

## CHAPTER 6

# Hotkeys

Hotkeys are key combinations that execute ZoomText commands without having to activate the ZoomText user interface. Hotkeys exist for almost all ZoomText features, allowing you to control ZoomText while another program is active.

Some important facts about ZoomText hotkeys are:

- Individual hotkeys can be changed or disabled to eliminate conflicts with other programs.
- Both keys and mouse buttons can be used to define a hotkey.
- Each hotkey must be unique.

## **Hotkey Combinations**

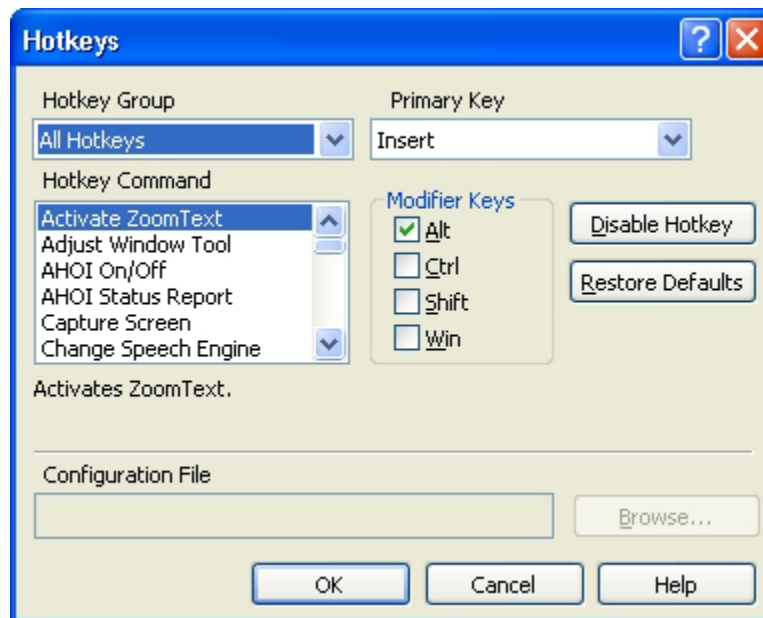
---

Each hotkey consists of one or more modifier keys and a single primary key. The modifier keys consist of any combination of ALT, CTRL, SHIFT and the Windows Key. The primary key can be any other key or any mouse button.

## Hotkeys Dialog Box

---

All ZoomText hotkeys can be examined and modified in the Hotkeys dialog box.



*Hotkeys dialog*

The following table describes the Hotkeys settings.

Setting	Description
Hotkey Group	Selects a group of related hotkeys. The hotkeys in the selected group appear in the Hotkey Command list.
Hotkey Command	Displays a list of all hotkeys in the selected hotkey group. When a hotkey is highlighted, its primary and modifier keys are displayed.
Primary Key	Sets the primary key for the highlighted hotkey command. Any key in the dropdown list can be selected, including mouse buttons.
Modifier Keys	Sets the modifier keys for the highlighted hotkey command. One or more modifier keys must be selected.
<u>D</u> isable Hotkey	Disables a hotkey command from functioning. When a hotkey is disabled, the primary and modifier keys are grayed out. Click on the Enable Hotkey button to re-enable the hotkey.
<u>R</u> estore Defaults	Restores all hotkeys to their original settings.

*(Continued)*

Configuration File	Displays the name of the configuration file associated with a Load Configuration hotkey. For more information, see Chapter 7 - "Configuration Files".
<u>B</u> rowse...	<p>Displays the Select Configuration dialog box, which lists the existing configuration files. A configuration file can be assigned to a Load Configuration hotkey by selecting the desired file and choosing OK.</p> <p>Note: The Browse button is only enabled when a Load Configuration hotkey command is highlighted.</p>

## Changing Hotkey Settings

---

▶ **To change hotkey settings**

1. In the Settings menu, choose **H**otkeys...
2. Select the desired Hotkey Group and Hotkey Command.
3. Adjust the hotkey combination as desired.
4. Repeat steps 2 and 3 for each hotkey you wish to modify.
5. Click the **OK** button.

▶ **To assign a configuration file to a configuration hotkey**

1. In the Settings menu, choose **H**otkeys...
2. In the Hotkeys Group box, select **C**onfiguration **H**otkeys.
3. In the Hotkey Command box, select the desired configuration hotkey.
4. Click on the **B**rowse button.
5. In the Select Configuration dialog box, select the desired configuration file.
6. Click on the **OK** button.

