



JAWS SCREEN READER FOR PC

Using keyboard shortcuts — or **keystrokes** — allows JAWS users to navigate reading material with reduced scrolling and increased precision. The following highlights helpful keystrokes within **Word documents, webpages, Google Slides** and **Microsoft Outlook**.

KEYSTROKES

It's important to note that you activate these shortcuts in a 1-2-3 succession, not all at once like a chord on a piano.

Listed below are examples of primary keystrokes:

- **Control + Home** = Go to the top of the page
- **Control + End** = Go to the bottom of the page
- **Home (by itself)** = Go to the beginning of the line
- **End (by itself)** = Go to the end of the line
- **Up or Down Arrows** = Move up or down one line and reads the line
- **Right or Left Arrow** = Moves forward or back one character
- **Control + Right or Left Arrow** = Moves one word at a time and reads it
- **Control + Shift + Down Arrow** = Selects from cursor position to the end of the paragraph

The following keystrokes are helpful when the user is formatting or adding content to a document:

- **Control + B** = Bold
- **Control + U** = Underline
- **Control + I** = Italics
- **Control + Shift + P** = Choose font size
- **Alt + H + K** = Opens the Line Spacing menu
- **Alt + H + L** = Create a heading

Miscellaneous commands:

- **Insert + V** = Quick settings
- **Control + Plus** = Zoom in
- **Insert + Control + Slash** = Select clickable element
- **Control + I or Alt + A** = Open Favorites
- **Control + D** = Add current page to Favorites
- **Insert + A (x2 quickly)** = Move cursor to address bar
- **Insert + F7** = List links
- **Enter** = Open link
- **Shift + Enter** = Open link in new window
- **Insert + F6** = List headings

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GOOGLE SLIDES KEYSTROKES AND COMMANDS

Using The Virtual PC Cursor

Though not visible like the blinking line you find in text-based documents, this cursor functions in the same way. You can toggle the cursor on and off with the keystroke **Insert + Z**.

Using keystrokes with Virtual PC Cursor in Google Slides:

- **Control + M** = Add a new slide
- **Alt + S** = Open up slide
- **Alt + A** = Open Accessibility
- **Alt + H** = Open Help
- **Alt + T** = Open Tools
- **Alt + F** = Open File
- **Alt + V** = Open View
- **Alt + I** = Open Insert
- **Alt + O** = Open Format
- **Alt + E** = Open Edit

Other Google Slide commands:

- **Control + K** = Insert or edit a link (**Alt + Enter** to open a link)
- **Control + Alt + M** = Insert a comment
- **Control + Alt + Shift + J** = Hide a comment
- **Control + Alt + K/J** = Increase or decrease object size
- **Control + Shift + 8** = Create bullet list (or 7 for numbered list)
- **Control + Shift + >/<** = Increase/decrease font size
- **Control + Shift + L/R/E** = Left/right/center alignment

COMMANDS IN NEW OUTLOOK

Here are some shortcuts when navigating the new Outlook interface for your email and calendar:

- **Control + F6** = Move between ribbon tabs (Home, View, Help), folder list and message list
- **Control + N / Control + Shift + M** = Create a new email message
- **Control + Enter / Alt + S** = Send this message
- **Control + R** = Reply to this message
- **Control + Shift + R** = Reply all
- **Control + F** = Forward this message
- **Control + S** = Save draft
- **Esc** = Discard draft
- **Control + K** = Insert a hyperlink
- **Shift + Tab** = Open attachment
- **Alt + F10** = Exit message editor
- **Control + 2 (or Control + Shift + 2)** = Switch from Mail to Calendar
- **Control + N** = Create a new calendar event
- **Control + S** = Send meeting request or save appointment