

JAWS Keystrokes Checklist

Action (What)	Shortcut (How)	Learning	Knows
Open JAWS menu / Quit JAWS	JAWS+J / JAWS+F4 JAWS key default is INSERT		
Set to laptop layout: JAWS key is now CAPS LOCK	Options... Basics... Use keyboard layout: laptop... OK (restart JAWS)		
Volume	Use computer volume controls		
Rate	ALT+CTRL+PAGE UP or DOWN		
Sshh! (interrupt speech)	CTRL		
Track pad off (recommended by Lea)	FUNCTION+F7 (on some computers)		
Active Window Title (where am I?)	JAWS+T		
Say All from Cursor	JAWS+DOWN ARROW		
Scan PDF	JAWS+SPACEBAR, O, D		
General Windows Keystrokes			
Help	F1		
Switch between Open Applications	ALT+TAB		
Switch between Panes	F6		
Open the Shortcut Menu	APPLICATIONS KEY or SHIFT+F10		
Exit the Active Application	ALT+F4		
Move to the Menu Bar	ALT		
Choose a Menu Item	ENTER or SPACE		
Cancel or close a Menu	ESC or ALT		
Windows Dialog Boxes			
Move forward through Dialog Controls	TAB, ARROWS		
Move backward through Dialog Controls	SHIFT+TAB, ARROWS		
Skip to button	ALT+Underlined (announced) letter		
Activate buttons / check boxes etc	Follow JAWS commands (listen!)		
Windows Text Navigation			
Move to Beginning / End of Line	HOME / END		
Move to Beginning / End of Document	CTRL+HOME / END		
Say Prior / Next Character	JAWS+M / PERIOD (LEFT / RIGHT ARROW)		
Say Prior / Next Word	JAWS+J / L (CTRL+LEFT / RIGHT ARROW)		
Say / Spell Current Word	JAWS+K / JAWS+K twice quickly		

Action (What)	Shortcut (How)	Learning	Knows
Say Prior / Next Sentence	JAWS+Y / N (ALT+UP / DOWN ARROW)		
Say Prior / Next Paragraph	JAWS+CTRL+U / O (CTRL+UP / DOWN ARROW)		
Select with ...above actions:	SHIFT+...		
Select All / Say All / Say Selected Text	CTRL+A / JAWS+A / JAWS+SHIFT+A		
Undo	CTRL+Z		
Windows Explorer / Microsoft			
Time / Date	JAWS+F12 once / twice quickly		
Delete Selected File or Folder	DELETE		
Go Up One Folder Level	BACKSPACE		
Save	CTRL+S		
Navigate Folders	Tree View, up and down arrows, ENTER TAB to: Shell View, arrows, ENTER		
Open Recent document (in Word)	ALT, F, R, TAB once, ARROWS		
Spell Check (in Word)	F7		
Internet Commands			
List Links	JAWS+F7		
Prior rather than Next	SHIFT with the below keystrokes		
Next Visited Link	V		
Next Unvisited Link	U		
Next Heading	H		
List Headings	JAWS+F6		
Next Paragraph	P		
Next Form Control	F		
Enter Forms Mode	ENTER		
Exit Forms Mode	NUM PAD PLUS		
Next Button	B		
Next Combo Box	C		
Next Edit Box	E		
Next Radio Button	A		
Next Check Box	X		
Next List	L		
Next Table	T		
Jump to Line	J		
Next Non Link Text	N		
Next Frame	M		

Action (What)	Shortcut (How)	Learning	Knows
Next Region	R		
Move to Main Region	Q		
Next PlaceMarker	K		
Insert Temporary PlaceMarker	CTRL+WINDOWS+K		
Add, Delete, Edit, or Rename Permanent PlaceMarker	CTRL+SHIFT+K, listen to options		
Speak All Placemarkers	ALT+WINDOWS+K		
HTML Commands			
Back a Page	ALT+LEFT ARROW / BACKSPACE		
Forward a Page	ALT+RIGHT ARROW		
Move to Address Bar	ALT+D		
Email Outlook Commands			
Move to folders	CTRL+Y		
Move to inbox	CTRL+I		
Send	ALT+S		
Reply	CTRL+R		
Tabbed Browsing Commands			
Open a New Tab	CTRL+T		
View List of Open Tabs	CTRL+SHIFT+Q		
Switch to the Next Tab	CTRL+TAB		
Close Current Tab	CTRL+W		
Other Internet Commands			
Search Box Explorer 7 or later	CTRL+E		
Search Button Explorer 7 or later	ALT+ENTER		
Reload Web Page	F5		
Refresh JAWS Virtual Mode	JAWS+ESC		
Route Virtual to PC Cursor	JAWS+DELETE		
Route PC to Virtual Cursor	CTRL+INSERT+DELETE		
Route Virtual to JAWS Cursor	JAWS+NUM PAD PLUS		
Virtual Cursor Toggle	JAWS+Z		
JAWS Find	JAWS+CTRL+F or CTRL+F		

Source: JAWS Help
Edited by Lea Nagel, 2016