

Microsoft Reader Keyboard Shortcuts

Paul's Most Useful keyboard shortcuts

Move up and down the library page	Up and Down Arrows
Choose a book	Return
Go to next page	Page Down
Go to previous page	Page Up
Start the speech (you may have to press TAB a few times until a word in the text is highlighted)	CTRL-P
Stop the speech	CTRL-S
Slow down the speech	CTRL-F9
Speed up the speech	CTRL-F10
Go back to the library page	ALT-L

The following list describes the keyboard shortcuts you can use to quickly perform a variety of tasks:

Microsoft Reader keyboard shortcuts, press:

Esc - Close a menu, or Close a page

F11 - Toggle from full-screen view (immersed-reading) to windowpane view

F8 - Toggle visual guides on and off

F1 - Help (within the Microsoft Reader)

F5 - Announces your position in an eBook, if you enable the Verbosity feature

ALT+F4 - Close the Microsoft Reader application

TAB - Move forward through tab stops and lists of options in pop-up menus

SHIFT+TAB - Move backward through tab stops and lists of options in pop-up menus

SPACEBAR or ENTER - Select or clear the check box if the active item is a check box

CTRL+HOME - Move to the beginning of a Microsoft Reader internal page, like the Library or Annotations screen

CTRL+END - Move to the end of a Microsoft Reader internal page, like the Library or Annotations screen

CTRL+ENTER - To follow a hyperlink

CTRL+A - Select and highlight all text within notes and other edit boxes

ALT+P - Shop

ALT+S - Settings
ALT+R - Return
ALT+O - Library Sort
ALT+E - Library Search by specific title or author
ALT+G - Go To
CTRL+C - Copy
CTRL+V - Paste (within text notes only)
CTRL+X - Cut (within text notes only)
CTRL+K - Bookmark
CTRL+H - Selected text or create highlight
CTRL+T - Selected text or create text note
CTRL+W - Create drawing
CTRL+R - Toggle the Riffle Control
F3 - Find
CTRL+L - Look up
Left Arrow - Move backward by one word
Right Arrow - Move forward by one word
PAGE UP - Move backward by one page
PAGE DOWN - Move forward by one page
SHFT+Arrow - Highlight in word increments
ALT+Left Arrow - Move left by one paragraph
ALT+Right Arrow - Move right by one paragraph
CTRL+Left Arrow - Move left by one sentence
CTRL+Right Arrow - Move right by one sentence
ENTER or Spacebar - Saves your selection. These two key do the same actions.
Esc - Closes dialog box, and displays the previous screen

Note: When Microsoft Reader is interrupted by another application, Microsoft Reader will return to your previous position in your eBook.

To use the Sort and Search menus, press:

T - Sort by title
A - Sort by author
L - Sort by last read
B - Sort by book size
D - Sort by date acquired
A - Show all
E - Search by word

To use the Go To menu on the Cover page, press:

- T - View the Table of Contents
- M - View most recent page
- B - Begin reading
- P - Begin audio playback
- F - View the last page read
- A - View a list of annotations
- O - View about this title
- I - View cover image

To use the Go To menu on the Settings screen, press:

- F - View font settings
- C - View ClearType settings
- S - View screen settings
- O - View voice settings
- A - View annotations

To use the Sort menu on the Annotations screen, press:

- T - Sort by type
- P - Sort by page number
- D - Sort by date created
- L - Sort by last modified

To use the Search menu on the Annotations screen, press:

- A - Show all titles
- H - Show a list of all highlights only
- B - Show a list of all bookmarks only
- W - Show a list of all drawings only
- T - Show a list of all text notes only

To move through the Navigation menu buttons, press:

- Arrow Up - Move up the navigation buttons
- Arrow Down - Move down the navigation buttons
- ENTER - Execute navigation button, and display more menu options
- Arrow Down - Move down navigation button, menu items
- Arrow Up - Move up navigation button, menu items
- ENTER - Execute the menu option
- ESCAPE - Dismiss menu

To navigate through the Library List view, press:

- Arrow Up - Move up the eBook list by each title
- Arrow Down - Move down the eBook list by each title

ENTER - Open an eBook
Arrow Down - Move down the list of menu options
Arrow Up - Move up the list of menu options
ENTER - Execute the menu option

To navigate through the pop-up menus and drop-down lists, press:

Arrow Down - Move down the menu list
Arrow Up - Move up the menu list
ENTER - Execute menu option

To navigate from within an eBook using the Title Bar menu, press:

ALT+C - Display the Cover page
ALT+T - Display the Table of Contents
ALT+A - Display Annotations menu
ALT+L - Display the Library
ALT+S - Display the Settings menu
ALT+R - Return to previous location

To navigate from within an eBook using the text Riffle Control, press:

Arrow Right - Moves right through slide bar
Arrow Left - Moves left through slide bar
ENTER - Execute button option
TAB - To move through all Riffle Control options

To navigate from within an eBook using the Annotation menu, press:

Arrow Down - Move down through lines of text in the menu
Arrow Up - Move up through lines of text in the menu
ENTER - Select or highlight text

To navigate from within an eBook's text to an annotation icon in the margin, press:

TAB - Move from text line to an annotation icon in the margin

To navigate to the Cover page, press:

ENTER - Displays the last page you accessed in the eBook.

To navigate the audiobook's Cover page, press:

ENTER - Execute button option
TAB - Move around button or menu options
CTRL+U or F10 - Increase sound volume
CTRL+D or F9 - Decrease sound volume

To navigate the Screen Settings menu, press:

Arrow Right - Move up Font Settings list items

Arrow Left - Move down Font Settings list items

To navigate the Annotations Settings menu, press:

ENTER - Select icon to turn it on/off

To navigate the Font Settings menu, press:

Arrow Right - Move forward through font list items

Arrow Left - Move back through font list items

To navigate the ClearType Settings menu, press:

TAB - To move through the list of font setting options.

To navigate the Voice Settings menu, press:

Arrow Up - Move up audio setting list items

Arrow Down - Move down audio setting list items

CTRL+F10 - To increase the speed of the audio playback

CTRL+F9 - To decrease the speed of the audio playback

To navigate the Annotation Index menu, press:

Arrow Up - Move up Annotations list items

Arrow Down - Move down Annotations list items

PAGE DOWN - Move forward one page in the annotation index

To navigate the audio playback options, press:

End - Move to the end of an audiobook

Home - Move to the beginning of an audiobook

CTRL+End - Move to the end of an audiobook

CTRL+Home - Move to the beginning of an audiobook

CTRL+K - Set a bookmark within an audiobook

CTRL+SHIFT+B - Move to previous section of an audiobook

CTRL+B - Rewind within an audiobook

CTRL+P - Stop/Pause playback of an audiobook

CTRL+F - Forward within an audiobook

CTRL+SHIFT+F - Move to next section of an audiobook

CTRL+U or F10 - Increase sound volume

CTRL+D or F9 - Decrease sound volume

To navigate the Application key menu from the Library screen, press:

Application key - To view a menu with the following options that you can choose from the Library, and then press:

D - To delete an eBook from the Library

M - To display the most recent page visited in your eBook

O - For information about the eBook

Note: The Application key has a picture of a drop-down menu with an arrow.

To navigate the Application key menu from the Annotations screen, press:

Application key - To view a menu with the following options that you can choose from the Annotations screen, and then press:

D - To delete an annotation

R - To rename an annotation

Note: The Application key has a picture of a drop-down menu with an arrow.