

## Guide Hotkey Reference

Handy keyboard shortcuts for Guide

This booklet is available in alternative formats from [www.DolphinGuide.com](http://www.DolphinGuide.com)

Dolphin Guide is very easy to use so you will never need to memorise lots of different keyboard controls. This list contains the keys that you will use most when operating your Dolphin Guide software.

For a full list of ALL Guide hotkeys press CTRL + F1. Alternatively, Dolphin's built in help provides a comprehensive guide to all the functions in Dolphin Guide. To open the Help file for your current menu, press F1 or select the "Help" option from the menu.

### General shortcuts for Dolphin Guide

The important Keys

Open Guide (if not set to start automatically with your PC)	
Ctrl + Shift + G	
Show Help Page for current screen	F1
Move up or down in a list or menu	
Up or Down Arrow	
Select a menu option	
ENTER	
Close current menu or task and go back a stage	
Esc	
Turn Speech On/Off	
Ctrl + 0	

### More Keys

Read out text, word by word, forwards down a document	F5
Read out text, sentence by sentence, forwards down a document	F6
Open the Spell Checker	
F7	
Open the Dictionary / Thesaurus	
Ctrl + F7	
Temporarily stop Guide talking	
F9 or Ctrl	
Read current menu or page	
F8	
Speak out current date and time	
F10	
Increase voice speed	
F11	
Decrease voice speed	
Ctrl + F11	
Increase voice volume	
Ctrl + Numpad Plus	
Decrease voice volume	
Ctrl + Numpad Minus	

Change voice (switches between all available voices)  
Shift + F11  
Increase magnification (for current screen)  
F12  
Decrease magnification (for current screen)  
Ctrl + F12  
Increase magnification of subtitles  
Shift + F12  
Decrease magnification of subtitles  
Ctrl + Shift + F12

## Using the Full Web Browser

The following keys make browsing the web a lot easier with Guide. We also recommend the use of Guide friendly websites which appear in the Favourites list.

Internet Keys

Move to next piece of text, link, button, etc.

Down Arrow

Move to previous piece of text, link, button, etc.

Up Arrow

Follow a link on a web page

Enter

Switch between the address box and the web page

Escape

Jump to the top of the page

Ctrl + Home

Jump to the bottom of the page

Ctrl + End

Read the page from your current position (press Ctrl to stop reading)

F8

Jump to the next link on the page (add Shift to jump backwards)

K

Jump to the next paragraph on the page (add Shift to jump backwards)

P

Jump to the next heading on the page (add Shift to jump backwards)

H

Jump to the next text box on the page (add Shift to jump backwards)

E

Go back to the previous web page you viewed

Backspace

Go forwards to a page you have already viewed

Shift + Backspace

Turn text-only mode ON (press again to turn OFF)

Ctrl + T

Turn images OFF (press again to switch ON)

Ctrl + I

Print the web page (cursor must be on the page itself)

Ctrl + P

Scroll down by one 'page'

Page Down

Scroll up by one 'page'

Page Up

## More Web Browsing...

You can type the following commands into the Guide's address box.

Guide will automatically perform a web search for words that are neither web addresses nor commands.

Address Box Commands

Go back to the previous web page you viewed

Back

Go forwards to a page you have already viewed

Forward

To set the magnification of the web page

Zoom + number (1-99)

Show your list of favourite websites

Favs

Add the current web page to your list of favourite websites

Add Favs

Show list of recently viewed web pages

History

Show list of all the links on a web page

Links

Find a word on the web page (press Enter to find next instance)

Find + word

Print the current web page

Print

Return to your home page

Home

Show the Options menu for the web browser

Options

To read the help file for browsing the Internet

Help

Close the Web Browser and return to the Main Menu

Close

## Using Guide on a touch screen

The following gestures can be used to control Guide on Windows 8 tablets and touch screen laptops:

Touch screen gestures

Move up/down menu items

1 finger slide up/down

Select menu item

1 finger double tap

Go back to previous menu

1 finger swipe from right to left

Increase magnification

2 finger stretch apart

Decrease magnification

2 finger pinch together

Start Guide reading (repeat to stop)

2 finger single tap

## Dolphin Guide Support:

Tel: +44 (0)1905 754 765

Email: [support@yourDolphin.com](mailto:support@yourDolphin.com)

Visit the Dolphin website at: [www.DolphinGuide.com](http://www.DolphinGuide.com)

Document ref: 044GUIDE9QRG-10-13