

## 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.
- Keys and mouse buttons can be used to define a hotkey.
- Each hotkey must be unique.

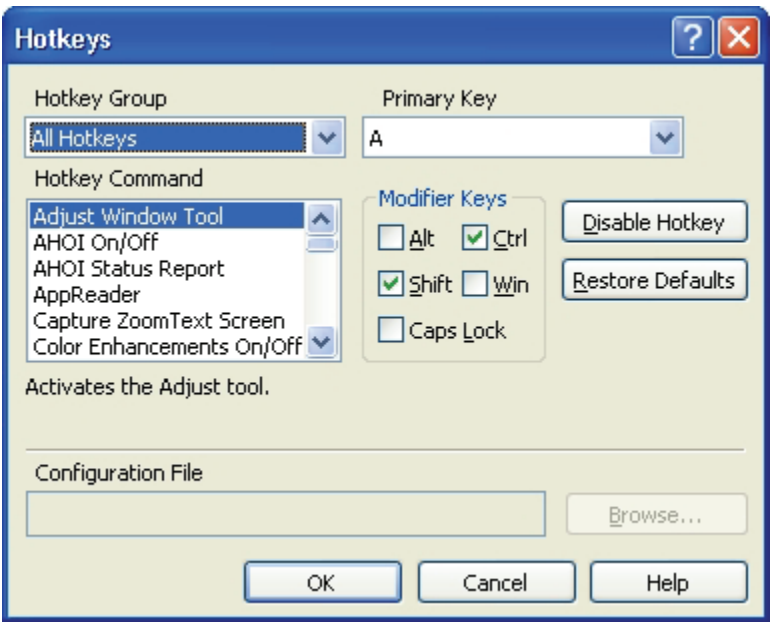
## Hotkey Combinations

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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**, **CAPS LOCK** 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 <b>Hotkey Command</b> 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.

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Primary Key	Sets the primary key for the highlighted hotkey command. Any key in the drop down 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 <b><u>E</u>nable Hotkey</b> button to re-enable the hotkey.
<u>R</u> estore Defaults	Restores all hotkeys to their original settings.
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 <b>OK</b>.</p> <p><b>Note:</b> The <b><u>B</u>rowse</b> button is only enabled when a Load Configuration hotkey command is highlighted.</p>

## Changing Hotkey Settings

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► **To change hotkey settings**

1. In the **S**ettings menu, choose **H**otkeys...  
*The Hotkeys dialog appears.*
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 **S**ettings menu, choose **H**otkeys...  
*The Hotkeys dialog appears.*
2. In the **Hotkeys Group** box, select **Configuration Hotkeys**.
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

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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)

<b>General Commands</b>	<b>Keys</b>
AppReader	<b>ALT + SHIFT + A</b>
DocReader	<b>ALT + SHIFT + D</b>
Toggle Reading (Play/Pause)	<b>ENTER</b>
Increase Magnification	<b>ALT + NUMPAD PLUS</b>
Decrease Magnification	<b>ALT + NUMPAD MINUS</b>
Increase Reading Rate	<b>CTRL + NUMPAD PLUS</b>
Decrease Reading Rate	<b>CTRL + NUMPAD MINUS</b>
Quiet	<b>CTRL</b>
Exit	<b>ESC</b>

<b>Navigation Commands</b>	<b>Keys</b>
Say Previous Word	<b>CTRL + LEFT, or LEFT</b>
Say Current Word	<b>CTRL + NUMPAD 5, or SPACEBAR</b>
Say Next Word	<b>CTRL + RIGHT, or RIGHT</b>
Say Word Above	<b>UP</b>
Say Word Below	<b>DOWN</b>
Say Previous Sentence	<b>CTRL + ALT + LEFT</b>
Say Current Sentence	<b>CTRL + ALT + NUMPAD 5</b>
Say Next Sentence	<b>CTRL + ALT + RIGHT</b>
Say Previous Paragraph	<b>CTRL + UP</b>
Say Current Paragraph	<b>CTRL + SHIFT + NUMPAD 5</b>
Say Next Paragraph	<b>CTRL + DOWN</b>
Say First Word On Line	<b>HOME</b>
Say Last Word On Line	<b>END</b>
Page Up	<b>PAGE UP</b>
Page Down	<b>PAGE DOWN</b>
Beginning of Document	<b>CTRL + HOME</b>
End of Document	<b>CTRL + END</b>
Next Link	<b>TAB</b>
Previous Link	<b>SHIFT + TAB</b>
Execute Link	<b>CTRL + ENTER</b>

## Configuration Hotkeys

Commands	Keys
Load Configuration 1	<b>ALT + SHIFT + 1</b>
Load Configuration 2	<b>ALT + SHIFT + 2</b>
Load Configuration 3	<b>ALT + SHIFT + 3</b>
Load Configuration 4	<b>ALT + SHIFT + 4</b>
Load Configuration 5	<b>ALT + SHIFT + 5</b>
Load Configuration 6	<b>ALT + SHIFT + 6</b>
Load Configuration 7	<b>ALT + SHIFT + 7</b>
Load Configuration 8	<b>ALT + SHIFT + 8</b>
Load Configuration 9	<b>ALT + SHIFT + 9</b>
Load Configuration 10	<b>ALT + SHIFT + 0</b>
Save Application Settings	<b>CTRL + SHIFT + S</b>

