

Book 21

Desktop Keyboard Layout

Reading

Number Announcement Toggle	CTRL+SHIFT+N
Read Dialog Box in Tab Order	INSERT+B
Read Default Button of Dialog Box	INSERT+E
Read Current Dialog Box Control	INSERT+TAB
Say Character	NUM PAD 5
Say Word	INSERT+NUM PAD 5
Spell Word	INSERT+NUM PAD 5 twice
Spell Word Phonetically	INSERT+NUM PAD 5 three times
Say Line	INSERT+UP ARROW
Say Sentence	ALT+NUM PAD 5
Say Paragraph	CTRL+NUM PAD 5
Say To Cursor	INSERT+HOME
Say From Cursor	INSERT+PAGE UP
Say Top Line of Window	INSERT+END
Read Status Bar	INSERT+PAGE DOWN
Say Window Title	INSERT+T
Say All	INSERT+DOWN ARROW or F12

Skim Read **CTRL+INSERT+DOWN ARROW**

Fast Forward/Rewind (during Say All or skimming) **LEFT/RIGHT ARROW**
or **LEFT SHIFT/RIGHT SHIFT**

Silence Speech **CTRL**

Audio File Navigation

Start/Stop Audio Playback **INSERT+DOWN ARROW**

Pause Playback **CTRL**

Move to the Next Heading or Audio File **DOWN ARROW**

Move to the Previous Heading or Audio File **UP ARROW**

Expand a subheading (in DAISY files only) **RIGHT ARROW**

Close a subheading (in DAISY files only) **LEFT ARROW**

Say Current Heading or Audio File **INSERT+NUM PAD 5**

Move to the First Heading or Audio File **CTRL+HOME**

Move to the Last Heading or Audio File **CTRL+END**

Fast Forward Five Seconds **RIGHT ARROW** or **RIGHT SHIFT**

Rewind Five Seconds **LEFT ARROW** or **LEFT SHIFT**

Increase audio Rate for DAISY Files **ALT+CTRL+PAGE UP**

Decrease audio rate for DAISY Files

**ALT+CTRL+PAGE
DOWN**

Navigation

Back Space

BACKSPACE

Go To Bookmark

F9

Open Go To Dialog box

CTRL+G

Go To Next item (page, comment, or highlight) as specified in Go To dialog box

F5

Go To Prior item (page, comment, or highlight) as specified in Go To dialog box

SHIFT+F5

Say Next Character (Edit Mode)

RIGHT ARROW (moves by word in Read-only mode)

Say Prior Character (Edit Mode)

LEFT ARROW (moves by word in Read-only mode)

Say Next Word

CTRL+RIGHT ARROW, INSERT+RIGHT ARROW, or RIGHT ARROW when in Read-only Mode

Say Prior Word

CTRL+LEFT ARROW, INSERT+LEFT ARROW, or LEFT ARROW when in Read-Only Mode

Say Next Line

DOWN ARROW

Say Prior Line

UP ARROW

Say Next Sentence	ALT+DOWN ARROW
Say Prior Sentence	ALT+UP ARROW
Say Next Paragraph	CTRL+DOWN ARROW
Say Prior Paragraph	CTRL+UP ARROW
Next Page	CTRL+PAGE DOWN
Prior Page	CTRL+PAGE UP
Page Down	PAGE DOWN
Page Up	PAGE UP
End of File	CTRL+END
Top of File	CTRL+HOME

Help

Context Sensitive Help	SHIFT+F1
Help	F1
Keyboard Help	INSERT+1
Where Am I	CTRL+SHIFT+F12

Text Selection

Select Next Character (Edit Mode)	SHIFT+RIGHT ARROW
Select Prior Character (Edit Mode)	SHIFT+LEFT ARROW

