# MAGic®

## Screen Magnification Software with Speech

## *Quick Start Guide for Demo Version*

Freedom Scientific

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# MAGic® Quick Start Guide

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# Welcome to MAGic

MAGic is a software solution ideally suited for computer users with low vision, or anyone who spends extended periods of time in front of a computer screen.

MAGic lets you magnify your computer screen from 1 to 36 times its usual size. You can choose from a number of different adjustable views that let you see both a magnified and unmagnified portion of the screen at the same time.

Speech features assist you in processing the information on your screen. MAGic can read text that you type or point at with the mouse. MAGic moves the magnified area of the screen so you always see the text being read and highlights words as they are spoken.

Mouse and cursor enhancements help you track the location of the mouse pointer and cursor on the screen. You can choose from a wide variety of enhancement styles. MAGic lets you change the color of these enhancements, apply transparency effects, adjust their size, and more.

Color enhancements let you change how colors display on your screen. You can create rules that replace one color with another or switch two colors. You can also apply color tinting, make your screen black-and-white (monochrome), and invert the brightness and colors of your display.

Other MAGic features track elements of your screen, such as the mouse pointer, dialog boxes, and so on. The Locator feature provides you with a way to quickly find and move to different areas of the screen. The MAGic multi-directional panning system gives you complete control with adjustable speed, direction, stop and start, and screen navigation controls.

# System Requirements

The recommended system requirements for MAGic are listed below.

| Specification | Minimum Requirement |
|---|---|
| MAGic Professional and MAGic Pro Scripting Edition | **64-bit Version:** All 64-bit versions of Windows® 7 and Windows Vista®, and Windows Server® 2008<br><br>**32-bit Version:** All 32-bit versions of Windows 7 and Windows Vista, Windows XP Professional, Windows XP Home, Windows Media Center Edition, Windows Server 2008, and Windows Server 2003 |
| MAGic Standard | **64-bit Version:** Windows 7 Home Premium, Windows Vista Home Premium, and Windows Vista Home Basic<br><br>**32-bit Version:** Windows 7 Home Premium, Windows Vista Home Premium, Windows Vista Home Basic, and Windows XP Home |
| Processor speed | Minimum 1.5 GHz processor for Windows 7 or Windows Vista<br>Minimum 450 MHz Pentium® III processor or equivalent for Windows XP |
| RAM | Minimum 2 GB for Windows 7 (64-bit)<br>Minimum 1 GB required for Windows 7 (32-bit) or Windows Vista<br>Minimum 256 MB RAM (512 recommended) for Windows XP |

| Specification | Minimum Requirement |
| --- | --- |
| Required hard disk space | MAGic requires less than 200 MB of hard disk space for program and settings files. Additional space is required for the operating system, other programs, and the Windows swap file. |
| Video | 256 color graphics<br><br>While MAGic will work with 256 colors, it is recommended that you use high or true color depth (16-bit color or higher). |
| Sound | Windows compatible sound card required for speech option |

# Installing MAGic

To install MAGic on your computer, do the following:

1.	Insert your program DVD. The Freedom Scientific Product Setup dialog box opens.

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**Tip:**	If your MAGic installation disc does not start automatically, click the **Start** button, select **Run**, and type **D:\setup**. If your disc drive is not D, substitute the correct drive letter.

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2.	Press **ENTER** to choose the MAGic Screen Magnification button. Press **ENTER** again to choose the MAGic Setup button.

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**Note:**	If you are installing Network MAGic, choose the MAGic Network Setup button instead, and then choose either the client or server setup.

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3.	The MAGic Setup program starts. You will hear the installation speak the instructions as they appear on your screen. Follow these instructions to complete the MAGic installation.

4.	After the Setup Wizard starts, you are asked to accept the End User License Agreement, and then to choose between performing a typical or custom installation. The typical installation, which is recommended for most users, installs the most common program features. Use the custom installation if you want to specify the default location where MAGic is stored on your hard disk, or if you want to install client or server components for remote access. This type of installation is recommended for advanced users.

5.	When the installation is complete, choose FINISH to exit the Setup Wizard.

	If this is a new MAGic installation, the next step is to complete the activation process. Otherwise, the MAGic Startup Wizard opens. Use it to configure basic MAGic parameters and install basic training materials.

# MAGic Startup Wizard

The MAGic Startup Wizard is a helpful tool that lets you configure specific MAGic parameters, such as the default magnification setting, hot key assignment, and startup preferences. In addition, you can install basic training materials. The wizard launches after you install and activate the software. You can always run it later from the MAGic Help menu by pressing **ALT+H** and choosing Startup Wizard.

