

ZoomText Hotkeys

The following tables list the command names and default assignments for all ZoomText hotkeys (by Hotkey Group). Hotkey assignments can be changed in the Hotkeys dialog box.

Note: AppReader and DocReader 'Navigation Commands' and all 'Text Reading Commands' have fixed key assignments that cannot be changed. These commands do not appear in the Hotkeys dialog.

AppReader and DocReader Hotkeys (*Magnifier/Reader* only)

| General Commands | Keys |
|-----------------------------|-------------------------------------|
| AppReader | ALT + SHIFT + A |
| AppReader Read from Pointer | ALT + SHIFT + LEFT-CLICK |
| DocReader | ALT + SHIFT + D |
| Toggle Reading (Play/Pause) | ENTER |
| Increase Magnification | ALT + NUMPAD PLUS |
| Decrease Magnification | ALT + NUMPAD MINUS |
| Increase Reading Rate | CTRL + NUMPAD PLUS |
| Decrease Reading Rate | CTRL + NUMPAD MINUS |
| Quiet | CTRL |
| Exit | ESC |
| Navigation Commands | Keys |
| Say Previous Word | CTRL + LEFT, OR LEFT |
| Say Current Word | CTRL + NUMPAD 5, OR SPACEBAR |
| Say Next Word | CTRL + RIGHT, OR 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 On Line | HOME |
| Say Last Word On Line | END |
| Previous Page | PAGE UP |
| Next Page | PAGE DOWN |
| Beginning of Document | CTRL + HOME |

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|-----------------|--------------|
| End of Document | CTRL + END |
| Next Link | TAB |
| Previous Link | SHIFT + TAB |
| Execute Link | CTRL + ENTER |

Background Reader Hotkeys (*Magnifier/Reader* only)

| Commands | Keys |
|------------------------------|-----------------------------|
| Read Clipboard Text | CAPS LOCK + C |
| Read Selected Text | CAPS LOCK + S |
| Play / Pause | CAPS LOCK + ENTER |
| Restart (from the beginning) | CAPS LOCK + BACKSPACE |
| Next Sentence | CAPS LOCK + RIGHT |
| Current Sentence | CAPS LOCK + SPACEBAR |
| Previous Sentence | CAPS LOCK + Left |
| Next Word | CTRL + CAPS LOCK + RIGHT |
| Current Word | CTRL + CAPS LOCK + SPACEBAR |
| Previous Word | CTRL + CAPS LOCK + LEFT |
| Show Toolbar | CAPS LOCK + T |
| Exit | CAPS LOCK + ESC |

Camera Hotkeys

| Commands | Keys |
|---------------------|---------------------------|
| On/Off | CTRL + WINDOWS + ENTER |
| Toolbar | CTRL + WINDOWS + T |
| Zoom In | CTRL + WINDOWS + UP |
| Zoom Out | CTRL + WINDOWS + DOWN |
| View: Full/Docked | CTRL + WINDOWS + SPACEBAR |
| View: Cycle Docked | CTRL + WINDOWS + D |
| View: Rotate Image | CTRL + WINDOWS + R |
| Manual Focus On/Off | CTRL + WINDOWS + M |
| Manual Focus In | CTRL + WINDOWS + RIGHT |
| Manual Focus Out | CTRL + WINDOWS + LEFT |
| Clarity On/Off | ALT + WINDOWS + C |
| Clarity Reset | ALT + WINDOWS + R |
| Brightness Increase | ALT + WINDOWS + UP |
| Brightness Decrease | ALT + WINDOWS + DOWN |
| Contrast Increase | ALT + WINDOWS + RIGHT |
| Contrast Decrease | ALT + WINDOWS + LEFT |

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| Two-Color On/Off | ALT + WINDOWS + SPACEBAR |
| Two-Color Scheme | ALT + WINDOWS + S |

Configuration Hotkeys

| Commands | Keys |
|---------------------------|------------------|
| Load Configuration 1 | ALT + SHIFT + 1 |
| Load Configuration 2 | ALT + SHIFT + 2 |
| Load Configuration 3 | ALT + SHIFT + 3 |
| Load Configuration 4 | ALT + SHIFT + 4 |
| Load Configuration 5 | ALT + SHIFT + 5 |
| Load Configuration 6 | ALT + SHIFT + 6 |
| Load Configuration 7 | ALT + SHIFT + 7 |
| Load Configuration 8 | ALT + SHIFT + 8 |
| Load Configuration 9 | ALT + SHIFT + 9 |
| Load Configuration 10 | ALT + SHIFT + 0 |
| Save Application Settings | CTRL + SHIFT + S |

Logon Support Hotkeys

| Commands | Keys |
|------------------------|--------------------|
| Logon Support On | ALT + INSERT |
| Logon Support Off | ALT + DELETE |
| Increase Magnification | ALT + NUMPAD PLUS |
| Decrease Magnification | ALT + NUMPAD MINUS |
| Color Invert On/Off | CTRL + SHIFT + C |
| Speech On/Off | ALT + SHIFT + S |

Magnification Hotkeys

| Commands | Keys |
|------------------------|--------------------|
| Increase Magnification | ALT + NUMPAD PLUS |
| Decrease Magnification | ALT + NUMPAD MINUS |