Select Next Word	CTRL+SHIFT+RIGHT ARROW, INSERT+SHIFT+RIGHT ARROW, or SHIFT+RIGHTARROW in Read-only Mode
Select Prior Word	CTRL+SHIFT+LEFT ARROW, INSERT+SHIFT+LEFT ARROW, or SHIFT+LEFT ARROW in Read-only Mode
Select Next Line	SHIFT+DOWN ARROW
Select Prior Line	SHIFT+UP ARROW
Select to End of Line	SHIFT+END
Select to Beginning of Line	SHIFT+HOME
Select Next Page	SHIFT+PAGE DOWN
Select Prior Page	SHIFT+PAGE UP
Select to Beginning of Page	CTRL+SHIFT+HOME
Select to End of Page	CTRL+SHIFT+END
Select All text on current page	CTRL+A
Say Selected Text	INSERT+SHIFT+DOWN ARROW

Acquisition

Toggle Recognize Columns	CTRL+SHIFT+Z
Acquire	F4 or SPACEBAR when in Read-only Mode

Acquire and Replace Current Page	CTRL+SHIFT+F4
Mail Sorter Preview	CTRL+SHIFT+F3
BuckScan Money Identifier	CTRL+M
Acquisition Context Menu	APPLICATIONS Key

Visual Settings

Cycle Between Views	CTRL+SHIFT+V
Font Background Color	CTRL+5
Font Size – Increase	CTRL+4
Font Size – Decrease	CTRL+3
Font Spacing – Increase	CTRL+8
Font Spacing – Decrease	CTRL+7
Font Type	CTRL+6
Toggle Two Tone	CTRL+2
Scroll Exact View Down	ALT+CTRL+DOWN ARROW
Scroll Exact View Left	ALT+CTRL+LEFT ARROW
Scroll Exact View Right	ALT+CTRL+RIGHT ARROW
Scroll Exact View Up	ALT+CTRL+UP ARROW
Pan Down Incrementally	CTRL+WINDOWS Key+DOWN ARROW

Pan Up Incrementally	Key+UP	CTRL+WINDOWS ARROW
Pan Left Incrementally	Key+Left	CTRL+WINDOWS ARROW
Pan Right Incrementally	Key+RIGHT	CTRL+WINDOWS ARROW
Pan Up One Screen		PAGE UP
Pan Down One Screen		PAGE DOWN
Pan to Top Left		WINDOWS Key+HOME
Pan to Top Right		WINDOWS Key+PAGE UP
Pan to Bottom Left		WINDOWS Key+PAGE DOWN
Pan to Bottom Right		WINDOWS Key+END
Pan Down Smoothly		WINDOWS Key+DOWN ARROW
Pan UP Smoothly		WINDOWS Key+UP ARROW
Pan Left Smoothly		WINDOWS Key+LEFT ARROW
Pan Right Smoothly		WINDOWS Key+RIGHT ARROW
Increase Smooth Panning Speed		PLUS
Decrease Smooth Panning Speed		MINUS

Increase Zoom Level (hold to zoom continuously until you reach the desired zoom level)	CTRL+PLUS (Press and hold to zoom continuously until you reach the desired zoom level)
Decrease Zoom Level (hold to zoom continuously until you reach the desired zoom level)	CTRL+MINUS (Press and hold to zoom continuously until you reach the desired zoom level)
Zoom to Page Width	CTRL+SHIFT+W
Zoom to Page Height	CTRL+SHIFT+H
Zoom to Default Zoom Level	CTRL+SHIFT+D
Rotate Image Right	CTRL+SHIFT+R
Rotate Image Left	CTRL+SHIFT+L
Toggle Camera Light	CTRL+L
Center Image	WINDOWS Key+C (Exact View and Camera View)
Drag Image	ALT+LEFT MOUSE BUTTON (press and hold then move to drag image in Exact View and Camera View)

OpenBook Feature Hotkeys

Insert Bookmark	CTRL+F9
Delete Bookmark	CTRL+SHIFT+F9
Insert Comment	ALT+CTRL+M
Delete Comment	SHIFT+DELETE

