Karlen Communications
Narrator Keyboard Commands in Win 8

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Narrator Commands in windows 8

The following list of keyboard commands for Narrator in Windows 8 is the complete list of 72 commands. Although you can press CapsLock + F1 to view all of these commands, you can't copy, save, print or in any other way save them to a more useable format. I cannot find any complete list on the Internet or the Microsoft website.

I've tried to group the keyboard commands according to functionality and logical flow. I've also added some additional explanation for the keyboard commands that might seem unclear or confusing if you use other adaptive technology.

Narrator has come a long way since its beginning and the increased functionality is appreciated.

> **Note:** Narrator uses your default voice for your computer. If it is a natural phoneme voice that sounds like a person talking, you will not hear parentheses, brackets, commas, quotes or symbols such as the tilde. I've written some of these in long hand so that they will be read and where keyboard commands do include the tilde or brackets, have also written those out in long hand…which is how I found out that they weren't read. I had put the symbols or brackets in the document.

Keyboard Conventions

The following are the abbreviations for specific keys on your keyboard.

Ctrl is short for the control key. On a typical keyboard there is a Ctrl key at the bottom left and right of the main keyboard area.

Keyboard commands that have an "F" with them such as F5, F6 or F7 refer to the Function keys which are typically located just above the main keyboard area to the immediate right of the Escape key.

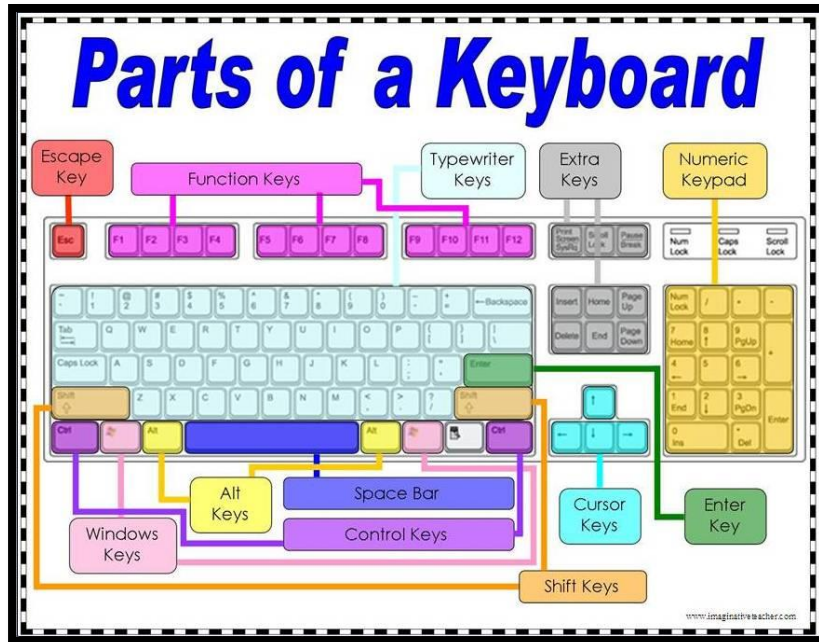The Escape key is located in the upper left of a regular keyboard.

Figure 1 Parts of a regular keyboard.

The Page Up and Page Down keys are located in what is affectionatelycalled the "six pack" which is a group of six keys between the main keyboard area and the NumPad (Number Pad). On the previous image they are part of what is called the "Extra keys." The page Up key is on the top and the Page down key is on the bottom.

The Home and End keys are also located in the six pack and are the middle two keys, the Home key being in the top and the End key being on the bottom.

The Insert and Delete keys are also in the six pack. They are the first set of top and bottom keys in the six pack. The Insert key is on the top and the Delete key is on the bottom.

If you are using Narrator or your computer without a mouse, you will want to use the AppKey or Application key which gives you the equivalent of a right mouse click. The AppKey is usually found in the lower right of the keyboard on a regular keyboard to the immediate left of the Ctrl key. It has what looks like tiny applications or documents on it. You may not have this key on a laptop computer. If not, try Shift + F10 which does the same thing but I find that if you have an AppKey it works in more places and more reliably.

Figure 2 The AppKey on a regular keyboard.

If you are using a Microsoft Ergonomic keyboard with Narrator or any type of adaptive technology you might notice that there is an F13 key on the far right of the Function key row. This key toggles the functionality of the Function keys for use by adaptive technology (or as Function keys) on or off. If you are using this keyboard and all of a sudden your Function keys aren't responding, try pressing the F13 key to toggle back to the "Function key mode."

Figure 3 F13 key on a Microsoft Ergonomic keyboard.

Some keyboards such as the Microsoft Ergonomic keyboard only have one windows key located on the left side of the last row of the main keyboard area. All of these keys may be in different places on a laptop computer. Some laptops don't have an AppKey so using Shift + F10 would work.

Some laptops such as the Toshiba laptops have proprietary functions for the Function keys and may not have a way to turn those off. Toshiba does have a way to return the default functionality to the Function keys but not all of the process is accessible if you are using any type of adaptive technology including Narrator.

For those who are working with a Toshiba Win 8 laptop, there is a utility called Desktop Assist that lets you swap out the special function keys mode for a standard function keys mode. Although the list of the two items is accessible using JAWS, getting there isn't.

