

# BrailleNote™ Touch +

## Command Summary





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# Braille Keyboard Command Summary

## General

Home button (Main Menu):	<i>SPACE with DOTS 1 2 3 4 5 6</i>
Back button:	<i>SPACE with E</i>
Enter:	<i>DOT 8</i>
Accessibility Volume up:	<i>ENTER with DOT 4</i>
Accessibility Volume down:	<i>ENTER with DOT 1</i>
Music volume up:	<i>ENTER with DOT 5</i>
Music volume down:	<i>ENTER with DOT 2</i>
Increase speech rate:	<i>ENTER with DOT 6</i>
Decrease speech rate:	<i>ENTER with DOT 3</i>
Open KeySoft Options:	<i>SPACE with O</i>
Stop speech:	<i>BACKSPACE with ENTER</i>
Repeat:	<i>SPACE with R</i>
Activate notification shade:	<i>ENTER with N</i>
Open Android Settings:	<i>ENTER with Q</i>
Jump to any item in a list or on a home screen:	<i>Type the first letter of the desired item or app</i>
Running apps:	<i>SPACE with dots 2-3-5 or press the Recent apps button</i>
Contextual help:	<i>SPACE with H</i>
Contextual menu: apps button	<i>SPACE with M or press and hold Recent</i>
System information:	<i>SPACE with I</i>
Toggle TouchBraille On/off:	<i>Previous + Next thumb keys</i>
Toggle language profile:	<i>ENTER with L</i>
Connectivity information (Wi-Fi and Bluetooth):	<i>ENTER with DOTS 3 4</i>

Turn screen reader and accessibility on / off:	<b><i>Press and hold Volume up and Volume down for 3 seconds</i></b>
Unlock screen:	<b><i>SPACE with U</i></b>
Toggle speech on/off:	<b><i>SPACE with Previous thumb key</i></b>
Toggle visual display on/off:	<b><i>SPACE with Next thumb key</i></b>
Eject media:	<b><i>ENTER with E</i></b>
Toggle Braille grade:	<b><i>BACKSPACE with G</i></b>
Play – pause:	<b><i>ENTER with X</i></b>
Rewind:	<b><i>BACKSPACE with Dots 1 3</i></b>
Fast forward:	<b><i>BACKSPACE with Dots 4 6</i></b>

## **General Navigation**

Activate the selected item:	<b><i>ENTER or cursor routing button above the word on the display</i></b>
Move to the previous item:	<b><i>BACKSPACE, Previous or SPACE with DOT 1</i></b>
Move to the next item:	<b><i>SPACE, Next, or SPACE with DOT 4</i></b>
Braille panning left and right:	<b><i>Left or Right thumb key</i></b>
Move to first element on visual screen:	<b><i>ENTER with DOTS 1 3</i></b>
Move to last element on visual screen:	<b><i>ENTER with DOTS 4 6</i></b>
Scroll up in a list:	<b><i>ENTER with DOTS 1 2 6</i></b>
Scroll down in a list:	<b><i>ENTER with DOTS 3 4 5</i></b>
Open navigation levels menu:	<b><i>SPACE with T</i></b>
Move back using selected navigation element:	<b><i>SPACE with DOTS 1 3</i></b>
Move forward using selected navigation element:	<b><i>SPACE with DOTS 4 6</i></b>
Next Android Window:	<b><i>BACKSPACE with DOTS 4 5</i></b>
Previous Android Window:	<b><i>BACKSPACE with B</i></b>
Long press:	<b><i>BACKSPACE with L</i></b>
Time:	<b><i>ENTER with T</i></b>

