



CENTRO DE ESTUDIOS  
MEXICANOS

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UNAM-SUDÁFRICA

## The Mexican Studies Centre UNAM – South Africa

### **Manual for the operation of the narrator for people with disabilities on Windows 10 and 11**

Elaborated by:

Systems and Informatics area

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\*Confidential, only for the use and review of the CEM, and for the use that it is intended.

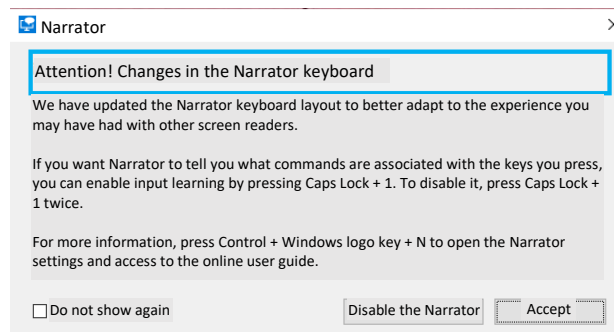
# NARRATOR FUNCTION ON WINDOWS 10

## PROCEEDING FOR STARTING THE NARRATOR FUNCTION

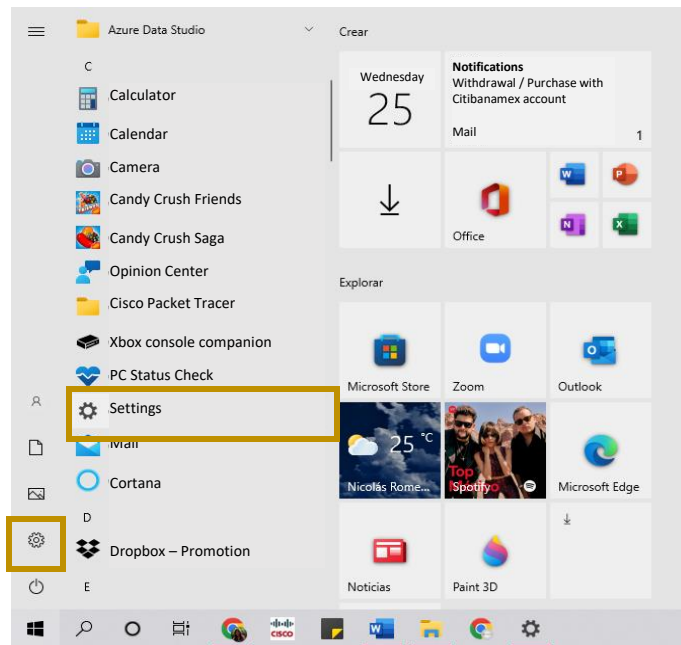
1. To start the narrator function on a computer running Windows 10 or 11, we can press the following keys:

**Ctrl + Windows + Enter**

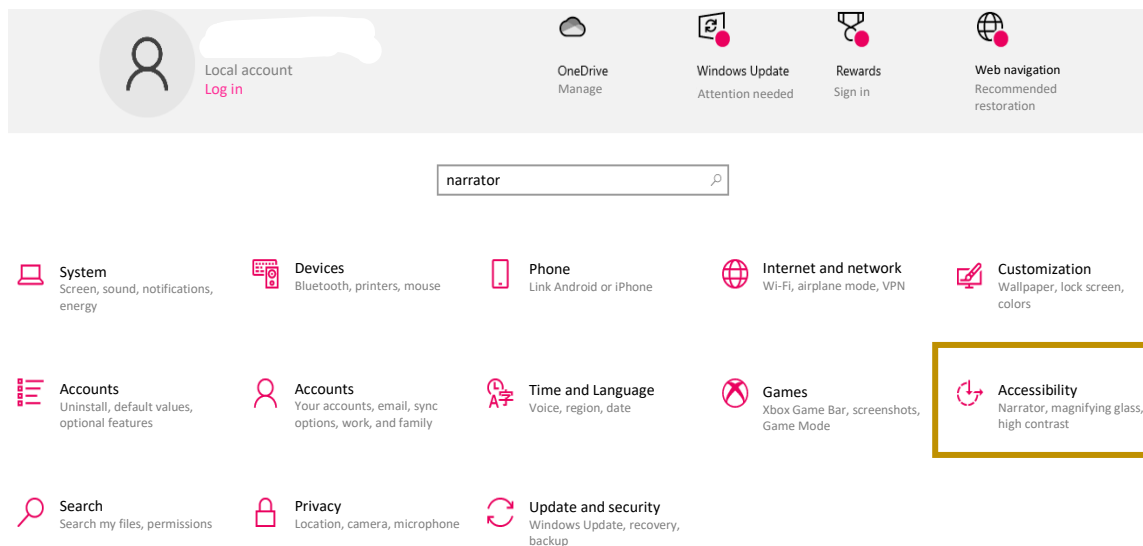
2. After pressing the keys, the following box will appear on the screen to warn that we have just enabled the narrator through the keyboard.



