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# BACKGROUND AND RATIONALE

## Disclaimer Information

### Disclaimer

#### General

We extracted the keyboard shortcuts contained in this document from the Microsoft Office document, "Internet Explorer 8 keyboard shortcuts." We have duplicated this information for ease of access, but have not verified that the keystrokes are compatible with JAWS or MAGic. The keyboard shortcuts described in this document refer to the U.S. QWERTY keyboard layout. For keyboard shortcuts in which you press two or more keys simultaneously, the keys to press appear separated by a plus sign (+). For keyboard shortcuts in which you press one key immediately followed by another key, the keys to press appear separated by a comma (,)

**Note**: This material focuses only on keystrokes relevant to Internet Explorer 8. For keystrokes that are common throughout the Microsoft Office 2010 Suite, see the following training document, **“Keystrokes Common Throughout the Microsoft Office 2010 Suite”** located on the [Office of Learning (OL) Visually Impaired Curriculum](http://learning.ba.ssa.gov/OL/ewd/JAWSCurriculum.asp) page.

# OBJECTIVE 1:

## Internet Explorer 8 Keyboard Shortcuts

### Viewing and Exploring Web Pages

#### General

Display Help = F1

Toggle between full-screen and regular views of the browser window = F11

Move forward through the items on a webpage, the Address bar, or the Favorites bar = TAB

Move back through the items on a webpage, the Address bar, or the Favorites bar = SHIFT+TAB

Start Caret Browsing = F7

Go to your home page = ALT+HOME

Go to the next page = ALT+RIGHT ARROW

Go to the previous page = ALT+LEFT ARROW or BACKSPACE

Display a shortcut menu for a link = SHIFT+F10

Move forward through frames and browser elements = CTRL+TAB or F6

Scroll toward the beginning of a document = UP ARROW

Scroll toward the end of a document = DOWN ARROW

Scroll toward the beginning of a document in larger increments = PAGE UP

Scroll toward the end of a document in larger increments = PAGE DOWN

Move to the beginning of a document = HOME

Move to the end of a document = END

Find on this page = CTRL+F

Refresh the current webpage = F5

Refresh the current webpage, even if the time stamp for the web version and your locally stored version are the same = CTRL+F5

Stop downloading a page = ESC

Open a new website or page = CTRL+O

Open a new window = CTRL+N

Open a new InPrivate Browsing window = CTRL+SHIFT+P

Duplicate tab (open current tab in a new tab) = CTRL+K

Reopen the last tab you closed = CTRL+SHIFT+T

Close the current window (if you only have one tab open) = CTRL+W

Save the current page = CTRL+S

Print the current page or active frame = CTRL+P

Activate a selected link = ENTER

Open Favorites = CTRL+I

Open History = CTRL+H

Open Feeds = CTRL+J

Open the Page menu = ALT+P

Open the Tools menu = ALT+T

Open the Help menu = ALT+H

### Working with Tabs

#### General

Open links in a new tab in the background = CTRL+ENTER

Open links in a new tab in the foreground = CTRL+SHIFT+ENTER

Open a new tab in the foreground = CTRL+T

Switch to next tab = CTRL+TAB

Switch between tabs = CTRL+TAB or CTRL+SHIFT+TAB

Close current tab (or the current window if tabbed browsing is disabled) = CTRL+W

Open a new tab in the foreground from the Address bar = ALT+ENTER

Switch to a specific tab number = CTRL+n (where n is a number between 1 and 8)

Switch to the last tab = CTRL+9

Close other tabs = CTRL+ALT+F4

Toggle Quick Tabs (thumbnail view) on or off = CTRL+Q

### Using Zoom

#### General

Increase zoom (+ 10%) = CTRL+PLUS SIGN

Decrease zoom (- 10%) = CTRL+MINUS SIGN

Zoom to 100% = CTRL+0

### Using Search

#### General

Go to the search box = CTRL+E

Open your search query in a new tab = ALT+ENTER

Open the search provider menu = CTRL+DOWN ARROW

### Using Print Preview

#### General

Set printing options and print the page = ALT+P

Change paper, headers and footers, orientation, and margins for this page = ALT+U

Display the first page to be printed = ALT+HOME

Display the previous page to be printed = ALT+LEFT ARROW

Type the number of the page you want displayed = ALT+A

Display the next page to be printed = ALT+RIGHT ARROW

Display the last page to be printed = ALT+END

Specify how you want frames to print (this option is available only if you are printing a webpage that uses frames) = ALT+F

