

MAGic[®]

Screen Magnification Software with Speech

Quick Start Guide
for Demo Version

Freedom Scientific, Inc.

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 spotlights words as they are spoken.

If you want to limit the amount of speaking performed by MAGic as you navigate windows and documents, use the Speech On Demand™ feature. It allows MAGic to only announce actions that are associated with a limited set of hot keys. Mouse echo is still available when using Speech On Demand.

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 minimum system requirements for MAGic are listed below.

MAGic and MAGic Scripting Edition

- **64-bit Version:** Windows® 7 and Windows Server® 2008 Release 2
- **32-bit Version:** Windows 7 and Windows Vista® Service Pack 2 or later

Processor speed

Minimum 1.5 GHz processor for Windows 7 or Windows Vista

RAM

- Minimum 2 GB for Windows 7 (64-bit); 4 GB recommended
- Minimum 1 GB required for Windows 7 (32-bit) or Windows Vista; 2 GB recommended

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

DirectX 9.1 graphics device with WDDM 1.0 driver or later; DirectX 10 or later recommended

Multi-monitor support

Computer and video card that supports dual monitors; 32-bit color recommended; two computer monitors

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.

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

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

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

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

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.

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 disk drive. Then, follow the instructions to select which voices you want to install, and complete the installation.

You can also sample and download RealSpeak Solo Direct voices by visiting www.FreedomScientific.com, selecting the **Downloads** link, and then the **RealSpeak Solo Direct Voices** link.

Starting MAGic

Use any of the options below to start MAGic.


- Double-click the MAGic program icon on your Windows desktop



- Press **ALT+CTRL+M**
- Press **WINDOWS Key+R**, type "MAGic<version number>" (without the quotes or spaces), and press **ENTER**
- Click the **Start** menu and choose **All Programs, MAGic <version number>**, and then **MAGic**.

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**.

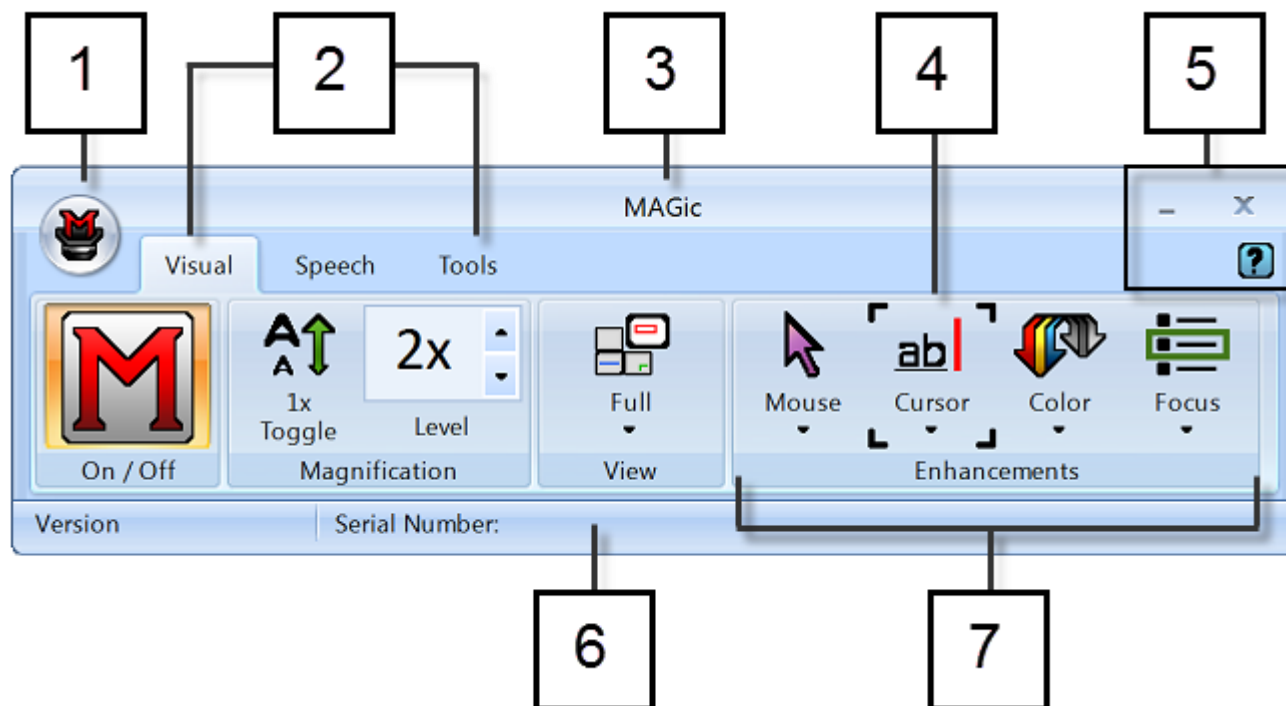
The first time you start MAGic after installation, your screen displays in Full view mode with 2x magnification. Speech is also enabled. You can change the magnification level, magnified view, speech, and many other options by using the MAGic user interface.

