

# Dolphin Guide Edited Short Cuts

## 1. Function Keys

<b>F1</b>	Help Page
<b>CTRL + F1</b>	Shows a detailed list of all the shortcut keys available for use in Guide.
<b>F2</b>	When typing a letter or email, use this key to tell Guide where the start and end of a portion of text is. You can then delete this text, change its colour or size, etc
<b>F3</b>	Read out text, sentence by sentence, backwards up a document, letter, email, etc
<b>F4</b>	Read out text, word by word, backwards up a document, letter, email, etc
<b>F5</b>	Read out text, word by word, forwards down a document, letter, email, etc
<b>F6</b>	Read out text, sentence by sentence, forwards down a document, letter, email, etc
<b>F7</b>	Opens the Spell Checker Menu when you are writing a letter, document or email, etc.
<b>CTRL + F7</b>	Opens the Dictionary / Thesaurus when you are writing a letter, document or email, etc.
<b>F8</b>	Starts Guide talking again
<b>F9</b>	Stops Guide talking
<b>F10</b>	Speaks the current day, date and time
<b>F11</b>	Increases the speed of the voice

<b>Ctrl + F11</b>	Decreases the speed of the voice
<b>Shift + F11</b>	Changes voice (switches between available voices)

## Other keys:

<b>Esc</b>	Pressing the escape key on a menu will close the current menu and take you back to the previous one. The escape key is also used in other parts of Guide as a means of telling Guide to go back a stage or to close things like lists.
<b>Enter</b>	Press the enter key on a menu or list to select an option. The enter key is also used in other parts of Guide as a means of telling Guide to move forward to the next stage, for example, when entering an email address and subject, or entering an address in your Address Book.
<b>Delete</b>	Press the delete key on the keyboard to delete the currently selected item in a list. This can be used to delete an email, an address in your Address Book or a saved letter, etc.

## 2. Shortcut Keys

### 2.1 Shortcut keys when dealing with text in letters and documents, emails or the text-only Web Browser, etc.

<b>SHIFT + Right Arrow</b>	Use this shortcut to select individual letters, words or paragraphs in a document or letter. Position the cursor at the start of where you wish to highlight, then press the short cut key. Each time you press the right arrow key, one more letter will be selected. You can then delete, cut and paste or format the selection in some way, by using further shortcut keys. An easy alternative to this shortcut is to use the F2 key.
<b>SHIFT + CTRL + Right Arrow</b>	Similar to the above shortcut, but will select a whole word at a time.
<b>CTRL + A</b>	Selects all words and paragraphs in a document or letter. When used on an email list, address book list or file list, it will select all emails, all address book entries, or all files, ready for them to be deleted. Press the delete key to then delete all those emails, address book entries or files.
<b>CTRL + X</b>	Cuts out (deletes) the selected text and holds it in the computer's memory, where it can be optionally pasted somewhere else in the document or letter.

<b>CTRL + C</b>	Copies the select text, and holds it in the computer's memory (the clipboard), ready to be pasted elsewhere in the document or letter.
<b>CTRL + V</b>	Pastes any text held in memory into the document at the point where the cursor is currently positioned.
<b>CTRL + O</b>	Changes the colour of the selected text. Press repeatedly to scroll through a list of available colours.
<b>CTRL + E</b>	Aligns the selected text or current paragraph centrally on the page.
<b>CTRL + L</b>	Aligns the selected text or current paragraph on the left hand side of the page.
<b>CTRL + R</b>	Aligns the selected text or current paragraph on the right hand side of the page.
<b>CTRL + .</b>	Repeats the text you have typed, since last pressing this shortcut key.
<b>CTRL + SHIFT + F5</b>	Reads out each letter in a word phonetically, reading forwards through the letters. Each letter will be pronounced Alpha, Beta, Charlie, Delta, etc.
<b>CTRL + SHIFT + F4</b>	Reads out each letter in a word phonetically, reading backwards through the letters. Each letter will be pronounced Alpha, Beta, Charlie, Delta, etc.
<b>CTRL + F</b>	Find a word or words. Guide will ask you for the word or collection of words to find, then will move the cursor to them and highlight them.

