



## Windows

# Windows Narrator

## Everyday Tasks

**Narrator can help you in everyday tasks such as navigating documents and web pages.**

Narrator can read aloud documents and web pages.  
**Try it out!**

## Documents

Here are steps for navigating a document.

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 a word document that has text in it.
3. Press the CapsLock/Narrator key + T to have narrator read the title of the window you have open.
4. Place your cursor at the beginning of the text. Press the CapsLock/Narrator key and the down

arrow key and Narrator reads the entire document aloud.

5. Press the Control key to stop Narrator reading.
6. In Narrator Views, to read by paragraphs, press Control + CapsLock/Narrator key + down arrow.

**Tip: You can learn more about Narrator Views in another workshop.**

To skip to the next paragraph, press CapsLock/Narrator key + right arrow.

7. Switch to Scan Mode by pressing CapsLock/Narrator key + spacebar.

**Tip: You can learn more about Scan Mode in another workshop.**

8. Press the down arrow to move through the document by paragraph.

**Tip: You can't type in the document while in Scan Mode. You'd want to switch to Narrator Views.**

## Web Pages

Here are some steps for navigating a web page.

9. Navigate to a web page.
10. Activate Scan Mode by pressing CapsLock/Narrator key + spacebar, as it's a great tool for exploring web pages.
11. Press Control + Home to jump to the top of the web page.
12. Use your down arrow key to move through each item on the web page.
13. Alternatively, press CapsLock/Narrator key + down arrow to read the whole web page through without stopping.
14. Press H to move to the next heading on the page.
15. Press K to move to the next link on the page. Press Shift + K to move back a link.
16. Press E to move to an edit box.

Press the spacebar to deactivate Scan Mode so you can type information into the edit box.

Press the down arrow to enter Scan Mode again or press Tab to get to the next form field.

**Narrator does a great job of making your everyday tasks, like reading a document or web page, go smoothly. Try it out and then check out another workshop to continue maximizing the way you use your screen reader.**

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