Date: *ENTER with D*

Battery power: *ENTER with P*

## **Html Content Navigation (webviews)**

Previous button: *B with DOTS 7 8*

Next button: *B*

Previous control: *C with DOTS 7 8*

Next control: *C*

Previous ARIA landmark: *D with DOTS 7 8*

Next ARIA landmark: *D*

Previous editable field: *E with DOTS 7 8*

Next editable field: *E*

Previous focusable item: *F with DOTS 7 8*

Next focusable item: *F*

Previous graphic: *G with DOTS 7 8*

Next graphic: *G*

Previous heading: *H with DOTS 7 8*

Next heading: *H*

Previous heading level 1: *DOTS 1 7 8*

Next heading level 1: *DOT 1*

Previous heading level 2: *DOTS 2 7 8*

Next heading level 2: *DOT 2*

Previous heading level 3: *DOTS 3 7 8*

Next heading level 3: *DOT 3*

Previous heading level 4: *DOTS 4 7 8*

Next heading level 4: *DOT 4*

Previous heading level 5: *DOTS 5 7 8*

Next heading level 5:	<b><i>DOT 5</i></b>
Previous heading level 6:	<b><i>DOTS 6 7 8</i></b>
Next heading level 6:	<b><i>DOT 6</i></b>
Previous list:	<b><i>O with DOTS 7 8</i></b>
Next list:	<b><i>O</i></b>
Previous list item:	<b><i>I with DOTS 7 8</i></b>
Next list item:	<b><i>I</i></b>
Previous link:	<b><i>L with DOTS 7 8</i></b>
Next link:	<b><i>L</i></b>
Previous table:	<b><i>T with DOTS 7 8</i></b>
Next table:	<b><i>T</i></b>
Previous checkbox:	<b><i>X with DOTS 7 8</i></b>
Next checkbox:	<b><i>X</i></b>
Previous combo box:	<b><i>Z with DOTS 7 8</i></b>
Next combo box:	<b><i>Z</i></b>
Previous web view or section:	<b><i>PREVIOUS and LEFT thumb keys</i></b>
Next web view or Section:	<b><i>NEXT and RIGHT thumb keys</i></b>
Reach next web view content:	<b><i>Enter with W</i></b>

## **Reading**

Previous character:	<b><i>SPACE with DOT 3</i></b>
Current character:	<b><i>SPACE with DOTS 3 6</i></b>
Next character:	<b><i>SPACE with DOT 6</i></b>
Previous word:	<b><i>SPACE with DOT 2</i></b>
Current word:	<b><i>SPACE with DOTS 2 5</i></b>
Next word:	<b><i>SPACE with DOT 5</i></b>
Previous line:	<b><i>SPACE with DOT 1</i></b>

Current line:	<b><i>SPACE with DOTS 1 4</i></b>
Next line:	<b><i>SPACE with DOT 4</i></b>
Previous paragraph:	<b><i>SPACE with DOTS 2 3</i></b>
Current paragraph:	<b><i>SPACE with DOTS 2 3 5 6</i></b>
Next paragraph:	<b><i>SPACE with DOTS 5 6</i></b>
Jump to the beginning of a line or sentence (Home):	<b><i>ENTER with DOTS 1 3</i></b>
Jump to the end of a line or sentence (End):	<b><i>ENTER with DOTS 4 6</i></b>
Jump to the top of an area:	<b><i>SPACE with DOTS 1 2 3</i></b>
Jump to the bottom of an area:	<b><i>SPACE with DOTS 4 5 6</i></b>
Read all:	<b><i>SPACE with G</i></b>
Stop reading:	<b><i>BACKSPACE with ENTER</i></b>

## **Editing text**

Activate edit mode:	<b><i>ENTER or cursor routing button</i></b>
Leave edit mode:	<b><i>SPACE with E or Back</i></b>
Move to next edit box while editing:	<b><i>ENTER or routing key</i></b>
Move to next edit box without editing:	<b><i>SPACE, Next, or SPACE with DOT 4</i></b>
Move to previous edit box without editing:	<b><i>SPACE, Previous, or SPACE with DOT 1</i></b>
Move insertion point to start of text field document:	<b><i>SPACE with DOTS 1 2 3 (jumps to the top of the edit text field)</i></b>
Move insertion point to end of text field document:	<b><i>SPACE with DOTS 4 5 6 (jumps to the end of the edit text field)</i></b>
Delete previous character:	<b><i>BACKSPACE (DOT 7)</i></b>
Delete previous word:	<b><i>BACKSPACE with DOT 2</i></b>
Delete current word:	<b><i>BACKSPACE with DOTS 2 5</i></b>
Delete from cursor to the end of the line:	<b><i>BACKSPACE with C</i></b>
Delete from cursor to the end of the document:	<b><i>BACKSPACE with DOTS 4 5 6</i></b>
Start and stop selection:	<b><i>ENTER with S</i></b>



