



Hotkey Reference Guide

Hotkeys for Desktop and Laptops



This information is available in alternative formats from www.YourDolphin.com

This booklet lists the most useful hotkeys to control Dolphin SuperNova **S**, Hal **H**, Lunar **L** and LunarPlus. **L+** A list of all the hotkeys for your Dolphin software can be found in the user manual. To open the manual, press F1 or click the "Help" button on the Control Panel.

To get context help and a list of available hotkeys while using particular applications press CAPS LOCK + F1 from within your application.

Most users prefer the default Dolphin hotkey set as the most popular Speak commands can be operated by pressing a single key.

When a hotkey includes "NUMPAD", this means that the key is situated on the numeric keypad, a block of keys usually on the right end of your keyboard. On a laptop the Numpad keys are usually available by holding down the FN key. Where the Numpad is unavailable or difficult to use, we recommend using the Laptop Keyboard layout. Throughout this document, **Laptop hotkeys that differ from the desktop are shown in red, inside square brackets.**

Choosing the Keyboard Layout and Hotkey Set

While your Dolphin software is running, open the Dolphin Control Panel by holding CONTROL and pressing SPACEBAR. Then press ALT + G to open the "General" menu, press K to open the "Keyboard and hotkeys" dialog where you can choose: keyboard layout, keyboard language and preferred hotkey set. Press OK to save any changes and close the dialog.

Getting started with Dolphin Access Software

Starting your software

S H L L+

SuperNova Screen Reader Magnifier	LEFT CONTROL + LEFT SHIFT + S
Hal Screen Reader	LEFT CONTROL + LEFT SHIFT + H
Lunar Screen Magnifier	LEFT CONTROL + LEFT SHIFT + L
LunarPlus Enhanced Screen Magnifier	LEFT CONTROL + LEFT SHIFT + P
Demo installation (if alongside full install)	LEFT CONTROL + LEFT SHIFT + D

General

S H L L+

Open Dolphin Control Panel	LEFT CONTROL + SPACE	
Exit Dolphin Access Software from the Control Panel	ALT + F4	
Dolphin Help	CAPS LOCK + F1	
Ignore Next Keystroke and Pass to Application	LEFT CONTROL + 7	[CAPS LOCK +3]

Magnifier

Magnifier Preferences

S L L+

Magnifier On/Off	LEFT CONTROL + NUMPAD ENTER	[ALT + 0]
Larger	LEFT CONTROL + NUMPAD PLUS	[ALT + EQUALS]
Smaller	LEFT CONTROL + NUMPAD DASH	[ALT + DASH]
Panning	RIGHT CONTROL + UP/DOWN/LEFT/RIGHT ARROW	
View (Full Screen/Split Screen/Fixed Window/ Magnifying Glass/Resizing Lens)	LEFT CONTROL + NUMPAD 7	[ALT + SHIFT + M]
Color Scheme On/Off	LEFT CONTROL + NUMPAD 0	[ALT + SHIFT + C]

Line View

S L L+

Start Line View from Cursor	LEFT CONTROL + LEFT SHIFT + NUMPAD 2	[ALT + SHIFT + L]
Start/Stop Scrolling	SPACEBAR	
Change Scroll Speed	UP/DOWN ARROW	
Skip Forward/Back	RIGHT/LEFT ARROW	
Exit Line View	ESCAPE	

Voice Preferences

S H L+

Voice On/Off	LEFT CONTROL + 0	[ALT + CONTROL + 0]
Louder	LEFT CONTROL + EQUALS	[ALT + CONTROL + EQUALS]
Softer	LEFT CONTROL + DASH	[ALT + CONTROL + DASH]
Faster	LEFT CONTROL + LEFT SHIFT + EQUALS	[ALT + CONTROL + PAGE UP]
Slower	LEFT CONTROL + LEFT SHIFT + DASH	[ALT + CONTROL + PAGE DOWN]
Next Synthesizer	LEFT CONTROL + LEFT SHIFT + RIGHT SQUARE BRACKET	[CONTROL + CAPS LOCK + S]
Next Language	LEFT CONTROL + FULLSTOP	[CONTROL + CAPS LOCK + L]
Temporarily Mute	LEFT CONTROL	

