



# Keyboard Shortcuts Reference Guide

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gh has designed the Keyboard Shortcuts in the gh PLAYER to mirror those found in Freedom Scientific's JAWS. If you are unsure of a keyboard shortcut, try the corresponding JAWS shortcut.

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## gh PLAYER™ Basic Commands

Function	Keyboard Shortcut
Start the PLAYER or Return to PLAYER's Starting Screen	Ctrl+Alt+G
Exit the PLAYER	Ctrl+Q or Alt+F4
Open Book	Ctrl+O
Close Book	Ctrl+W

## My Library Basic Commands

Function	Keyboard Shortcut
Open My Library	Ctrl+L
Close My Library	Esc or Alt+C
Select Book Title	Up/Down Arrows
Open Selected Book	Alt+O

## Sorting and Updating Books in My Library

Function	Keyboard Shortcut
Sort Books by Title	Ctrl+T
Sort Books by Type	Ctrl+Y
Sort Books by Path	Ctrl+P
Sort Books by Date	Ctrl+D
Voice Number of Books	Ctrl+B
Update Library	Alt+U
Remove Book	Alt+R
Clear All Entries	Alt+A

## Speech-Audio adjustments:

### Changing speech and voices

Function	Keyboard Shortcut
Turn All Speech On/Off	F7
Switch between Text-To-Speech and Recorded Audio Modes	Ctrl+M
Increase/Decrease Volume	Ctrl+Alt+Plus/Minus
Increase/Decrease Speech Rate	Ctrl+Alt+Page Down/ Page Up

<b>Function</b>	<b>Keyboard Shortcut</b>
Set Nuance® Samantha Voice as default <sup>1</sup>	Ctrl+1
Set Nuance® Tom Voice as default <sup>1</sup>	Ctrl+2
Set Nuance® Jill Voice as default <sup>1</sup>	Ctrl+3
Set Microsoft® Mike Voice as default <sup>1</sup>	Ctrl+4
Set Microsoft® Mary Voice as default <sup>1</sup>	Ctrl+5
Set Microsoft® Sam Voice as default <sup>1</sup>	Ctrl+6

## Repeat and spell words, announce info

<b>Function</b>	<b>Keyboard Shortcut</b>
Repeat Information	Ctrl+R or Insert+Up Arrow
Spell Word <sup>1</sup>	Ctrl+R twice
Spell Word Phonetically <sup>1</sup>	Ctrl+R three times
Announce Elapsed Time in Book <sup>2</sup>	F12
Announce Time of Day	Ctrl+F12
Announce Date	Shift+F12
Announce Book Information	F4

## Visual adjustments:

Changing zoom, contrast, tracking, pan, and full screen

<b>Function</b>	<b>Keyboard Shortcut</b>
Turn Visual Tracking On/Off	F6
Show/Hide Accessibility Toolbar	F10
Zoom In	Ctrl+Plus
Zoom Out	Ctrl+Minus
Turn Pan Mode On/Off	F8
Turn Contrast On/Off	F5
Turn Full Screen View On/Off	F11
Turn Full Screen View Off	Esc

<sup>1</sup> Text-to-Speech (TTS) mode only.

<sup>2</sup> Recorded Audio mode only.

# Navigation

Function	Keyboard Shortcut
Stop PLAYER Voice	Ctrl
Stop/Start Narrator Voice	Spacebar
Go to Beginning of Book	Ctrl+Home
Go to End of Book	Ctrl+End
Open Navigation List (where applicable)	Ctrl+N
Open Index Navigator (where applicable)	Ctrl+I
Open Page Navigator (where applicable)	Ctrl+P
Open Section Navigator	Ctrl+S
Change Navigation Mode in TTS (Word, Segment, Section, Page)	Up/Down Arrows
Change Navigation Mode in RA (Time, Segment, Section, Page)	Up/Down Arrows
Next Part	Right Arrow
Previous Part	Left Arrow
Time Mode (can select time increments from 5 seconds through 5 minutes) <sup>1</sup>	Ctrl+T
Find	Ctrl+F
Find Next	F3
Find Previous	Shift+F3
Where Am I? Command	F2

## Table Navigation <sup>2</sup>

Function	Keyboard Shortcut
Up one cell in Table	Ctrl+Alt+Up Arrow
Down one cell in Table	Ctrl+Alt+Down Arrow
Left one cell in Table	Ctrl+Alt+Left Arrow
Right one cell in Table	Ctrl+Alt+Right Arrow
Cell Information in Table	Ctrl+R

Note: The number pad keys may be used for table navigation (Ctrl+Alt+Up/Down/Left/Right Arrow) if NumLock is off.

<sup>1</sup> Recorded Audio mode only.

<sup>2</sup> Text-To-Speech (TTS) mode only.

## Bookmarks:

When you're reading your book...

<b>Function</b>	<b>Keyboard Shortcut</b>
Insert Bookmark	Ctrl+B
Open Bookmark Editor (only when bookmarks are present)	Ctrl+E

When you're in Bookmark Editor...

<b>Function</b>	<b>Keyboard Shortcut</b>
Import Bookmark Segment to Notes	Ctrl+I
Print Selected Bookmark	Ctrl+P
Delete Selected Bookmark	Ctrl+D
Rename Selected Bookmark	Ctrl+N
Go to Selected Bookmark	Alt+G
Go to Bookmark List	Alt+B
Go to Notes List	Alt+N

## Help and Information

<b>Function</b>	<b>Keyboard Shortcut</b>
Open Quick-Start Guide	F1
Open Keyboard Shortcuts Reference Guide	Shift+F1
Close Quick-Start, Keyboard Shortcuts Reference Guides	Esc
Restore Default Settings	Ctrl+Shift+R