Select all:	<b><i>ENTER with DOTS 1 2 3 4 5 6</i></b>
Cut:	<b><i>BACKSPACE with X</i></b>
Copy:	<b><i>BACKSPACE with Y</i></b>
Paste:	<b><i>BACKSPACE with V</i></b>

## **KeyWord**

Save:	<b><i>SPACE with S</i></b>
Save as:	<b><i>BACKSPACE with S</i></b>
Create new additional document:	<b><i>BACKSPACE with N</i></b>
Open additional document:	<b><i>BACKSPACE with O</i></b>
Switch documents:	<b><i>SPACE with DOTS 1 2 5 6</i></b>
File info:	<b><i>SPACE with I</i></b>
Preview:	<b><i>ENTER with V</i></b>
Spell check:	<b><i>SPACE with DOTS 1 6</i></b>
Find:	<b><i>SPACE with F</i></b>
Find previous:	<b><i>SPACE with P</i></b>
Find next:	<b><i>SPACE with N</i></b>
Replace:	<b><i>BACKSPACE with F</i></b>
Toggle reading mode:	<b><i>SPACE with X</i></b>
Tab:	<b><i>BACKSPACE with T</i></b>
Align left:	<b><i>BACKSPACE with L</i></b>
Align center:	<b><i>ENTER with C</i></b>
Align right:	<b><i>ENTER with R</i></b>
Align justify:	<b><i>ENTER with J</i></b>
Bold:	<b><i>ENTER with B</i></b>
Italic:	<b><i>ENTER with I</i></b>
Underline:	<b><i>ENTER with U</i></b>

Formatting details:

***SPACE with DOTS 3 5***

Insert Math:

***BACKSPACE with M***

Unicode Map:

***BACKSPACE with DOTS 3 5***

Insert page break:

***BACKSPACE with P***

## **KeyFiles**

Mark/Unmark:

***BACKSPACE with L***

Mark/Unmark all:

***ENTER with DOTS 1 2 3 4 5 6***

Info:

***SPACE with I***

Rename:

***BACKSPACE with R***

Delete:

***BACKSPACE with DOTS 2 3 5 6***

Copy:

***BACKSPACE with Y***

Cut:

***BACKSPACE with X***

Paste:

***BACKSPACE with V***

New folder:

***SPACE with N***

Search:

***SPACE with F***

Sort:

***SPACE with V***

Where am I:

***SPACE with Dots 1 5 6***

Select drive:

***SPACE with D***

## **KeyMail**

Reply:

***BACKSPACE with R***

Reply all:

***BACKSPACE with A***

Forward:

***BACKSPACE with F***

New message:

***SPACE with N***

Toggle attachments view:

***BACKSPACE with O***

Spell check:

***SPACE with DOTS 1 6***

Mark a message in the message list:	<b><i>BACKSPACE With L</i></b>
Mark/Unmark all emails:	<b><i>ENTER with DOTS 1 2 3 4 5 6</i></b>
Send email:	<b><i>BACKSPACE with S</i></b>
Refresh to check for new mail:	<b><i>ENTER with R</i></b>
Delete email:	<b><i>BACKSPACE with DOTS 2 3 5 6</i></b>
Save message as draft:	<b><i>SPACE with S</i></b>
Search:	<b><i>SPACE with F</i></b>
Change email folder:	<b><i>ENTER with B</i></b>
Suggest recipient:	<b><i>BACKSPACE with E</i></b>

## **Chrome**

Open Web Page:	<b><i>ENTER with O</i></b>
Back:	<b><i>SPACE with E</i></b>
Forward:	<b><i>ENTER with F</i></b>
Reload:	<b><i>ENTER with R</i></b>
Close current tab:	<b><i>ENTER with C</i></b>
Bookmark Current Page:	<b><i>ENTER with M</i></b>
Bookmarks:	<b><i>ENTER with lower F</i></b>
History:	<b><i>ENTER with lower H</i></b>
New Tab:	<b><i>BACKSPACE with N</i></b>
Find:	<b><i>SPACE with F</i></b>
Find next:	<b><i>SPACE with N</i></b>
Find Previous:	<b><i>SPACE with P</i></b>
Open Html Navigation menu Levels:	<b><i>SPACE with T</i></b>
Next Html Element:	<b><i>SPACE with DOTS 4 6</i></b>
Previous Html Element:	<b><i>SPACE with DOTS 1 3</i></b>
Top of page:	<b><i>SPACE with DOTS 1 2 3</i></b>

