

Shortcut Keys and Hot Keys: System Access

GLOBAL COMMANDS

Note: the Modifier key is one of four possible keys. Use either the Insert key on the numeric keypad, the standard insert key in the 6-pack group of keys, the CapsLock key located above the left shift key, or the ScrollLock key. Use whichever of these four keys in combination with the DownArrow key that feels most comfortable to you.

- MODIFIER ESCAPE: Refresh the display
- SHIFT MODIFIER ESCAPE: Open the remote control menu if applicable
- MODIFIER PAGE DOWN: Read the status bar, if any
- MODIFIER UP ARROW: Announce the object with the focus
- MODIFIER DOWN ARROW: Read the contents of the foreground window
- MODIFIER B: Click the current help balloon if any
- MODIFIER D: Activate the SA Mobile Desktop
- MODIFIER F: Activate the System Access menu
- MODIFIER H: Toggle keyboard help mode
- MODIFIER M: Activate Virtual Mouse
- MODIFIER T: Read the title of the foreground window
- MODIFIER W: Read the contents of the foreground window
- MODIFIER APPLICATION: Move the mouse cursor to the keyboard focus and simulate a right click
- MODIFIER PLUS: Increase the screen magnification factor
- CTRL MODIFIER PLUS: Enable screen magnification
- MODIFIER DASH: Decrease the screen magnification factor
- CTRL MODIFIER DASH: Disable screen magnification
- MODIFIER F3: Pass a key through to the application
- MODIFIER F4: Shut down System Access
- MODIFIER F8: Choose a toolbar button from a list
- MODIFIER F11: Click an icon in the system tray
- MODIFIER F12: Say the current time and date
- CTRL twice quickly: Stop constant updating of progress indicators
- MODIFIER SHIFT B: Check battery status

ADOBE READER DOCUMENT WINDOW COMMANDS

- PAGE UP: Move up one page
- SHIFT PAGE UP: Move the selection focus up one page
- PAGE DOWN: Move down one page
- SHIFT PAGE DOWN: Move the selection focus down one page
- END: Move to the end of the line
- SHIFT END: Move the selection focus to the end of the line
- CTRL END: Move to the end of the document
- CTRL SHIFT END: Move the selection focus to the end of the document
- MODIFIER END: Read from the virtual cursor to the end of the line
- HOME: Move to the start of the line
- SHIFT HOME: Move the selection focus to the start of the line
- CTRL HOME: Move to the start of the document
- CTRL SHIFT HOME: Move the selection focus to the start of the document
- MODIFIER HOME: Read from the start of the line to the virtual cursor
- LEFT ARROW: Move one character to the left
- SHIFT LEFT ARROW: Move the selection focus one character to the left
- CTRL LEFT ARROW: Move to the previous word
- CTRL SHIFT LEFT ARROW: Move the selection focus to the previous word
- CTRL ALT LEFT ARROW: Move to the previous column in a table
- UP ARROW: Move up one line
- SHIFT UP ARROW: Move the selection focus up one line
- CTRL UP ARROW: Move to the previous paragraph
- ALT UP ARROW: Move to the previous sentence
- CTRL ALT UP ARROW: Move to the previous row in a table
- MODIFIER UP ARROW: Read the current line
- RIGHT ARROW: Move one character to the right
- SHIFT RIGHT ARROW: Move the selection focus one character to the right
- CTRL RIGHT ARROW: Move to the next word
- CTRL SHIFT RIGHT ARROW: Move the selection focus to the next word
- CTRL ALT RIGHT ARROW: Move to the next column in a table
- DOWN ARROW: Move down one line
- SHIFT DOWN ARROW: Move the selection focus down one line
- CTRL DOWN ARROW: Move to the next paragraph
- ALT DOWN ARROW: Move to the next sentence
- CTRL ALT DOWN ARROW: Move to the next row in a table
- MODIFIER DOWN ARROW: Read the document starting at the virtual cursor
- CTRL INSERT: Copy the virtual selection to the clipboard
- CTRL A: Select the whole document
- B: Move to the next button
- SHIT B: Move to the previous button
- CTRL C: Copy the virtual selection to the clipboard
- MODIFIER C: Read the first cell in the current table column
- F: Move to the next form field