User Interface Basics

All visual, speech, and tools features are logically grouped within tabs in the MAGic user interface. This design makes it easy to quickly find the enhancements that you want to use without having to navigate down into multi-layered settings menus. Features are laid out using split buttons where you click the top half to toggle the feature on or off, and click the lower half to display a list of standard schemes. If you want to fine-tune or create new schemes, you can select the Settings option in the list, which displays additional enhancement settings for that feature.

If you like, you can also access other settings using the Main menu (**ALT+F**), which is located in the upper left corner of the user interface.

Below are the main components of the user interface.

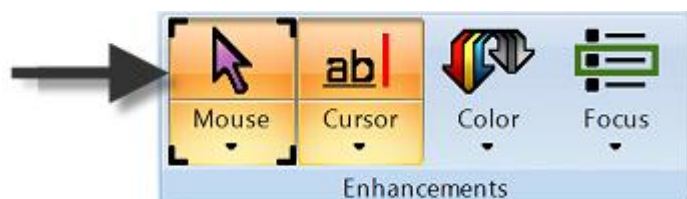


- (1) Main menu button (2) Visual tab, Speech tab, and Tools tab
(3) Title bar (4) Focus Indicator (5) Minimize, Close, and Help buttons
(6) Status bar (7) Button/Control group, for example, Visual Enhancements

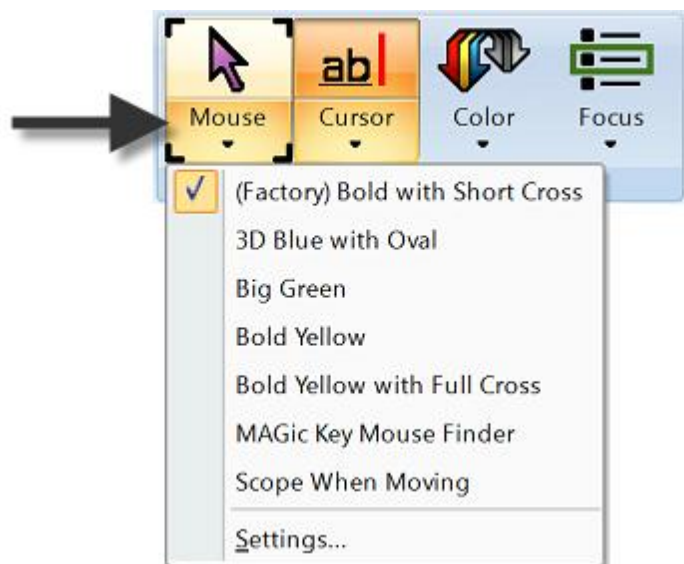
Split Buttons

Each tab contains split buttons that allow you to quickly turn on or turn off MAGic functionality and quickly select basic settings. This offers the convenience of not having to open MAGic menus to achieve the same results.

Use the top half of the button to turn on or off specific features.



Use the lower half of the button to select preconfigured schemes, or select the Settings option to fine-tune or create a new scheme.



