

# BrailleNote evolve - Command Summary – V1.0

The Command summary provides a list of commands used in all applications.

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## General

Home button (Main Menu)	SPACE + Dots 1 2 3 4 5 6 / CTRL + ALT + H
ENTER	DOT 8
ESCAPE	ESCAPE KEY
Exit application	SPACE + E / ALT + F4
Toggle input help	SPACE + BACKSPACE + K / NVDA + FN + 1
Jump to any item in a list or on a home screen	Type the first letter of the desired item or app
Application switcher	SPACE + DOTS 2 3 5 / CTRL + F12
Pin / Unpin app to Main menu	ENTER + M / CTRL + M
Search	SPACE + F / CTRL + F
Current window title	NVDA + T
Read all controls in the active window	NVDA + B
Toggle Speech mode	BACKSPACE + ENTER + S / NVDA + S
Stop speech	BACKSPACE + ENTER / CTRL
Move to previous voice setting	ENTER + DOT 1 / NVDA + CTRL + LEFT ARROW
Move to next voice setting	ENTER + DOT 4 / NVDA + CTRL + RIGHT ARROW
Decrease current voice setting	ENTER + DOT 3 / NVDA + CTRL + UP ARROW
Increase current voice setting	ENTER + DOT 6 / NVDA + CTRL + DOWN ARROW
Context menu	SPACE + M / SHIFT + F10
System menu bar	BACKSPACE + A / ALT
KeySoft Options menu	SPACE + O / CTRL + ALT + O
Select language profile	ENTER + L / CTRL + ALT + L
Toggle Braille grade	BACKSPACE + G / CTRL + ALT + G
KeySoft NVDA menu	NVDA + N
Quit KeySoft NVDA	NVDA + Q
Launch or restart KeySofft NVDA	BACKSPACE + ENTER + N / CTRL + ALT + N
Windows Notifications Center	ENTER + N / WINDOWS + N
Windows help	SPACE + H / F1
Windows Taskbar icons	WINDOWS + B
Windows settings	ENTER + Q / WINDOWS + I
Quick settings	BACKSPACE + Q / Windows + A
Time	ENTER + T / NVDA + F12
Date	ENTER + T / NVDA + F12 twice quickly
Battery status	ENTER + P / NVDA + SHIFT + B
Toggle braille viewer	BACKSPACE + ENTER + V / NVDA + W
Toggle speak typed characters	NVDA + 2
Toggle speak typed words	NVDA + 3

Toggle speak command keys	NVDA + 4
Toggle speak punctuation	NVDA + P
Toggle mouse tracking	NVDA + M
Toggle announcement on progress bar updates	NVDA + U
Play – pause	BACKSPACE + ENTER + X /
Previous track	BACKSPACE + ENTER + DOTS 1 3
Next track	BACKSPACE + ENTER + DOTS 4 6

## General Navigation

Activate the selected item	ENTER or cursor routing key above the word on the display
Move to the previous item	Previous Thumb key, Up arrow or SPACE + DOT 1
Move to the next item	Next thumb key, Down arrow or SPACE + DOT 4
Braille panning left and right	Left or Right thumb key
Tab	SPACE + DOTS 4 5 OR THUMB KEYS RIGHT + NEXT
Shift + Tab	SPACE + DOTS 1 2 or THUMB KEYS PREVIOUS AND LEFT
Home	ENTER + DOTS 1 3 / FN + LEFT ARROW
End	ENTER + DOTS 4 6 / FN + RIGHT ARROW
CTRL + Home	SPACE + DOTS 1 2 3 / CTRL + FN + LEFT ARROW
CTRL + END	SPACE + DOTS 4 5 6 / CTRL + FN + RIGHT ARROW
PAGE-UP	ENTER + DOTS 1 2 6 / FN + UP ARROW
PAGE DOWN	ENTER + DOTS 3 4 5 / FN + DOWN ARROW
Cycle through screen elements	BACKSPACE + ENTER + lower F (Dots 2 3 5 7) / F6

## Html Content Navigation (webviews)

Browse mode elements list	SPACE + T / NVDA + F7
Toggle browse/focus modes	ENTER + LOWER G (ENTER + dots 2 3 5 6) / NVDA + SPACE
To move backward by element, add DOT 7 to the following shortcuts	
Heading	H
List	L
List item	I
Table	T
Link	K
Nonlinked text	N