- SHIFT F: Move to the previous form field
- H: Move to the next heading
- SHIFT H: Move to the previous heading
- N: Move to the next block of plain text
- SHIFT N: Move to the previous block of plain text
- MODIFIER R: Read the current table row
- T: Move to the next table
- SHIFT T: Move to the previous table
- MODIFIER numpad5: Say the current word

CONSOLE COMMANDS

- MODIFIER END: Move to the right edge of the window
- CTRL MODIFIER END: Move to the bottom of the window
- MODIFIER HOME: Move to the left edge of the window
- CTRL MODIFIER HOME: Move to the top of the window
- MODIFIER LEFT ARROW: Move to the previous character
- CTRL MODIFIER LEFT ARROW: Move to the previous word
- MODIFIER UP ARROW: Read the current line
- MODIFIER RIGHT ARROW: Move to the next character
- CTRL MODIFIER RIGHT ARROW: Move to the next word
- MODIFIER DOWN ARROW: Read the contents of the console starting at the current position of the reading cursor
- numpad1: Move to the previous character
- MODIFIER numpad1: Move to the left edge of the window
- numpad2: Say the current character
- MODIFIER numpad2: Move to the bottom of the window
- numpad3: Move to the next character
- MODIFIER numpad3: Move to the right edge of the window
- numpad4: Move to the previous word
- numpad5: Read the current word
- MODIFIER numpad5: Move to the top of the window
- numpad6: Move to the next word
- numpad7: Move to the previous line
- numpad8: Read the current line
- numpad9: Move to the next line
- MODIFIER .: Read the contents of the console starting at the current position of the reading cursor

EDIT CONTROLS

- MODIFIER END: Read from the insertion point to the end of the line
- MODIFIER HOME: Read from the start of the line to the insertion point
- CTRL UP ARROW: Move to the previous paragraph
- ALT UP ARROW: Move to the previous sentence

- MODIFIER UP ARROW: Read the current line
- CTRL DOWN ARROW: Move to the next paragraph
- ALT DOWN ARROW: Move to the next sentence
- MODIFIER DOWN ARROW: Read the document starting at the insertion point
- CTRL MODIFIER numpad5: Say the current character

INTERNET EXPLORER COMMANDS

- ENTER or SPACE: Click the object with the virtual focus
- PAGE UP: Move up one page
- SHIFT PAGE UP: Move the selection focus up one page
- PAGE DOWN: Move down one page
- SHIFT PAGE DOWN: Move the selection focus down one page
- END: Move to the end of the line
- SHIFT END: Move the selection focus to the end of the line
- CTRL END: Move to the end of the document
- CTRL SHIFT END: Move the selection focus to the end of the document
- MODIFIER END: Read from the virtual cursor to the end of the line
- HOME: Move to the start of the line
- SHIFT HOME: Move the selection focus to the start of the line
- CTRL HOME: Move to the start of the document
- CTRL SHIFT HOME: Move the selection focus to the start of the document
- MODIFIER HOME: Read from the start of the line to the virtual cursor
- LEFT ARROW: Move one character to the left
- SHIFT LEFT ARROW: Move the selection focus one character to the left
- CTRL LEFT ARROW: Move to the previous word
- CTRL SHIFT LEFT ARROW: Move the selection focus to the previous word
- UP ARROW: Move up one line
- SHIFT UP ARROW: Move the selection focus up one line
- CTRL UP ARROW: Move to the previous paragraph
- ALT UP ARROW: Move to the previous sentence
- MODIFIER UP ARROW: Read the current line
- RIGHT ARROW: Move one character to the right
- SHIFT RIGHT ARROW: Move the selection focus one character to the right
- CTRL RIGHT ARROW: Move to the next word
- CTRL SHIFT RIGHT ARROW: Move the selection focus to the next word
- DOWN ARROW: Move down one line
- SHIFT DOWN ARROW: Move the selection focus down one line
- CTRL DOWN ARROW: Move to the next paragraph
- ALT DOWN ARROW: Move to the next sentence
- MODIFIER DOWN ARROW: Read the document starting at the virtual cursor
- CTRL INSERT: Copy the virtual selection to the clipboard
- A: Move to the next anchor
- SHIFT A: Move to the previous anchor
- ; (semicolon): Move to the next landmark
- SHIFT ;: Move to the prior landmark