Read Text (Press these keys multiple times to spell or hear additional info)

S H L+

Character	NUMPAD 4	[CAPS LOCK + LEFT ARROW]
Word	NUMPAD 5	[CAPS LOCK + RIGHT ARROW]
Line	NUMPAD 6	[CAPS LOCK + UP ARROW]

More Read Text (Press multiple times to spell or hear additional info)

S H

Selected text	NUMPAD 1	[SHIFT + CAPS LOCK + DOWN ARROW]
Line to Cursor	LEFT SHIFT + NUMPAD 1	[CAPS LOCK + HOME]
Line from Cursor	LEFT SHIFT + NUMPAD 2	[CAPS LOCK + END]

Read Documents

S H L+

Read from Here	NUMPAD PLUS	[CAPS LOCK + DOWN ARROW]
Click and Read from Here	MIDDLE MOUSE BUTTON	
Stop Read from Here	LEFT CONTROL	
Open Doc Reader Window	CAPS LOCK + NUMPAD PLUS	[ALT + SHIFT + D]

Read Parts of Windows

S H

Entire Window	NUMPAD 9	[CAPS LOCK + B]
Focus	NUMPAD 0	[CAPS LOCK + UP ARROW]
Status Bar	NUMPAD 2	[CAPS LOCK + PAGE DOWN]
Where am I? (Window Title and Focus)	NUMPAD 7	[CAPS LOCK + PAGE UP]

Speak Additional

S H

Key Describe Mode On/Off	CAPS LOCK + SLASH	[CAPS LOCK + 1]
Time and Date	LEFT CONTROL + LEFT SHIFT + NUMPAD SLASH	[CAPS LOCK + F12]
Battery Status	LEFT CONTROL + LEFT SHIFT + NUMPAD PLUS	[SHIFT + CAPS LOCK + B]

Announcement Settings

S H

When typing (Characters, Words, Both, None)	CAPS LOCK + SEMICOLON	[CAPS LOCK + 2]
Speech Verbosity Level (Low, Medium, High)	CAPS LOCK + EQUALS	[CAPS LOCK + V]



The Dolphin Cursor provides keyboard access to applications that usually require you to use a mouse. The screen reading keys previously listed continue to be available when the Dolphin Cursor is On. Your Dolphin software switches on the Dolphin Cursor automatically in applications such as web browsers when the application cursor is restricted or unavailable. You can change this automatic behavior from the Dolphin Control Panel in the Speech > Advanced Options dialog.

Dolphin Cursor

S H

Dolphin Cursor On/Off	NUMPAD DASH	[CAPS LOCK + Z]
Move Dolphin Cursor to Application Cursor	NUMPAD STAR	[CAPS LOCK + DASH]

Navigate and Select with Dolphin Cursor

S H

To select text while using the Dolphin cursor, add SHIFT to the following commands. Then press CONTROL + C to copy to the Windows Clipboard.

Next/Previous Character or Line	ARROW KEYS
Next/Previous Word	LEFT CONTROL + RIGHT/LEFT ARROW
Start/End of Line	HOME/END
Start/End of Document or Window	LEFT CONTROL + HOME/END
Next/Previous Object including Links and Controls	TAB/SHIFT + TAB
Next/Previous Window	LEFT CONTROL + TAB/LEFT CONTROL + LEFT SHIFT + TAB
Move by Cell within a Table	CAPS LOCK + ARROW KEYS [ALT + CONTROL + ARROWS]

Dolphin Cursor Quick Navigation Keys

S H

Commands only available when using the Dolphin Cursor, such as on web pages. Add LEFT SHIFT to move to the previous element.

