NVDA 2016.1 Commands Quick Reference

Getting started with NVDA

NVDA Touch Gestures

Touch Modes

To toggle touch modes, perform a 3-finger tap.

Basic NVDA commands

Name	Desktop key	Laptop key	Touch	Description
Stop speech	Control	control	2-finger tap	Instantly stops speaking
Pause Speech	shift	shift	none	Instantly pauses speech. Pressing it again will continue speaking where it left off (if pausing is supported by the current synthesizer)
NVDA Menu	NVDA+n	NVDA+n	2-finger double tap	Pops up the NVDA menu to allow you to access preferences, tools, help, etc.
Toggle Speech Mode	NVDA+s	NVDA+s	none	Toggles speech mode between speech, beeps and off.
Toggle Input Help Mode	NVDA+1	NVDA+1	none	Pressing any key in this mode will report the key, and the description of any NVDA command associated with it
Quit NVDA	NVDA+q	NVDA+q	none	Exits NVDA
Pass next key through	NVDA+f2	NVDA+f2	none	Tells NVDA to pass the next key press straight through to the active application, even if it is normally treeted as an NVDA key command
Toggle application sleep mode on and off	NVDA+shift+s	NVDA+shift+z	none	sleep mode disables all NVDA commands and speech/braille output for the current application. This is most useful in applications that provide their own speech or screen reading features. Press this command again to disable self voicing mode.

Reporting System Information

Name	key	Description
Report date/time	NVDA+f12	Pressing once reports the current time, pressing twice reports the date
Report battery	NVDA+shift+b	Reports the battery status i.e. whether AC power is in use or the

status		current charge percentage.
Report clipboard text	NVDA+c	Reports the Text in the clipboard if there is any.

Navigating with NVDA

Navigating with the System Focus

Name	Desktop key	Laptop key	Description
Report current focus	NVDA+tab	NVDA+tab	announces the current object or control that has the System focus. Pressing twice will spell the information
Report title	NVDA+t	NVDA+t	Reports the title of the currently active window. Pressing twice will spell the information. Pressing three times will copy it to the clipboard
Read active window	NVDA+b	NVDA+b	reads all the controls in the currently active window (useful for dialogs)
Report Status Bar	NVDA+end	NVDA+shift+end	Reports the Status Bar if NVDA finds one. It also moves the navigator object to this location. Pressing twice will spell the information

Navigating with the System Caret

Name	Desktop key	Laptop key	Description
Say all	NVDA+downArrow	NVDA+a	Starts reading from the current position of the system caret, moving it along as it goes
Read current line	NVDA+upArrow	NVDA+l	Reads the line where the system caret is currently situated. Pressing twice spells the line.
Read current text selection	NVDA+Shift+upArrow	NVDA+shift+s	Reads any currently selected text
Next sentence	alt+downArrow	alt+downArrow	Moves the caret to the next sentence and announces it. (only supported in Microsoft Word and Outlook)
Previous sentence	alt+upArrow	alt+upArrow	Moves the caret to the previous sentence and announces it. (only supported in Microsoft Word and Outlook)

When within a table, the following key commands are also available:

Name	Key	Description
Move to previous column	control+alt+leftArrow	Moves the system caret to the previous column (staying in the same row)
Move to next	control+alt+rightArrow	Moves the system caret to the next column (staying in

column		the same row)	
Move to previous row	control+alt+upArrow	Moves the system caret to the previous row (staying in the same column)	
Move to next row	control+alt+downArrow	Moves the system caret to the next row (staying in the same column)	

Object Navigation

Name	Desktop key	Laptop key	Touch	Description
Report current object	NVDA+numpad5	NVDA+shift+o	none	Reports the current navigator object. Pressing twice spells the information, and pressing 3 times copies this object's name and value to the clipboard.
Move to containing object	NVDA+numpad8	NVDA+shift+upArrow	flick up (object mode)	Moves to the object containing the current navigator object
Move to previous object	NVDA+numpad4	NVDA+shift+leftArrow	flick left (object mode)	Moves to the object before the current navigator object
Move to next object	NVDA+numpad6	NVDA+shift+rightArrow	flick right (object mode)	Moves to the object after the current navigator object
Move to first contained object	NVDA+numpad2	NVDA+shift+downArrow	flick down (object mode)	Moves to the first object contained by the current navigator object
Move to focus object	NVDA+numpadMinus	NVDA+backspace	none	Moves to the object that currently has the system focus, and also places the review cursor at the position of the System caret, if it is showing
Activate current navigator object	NVDA+numpadEnter	NVDA+enter	double tap	Activates the current navigator object (similar to clicking with the mouse or pressing space when it has the system focus)
Move System focus or caret to current	NVDA+shift+numpadMinus	NVDA+shift+backspace	none	pressed once Moves the System focus to the current navigator object, pressed twice moves the system caret