Close Print Preview = ALT+C

### Using the Address Bar

#### General

Select the text in the Address bar = ALT+D

Display a list of addresses you've typed = F4

When in the Address bar, move the cursor left to the next logical break in the address (period or slash) = CTRL+LEFT ARROW

When in the Address bar, move the cursor right to the next logical break in the address (period or slash) = CTRL+RIGHT ARROW

Add "www." to the beginning and ".com" to the end of the text typed in the Address bar = CTRL+ENTER

Move forward through the list of AutoComplete matches = UP ARROW

Move back through the list of AutoComplete matches = DOWN ARROW

### Opening Internet Explorer 8 Toolbar Menus

#### General

Open the Home menu = ALT+M

Open the Print menu = ALT+R

Open the RSS menu = ALT+J

Open the Tools menu = ALT+O

Open the Safety menu = ALT+S

Open the Help menu = ALT+L

### Working with Feeds, History, and Favorites

#### General

Add the current page to your favorites (or subscribe to the feed when in feed preview) = CTRL+D

Delete browsing history = CTRL+SHIFT+DEL

Open an InPrivate Browsing window = CTRL+SHIFT+P

Open the Organize Favorites dialog box = CTRL+B

Move selected item up in the Favorites list in the Organize Favorites dialog box = ALT+UP ARROW

Move selected item down in the Favorites list in the Organize Favorites dialog box = ALT+DOWN ARROW

Open Favorites Center and display your favorites = ALT+C

Open Favorites Center and display your history = CTRL+H

Open Favorites Center and display your feeds = CTRL+J

Open and dock the Favorites Center and display your feeds = CTRL+SHIFT+J

Open the Add to Favorites menu (or open Subscribe to feed when in feed preview) = ALT+Z

Open the Favorites menu from the menu bar =ALT+A

Display all feeds (when in feed view) = ALT+I

Mark a feed as read (when in feed view) = ALT+M

Put cursor in Search box in feed view = ALT+S

### Editing

#### General

Remove the selected items and copy them to the Clipboard = CTRL+X

Copy the selected items to the Clipboard = CTRL+C

Insert the contents of the Clipboard at the selected location = CTRL+V

Select all items on the current webpage = CTRL+A

Open Internet Explorer Developer Tools = F12

### Using the Information Bar

#### General

Move focus to the Information bar = ALT+N

Click the Information bar = SPACEBAR

### Common Tasks

#### Disable All Add-ons

WINDOWS Key + R > iexplore.exe –extoff

#### Turn on AutoComplete so that website addresses will be automatically filled in for you if you begin to type them again

Tools (ALT+O) > Internet Options (O) > Advanced (CTRL+SHIFT+TAB) > DOWN ARROW until JAWS announces, "Use inline AutoComplete…" > SPACEBAR

#### Change how tabs work in Internet Explorer

Tools (ALT+O) > Internet Options (O) > on the General tab, under Tabs, select Settings (ALT+T)

#### Display the Menu Bar at the top of the screen

To display temporarily: Press the ALT key   
To display permanently: Tools (ALT+O) > Menu Bar

#### Delete cookies, passwords, form data, history, and temporary Internet files

Tools (ALT+O) > Internet Options (O) > Delete Browsing History (ALT+W)

#### Find and install add-ons

Tools (ALT+O) > Manage Add-ons (A)

#### Print part of page

Select part of the page you want to print, press CTRL+P, select Selection (ALT+T), and then select Print (P)

#### Change website address suffix\*

Tools (ALT+O) > Internet Options… (O) > Languages (ALT+L)

\*For example, if you chose "net" for the Web site suffix, pressing CTRL+SHIFT+ENTER would add "http://www." to the beginning and ".net" to the end of the address in the Address Bar.

# Objective 2:

## JAWS Commands for HTML

### General Commands

#### General

Back a Page = **ALT+LEFT ARROW** or **BACKSPACE**

Forward a Page = **ALT+RIGHT ARROW**

Move to Address Bar = **ALT+D**

Read Address Bar = **INSERT+A**

Move JAWS Cursor to Address Bar = **INSERT+A** twice quickly

Virtual HTML Features = **INSERT+F3**

Activate Mouse Over = **INSERT+CTRL+ENTER**

View Basic Element Information = **INSERT+SHIFT+F1**

View Advanced Element Information = **CTRL+INSERT+SHIFT+F1**

Move to Next Clickable Element = **SLASH**

Move to Previous Clickable Element = **SHIFT+SLASH**

Select Clickable Element = **INSERT+CTRL+SLASH**

Select a Mouse Over Element = **INSERT+WINDOWS Key+SEMICOLON**

Move to Next Landmark = **SEMICOLON**

Move to Previous Landmark = **SHIFT+SEMICOLON**

Select a Landmark Item = **INSERT+CTRL+SEMICOLON**

Open and Select Items in the ARIA Drag and Drop dialog box = **WINDOWS Key+CTRL+EQUALS**