The Startup Settings that appear when running the wizard let you define if and how MAGic loads when you start Windows. The options that appear will vary depending on your operating system.

# Startup Settings for Windows Vista or Later

The Startup Settings dialog box contains several check boxes. If you use the default settings, MAGic will always load and run before and after you launch Windows. This dialog box contains the following items:

- Select the **Start MAGic at the Log On screen** check box so that MAGic loads and starts when the Windows log on screen appears. The check box is selected by default. If you have Standard user rights, you cannot change the value of this check box, and MAGic will ignore and not announce the check box.

- If the **Start MAGic after log on for all users** check box is selected, MAGic loads and starts after you log on to Windows. It is cleared by default. If you have Standard user rights, you cannot change the value of this check box, and MAGic will ignore and not announce the check box.

- The **Start MAGic after log on for this user** combo box lets an individual control if MAGic starts after he or she logs on to Windows. If Always is selected, MAGic starts every time the current user logs on. Always is the default setting value. If Never is selected, MAGic will not start after the user logs on. If Using the All Users Setting is selected, then the following can happen: MAGic starts after the user logs on if the Start MAGic after log on for all users check box is selected, or MAGic does not start if the same check box is cleared.

- Select the **Run MAGic from System Tray** check box to prevent the MAGic button from appearing in the Windows taskbar, which is located at the bottom of the screen, with other programs that are currently running. Instead, the MAGic icon appears in the Windows system tray, which is located in the bottom right corner of the screen, to indicate that MAGic is running. Finally, when this check box is selected, the MAGic icon does not appear in the list of active windows when you press **ALT+TAB**. This check box is cleared by default.

- If the Minimize on Startup check box is selected, the MAGic user interface is minimized when MAGic starts. To open the user interface, choose the MAGic button in the taskbar, or press **MAGic Key+U**. This check box is cleared by default.

## Startup Settings for Windows XP

The Startup Settings dialog box contains the following check boxes:

- Select the **Run MAGic at Startup** check box so that MAGic automatically launches when you start Windows.

- Select the **Run MAGic from System Tray** check box to prevent the MAGic button from appearing in the Windows taskbar, which is located at the bottom of the screen, with other programs that are currently running. Instead, the MAGic icon appears in the Windows system tray, which is located in the bottom right corner of the screen, to indicate that MAGic is running. Finally, when this check box is selected, the MAGic icon does not appear in the list of active windows when you press **ALT+TAB**. This check box is cleared by default.

- If the **Minimize on Startup** check box is selected, the MAGic user interface is minimized when MAGic starts. To open the user interface, choose the MAGic button in the taskbar, or press **MAGic Key+U**. This check box is cleared by default.

# Installing RealSpeak Solo Direct Synthesizers

Included on the program DVD is the RealSpeak Solo Direct speech synthesizer. It contains a variety of voices in several languages. To install these voices, insert the DVD into your computer's disc drive. Then, follow the instructions to select which voices you want to install, and complete the installation.

You can also use the RealSpeak Solo Direct Sample and Download page at **http://www.freedomscientific.com/downloads/RealSpeak-Solo-Direct-Voices/RealSpeak-Solo-Direct-Downloads.asp**. On this page, you can listen to a voice sample, and, if you like it, download and install the voice directly from the Web page.

# Starting MAGic

MAGic gives you a variety of ways to start the program.

- Press the hot key, **ALT+CTRL+M**, which can be automatically assigned from the MAGic Startup Wizard.

- Double-click the MAGic icon on your desktop.

- From the **Start** menu, choose **All Programs**, open the **MAGic** submenu, and choose **MAGic**.

- From the **Start** menu, choose **Run**, type **magic***x*, where *x* is the version number, and press **ENTER**.

# Quitting MAGic

To quit MAGic, do one of the following:

- Press **ALT+F4**

- Click the Close button  in the top right hand corner of the window.

- Select **Exit** from the **File** menu.