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review position			to the position of the review cursor
Report review cursor location	NVDA+numpadDelete	NVDA+delete	none	Reports information about the location of the text or object at the review cursor. For example, this might include the percentage through the document, the distance from the edge of the page or the exact screen position. Pressing twice may provide further detail.

Reviewing Text

Name	Desktop key	Laptop key	Touch	Description
Move to top line in review	shift+numpad7	NVDA+control+home	none	Moves the review cursor to the top line of the text
Move to previous line in review	numpad7	NVDA+upArrow	flick up (text mode)	Moves the review cursor to the previous line of text
Report current line in review	numpad8	NVDA+shift+.	none	Announces the current line of text where the review cursor is positioned. Pressing twice spells the line. Pressing three times spells the line using character descriptions.
Move to next line in review	numpad9	NVDA+downArrow	flick down (text mode)	Move the review cursor to the next line of text
Move to bottom line in review	shift+numpad9	NVDA+control+end	none	Moves the review cursor to the bottom line of text
Move to previous word in review	numpad4	NVDA+control+leftArrow	2-finger flick left (text mode)	Moves the review cursor to the previous word in the text
Report current word in review	numpad5	NVDA+control+.	none	Announces the current word in the text where the review cursor is positioned. Pressing twice spells the word. Pressing three times spells the word using character descriptions.
Move to	numpad6	NVDA+control+rightArrow	2-	Move the review cursor to the next

Name	Desktop key	Laptop key	Touch	Description
next word in review			finger flick right (text mode)	word in the text
Move to start of line in review	shift+numpad1	NVDA+home	none	Moves the review cursor to the start of the current line in the text
Move to previous character in review	numpad1	NVDA+leftArrow	flick left (text mode)	Moves the review cursor to the previous character on the current line in the text
Report current character in review	numpad2	NVDA+.	none	Announces the current character on the line of text where the review cursor is positioned. Pressing twice reports a description or example of that character. Pressing three times reports the numeric value of the character in decimal and hexadecimal.
Move to next character in review	numpad3	NVDA+rightArrow	flick right (text mode)	Move the review cursor to the next character on the current line of text
Move to end of line in review	shift+numpad3	NVDA+end	none	Moves the review cursor to the end of the current line of text
Say all with review	numpadPlus	NVDA+shift+a	3-finger flick down (text mode)	Reads from the current position of the review cursor, moving it as it goes
Copy from review cursor	NVDA+f9	NVDA+f9	none	starts copying text from the current position of the review cursor. The actual copy is not performed until you tell NVDA where to copy to
Copy to review cursor	NVDA+f10	NVDA+f10	none	Copies from the position previously set with Copy from review cursor up to and including the review cursor's current position. After pressing this key, the text will be copied to the Windows clipboard
Report text formatting	NVDA+f	NVDA+f	none	Reports the formatting of the text where the review cursor is currently situated

Review Modes

Name	Desktop key	Laptop key	Touch	Description
switch to next review mode	NVDA+numpad7	NVDA+pageUp	2-finger flick up	switches to the next available review mode
switch to previous review mode	NVDA+numpad1	NVDA+pageDown	2-finger flick down	switches to the previous available review mode

Navigating with the Mouse

Name	Desktop key	Laptop key	Description
Left mouse button click	numpadDivide	NVDA+[	clicks the left mouse button once. The common double click can be performed by pressing this key twice in quick succession
Left mouse button lock	shift+numpadDivide	NVDA+control+[	Locks the left mouse button down. Press again to release it. To drag the mouse, press this key to lock the left button down and then move the mouse either physically or use one of the other mouse routing commands
Right mouse click	numpadMultiply	NVDA+]	Clicks the right mouse button once.
Right mouse button lock	shift+numpadMultiply	NVDA+control+]	Locks the right mouse button down. Press again to release it. To drag the mouse, press this key to lock the right button down and then move the mouse either physically or use one of the other mouse routing commands
Move mouse to current navigator object	NVDA+numpadDivide	NVDA+shift+m	Moves the mouse to the location of the current navigator object and review cursor
Navigate to the object under the mouse	NVDA+numpadMultiply	NVDA+shift+n	Set the navigator object to the object located at the position of the mouse