## **Passing Hotkeys to the Current Application**

When a key combination is assigned to a ZoomText hotkey, this command will only be processed by ZoomText. If the key combination is also used by the current application, this program will not respond to the command. However, you can force ZoomText to pass a hotkey to the current application.

► **To pass a hotkey to the current application**

1. Press the Pass Thru hotkey: ALT + PAUSE
2. Press the desired key combination.

*The current application will process the key combination.*

## 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 (see "Hotkeys Dialog Box" in this chapter).

**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 Commands** (screen reader only)

<b>General Commands</b>	<b>Keys</b>
Start AppReader	ALT + SHIFT + A
Start 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

<b>Navigation Commands</b>	<b>Keys</b>
Say Previous Word	CTRL + LEFT, <b>OR</b> LEFT
Say Current Word *	CTRL + NUMPAD 5, <b>OR</b> SPACEBAR
Say Next Word	CTRL + RIGHT, <b>OR</b> 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
Page Up	PAGE UP
Page Down	PAGE DOWN
Beginning of Document	CTRL + HOME
End of Document	CTRL + END

*(Continued)*

Next Link	TAB
Previous Link	SHIFT + TAB
Execute Link	CTRL + ENTER

- \* Repeated presses of the Say Current Word command provides the following behavior:
- First press: speaks the current word
  - Second press: spells the current word
  - Third press: spells the current word phonetically ("Alpha, Bravo, Charlie, ...")

**Note:** Repeated presses must occur within two seconds.

## Configuration Commands

<b>Commands</b>	<b>Keys</b>
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

## Magnification Commands

<b>Commands</b>	<b>Keys</b>
Increase Magnification	ALT + NUMPAD PLUS
Decrease Magnification	ALT + NUMPAD MINUS

**Magnifier Toolbar Commands**

<b>Commands</b>	<b>Keys</b>
Window Type	CTRL + SHIFT + Z
Adjust Window Tool	CTRL + SHIFT + A
Freeze Window On/Off	CTRL + SHIFT + F
Color Enhancements On/Off	CTRL + SHIFT + C
Pointer Enhancements On/Off	CTRL + SHIFT + P
Cursor Enhancements On/Off	CTRL + SHIFT + R
Desktop Finder	CTRL + SHIFT + D
Web Finder	CTRL + SHIFT + W

## Miscellaneous Commands

Commands	Keys
Locator On/Off	CTRL + SHIFT + L
View Mode On/Off	CTRL + SHIFT + V
Text Smoothing Type	CTRL + SHIFT + T
Mouse To View	CTRL + SHIFT + B
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
MSAA On/Off	CTRL + ALT + SHIFT + M
Tracking On/Off	CTRL + ALT + SHIFT + T
Update Screen Model	CTRL + ALT + SHIFT + U

**Reader Toolbar Commands** (for screen reader only)

<b>Commands</b>	<b>Keys</b>
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
Start AppReader	ALT + SHIFT + A
Start DocReader	ALT + SHIFT + D
SpeakIt Tool	ALT + SHIFT + I
Read Clipboard	ALT + SHIFT + C

**Screen Reading Commands** (screen reader only)

<b>Commands</b>	<b>Keys</b>
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
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
Read Clipboard	ALT + SHIFT + C
Quiet	ALT + SHIFT + Q, <b>OR</b> CTRL
Change Speech Engine	ALT + SHIFT + E

**Scroll Commands**

<b>Commands</b>	<b>Keys</b>
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 Commands** (for screen reader only)

<b>Commands</b>	<b>Keys</b>
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
Say Next Line ***	DOWN
Say Previous Paragraph	CTRL + UP
Say Current Paragraph	CTRL + SHIFT + NUMPAD 5
Say Next Paragraph	CTRL + DOWN

*(Continued)*

- \* Second press of the Say Current Character command speaks the character phonetically ("Alpha, Bravo, Charlie, ...")
- \*\* Repeated presses of the Say Current Word command provides the following behavior:
  - First press: speaks the current word
  - Second press: spells the current word
  - Third press: spells the current word phonetically ("Alpha, Bravo, Charlie, ...")

**Note:** Repeated presses must occur within two seconds.

- \*\*\* This command reads the current word or entire line, according to the Program Echo setting 'When the text cursor moves into a new line'.

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.

<b>Keys</b>	<b>Application Action</b>	<b>ZoomText Action</b>
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'.

*(Continued)*

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 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.

**User Interface Commands**

<b>Commands</b>	<b>Keys</b>
Enable ZoomText	ALT + INS
Disable ZoomText	ALT + DEL
Display User Interface	CTRL + SHIFT + U
Help Tool	CTRL + SHIFT + H