Bottom of page:

***SPACE with DOTS 4 5 6***

Chrome menu:

***SPACE with W***

## **KeyList**

New contact:

***SPACE with N***

Find contact:

***SPACE with F***

Edit contact:

***BACKSPACE with E***

Delete contact:

***BACKSPACE with DOTS 2 3 5 6***

Save contact:

***SPACE with S***

Refresh contacts:

***ENTER with R***

## **EasyReader Plus**

Jump to book content: Enter with B

Side menu: Space with B

Search: Space with F

Bookmark: Enter with M

Sleep timer: Space with S

Book navigation: Backspace with B

Audio settings: Backspace with A

Navigate previous: Space with Dots 1 3

Play/Pause: Space with G or Action button

Navigate next: Space with Dots 4 6

Navigation settings: Space with T

Where Am I: Space with dots 1 5 6

Increase Audio TTS speed: Enter with Dot 6

Decrease Audio TTS speed: Enter with Dot 3

## KeyPlan

New appointment:	<i>SPACE with N</i>
Edit appointment:	<i>BACKSPACE with E</i>
Delete appointment:	<i>BACKSPACE with DOTS 2 3 5 6</i>
Go to date:	<i>ENTER with G</i>
Today:	<i>SPACE with T</i>
Where am I:	<i>SPACE with DOTS 1 5 6</i>
Next day:	<i>SPACE with DOT 6</i>
Previous day:	<i>SPACE with DOT 3</i>
Next week:	<i>SPACE with DOT 5</i>
Previous week:	<i>SPACE with DOT 2</i>
Next month:	<i>SPACE with DOT 4</i>
Previous month:	<i>SPACE with DOT 1</i>
Next year:	<i>SPACE with DOTS 5 6</i>
Previous year:	<i>SPACE with DOTS 2 3</i>
Refresh appointments:	<i>ENTER with R</i>

## KeyCalc US

Plus:	<i>DOTS 3 4 6</i>
Minus:	<i>DOTS 3-6</i>
Multiplication:	<i>DOTS 1-6</i>
Divided by:	<i>DOTS 3-4</i>
Equals:	<i>ENTER</i>
Clear:	<i>SPACE with DOTS 3-5-6</i>
Decimal point:	<i>DOTS 4-6</i>
Percent:	<i>DOTS 1-4-6</i>
Square root:	<i>SPACE with DOTS 3-4-5</i>

Factorial: *SPACE with DOTS 2-3-4-6*  
Power: *SPACE with DOTS 4-5*  
Pi: *SPACE with Y*

## KeyCalc UK

Plus: *DOTS 2 3 5*  
Minus: *DOTS 3 6*  
Multiplication: *DOTS 3 5*  
Divided by: *DOTS 1 2 3 6 8*  
Equals: *ENTER*  
Clear: *SPACE with DOTS 3 5 6*  
Decimal point: *DOTS 2 5 6*  
Percent: *DOTS 4 6*  
Square root: *Dots 1 2 3 5 6 8*  
Factorial: *SPACE with DOTS 2 3 4 6*  
Power: *SPACE with DOTS 4 5*  
Pi: *SPACE with Y*

## KeyMath

Find: *SPACE with F*  
Find next: *SPACE with N*  
Find Previous: *SPACE with P*  
Preview: *ENTER with V*  
Export: *BACKSPACE with E*  
Save a copy: *SPACE with S*  
Insert symbol: *BACKSPACE with DOTS 3 5*  
Insert template: *ENTER with DOTS 3 5*  
Braille Image viewer: *SPACE with G*  
Toggle rendering mode: *ENTER with G*  
Export graph image: *ENTER with I*

Tactile preview:

*Space with T*

Insert Math from KeyWord:

*BACKSPACE with M*

# Standard Keyboard Command Summary

## General

Home button (Main Menu):

