

# List of Commands for JAWS and Focus 40 Braille Display

## Desktop Navigation Commands

Open Start Menu: Windows Key or Dots 3 4 chord

Focus on the desktop: Windows Key + D or Dots 4 8 chord, Dots 1 4 5

Open Windows Explorer: Windows Key + E or Dots 4 8 chord, Dots 1 5

Move focus between 2 programs: Alt + Tab or Left Shift button + Dots 4 5

Move focus between 3 or more programs: Hold Alt key down while pressing Tab over and over to hear each program (no equivalent command on Focus 40)

## Program Specific Commands

Move to menu bar inside of a program: Alt or Right Shift button + Dot 2

Exit a menu or menu bar: Escape or Dots 1 3 5 6 chord

Close program: File Menu, then press Exit; Alt + F4 or Dots 1 6 8 chord, Dots 1 4 5

Read current program title: Caps Lock + T or Right Shift + B

Open a new document in Word: Ctrl + N or Dots 3 8 chord, Dots 1 3 4 5

Save a document in Word: Ctrl + S or Dots 3 8 chord, Dots 2 3 4

## Dialog Box or Form Field Navigation Commands

Move to next item/field: Tab or Dots 4 5 chord

Move to previous item/field: Shift + Tab or Dots 1 2 chord

Use checkbox: Spacebar to check or uncheck (JAWS and Focus 40)

Activate buttons: Spacebar (JAWS and Focus 40)

Move to another page of dialog box: Ctrl + Tab or Dots 3 8 chord, Dots 4 5 chord

Open "Save As" dialog box in Word: F12 or Dots 1 8 chord, then Dots 1 2 3

## Navigation and Reading Commands

Read all: Caps Lock + A or Dots 1 2 4 5 6 chord

Read current character: Caps Lock + comma or Dots 3 6 chord

Read/move to prior character: Left arrow or Dot 3 + space

Read/move to next character: Right arrow or Dot 6 + space

Read current word: Caps Lock + K or Dots 2 5 chord

Read/move to prior word: Ctrl + Left arrow or Dot 2 + space

Read/move to next word: Ctrl + Right arrow or Dot 5 + space

Spell current word: Caps Lock + K, pressed twice quickly (no equivalent command on Focus 40)

Read current line: Caps Lock + I or Dots 1 4 chord

Read/move to prior line: Up arrow or Dot 1 chord

Read/move to next line: Down arrow or Dot 4 chord

Read current sentence: Caps Lock + H or Left Shift button + Right Shift button + C

Read/move to prior sentence: Alt + Up arrow or Left Shift button + Right Rocker bar up

Read/move to next sentence: Alt + Down arrow or Left Shift button + Right Rocker bar down

Read current paragraph: Caps Lock + Ctrl + I or Left Shift button + Right Shift button + Dots 2 3 5 6 7 8

Read/move to prior paragraph: Ctrl + Up arrow or Right Shift button + Left Rocker Bar up

Read/move to next paragraph: Ctrl + Down arrow or Right Shift button + Left Rocker Bar down

"List of Commands for JAWS and Focus 40 Braille Display"

Updated: January, 2026 | Instructional Resource Library

Page 1 of 3

Go to beginning of line: Home button or Dots 1 3 chord  
Go to end of line: End button or Dots 4 6 chord  
Go to top of file/document: Ctrl + Home or Dots 1 2 3 chord  
Go to bottom of file/document: Ctrl + End or Dots 4 5 6 chord  
Find words in a Word document: Ctrl + F or Dots 3 8 chord, Dots 1 2 4  
Find/replace words in a Word document: Ctrl + H or Dots 3 8 chord, Dots 1 2 4 5

## **Editing and Formatting Commands**

Delete character to the left of cursor: Backspace or Dot 7  
Delete character to the right of cursor: Delete or Left Shift button + Dots 1 4 5  
Select all: Ctrl + A or Dots 1 2 3 7 chord  
Select one character left: Shift + left arrow or Dots 3 7 chord  
Select one character right: Shift + right arrow or Dots 6 7 chord  
Select one word left: Ctrl + Shift + left arrow or Dots 2 7 chord  
Select one word right: Ctrl + Shift + right arrow or Dots 5 7 chord  
Select one line up: Shift + up arrow or Dots 1 7 chord  
Select one line down: Shift + down arrow or Dots 4 7 chord  
Read selected text: Caps Lock + Shift + down arrow (no equivalent command on Focus 40)  
Copy selected text: Ctrl + C or Left Shift button + Dots 1 4  
Cut selected text: Ctrl + X or Left Shift button + Dots 1 3 4 6  
Paste selected text: Ctrl + V or Left Shift button + Dots 1 2 3 6  
Undo action: Ctrl + Z or Left Shift button + Dots 1 3 5 6  
Replace selected text: Type new text or Braille new text  
Underline selected text: Ctrl + U or Left Shift button + Dots 1 3 6  
Bold selected text: Ctrl + B or Left Shift button + Dots 1 2  
Italicize selected text: Ctrl + I or Left Shift button + Dots 2 4  
Center selected text: Ctrl + E or Dots 3 8 chord, Dots 1 5  
Left align selected text: Ctrl + L or Dots 3 8 chord, Dots 1 2 3  
Right align selected text: Ctrl + R or Dots 3 8 chord, Dots 1 2 3 5  
Say font: Caps Lock + F or Right Shift button + Dots 1 2 4  
Open Spellcheck: F7 or Dots 1 8 chord, Dots 1 2 4 5

## **Utility Commands**

Application key: Shift + F10 or Right Shift button + Dot 2 chord  
Go to System Tray: Caps Lock + F11 or Right Shift button + Dots 1 3  
Listen to time: Caps Lock + F12 or Right Shift button + Dots 1 2 3  
Listen to date: Caps Lock + F12 pressed twice quickly or Right Shift + Dots 1 2 3 pressed twice quickly  
Turn on keyboard help: Caps Lock + 1 (for JAWS only)  
Go directly to JAWS window: Insert J or Right Shift button + Dots 2 4 5  
Toggle speech on/off: Caps Lock + Spacebar, S (no equivalent command on Focus 40)  
Pause speech: Ctrl or Dot 3

## **Basic Internet Navigation Commands**

Go to address bar: Alt + D or Dots 6 8 chord, Dots 1 4 5  
Go back by page: Alt + left arrow or Dots 6 8 chord, Dot 3 chord  
Go forward by page: Alt + right arrow or Dots 6 8 chord, Dot 6 chord  
Pull up links list: Caps Lock + F7 (uncertain if there is an equivalent command on Focus 40)

“List of Commands for JAWS and Focus 40 Braille Display”

Updated: January, 2026 | Instructional Resource Library

Page 2 of 3

Pull up headings list: Caps Lock + F6 (uncertain if there is an equivalent command on Focus 40)

Pull up frames list: Caps Lock + F9 (uncertain if there is an equivalent command on Focus 40)

## **Modifier Keys on the Focus 40**

To use these keys, hold down the Dot 8 chord and then press the corresponding modifier keys in the keystroke. After you create the modifier portion of the keystroke, release the keys and press the remaining part of the keystroke.

Shift: Dot 7

Ctrl: Dot 3

Alt: Dot 6

Windows Key: Dot 4

Function Keys (F1-F12): Dot 1 (to simulate the function keys, press Dots 1 8 chord followed by A through L)

JAWS Key: Dot 5

Insert Key: Dot 2

Compiled by Nina Wibbenmeyer, M.Ed.

Short-Term Programs, TSBVI

wibbenmeyern@tsbvi.edu

512.206.9361