Form field	F
unvisited link	U
Visited link	V
Edit field	E
Button	B
Checkbox	X
Combo box	C
Radio button	R
Bloc quote	Q
Separator	S
Frame	M
Graphic	G
Landmark	D
Embedded object	O
Heading level 1	DOT 2 / 1
Heading level 2	DOTS 2 3 / 2
Heading level 3	DOTS 2 5 / 3
Heading level 4	DOTS 2 5 6 / 4
Heading level 5	DOTS 2 6 / 5
Heading level 6	DOTS 2 3 5 / 6

## Reading

Previous character	SPACE + DOT 3 / LEFT ARROW
Next character	SPACE + DOT 6 / RIGHT ARROW
Previous word	SPACE + DOT 2 / CTRL + LEFT ARROW
Next word	SPACE + DOT 5 / CTRL + RIGHT ARROW
Previous line	SPACE + DOT 1 / UP ARROW
Current line	SPACE + DOTS 1 4 / NVDA UP ARROW
Next line	SPACE + DOT 4 / DOWN ARROW
Previous paragraph	SPACE + DOTS 2 3 / CTRL + UP ARROW
Next paragraph	SPACE + DOTS 5 6 / CTRL + DOWN ARROW
Jump to the beginning of a line (Home)	ENTER + DOTS 1 3 / FN + LEFT ARROW
Jump to the end of a line (End)	ENTER + DOTS 4 6 / FN + RIGHT ARROW
Jump to the top of an area	SPACE + DOTS 1 2 3 / CTRL + FN + LEFT ARROW
Jump to the bottom of an area	SPACE + DOTS 4 5 6 / CTRL + FN + RIGHT ARROW
Read all	SPACE + G / NVDA + DOWN ARROW
Stop reading	BACKSPACE + ENTER / CTRL

## Editing text

Move insertion point to start of text field document	SPACE + DOTS 1 2 3 (jumps to the top of the edit text field)
Move insertion point to end of text field document	SPACE + DOTS 4 5 6 (jumps to the end of the edit text field)
Delete previous character	DOT 7 / BACKSPACE
Delete previous word	CTRL + BACKSPACE
Start mark	ENTER + S / NVDA + F9
End mark	ENTER + E / NVDA + F10
Select all	ENTER + DOTS 1 2 3 4 5 6 / CTRL + A
Read current selection	NVDA + SHIFT + UP ARROW
Cut	BACKSPACE + X / CTRL + X
Copy	BACKSPACE + Y / CTRL + C
Paste	BACKSPACE + V / CTRL + V
Undo	BACKSPACE + Z / CTRL + Z
Redo	ENTER + Z / CTRL + Y

## Table navigation

Move to next cell in row	ALT + CTRL + RIGHT ARROW
Move to previous cell in row	ALT + CTRL + LEFT ARROW
Move to next cell in column	ALT + CTRL + DOWN ARROW
Move to previous cell in column	ALT + CTRL + UP ARROW

## File manager – KeyFiles

New Folder	SPACE + N / CTRL + N
Copy	BACKSPACE + Y / CTRL + Y
Cut	BACKSPACE + X / CTRL + X
Paste	BACKSPACE + V / CTRL + V
Search	SPACE + F / CTRL + F
Sort	SPACE + V / CTRL + S
Rename	BACKSPACE + R / F2
Delete	BACKSPACE + DOTS 2 3 5 6 / DELETE
Drive selection	SPACE + D / CTRL + D
Properties	ALT + ENTER
Go back a level	BACKSPACE

## Microsoft Word

System menu bar	BACKSPACE + A / ALT
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### File functions

New	BACKSPACE + N / CTRL + N
Open	BACKSPACE + O / CTRL + O
Close	SPACE + W / CTRL + F4
Save	SPACE + S / CTRL + S
Save as	BACKSPACE + S / F12
Print (& print review)	ENTER + V / CTRL + P
File info (word count)	SPACE + I / CTRL + SHIFT + G
Next document	SPACE + DOTS 1 2 5 6 / CTRL + F6
Previous document	BACKSPACE + DOTS 1 2 5 6 / SHIFT + CTRL + F6
Read status bar	NVDA + END
Toggle browse mode	SPACE + X