- CTRL A: Select the whole document
- MODIFIER A: Attempt to automatically label links that aren't yet labeled
- B: Move to the next button
- SHIFT B: Move to the previous button
- CTRL C: Copy the virtual selection to the clipboard
- D: Move to the next drop-down list
- SHIFT D: Move to the previous drop-down list
- E: Move to the next editable text field
- SHIFT E: Move to the previous editable text field
- F: Move to the next form field
- SHIFT F: Move to the previous form field
- G: Move to the next graphic
- SHIFT G: Move to the previous graphic
- H: Move to the next heading
- SHIFT H: Move to the previous heading
- 1-6: Move to next heading at level
- SHIFT 1-6: Move to previous heading at level
- V: Move to the next visited link
- SHIFT V: Move to the previous visited link
- U: Move to the next unvisited link
- SHIFT U: Move to the previous unvisited link
- I: Move to the next list item
- SHIFT I: Move to the previous list item
- L: Move to the next bulleted or numbered list
- SHIFT L: Move to the previous bulleted or numbered list
- <: Move to the top of the current bulleted or numbered list
- >: Move one line past the end of the current bulleted or numbered list
- ALT L: Label an image or form field with C-SAW
- N: Move to the next block of plain text
- SHIFT N: Move to the previous block of plain text
- R: Move to the next radio button
- SHIFT R: Move to the previous radio button
- MODIFIER S: Submit C-SAW labels for the current site
- T: Move to the next table
- SHIFT T: Move to the previous table
- CTRL ALT numpad5: Read the current table cell
- MODIFIER C: Read the first cell in the current table column
- MODIFIER R: Read the current table row
- CTRL ALT HOME: Move to the first column and row in a table
- CTRL ALT END: Move to the last column and row in a table
- CTRL ALT LEFT ARROW: Move to the previous column in a table
- CTRL SHIFT ALT LEFT ARROW: Move to the beginning of a row in a table
- CTRL ALT UP ARROW: Move to the previous row in a table
- CTRL SHIFT ALT UP ARROW: Move to the top of a column in a table
- CTRL ALT RIGHT ARROW: Move to the next column in a table
- CTRL SHIFT RIGHT ARROW: Move to the end of a row in a table

- CTRL ALT DOWN ARROW: Move to the next row in a table
- CTRL SHIFT ALT DOWN ARROW: Move to the bottom of a column in a table
- X: Move to the next checkbox
- SHIFT X: Move to the previous checkbox
- MODIFIER numpad5: Say the current word
- MODIFIER F!: Summarize the contents of the page
- MODIFIER F6: Jump to a heading on this page from a list
- MODIFIER F7: Show a list of links on this webpage

MICROSOFT EXCEL COMMANDS

- MODIFIER ENTER: Activate a chart embedded in the active worksheet
- MODIFIER PAGE DOWN: Read the virtual status bar
- MODIFIER UP ARROW: Read the current selection
- MODIFIER DOWN ARROW: Read the sheet starting at the current cell
- MODIFIER 0: Create or read a monitor region
- SHIFT MODIFIER 0: Modify or delete a monitor region
- MODIFIER 1: Create or read a monitor region
- SHIFT MODIFIER 1: Modify or delete a monitor region
- MODIFIER 2: Create or read a monitor region
- SHIFT MODIFIER 2: Modify or delete a monitor region
- MODIFIER 3: Create or read a monitor region
- SHIFT MODIFIER 3: Modify or delete a monitor region
- MODIFIER 4: Create or read a monitor region
- SHIFT MODIFIER 4: Modify or delete a monitor region
- MODIFIER 5: Create or read a monitor region
- SHIFT MODIFIER 5: Modify or delete a monitor region
- MODIFIER 6: Create or read a monitor region
- SHIFT MODIFIER 6: Modify or delete a monitor region
- MODIFIER 7: Create or read a monitor region
- SHIFT MODIFIER 7: Modify or delete a monitor region
- MODIFIER 8: Create or read a monitor region
- SHIFT MODIFIER 8: Modify or delete a monitor region
- MODIFIER 9: Create or read a monitor region
- SHIFT MODIFIER 9: Modify or delete a monitor region
- MODIFIER C: Read the title of the current column
- ALT MODIFIER C: Read the current column
- MODIFIER R: Read the title of the current row
- ALT MODIFIER R: Read the current row
- SHIFT MODIFIER T: Add or delete a title range
- MODIFIER F7: Display a dialog containing lists of cells with data, links, totals, and worksheets