Edit Comment	ALT+ENTER
Say Comment	ALT+SHIFT+APOSTROPHE
Begin/End Highlight	CTRL+F11
Highlight Selected Text	ALT+F11
Cancel Highlight	ESC
Remove Highlight	CTRL+SHIFT+F11
Say Highlight	ALT+CTRL+F11
Toggle Highlight Announcement	ALT+SHIFT+F11
Next Highlight	F11
Prior Highlight	SHIFT+F11
Copy to Clipboard	CTRL+C
Cut to Clipboard (Edit mode)	CTRL+X
Paste from Clipboard (Edit mode)	CTRL+V
Delete Current Page	CTRL+DELETE
Delete Character (Edit Mode)	DELETE
Dictionary	CTRL+D or F8
Edit Mode/Read-only Mode toggle	CTRL+E
Move Page Down in Exact View	ALT+PAGE DOWN
Move Page Up in Exact View	ALT+PAGE UP
Insert Page Break (Edit Mode)	CTRL+ENTER
Delete Page Break (Edit Mode)	CTRL+SHIFT+DELETE
Find text	CTRL+F

Find next occurrence of text	CTRL+SHIFT+F
Replace text (Edit Mode)	CTRL+H
Spell Check	F7
Thesaurus	CTRL+T
Undo	CTRL+Z
Decrease Voice Rate	ALT+CTRL+PAGE DOWN
Increase Voice Rate	ALT+CTRL+PAGE UP
Mute Synthesizer	CTRL+F5
Close Document Window	CTRL+F4
Document Toggle	CTRL+F6
New File	CTRL+N
Open File	CTRL+O
Open Audio Directory	CTRL+R
Print	CTRL+P
Save Current Page	CTRL+SHIFT+S
Save Document	CTRL+S
Exit OpenBook	ALT+F4

Book 22

Laptop Keyboard Layout

Reading

Number Announcement Toggle	CTRL+SHIFT+N
Read Dialog Box in Tab Order	CAPSLOCK+B
Read Default Button of Dialog Box	CAPSLOCK+E
Read Current Dialog Box Control	CAPSLOCK+TAB
Say Character	CAPSLOCK+COMMA
Say Word	CAPSLOCK+K
Spell Word	CAPSLOCK+K twice
Spell Word Phonetically	CAPSLOCK+K three times
Say Line	CAPSLOCK+UP ARROW or CAPSLOCK+I
Say Sentence	CAPSLOCK+H
Say Paragraph	CAPSLOCK+CTRL+I
Say To Cursor	CAPSLOCK+SHIFT+J
Say From Cursor	CAPSLOCK+PAGE UP or CAPSLOCK+SHIFT+L
Say Top Line of Window	CAPSLOCK+END or CAPSLOCK+SHIFT+Y
Read Status Bar	CAPSLOCK+SHIFT+N

Say Window Title	CAPSLOCK+T
Say All	CAPSLOCK+DOWN ARROW, CAPSLOCK+A, or F12
Skim Read	CTRL+INSERT+DOWN ARROW
Fast Forward/Rewind (during Say All or skimming)	LEFT/RIGHT ARROW or LEFT SHIFT/RIGHT SHIFT
Silence Speech	CTRL

Audio File Navigation

Start/Stop Audio Playback	INSERT+DOWN ARROW
Pause Playback	CTRL
Move to the Next Heading or Audio File	DOWN ARROW
Move to the Previous Heading or Audio File	UP ARROW
Expand a subheading (in DAISY files only)	RIGHT ARROW
Close a subheading (in DAISY files only)	LEFT ARROW
Say Current Heading or Audio File	CAPSLOCK+K
Move to the First Heading or Audio File	CTRL+HOME
Move to the Last Heading or Audio File	CTRL+END
Fast Forward Five Seconds	RIGHT ARROW or RIGHT SHIFT

Rewind Five Seconds

LEFT ARROW or
LEFT SHIFT

Increase audio Rate for DAISY Files

**ALT+CTRL+PAGE
UP**

Decrease audio rate for DAISY Files

**ALT+CTRL+PAGE
DOWN**

Navigation

Back Space

BACKSPACE

Go To Bookmark

F9

Open Go To Dialog box

CTRL+G

Go To Next item (page, comment, or highlight) as specified
in Go To dialog box

F5

Go To Prior item (page, comment, or highlight) as specified
in Go To dialog box

SHIFT+F5

Say Next Character (Edit Mode)

RIGHT ARROW or
CAPSLOCK+PERIOD
(moves by word in Read-
only Mode)