### Editing functions

Spell check	SPACE + DOTS 1 6 / F7
Find	SPACE + F / CTRL + F
Find previous	SPACE + P / CTRL + PAGE UP
Find next	SPACE + N / CTRL PAGE DOWN
Replace	BACKSPACE + F / CTRL + H
Insert page break	CTRL + ENTER
Insert hyperlink	SPACE + K / CTRL + K
Start mark	ENTER + S / NVDA + F9
End mark	ENTER + E / NVDA + F10
Select all	ENTER + DOTS 1 2 3 4 5 6 / CTRL + A
Read current selection	NVDA + SHIFT + UP ARROW
Cut	BACKSPACE + X / CTRL + X
Copy	BACKSPACE + Y / CTRL + C
Paste	BACKSPACE + V / CTRL + V
Undo	BACKSPACE + Z / CTRL + Z
Redo	ENTER + Z / CTRL + Y
Jump to search bar	ALT + Q

## Formatting functions

Center Alignment	ENTER + C / CTRL + E
Left Alignment	BACKSPACE + L / CTRL + L
Right Alignment	ENTER + R / CTRL + R
Justify Alignment	ENTER + J / CTRL + J
Bold	ENTER + B / CTRL + B
Italic	ENTER + I / CTRL + I
Underline	ENTER + U / CTRL + U
Open font dialog	ENTER + F / CTRL + SHIFT + F
Increase font size	SPACE + DOTS 3 4 5 / CTRL + SHIFT + >
Decrease font size	SPACE + DOTS 1 2 6 / CTRL + SHIFT + <

## Styles

Normal	CTRL + SHIFT + N
Heading 1	CTRL + ALT + 1
Heading 2	CTRL + ALT + 2
Heading 3	CTRL + ALT + 3
Bullets	CTRL + SHIFT + L
Text styles	ENTER + DOTS 3 4 / CTRL + ALT + SHIFT + S
Report formatting	NVDA + F

## Math functions (Equation editor)

Insert/edit equation	ENTER + M / ALT =
Complete MathML entry	ENTER
Insert in document and add new equation	ENTER + M
Copy MathML to clipboard	BACKSPACE + E / CTRL + ALT + SHIFT + C
Insert braille symbol	BACKSPACE + DOTS 3 5 / CTRL + I
Announce expression	SPACE + C / CTRL + H
Send to KeyMath	BACKSPACE + M / CTRL + M

## KeyMath

New expression	SPACE + N / CTRL + N
Modify expression	ENTER
Delete expression	BACKSPACE + DOTS 2 3 5 6 / DELETE
Delete all expressions	BACKSPACE + DOTS 3 5 6 / CTRL + DELETE

Insert from BRL file	BACKSPACE + O / CTRL + O
Export expression to BRL file	BACKSPACE + S / CTRL + S
Announce expression	SPACE + C / CTRL + H
Display expression error	SPACE + I / CTRL + K
Expression enabled	BACKSPACE + L / CTRL + T
Export content	BACKSPACE + E / CTRL + E
Graph settings	SPACE + DOTS 3 5 / ALT + S

## KeyBRF

Create braille file	BACKSPACE + B / CTRL + N
Open file	BACKSPACE + O / CTRL + O
Close file	SPACE + W / CTRL + F4
Save	SPACE + S / CTRL + S
Save as	BACKSPACE + S / F12
Read only mode	SPACE + X

## Victor reader

### Victor Reader commands for both text and audio books

Where am I	SPACE + DOTS 1 5 6 / CTRL + W
Book info	SPACE + I / CTRL + I
Close book	ESCAPE
Table of contents	SPACE + T / CTRL + T
Go to page	ENTER + G / CTRL + G
Beginning of book	SPACE + DOTS 1 2 3 / CTRL + HOME
End of book	SPACE + DOTS 4 5 6 / CTRL + END

### Victor Reader commands specific to text books

Next page	ENTER + DOTS 3 4 5 / PAGE DOWN
Previous page	ENTER + DOTS 1 2 6 / PAGE UP
Next sentence	SPACE + DOTS 5 6 / CTRL + DOWN ARROW
Previous sentence	SPACE + DOTS 2 3 / CTRL + UP ARROW
Next word	SPACE + DOT 5 / CTRL + RIGHT ARROW
Previous word	SPACE + DOT 2 / CTRL + LEFT ARROW

Find	SPACE + F / CTRL + F
Find next	SPACE + N / F3
Find previous	SPACE + P / SHIFT + F3