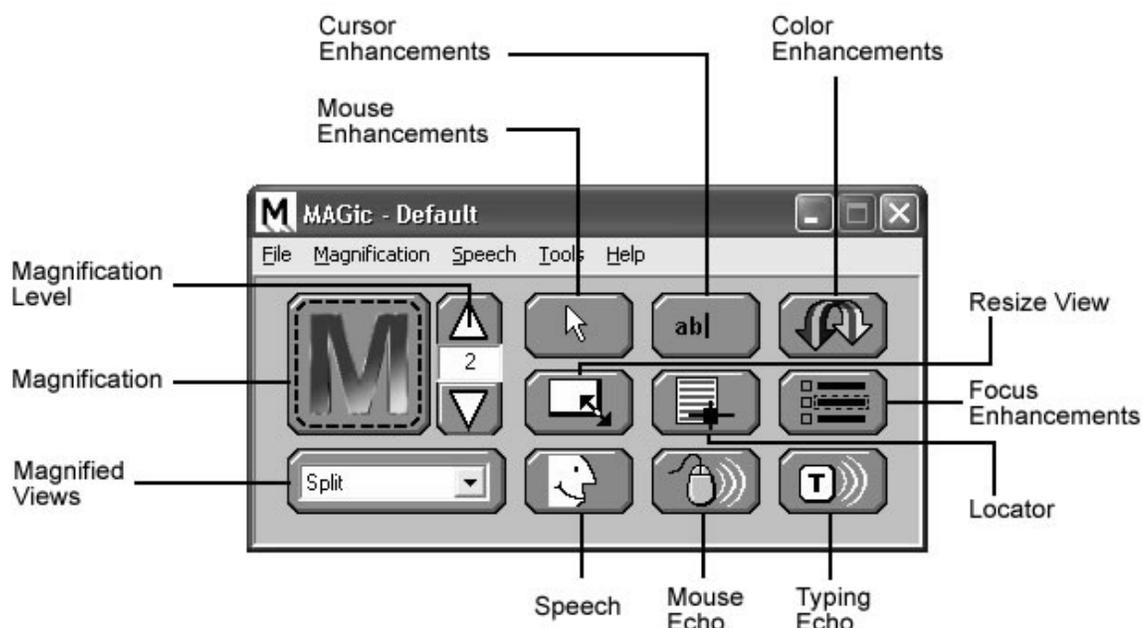| | |
|---|---|
| **Tip:** | If you want MAGic to ask you to save your settings when you quit, open the **File** menu and choose **Preferences**. Select the **Prompt to Save Settings on Exit** check box. |

# Getting Started

Start MAGic by pressing **ALT+CTRL+M** or by double-clicking the MAGic program icon on your Windows desktop. You can also start MAGic by opening the **Start** menu, choosing **All Programs**, **MAGic** and then selecting **MAGic**.

| | |
|---|---|
| **Tip:** | You can change how and when MAGic starts by opening the **File** menu and choosing **Preferences**. |

When you first start MAGic, your screen is displayed in 2× magnification using the Full view. Speech will also be enabled. You can change the magnification level, magnified view, speech, and many other options by using the MAGic user interface.

The user interface is a small window that appears in approximately the center of your display. This window allows you to control all aspects of MAGic and contains the magnification and speech buttons in addition to the MAGic menu and title bars. The user interface is shown below.



## Magnification and Speech Buttons

One of the first things you will notice about the user interface is the rows of blue and orange buttons. The blue buttons control magnification features while the orange buttons control speech. Below are brief descriptions of each button.

| Button | Function |
|---|---|
| | Use the **Magnification** button to enable or disable magnification. |

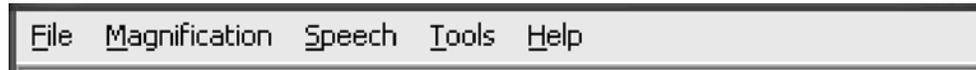| Button | Function |
|--------|----------|
| | The current magnification level can be adjusted with the two **Magnification Level** buttons. The number that appears between the two buttons shows the current level. |
| | Use the **Mouse Enhancements** button to enable/disable enhancements and modifications for your mouse pointer. These enhancements make the mouse pointer easier to track and maneuver on your screen. |
| | Use the **Cursor Enhancements** button to enable/disable enhancements for your cursor. These enhancements make the cursor easier to follow when editing or writing text. |
| | Use the **Colors Enhancements** button to enable/disable color enhancements. This feature allows you to replace colors, adjust the brightness and contrast, apply tinting, blend colors, and invert the brightness and colors of your display. |
| | Use the **Locator** button to enable/disable the Locator function. The Locator function allows you to find items on your screen. |
| | Use the **Focus Enhancements** button to enable/disable the Focus Enhancements function. This function places a rectangular border around the item that is currently selected on your monitor. |
| | The **Resize View** button allows you to change the dimensions of your magnified view. |
| | Select your preferred magnified view from the **Magnified Views** list. |
| | Use the **Speech** button to enable or disable speech. |

| Button | Function |
|---|---|
| | Use the **Mouse Echo** button to toggle the mouse echo feature on and off. The mouse echo feature enables MAGic to read text that you point at with the mouse. |
| | Use the **Typing Echo** button to enable or disable the typing echo. If typing echo is enabled, MAGic announces the words or characters you type. |

# MAGic Menus

Located above these buttons is the menu bar. The menu bar allows you to customize speech, magnification, and your keyboard. You can also view help information and perform other functions. Each menu is described below.