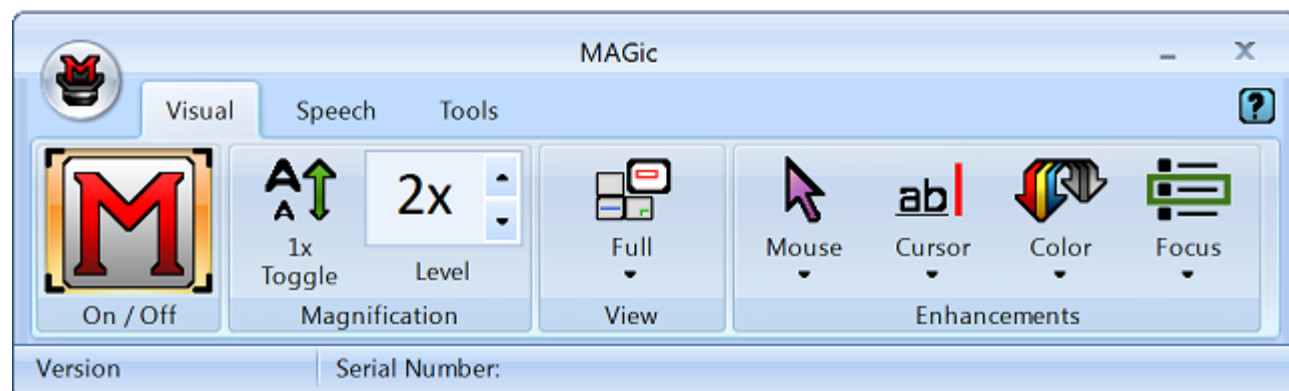
Focus Indicator

The Focus Indicator consists of four corner brackets that show which item in the user interface has focus. When you press **TAB** or **SHIFT+TAB** to move through the user interface, you will see the Focus Indicator move from one item to the next.


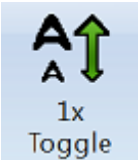
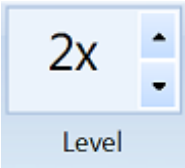







Visual Tab and Buttons

Below is the **Visual** tab. Use it to quickly control and adjust MAGic's visual and magnification settings.



Use the items in this tab to change magnification settings. Each item is described below.

Visual Tab	Description
	Turn Visual Enhancements on or turn off. When off, all enhancements in the Visual tab are unavailable.
	Switches between the current magnification level and 1x magnification.
	The current magnification level can be adjusted with the two Magnification Level buttons. The number in the box shows the current magnification level.
	Select your preferred view from the Magnified Views list.
	Use Mouse Enhancements to turn on or off enhancements and modify your mouse pointer. These enhancements make the mouse pointer easier to track and maneuver on your screen.
	Use Cursor Enhancements to turn on or off enhancements for your cursor. These enhancements make the cursor easier to follow when editing or writing text.
	Use Color Enhancements to turn on or off color enhancements. This feature allows you to replace colors, adjust the brightness and contrast, apply tinting, and invert the brightness and colors of your display.


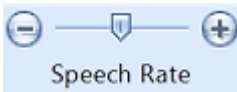

Visual Tab	Description
	Use Focus Enhancements to turn on or off the Focus Enhancements function. This function lets you define a rectangular border that makes it easier to identify the item that is currently selected on your screen.



Speech Tab and Buttons

Below is the **Speech** tab. Use it to select and adjust MAGic's speech functionality.



Use the items in this tab to change speech settings. Each item is described below.

Speech Tab	Description
	Use Speech to have speech on all the time (full speech) or to have limited speech (Speech On Demand™).
	Move the slider left or right to adjust how fast or slow MAGic speaks.
	Use Voice Profiles to select voice settings, synthesizers, and languages that best fit your auditory preferences.



Speech Tab	Description
	Use Mouse Echo to switch the mouse echo feature on and off. Mouse echo enables MAGic to read text that you point at with the mouse.
	Use Typing Echo to enable or disable the typing echo. If typing echo is enabled, MAGic announces the words or characters you type




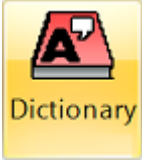

Tools Tab and Buttons

Below is the **Tools** tab. Use the Tools tab to access additional MAGic functionality for creating keystrokes, viewing lists of links and headings in documents, and more.



Use the items in this tab to quickly access various MAGic links and managers. Each item is described below.

Tools Tab	Description
	Use Links to open a list of links in the current document.
	Use Headings to open a list of headings in the current document.