Magnifier Toolbar Hotkeys

| Commands | Keys |
|---------------------|---------------------|
| Window Type | CTRL + SHIFT + Z |
| Adjust Window Tool | CTRL + SHIFT + A |
| Dual Monitor On/Off | WINDOWS + SHIFT + D |

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|-----------------------------|---------------------|
| Dual Monitor View | WINDOWS + SHIFT + Z |
| Freeze Tool | CTRL + SHIFT + N |
| Freeze Window On/Off | CTRL + SHIFT + E |
| Color Enhancements On/Off | CTRL + SHIFT + C |
| Pointer Enhancements On/Off | CTRL + SHIFT + P |
| Cursor Enhancements On/Off | CTRL + SHIFT + R |
| Focus Enhancements On/Off | CTRL + SHIFT + O |
| Font Enhancements Type | CTRL + SHIFT + F |
| Desktop Finder | CTRL + SHIFT + D |
| Web Finder | CTRL + SHIFT + W |
| Text Finder | CTRL + SHIFT + T |

Miscellaneous Hotkeys

| Commands | Keys |
|-------------------------|------------------------|
| Locator On/Off | CTRL + SHIFT + L |
| View Mode On/Off | CTRL + SHIFT + V |
| Move Mouse To View | CTRL + SHIFT + B |
| Move View To Mouse | CTRL + SHIFT + Y |
| Pass Thru (next hotkey) | ALT + PAUSE |
| AHOI On/Off | CTRL + ALT + SHIFT + A |
| AHOI Status Report | CTRL + ALT + SHIFT + S |
| Capture ZoomText Screen | CTRL + ALT + SHIFT + C |
| Cursor Detect | CTRL + ALT + SHIFT + D |
| Highlight Detect | CTRL + ALT + SHIFT + H |
| MSAA On/Off | CTRL + ALT + SHIFT + M |
| Program Information | CTRL + ALT + SHIFT + P |
| Tracking On/Off | CTRL + ALT + SHIFT + T |
| Update Screen Model | CTRL + ALT + SHIFT + U |

Reader Toolbar Hotkeys (*Magnifer/Reader* only)

| Commands | Keys |
|----------------------|---------------------|
| Speech On/Off | ALT + SHIFT + S |
| Increase Speech Rate | CTRL + NUMPAD PLUS |
| Decrease Speech Rate | CTRL + NUMPAD MINUS |
| Typing Echo Mode | ALT + SHIFT + T |
| Mouse Echo Mode | ALT + SHIFT + M |
| Verbosity Level | ALT + SHIFT + V |
| AppReader | ALT + SHIFT + A |

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|--------------|-----------------|
| DocReader | ALT + SHIFT + D |
| SpeakIt Tool | ALT + SHIFT + I |

Reading Zones Hotkeys (*Magnifer/Reader* only)

| Commands | Keys |
|------------------------|----------------|
| Trigger Zone 1 | CTRL + ALT + 1 |
| Trigger Zone 2 | CTRL + ALT + 2 |
| Trigger Zone 3 | CTRL + ALT + 3 |
| Trigger Zone 4 | CTRL + ALT + 4 |
| Trigger Zone 5 | CTRL + ALT + 5 |
| Trigger Zone 6 | CTRL + ALT + 6 |
| Trigger Zone 7 | CTRL + ALT + 7 |
| Trigger Zone 8 | CTRL + ALT + 8 |
| Trigger Zone 9 | CTRL + ALT + 9 |
| Trigger Zone 10 | CTRL + ALT + 0 |
| Next Reading Zone | CTRL + ALT + N |
| Previous Reading Zone | CTRL + ALT + P |
| List Reading Zones | CTRL + ALT + L |
| Navigate Reading Zones | CTRL + ALT + V |
| New Reading Zone | CTRL + ALT + Z |
| Edit Reading Zones | CTRL + ALT + E |

Recorder Hotkeys (*Magnifer/Reader* only)

| Commands | Keys |
|-----------------------|----------------------|
| Record Clipboard Text | CTRL + CAPS LOCK + C |
| Record Selected Text | CTRL + CAPS LOCK + S |

Screen Reading Hotkeys (for screen reader only)

| Commands | Keys |
|--------------------|----------------|
| Say Window Title | CTRL + ALT + W |
| Say Dialog Tab | CTRL + ALT + T |
| Say Dialog Message | CTRL + ALT + M |
| Say Focus | CTRL + ALT + F |
| Say Default Button | CTRL + ALT + B |
| Say Group Name | CTRL + ALT + G |
| Say Status Bar | CTRL + ALT + X |
| Say All | CTRL + ALT + A |

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|-----------------------|---------------------------------|
| Say Selected Text | CTRL + ALT + S |
| Say Cell Row Title | CTRL + ALT + R |
| Say Cell Column Title | CTRL + ALT + K |
| Say Cell Formula | CTRL + ALT + O |
| Say Cell Comment | CTRL + ALT + C |
| Say Current Time | CTRL + ALT + I |
| Say Current Date | CTRL + ALT + Y |
| Say Clipboard | ALT + SHIFT + C |
| Quiet | ALT + SHIFT + Q, OR CTRL |
| Change Speech Engine | ALT + SHIFT + E |