## Magnification Hotkeys

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

## Magnifier Toolbar Hotkeys

Commands	Keys
Window Type	<b>CTRL + SHIFT + Z</b>
Adjust Window Tool	<b>CTRL + SHIFT + A</b>
Dual Monitor On/Off	<b>WINDOWS + SHIFT + D</b>
Dual Monitor View	<b>WINDOWS + SHIFT + Z</b>
Freeze Tool	<b>CTRL + SHIFT + N</b>
Freeze Window On/Off	<b>CTRL + SHIFT + E</b>
Color Enhancements On/Off	<b>CTRL + SHIFT + C</b>
Pointer Enhancements On/Off	<b>CTRL + SHIFT + P</b>
Cursor Enhancements On/Off	<b>CTRL + SHIFT + R</b>
Focus Enhancements On/Off	<b>CTRL + SHIFT + O</b>
Font Enhancements Type	<b>CTRL + SHIFT + F</b>
Desktop Finder	<b>CTRL + SHIFT + D</b>
Web Finder	<b>CTRL + SHIFT + W</b>
Text Finder	<b>CTRL + SHIFT + T</b>

## Miscellaneous Hotkeys

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

**Reader Toolbar Hotkeys** (*Magnifier/Reader* only)

<b>Commands</b>	<b>Keys</b>
Speech On/Off	<b>ALT + SHIFT + S</b>
Increase Speech Rate	<b>CTRL + NUMPAD PLUS</b>
Decrease Speech Rate	<b>CTRL + NUMPAD MINUS</b>
Typing Echo Mode	<b>ALT + SHIFT + T</b>
Mouse Echo Mode	<b>ALT + SHIFT + M</b>
Verbosity Level	<b>ALT + SHIFT + V</b>
AppReader	<b>ALT + SHIFT + A</b>
DocReader	<b>ALT + SHIFT + D</b>
SpeakIt Tool	<b>ALT + SHIFT + I</b>

**Reading Zones Hotkeys** (*Magnifier/Reader* only)

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

**Screen Reading Hotkeys** (*Magnifier/Reader* only)

<b>Commands</b>	<b>Keys</b>
Say Window Title	<b>CTRL + ALT + W</b>
Say Dialog Tab	<b>CTRL + ALT + T</b>
Say Dialog Message	<b>CTRL + ALT + M</b>
Say Focus	<b>CTRL + ALT + F</b>
Say Default Button	<b>CTRL + ALT + B</b>
Say Group Name	<b>CTRL + ALT + G</b>
Say Status Bar	<b>CTRL + ALT + X</b>
Say All	<b>CTRL + ALT + A</b>
Say Selected Text	<b>CTRL + ALT + S</b>
Say Cell Row Title	<b>CTRL + ALT + R</b>
Say Cell Column Title	<b>CTRL + ALT + K</b>
Say Cell Formula	<b>CTRL + ALT + O</b>
Say Cell Comment	<b>CTRL + ALT + C</b>
Say Current Time	<b>CTRL + ALT + I</b>
Say Current Date	<b>CTRL + ALT + Y</b>
Say Clipboard	<b>ALT + SHIFT + C</b>
Quiet	<b>ALT + SHIFT + Q</b> , or <b>CTRL</b>
Change Speech Engine	<b>ALT + SHIFT + E</b>

**Scroll Hotkeys**

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

**Text Reading Hotkeys** (*Magnifier/Reader* only)

<b>Commands</b>	<b>Keys</b>
Say Previous Character	<b>LEFT</b>
Say Current Character	<b>NUMPAD 5</b>
Say Next Character	<b>RIGHT</b>
Say Previous Word	<b>CTRL + LEFT</b>
Say Current Word	<b>CTRL + NUMPAD 5</b>
Say Next Word	<b>CTRL + RIGHT</b>
Say Previous Sentence	<b>CTRL + ALT + LEFT</b>
Say Current Sentence	<b>CTRL + ALT + NUMPAD 5</b>
Say Next Sentence	<b>CTRL + ALT + RIGHT</b>
Say Previous Line	<b>UP</b>
Say Current Line	<b>SHIFT + NUMPAD 5</b>
Say Next Line	<b>DOWN</b>
Say Previous Paragraph	<b>CTRL + UP</b>
Say Current Paragraph	<b>CTRL + SHIFT + NUMPAD 5</b>
Say Next Paragraph	<b>CTRL + DOWN</b>

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>
<b>BACKSPACE</b>	Deletes the character to the left of the cursor.	Speaks the deleted character.
<b>DELETE</b>	Deletes the character to the right of the cursor.	Speaks the new character to the right of the cursor.
<b>HOME</b>	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).
<b>END</b>	Moves the cursor to the end of the line.	Speaks "End of line."
<b>PAGEUP</b>	Pages the application window up.	Speaks the word or line that the cursor appears on, according to the program echo setting <b>When the text cursor moves to a new line.</b>

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<b>PAGEDOWN</b>	Pages the application window down.	Speaks the word or line that the cursor appears on, according to the program echo setting <b>When the text cursor moves to a new line.</b>
<b>CTRL + HOME</b>	Moves to the beginning of the document.	Speaks the word or line that the cursor appears on, according to the program echo setting <b>When the text cursor moves to a new line.</b>
<b>CTRL + END</b>	Moves to the end of the document.	Speaks the word or line that the cursor appears on, according to the program echo setting <b>When the text cursor moves to a new line.</b>

**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 Hotkeys

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

## Windows Vista Logon Support Hotkeys

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