<b>CTRL + G</b>	After doing a CTRL + F, Guide will find the next occurrence of the word or words you are searching for.
<b>CTRL + Q</b>	Guide will count the number of the words in the document and read out the total.
<b>CTRL + W</b>	Save Now. If the document has been previously saved, this shortcut key will save any changes you have just made straight away, without the need to come out of the document.
<b>ALT + X</b>	Type your short code text first, then press ALT + X. The short code will be expanded to the full text.
<b>ALT + Left</b> <b>ALT + Right</b> <b>ALT + Up</b> <b>ALT + Down</b>	Pan around a document that is displayed in As-Printed page layout view.
<b>CTRL + F8</b>	Proof read the document. Similar to pressing F8, but full stops, brackets, commas, etc are read out in the document.
<b>CTRL + Page Up</b> <b>CTRL + Page Down</b>	When viewing a document in As-Printed page layout mode, these shortcuts take you to top of a particular page. If currently on page one somewhere, press CTRL + Page Down to go to the top of page 2. The cursor will be just before the very first character on page 2.
<b>CTRL + Shift + F1</b>	Say the formatting of text, including bold, font size, etc at the current cursor position.

**Home**

Move to the start of the current line of text. If in As-Printed page layout view, the current page number will also be announced.

## 2.2 Other Shortcut Keys

<b>CTRL+P</b>	After pressing F1 to display a Help Page, you can press CTRL+P to print out that particular page. The size of the printed text will be similar in size to that of the text on screen. To make this printed text bigger, use the F12 magnification key to adjust the screen text size accordingly.
<b>Space</b>	<p>The space bar has a special function when working with a list of items, such as emails or addresses.</p> <p>Use the up and down arrow keys to choose an item in the list, then press the space bar to select that item. Repeat this process to select several items.</p> <p>Use this feature to select and delete more than one email at a time, to select and delete several letters or documents or to select multiple addresses, when sending one email to many people.</p>
<b>CTRL+0</b>	This will turn off the Guide voice. Press CTRL+0 to turn it back on again. If Guide or the computer is shutdown and started again, the voice will be automatically turned back on.

## 2.3 Shortcut keys when using the full Guide Web Browser

For first time users of the full Guide Web Browser, the only keys you need to use are the left and right arrow keys, for moving backwards and forwards through the text, the enter key to follow links and the escape key, to go back to the address box!

<b>Right Arrow →</b>	Moves to the next piece of text, link, button, etc
<b>Left Arrow ←</b>	Moves to the previous piece of text, link, button, etc
<b>Enter</b>	If you have just moved onto a link, pressing the enter key will follow that link to the new page.
<b>Escape</b>	Takes you back to the address box at the top of the screen, where another web address or command can be typed. Type the word 'Quit' to come out of the browser and return to the Main Menu.
<b>L</b>	Jumps to the next link on the page. Press CTRL+ L to jump to the previous link.
<b>N</b>	Jumps to the next piece of text on the page (that's not a link). Press CTRL+N to jump to the previous piece of text.
<b>H</b>	Jumps to the next heading on the page. Press CTRL+H to jump to the previous heading.
<b>CTRL + T</b>	Converts all pages to a text-only version. Pages will show all text in your regular Guide colours. Press CTRL-T again to switch back to the full view.

