# Narrator - Keyboard shortcuts and gestures

Narrator is the built-in screen reader for windows operating system and similar to other screen readers it employs a series of keyboard shortcuts to aid navigation. By default Narrator uses the standard keyboard layout.

## Narrator key

the Caps lock and Insert keys serve as your Narrator key by default. The Narrator key is referred to as simply “Narrator” in Keyboard shortcuts

You can change your Narrator key in Narrator settings.

## Standard Keyboard Layout General Keyboard Shortcuts

|  |  |
| --- | --- |
| **Action** | **Keyboard Shortcut** |
| Start or stop Narrator | Windows logo key + Ctrl + Enter |
| Exit Narrator | Narrator + Esc |
| Toggle input learning | Narrator + 1 |
| Move to next item | Narrator + Right arrow |
| Move to previous item | Narrator + Left arrow |
| Change view | Narrator + Page up Ctrl + Narrator + Up arrow Narrator + Page down Ctrl + Narrator + Down arrow |
| Show commands list | Narrator + F1 |
| Show commands for current item | Narrator + F2 |
| Do primary action | Narrator + Enter |
| Toggle search mode | Narrator + Ctrl + Enter |
| Read current time and date | Narrator + F12 |
| Describe image using an online service or get the webpage source of a link | Narrator + Ctrl + D |
| Get a webpage summary | Narrator + S |
| Get webpage summary and popular links dialog box | Narrator + S twice quickly |
| Provide Narrator feedback | Narrator + Alt + F |
| Lock Narrator key | Narrator + Z |
| Toggle developer mode | Narrator + Ctrl + F12 |
| Pass keys to application | Narrator + 3 |
| Toggle mouse mode | Narrator + Alt + M |
| Turn on or off Outlook column header reading | Narrator + H |

## Adjust Speech

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| --- | --- |
| **Action** | **Keyboard Shortcut** |
| Increase voice volume | Ctrl + Narrator + Plus sign (+) Ctrl + Narrator + Add (numeric keypad) |
| Decrease voice volume | Ctrl + Narrator + Minus sign (-) Ctrl + Narrator + Subtract (numeric keypad) |
| Increase voice speed | Narrator + Plus sign (+) |
| Decrease voice speed | Narrator + Minus sign (-) |
| Change punctuation reading mode | Alt + Narrator + Subtract (numeric keypad) Alt + Narrator + Minus sign (-) Alt + Narrator + Add (numeric keypad) Alt + Narrator + Plus sign (+) |
| Increase verbosity mode | Narrator + V |
| Decrease verbosity mode | Shift + Narrator + V |
| Toggle character reading | Narrator + 2 |
| Read context | Narrator + Forward slash (/) |
| Set read context verbosity | Alt + Narrator + Forward slash (/) |
| Change read context order | Ctrl + Narrator + Forward slash (/) |

## Read and Work with Text

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| **Action** | **Keyboard Shortcut** |
| Stop reading | Ctrl |
| Read item | Narrator + Tab Narrator + 5 (numeric keypad) |
| Read item spelled out | Narrator + Tab twice quickly Narrator + 5 twice quickly (numeric keypad) Narrator + K twice quickly Narrator + Ctrl + 5 twice quickly (numeric keypad) |
| Read item advanced | Narrator + 0 |
| Read window title | Narrator + T |
| Read window | Narrator + W |
| Repeat phrase | Narrator + X |
| Read from cursor | Narrator + R |
| Start reading document | Ctrl + Narrator + R Narrator + Down arrow |
| Read document | Narrator + C |
| Read text from start to cursor | Shift + Narrator + J Narrator + Alt + Home |
| Read previous page | Ctrl + Narrator + U |
| Read current page | Ctrl + Narrator + I |
| Read next page | Ctrl + Narrator + O |
| Read previous paragraph | Ctrl + Narrator + J |
| Read current paragraph | Ctrl + Narrator + K |
| Read next paragraph | Ctrl + Narrator + L |
| Read previous sentence | Narrator + Ctrl + M |
| Read current sentence | Narrator + Ctrl + comma (,) |
| Read next sentence | Narrator + Ctrl + period (.) |
| Read previous line | Narrator + U |
| Read current line | Narrator + I Narrator + Up arrow |
| Read next line | Narrator + O |
| Read previous word | Narrator + J Ctrl + Narrator + Left arrow |
| Read current word | Narrator + K Ctrl + Narrator + 5 (numeric keypad) |
| Read next word | Narrator + L Ctrl + Narrator + Right arrow |
| Read previous character | Narrator + M |
| Read current character | Narrator + Comma (,) 5 (numeric keypad) |
| Read next character | Narrator + Period (.) |
| Read next group of formatting information | Narrator + F |
| Read previous group of formatting information | Shift + Narrator + F |
| Move to beginning of text | Narrator + B Ctrl + Narrator + Home |
| Move to end of text | Narrator + E Ctrl + Narrator + End |
| Read selection | Narrator + Shift + Down arrow |
| Spell selection | Narrator + Shift + Down arrow twice quickly |