*Alt+Ctrl+H*

Back button:

*Escape*

Enter:

*Enter*

Accessibility Volume up:

*Alt+=*

Accessibility Volume down:

*Alt+-*

Music volume up:

*Ctrl+=*

Music volume down:

*Ctrl+-*

Increase speech rate:

*Alt+Ctrl+=*

Decrease speech rate:

*Alt+Ctrl+-*

Open KeySoft Options menu:

*Alt+Ctrl+O*

Stop speech:

*Ctrl*

Repeat:

*Alt+Shift+R*

Activate notification shade:

*Alt+Ctrl+N*

Open Android Settings:

*Ctrl+Alt+Q*

Jump to any item in a list or on a home screen:

*Type the first letter of the desired item or app*

Running apps:

*Alt+Ctrl+R or press the Recent apps button*

Contextual help:

*F1 or Alt+Shift+H*

Contextual menu:

*Alt+Ctrl+M or press and hold the Recent apps button*

System information:

*Ctrl+I*

Toggle TouchBraille On/off:	<b><i>Previous + Next thumb keys</i></b>
Toggle language profile:	<b><i>Alt+Ctrl+L</i></b>
Connectivity information (Wi-Fi and Bluetooth):	<b><i>Alt+Ctrl+I</i></b>
Turn screen reader and accessibility on / off:	<b><i>Press and hold volume up and volume down for 3 seconds</i></b>
Unlock screen:	<b><i>Alt+Shift+U</i></b>
Toggle speech on/off:	<b><i>Alt+Ctrl+S</i></b>
Toggle visual display on/off:	<b><i>Alt+Ctrl+V</i></b>
Eject media:	<b><i>Alt+Ctrl+E</i></b>
Toggle Braille grade:	<b><i>Alt+Ctrl+G</i></b>
Play – pause:	<b><i>Alt+P</i></b>
Rewind:	<b><i>Alt+R</i></b>
Fast forward:	<b><i>Alt+F</i></b>

## **General Navigation**

Activate the selected item:	<b><i>Enter</i></b>
Move to the previous item:	<b><i>Shift+Tab, Backspace or Alt+Left Arrow</i></b>
Move to the next item:	<b><i>Tab, Space or Alt+Right Arrow</i></b>
Braille panning left and right:	<b><i>Left or Right thumb key</i></b>
Move to first element on visual screen:	<b><i>Home</i></b>
Move to last element on visual screen:	<b><i>End</i></b>
Scroll up in a list:	<b><i>Page-up</i></b>
Scroll down in a list:	<b><i>Page-Down</i></b>
Open navigation levels menu:	<b><i>Ctrl+T</i></b>
Move back using selected navigation element:	<b><i>Alt+Ctrl+Left Arrow</i></b>
Move forward using selected navigation element:	<b><i>Alt+Ctrl+Right Arrow</i></b>
Next Android window:	<b><i>Ctrl+Alt+Down Arrow</i></b>
Previous Android window:	<b><i>Ctrl+Alt+Up Arrow</i></b>



Long press:	<b><i>Alt+Shift+Enter</i></b>
Time:	<b><i>Alt+Ctrl+T</i></b>
Date:	<b><i>Alt+Ctrl+D</i></b>
Battery power:	<b><i>Alt+Ctrl+P</i></b>

## **Html Content Navigation (webviews)**

Previous button:	<b><i>Shift+B</i></b>
Next button:	<b><i>B</i></b>
Previous control:	<b><i>Shift+C</i></b>
Next control:	<b><i>C</i></b>
Previous ARIA landmark:	<b><i>Shift+D</i></b>
Next ARIA landmark:	<b><i>D</i></b>
Previous editable field:	<b><i>Shift+E</i></b>
Next editable field:	<b><i>E</i></b>
Previous focusable item:	<b><i>Shift+F</i></b>
Next focusable item:	<b><i>F</i></b>
Previous graphic:	<b><i>Shift+G</i></b>
Next graphic:	<b><i>G</i></b>
Previous heading:	<b><i>Shift+H</i></b>
Next heading:	<b><i>H</i></b>
Previous heading level 1:	<b><i>Shift+1</i></b>
Next heading level 1:	<b><i>1</i></b>
Previous heading level 2:	<b><i>Shift+2</i></b>
Next heading level 2:	<b><i>2</i></b>
Previous heading level 3:	<b><i>Shift+3</i></b>
Next heading level 3:	<b><i>3</i></b>
Previous heading level 4:	<b><i>Shift+4</i></b>