Open ARIA Live Region Text Filter dialog box = **WINDOWS Key+CTRL+DASH**

### Tabbed Browsing Commands

#### Tabbed Browsing

Open a New Tab = **CTRL+T**

Open a New Tab from the Address Bar = **ALT+ENTER** (when focus is in the Address bar)

Open a New Tab from the Toolbar Search Box = **ALT+ENTER** (when a search item appears in the Toolbar Search edit box)

Open Duplicate Tab = **CTRL+K**

Toggle Between Full Screen Mode and Normal View Mode for the Current Web Page = **ALT+ENTER** (when focus is anywhere on the Web page besides the Address bar and the Toolbar Search edit box)

View List of Open Tabs = **CTRL+SHIFT+Q**

Toggle Quick Tabs (Thumbnail View) = **CTRL+Q**

Switch to the Next Tab = **CTRL+TAB**

Switch to the Previous Tab = **CTRL+SHIFT+TAB**

Switch to a Specific Tab Number = **CTRL+n**, where n is a digit from 1 to 8

Switch to Last Tab = **CTRL+9**

Close Current Tab = **CTRL+W**

Close All Tabs = **ALT+F4**

Close Other Tabs = **CTRL+ALT+F4**

Open Links in a New Tab in the Background = **CTRL+ENTER**

Open Links in a New Tab in the Foreground = **CTRL+SHIFT+ENTER**

### Links Commands

#### Links

List Links = **INSERT+F7**

Next Link = **TAB**

Prior Link = **SHIFT+TAB**

Next Visited Link = **V**

Prior Visited Link = **SHIFT+V**

Open Link = **ENTER**

Open Link in New Window = **SHIFT+ENTER**

Next Non Link Text = **N**

Prior Non Link Text = **SHIFT+N**

### Headings Commands

#### Headings

List Headings = **INSERT+F6**

Next Heading = **H**

Prior Heading = **SHIFT+H**

First Heading = **ALT+INSERT+HOME**

Last Heading = **ALT+INSERT+END**

Next Heading at Level = **1** through **6**

Prior Heading at Level = **SHIFT+1** through **6**

First Heading at Level = **ALT+CTRL+INSERT+1** through **6**

Last Heading at Level = **ALT+CTRL+INSERT+ SHIFT+1** through **6**

### Forms Commands

#### Forms

Move To First Form Field = **INSERT+CTRL+HOME**

Move To Next Form Field = **F**

Move To Prior Form Field = **SHIFT+F**

Move To Last Form Field = **INSERT+CTRL+END**

Move To Next Button = **B**

Move to Prior Button = **SHIFT+B**

Move To Next Combo Box = **C**

Move to Prior Combo Box = **SHIFT+C**

Move To Next Edit Box = **E**

Move to Prior Edit Box = **SHIFT+E**

Move To Next Radio Button = **R**

Move to Prior Radio Button = **SHIFT+R**

Move To Next Check Box = **X**

Move to Prior Check Box = **SHIFT+X**

Enter Forms Mode = **ENTER**

Exit Forms Mode = **NUM PAD PLUS**

List of Form Fields = **INSERT+F5**

List Buttons = **CTRL+INSERT+B**

List Combo Boxes = **CTRL+INSERT+C**

List Edit Boxes = **CTRL+INSERT+E**

List Radio Buttons = **CTRL+INSERT+R**

List Check Boxes = **CTRL+INSERT+X**

Enter/Leave Multi-Select Mode = **SHIFT+F8**

### Tables Commands

#### Tables

Move To Next Table = **T**

Move To Prior Table = **SHIFT+T**

Select Table = **F8**

List Tables = **CTRL+INSERT+T**

Jump to Table Cell (from within a table) = **CTRL+WINDOWS Key+J**

Return to Previous Cell = **CTRL+SHIFT+WINDOWS Key+J**

Read current cell = **CTRL+ALT+NUM PAD 5**

Move to and Read Next Cell = **CTRL+ALT+RIGHT ARROW**

Move to and Read Prior Cell = **CTRL+ALT+LEFT ARROW**

Move to and Read Cell Above = **CTRL+ALT+UP ARROW**

Move to and Read Cell Below = **CTRL+ALT+DOWN ARROW**

Move to and Read First Cell = **CTRL+ALT+HOME**

Move to and Read Last Cell = **CTRL+ALT+END**

Read Next Row = **WINDOWS Key+ALT+DOWN ARROW**

Read Prior Row = **WINDOWS Key+ALT+UP ARROW**

Read Current Row = **WINDOWS Key+COMMA**

Read from Beginning of Row to Current Cell = **INSERT+SHIFT+HOME**