Browse Mode

Name	Key	Description
Toggle browse/focus modes	NVDA+space	Toggles between focus mode and browse mode
Exit focus mode	escape	switches back to browse mode if focus mode was previously switched to automatically
Refresh browse mode document	NVDA+f5	Reloads the current document content (useful if certain content seems to be missing from the document. Not available in Microsoft Word and Outlook.)

Find	NVDA+control+f	Pops up a dialog in which you can type some text to find in the current document
Find next	NVDA+f3	Finds the next occurrence of the text in the document that you previously searched for
Find previous	NVDA+shift+f3	Finds the previous occurrence of the text in the document you previously searched for
open long description	NVDA+d	Opens a new window containing a long description for the element you are on if it has one.

Single Letter Navigation

The following keys by themselves jump to the next available element, while adding the shift key causes them to jump to the previous element:

- h: heading
- l: list
- i: list item
- t: table
- k: link
- n: nonLinked text
- f: form field
- u: unvisited link
- v: visited link
- e: edit field
- b: button
- x: checkbox
- c: combo box
- r: radio button
- q: block quote
- s: separator
- m: frame
- g: graphic
- d: landmark
- o: embedded object
- 1 to 6: headings at levels 1 to 6 respectively
- a: annotation (comment, editor revision, etc.)

To move to the beginning or end of containing elements such as lists and tables:

Name	Key	Description
Move to start of container	shift+comma	Moves to the start of the container (list, table, etc.) where the caret is positioned
Move past end of container	comma	Moves past the end of the container (list, table, etc.) where the caret is positioned

To toggle single letter navigation on and off for the current document, press NVDA+shift+space.

The Elements List

Name	Key	Description
Browse mode elements list	NVDA+f7	Lists various types of elements in the current document

Embedded Objects

Name	Key	Description
Move to containing browse mode document	NVDA+control+space	Moves the focus out of the current embedded object and into the document that contains it

Reading Mathematical Content

Interactive Navigation

Name	Key	Description
Interact with math content	NVDA+alt+m	Begins interaction with math content.

Application Specific Features

Microsoft Word

Automatic Column and Row Header Reading

Name	Key	Description
Set column headers	NVDA+shift+c	Pressing this once tells NVDA this is the first header cell in the row that contains column headers, which should be automatically announced when moving between columns below this row. Pressing twice will clear the setting.
Set row headers	NVDA+shift+r	Pressing this once tells NVDA this is the first header cell in the column that contains row headers, which should be automatically announced when moving between rows after this column. Pressing twice will clear the setting.

Browse Mode in Microsoft Word

To toggle Browse mode on and off in Microsoft Word, press NVDA+space.

The Elements List

While in Browse mode in Microsoft Word, you can access the Elements List by pressing NVDA+f7.

Reporting Comments

To report any comments at the current caret position, press NVDA+alt+c.

Microsoft Excel

Automatic Column and Row Header Reading

Name	Key	Description
Set column headers	NVDA+shift+c	Pressing this once tells NVDA this is the first header cell in the row that contains column headers, which should be automatically announced when moving between columns below this row. Pressing twice will clear the setting.

Set row headers	NVDA+shift+r	Pressing this once tells NVDA this is the first header cell in the column that contains row headers, which should be automatically announced when moving between rows after this column. Pressing twice will clear the setting.

The Elements List

To access the Elements List in Excel, press NVDA+f7.

Reporting Comments

To report any comments for the currently focused cell, press NVDA+alt+c.

Reading Protected Cells

To allow moving to locked cells, switch to Browse Mode by pressing NVDA+space, and then use standard Excel movement commands such as the arrow keys to move around all cells on the current worksheet.