Next heading level 4:	<b>4</b>
Previous heading level 5:	<b>Shift+5</b>
Next heading level 5:	<b>5</b>
Previous heading level 6:	<b>Shift+6</b>
Next heading level 6:	<b>6</b>
Previous list:	<b>Shift+O</b>
Next list:	<b>O</b>
Previous list item:	<b>Shift+I</b>
Next list item:	<b>I</b>
Previous link:	<b>Shift+L</b>
Next link:	<b>L</b>
Previous table:	<b>Shift+T</b>
Next table:	<b>T</b>
Previous checkbox:	<b>Shift+X</b>
Next checkbox:	<b>X</b>
Previous combo box:	<b>Shift+Z</b>
Next combo box:	<b>Z</b>
Previous web view:	<b>Ctrl+Shift+Left Arrow</b>
Next Section:	<b>Ctrl+Shift+Right Arrow</b>
Next web view	<b>Ctrl+Alt+W</b>

## **Reading**

Previous character:	<b>Left Arrow</b>
Current character:	<b>Alt+Ctrl+1</b>
Next character:	<b>Right Arrow</b>
Previous word:	<b>Ctrl+Left Arrow</b>
Current word:	<b>Alt+Ctrl+2</b>

Next word:	<b><i>Ctrl+Right Arrow</i></b>
Previous line:	<b><i>Up Arrow</i></b>
Current line:	<b><i>Alt+Ctrl+3</i></b>
Next line:	<b><i>Down Arrow</i></b>
Previous paragraph:	<b><i>Ctrl+Up Arrow</i></b>
Current paragraph:	<b><i>Alt+Ctrl+4</i></b>
Next paragraph:	<b><i>Ctrl+Down Arrow</i></b>
Jump to the beginning of a line or sentence:	<b><i>Home</i></b>
Jump to the end of a line or sentence:	<b><i>End</i></b>
Jump to the top of an area:	<b><i>Ctrl+Home</i></b>
Jump to the bottom of an area:	<b><i>Ctrl+End</i></b>
Page up, move accessibility focus one screen up:	<b><i>Page Up</i></b>
Page down, move accessibility one screen down:	<b><i>Page Down</i></b>
Read all:	<b><i>Alt+G</i></b>
Stop reading:	<b><i>Ctrl</i></b>

## **Editing Text**

Activate edit mode:	<b><i>Enter</i></b>
Leave edit mode:	<b><i>Escape</i></b>
Move to next edit box while editing:	<b><i>Enter</i></b>
Move to next edit box without editing:	<b><i>Tab, Space or Alt+Right Arrow</i></b>
Move to previous edit box without editing:	<b><i>Shift+Tab, Backspace or Alt+Left Arrow</i></b>
Move insertion point to start of text field document:	<b><i>Ctrl+Home</i></b>
Move insertion point to end of text field document:	<b><i>Ctrl+End</i></b>
Delete previous character:	<b><i>Backspace</i></b>
Delete previous word:	<b><i>Ctrl+Backspace</i></b>
Delete current word:	<b><i>Ctrl+Delete</i></b>

Delete from cursor to the end of the line:	<b><i>Alt+Ctrl+C</i></b>
Delete from cursor to the end of the document:	<b><i>Alt+Ctrl+End</i></b>
Select all:	<b><i>Ctrl+A</i></b>
Cut:	<b><i>Ctrl+X</i></b>
Copy:	<b><i>Ctrl+C</i></b>
Paste:	<b><i>Ctrl+V</i></b>
Select previous character:	<b><i>Shift+Left Arrow</i></b>
Select next character:	<b><i>Shift+Right Arrow</i></b>
Select previous word:	<b><i>Shift+Ctrl+Left Arrow</i></b>
Select next word:	<b><i>Shift+Ctrl+Right Arrow</i></b>
Select previous line:	<b><i>Shift+Up Arrow</i></b>
Select next line:	<b><i>Shift+Down Arrow</i></b>
Select previous paragraph:	<b><i>Shift+Ctrl+Up Arrow</i></b>
Select next paragraph:	<b><i>Shift+Ctrl+Down Arrow</i></b>
Select previous page:	<b><i>Shift+Page up</i></b>
Select next page:	<b><i>Shift+Page down</i></b>
Select from the beginning of the line:	<b><i>Shift+Home</i></b>
Select to the end of the line:	<b><i>Shift+End</i></b>
Select from top of content:	<b><i>Shift+Ctrl+Home</i></b>
Select to end of content:	<b><i>Shift+Ctrl+End</i></b>