File   Magnification   Speech   Tools   Help

| Menu | Purpose |
| --- | --- |
| **File** | The File menu allows you to save your settings, restore the original Freedom Scientific settings, and change your MAGic preferences. |
| **Magnification** | The Magnification menu allows you to customize how you view your screen with MAGic. You can also change mouse options, panning settings, view properties and more. |
| **Speech** | You can customize MAGic's speech components to fit your particular needs. The Speech menu allows you to customize how you hear MAGic. |
| **Tools** | The Tools menu lets you customize keystrokes for MAGic and configure how MAGic pronounces specific words. You can also access the Freedom Scientific Script Manager application from this menu.<br>(**Note:** Requires MAGic Pro Scripting Edition.) |
| **Help** | The Help menu provides you with detailed help information for the various MAGic functions and options. You can also view information on the newest features for this release and see your current MAGic version. |

## The MAGic Key

The **MAGic Key** is the **CAPS LOCK** key on your keyboard. Pressing the **MAGic Key** in combination with other keys activates a number of MAGic commands. If you want to assign the **MAGic Key** to a different key on your keyboard, open the **Tools** menu, choose Keyboard Manager, and then choose **MAGic Key**.

# Reading Text with MAGic

MAGic can use synthesized speech to read text that appears on your screen, including documents, menus, dialog boxes, e-mail messages, Web pages, and more. Additionally, MAGic can highlight the text as it is spoken. To customize MAGic's speech, use the commands available on the **Speech** menu.

> **Tip:** You can silence MAGic's speech at any time by pressing **CTRL**. To toggle speech on or off, press **MAGic Key+F3**.

## Using the Mouse to Read Text

Mouse echo is a feature that allows you to read text with your mouse. To use mouse echo, just move your mouse pointer to some text on your screen and then stop. After a short delay, MAGic will speak the word you pointed to. You can use the **Mouse Echo** button to enable or disable this feature.

In addition, you can hold down the **MAGic Key** and press the left mouse button to start reading from the current location of the mouse pointer. You do not need to hold down the **MAGic Key** while MAGic reads. MAGic stops reading when you move the mouse or press a key.

## Using the Keyboard to Read Text

MAGic has a number of different keystrokes that let you use the keyboard to read text. To use these keystrokes, move the insertion point or mouse pointer to any location within the document. Then press one of the following key combinations to read from that location:

- To begin reading from your current location, press **MAGic Key+SPACEBAR** or **INSERT+DOWN ARROW**.
- To read the current character, press **NUM PAD 5**.

- To read the current word, press **MAGic Key+ALT** or **INSERT+NUM PAD 5**. To spell the current word, press the keystroke twice quickly.

- To read the next word, press **INSERT+RIGHT ARROW**. To read the previous word, press **INSERT+LEFT ARROW**.

- To read the current line, press **MAGic Key+L** or **INSERT+UP ARROW**. To read the next line, press **DOWN ARROW**. To read the previous line, press **UP ARROW**.

- To read from the beginning of the line to the current position of the cursor, press **INSERT+HOME**. To read from the current position of the cursor to the end of the line, press **INSERT+PAGE UP**.

- To read the current sentence, press **MAGic Key+S**. To read the next sentence, press **CTRL+MAGic Key+S**.

- To read the current paragraph, press **MAGic Key+P**. To read the next paragraph, press **CTRL+MAGic Key+P**. To read the previous paragraph, press **ALT+MAGic Key+P**.

- To begin reading a column of text from your current location, press **MAGic Key+C**.

- To read text that you have selected, press **MAGic Key+CTRL** or **INSERT+SHIFT+DOWN ARROW**.

- To hear the contents of the Clipboard, press **MAGic Key+X**.

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**Note:**   By default, the **MAGic Key** is assigned to the **CAPS LOCK** key. To change this, open the **Tools** menu, choose **Keyboard Manager**, and then choose the **MAGic Key** button.

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When you read text with these keystrokes, MAGic highlights the word it is currently speaking. To change the color and/or style of this highlighting, open the **Speech** menu and choose **Highlight Options**.

## Reading Text in Dialog Boxes

In addition to the reading commands listed previously, you can use the following keystrokes to hear information in Windows dialog boxes:

- To read the title bar of the active window or dialog box, press **MAGic Key+T** or **INSERT+T**.

- To read the bottom of the active window (which usually contains the status bar), press **INSERT+PAGE DOWN**. To read the top line of the active window (which usually contains the title bar), press **INSERT+END**.

- To hear the name of the default button that will be activated when you press **ENTER**, press **INSERT+E**.