## Navigate Tables

|  |  |
| --- | --- |
| **Action** | **Keyboard Shortcut** |
| Jump to first cell in table | Ctrl + Alt + Home |
| Jump to last cell in table | Ctrl + Alt + End |
| Jump to next cell in row | Ctrl + Alt + Right arrow |
| Jump to previous cell in row | Ctrl + Alt + Left arrow |
| Jump to next cell in column | Ctrl + Alt + Down arrow |
| Jump to previous cell in column | Ctrl + Alt + Up arrow |
| Read current row header | Ctrl + Shift + Alt + Left arrow |
| Read current column header | Ctrl + Shift + Alt + Up arrow |
| Read current row | Ctrl + Shift + Alt + Right arrow |
| Read current column | Ctrl + Shift + Alt + Down arrow |
| Read which row and column Narrator is in | Ctrl + Shift + Alt + Forward slash (/) Ctrl + Shift + Alt + 5 (numeric keypad) |
| Jump to table cell | Ctrl + Alt + Page up |
| Jump to cell contents | Ctrl + Alt + Page down |

## Move Focus

|  |  |
| --- | --- |
| **Action** | **Keyboard Shortcut** |
| Move to first item in window | Narrator + Home |
| Move to last item in window | Narrator + End |
| Go back one item | Narrator + Backspace |
| Move to main landmark | Narrator + N |
| Move Narrator cursor to system cursor | Narrator + Open square bracket ([) Narrator + Subtract (numeric keypad) |
| Set focus to item | Narrator + Single quote (') Narrator + Add (numeric keypad) |
| Jump to linked item | Narrator + A |
| Jump to annotated content | Shift + Narrator + A |
| Navigate to parent (when structural navigation is provided) | Alt + Narrator + Up arrow |
| Navigate to next sibling (when structural navigation is provided) | Alt + Narrator + Right arrow |
| Navigate to previous sibling (when structural navigation is provided) | Alt + Narrator + Left arrow |
| Navigate to first child (when structural navigation is provided) | Alt + Narrator + Down arrow |
| List of links | Narrator + F7 |
| List of landmarks | Narrator + F5 |
| List of headings | Narrator + F6 |
| Narrator Find | Narrator + Ctrl + F |
| Continue Find forward | Narrator + F3 |
| Continue Find backward | Narrator + Shift + F3 |

## Numeric Keypad Shortcuts

For some actions the numeric keypad can be used if the keyboard has one.

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| --- | --- |
| **Action** | **Keyboard Shortcut** |
| Move to first item in window | Narrator + Home |
| Move to last item in window | Narrator + End |
| Read text from start to cursor | Narrator + Alt + Home |
| Move to beginning of text | Ctrl + Narrator + Home |
| Move to end of text | Ctrl + Narrator + End |
| Move to previous item | Narrator + Left arrow |
| Move to next item | Narrator + Right arrow |
| Read item | Narrator + 5 (numeric keypad) |
| Read item spelled out | Narrator + 5 twice quickly (numeric keypad) Narrator + Ctrl + 5 twice quickly (numeric keypad) |
| Read current line | Narrator + Up arrow |
| Start reading document | Narrator + Down arrow |
| Read previous word | Ctrl + Narrator + Left arrow |
| Read current word | Ctrl + Narrator + 5 (numeric keypad) |
| Read next word | Ctrl + Narrator + Right arrow |
| Read current character | 5 (numeric keypad) |
| Change view | Narrator + Page up Ctrl + Narrator + Up arrow |
| Move Narrator cursor to system cursor | Narrator + Subtract (numeric keypad) |
| Set focus to item | Narrator + Add (numeric keypad) |
| Increase voice volume | Ctrl + Narrator + Add (numeric keypad) |
| Decrease voice volume | Ctrl + Narrator + Subtract (numeric keypad) |
| Change punctuation reading mode | Alt + Narrator + Add Alt + Narrator + Subtract |
| Do primary action | Narrator + Enter |
| Toggle search mode | Narrator + Shift + Enter |

## Touch Gestures

For touch screen devices using windows 10 Narrator can be controlled with a series of gestures similar to those of Voiceover and Talkback.

|  |  |
| --- | --- |
| **Action** | **Gesture** |
| Read what’s under your finger | Touch or drag a single finger |
| Activate primary action | Double-tap or hold with one finger and then tap anywhere on the screen with a second finger |
| Activate secondary action | Triple-tap or hold with one finger and then double-tap anywhere on the screen with a second finger |
| Start dragging or extra key options | Hold with one finger and then tap anywhere on the screen with two fingers |
| Move to next or previous item | Flick left or right with one finger |
| Change view | Flick up or down with one finger |
| Stop Narrator from reading | Tap once with two fingers |
| Change verbosity mode | Tap once with three fingers |
| Show Narrator commands for the current item | Tap once with four fingers |
| Show context menu | Double-tap with two fingers |
| Read text attributes | Double-tap with three fingers |
| Open search mode | Double-tap with four fingers |
| Show all Narrator commands | Tap three times with four fingers |
| Scroll | Swipe left, right, up, or down with two fingers |
| Tab forward or backward | Swipe left or right with three fingers |
| Read current window | Swipe up with three fingers |
| Start reading on explorable text | Swipe down with three fingers |
| Turn semantic zoom on or off where supported | Swipe up or down with four fingers |
| Move Narrator cursor to beginning or end of unit | Swipe left or right with four fingers |

## **Index**

Most keyboard shortcuts use a combination of keys to achieve the task. In each table we have included the keyboard shortcuts for the most relevant keyboard layout. Below is an index of the alternative keys between Apple and windows keyboards.

|  |  |
| --- | --- |
| **Apple/Mac Key** | **Windows Key** |
| Control | Ctrl |
| Option option key | Alt |
| Command (cloverleaf) **⌘** | Windows windows |
| Delete | Backspace |
| Return | Enter |

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