Tools Tab	Description
 Skim Read	Use Skim Read to browse a document by the first sentence or line of a paragraph. You can also create rules to search for and read text containing specific words.
 Research It	Use Research It to easily search the Web for words, local weather forecast, news stories, sports scores, local businesses, and more.
 Keyboard	Use Keyboard to assign, remove, or change hot keys for MAGic functions. You can also create shortcuts to quickly launch applications, documents, and Web pages.
 Dictionary	Use Dictionary to change the way MAGic speaks words, phrases, abbreviations, or symbols.
 Script	Use Script to customize MAGic for use with proprietary applications. This feature requires the MAGic Pro Scripting Edition software.

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 spotlight 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 **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 **MAGic Key+ CTRL+P** or **CTRL+DOWN ARROW**. To read the previous paragraph, press **MAGic Key+ ALT+P** or **CTRL+UP ARROW**.
- 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**.

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.

When you read text with these keystrokes, MAGic spotlights the word it is currently speaking. To change the color or style of this spotlighting, open the **Speech** menu and choose **Spotlight 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


You can press **F1** or use the  button to open the MAGic help file. You can also open the file by choosing the Main menu button, the Help submenu, and then Help Topics. The help file provides a full-text search, index, and table of contents to help you find the information you need.

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.

For mouse users, most dialog boxes contain a  button in the top, right corner.

Click the  button to change your mouse pointer into the What's This? Help pointer (see below). Move your pointer to the control you need more information about, and click the mouse on the control to see the What's This? help. If you do not find enough information in the What's This? help, try referring to the full help system.



What's This? Help button



What's This? Help pointer

MAGic User's Guide

The user's guide contains content available in the MAGic online help system and is printed in large text for easier reading. It 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 and Training Materials* below.

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 and Training Materials

The MAGic program disk 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 (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 disk, 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 then 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 to read these books.

Starting and Using FSReader

Do the following to start FSReader from the MAGic dialog:

1. Select a DAISY book from the Open dialog, and choose the Open button. The selected book appears in FSReader.
2. Press **ALT+H, T**. The Open dialog appears.
3. Select a DAISY book from the Open dialog, and choose the Open button. The selected book appears in FSReader.
4. 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**.

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

5. 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:

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

Note: By default, the **MAGic Key** is the **CAPS LOCK** key on your keyboard. Some actions in MAGic do not have hot keys assigned. You can define hot keys for these features using the Keyboard Manager.

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
Quick Settings	MAGic Key+O
Toggle Navigation Quick Keys On/Off	MAGic Key+Z

General Layer

Press and release **INSERT+SPACEBAR**, followed by a keystroke listed below to perform the action. (To exit Layer Keystroke mode, press **ESC**, **SPACEBAR**, **TAB**, or **ENTER**.)

Description	General Keystrokes
Mute Speech	S
Launch Research It	R
Screen Capture of Entire Screen	CTRL+C, S
Screen Capture of Active Window	CTRL+C, W

Magnification, Views, and Enhancements

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

Description	Magnification, Views, and Enhancements Keystrokes
Switch to Next Magnified View	MAGic Key+NUM PAD SLASH
Switch to Previous Magnified View	MAGic Key+SHIFT+ NUM PAD SLASH
Change Text Smoothing View (HD Text, Classic, and None)	MAGic Key+CTRL+F
Toggle Color Enhancements On/Off	MAGic Key+F12
Toggle Cursor Enhancements On/Off	MAGic Key+F8
Toggle Mouse Enhancements On/Off	MAGic Key+F4
Toggle Focus Enhancements On/Off	MAGic Key+F

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
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

Description	Panning and Screen Movement Keystrokes
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
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

Description	Locator Mode Keystrokes
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 Far Left Side of Screen	HOME
Move to Far Right Side of Screen	END
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
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
Increase Speech Rate and Save New Rate	WINDOWS Key+ALT+CTRL+PAGE UP
Increase Speech Rate - Temporary	ALT+CTRL+PAGE UP
Decrease Speech Rate and Save New Rate	WINDOWS Key+ALT+CTRL+PAGE DOWN
Decrease Speech Rate - Temporary	ALT+CTRL+PAGE DOWN
Voice Profiles	MAGic Key+F11
Set Screen Echo	INSERT+S
Select Verbosity Scheme	INSERT+ALT+S

Document and Text Reading

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.