<b>CTRL + P</b>	Prints the current page in the colours as shown on screen. <b>The cursor must be on the web page and not in the address box for this to work.</b> For high contrast printing, switch to a text-only view first, by using the CTRL+T shortcut.
<b>Shift + TAB</b>	Same as left arrow. Move to the next piece of text, link, button, etc.
<b>TAB</b>	Same as right arrow. Move to the previous piece of text, link, button, etc.
<b>F8</b>	Automatic Reading. Press F8 for Guide to automatically read onwards from your current position on the page. To stop the automatic reading, just press the CTRL key or click anywhere on the page with the mouse. Guide is normally set to automatically read every page, as soon as it loads. If you do not wish Guide to automatically read every page, set the Auto Read setting to off in the Settings Menu.
<b>Page Down</b>	Scroll down the current web page by one page.
<b>Page Up</b>	Scroll up the current web page by one page.
<b>Home</b>	Jump to the top of the page.
<b>End</b>	Jump to the bottom of the page.
<b>Backspace</b>	Go back to the page you were just looking at.
<b>CTRL + Backspace</b>	Go forwards a page.

**CTRL + A, then  
CTRL + C**

Use these two shortcuts to select all text on a page and copy it to the clipboard. Use CTRL + V in another part of Guide to paste this text.

### 2.3.1 Web Browser address box commands

As well as www addresses, special commands can be typed into the web browser's address box.

<b>Search</b>	If something is typed which is not a www address or a command, Guide will automatically search the Internet for all pages matching your search words. A new web page showing the list of results will be displayed. Alternatively, type the word <b>Search</b> followed by your search words. Guide will then search for pages matching your search words.
<b>Quit</b>	Type the word <b>Quit</b> to close the web browser and return to the Guide Main Menu
<b>Close</b>	If multiple pages are open, type the word <b>Close</b> to close the current page. When the last page is closed, you will be returned to the Main Menu.
<b>Help</b>	Type the word <b>Help</b> or press the F1 key to see more help when using the web browser.
<b>Back</b>	Type the word <b>Back</b> to go back to the web page you were previously looking at. (Also see the backspace shortcut key above).

<b>Forward</b>	Type the word <b>Forward</b> after going back to a previous page. This command takes you forward again. (Also see the backspace shortcut key above).
<b>Favs</b>	Type the word <b>Favs</b> or <b>Favourites</b> to show your list of favourite web sites.
<b>Add Favs</b>	Type the words <b>Add Favs</b> or <b>Add Favourites</b> to add the current page to your list of favourite web pages.
<b>Hist</b>	Type the word <b>Hist</b> or <b>History</b> to show a list of pages which have been recently viewed.
<b>Links</b>	Type the word <b>Links</b> to show a list of all links on a web page.
<b>Find</b>	Type the word <b>Find</b> , followed by a space, and then type the actual word you are searching for. Guide will then find that word on the page.
<b>Print</b>	Prints the current web page. For high contrast printing, switch to a text-only view first, by using the CTRL+T shortcut.
<b>Home</b>	Type the word <b>Home</b> to take you back to your homepage. Use the options screen to set your homepage.
<b>Options</b>	Type the word <b>Options</b> to show the options screen.

**Note: The shortcut keys and commands above apply to the Full Guide Web Browser only and not the Guide Text-Only Web Browser.**

## 2.4 Shortcut keys when sending Instant Messages

When writing a message, use CTRL + Up and CTRL + Down arrow keys to review the previous chat history.

**CTRL + ALT + M:** Use this to quickly jump to Instant Messenger from anywhere in Guide. If you use this shortcut key when editing a document, Guide will give you a chance to save your work before jumping to Instant Messenger.

## 2.5 Shortcut keys when reading PDF Documents.

F5 or CTRL + M	Toggle between Line by Line Mode, Paragraph Mode or Magnify Mode
Arrow keys (Line/Paragraph mode)	Move to next line or next paragraph
Arrow keys (Magnification only mode)	Pan document
Page Up	Moves back one page
Page Down	Moves forward one page
Home	Moves to the beginning of a document
End	Moves to the last page of a document
F8	Read whole document from current position
CTRL	Temporarily stop reading
Escape	Close PDF document and return to Letter and Document menu
CTRL + P	Print PDF document

CTRL + F	Find a word in the PDF document
CTRL + G	Find the next occurrence of the searched for word

- Prepared by Helen Caldwell, Visiting Teacher, November 2012