



MS Word

Word with Screen Reader

Navigating the Desktop

Shortcut commands can help you navigate your desktop with ease.

These commands make it easy to find and open documents. You just need to remember a few modifier keys, like the **ALT** and **Insert** keys. **Try it out!**

Modifier Keys

- A modifier key is always paired with another key.
- It changes what the other key does.
- Shortcut commands always include modifier keys.
- For example, to print in Windows, press **CTRL + P** together.

- Other modifier keys are **Shift**, **ALT**, **CTRL**, **Function**, and the **Windows** key.
- On Apple keyboards:
 - There's an **Option** key instead of an **ALT** key.
 - There's a **Command** key instead of a **Windows** key.

Screen Reader Modifier Keys

When paired with other keys, they perform specific actions.

- The **NVDA** modifier key is called the **NVDA** key.
- The **JAWS** modifier key is called the **JAWS** key.
- The modifier key is the **Insert** key on desktops, or the **Caps Lock** key on laptops.

Tip: Press and hold the modifier key first, then press and release the second key.

Getting to the Desktop

Here's the fastest way:

1. Press and hold the **Windows** key.

Tip: The Windows key is to the left of the spacebar, between the CTRL and ALT keys.

Now press and release the **D** key. This brings you to the desktop.

2. Press **CTRL + Home** to get to the top of the desktop.

Opening Files

3. Press the first letter of the file's name.
4. When you hear the name, press **Enter**.

Tip: To make sure you have the correct file, use the Read Title command: Press the screen reader modifier key and the letter T.

Now you know some ways to get to your desktop and open files. Why not try it out to see how it works for you? Then try our workshop on navigation commands.

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