Quick Reference Guide: Window-Eyes 9.x for Windows Keyboard Commands

Recommended browser: Internet Explorer

Getting Started

Browse Mode: Browse Mode is Window-Eyes's main navigation mode. When in Browse Mode, users can interact with radio buttons, checkboxes, and buttons. To interact with other form elements, turn off Browse Mode by pressing Control + Shift + A to toggle Browse Mode off. Pressing Enter on any control causes WE to disable Browse mode automatically.

To install Window-Eyes, on a machine with an activated copy of Office 2010 or later, go to http://www.windoweyesforoffice.com and download the version for your preferred language.

Many keys come undefined in Window-Eyes by default. They keys are listed as "Undefined" and may be assigned commands by the user. Some commands may be unavailable in Laptop mode.

The Basics

Task	Command
Turn Window-Eyes on	Control + Alt + W
Turn Window-Eyes off	Control + Insert + F4 (L: Control + Caps Lock + F4)
Read from this point on	Control + Shift + R
Read next *focusable* item (e.g. link, button)	Tab (L: Insert + Tab)
Toggle Browse Mode	Control + Shift + A
Activate link	Enter
Activate button	Space Bar/Enter
Go to next heading	H
Go to next heading of level [1-6] (Desktop only)	(1-6), then H
List all headings	Insert + Tab, then Alt + H
Go to next landmark/region	;
Show list of all links, headings, and landmarks	Insert + Tab opens Elements List dialog. Up or Down Arrow, or appropriate hot key selects element type.
Close list and move focus	Alt-F
Go to next table	T
Navigate table cells	Insert + Arrow Keys
Go to next list	S
Go to next list item	I
Go to first list item	[+ S
Go to last list item	] + S
Go to next graphic	G
List all links	Insert + Tab, then Alt + L
Go to next link	L
Go to next *visited* link	V
Next key you hit ignores WE and is a normal keystroke	Insert + B (L: Caps + B)
Announce title of the current foreground window	Control + Shift + T
Go back to previous heading, landmark, table, focusable item, etc.	Shift + (key)

Some commands are different when using Window-Eyes on a laptop computer. These are noted as (L: command).

Note: This guide assumes that the Alternative Insert script, designed to mimic other screen readers like JAWS or NVDA, is turned off. If these key commands are not working as expected, try Control + Alt + 0 to turn the script off.

Reading Text

Task	Command
Say prior line*	Up Arrow
Say next line*	Down Arrow
Say current line	Control + Numpad Center
Read to end	Control + Shift + R
Start of line*	Home
End of line*	End
Go to and say top line*	Control + Home
Go to and say bottom line*	Control + End
Say prior character*	Left Arrow
Say next character*	Right Arrow
Say current character	Control + Numpad Left
Say character phonetically	Control + Numpad Left twice
Say prior word*	Control + Left
Say next word*	Control + Right
Say current word	Control + Numpad Right
Say prior sentence	Undefined
Say next sentence	Undefined
Say current sentence	Control + Numpad Down
Read current paragraph	Control + Numpad Up
Next paragraph	P
Forward a line during a say all	Right Arrow
Increase speech rate during a say all	U
Back a line during a say all	Left Arrow
Increase speech rate during a say all	D

*Only available in Browse Mode

Forms

Task	Command
Next form	Undefined
Next focusable item	F
Next button	B
Select and deselect checkboxes	Space Bar/Enter
Next checkbox	X
Open <select> combo box	Enter
Browse/select combo box options	Space Bar
Next combo box	C
Toggle radio button selection	Space Bar
Next radio button	R
Next edit box	E
Begin editing in edit box	Enter
Toggle forms mode	Control + Slash

Tables

Task	Command
Go to next table	T
Cell to right	Insert + Right Arrow
Cell to left	Insert + Left Arrow
Cell below	Insert + Down Arrow
Cell above	Insert + Up Arrow
First cell	[+ T
Last cell	] + T
First cell in row	Control + Insert + Left Arrow
Last cell in row	Control + Insert + Right Arrow
First cell in column	Control + Insert + Up Arrow
Last cell in column	Control + Insert + Down Arrow