



AT Station



Quick Reference Guide



Windows Keystrokes

General

Get Help	F1
Open the Start menu	CTRL+ESC or WINDOWS KEY
Open Windows Explorer	WINDOWS KEY+E
Open Run Dialog	WINDOWS KEY+R
Find File or Folder from Desktop	F3
Minimize All Applications	WINDOWS KEY+M
Switch between open applications	ALT+TAB
Quit the active application	ALT+F4

For Windows and Menus

Open the application control menu	ALT+SPACE BAR
Move to the Menu bar in application	ALT
Choose a Menu item	ENTER
Move between menus	ALT, ARROW KEYS
Cancel or close a menu	ESC
Cancel or close a cascading menu	ALT
Close a child window	CTRL+F4
Open the applications menu	APPLICATION KEY or SHIFT+F10

For Dialogs

Move through dialog controls	TAB
Move backward through dialog controls	SHIFT+TAB
Move to another page	CTRL+TAB
Reverse direction through pages	CTRL+SHIFT+TAB
Select or deselect in list view	SPACEBAR or CTRL+SPACEBAR
Toggle a check box on/off	SPACEBAR

For Windows Explorer

Delete files	DELETE
Rename a file or folder	F2
Open Properties for Selected File or Folder	ALT+ENTER
Refresh a window	F5
Switch between windows	F6 or TAB
Go up one level	BACKSPACE

Windows Keystrokes

For Navigating Text

Move One Character Left	LEFT ARROW
Move One Character Right	RIGHT ARROW
Move One Word Left	CTRL+LEFT ARROW
Move One Word Right	CTRL+RIGHT ARROW
Move to Beginning of Line	HOME
Move to End of Line	END
Move One Paragraph Up	CTRL+UP ARROW
Move One Paragraph Down	CTRL+DOWN ARROW
Scroll up one screen	PAGE UP
Scroll down one screen	PAGE DOWN
Move to Beginning of Document	CTRL+HOME
Move to End of Document	CTRL+END

For Editing Text

Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Undo	CTRL+Z
Delete current character	DELETE
Delete prior character	BACKSPACE
Select One Character Left	SHIFT+LEFT ARROW
Select One Character Right	SHIFT+RIGHT ARROW
Select One Word Left	CTRL+SHIFT+LEFT ARROW
Select One Word Right	CTRL+SHIFT+RIGHT ARROW
Select to Beginning of Line	SHIFT+HOME
Select to End of Line	SHIFT+END
Select to beginning	CTRL+SHIFT+HOME
Select to end	CTRL+SHIFT+END
Select All	CTRL+A
Boldface	CTRL+B
Italic	CTRL+I
Underline	CTRL+U
Left Aligned	CTRL+L
Center	CTRL+E
Right Align	CTRL+R



Freedom Scientific

JAWS[®]forWindows
screen reading software

JAWS Quick Reference

Desktop Keystrokes

For Reading Text

Say Character	NUM PAD 5
Say Prior Character	LEFT ARROW
Say Next Character	RIGHT ARROW
Say Word	INSERT+NUM PAD 5
Spell Word	INSERT+NUM PAD 5 twice quickly
Say Prior Word	INSERT+LEFT ARROW
Say Next Word	INSERT+RIGHT ARROW
Say Line	INSERT+UP ARROW
Spell Line	INSERT+UP ARROW twice quickly
Say Prior Line	UP ARROW
Say Next Line	DOWN ARROW
Say Sentence	ALT+NUM PAD 5
Say Prior Sentence	ALT+UP ARROW
Say Next Sentence	ALT+DOWN ARROW
Say Paragraph	CTRL+NUM PAD 5
Say All	INSERT+DOWN ARROW

Informational

Interrupt Speech	CTRL
Say Window Title	INSERT+T
JAWS Find	INSERT+CTRL+ F
JAWS Find Next	INSERT+F3
Say Selected Text	INSERT+SHIFT+DOWN ARROW