Description	Document and Text Reading Keystrokes
Read All from Location (Say All)	INSERT+DOWN ARROW or MAGic Key+A or MAGic Key+LEFT MOUSE BUTTON CLICK

Description	Document and Text Reading Keystrokes
Alternate Say All	INSERT+ALT+DOWN ARROW or MAGic Key+ALT+LEFT MOUSE BUTTON CLICK
Read Active Window (reads from the beginning of document window)	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

Description	Document and Text Reading Keystrokes
Say Current Sentence	MAGic Key+S
Next Sentence	MAGic Key+CTRL+S
Say Current Paragraph	MAGic Key+P
Say Next Paragraph	MAGic Key+CTRL+P or CTRL+DOWN ARROW
Say Prior Paragraph	MAGic Key+ALT+P or CTRL+UP ARROW
Say Contents of Clipboard	MAGic Key+X

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
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

Table Layer Keystrokes

Press and release **INSERT+SPACEBAR**, followed by the keystrokes below to navigate and read tables. (To exit Table Layer Keystroke mode, press **ESC**, **SPACEBAR**, **TAB**, or **ENTER**.)

Description	Table Reading Keystrokes
List Keystrokes Available in this Layer	T, SHIFT+SLASH
Move to Cell Above	T, UP ARROW or T, ALT+CTRL+UP ARROW

Description	Table Reading Keystrokes
Move to Cell Below	T, DOWN ARROW or T, ALT+CTRL+SHIFT+RIGHT ARROW
Move to Cell to Left	T, LEFT ARROW or T, ALT+CTRL+LEFT ARROW
Move to Cell to Right	T, RIGHT ARROW
Say Current Cell	T, NUM PAD 5 or T, ALT+CTRL+NUM PAD 5 or T, ALT+COMMA
Move to Beginning of Current Row	T, HOME or T, ALT+CTRL+SHIFT+LEFT ARROW
Move to End of Current Row	T, END or T, ALT+CTRL+SHIFT+RIGHT ARROW
Jump to First Cell in Table	T, CTRL+HOME or T, ALT+CTRL+HOME
Jump to Last Cell in Table	T, CTRL+END or T, ALT+CTRL+END
Move to Beginning of Current Column	T, CTRL+UP ARROW or T, ALT+CTRL+SHIFT+UP ARROW
Move to Bottom of Current Column	T, CTRL+DOWN ARROW or T, ALT+CTRL+SHIFT+DOWN ARROW
Move to Beginning of Current Row	T, CTRL+LEFT ARROW
Move to End of Current Row	T, CTRL+RIGHT ARROW

Description	Table Reading Keystrokes
Jump to Next Table	T, CTRL+ENTER or T, ALT+CTRL+ENTER
Jump to Prior Table	T, CTRL+SHIFT+ENTER or T, ALT+CTRL+SHIFT+ENTER
Read the Current Row	T, SHIFT+UP ARROW or T, WINDOWS Key+COMMA
Read from Current Cell	T, SHIFT+PAGE UP
Read to Current Cell	T, SHIFT+HOME
Read Current Column	T, SHIFT+NUM PAD 5 or T, WINDOWS Key+PERIOD
Read to Bottom of Column	T, SHIFT+PAGE DOWN
Read from Top of Column	T, SHIFT+END
Jump to Previous Cell	T, WINDOWS Key+J or T, CTRL+SHIFT+WINDOWS Key+J

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.

Multi-Monitor

Description	Multi-Monitor Keystrokes
Switch focus between monitors	MAGic Key+SHIFT+D
Restrict the mouse pointer to the active monitor	MAGic Key+SHIFT+R
Move the current application or window in focus to the monitor on the right or the left	WINDOWS Key+SHIFT+RIGHT ARROW or WINDOWS Key+SHIFT+LEFT ARROW
View Lock. Press and hold and drag mouse to move the mouse pointer between screens without scrolling any screen content.	MAGic Key+SHIFT
In Overview mode, toggles mouse, cursor, color, and focus enhancements on and off on the unmagnified monitor.	Press and hold MAGic Key+SPACEBAR , and then press D followed by E .

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
Move right one character	RIGHT ARROW

Description	Reading Text Shortcut Keys
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
Select one character right	SHIFT+RIGHT ARROW
Select one word left	CTRL+SHIFT+LEFT ARROW

Description	Editing Text Shortcut Keys
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