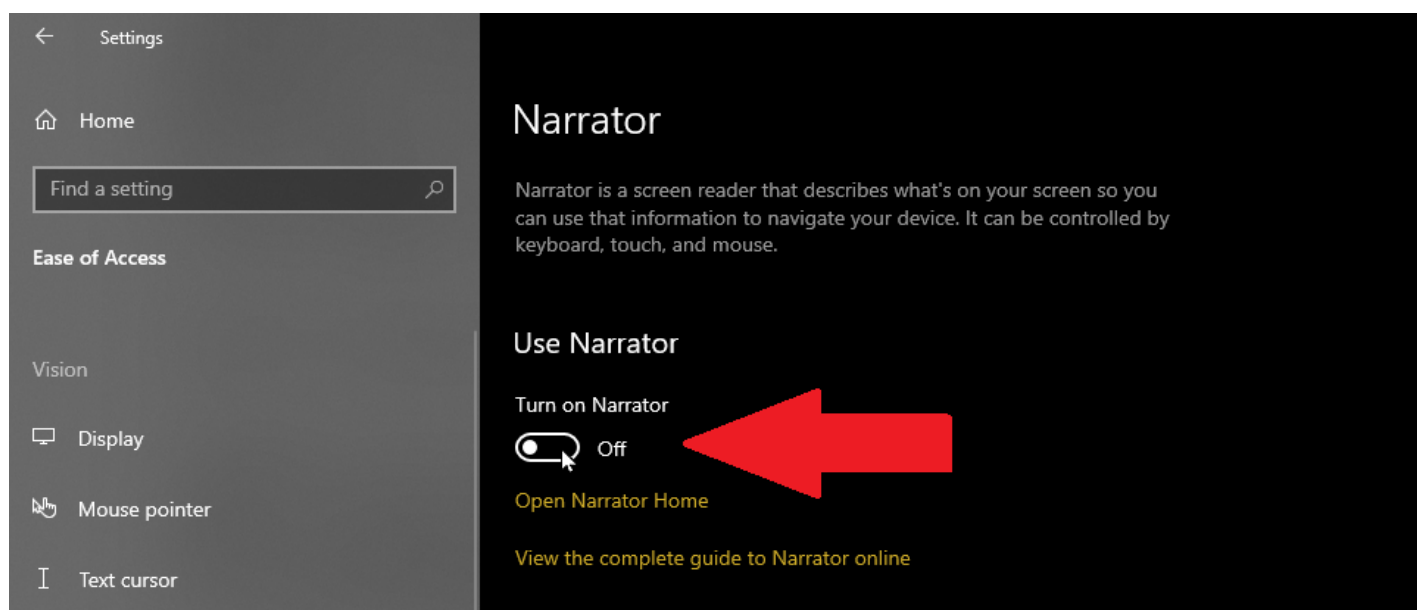


Narrator Instructions – Windows 10

Setting Up Narrator

Go to **Settings > Ease of Access > Narrator** to view the Narrator pane. Turn on the Narrator button.



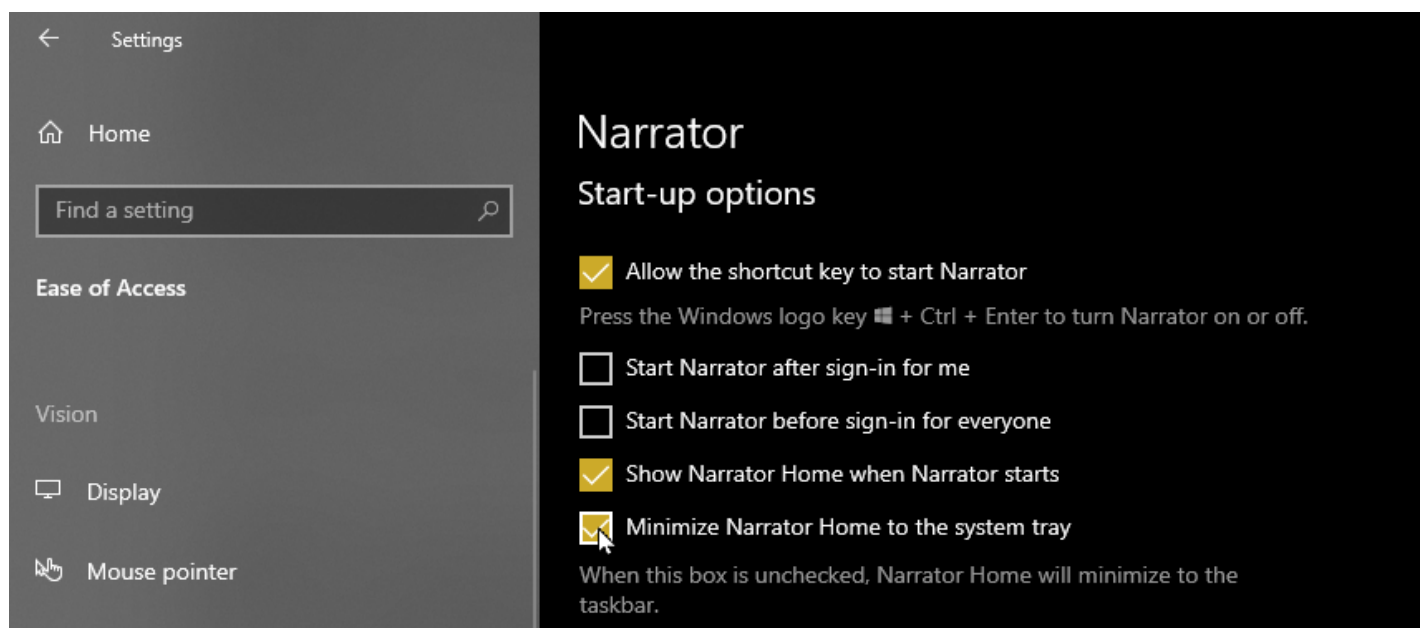
A message may appear explaining how the Narrator keyboard layout has been updated to more closely match your experience with other screen readers. Check the box next to "Don't show again" if you don't want to see this message each time Narrator starts.

