



Windows

Windows Narrator

Settings

Settings lets you customize the screen reader for your preferences.

Narrator has two methods of navigating around and reading what's on the screen: Narrator Views and Scan Mode. For more information on Narrator Views and Scan Mode, check out those workshops first, as both will be used in demonstrating Settings. In Settings, you can choose voice preferences, speed, and pitch. **Try it out!**

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 Home window, which launches when Narrator starts.
3. Press Control + Windows + N to get to the Settings window.

4. When you open the window, Narrator says “Scan off” so you’re navigating with Narrator Views now.
5. Move to the next items by pressing CapsLock/Narrator key + right arrow.
6. Switch to Scan Mode by pressing CapsLock/Narrator key + spacebar.
7. Press the down arrow or the letter H until you get to the heading Personalize Narrator’s voice.

Turn Scan Mode off using CapsLock/Narrator key + spacebar.

Since Scan Mode is off, the down arrow will change the options in this control so you can choose the narrator voice you like.

8. Now that you’re in Narrator Views, navigate to the next item with CapsLock/Narrator key + right arrow.

You can choose other languages or dialects with this item.

9. Navigate to the next item using CapsLock/Narrator key + right arrow.

Here you can change the voice speed. Use the up arrow for a faster voice and the down arrow for a slower voice.

10. Navigate to the next item using CapsLock/Narrator key + right arrow.

Here you can change the voice pitch. Use the up arrow to make the pitch higher and the down arrow to make the pitch lower.

11. Activate Scan Mode again using CapsLock/Narrator key + spacebar.

12. Type H until you hear “Change what you hear when typing.”

Press the down arrow key to check the box to hear letters, numbers, and punctuation as you type. Press the spacebar to uncheck this box.

Press the down arrow again until you get to “Hear words as you type.” When this checkbox is checked, you hear the word you’ve typed each time you press the spacebar.

Narrator remembers the setting choices you make so you don't have to reselect the options each time you sign in. It allows you to make Narrator more comfortable for you to use. Try it out and then check out another workshop to continue optimizing the way you use your screen reader.

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