Button	B	Checkbox	C
Different Element	D	Edit Area	E
Graphic	G	Heading	H
Link	L	Unlinked Block of Text	N
Paragraph	P	Radio Control	R
List Box	S	Table	T
Unvisited Link	U	Visited Link	V

Dolphin Cursor Mouse Control

S H

Left Click the Current Link or Control	INSERT	[CAPS LOCK + 8]
Right Click the Current Link or Control	DELETE	[CAPS LOCK + 9]
Move Mouse Pointer to Dolphin Cursor	RIGHT CONTROL + DELETE	[CAPS LOCK + EQUALS]
Drag with Left Mouse Button	RIGHT CONTROL + HOME	[CONTROL + CAPS LOCK + 8]
Drag with Right Mouse Button	RIGHT CONTROL + RIGHT SHIFT + HOME	[CONTROL + CAPS LOCK + 9]
Drop	RIGHT CONTROL + END	[CONTROL + CAPS LOCK + 7]

Item Finder

S H L L+

Note: some lists are only available in selected Office applications and web browsers.

Open Item Finder	CAPS LOCK + TAB	
Headings	CAPS LOCK + 2	[CAPS LOCK + F6]
Links	CAPS LOCK + 1	[CAPS LOCK + F7]
System Tray Icons	CAPS LOCK + 0	[CAPS LOCK + F11]

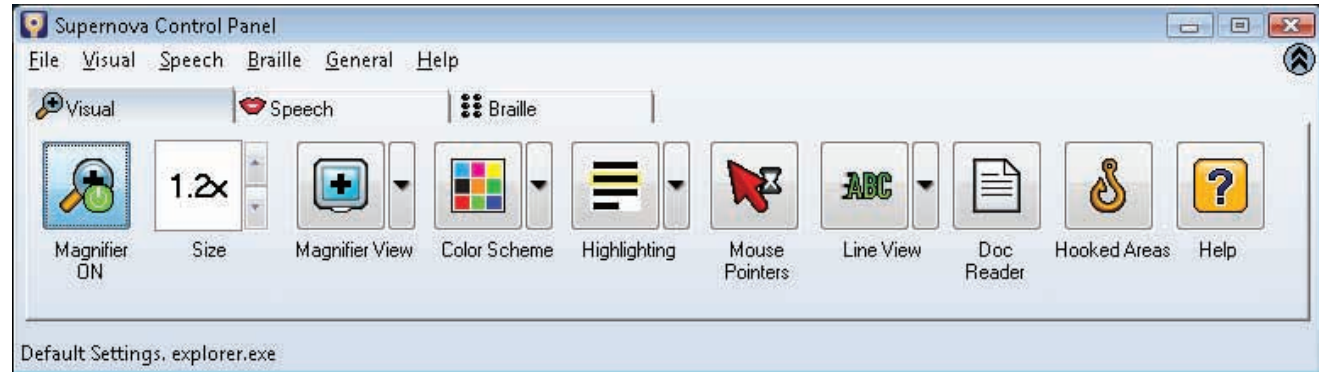
Braille

S H

Braille On/Off	LEFT CONTROL + LEFT SHIFT + 0	[CONTROL + CAPS LOCK + 0]
Braille Verbosity	LEFT SHIFT + CAPS LOCK + EQUALS	[CONTROL + CAPS LOCK + V]

Braille commands are assigned to buttons on your Braille display subject to make and model. Use Key Describe Mode to discover the button functions for your particular Braille display.

The most popular Magnifier, Speech and Braille features are shown on your software Control Panel. Advanced features and Settings are accessed via the drop down menus. The appearance of the Control Panel can be changed from the "Control Panel" option in the "General" menu.



Getting Support for your Dolphin Access Software



The Dolphin Help menu provides context sensitive help when using your Dolphin software with popular applications and includes basic guidelines on using your application, popular application hotkeys and Dolphin software hotkeys. Further resources can be found on the Dolphin website and in your product manual.

Press CAPS LOCK + F1 in any application to use Dolphin Help. Further help is available from the Dolphin manual by pressing the "Help" button in the Dolphin Control Panel or from the pull down Help menu.

For further support, Dolphin has a dedicated support team trained to help you. Dolphin's international dealer network also offers product support to customers, so if you purchased your software from a Dolphin dealer then you should contact your dealer for support. The Dolphin website contains a range of helpful resources including FAQs, a regularly updated Knowledge Base, training materials and contact information for your local Dolphin dealer.

Visit the Dolphin web site at: www.YourDolphin.com

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