Say Prior Character (Edit Mode)

LEFT ARROW or
CAPSLOCK+M (moves
by word in Read-only
Mode)

Say Next Word

CTRL+RIGHT ARROW,
INSERT+RIGHT
ARROW, or **RIGHT**
ARROW when in Read-
only Mode

Say Prior Word	CTRL+LEFT ARROW, INSERT+LEFT ARROW, or LEFT ARROW when in Read-Only Mode
Say Next Line	DOWN ARROW or CAPSLOCK+O
Say Prior Line	UP ARROW or CAPSLOCK+U
Say Next Sentence	ALT+DOWN ARROW
Say Prior Sentence	ALT+UP ARROW or CAPSLOCK+Y
Say Next Paragraph	CTRL+DOWN ARROW
Say Prior Paragraph	CTRL+UP ARROW or CAPSLOCK+CTRL+U
Next Page	CTRL+PAGE DOWN
Prior Page	CTRL+PAGE UP
Page Down	PAGE DOWN
Page Up	PAGE UP
End of File	CTRL+END
Top of File	CTRL+HOME

Help

Context Sensitive Help	SHIFT+F1
Help	F1

Keyboard Help

INSERT+1 or
CAPSLOCK+1

Where Am I

CTRL+SHIFT+F12

Text Selection

Select Next Character (Edit Mode) **SHIFT+RIGHT ARROW**

Select Prior Character (Edit Mode) **SHIFT+LEFT ARROW**

Select Next Word
CTRL+SHIFT+RIGHT ARROW,
INSERT+SHIFT+RIGHT ARROW, or
SHIFT+RIGHTARROW
in Read-only Mode

Select Prior Word
CTRL+SHIFT+LEFT ARROW,
INSERT+SHIFT+LEFT ARROW, or
SHIFT+LEFT ARROW in
Read-only Mode

Select Next Line **SHIFT+DOWN ARROW**

Select Prior Line **SHIFT+UP ARROW**

Select to End of Line **SHIFT+END**

Select to Beginning of Line **SHIFT+HOME**

Select Next Page **SHIFT+PAGE DOWN**

Select Prior Page **SHIFT+PAGE UP**

Select to Beginning of Page **CTRL+SHIFT+HOME**

Select to End of Page **CTRL+SHIFT+END**

Select All text on current page	CTRL+A
Say Selected Text	CAPS LOCK+SHIFT+DOWN ARROW or CAPS LOCK+SHIFT+A

Acquisition

Toggle Recognize Columns	CTRL+SHIFT+Z
Acquire	F4 or SPACEBAR when in Read-only Mode
Acquire and Replace Current Page	CTRL+SHIFT+F4
Mail Sorter Preview	CTRL+SHIFT+F3
BuckScan Money Identifier	CTRL+M
Acquisition Context Menu	APPLICATIONS Key

Visual Settings

Cycle Between Views	CTRL+SHIFT+V
Font Background Color	CTRL+5
Font Size – Increase	CTRL+4
Font Size – Decrease	CTRL+3
Font Spacing – Increase	CTRL+8
Font Spacing – Decrease	CTRL+7
Font Type	CTRL+6
Toggle Two Tone	CTRL+2

Scroll Exact View Down		ALT+CTRL+DOWN ARROW
Scroll Exact View Left		ALT+CTRL+LEFT ARROW
Scroll Exact View Right		ALT+CTRL+RIGHT ARROW
Scroll Exact View Up ARROW		ALT+CTRL+UP
Pan Down Incrementally		CTRL+WINDOWS Key+DOWN ARROW
Pan Up Incrementally	Key+UP	CTRL+WINDOWS ARROW
Pan Left Incrementally Key+Left		CTRL+WINDOWS ARROW
Pan Right Incrementally Key+RIGHT		CTRL+WINDOWS ARROW
Pan Up One Screen		PAGE UP
Pan Down One Screen		PAGE DOWN
Pan to Top Left		WINDOWS Key+HOME
Pan to Top Right		WINDOWS Key+PAGE UP
Pan to Bottom Left		WINDOWS Key+PAGE DOWN
Pan to Bottom Right		WINDOWS Key+END
Pan Down Smoothly		WINDOWS Key+DOWN ARROW