For Help

Screen Sensitive Help	INSERT+F1
Keyboard Help (on/off toggle)	INSERT+1
JAWS Help for Applications	INSERT+F1 twice quickly
Hot Key Help	INSERT+H
Window Key Help	INSERT+W

For Dialogs

Open Combo Box	ALT+DOWN ARROW
Close Combo Box	ALT+UP ARROW

Miscellaneous

Window List Dialog	INSERT+F10
Minimize All Applications	WINDOWS KEY+M
Restore Normal Voice Settings	INSERT+ESC

JAWS Quick Reference

Internet Explorer 5 and 6 Keystrokes

General

Move through the page	UP and DOWN ARROW, PAGE UP, and PAGE DOWN
Move to Address Bar	ALT+D
Go Back a Page	ALT+LEFT ARROW
Next Link	TAB
Prior Link	SHIFT+TAB
Open Link	ENTER
List Links	INSERT+F7
List Headings	INSERT+F6

Movement Commands

Skip Past Links	N
Next Heading	H
Prior Heading	SHIFT+H
Next Frame	M
Prior Frame	SHIFT+M
JAWS Find Next	F3

Forms

Next Form Control	F
Prior Form Control	SHIFT+F
Enter Forms Mode	ENTER
Exit Forms Mode	NUM PAD PLUS
Move between form controls while in Forms Mode	TAB

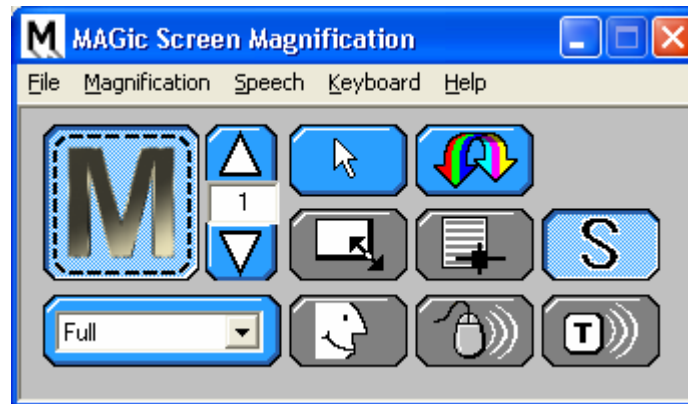
Tables

Next Table	T
Prior Table	SHIFT+T
Next Row	WINDOWS KEY+DOWN ARROW
Prior Row	WINDOWS KEY+UP ARROW
Read Row	R
Read Column	C
Next Cell in Row	ALT+CTRL+RIGHT ARROW
Prior Cell in Row	ALT+CTRL+LEFT ARROW
Read Current Cell	ALT+CTRL+NUM PAD 5

Changing Voice Rate

Increase Rate (During SayAll)	PAGE DOWN
Decrease Rate (During SayAll)	PAGE UP
Increase Rate (not in SayAll)	ALT+CTRL+PAGE DOWN
Decrease Rate (not in SayAll)	ALT+CTRL+PAGE UP
Restore Normal Voice Settings	INSERT+ESC

MAGic Quick Reference



	Use the Magnification button to enable or disable magnification.
	The current magnification level can be adjusted with the two Magnification Level buttons. The number in the between the two buttons shows the current level.
	Use the Mouse Enhancements button to enable/disable enhancements and modifications for your mouse pointer. These enhancements make the mouse pointer easier to track and maneuver on your screen.
	Use the Colors Enhancements button to enable/disable color enhancements. This feature allows you to replace colors, adjust the brightness and contrast, apply tinting, blend colors, and invert the brightness and colors of your display.
	Use the Locator button to enable/disable the Locator function. The Locator function allows you to find items on your screen.
	Use the Smoothing button to enable/disable smoothing. This feature smooths the appearance of jagged letters in a magnified state.
	The Resize View button allows you to change the dimensions of your magnified view.
	Select your preferred magnified view from the Magnified Views list.