## Victor Reader commands specific to audio books

Navigation level	T
Next navigation level	N
Previous navigation level	P
Time jump selection	SHIFT + T
Jump forward	L
Jump backward	J
Play / Pause	K
Increase speed	ENTER + DOT 5 / CTRL + =
Decrease speed	ENTER + DOT 2 / CTRL + -
Next heading	H
Previous heading	BACKSPACE + H / SHIFT + H
Next heading level 1	DOT 2 / number 1
Previous heading level 1	BACKSPACE + DOT 2 / SHIFT + number 1
Next heading level 2	DOTS 2 3 / number 2
Previous heading level 2	BACKSPACE + DOTS 2 3 / SHIFT + number 2
Next heading level 3	DOTS 2 5 / number 3
Previous heading level 3	BACKSPACE + DOTS 2 5 / SHIFT + number 3

## Web browser

Select address bar	ENTER + O / ALT + D
Back	BACKSPACE + B / ALT + LEFT ARROW
Forward	BACKSPACE + F / ALT + RIGHT ARROW
New window	BACKSPACE + N / CTRL + N
New tab	CTRL + T
Close current tab	CTRL + F4
Top of page	SPACE + DOTS 1 2 3 / CTRL + HOME
Bottom of page	SPACE + DOTS 4 5 6 / CTRL + END
Refresh	ENTER + R / F5
Return to home page	ALT + HOME
Bookmark Current Page	ENTER + M / CTRL + D
Bookmarks	ENTER + LOWER F (DOTS 2 3 5) / CTRL + SHIFT + O

History	ENTER + LOWER H (DOTS 2 3 6) / CTRL + H
Downloads	CTRL + J
Find on page	SPACE + F / CTRL + NVDA + F
Find next	SPACE + N / NVDA + F3
Find Previous	SPACE + P / NVDA + SHIFT + F3
Open a local file in the browser	CTRL + O
Save current page	SPACE + S / CTRL + S
Print current page	CTRL + P
Web browser menu	BACKSPACE + A / ALT + F

## Microsoft Outlook

Outlook menu bar	BACKSPACE + A / ALT
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## Mail functions

Go to the Mail feature	CTRL + 1
New message	SPACE + N / CTRL + N
Reply	BACKSPACE + R / CTRL + R
Reply all	BACKSPACE + ENTER + R / CTRL + SHIFT + R
Forward	BACKSPACE + F / CTRL + F
Mark message	BACKSPACE + L / CTRL + SPACE
Refresh	ENTER + R / F9
Mark as read	CTRL + Q
Mark as unread	CTRL + U
Go to folder	ENTER + G / CTRL + Y
Send message	BACKSPACE + S / CTRL + ENTER
Save	SPACE + S / CTRL + S
Save As	F12
Print (& print preview)	ENTER + V / CTRL + P
Open address book	BACKSPACE + E / CTRL + SHIFT + B
Spell Check	SPACE + DOTS 1 6 / F7
Find	SPACE + F / CTRL + F
Replace	BACKSPACE + F / CTRL + H
Undo	BACKSPACE + Z / CTRL + Z
Redo	ENTER + Z / CTRL + Y
Insert Hyperlink	SPACE + K / CTRL + K

## Calendar functions

Go to the Calendar feature	CTRL + 2
New appointment	SPACE + N / CTRL + N
New meeting	SPACE + Q / CTRL + SHIFT + Q
Delete appointment	BACKSPACE + DOTS 2 3 5 6 / DELETE
Show day	CTRL + ALT + 1
Show work week	CTRL + ALT + 2
Show week	CTRL + ALT + 3
Show month	CTRL + ALT + 4
Refresh	ENTER + R / F9

## Contacts functions

Go to the Contacts feature	CTRL + 3 (CTRL + 4 if Copilot is installed)
New contact	SPACE + N / CTRL + N
Mark contact	BACKSPACE + L / CTRL + SPACE
Select all	ENTER + DOTS 1 2 3 4 5 6 / CTRL + A
Delete contact	BACKSPACE + DOTS 2 3 5 6 / DELETE

## Microsoft Excel

Excel menu bar	BACKSPACE + A / ALT
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## File Functions

New	BACKSPACE + N / CTRL + N
Open	BACKSPACE + O / CTRL + O
Close	SPACE + W / CTRL + F4
Save	SPACE + S / CTRL + S
Save As	BACKSPACE + S / F12
Print	ENTER + V / CTRL + P
Info	SPACE + I / CTRL + SHIFT + I
Exit	SPACE + E / ALT + F4