Read from Current Cell to End of Row = **INSERT+SHIFT+PAGE UP**

Read Current Column = **WINDOWS Key+PERIOD**

Read from Top of Column to Current Cell = **INSERT+SHIFT+END**

Read from Current Cell to Bottom of Column = **INSERT+SHIFT+PAGE DOWN**

Read Next Column = **WINDOWS Key+ALT+RIGHT ARROW**

Read Prior Column = **WINDOWS Key+ALT+LEFT ARROW**

### Frames Commands

#### Frames

Next Frame = **M**

Prior Frame = **SHIFT+M**

List Frames = **INSERT+F9**

### Elements Commands

#### Elements

Next Same Element = **S**

Prior Same Element = **SHIFT+S**

Next Different Element = **D**

Prior Different Element = **SHIFT+D**

Next Element = **SHIFT+PERIOD**

Previous Element = **SHIFT+COMMA**

Select Entire Element = **F8**

Display Element Information = **SHIFT+INSERT+F1**

Display Detailed Element Information = **CTRL+SHIFT+INSERT+F1**

Activate Mouse Over = **INSERT+CTRL+ENTER**

### Other Commands

#### Other

Feeds Menu = **ALT+J**

Feeds List or later = **CTRL+J**

Search Box = **CTRL+E**

Search Button = **ALT+ENTER**

Create Custom Label = **CTRL+INSERT+TAB**

Create Temporary PlaceMarker = **CTRL+WINDOWS Key+K**

List, Go To, Create Permanent, Rename, or Remove PlaceMarker = **CTRL+SHIFT+K**

Move to Next PlaceMarker = **K**

Move to Previous PlaceMarker = **SHIFT+K**

Move to Next List = **L**

Move to Prior List = **SHIFT+L**

Select List = **F8**

List All Ordered, Unordered, and Definition Lists = **CTRL+INSERT+L**

Move to Next Item in a List = I

Move to Prior Item in a List = **SHIFT+I**

Reload Web Page = **F5**

Refresh JAWS Virtual Mode = **INSERT+ESC**

List Toolbar Buttons = **INSERT+F8**

Route Virtual to PC Cursor = **INSERT+DELETE**

Route PC to Virtual Cursor = **CTRL+INSERT+DELETE**

Route Virtual to JAWS Cursor = **INSERT+NUM PAD PLUS**

Virtual Cursor Toggle = **INSERT+Z**

Personalize Web Page = **SHIFT+INSERT+V**

JAWS Find = **INSERT+CTRL+F** or **CTRL+F**

JAWS Find Next = **INSERT+F3** or **F3**

JAWS Find Previous = **INSERT+SHIFT+F3** or **SHIFT+F3**

Jump to Line = **J**

Return to Previous Line = **SHIFT+J**

Move to Next Division = **Z**

Move to Prior Division = **SHIFT+Z**

List Divisions = **CTRL+INSERT+Z**

# FEEDBACK SHEET

Request to the instructor:

As you use this training package, please document errors, omissions, and revisions and notify us of any required editing. At the completion of this segment, you should mail this form to the address on the next page.

**Source of report:**

Location of training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Timeframes:**

How much time did it take to present this material?

**Topics:**

Is there any material in this lesson that is covered but not relevant to your position that we should remove? If so, what?

Can you identify any topic not covered in this lesson that should be included?

**Complexity level:**

Are there any lessons which appear either too simple or too complex? Which ones? Why?

**Testing:**

How would you rate the usefulness of the tests and exercises?

1 2 3 4 5

Irrelevant Adequate Quite Helpful

Please note your corrections below or attach a photocopy of corrected pages.

Page # Correction Needed

**Comments:**

Use the space below for your comments on how we can improve this material.

**Mail to:**

Gregory Gill

Social Security Administration

EHR Ste 100

6401 Security Blvd.

Baltimore, MD 21235

Or email comments to [gregory.gill@ssa.gov](mailto:gregory.gill@ssa.gov?subject=Training%20Material%20Feedback)