## **KeyWord**

Save:	<b><i>Ctrl+S</i></b>
Save as:	<b><i>Shift+Ctrl+S</i></b>
Create new additional document:	<b><i>Ctrl+N</i></b>
Open additional document:	<b><i>Ctrl+O</i></b>
Switch documents:	<b><i>Ctrl+Tab</i></b>

File info:	<b><i>Ctrl+I</i></b>
Preview:	<b><i>Ctrl+Q</i></b>
Spell check:	<b><i>F7 or Ctrl+7</i></b>
Find:	<b><i>Ctrl+F</i></b>
Find previous:	<b><i>Shift+F3 or Shift+Ctrl+3</i></b>
Find next:	<b><i>F3 or Ctrl+3</i></b>
Replace:	<b><i>Ctrl+H</i></b>
Toggle reading mode:	<b><i>Ctrl+R</i></b>
Tab:	<b><i>Tab</i></b>
Align left:	<b><i>Shift+Ctrl+L</i></b>
Align center:	<b><i>Shift+Ctrl+C</i></b>
Align right:	<b><i>Shift+Ctrl+R</i></b>
Align justify:	<b><i>Shift+Ctrl+J</i></b>
Bold:	<b><i>Shift+Ctrl+B</i></b>
Italic:	<b><i>Shift+Ctrl+I</i></b>
Underline:	<b><i>Shift+Ctrl+U</i></b>
Normal formatting:	<b><i>Shift+Ctrl+D</i></b>
Formatting details:	<b><i>Shift+Ctrl+F</i></b>
Insert Math:	<b><i>Ctrl+M</i></b>
Unicode Map:	<b><i>Alt+Ctrl+U</i></b>
Insert page break:	<b><i>Ctrl+Enter</i></b>

## **KeyFiles**

Mark/Unmark:	<b><i>Alt+Shift+Enter</i></b>
Mark/Unmark all:	<b><i>Ctrl+A</i></b>
Info:	<b><i>Ctrl+I</i></b>
Rename:	<b><i>F2 or Ctrl+2</i></b>

Delete:	<i>Delete</i>
Copy:	<i>Ctrl+C</i>
Cut:	<i>Ctrl+X</i>
Paste:	<i>Ctrl+V</i>
New folder:	<i>Ctrl+N</i>
Search:	<i>Ctrl+F</i>
Sort:	<i>Shift+Ctrl+V</i>
Where am I:	<i>Ctrl+W</i>
Select drive:	<i>Ctrl+D</i>

## **KeyMail**

Reply:	<i>Ctrl+R</i>
Reply all:	<i>Shift+Ctrl+R</i>
Forward:	<i>Shift+Ctrl+F</i>
New message:	<i>Ctrl+N</i>
Toggle attachment:	<i>Ctrl+O</i>
Mark a message in the message list:	<i>Alt+Shift+Enter</i>
Mark/Unmark all emails:	<i>Ctrl+A</i>
Send email:	<i>Ctrl+Enter</i>
Refresh to check for new mail:	<i>F5 or Ctrl+5</i>
Delete email:	<i>Delete</i>
Save message as draft:	<i>Ctrl+S</i>
Search:	<i>Ctrl+F</i>
Change email folder:	<i>Ctrl+B</i>
Spell check:	<i>F7 or Ctrl+7</i>
Recipient suggestions:	<i>Ctrl+E</i>

