# Essential Keyboard Commands for JAWS

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## General Windows Keyboard Commands

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| --- | --- |
| Command | Action |
| Windows Key or Control + Escape | Open the start menu. Use the arrow and enter keys to navigate and select an item. |
| Alt + Tab | Switch between open applications |
| Windows Key + M | Minimize all applications and move focus to the desktop |
| Windows Key + B | Move focus to the notification area |
| Windows Key + E | Open windows explorer or file explorer |
| Enter  | Launch an icon or application; equivalent to clicking a selected button |
| Escape | Equivalent to clicking the cancel button |
| Arrow Keys | Navigate between icons, menu items and files |
| Home or End  | Jump to the first or last item |
| Tab  | Move focus to the next object or control |
| F6  | Cycle through elements in a window or on the desktop |
| Shift + F10 | Activate context menu (simulate right mouse click) |
| Alt | Move to the menu bar |
| Alt + Left Arrow | Back |
| Alt + Right Arrow | Forward |
| F1 | Get help |
| Alt + F4 | Quit program |

## Windows Explorer Keyboard Commands

Windows Explorer is used to navigate files and folders.

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| --- | --- |
| Command | Action |
| Arrow Keys | Navigate items within Windows Explorer. |
| Enter Key | Open the selected file or folder. Equivalent to double-clicking it. |
| Backspace | Go back to previous folder. |
| Spacebar | Select the current item if it is not selected. Equivalent to left click.  |
| Control + Spacebar | Unselect the selected item. |
| F2 | Edit name of selected file or folder. |
| Shift + F10 | Open the context menu. Equivalent to right click. |
| Shift + Up Arrow or Down Arrow | Select multiple files or folders. |
| Control + C | Copy the selected files or folders. |
| Control + X | Cut the selected files or folders. |
| Control + V | Paste files or folders that were previously cut or copied. |
| Control + Z | Undo. |
| Control + L | Move focus to the address bar. |

## General JAWS Keyboard Commands

|  |  |
| --- | --- |
| Command | Action |
| Insert + J | Open JAWS context menu to access help, settings, and other JAWS features |
| Insert + 1 | Toggle keyboard help |
| Insert + T | Say window title |
| Control | Interrupt speech |
| Insert + F11 | List system tray icons |
| Insert + F12 | Speak time |
| Control + Windows + Alt + Page Up | Increase speech rate |
| Control + Windows + Alt + Page Down | Decrease speech rate |

## Using JAWS with Microsoft Word

|  |  |
| --- | --- |
| Command | Action |
| Control + Home | Move to top of file or page |
| Control + End | Move to bottom of file or page |
| Left Arrow | Move to prior character |
| Right Arrow | Move to next character |
| Numpad 5 | Read current character |
| Numpad 5 twice quickly | Read current character phonetically  |
| Insert + Left Arrow | Move to prior word |
| Insert + right Arrow | Move to next word |
| Insert + Numpad 5 | Read current word |
| Insert + Numpad 5 twice quickly | Spell current word |
| Down Arrow or Up Arrow | Move to next or previous line and read it |
| Insert + Up Arrow | Read current line |
| Alt + Down Arrow or Up Arrow | Move to next or previous sentence and read it |
| Alt + Numpad 5 | Read current sentence |
| Control + Down Arrow or Up Arrow | Move to next paragraph and read it |
| Control + Numpad 5 | Read current paragraph  |
| Control + Alt + 1, 2, or 3 | Change style of current line to Heading 1, Heading 2, or Heading 3 |

## JAWS Navigation Quick Keys for Microsoft Word

Note: Press Insert + Z within Microsoft Word to toggle Navigation Quick Keys on or off.

|  |  |
| --- | --- |
| Command | Action |
| H or Shift + H | Jump to the next or previous heading |
| 1 or Shift + 1 | Jump to the next or previous level 1 heading  |
| 2 or Shift + 2 | Jump to the next or previous level 2 heading  |
| 3 or Shift + 3 | Jump to the next or previous level 3 heading |
| Spacebar | Jump to the next page |
| Backspace | Jump to the previous page |
| P or Shift + P | Jump to the next or previous paragraph |
| T or Shift + T | Jump to the next or previous table |
| Greater Than or Less Than (> or <)  | Jump forward or backward out of the current table or list |
| G or Shift + G | Jump to the next or previous image  |
| A or Shift + A | Jump to the next or previous grammatical error |
| M or Shift + M | Jump to the next or previous misspelled word |
| N or Shift + N | Jump to the next or previous comment |
| R or Shift + R | Jump to the next or previous revision when Track Changes is enabled |

## Normal JAWS Table Reading Commands

Use these commands when the Virtual PC cursor is enabled within a web browser or Navigation Quick Keys are enabled within Microsoft Word.

|  |  |
| --- | --- |
| Command | Action |
| Control + Alt + Numpad 5 | Read current cell along with its position and column/row headings |
| Control + Alt + Arrow Key | Move one cell in the specified direction and read the contents of the cell |
| Windows Key + Alt + Arrow Key  | Move one cell in the specified direction and read the contents of the row or column |

## JAWS Table Layer Commands

Use these commands when the Virtual PC cursor is enabled within a web browser or Navigation Quick Keys are enabled within Microsoft Word.

Note: You must press Insert + Spacebar then T to toggle Table Layer on before you can use these commands.

|  |  |
| --- | --- |
| Command | Action |
| Numpad 5 | Read current cell along with its position and column/row headings |
| Arrow Key | Move one cell in the specified direction and read the contents of the cell |
| Shift + Up Arrow  | Read the current row |
| Shift + Numpad 5 | Read the current column |
| Control + Arrow Key | Jump to the beginning or end of the current row or column |
| Control + Enter | Jump to the next table  |
| Control + Shift + Enter | Jump to the previous table |

## Using JAWS with Web Browsers

|  |  |
| --- | --- |
| Command | Action |
| Alt + D | Move focus to address bar |
| Tab or Shift Tab | Navigate to next object, link or form control |
| Insert + Z | Toggle the virtual PC cursor |
| Insert + F3 | List virtual HTML features |
| Insert + F5 | List form fields |
| Insert + F6 | List headings |
| Insert + F7 | List links |
| H or Shift + H  | Jump to next or previous heading |
| 1, 2, 3, 4, 5, or 6 | Jump to next heading of the specified level |
| Shift + 1, 2, 3, 4, 5, or 6 | Jump to the previous heading of the specified level |
| F or Shift + F  | Jump to the next or previous form field  |
| T or Shift + T | Jump to the next or previous table |
| G or Shift + G | Jump to next or previous image |
| R or Shift + R | Jump to next or previous landmark |
| Escape or Numpad Plus  | Exit forms mode |