## Editing Functions

Spell Check	SPACE + DOTS 1 6 / F7
Find	SPACE + F / CTRL + F

Find Previous	SPACE + P / CTRL + SHIFT + F4
Find Next	SPACE + N / SHIFT + F4
Replace	BACKSPACE + F / CTRL + H
Insert Hyperlink	SPACE + K / CTRL + K
Select All	ENTER + DOTS 1 2 3 4 5 6 / CTRL + A
Select current line	SHIFT + SPACE
Select current column	CTRL + SPACE
Copy	BACKSPACE + Y / CTRL + C
Cut	BACKSPACE + X / CTRL + X
Paste	BACKSPACE + V / CTRL + V
Paste Special	CTRL + ALT + V
Edit Current Cell	BACKSPACE + E / F2
Delete cell content	DELETE
Insert cells	CTRL + SHIFT + =
Delete cells	CTRL + -
Go To	ENTER + G / F5
Insert Function	SHIFT + F3
Sum	ALT + =
Undo	BACKSPACE + Z / CTRL + Z
Redo	ENTER + Z / CTRL + Y
Jump to Search bar	ALT + Q

## Formatting Functions

Format Cells	CTRL + I
Bold	ENTER + B / CTRL + B
Italic	ENTER + I / CTRL + I
Underline	ENTER + U / CTRL + U
Open Font dialog	ENTER + F / CTRL + SHIFT + F

## Sheet Functions

Previous Sheet	SPACE + DOTS 2 3 / CTRL + PAGE UP
Next Sheet	SPACE + DOTS 5 6 / CTRL + PAGE DOWN
Insert Sheet	SHIFT + F11
Set column headers	NVDA + SHIFT + C
Set row headers	NVDA + SHIFT + R

# Microsoft PowerPoint

PowerPoint menu bar	BACKSPACE + A / ALT
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## File Functions

New	BACKSPACE + N / CTRL + N
Open	BACKSPACE + O / CTRL + O
Close	SPACE + W / CTRL + F4
Save	SPACE + S / CTRL + S
Save As	BACKSPACE + S / F12
Print	ENTER + V / CTRL + P
Info	SPACE + I / CTRL + SHIFT + I
Exit	SPACE + E / ALT + F4

## Editing Functions

Spell Check	SPACE + DOTS 1 6 / F7
Find	SPACE + F / CTRL + F
Find Next	SPACE + N / SHIFT + F4
Insert Hyperlink	SPACE + K / CTRL + K
Select All	ENTER + DOTS 1 2 3 4 5 6 / CTRL + A
Copy	BACKSPACE + Y / CTRL + C
Cut	BACKSPACE + X / CTRL + X
Paste	BACKSPACE + V / CTRL + V
Paste Special	CTRL + ALT + V
New Slide	ENTER + N / CTRL + M
Add Comment	CTRL + ALT + M
Duplicate slide	CTRL + D
Display Notes pane	CTRL + SHIFT + H
Undo	BACKSPACE + Z / CTRL + Z
Redo	ENTER + Z / CTRL + Y
Jump to Search bar	ALT + Q

## Formatting Functions

Center Alignment	ENTER + C / CTRL + E
Left Alignment	BACKSPACE + L / CTRL + L
Right Alignment	ENTER + R / CTRL + R

Bold	ENTER + B / CTRL + B
Italic	ENTER + I / CTRL + I
Underline	ENTER + U / CTRL + U
Open Font dialog	ENTER + F / CTRL + SHIFT + F
Increase font size	SPACE + DOTS 3 4 5 / CTRL + SHIFT + >
Decrease font size	SPACE + DOTS 1 2 6 / CTRL + SHIFT + <

## Presentation Functions

Start Slide Show From Beginning	SPACE + P / F5
Start Slide Show From Current Slide	SHIFT + F5
Presenter view	ALT + F5
Next slide (when in slide show)	SPACE or N
Previous slide (when in slide show)	BACKSPACE or P
All slides dialog	CTRL + S
All slides	CTRL + -
Go to a slide	Number followed by ENTER
Toggle between speaker notes and slide content	SPACE + N / CTRL + SHIFT + S
End slide show	ESCAPE

### Notes:

To enter standard numbers, you can use FN with lower numbers, DOT 2 #1, DOTS 2 3 for #2... This method also applies when pressing a modifier key with a number. For example, to press CTRL + 2, press CTRL + FN + dots 2 3.

To enter function keys, use FN with letters, FN + A F1, FN + B F2... FN + K F11, FN + L, F12.

When using device without a screen reader, you can use Fn + T to activate the standard keyboard mode, use FN + T to return to Perkins keyboard mode when done.