MAGic Quick Reference

General	Minimize/Restore the MAGic User	CAPS LOCK+NUM PAD ASTERISK
	Refresh Screen	CAPS LOCK+ESC
Magnification and Views	Magnification Toggle On/Off	CAPS LOCK+DELETE
	Increase Magnification	CAPS LOCK+NUM PAD PLUS
	Decrease Magnification	CAPS LOCK+NUM PAD MINUS
	Switch between Magnified Views	CAPS LOCK+NUM PAD SLASH
	Toggle Color Enhancements On/Off	CAPS LOCK+F12
Screen Movement, Tracking, Locator, Quick View Frame	Tracking (Toggle On/Off)	CAPS LOCK+R
	Reposition Mouse	CAPS LOCK+NUM PAD 5
	Locator (Toggle On/Off)	CAPS LOCK+F10
	Pan	CAPS LOCK+ARROW
	Stop Pan	CAPS LOCK

Quick Reference

Using OmniPage From MS Word

1. Open Microsoft Word and begin working in a document.
2. Place the page face down in the scanner.
3. Verify the correct settings by going the **File Menu** item *Acquire Text Settings* (this only has to be done once).
 - Under the **Format Tab**:
 - Choose *Auto* for the input format
 - Choose *Retain font and paragraph formatting* for the output format
 - Under the **Direct OCR Tab**:
 - Check *Draw zones automatically*
 - Uncheck *Proofread OCR* (If proofing is specified, it will follow recognition.)
 - Select *Scan B&W* in the *Image Source* combo box
 - Note: Any settings not offered take their values from those last used in OmniPage Pro (see the second page of this document)
4. Go to the File Menu item *Acquire Text* to scan a document.
5. The recognized text is placed at the cursor position in your Microsoft Word document.

Scanning within OmniPage

1. Open OmniPage
2. Verify the correct settings (see the second page of this document)
3. Go to the **View Menu** (ALT+V), then *OmniPage Toolbox*. Select *OCR Wizard*
4. Go to the **Process Menu** (ALT+P). Select *Start*. This will open a dialog box which will walk you through 6 steps. After choosing the desired settings on each page, select *Next*.
 - a. **Step 1:** Choose whether you would like to scan in Black and White, Grayscale or Color (Or choose to perform OCR on an image file).
 - b. **Step 2:** Choose what the original document is like. *Let OmniPage Pro decide (auto)* is the recommended setting.
 - c. **Step 3:** Choose the *OCR method*. *More Accurate* is the recommended setting. You can also identify the languages that the document contains. English should be selected by default.
 - d. **Step 4:** Choose the level of formatting to retain from the original document. *I want to retain font and paragraph formatting* is recommended.
 - e. **Step 5:** Choose whether to proofread the finished text. *No* is the recommended setting. You can also choose whether to apply IntelliTrain or not.
 - f. **Step 6:** Choose whether to save the finished file, or copy it to the clipboard and select *Finish*. If you have chosen *Save it as a file on my computer*, you will be prompted for a file name and location after scanning and recognition is complete.

OmniPage Quick Reference

Settings to check within OmniPage

1. Open OmniPage
2. Go to the **Tools Menu**, then *Options*, and select *All*
3. Under the **Direct OCR** Tab
 - a. Check *Enable Direct OCR*
 - b. Check *Draw Zones Automatically*
 - c. Uncheck *Proofread OCR*
4. Under the **Process** Tab
 - a. Check *Automatically Correct Page Orientation*
5. Under the **Proofing** Tab
 - a. Uncheck *Automatically proofread results after OCR*
6. Under the **Custom Layout** Tab
 - a. Set *Flowing text* to *Auto*
 - b. Set *Tables* to *Auto*
 - c. Set *Graphics* to *No Graphics*