

## insideONE Gestures and Key Commands Summary

Using The Button--This is the round, concave indentation located near the top left corner of the insideONE's screen.

Gesture

Command

Explanation

Swipe right with one finger, Alt+Tab

Moves forward among any open applications

Swipe left with one finger, Alt+Shift+Tab

Moves backward among any open applications

Double-tap

Toggles between the Windows desktop and your last used app

Press and hold one finger for five seconds

Toggles the visual display on or off

## Braille Key Commands

InsideONE utilizes both an embedded braille keyboard and a virtual QWERTY keyboard. Only one keyboard can be active at a time. Before using the Braille keyboard, you must turn it on by pressing and holding dots 1+2+3+4+5+6. The Braille keyboard must be activated in this way each time the insideONE is turned on.

There are two ways to construct a command. One way is to use a modifier key (such as Control, Alt, or Insert) in conjunction with other keys. The other method uses a one keystroke approach. For example, to create Alt F4, press and release dots 1+0 simultaneously (which simulates Alt), then press dots 1+4+5+9 (which simulates F4). Alternatively, press dots 1+2+3+4+5+9+0 (the letter Q with dots 9 and 0). Both these commands produce Alt F4. Similarly, create the Copy command by pressing the keystroke simulating Control (dots 1+4+0), then press and release dots 1+4 (the letter C for Copy).

The below commands are the insideONE equivalent keystrokes for regularly-used Windows commands. Remember, dot 9 (nine) is the same as the left Space, and dot 0 (zero) is the same as the right Space.

Command

Dot Configuration

Space

0 or 9

Enter

8 or 9+0

Backspace

7

Alt

1+0 (A+0)

Control

1+4+0 (C+0)

Insert

2+4+9+0 (I+9+0)

Shift

2+3+4+0 (s+0)

Windows

2+4+5+6+0 (w+0)

Escape

1+5+0 (e+0)

Tab

2+3+4+5+0 (t+0)

Shift+Tab

2+3+4+5+9 (t+9)

Caps lock toggle

7+9

Activate Windows Start Menu

3+5+6+8+0

Open or Close Ribbon or Menu Bar

2+0

Toggle between insertion and overtype mode

3+5+9+0

Alt F4 (Closes an application)

1+2+3+4+5+9+0 (q+9+0)

Control (temporarily silence screen reader's speech)

2+5+0

NVDA Menu

1+3+4+5+9 (n+9)

JAWS Menu

2+4+5+9+0 (j+9+0)

Print Screen

1+2+3+4+9+0 (p+9+0)

Right click (context menu)

1+3+4+0 (m+0)

Toggle Insert

3+5+9+0

Delete

1+4+5+9+0 (d+9+0)

Home

1+2+3+9+0

End

4+5+6+9+0

Page Up

1+3+9+0

Page Down (next page)

4+6+9+0

Up Arrow (moves up one line)

1+9+0

Down Arrow (moves down one line)

4+9+0

Left Arrow (moves left one character)

3+9+0

Right Arrow (moves right one character)

6+9+0

Control Left Arrow (moves left one word)

2+9+0

Control Right Arrow (moves right one word)

5+9+0

Control+home (Beginning of file)

1+2+3+7+9+0

Control+end (End of file)

4+5+6+8+9+0

Volume Up

1+2+3+6+0 (v+0)

Volume Down

1+2+3+6+9 (v+9)

Mute Volume

1+2+3+6+8+0 (v+8+0)

Number lock toggle

8+9

Open Windows Action Center

2+5+9+0

Windows+e (Opens File Explorer)

1+5+9+0 (e+9+0)

Windows+m (Windows desktop)

1+3+4+9+0 (m+9+0)

Windows+r (Opens run command)

1+2+3+5+9+0 (r+9+0)

Open emojis tool bar

2+3+9+0

Windows++ (Enlarges Windows zoom)

1+3+5+6+0 (z+0)

Open a list of running applications

1+2+3+4+5+6+9+0

Select All

1+7+9+0

Control+c (copy)

1+4+9+0 (c+9+0)

Control+v (paste)

1+2+3+6+9+0 (v+9+0)

Control+x (cut)

1+3+4+6+9+0 (x+9+0)  
Control+f (find)  
1+2+4+9+0 (f+9+0)  
Control+s (save)  
2+3+4+9+0 (s+9+0)  
Control+n (new document or email message)  
1+3+4+5+9+0 (n+9+0)  
  
Control+o (Open)  
  
1+3+5+9+0 (o+9+0)  
  
Control+z (Undo last action)  
  
1+3+5+6+9+0 (z+9+0)  
Control+y (Redo last action)  
  
1+3+4+5+6+9+0 (y+9+0)  
  
Control+h (Replace)  
  
1+2+5+9+0 (h+9+0)

