# NVDA

## Non – Visual Desktop Access

Established in 2006 NVDA is an open source screen reading software package which can be downloaded online. The fact that it is open source means the code is freely accessible to anyone so developers and translators can contribute to it continuing expansion and improvement.

It also means it is completely free.

**NVDA** can be downloaded from the official NV Access page and easily transferred onto a portable drive such as a USB stick to be used in any device. [Download NVDA here.](https://www.nvaccess.org/download/)

Screen readers use keyboard shortcuts to navigate and NCDA is no different.

## Below is a list of the main most used shortcuts.

|  |  |
| --- | --- |
| **Action** | **Keyboard shortcut** |
| Turn NVDA on | Control + Alt + N |
| Turn NVDA off | Insert + Q |
| Stop Reading | Control |
| Start reading continuously from this point on | Insert + down arrow or Numpad + |
| Read next item | down arrow |
| Read next focusable item (e.g. link, button) | Tab |
| Link | Enter |
| Button | Enter or Spacebar |
| Go to next heading | H |
| Go to next heading of level [1-6] | 1 - 6 |
| List all headings | Insert + F7 |
| Go to next landmark/region | D |
| Show list of all links, headings, form fields, buttons, and landmarks | Insert + F7 |
| Go to next table | T |
| Navigate table cells | Ctrl + Alt + down arrow or up arrow or left arrow or right arrow |
| Go to next list | L |
| Go to next list item | I |
| Go to next graphic | G |
| List all links | Insert + F7 |
| Go to next link | K |
| Go to next unvisited link | U |
| Go to next visited link | V |
| Toggle between: Radio buttons, <select>list items, Tabs (ARIA widget), Tree view items (ARIA widget), Menu items (ARIA widget) | right arrow or down arrow or left arrow or up arrow |
| To previous heading, landmark, table, focusable item, etc. | Shift + [H, D, T, Tab, etc.] |

## Reading text

|  |  |
| --- | --- |
| **Action** | **Keyboard shortcuts** |
| Say prior line | up arrow or Numpad 7 |
| Say next line | down arrow or Numpad 9 |
| Say current line | Insert + up arrow or Numpad 8 |
| Start of line | Shift + Numpad 1 |
| End of line | Shift + Numpad 3 |
| Top line | Shift + Numpad 7 |
| Bottom line | Shift + Numpad 9 |
| Say prior character | left arrow or Numpad 1 |
| Say next character | right arrow or Numpad 3 |
| Say current character | Numpad 2 |
| Say character phonetically | Numpad 2 twice quickly |
| Say prior word | Ctrl + left arrow or Numpad 4 |
| Say next word | Ctrl + right arrow or Numpad 6 |
| Say current word | Numpad 5 |
| Say prior sentence | Alt + up arrow |
| Say next sentence | Alt + down arrow |
| Say current sentence | Alt + Numpad 5 |
| Next paragraph | Ctrl + up arrow or Q |
| Spell word | Numpad 5 twice quickly |
| Spell word phonetically | Numpad 5 thrice quickly |
| Spell current line | Insert + up arrow twice quickly |
| Spell current line phonetically | Insert + up arrow thrice quickly |

## Tables

|  |  |
| --- | --- |
| **Action** | **Keyboard shortcuts** |
| Go to next (previous) table | T (Shift + T) |
| Cell to right | Ctrl + Alt + right arrow |
| Cell to left | Ctrl + Alt + left arrow |
| Cell below | Ctrl + Alt + down arrow |
| Cell above | Ctrl + Alt + up arrow |

## Forms

|  |  |
| --- | --- |
| **Action** | **Keyboard shortcut** |
| List all form elements | Insert + F7 |
| Next form field | F |
| Next focusable item | Tab |
| Next button | B |
| Select and deselect | Spacebar |
| Next checkbox | X |
| Open combo box | Alt + down arrow |
| Browse/select options | down arrow or the First letter |
| Select multiple options | Shift + down arrow (or up arrow) |
| Next combo box | C |
| Toggle selection | up arrow/down arrow |
| Next radio button | R |
| Toggle between focus mode and browse mode | Insert + Spacebar |

\* “Focus mode” allows you to enter data into form fields. Browse mode allows you to navigate the page using standard screen reader shortcuts (e.g. to navigate headings, landmarks, links, etc.)

## Other commands

|  |  |
| --- | --- |
| **Action** | **Keyboard shortcut** |
| Search for a word or a phrase | NVDA + Ctrl + F |
| Keyboard help | Insert + 1 |
| Next blockquote | Q |
| Next key you hit ignores NVDA and is a normal keystroke | Insert + F2 |
| Speak characters typed | Insert + 2 |
| Speak words typed | Insert + 3 |
| Read entire foreground window (e.g. for dialogs) | Insert + B |
| Announce title of the current foreground window | Insert + T |

## Support with NVDA

For support using NVDA including a fee user guide download check the [NV Access website](https://www.nvaccess.org/get-help/)

## **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 |

|  |
| --- |
| Visibility Scotland is the trading name of GWSSB (formerly Glasgow and West of Scotland Society for the Blind). GWSSB is a company registered in Scotland, limited by guarantee with its registered office at 2 Queen’s Crescent, Glasgow, being a recognised Scottish Charity. Registered number SC116552. Scottish Charity Number SC009738. |

# End of document