- To read the currently selected dialog box option (such as an edit box or check box), press **MAGic Key+TAB** or **INSERT+TAB**.

- To hear the access key for the currently selected dialog box option, press **SHIFT+NUM PAD 5**.

# Getting Help

## Online Help System

To access MAGic's online help system, select **Help Topics** from the **Help** menu, which is located on the menu bar of the MAGic application window. Use the **Contents** tab to navigate the help system. Use the **Index** or the **Search** tabs to search for specific topics within the help system. If you want MAGic to read the help topics to you, position the mouse pointer toward the beginning of the help page, and press **MAGic Key+SPACEBAR**. You can move to the next topic by clicking the "Next" link at the bottom of the page. To return to the previous topic, click the "Back" link.

## What's This? Help

MAGic's What's This? help is context-sensitive help that you can use as a reference when working with MAGic's user interface or dialog boxes. Press **SHIFT+F1** on any button on the user interface, or control in a dialog box to see a brief description of the purpose of the control and how to use it.

## MAGic User's Guide

We provide you with the content of the MAGic online help system in the *MAGic User's Guide,* which is printed in large text for easier reading. This book contains detailed descriptions of MAGic's features, and also pull-out reference cards.

## MAGic Basic Training

Listen to the MAGic Basic Training to learn the fundamentals of using MAGic Screen Magnification. For more information, see *FSReader Demo and Training Materials* on page 15.

## Technical Support

If you do not find the answers to questions or problems that you have, contact Freedom Scientific Technical Support, (727) 803-8600.

## About MAGic

Select **About MAGic** from the **Help** menu on the MAGic user interface to view the version number of MAGic you are currently running.

# FSReader Demo and Training Materials

The MAGic program disc includes basic training materials in a digital document format known as DAISY (Digital Accessible Information System). You can listen to and read the training modules by using the FSReader Demo (a demonstration version of Freedom Scientific's DAISY reader), which is automatically installed with MAGic. By default, at least one DAISY book (FSGettingStarted) is also installed.

## Installing Training Materials When Installing MAGic

After initially installing MAGic from the MAGic product disc, the MAGic Startup Wizard launches and prompts you to install training materials, which consists of two DAISY books (MAGic Basic Training and What's New). To install these books, select the Install Training Materials check box, choose NEXT, and follow the remaining on-screen directions.

| | |
|---|---|
| **Note:** | There is an entire series of training and tutorial DAISY books available for Web download from Freedom Scientific. Use the Check for Updates function, as described in the following section, to select and download additional DAISY books, or visit the Training Web page on the Freedom Scientific Web site. |

# Installing Training Materials Later

If you decide not to install training materials during the initial product installation, you can always use Check for Updates to select, download, and install training files later. To install training materials, do the following:

1.  Press **ALT+CTRL+M** to open the MAGic application window.

2.  Press **ALT+H** to choose the Help menu, and the press **P** to choose Check for Updates.

3.  MAGic searches for and then displays a list of DAISY books available to download. Use the arrow keys to move through the list, and press the **SPACEBAR** to select the check box next to each book that you want to download and install. You can choose the Details button to view more information about the currently selected book.

4.  Choose the Install button to receive the selected books.

5.  When complete, a dialog box opens announcing that files were successfully installed. It also states which files were installed. Press **ENTER** to close the dialog box. Open FSReader Demo to read these books.

# Starting and Using FSReader Demo

Do the following to start FSReader Demo from the MAGic dialog:

1.  Press **ALT+H**, **T**. The Open dialog appears.

2.  Select a DAISY book from the Open dialog, and choose the Open button. The selected book appears in FSReader.

3.  Press **CTRL+P** to begin reading the book. Press **CTRL+P** again to pause reading the book. To fast forward five seconds, press **CTRL+PERIOD**. To rewind the book five seconds, press **CTRL+COMMA**.

> **Note:** As long as FSReader Demo is running, **CTRL+P** will toggle between play and pause. If you want to print while FSReader Demo is active, you must use an application's Print command.

4.  When you are finished reading the book, press **ALT+F**, **O** to open another DAISY book, or press **ALT+F**, **X** to close and exit FSReader Demo.

# Updating MAGic

Freedom Scientific is continually seeking to improve and expand MAGic for Windows. Periodically, updates to MAGic will be released. It is recommended that you keep your software up-to-date so that you experience the greatest possible performance. In addition, Freedom Scientific will also provide new and updated DAISY training materials for you to download.

Updating your software is quick and easy. To search for updates to MAGic or new training materials, do the following:

**Note:** Your computer must be running Windows XP or later, and it must be able to access the Internet in order to use the following update procedure.