Pan UP Smoothly	WINDOWS Key+UP ARROW
Pan Left Smoothly	WINDOWS Key+LEFT ARROW
Pan Right Smoothly	WINDOWS Key+RIGHT ARROW
Increase Smooth Panning Speed	PLUS
Decrease Smooth Panning Speed	MINUS
Increase Zoom Level (hold to zoom continuously until you reach the desired zoom level)	CTRL+PLUS (Press and hold to zoom continuously until you reach the desired zoom level)
Decrease Zoom Level (and hold to zoom continuously until you reach the desired zoom level)	CTRL+MINUS (Press and hold to zoom continuously until you reach the desired zoom level)
Zoom to Page Width	CTRL+SHIFT+W
Zoom to Page Height	CTRL+SHIFT+H
Zoom to Default Zoom Level	CTRL+SHIFT+D
Rotate Image Right	CTRL+SHIFT+R
Rotate Image Left	CTRL+SHIFT+L
Toggle Camera Light	CTRL+L
Center Image	WINDOWS Key+C (Exact View and Camera View)

Drag Image

**ALT+LEFT MOUSE
BUTTON** (press and
hold then move to drag
image in Exact View and
Camera View)

OpenBook Feature Hotkeys

Insert Bookmark

CTRL+F9

Delete Bookmark

CTRL+SHIFT+F9

Insert Comment

ALT+CTRL+M

Delete Comment

SHIFT+DELETE

Edit Comment

ALT+ENTER

Say Comment

**ALT+SHIFT+
APOSTROPHE**

Begin/End Highlight

CTRL+F11

Highlight Selected Text

ALT+F11

Cancel Highlight

ESC

Remove Highlight

CTRL+SHIFT+F11

Say Highlight

ALT+CTRL+F11

Toggle Highlight Announcement

ALT+SHIFT+F11

Next Highlight

F11

Prior Highlight

SHIFT+F11

Copy to Clipboard

CTRL+C

Cut to Clipboard (Edit mode)

CTRL+X

Paste from Clipboard (Edit mode)

CTRL+V

Delete Current Page	CTRL+DELETE
Delete Character (Edit Mode)	DELETE
Dictionary	CTRL+D or F8
Edit Mode/Read-only Mode toggle	CTRL+E
Move Page Down in Exact View	ALT+PAGE DOWN
Move Page Up in Exact View	ALT+PAGE UP
Insert Page Break (Edit Mode)	CTRL+ENTER
Delete Page Break (Edit Mode)	CTRL+SHIFT+DELETE
Find text	CTRL+F
Find next occurrence of text	CTRL+SHIFT+F
Replace text (Edit Mode)	CTRL+H
Spell Check	F7
Thesaurus	CTRL+T
Undo	CTRL+Z
Decrease Voice Rate	ALT+CTRL+PAGE DOWN
Increase Voice Rate	ALT+CTRL+PAGE UP
Mute Synthesizer	CTRL+F5
Close Document Window	CTRL+F4
Document Toggle	CTRL+F6
New File	CTRL+N
Open File	CTRL+O

Open Audio Directory

CTRL+R

Print

CTRL+P

Save Current Page

CTRL+SHIFT+S

Save Document

CTRL+S

Exit OpenBook

ALT+F4

Traditional (Ruby) Keyboard Layout

Reading

Read Dialog Box in Tab Order	CTRL+B
Read Status Bar	CTRL+SHIFT+F10
Say All	F10, F12 or NUM PAD ENTER
Skim Through Document	SHIFT+F12
Fast Forward/Rewind (during Say All or skimming)	LEFT/RIGHT ARROW or LEFT SHIFT/RIGHT SHIFT
Silence Speech	CTRL

Audio File Navigation

Start/Stop Audio Playback	F10, F12 or NUM PAD ENTER
Pause Playback	CTRL
Move to the Next Heading or Audio File	DOWN ARROW
Move to the Previous Heading or Audio File	UP ARROW
Expand a subheading (in DAISY files only)	RIGHT ARROW