Scroll Hotkeys

| Commands | Keys |
|--------------|----------------|
| Scroll Up | ALT + UP |
| Scroll Down | ALT + DOWN |
| Scroll Left | ALT + LEFT |
| Scroll Right | ALT + RIGHT |
| Jump Up | ALT + PGUP |
| Jump Down | ALT + PGDN |
| Jump Left | ALT + HOME |
| Jump Right | ALT + END |
| Jump Center | ALT + NUMPAD 5 |
| Save View | ALT + NUMPAD / |
| Restore View | ALT + NUMPAD * |

Text Reading Hotkeys (*Magnifer/Reader only*)

| Commands | Keys |
|------------------------|-----------------------|
| Say Previous Character | LEFT |
| Say Current Character | NUMPAD 5 |
| Say Next Character | RIGHT |
| Say Previous Word | CTRL + LEFT |
| Say Current Word | CTRL + NUMPAD 5 |
| Say Next Word | CTRL + RIGHT |
| Say Previous Sentence | CTRL + ALT + LEFT |
| Say Current Sentence | CTRL + ALT + NUMPAD 5 |
| Say Next Sentence | CTRL + ALT + RIGHT |
| Say Previous Line | UP |
| Say Current Line | SHIFT + NUMPAD 5 |

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|------------------------|-------------------------|
| Say Next Line | DOWN |
| Say Previous Paragraph | CTRL + UP |
| Say Current Paragraph | CTRL + SHIFT + NUMPAD 5 |
| Say Next Paragraph | CTRL + DOWN |

In addition to the Text Reading commands listed above, ZoomText will also speak when using the standard text navigation and editing keys listed in the following table.

| Keys | Application Action | ZoomText Action |
|-------------|---|--|
| BACKSPACE | Deletes the character to the left of the cursor. | Speaks the deleted character. |
| DELETE | Deletes the character to the right of the cursor. | Speaks the new character to the right of the cursor. |
| HOME | Moves the cursor to the beginning of the line. | Speaks the first word on the line (or nothing if the line begins with a space or tab). |
| END | Moves the cursor to the end of the line. | Speaks "End of line." |
| PAGEUP | Pages the application window up. | Speaks the word or line that the cursor appears on, according to the program echo setting When the text cursor moves to a new line. |
| PAGEDOWN | Pages the application window down. | Speaks the word or line that the cursor appears on, according to the program echo setting When the text cursor moves to a new line. |
| CTRL + HOME | Moves to the beginning of the document. | Speaks the word or line that the cursor appears on, according to the program echo setting When the text cursor moves to a new line. |
| CTRL + END | Moves to the end of the document. | Speaks the word or line that the cursor appears on, according to the program echo setting When the text cursor moves to a new line. |

Note: When holding down the **SHIFT** key to select text by character, word, line or paragraph, the visible text that is selected or de-selected will be spoken.

Tools Toolbar Hotkeys

| Commands | Keys |
|-------------------|------------------------|
| Camera On/Off | CTRL + WINDOWS + ENTER |
| Background Reader | CAPS LOCK + C |
| Recorder | CTRL + CAPS LOCK + C |

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|-------------|---|
| ImageReader | See the ZoomText ImageReader User Guide |
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User Interface Hotkeys

| Commands | Keys |
|------------------------|------------------|
| Enable ZoomText | ALT + INS |
| Disable ZoomText | ALT + DEL |
| Display User Interface | CTRL + SHIFT + U |
| Help Tool | CTRL + SHIFT + H |

Web Finder Hotkeys

| Commands | Keys |
|--------------------------------|-------------------------------------|
| Start Web Finder | CTRL + SHIFT + W |
| Exit Web Finder | ESC |
| Next Item | ENTER OR CTRL + RIGHT |
| Previous Item | SHIFT + ENTER OR CTRL + LEFT |
| First Item (in filtered list) | CTRL + HOME |
| Last Item (in filtered list) | CTRL + END |
| Execute Item | CTRL + ENTER |
| AppReader | ALT + SHIFT + A |
| List (open/close) | ALT + L |
| Cycle Page Item Type Up | CTRL + UP |
| Cycle Page Item Type Down | CTRL + DOWN |
| Next Heading | CTRL + H |
| Previous Heading | CTRL + SHIFT + H |
| Next Heading Level 1 ... 6 | CTRL + 1 ... 6 |
| Previous Heading Level 1 ... 6 | CTRL + SHIFT + 1 ... 6 |
| Next Form | CTRL + F |
| Previous Form | CTRL + SHIFT + F |
| Next Table | CTRL + T |
| Previous Table | CTRL + SHIFT + T |
| Next Link | CTRL + L |
| Previous Link | CTRL + SHIFT + L |
| Next Control | CTRL + C |
| Previous Control | CTRL + SHIFT + C |
| Next Image | CTRL + I |
| Previous Image | CTRL + SHIFT + I |
| Next List | CTRL + S |

Previous List

CTRL + SHIFT + S