



Dolphin  
SuperNova

# Hot Key Reference Guide

Hot Keys for Desktops,  
Laptops & Touch Screens



This booklet lists the most useful hot keys to control the three editions of Dolphin SuperNova:

- ★ Magnifier
- ★ Magnifier & Speech
- ★ Magnifier & Screen Reader

A list of all the hot keys for your SuperNova software can be found in the user manual. To open the manual, press F1 or click the “Help” button on the SuperNova Control Panel. To get context help and a list of available hot keys while using particular applications press CAPS LOCK + F1 from within your application.

Most users prefer the default Dolphin hot key set as the most popular Speak commands can be operated by pressing a single key. When a hot key 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 hot keys that differ from the desktop are shown inside square brackets.

## Choosing the Keyboard Layout and Hot Key Set

While SuperNova is running, open the SuperNova Control Panel by holding LEFT CONTROL and pressing SPACEBAR. Then press ALT + G to open the “General” menu, press K to open the “Keyboard and hot keys” dialogue where you can choose: keyboard layout, keyboard language and preferred hot key set. Press OK to save any changes and close the dialogue.

## Getting Started with SuperNova

### Starting SuperNova



SuperNova	LEFT CONTROL + LEFT SHIFT + S
Demo installation (if alongside full install)	LEFT CONTROL + LEFT SHIFT + D

## General



Open SuperNova Control Panel	LEFT CONTROL + SPACE	
Exit SuperNova	ALT + F4	
Dolphin Help	CAPS LOCK + F1	
Allow next keystroke through to Windows	LEFT CONTROL + 7	[CAPS LOCK + 3]

## Magnifier

### Magnifier Preferences



Magnifier On/Off	LEFT CONTROL + NUMPAD ENTER	[ALT + 0]
Larger	LEFT CONTROL + NUMPAD PLUS	[ALT + EQUALS]
Smaller	LEFT CONTROL + NUMPAD MINUS	[ALT + MINUS]
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]
Colour Scheme On/Off	LEFT CONTROL + NUMPAD 0	[ALT + SHIFT + C]

### Line View



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	

### Multiple Monitors



Switch Monitor	CAPS LOCK + MIDDLE MOUSE BUTTON	
Move applications between monitors	WINDOWS KEY + SHIFT + RIGHT/LEFT ARROW	

Voice Preferences  

Voice On/Off	LEFT CONTROL + 0	[ALT + CONTROL + 0]
Louder	LEFT CONTROL + EQUALS	[ALT + CONTROL + EQUALS]
Softer	LEFT CONTROL + MINUS	[ALT + CONTROL + MINUS]
Faster	LEFT CONTROL + LEFT SHIFT + EQUALS	[ALT + CONTROL + PAGE UP]
Slower	LEFT CONTROL + LEFT SHIFT + MINUS	[ALT + CONTROL + PAGE DOWN]
Next Synthesiser	LEFT CONTROL + LEFT SHIFT + RIGHT SQUARE BRACKET	[CONTROL + CAPS LOCK + S]
Next Language	LEFT CONTROL + FULLSTOP	[CONTROL + CAPS LOCK + L]
Stop speech	LEFT CONTROL	

Read Text  

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

More Read Text 

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  

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 Window



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



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



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

## Touch Screens

### Touch Gestures



Move magnifier around the screen	1 finger slide in any direction
Speak text at your finger position (not in SuperNova Magnifier)	1 finger press and hold
Increase magnification	2 finger stretch
Decrease magnification	2 finger pinch
Show/Hide SuperNova Touch Bar	3 finger single tap
Magnification On/Off	3 finger double tap

The Dolphin Cursor provides keyboard access to applications that usually require a mouse. Screen reading keys continue to be available when the Dolphin Cursor is on. Your SuperNova 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 behaviour from the Dolphin Control Panel in the Speech > Advanced Options dialogue.

## Dolphin Cursor

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

## Navigate and Select with Dolphin Cursor

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 +ARROWKEYS [ALT + CONTROL +ARROWS]

## Dolphin Cursor Quick Navigation Keys

When browsing web pages, use these keys to move to the next item, add SHIFT to move to the previous item.

ARIA Landmark	;	Heading	H	Specific Heading Level	1-6
Paragraph	P	Table	T	Link	K
Edit Area	E	Button	B	Radio Control	R
Check box	X				

More Quick Navigation Keys are also available to help you get around the web pages and work in other applications. Press CAPS LOCK + F1 while in the application to view a full list of available hot keys.

## Dolphin Cursor Mouse Control

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

**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

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.



Press **CAPS LOCK + F1** in any app (Word, Outlook etc) and SuperNova's Help menu will provide: basic tips and guidelines, useful hot keys for the app, as well as handy SuperNova hot keys.



The Dolphin website also contains a range of helpful resources including training videos, SuperNova tutorials and a regularly updated Knowledge Base. Visit [www.YourDolphin.com/support](http://www.YourDolphin.com/support)



For further support, Dolphin has a dedicated support team trained to help with your SuperNova questions:

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**Tel:** +44 (0)1905 754765  
**Email:** [support@yourdolphin.com](mailto:support@yourdolphin.com)

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If you purchased SuperNova from one of Dolphin's international dealers, please contact them for support. Visit [www.YourDolphin.com/dealers](http://www.YourDolphin.com/dealers) to find your nearest SuperNova dealer.