Close a subheading (in DAISY files only) ARROW	LEFT
Say Current Heading or Audio File	NUM PAD 5
Move to the First Heading or Audio File	CTRL+HOME
Move to the Last Heading or Audio File	CTRL+END
Fast Forward Five Seconds	RIGHT ARROW or RIGHT SHIFT
Rewind Five Seconds	LEFT ARROW or LEFT SHIFT
Increase audio Rate for DAISY Files	CTRL+2 or NUM PAD ASTERISK
Decrease audio rate for DAISY Files	CTRL+1 or SHIFT+NUM PAD ASTERISK

Navigation

Go To Bookmark	F9
Open Go To Dialog box	CTRL+G
Go To Next item (page, comment, or highlight) as specified in Go To dialog box	F5
Go To Prior item (page, comment, or highlight) as specified in Go To dialog box	SHIFT+F5

Say Next Character (Edit Mode)	RIGHT ARROW (moves by word in Read-only Mode)
Say Prior Character (Edit Mode)	LEFT ARROW (moves by word in Read-only Mode)
Say Next Word (Read-only Mode)	RIGHT ARROW
Say Prior Word (Read-only Mode)	LEFT ARROW
Say Next Line	DOWN ARROW
Say Prior Line	UP ARROW
Say Next Paragraph	CTRL+DOWN ARROW
Say Prior Paragraph	CTRL+UP ARROW
Next Page	CTRL+PAGE DOWN
Prior Page	CTRL+PAGE UP
Move Up One Screen	PAGE UP
Move Down One Screen	PAGE DOWN
End of File	CTRL+END
Top of File	CTRL+HOME

Help

Help	F1 or NUM PAD MINUS
Help, context-sensitive help	SHIFT+NUM PAD MINUS or SHIFT+F1
Key Describer toggle	CTRL+F12

Where Am I

NUM PAD 7

Text Selection

Select Next character (Edit Mode) **SHIFT+RIGHT ARROW**

Select Prior character (Edit Mode) **SHIFT+LEFT ARROW**

Select Next Word
CTRL+SHIFT+RIGHT ARROW or
SHIFT+RIGHT ARROW
in Read-only Mode

Select Prior Word
CTRL+SHIFT+LEFT ARROW or
SHIFT+LEFT ARROW in
Read-only Mode

Select Next Line **SHIFT+DOWN ARROW**

Select Prior Line **SHIFT+UP ARROW**

Select Next Page **SHIFT+PAGE DOWN**

Select Prior Page **SHIFT+PAGE UP**

Select to beginning of page **CTRL+SHIFT+HOME**

Select to end of page **CTRL+SHIFT+END**

Select to beginning of line **SHIFT+HOME**

Select to end of line **SHIFT+END**

Select All text on current page **CTRL+A**

Acquisition

Toggle Recognize Columns **CTRL+SHIFT+Z**

Acquire (Edit Mode) **F4** or **NUM PAD INSERT**

Acquire (Read-only Mode)	SPACEBAR, F4, or NUM PAD INSERT
Acquire and Replace Current Page	CTRL+SHIFT+F4
Mail Sorter Preview	CTRL+SHIFT+F3
BuckScan Money Identifier	CTRL+M
Acquisition Context Menu	SHIFT+F10

Visual Settings

Cycle Between Views	CTRL+SHIFT+V
Font size – increase	CTRL+4
Font size – decrease	CTRL+3
Font / Background Color	CTRL+5
Font type	CTRL+6
Font spacing – increase	CTRL+8
Font spacing – decrease	CTRL+7
Scroll Exact View Down	ALT+CTRL+DOWN ARROW
Scroll Exact View Left	ALT+CTRL+LEFT ARROW
Scroll Exact View Right	ALT+CTRL+RIGHT ARROW
Scroll Exact View Up ARROW	ALT+CTRL+UP
Pan Down Incrementally	CTRL+WINDOWS Key+DOWN ARROW