Microsoft PowerPoint

Name	Key	Description
Toggle speaker notes reading	control+shift+s	When in a running slide show, this command will toggle between the speaker notes for the slide and the content for the slide. This only affects what NVDA reads, not what is displayed on screen.

foobar2000

Name	Key	Description
Report remaining time	control+shift+r	Reports the remaining time of the currently playing track, if any.

Miranda IM

Name	Key	Description
Report recent message	NVDA+control+1-4	Reports one of the recent messages, depending on the number pressed; e.g. NVDA+control+2 reads the second most recent message.

Poedit

Name	Key	Description
Report Comments Window	control+shift+c	Reports any comments in the comments window.
Report notes for translators	control+shift+a	Reports any notes for translators.

Skype

When in a conversation:

Name	Key	Description
Review message	NVDA+control+1-0	Reports and moves the review cursor to a recent message, depending on the number pressed; e.g. NVDA+control+2 reads the second most recent message.

Configuring NVDA

Preferences

Synthesizer Selection (NVDA+control+s)

Name	Desktop key	Laptop key	Description
Audio Ducking Mode	NVDA+shift+d	NVDA+shift+d	On Windows 8 and above, this option allows you to choose if NVDA should lower the volume of other applications while NVDA is speaking, or all the time while NVDA is running.

Voice Settings (NVDA+control+v)

Name	Desktop key	Laptop key	Description
Punctuation/Symbol Level	NVDA+p	NVDA+p	This allows you to choose the amount of punctuation and other symbols that should be spoken as words.

Synth settings ring

Name	Desktop key	Laptop key	Description
Move to next synth setting	NVDA+control+rightArrow	NVDA+shift+control+rightArrow	Moves to the next available speech setting after the current, wrapping around to the first setting again after the last
Move to previous synth setting	NVDA+control+leftArrow	NVDA+shift+control+leftArrow	Moves to the next available speech setting before the current, wrapping around to the last setting after the first
Increment current synth setting	NVDA+control+upArrow	NVDA+shift+control+upArrow	increases the current speech setting you are on. E.g. increases the rate, chooses the next voice, increases the volume
Decrement current synth	NVDA+control+downArrow	NVDA+shift+control+downArrow	decreases the current speech setting you are

setting

on. E.g. decreases the rate, chooses the previous voice, decreases the volume

Braille Settings

Name	Desktop key	Laptop key	Description
Braille Tethered to	NVDA+control+t	NVDA+control+t	This option allows you to choose whether the braille display will follow the system focus, or whether it follows the navigator object / review cursor.

Keyboard Settings (NVDA+control+k)

Name	Desktop key	Laptop key	Description
Speak Typed Characters	NVDA+2	NVDA+2	When enabled, NVDA will announce all characters you type on the keyboard.
Speak Typed Words	NVDA+3	NVDA+3	When enabled, NVDA will announce all words you type on the keyboard.
Speak Command Keys	NVDA+4	NVDA+4	When enabled, NVDA will announce all non-character keys you type on the keyboard. This includes key combinations such as control plus another letter.

Mouse Settings (NVDA+control+m)

Name	Desktop key	Laptop key	Description
Enable mouse tracking	NVDA+m	NVDA+m	When enabled, NVDA will announce the text currently under the mouse pointer, as you move it around the screen. This allows you to find things on the screen, by physically moving the mouse, rather than trying to find them through object navigation.

Review Cursor Settings

Name	Desktop key	Laptop key	Description
Follow System Focus	NVDA+7	NVDA+7	When enabled, The review cursor will always be placed in the same object as the current system focus whenever the focus changes.
Follow System Caret	NVDA+6	NVDA+6	When enabled, the review cursor will automatically be moved to the position of the System caret each time it moves.

Object Presentation Settings (NVDA+control+o)

Name	Desktop key	Laptop key	Description
Progress bar output	NVDA+u	NVDA+u	This option controls how NVDA reports progress bar updates to you.
Report dynamic content changes	NVDA+5	NVDA+5	Toggles the announcement of new content in particular objects such as terminals and the history control in chat programs.

Browse Mode Settings (NVDA+control+b)

Name	Desktop key	Laptop key	Description
Use screen layout	NVDA+v	NVDA+v	This option allows you to specify whether content in browse mode should place content such as links and other fields on their own line, or if it should keep them in the flow of text as it is visually shown. If the option is enabled then things will stay as they are visually shown, but if it is disabled then fields will be placed on their own line.