Under the Desktop Assist menu along the right side of the Window is a topic called tools and utilities. Within that are icons on the right that are not accessible. One of them is Settings. Once you activate that icon the keyboard option appears in the left navigation area. Tab to the list of possible function key configurations and change it to standard function key mode.

Narrator Commands

The CapsLock is the key just above the Left Shift key and just below the Tab key. It is the key that normally turns on all uppercase characters. While using Narrator you can still use

this if you need all uppercase characters. Keep in mind that all uppercase text is the most difficult for anyone to read.

Narrator uses the CapsLock as its main support key for Narrator functions or actions.

Narrator Action Keyboard Commands

Here are the commands you'll use on a regular basis to control Narrator:

Pressing Ctrl stops reading.

CapsLock + Z locks the CapsLock so you don't have to keep pressing it for Narrator commands (unless you are pressing F1 for the narrator commands or have a keyboard command conflict). I found that with some commands, this didn't behave as expected and I had to press CapsLock anyway.

CapsLock + X is the Narrator Pass Through key to use when you have a keyboard command conflict to temporarily suspend Narrator use of the keyboard command so you can use the application keyboard command. Most adaptive technology has a Pass Through or By-pass key for this purpose.

CapsLock + F12 toggles keyboard reading on or off. There is no verbosity settings for this such as typing echo of words, you either hear every keystroke or no keystrokes.

CapsLock + Page Up will increase the volume as you read.

CapsLock + Page Down will decrease the volume as you read.

CapsLock + the Plus Sign from the Numpad will increase the rate or speed of speech.

CapsLock + the Minus Sign from the Numpad will decrease the rate or speech of speech.

CapsLock + Up Arrow toggles/changes view. This keyboard command will cycle you through the parts of the user interface, for example Word. When this keyboard command is pressed you move from the document to the Ribbons and can access such information as the page number.

CapsLock + Down Arrow toggles/changes view. This keyboard command will cycle you through the parts of the user interface, for example Word. When this keyboard command is pressed you move from the document to the Ribbons and can access such information as the page number.

CapsLock + Enter toggles search mode. This opens the list of Narrator commands and is equal to pressing CapsLock + F1.

CapsLock + NumLock toggles mouse mode. The choices are to have Mouse mode on or off.

CapsLock + A for navigation mode. The choices are Normal mode or Advanced mode.

CapsLock + G routes narrator cursor to system cursor.

CapsLock + T routes Narrator cursor to pointer.

Reading Keyboard Commands

The following keyboard commands are for reading large or small pieces of information:

CapsLock + C reads the current date and time.

CapsLock + Spacebar will carry out a default action. This is mostly used for any dialogs with check boxes, radio buttons or buttons that carry out actions.

CapsLock + W reads the entire contents of a Window.

CapsLock + R repeats the contents of a container. A "container" is the border of content that Narrator might identify such as a page or dialog.

CapsLock + Q reads last item in container.

CapsLock + D reads the current item.

CapsLock + Tilde set focus to item. Use this keyboard command when in a dialog or pane in an Office application and you are unsure of where your focus is. This will not work in a document.

CapsLock + Backspace to go back one item.

CapsLock + V repeats the last phrase.

Document/Text Reading Commands

CapsLock +] (right square bracket) reads text from the start of the document to the cursor. It is the same as pressing CapsLock + H.

CapsLock + Zero from the Number Row not the NumPad reads text attributes such as font, font size, colour and background colour.

CapsLock + Ctrl + U reads the current page.

CapsLock + U reads the next page.

CapsLock + Shift + U reads the previous page.

CapsLock + Ctrl + Letter I reads the current paragraph.

CapsLock + letter I reads the next paragraph.

CapsLock + Shift + letter I reads the previous paragraph.

CTRL + letter O reads the current line

CapsLock + letter O reads the next line.

CapsLock + Shift + letter O reads the previous line.

CapsLock + Ctrl + P reads the current word.

CapsLock + P reads the next word.

CapsLock + Shift + P reads the previous word.

CapsLock + Ctrl+ [(left square bracket) reads the current character.

CapsLock + [(left square bracket) reads the next character.

CapsLock + Shift + [(left square bracket) reads the previous character.

CapsLock + H reads from the start of the document.

CapsLock + M reads from the cursor point forward.

CapsLock + Y reads to the beginning of text.

CapsLock + V reads to the end of text.

CapsLock + N rewind while reading a document.

CapsLock + Comma move forward while reading a document.

CapsLock + S spells the current word.

Navigating Parts of a document

CapsLock + J jump to next heading.

CapsLock + Shift + j jump to previous heading.

CapsLock + L next link.

CapsLock + Shift + l previous link.

CapsLock + Insert jump to link item.

CapsLock + K jump to next table.

CapsLock + Shift + k jump to previous table.

Table Reading and Navigation

CapsLock + F10 read row header.

CapsLock + F9 column header.

CapsLock + F8 read current row.

CapsLock + F7 current column.

CapsLock + F5 identifies which column and row narrator is in.

CapsLock + F 6 jump to table cell.

CapsLock + Shift + F6 jump to cell contents.

CapsLock + F3 next cell in row.

CapsLock + Shift + F3 previous cell in row.

CapsLock + F4 next cell in column.

CapsLock + Shift + F4 previous cell in column.

CapsLock + F read item advanced. This is a table command. If you use it while in a document you will be told you are not in a table.