Pan Up Incrementally	Key+UP	CTRL+WINDOWS ARROW
Pan Left Incrementally	Key+Left	CTRL+WINDOWS ARROW
Pan Right Incrementally	Key+RIGHT	CTRL+WINDOWS ARROW
Pan Up One Screen		PAGE UP
Pan Down One Screen		PAGE DOWN
Pan to Top Left		WINDOWS Key+HOME
Pan to Top Right		WINDOWS Key+PAGE UP
Pan to Bottom Left		WINDOWS Key+PAGE DOWN
Pan to Bottom Right		WINDOWS Key+END
Pan Down Smoothly		WINDOWS Key+DOWN ARROW
Pan UP Smoothly		WINDOWS Key+UP ARROW
Pan Left Smoothly		WINDOWS Key+LEFT ARROW
Pan Right Smoothly		WINDOWS Key+RIGHT ARROW
Increase Smooth Panning Speed		PLUS
Decrease Smooth Panning Speed		MINUS

Increase Zoom Level (hold to zoom continuously until you reach the desired zoom level)	CTRL+PLUS (Press and hold to zoom continuously until you reach the desired zoom level)
Decrease Zoom Level (hold to zoom continuously until you reach the desired zoom level)	CTRL+MINUS (Press and hold to zoom continuously until you reach the desired zoom level)
Zoom to Page Width	CTRL+SHIFT+W
Zoom to Page Height	CTRL+SHIFT+H
Zoom to Default Zoom Level	CTRL+SHIFT+D
Rotate Image Right	CTRL+SHIFT+R
Rotate Image Left	CTRL+SHIFT+L
Toggle Camera Light	CTRL+L
Center Image	WINDOWS Key+C (Exact View and Camera View)
Drag Image	ALT+LEFT MOUSE BUTTON (press and hold then move to drag image in Exact View and Camera View)

OpenBook Feature Hotkeys

Copy text	CTRL+C
Cut text (Edit mode)	CTRL+X
Paste text (Edit mode)	CTRL+V
Delete Current Page	CTRL+DELETE

Delete Character (Edit Mode)	DELETE
Dictionary	CTRL+D or F8
Edit Mode/Read-only Mode Toggle	CTRL+E
Move Page Down in Exact View	ALT+PAGE DOWN
Move Page Up in Exact View	ALT+PAGE UP
Insert Page Break (Edit Mode)	CTRL+ENTER
Delete Page Break (Edit Mode)	CTRL+SHIFT+DELETE
Find text	CTRL+F
Find next occurrence of text	CTRL+SHIFT+F
Replace text (Edit Mode)	CTRL+H
Spell Check	F7 or CTRL+K
Spell Word	F3 twice or NUM PAD 5 twice
Spell Word Phonetically	F3 three times or NUM PAD 5 three times
Thesaurus	CTRL+T
Undo	CTRL+Z
Insert Bookmark	CTRL+F9
Delete Bookmark	CTRL+SHIFT+F9
Close current document	CTRL+F4 or CTRL+W
Decrease Voice Rate	CTRL+1 or SHIFT NUM PAD ASTERISK
Increase Voice Rate	CTRL+2 or NUM PAD ASTERISK

Mute Synthesizer	CTRL+F5
Document Properties	CTRL+R
Exit OpenBook	ALT+F4
New File	CTRL+N
Open File	CTRL+O
Print current document	CTRL+P
Save current document	CTRL+S
Toggle Windows	CTRL+F6
Word Count	SHIFT+F7

Using a Laptop Keyboard Layout – Traditional

You can use OpenBook on a portable notebook or laptop computer. However, most portable computers do not have standard 17-key keypads. We have therefore assigned alternate keys to the OpenBook NUM PAD functions.

Acquire	F4 or SPACEBAR
Delete Page	CTRL+DELETE
Speak	F10 or F12
Select	ENTER
Escape	ESC
Key Describer	CTRL+F12
Where Am I?	SHIFT+CTRL+F12
Help	F1

Voice Rate
Move Up
Move Down
Move Left
Move Right
Page Up
Page Down

CTRL+1 and CTRL+2
UP ARROW
DOWN ARROW
LEFT ARROW
RIGHT ARROW
PAGE UP
PAGE DOWN