

JAWS Basic Keyboard List

This document outlines the most commonly used commands in JAWS.

About the Number Pad

Desktop computer keyboards will include a Number Pad at the far right side of the keyboard. Some laptops have a number pad, but this is not common. The Number Pad can be in one of two states, On or Off. This is controlled by the top left key on the Number Pad. This key is labelled "Num Lock".

When the Num Lock is off, JAWS takes advantage of the Number Pad for many of its keyboard commands. For example, when the Num Lock is on, the keypad acts as a calculator and the numbers, when pressed, input the numbers. When the Num Lock is Off, the number pad turns into a navigation keypad. In this mode, the numbers are replaced with a combination of the Arrow keys and keys such as Home, End, Page Up and Page Down.

When pressing JAWS commands, you can use either the traditional Arrow keys, and navigation keys found on the Six Pack, or you can use the Number pad instead. The choice is yours!

About the JAWS Key

By default, JAWS uses the Insert key found at the bottom left corner of the Number Pad, as a modifier key. However, depending on how JAWS has been configured, it is also possible to use the Caps Lock as a JAWS modifier key. This is achieved by changing the JAWS keyboard layout to "Laptop" in the Basics dialog box. Having the choice of two keys is very beneficial, as it makes pressing certain key combinations easier.

The JAWS modifier key is known as the "JAWS key". So, when a specific keyboard command is mentioned, you can press either Insert or Caps Lock in conjunction with other keys to perform the action.

Note: When the Caps Lock key is being used by JAWS as a modifier key, it is necessary to press Caps Lock twice quickly to turn Caps Lock on, and again to turn Caps Lock off. JAWS announces the current setting when you press Caps Lock twice quickly!

The following JAWS commands are the most common ones used for navigation of documents, email messages and anywhere else which contains text information.

Desktop Keyboard Layout

In the Desktop Keyboard Layout, it's best to use the INSERT key, situated at the bottom left corner of the Number Pad as the JAWS modifier key.

Say Current Character: Number Pad 5
Move to and Say Prior Character: Left Arrow (Number Pad 4)
Move to and Say Next Character: Right Arrow (Number Pad 6)
Say Phonetic Character: NUMBER PAD 5 twice quickly
Turn Off Phonetic Character Mode: NUMBER PAD 5
Say Word: JAWS Key and Number Pad 5
Move to and Say Prior Word: JAWS Key and Left Arrow (Number Pad 4)
Move to and Say Next Word: JAWS Key and Right Arrow (Number Pad 6)
Spell Current Word: JAWS Key and NUMBER PAD 5 twice quickly
Say Current Line: JAWS Key and Up Arrow (Number Pad 8)
Say to End of line: JAWS Key and Page Up (Number Pad 8)
Say to Beginning of line: JAWS Key and Home (Number Pad 7)
Say Sentence: Alt and Number Pad 5
Move to and Say prior sentence: Alt and Number Pad - (Minus)
Move to and Say Next Sentence: Alt and Number Pad + (Plus)
Say Current Paragraph: CTRL and Number Pad 5
Move to and Say prior Paragraph: CTRL and UP ARROW (Number Pad 8)
Move to and Say Next Paragraph: CTRL and DOWN ARROW (Number Pad 2)
Say All: JAWS Key and Down Arrow (Number Pad 2)
Stop Speech: Ctrl

Laptop Keyboard Layout

In the Laptop Keyboard Layout, it's best to use the CAPS LOCK key as the JAWS modifier key.

Say Current Character: JAWS KEY and Comma
Say Phonetic Character: JAWS KEY and Comma twice quickly
Turn Off Phonetic Character Mode: JAWS KEY and Comma
Move to and Say Prior Character: JAWS KEY and M
Move to and Say Next Character: JAWS KEY and FULL STOP
Say Current Word: JAWS KEY and K
Spell Current Word: JAWS KEY and K twice quickly

Move to and Say Prior Word: JAWS KEY and J
Move to and Say Next Word: JAWS KEY and L
Say Current Line: JAWS KEY and I
Spell Current Line: JAWS KEY and I twice quickly
Move to and Say prior Line: JAWS KEY and U
Move to and Say Next Line: JAWS KEY and O
Say Current Sentence: JAWS KEY and H

Move to and Say prior sentence: JAWS KEY and Y
Move to and Say Next Sentence: JAWS KEY and N
Say Current Paragraph: JAWS KEY and CTRL and I
Move to and Say Prior Paragraph: JAWS KEY and CTRL and U
Move to and Say Next Paragraph: JAWS KEY and CTRL and O
Say All: JAWS KEY and DOWN ARROW
Stop Speech: CTRL

Other Useful Commands

Say Status Bar: JAWS Key and Page Down (Number Pad 3)
Say Title Bar: JAWS Key and T
Say Font Attributes: JAWS Key and F
Say Selected Text: JAWS Key and Shift and Down Arrow (Number Pad 2)
Increase Speech Rate: Ctrl, Alt, Windows and Page Up (Number Pad 9)
Decrease Speech Rate: ALT, CTRL, Windows and Page Down (Number Pad 3)
Toggle Typing Echo: JAWS Key and 2 (on top line of QWERTY area)
Refresh Screen: JAWS Key and ESCAPE
Say Time: JAWS Key and F12
Say Date: JAWS Key and F12 twice Quickly
List Running Applications: JAWS Key and F10
List Icons in System Tray: JAWS Key and F11
Say Icons in System Tray: Shift and Ctrl and F11
Quit JAWS: JAWS Key and F4