Say System Time
Insert + F11	List System Tray Icons

Miscellaneous

Ctrl + Win + L	Select Language
Insert + Space then D	Audio Ducking Toggle
Insert + Space then F11	Screen Shade Toggle
Insert + Ctrl + H	Custom Highlight Assign
Insert + 3	Pass Key Through
Insert + F3	JAWS Find Next
Insert + F4	Shut Down JAWS
Insert + Space then H	View Speech History

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.

Ctrl + Home	Jump to the first cell in a table
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Working in tables

Moving within tables

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.

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More information: defkey.com/jaws-screen-reader-shortcuts?filter=basic

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