



MS Windows

Getting Online: Screen Reader

Saving Favorite Websites

Here you'll learn how to save your favorite websites. This way, you can easily get to them whenever you want.

These instructions are for using the Google Chrome browser along with NVDA as a screen reader, but the concepts are pretty similar no matter which screen reader and browser you're using. **Try it out.**

1. Open the NLS BARD website.
2. You can save this site so you can get back to it easily without having to type anything in your address bar. Press the Control key plus the letter D.
3. The screen reader announces a bookmark has been added. You can edit the title of your bookmark if you wish. To hear the title that is currently there, press the NVDA key plus the up arrow.

4. If you don't want to edit the title, press Tab, which tells you where you're going to find the bookmark you just added. The default is on the Bookmarks bar. Press the spacebar to open the menu to see what your other options are.
5. Press the down arrow to move through the options. If you're fine with the bookmark being saved on the bookmarks bar, you can just press Escape to close the menu.
6. Press Tab to get to the More button if you want to customize your bookmark or create a new folder for it. If you don't want to do that, press Tab again.
7. You'll get to the option that says "Done" so you can close the bookmark dialog box. Press Tab again to get to the next option.
8. You'll get to the option that lets you remove the bookmark. You can go back to your Done button with Shift + Tab or you can press the Escape key to close the dialog box.
9. The bookmark you added is on the Bookmarks bar. Press the F6 key, and the first section you

jump to is the address and search bar and it's filled in with the website you're on now.

10. Press F6 again to see the tabs, or websites that you have open in your browser right now. You can use the left and right arrows to move through them and press Enter on the one you want.
11. Press F6 again to reach the Bookmarks bar. Press the right arrow key to move through the bookmarks you've got.
12. Once you land on a bookmark you want to open, press the spacebar.

Now you know how to save a favorite website without having to type anything in the address bar to get to it. Try another workshop to learn more.