



Windows

Windows Narrator

Views

Narrator Views lets you navigate around in different ways to read what's on the screen.

Narrator has two methods of navigating around and reading what's on the screen: Narrator Views and Scan Mode. For more information on Scan Mode, you can check out that workshop. In Narrator Views, you can choose to have the screen reader read aloud by items, paragraphs, sentences, lines, words, characters, tables, links, headings, landmarks, or form fields. **Give it a try!**

1. The CapsLock key is the Narrator key. When you hold it down and press another key, you can do many useful things.
2. Navigate to the Narrator Settings window, which you can open from your Narrator Home window or by pressing Control + Windows + N.
3. To move to the next item in the Narrator Settings window, hold down the

CapsLock/Narrator key and press the right arrow.

4. You're using **Narrator Views: Items**, which moves you from one item to the next in your window. Items can be links, buttons, other controls, or blocks of text.
5. Hold down the CapsLock/Narrator key + Control + down arrow to get to **Narrator Views: Paragraphs**. Now when you use your CapsLock/Narrator key + left or right arrow key, you navigate by paragraphs instead of items.
6. Hold down the CapsLock/Narrator key + Control + down arrow key to go through various Narrator Views that include: sentences, lines, words, characters, tables, links, headings, landmarks, and form fields. When you get to Items again, you've reached the top of the list.
7. Select the Narrator View you wish, then navigate with the CapsLock/Narrator key + left or right arrow.
8. If you've lost track of where you are on the page, press CapsLock/Narrator key + Tab to

have Narrator read where you are in your window.

9. Navigate to “View the complete guide to Narrator online” and press the CapsLock/Narrator key + Enter key to open it.
10. You hear a sound cue that lets you know you activated the link.

With Narrator Views, you have your choice of many different ways the screen reader can read aloud information. Try it out and then check out another workshop to continue optimizing the way you use your screen reader.

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