

Quick Reference: JAWS Reading Keys

This document lists the JAWS keys for reading documents and webpages. The first section is for a standard keyboard with number pad, the second section is for laptop style keyboard without number pad.

Standard Keyboard with Number Pad

Description	Command
Say Prior Character	LEFT ARROW
Say Next Character	RIGHT ARROW
Say Character	NUM PAD 5
Say Character Phonetically	NUM PAD 5 twice quickly
Say Prior Word	INSERT+LEFT ARROW
Say Next Word	INSERT+RIGHT ARROW
Say Word	INSERT+NUM PAD 5
Spell Word	INSERT+NUM PAD 5 twice quickly
Say Prior Line	UP ARROW
Say Next Line	DOWN ARROW
Say Current Line	INSERT+UP ARROW
Spell Current Line	INSERT+UP ARROW twice quickly
Say Prior Sentence	ALT+UP ARROW
Say Next Sentence	ALT+DOWN ARROW
Say Current Sentence	ALT+NUM PAD 5
Say Prior Paragraph	CTRL+UP ARROW
Say Next Paragraph	CTRL+DOWN ARROW
Say Paragraph	CTRL+NUM PAD 5
Say to Cursor	INSERT+HOME
Say from Cursor	INSERT+PAGE UP
Spell to Cursor	INSERT+HOME twice quickly
Spell from Cursor	INSERT+PAGE UP twice quickly
Say All	INSERT+DOWN ARROW
Fast Forward during a Say All	RIGHT ARROW
Rewind during a Say All	LEFT ARROW
Say Selected Text	CAPS LOCK+SHIFT+A or CAPS LOCK+SHIFT+DOWN ARROW

Laptop Style Keyboard without Number Pad

On a laptop style keyboard it is usual to set the CAPS LOCK key as the JAWS key. For this reason the instructions below all use CAPS LOCK as the JAWS key. However, should you wish to continue to use the INSERT key as the JAWS key then simply replace CAPS LOCK in the instructions below with INSERT.

Description	Command
Say Prior Character	CAPS LOCK+M or LEFT ARROW
Say Next Character	CAPS LOCK+PERIOD or RIGHT ARROW
Say Character	CAPS LOCK+COMMA
Say Character Phonetically	CAPS LOCK+COMMA twice quickly
Say Prior Word	CAPS LOCK+J
Say Next Word	CAPS LOCK+L
Say Word	CAPS LOCK+K
Spell Word	CAPS LOCK+K twice quickly
Say Prior Line	CAPS LOCK+U or UP ARROW
Say Next Line	CAPS LOCK+O or DOWN ARROW
Say Current Line	CAPS LOCK+I
Spell Current Line	CAPS LOCK+I twice quickly
Say Prior Sentence	CAPS LOCK+Y
Say Next Sentence	CAPS LOCK+N
Say Current Sentence	CAPS LOCK+H
Say Prior Paragraph	CAPS LOCK+CTRL+U or CTRL+UP ARROW
Say Next Paragraph	CAPS LOCK+CTRL+O or CTRL+DOWN ARROW
Say Paragraph	CAPS LOCK+CTRL+I
Say to Cursor	CAPS LOCK+HOME or CAPS LOCK+SHIFT+J
Say from Cursor	CAPS LOCK+PAGE UP or CAPS LOCK+SHIFT+L
Spell to Cursor	CAPS LOCK+HOME or CAPS LOCK+SHIFT+J twice quickly
Spell from Cursor	CAPS LOCK+PAGE UP or CAPS LOCK+SHIFT+L twice quickly
Say All	CAPS LOCK+A or CAPS LOCK+DOWN ARROW
Fast Forward during a Say All	RIGHT ARROW
Rewind during a Say All	LEFT ARROW
Say Selected Text	CAPS LOCK+SHIFT+A or CAPS LOCK+SHIFT+DOWN ARROW