Click OK to dispense with the message and keep Narrator running.

Customise your Narrator

Start-Up Options - select which start-up option

- Allow the shortcut key to start Narrator. If this box is checked, you can use the keystroke **Windows key +Ctrl+Enter** to turn Narrator **on and off**.
- Start Narrator after sign-in for me. This starts Narrator after you sign into Windows with your account.
- Show Narrator Home when Narrator starts. This automatically takes you to the "Welcome to Narrator" screen when the tool starts.
- Minimize Narrator Home to the system tray. This minimizes the "Welcome to Narrator" screen to the taskbar.



Personalise Narrators Voice

1. You can select a new 'voice' from the drop down menu.
2. **Pitch**, **speed** and **volume** of the voice can be changed using the sliders.

Change What You Hear

By default, Narrator will speak aloud any buttons, screens, or windows you hover over or select, as well as any text on those screens.

If you want to change this level, click the drop-down menu next to **Change the level of detail Narrator provides about text and controls**. For example, to hear only text and not controls narrated, select the option for 'Text only' or 'Some text details'.

The second drop-down menu in this section allows you to set the **level of context that Narrator provides for buttons and other controls**. You may want to first try the highest option - Full context of old and new controls - and then lower the level if you wish to hear less context.

You can then set when Narrator provides details about buttons, either before or after you activate them. Next, you can try the other three options for this section: Hear hints on how to interact with buttons and other controls. Hear Narrator announce why an action can't be performed. Hear audio cues when you perform actions.

Under the **Change what you hear when typing** section, you can determine whether you want to hear letters, numbers, words, function keys, navigation keys, toggle keys, and modifier keys as you type them.

Choose keyboard settings

Under the **Choose keyboard settings** section, you can select your keyboard layout and **pick the Narrator modified key**.

Cursor

In the **Use Narrator cursor** section, you can determine how and where the Narrator cursor works and how you can control it with your mouse or keyboard.

Save changes

Under the **Sync my settings section**, click the **Use current settings before sign-in button** to save any changes you made to Narrator settings so they automatically apply to anyone else who uses Windows on this computer.

How to Use Narrator

Now, you can use Narrator to read aloud text in a document or email, in an application, on the web, or on the screen. Turn on the functionality when inside a web page, document, or file. Move your cursor to the area of text you want Narrator to start reading.

Press **Windows key + Ctrl + Enter**, and Narrator starts reading the text on the page. Press **Windows key + Ctrl + Enter** again to stop.

Reading

The first and simplest way to read with Narrator is to use the arrow keys to navigate text if you're interacting with a document in a word processor, such as Microsoft Word.

You can also use **scan mode** to read text. To turn on scan mode, press **Narrator + Spacebar**. Then use the up and down arrow keys to read by paragraph and the left and right arrow keys to read by character.

Scan Mode Commands:

Press these keys	To do this
Narrator + Spacebar	Scan mode on and off
Home	Move to and read the first character of a line
End	Move to and read the first character of a line
P	Read next paragraph
Shift + P	Read previous paragraph
Ctrl + Down arrow	Read next line
Ctrl + Up arrow	Read previous line
Ctrl + Right arrow	Read next word
Ctrl + Left arrow	Read previous word
Ctrl + Home	Move to and read the first line of text
Ctrl + End	Move to and read the last line of text
Down arrow	Jump to next text or item
Up arrow	Jump to previous text or item

The following text-reading commands will help you navigate and read text:

Press these keys	To do this
Ctrl	Stop reading
Narrator + W	Read a window
Narrator + Tab	Read the current item
Narrator + R	Read from where cursor is
Narrator + Down arrow key	Read document from the beginning
Narrator + Alt + Home	Read text from the beginning to where your cursor is
Narrator + I	Read the current line
Narrator + O	Read the next line
Narrator + U	Read the previous line
Narrator + Ctrl + Period (.)	Read the next sentence
Narrator + Ctrl + Comma (,)	Read the current sentence
Narrator + Ctrl + M	Read the previous sentence
Narrator + Ctrl + I	Read the current page

Narrator + Ctrl + O	Read the next page
Narrator + Ctrl + U	Read the previous page
Narrator + Ctrl + K	Read the current paragraph
Narrator + Ctrl + L	Read the next paragraph
Narrator + Ctrl + J	Read the previous paragraph

Useful commands

Change Narrator **volume**:

Narrator + Ctrl + Plus sign (+) to **increase** volume

Narrator + Ctrl + Minus sign (-) to **decrease** volume

Speech speed:

Narrator + Plus sign (+) or Narrator + Minus sign (-)

Open **Magnifier**:

Windows logo key + Plus Sign (+)

Summarise Website:

Narrator + S

Hear **punctuation**:

Narrator + Subtract or Add (- / +), then select All, Most, Some, Math or Default.

- **Default.** Hear little to no punctuation. Natural pauses will indicate items such as commas and periods.
- **Math.** Hear most mathematical symbols.
- **Some.** Hear most punctuation, such as commas and periods.
- **Most.** Hear additional symbols, such as parentheses.
- **All.** Hear all punctuation, including all special symbols.