1.  Press **ALT+CTRL+M** to open the MAGic application window.

2.  Press **ALT+H** to open the Help menu.

3.  Press **P** to select Check for Updates. The update feature determines if you have the most current release. If you do not, select one or more items from the list and then select **INSTALL** to begin the update. All enhancements since the initial public beta release are included in the update. If the updates are not installed successfully, repair your installation of MAGic (refer to the online help for more information) and then try the procedure again.

**Note:** If your computer has active firewall software (such as Windows Firewall), you may receive a warning indicating that either the FSAutoUpdate Application or FSAutoUpdate.exe is attempting to access the Internet. You must allow this process to access the Internet through the firewall in order to retrieve updates.

# MAGic Keystrokes

<table>
<tr><td><strong>Note:</strong></td><td>By default, the <strong>MAGic Key</strong> is the <strong>CAPS LOCK</strong> key on your keyboard.</td></tr>
</table>

## General

| Description | General Keystrokes |
|---|---|
| Start MAGic | **CTRL+ALT+M** (default keystroke – can be changed using the Startup Wizard) |
| Run Script Manager (MAGic Pro Scripting Edition only) | **INSERT+0** |
| Minimize/Restore the MAGic User Interface | **MAGic Key+U** |
| Pass Through Key | **MAGic Key+3** |
| Refresh Screen | **MAGic Key+ESC** |
| Open MAGic Context Menu | **MAGic Key+APPLICATION Key** or **MAGic Key+RIGHT MOUSE BUTTON CLICK** |

## Magnification, Views, and Enhancements

| Description | Magnification, Views, and Enhancements Keystrokes |
|---|---|
| Increase Magnification | **MAGic Key+NUM PAD PLUS** or **CTRL+EQUALS** or **MOUSE WHEEL UP** (scroll wheel up or away from you) |

| Description | Magnification, Views, and Enhancements Keystrokes |
|---|---|
| Decrease Magnification | **MAGic Key+NUM PAD MINUS** or **CTRL+DASH** or **MOUSE WHEEL DOWN** (scroll wheel down or towards you) |
| Magnification Toggle On/Off | **MAGic Key+DELETE** |
| Toggle between 1x Magnification and Current Magnification | **MAGic Key+SHIFT+DELETE** or **MAGic Key+MOUSE MIDDLE CLICK** (press down on scroll wheel) |
| Switch to Next Magnified View | **MAGic Key+NUM PAD SLASH** |
| Switch to Previous Magnified View | **MAGic Key+SHIFT+NUM PAD SLASH** |
| Toggle Color Enhancements On/Off | **MAGic Key+F12** |
| Toggle Cursor Enhancements On/Off | **MAGic Key+F8** |
| Toggle Mouse Enhancements On/Off | **MAGic Key+F4** |

# Panning and Screen Movement

| Description | Panning and Screen Movement Keystrokes |
|---|---|
| Pan Right | **MAGic Key+RIGHT ARROW** |
| Pan Left | **MAGic Key+LEFT ARROW** |
| Pan Down | **MAGic Key+DOWN ARROW** |
| Pan Up | **MAGic Key+UP ARROW** |

| Description | Panning and Screen Movement Keystrokes |
|---|---|
| Increase Speed during Panning | **NUM PAD PLUS** |
| Decrease Speed during Panning | **NUM PAD MINUS** |
| Move to Left Edge of Screen in Magnified View | **MAGic Key+HOME** |
| Move to Right Edge of Screen in Magnified View | **MAGic Key+END** |
| Move to top of Screen | **MAGic Key+PAGE UP** |
| Move to Bottom of Screen | **MAGic Key+PAGE DOWN** |
| Move to Beginning of Next Line | **MAGic Key+ENTER** |

# Tracking

| Description | Tracking Keystrokes |
|---|---|
| Tracking Toggle On/Off | **MAGic Key+R** |
| Move View to Mouse Pointer | **MAGic Key+NUM PAD 5** |
| Move View to Cursor | **SHIFT+MAGic Key+NUM PAD 5** |
| Tether Mouse to Display | **CTRL+INSERT+NUM PAD MINUS** |

# Cursor Movement

| Description | Cursor Movement Keystrokes |
|---|---|
| Route Cursor to Mouse | **INSERT+NUM PAD PLUS** |

| Description | Cursor Movement Keystrokes |
|---|---|
| Route Mouse to Cursor | **INSERT+NUM PAD MINUS** |

