

QuickTips: Work Faster With Hotkeys



In today's fast-paced world where many of us strive to work smarter, time-saving techniques are one way to achieve that goal. ZoomText hotkeys allow you to work faster and more efficiently by controlling ZoomText's features without having to bring up the user interface, thus allowing you to maintain focus on your work.

If you're just learning ZoomText, or just beginning to use hotkeys, we recommend you start by memorizing the hotkeys for some of ZoomText's most frequently used features. Here's a few to get you started.

To enable and disable ZoomText:

Disable ZoomText: ALT + DELETE

Enable ZoomText: ALT + INSERT

To increase and decrease magnification:

Increase magnification: ALT + Numpad Plus

Decrease magnification: ALT + Numpad Minus

To start AppReader:

AppReader: ALT + SHIFT + A

To toggle screen reading on and off:

Screen Reading On/Off: ALT + SHIFT + S

A full list of ZoomText hotkeys can be found in the ZoomText User's Guide and the Quick Reference Guide. Hotkeys are also listed in ZoomText's online help system, which can be accessed by selecting Help > ZoomText Help from the ZoomText menubar.

Memorizing a few ZoomText hotkeys will enable you to work faster when time is of the essence.

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