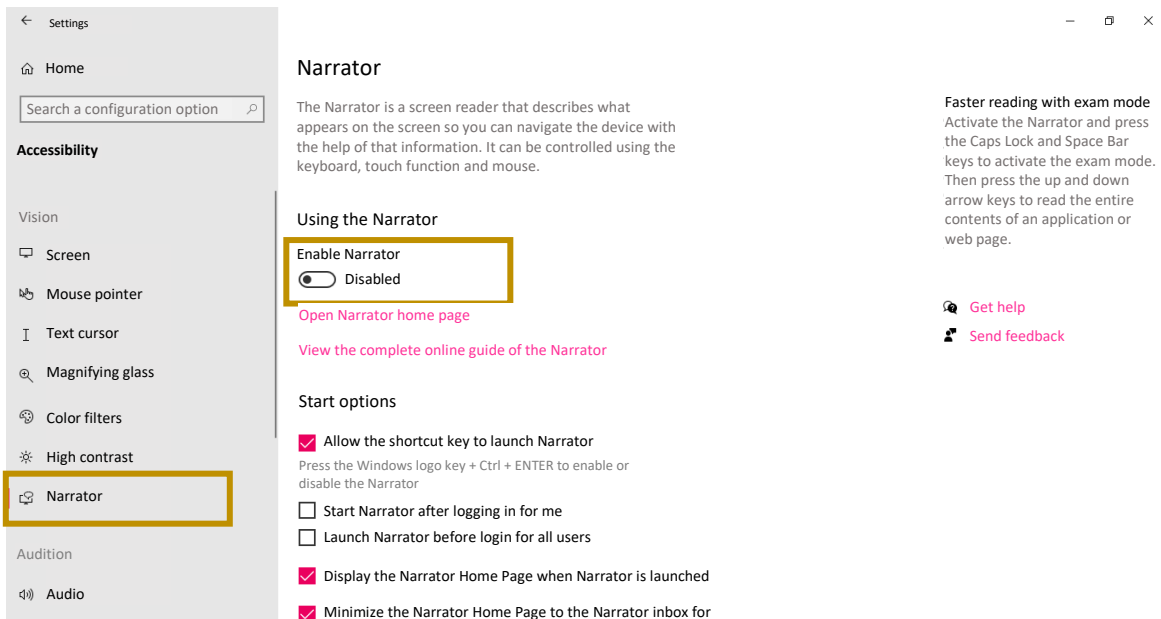
3. The blue box that appears on the right screen begins to narrate what is shown on the screen. This box can be minimized, or you can click on accept to make it disappear.
4. Another way to enable it is through settings, for that we will look for in the menu the configuration inside the list or in the left section.



5. Within the settings a menu will appear, in this case click on the Accessibility button.



6. Once inside Accessibility, a list with all the setting options will appear on the left side, select Narrator, and then proceed to enable it.



7. For people who are visually impaired it is necessary for this feature to start automatically, in those cases **the Start Narrator option must be selected before logging in for all users.**
8. After activating the narrator it will show the same dialog box as when pressing the keys and will start reading what appears on the screen word by word.
9. The **Caps Lock** and **Insert** (ins) keys function as the Narrator key.
10. To stop the narrator from Reading, press the **ctrl** key.

## PROCEEDING TO RAISE AND LOWER THE VOICE VOLUME OF THE NARRATOR

With the narrator activated, the following combinations can be used to lower and raise the volume.

Turn up the volume:

- ◆ **Narrator (Caps Lock or Insert) + Ctrl + Plus sign (+)**
- ◆ **Narrator (Caps Lock or Insert) + Ctrl + Add** (numeric keypad)

Turn down the volume:

- ◆ **Narrator (Caps Lock or Insert) + Ctrl + Minus sign (-)**

- ◆ **Narrator (Caps Lock or Insert) + Ctrl + Subtract** (numeric keypad)

## **PROCEEDING FOR CHANGING APPLICATIONS**

1. The keys with which changed between applications are made are:

**Alt + tab key**

2. The narrator will start reading the names of the applications that are open. When we find the application that we want to use, we just stop pressing both keys.
3. To find out which application is currently active, the keys **Narrator (Caps Lock or Insert) + T** need to be pressed to read the title of the window.