#### Function Key Commands

F1  
1+9 (a+9)  
F2  
1+2+9 (b+9)  
F3  
1+4+9 (c+9)  
F4  
1+4+5+9 (d+9)  
F5  
1+5+9 (e+9)  
F6  
1+2+4+9 (f+9)  
F7  
1+2+4+5+9 (g+9)  
F8  
1+2+5+9 (h+9)  
F9  
2+4+9 (i+9)  
F10  
2+4+5+9 (j+9)  
F11  
1+3+9 (k+9)  
F12  
1+2+3+9 (l+9)

## Miscellaneous Commands

Battery status

1+2+0 (b+0)

Media previous track

2+4+6+0

Media next track

1+3+5+0

Media play/pause

1+5+6+0

Beginning of selection (Starts text selection. Only with NVDA)

1+2+4+5+9+0

End of selection (Ends text selection. Only with NVDA)

2+3+5+6+9+0

Ins+F7 (List of links in compatible document. Only with JAWS)

1+2+4+5+9+0 (F7+0)

Reset pending modifiers

1+2+3+5+7+8+9+0 (r+7890)

Date and time (Once announces hour, twice quickly announces date)

1+2+5+0 (h+0)

Screen curtain toggle (only with NVDA)

1+2+3+4+5+6+9

Text-to-speech toggle

2+3+4+9 (s+9)

Title Bar (Announces the title of the open window)

2+3+4+5+9+0 (t+9+0)

Input help toggle (Turns on/off keyboard input help)

2+3+6+0

Line break (Shift + Enter)

1+2+9+0 (b+9+0)

Using The Right Slider -- This is the long, vertical indentation on the right side of the top face of the insideONE.

swipe up with one finger  
up arrow  
swipe down with one finger  
down arrow  
swipe left with one finger  
left arrow  
swipe right with one finger  
right arrow

hold one finger for five seconds  
enables/disables text-to-speech  
double tap with one finger  
Enter  
Swipe right with two fingers (put one finger directly above the other in the slider)  
Tab  
swipe left with two fingers (put one finger directly above the other in the slider)  
Shift + tab

Using The Bottom Slider -- this is the long, horizontal indentation directly above the braille display.

Swipe right with one finger  
pans the display forward  
swipe left with one finger  
pans the display backward

one-finger double-tap  
activates the item under the cursor or moves the cursor to the currently selected position if in an edit field  
Two-finger single-tap  
temporarily pauses speech  
Two-finger double-tap  
Activates or Deactivates menu or ribbon  
Two-finger triple-tap  
Right-click (Context Menu)

Swipe right with two fingers

Tab

Swipe left with two fingers

Shift+Tab

Swipe up with two fingers

reads the object under the cursor

Swipe down with two fingers

reads text starting from the current cursor position

Swipe right then left with two fingers

Escape

Swipe left with three fingers

Home

Swipe right with three fingers

End

Swipe up with three fingers

goes to the beginning of a document, Control+Home

Swipe down with three fingers

goes to the end of a document, Control+End

Swipe three fingers right then left

Control+Z, Undo

Swipe three fingers left then right

Control+Y, Redo

Using The Left Slider -- This is the long, vertical indentation on the left side of the top face of the insideONE.

Swipe up with one finger

Announces the input Braille grade currently in use (not in JAWS)

Swipe up quickly twice with one finger

Announces the output Braille grade currently in use (not in JAWS)

Swipe down with one finger

closes all open keyboards

Hold one finger for five seconds

activates QWERTY keyboard; enables on-screen gestures in Windows; when JAWS is enabled, use JAWS gestures. To switch to Windows gestures, rotate five fingers on a screen

Double tap with one finger

Activates/deactivates HID keyboard

Using The Screen (when keyboards are inactive)

Gesture



## Command

Swipe up with one finger  
Up arrow  
Swipe down with one finger  
Down arrow  
Swipe left with one finger  
Left arrow  
Swipe right with one finger  
Right arrow  
One-finger double-tap  
activates an item under the cursor  
Two-finger single-tap  
pauses speech  
Two-finger double-tap  
Activates or Deactivates menu or ribbon  
Two-finger triple-tap  
Right-click  
Swipe right with two fingers  
Tab  
Swipe left with two fingers  
Shift+Tab  
Swipe down with two fingers  
reads text starting from the current position of the cursor  
Swipe up with two fingers  
reads the current object  
Swipe right then left with two fingers  
Escape  
Swipe left with three fingers  
Home  
Swipe right with three fingers  
End  
Swipe up with three fingers  
goes to the beginning of a document or Control+Home  
  
Swipe down with three fingers  
goes to the end of a document or Control+End  
Swipe three fingers right then left  
Control+Z, Undo  
Swipe three fingers left then right  
Control+Y, Redo