

## Your Adaptive Technology 12 Step Program

This began as a “12 essential keystrokes” file for students in a course on adaptive technology for people who are blind or visually disabled. We recognized at the time that although this was to be a brief resource document, there might be a few more than 12 essential keystrokes. I have tried to keep to a “no more than 20” benchmark. <grin>

### Basic Windows

Command	Keystroke
Bring up Start Menu	Windows Key or Control + Escape
Minimize all open applications and bring focus to the Desktop	Windows Key + M for Minimize Or, [Alt + Spacebar, then N for minimize to Minimize 1 application]
Open a Document	Control + O for Open
Save a Document	Control + S for Save
Save a Document for the first time	Alt + F for File, then A for Save As In MS-Word use F12 In Corel WordPerfect use F3
Print a Document	Control + P for Print
Cut text or files [move it]	Control + X for Cut
Copy text or files	Control + C for Copy
Paste text or a file	Control + V for Paste
Move between Open Applications	Alt + Tab
Move forward in a dialog box	Tab Key
Move backward in a dialog box	Alt + Tab
Create a Folder while in the Open or Save As dialog box	Alt + 5
Application Key/Context Menu or the equivalent to the Right Mouse Click	AppKey [between the Right Windows Key and the Control Key on a standard 104 keyboard] Or, Shift + F10

## JAWS 3.5 Screen Reader

Command	Keystroke
Bring up JAWS Menu	Insert + J for JAWS
Shut JAWS up	Control
Spell a word	Insert + NumPad 5,5
Say word	Insert + NumPad 5
Read a line	Insert + 8 on the NumPad
Read the entire document	Insert + 2 on the NumPad
Read a Sentence in MS-Word	Alt + Up Arrow –Previous Alt + Down Arrow – Next Alt + NumPad 5 – current
Read a paragraph in Word	Control + Up Arrow- previous Control + Down Arrow – Next Control + NumPad 5 – current
Move by word	Control + Left Arrow Control + right Arrow
Text Formatting	Insert + F for Font
Bring up the JAWS Dictionary	Insert + D, then Control + Shift + D to open the JAWS Default Dictionary
Bring up JAWS application specific verbosity	Insert + V for Verbosity
Route JAWS to PC Cursor	Insert + Minus on NumPad
Route PC to JAWS cursor	Insert + Plus on Numpad
Turn Virtual Cursor Off or On	Insert + Z

Please Note: Being a person who is left moused, Sometimes the Control + Up or Down arrow to read through by paragraph brings up the context menu instead. This is a result of the left mouse configuration and not an application error.

# WindowEyes Screen Reader

Command	Keystroke

## ZoomText Xtra Level 2 Screen Magnification

Command	Keystroke
Increase magnification	Alt + Plus on the NumPad
Decrease magnification	Alt + Minus on NumPad
Temporarily turn ZoomText Off	Alt + Delete on the Six Pack
Turn ZoomText back on again	Alt + Insert on the Six pack
Launch Document Reader	Control + Shift + R for Reader
Magnify a Line	Alt + W for Window S for Secondaries Alt + L for Line Enter Key to confirm the action

Alt + F for File and Save As Default will allow Settings to be saved and automatically loaded the next time you start ZoomText Xtra.

## MAGic Screen Magnification

<b>Command</b>	<b>Keystroke</b>
Increase magnification	
Decrease magnification	
Temporarily turn MAGic Off	
Turn MAGic back on again	
Magnify a Line	

## OpenBook OCR/Scanning Software

Command	Keystroke
Begin scanning	0 on the NumPad [for JAWS users] I wouldn't use the F4 because it is too close to closing documents and applications, but you can also use that key
Toggle between Read Mode and Edit Mode	Control + E for Edit
Toggle between Classic and new Menu – for clients upgrading	F2
Insert Bookmark	Control + F9
Go to a Bookmark – done by the number of the Bookmark	F9
Dictionary	Control + D for Dictionary Escape Key to get out of it
Spell Word	Control + L or Control + F3
Spell word phonetically	F3 once will say word F3 again will spell word F3 again will spell word phonetically
Spell Check	F7
Key Describer Mode - toggle	1 on the NumPad
Thesaurus	Control + T or Shift + F8

## K-1000 OCR/Scanning Software

<b>Command</b>	<b>Keystroke</b>
Start or Stop Scanning	F9
Close Document	F4
Dictionary	Control + D for Dictionary You have to hit the Tab Key to move to the actual first definition and have it read, but then pressing the Enter Key will move you forward through the various definitions for the word
Spell word	Control + L
Thesaurus	Shift + F7
Increase Reading Speed	F11
Decrease Reading Speed	F12
Insert a Bookmark	Control + B
Go to Bookmark	Control + R
Spell Check	Control + K
New Pronunciation	Control + N
Volume Up	7 on NumPad
Volume Down	4 on NumPad

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