MICROSOFT OUTLOOK COMMANDS

- ALT 1: Read the From header in a message window
- ALT 1 twice quickly: Move the focus to the From header in a message window
- ALT 2: Read the Sent header in a message window
- ALT 2 twice quickly: Move the focus to the Sent header in a message window
- ALT 3: Read the To header in a message window
- ALT 3 twice quickly: Move the focus to the To header in a message window
- ALT 4: Read the Cc header in a message window
- ALT 4 twice quickly: Move the focus to the Cc header in a message window
- ALT 5: Read the Subject header in a message window
- ALT 5 twice quickly: Move the focus to the Subject header in a message window
- MODIFIER A: Choose from the list of attachments, if any

MICROSOFT POWERPOINT SLIDESHOW COMMANDS

- END: Move to the end of the line
- CTRL END: Move to the end of the slide
- HOME: Move to the start of the line
- CTRL HOME: Move to the start of the slide
- LEFT ARROW: Move one character to the left
- CTRL LEFT ARROW: Move to the previous word
- UP ARROW: Move up one line
- MODIFIER UP ARROW: Read the current line
- RIGHT ARROW: Move one character to the right
- CTRL RIGHT ARROW: Move to the next word
- DOWN ARROW: Move down one line
- MODIFIER DOWN ARROW: Read the slide starting at the virtual cursor
- CTRL SHIFT N: Read the presenter's notes for this slide

MICROSOFT WORD DOCUMENT WINDOW COMMANDS

- MODIFIER PAGE DOWN: Read the virtual status bar
- MODIFIER END: Read from the insertion point to the end of the line
- MODIFIER HOME: Read from the start of the line to the insertion point
- CTRL ALT LEFT ARROW: Move to the previous table column
- CTRL UP ARROW: Move to the previous paragraph
- ALT UP ARROW: Move to the next sentence
- CTRL ALT UP ARROW: Move to the previous table row
- MODIFIER UP ARROW: Read the current line or selection
- CTRL ALT RIGHT ARROW: Move to the next table column
- CTRL DOWN ARROW: Move to the next paragraph
- CTRL ALT DOWN ARROW: Move to the next table row
- MODIFIER DOWN ARROW: Read the document starting at the insertion point
- MODIFIER C: Read the first cell in the current table column

- MODIFIER R: Read the current table row
- MODIFIER numpad5: Say the current word
- CTRL MODIFIER numpad5: Say the current character

WINDOWS MAIL, LIVE MAIL, AND OUTLOOK EXPRESS MESSAGE WINDOW COMMANDS

- MODIFIER A: Move to the list of attachments, if any Virtual Mouse
- TAB: Move to the next clickable object
- SHIFT TAB: Move to the previous clickable object
- ENTER: Simulate a left click
- SHIFT ENTER: Simulate a right click
- ESCAPE: Deactivate Virtual Mouse
- SPACE: Simulate a left click
- SHIFT SPACE: Simulate a right click
- END: Move to the end of the current text
- CTRL END: Move to the bottom of the window
- HOME: Move to the start of the current text
- CTRL HOME: Move to the top of the window
- LEFT ARROW: Move left one character
- CTRL LEFT ARROW: Move left one word
- ALT LEFT ARROW: Move left one object
- UP ARROW: Move up one line
- MODIFIER UP ARROW: Announce the object under the cursor
- RIGHT ARROW: Move right one character
- CTRL RIGHT ARROW: Move right one word
- ALT RIGHT ARROW: Move right one object
- DOWN ARROW: Move down one line
- MODIFIER DOWN ARROW: Read the contents of the window starting at the cursor
- ALT A: Automatically label graphics
- ALT L: Label a graphic
- MODIFIER M: Deactivate Virtual Mouse
- ALT S: Submit a Program Pack for this program
- MODIFIER F7: Choose a clickable object from a list



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