# Locator Mode

| Description | Locator Mode Keystrokes |
|---|---|
| Start Locator | **MAGic Key+F10** |
| Stop Locator and Move to Selected Area | **ENTER** |
| Stop Locator without Moving the Magnified Area | **ESC** |
| Move Left | **LEFT ARROW** |
| Move Right | **RIGHT ARROW** |
| Move Up | **UP ARROW** |
| Move Down | **DOWN ARROW** |
| Move to End of Line | **END** |
| Move to Beginning of Line | **HOME** |
| Move to Top of Screen | **PAGE UP** |
| Move to Bottom of Screen | **PAGE DOWN** |

# Quick View Frame

| Description | Quick View Frame Keystrokes |
|---|---|
| Toggle Quick View Frame On/Off | **MAGic Key+Q** |
| Set upper left corner of frame | **MAGic Key+LEFT BRACKET** |

| Description | Quick View Frame Keystrokes |
|---|---|
| Set lower right corner of frame | **MAGic Key+RIGHT BRACKET** |
| Create frame around current dialog box option | **MAGic Key+LEFT BRACKET** twice quickly |
| Open Quick View Manager | **MAGic Key+9** |

# Speech

| Description | Speech Keystrokes |
|---|---|
| Silence Current Speech | **CTRL** |
| Enable/Disable Speech | **MAGic Key+F3** |
| Voice Profiles | **MAGic Key+F11** |
| Set Screen Echo | **INSERT+S** |
| Select Verbosity Scheme | **INSERT+ALT+S** |

# Document and Text Reading

| Description | Document and Text Reading Keystrokes |
|---|---|
| Read All from Location (Say All) | **INSERT+DOWN ARROW** or **MAGic Key+LEFT MOUSE BUTTON CLICK** or **MAGic Key+SPACEBAR** |
| Alternate Say All | **INSERT+ALT+DOWN ARROW** or **MAGic Key+ALT+LEFT MOUSE BUTTON CLICK** or **MAGic Key+ALT+SPACEBAR** |

| Description | Document and Text Reading Keystrokes |
|---|---|
| Read Active Window (reads from the beginning of document window) | **MAGic Key+SPACEBAR** (twice) or **INSERT+DOWN ARROW** (twice) |
| Say Currently Selected Text | **MAGic Key+CTRL** or **INSERT+SHIFT+DOWN ARROW** |
| Say Current Character | **NUM PAD 5** |
| Say Current Word | **MAGic Key+ALT** or **INSERT+NUM PAD 5** |
| Spell Current Word | **MAGic Key+ALT** (twice) or **INSERT+NUM PAD 5** (twice) |
| Next Word | **INSERT+RIGHT ARROW** |
| Prior Word | **INSERT+LEFT ARROW** |
| Select Next Word | **INSERT+SHIFT+RIGHT ARROW** |
| Select Prior Word | **INSERT+SHIFT+LEFT ARROW** |
| Say Current Line | **MAGic Key+L** or **INSERT+UP ARROW** |
| Next Line | **DOWN ARROW** |
| Prior Line | **UP ARROW** |
| Read to Cursor | **INSERT+HOME** |
| Read from Cursor | **INSERT+PAGE UP** |
| Say Current Sentence | **MAGic Key+S** |
| Next Sentence | **MAGic Key+CTRL+S** |

| Description | Document and Text Reading Keystrokes |
|---|---|
| Say Current Paragraph | **MAGic Key+P** |
| Read Column from Current Position | **MAGic Key+C** |
| Say Contents of Clipboard | **MAGic Key+X** |

**Note:** When using the document and text reading commands, if you move the mouse MAGic reads from the current location of the mouse pointer. If you move the insertion point, MAGic reads from the location of the insertion point.

# Dialog Box Reading

| Description | Dialog Box Reading Keystrokes |
|---|---|
| Say Title Bar | **MAGic Key+T** or **INSERT+T** |
| Read Bottom of Window | **INSERT+PAGE DOWN** |
| Say Top Line of Window | **INSERT+END** |
| Say Default Button in Dialog Box | **INSERT+E** |
| Say Window Prompt and Text | **MAGic Key+TAB** or **INSERT+TAB** |
| Say Current Access Key | **SHIFT+NUM PAD 5** |

# Table Reading

| Description | Table Reading Keystrokes |
|---|---|

| Description | Table Reading Keystrokes |
| --- | --- |
| Say Current Cell | **ALT+CTRL+NUM PAD 5** |
| Cell to Right | **ALT+CTRL+RIGHT ARROW** |
| Cell to Left | **ALT+CTRL+LEFT ARROW** |
| Cell Below | **ALT+CTRL+DOWN ARROW** |
| Cell Above | **ALT+CTRL+UP ARROW** |
| First Cell | **ALT+CTRL+HOME** |
| Last Cell | **ALT+CTRL+END** |
| First Cell in Column | **ALT+CTRL+SHIFT+UP ARROW** |
| Last Cell in Column | **ALT+CTRL+SHIFT+DOWN ARROW** |
| First Cell in Row | **ALT+CTRL+SHIFT+LEFT ARROW** |
| Last Cell in Row | **ALT+CTRL+SHIFT+RIGHT ARROW** |

