

NVDA User Guide

NVDA is a Screen Reading Software that has been installed on Hall County Public Computers. Below is a keyboard shortcut guide to using NVDA.

Note: The **NVDA** key is set to the **Insert** key by default. NumLock should be turned off.

To open NVDA **Ctrl + Alt + N**

To close NVDA **NVDA + Q**

Keyboard Help **NVDA + 1**

Reading Text

Command	Description
← or Numpad 1	Say Prior Character
→ or Numpad 3	Say Next Character
Numpad 2	Say Current Character
Numpad 5	Say Word
Numpad 5 twice quickly	Spell Word
Ctrl + ← or Numpad 4	Say Prior Word
Ctrl + → or Numpad 6	Say Next Word
↑ or Numpad 7	Say Prior Line
↓ or Numpad 9	Say Next Line
NVDA + ↑ or Numpad 8	Say Current Line
NVDA + ↑ twice quickly	Spell Current Line
NVDA + ↓ or Numpad +	Read all starting at current position
Shift + Numpad 7	Top line
Shift + Numpad 9	Bottom Line
Shift + Numpad 1	Start of Line
Shift + Numpad 3	End of Line

Voice Rate

Command	Description
Ctrl + NVDA + ↓	Decrease Voice Rate
Ctrl + NVDA + ↑	Increase Voice Rate
Ctrl + NVDA + ←/→	Change Voice Settings (Inflection, Pitch, etc.)

Headings and Lists

Command	Description
H	Headings Quick Key
1-6	Headings level 1-6
L	List Quick Key
I	List Item Quick Key

Tables

Command	Description
T	Table Quick Key
Ctrl + Alt + →	Cell to Right
Ctrl + Alt + ←	Cell to Left
Ctrl + Alt + ↓	Cell Below
Ctrl + Alt + ↑	Cell Above

Forms

Command	Description
F	Form Quick Key
B	Button Quick Key
Enter or NVDA + Space (in a form element)	Enter Forms Mode
NVDA + Space	Exit Forms Mode
Tab	Navigate to Next form Control
Shift + Tab	Navigate to Previous Form Control
Spacebar	Select and Deselect Checkboxes
Alt + ↓	Open Combo Box/Jump Menu/Auto-complete Menu
↑/↓	Select Radio Button
↑/↓ or the First letter	Select Element in Combo Box
X	Checkbox

C	Combo Box
R	Radio Button
Enter (in forms mode)	Submit Form

Links

Command	Description
Tab	Jump to next link/form element
K	Next link
Shift + Tab	Jump to previous link/form element
NVDA + F7	Elements List - lists page links, headings, and landmarks
U	Unvisited Link Quick Key
V	Visited Link Quick Key

Other Commands

Command	Description
Ctrl + F	Search for a word or a phrase
NVDA + 1	Keyboard help
G	Next Image
Ctrl + ↑/↓	Previous/Next Paragraph
Q	Blockquote
NVDA + F2	Next key you hit ignores NVDA and is a normal Windows key
NVDA + 2	Speaks characters typed
NVDA + 3	Speaks words typed
NVDA + B	Reads the entire foreground window (useful for reading a dialog box)
NVDA + T	Announces the title of the current foreground window
NVDA + Q	Quit NVDA