## Chrome

Open Web Page:	<b><i>Ctrl+O</i></b>
Back:	<b><i>Escape</i></b>
Forward:	<b><i>Shift+Ctrl+F</i></b>
Reload:	<b><i>F5 or Ctrl+5</i></b>
Close current tab:	<b><i>Ctrl + F4</i></b>
Bookmark Current Page:	<b><i>Ctrl+M</i></b>
Bookmarks:	<b><i>Alt+M</i></b>
History:	<b><i>Alt+H</i></b>
New Tab:	<b><i>Ctrl+N</i></b>
Find:	<b><i>Ctrl+F</i></b>
Find next:	<b><i>F3 or Ctrl+3</i></b>
Find Previous:	<b><i>Shift+F3 or Shift+Ctrl+3</i></b>
Open Html Navigation Menu:	<b><i>Ctrl+T</i></b>
Next Html Element:	<b><i>Alt+Ctrl+Right Arrow</i></b>
Previous Html Element:	<b><i>Alt+Ctrl+Left Arrow</i></b>
Top of page:	<b><i>Ctrl+Home</i></b>
Bottom of page:	<b><i>Ctrl+End</i></b>
Chrome menu:	<b><i>Ctrl+W</i></b>

## KeyList

New contact:	<b><i>Ctrl+N</i></b>
Find contact:	<b><i>Ctrl+F</i></b>
Edit contact:	<b><i>Ctrl+E</i></b>
Delete contact:	<b><i>Delete</i></b>
Save contact:	<b><i>Ctrl+S</i></b>

Refresh contacts: *F5 or Ctrl+5*

## **KeyPlan**

New appointment: *Ctrl+N*

Edit appointment: *Ctrl+E*

Save appointment: *Ctrl+S*

Delete appointment: *Delete*

Go to date: *Ctrl+G*

Today: *Ctrl+T*

Where am I: *Ctrl+W*

Next day: *Ctrl+1*

Previous day: *Shift+Ctrl+1*

Next week: *Ctrl+2*

Previous week: *Shift+Ctrl+2*

Next month: *Ctrl+3*

Previous month: *Shift+Ctrl+3*

Next year: *Ctrl+4*

Previous year: *Shift+Ctrl+4*

Refresh appointments: *F5 or Ctrl+5*

## **EasyReader Plus**

Play/Pause: Alt + G, Action button

Side Menu: Ctrl + B

Search: Ctrl + F

Bookmark: Ctrl + M

Sleep Timer: Ctrl + S

Where Am I: Ctrl + W



Audio Settings: Ctrl + Alt + A

Navigate Next: Ctrl + Alt + Right Arrow

Navigate Previous: Ctrl + Alt + Left Arrow

Increase Audio TTS speed: Ctrl + Alt + Equals

Decrease Audio TTS speed: Ctrl + Alt + Minus

## KeyCalc

Plus:	<i>Plus +</i>
Minus:	<i>Minus -</i>
Multiplication:	<i>Multiplication *</i>
Divided by:	<i>Divided by /</i>
Equals:	<i>Equals =</i>
Clear:	<i>Shift+Ctrl+C</i>
Decimal point:	<i>Period</i>
Percent:	<i>Percent %</i>
Square root:	<i>Shift+Ctrl+S</i>
Factorial:	<i>Shift+Ctrl+F</i>
Power:	<i>Ctrl+P</i>
Pi:	<i>Ctrl+Y</i>

## KeyMath

Find:	<i>Ctrl+F</i>
Find next:	<i>F3 or Ctrl+3</i>
Find Previous:	<i>Shift+F3 or Shift+Ctrl+3</i>
Preview:	<i>Ctrl+Q</i>
Export:	<i>Ctrl+E</i>
Save a copy:	<i>Ctrl+S</i>

Insert symbol:	<b><i>Ctrl+I</i></b>
Insert template:	<b><i>Ctrl+K</i></b>
Braille image viewer:	<b><i>Ctrl+G</i></b>
Toggle rendering mode:	<b><i>Ctrl+Shift+G</i></b>
Export graph image:	<b><i>Alt+X</i></b>
Tactile preview:	<b><i>Ctrl+T</i></b>
Insert Math from KeyWord:	<b><i>Ctrl+M</i></b>



## Customer support

For customer support, please contact the HumanWare office nearest you or view our Website at:  
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