# Typing Echo

| Description | Typing Echo Keystrokes |
| --- | --- |
| Cycle through Indicate Capitalization options | **MAGic Key+F2** |
| Cycle through Typing Echo Unit options | **INSERT+2** |

# Mouse Echo

| Description | Mouse Echo Keystrokes |
|---|---|
| Mouse Echo Toggle | **MAGic Key+M** |

**Note:** Toggling the mouse echo rotates between speak lines, speak words, and mouse echo off.

Some actions in MAGic do not have hot keys assigned. You can define hot keys for these features from within the **Keyboard Manager** dialog box.

# Windows Shortcut Keys

## General

| Description | General Shortcut Keys |
|---|---|
| Get Help | **F1** |
| Open the **Start** menu | **WINDOWS Key** or **CTRL+ESC** |
| Open Windows Explorer | **WINDOWS Key+E** |
| Open the Run dialog box | **WINDOWS Key+R** |
| Find file or folder from Desktop | **F3** |
| Minimize all windows | **WINDOWS Key+M** |
| Switch between programs | **ALT+TAB** |
| Quit the active program | **ALT+F4** |

## For Windows and Menus

| Description | Windows and Menus Shortcut Keys |
|---|---|
| Open the application control menu | **ALT+SPACEBAR** |
| Move to the menu bar | **ALT** |
| Choose a menu command | **ENTER** |
| Move between menus | **ALT, arrow keys** |
| Close a menu | **ESC** |
| Close a cascading menu | **ALT** |

| Description | Windows and Menus Shortcut Keys |
|---|---|
| Open a child window control menu | **ALT+HYPHEN** |
| Close a child window | **CTRL+F4** |
| Open the context menu | **APPLICATION Key** or **SHIFT+F10** |

# For Dialog Boxes

| Description | Dialog Boxes Shortcut Keys |
|---|---|
| Move through dialog box options | **TAB** |
| Move backward through dialog box options | **SHIFT+TAB** |
| Move to another tab | **CTRL+TAB** |
| Reverse direction through tabs | **CTRL+SHIFT+TAB** |
| Move to first option | **HOME** |
| Move to last option | **END** |
| Select or clear an item in a list | **SPACEBAR** or **CTRL+SPACEBAR** |
| Select or clear a check box | **SPACEBAR** |

# For Reading Text

| Description | Reading Text Shortcut Keys |
|---|---|
| Move left one character | **LEFT ARROW** |

| Description | Reading Text Shortcut Keys |
| --- | --- |
| Move right one character | **RIGHT ARROW** |
| Move left one word | **CTRL+LEFT ARROW** |
| Move right one word | **CTRL+RIGHT ARROW** |
| Move to beginning of line | **HOME** |
| Move to end of line | **END** |
| Move up one paragraph | **CTRL+UP ARROW** |
| Move down one paragraph | **CTRL+DOWN ARROW** |
| Scroll up one screen | **PAGE UP** |
| Scroll down one screen | **PAGE DOWN** |
| Move to beginning of document | **CTRL+HOME** |
| Move to end of document | **CTRL+END** |

# For Editing Text

| Description | Editing Text Shortcut Keys |
| --- | --- |
| Copy | **CTRL+C** |
| Cut | **CTRL+X** |
| Paste | **CTRL+V** |
| Undo | **CTRL+Z** |
| Delete character to the left | **BACKSPACE** |
| Delete character to the right | **DELETE** |
| Select one character left | **SHIFT+LEFT ARROW** |

| Description | Editing Text Shortcut Keys |
|---|---|
| Select one character right | **SHIFT+RIGHT ARROW** |
| Select one word left | **CTRL+SHIFT+LEFT ARROW** |
| Select one word right | **CTRL+SHIFT+RIGHT ARROW** |
| Select to beginning of line | **SHIFT+HOME** |
| Select to end of line | **SHIFT+END** |
| Select to beginning of document | **CTRL+SHIFT+HOME** |
| Select to end of document | **CTRL+SHIFT+END** |
| Select all | **CTRL+A** |

# For Windows Explorer

| Description | Windows Explorer Shortcut Keys |
|---|---|
| Rename selected file or folder | **F2** |
| Open properties | **ALT+ENTER** |
| Refresh a window | **F5** |
| Switch between panes | **F6** or **TAB** |
| Go up a level | **BACKSPACE** |