

## ZOOMTEXT HOTKEYS

### GENERAL COMMANDS:

Enable ZoomText	Alt Ins
Disable ZoomText	Alt Del
Scroll up	Alt up
Scroll Down	Alt Down
Scroll Left	Alt left
Scroll Right	Alt Right
Desktop Finder	Ctrl Shift D
Web Finder	Ctrl Shift W
Help Tool	Ctrl Shift H

Pointer enhancement on/off	Ctrl Shift P
Cursor enhancement on/off	Ctrl Shift R
Color enhancement on/off	Ctrl Shift C
Speech on/off	Alt Shift S
Speak IT Tool	Alt Shift I
Say Window Title	Ctrl ALT W
Say ALL	Ctrl Alt A
Say Current Time	Ctrl Alt I
Say Current Date	Ctrl Alt Y

### AppReader & DocReader

Start AppReader	Alt Shift A
Start Doc Reader	Alt Shift D
Readers Play/Pause	Enter
Inc. Magnification	Alt +
Dec. Magnification	Alt -
Inc. Reading Speed	Ctrl +

Dec. Reading Speed	Ctrl -
Quiet	Ctrl
Exit Readers	Exit

### Navigation Commands

Say Previous Word	Left
Say Current Word	Spacebar once,
Spell Current Word	Spacebar twice
Spell Current Word Phonetically	Spacebar 3X
Say Next Word	Right
Say Word above	UP
Say Word below	Down
Say Previous Sentence	Ctrl Alt Left
Say Current Sentence	Ctrl Alt Numpad 5
Say Next Sentence	Ctrl Alt Right
Say Previous Paragraph	Ctrl Up
Say Current Paragraph	Ctrl Shift Numpad 5
Say Next Paragraph	Ctrl Down
Say First Word	HOME
Say Last Word	END
Page UP	Page UP
Page Down	Page Down
Beginning of document	Ctrl Home
End of document	Ctrl End

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To get off Internet Shift + 1st letter of ISPs icon on desktop.

Locate any icon on desktop Shift + 1<sup>st</sup> letter of icon on desktop. Press again to find 2<sup>nd</sup>

Speaker volume adjust Speakers of Computer

Shutdown, click START...Shut down computer then press U key twice UU

Read 1 Word at a time R + arrow

Flow Reading Enter

Magnification will remain as set until adjusted with Alt + or Alt -

Keys recommended for Velcro:

Tab Key	Numpad key 5	Enter Key
Windows Key	Home Key	6 keys (6pak) Insert Home
F (left index key)	Up arrow key	Page Up
J (right index key)	Backspace key	Del End Page down

*Revised 5/28/2009 JMM*