**User Manual of Screen Reader**

## **Installation guidelines**

* Uninstall the previous version if installed.
* Click on the **Screen Reader Alo.exe** file.
* Select the location on your computer where you want to install the software.
* Click on the install button to install the software.

## System Requirements

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| Operating System | Windows 10 |
| Ram | 4 GB minimum |
| MS Office Application | 2016 or higher (Recommended 2019) |
| Browsers | Microsoft Edge |

**Apurba Screen Reader Keyboard Command**

**System Command**

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| Command | Description |
| Alt + B | Speak Battery status |
| Alt + T | Speak Current Time |
| Alt + D | Speak todays date |
| Shift | Stop Current Speaking Context |
| Alt + F | Exit application forcefully |

**Microsoft Word Command**

* For the first time, if Word is not reading out, press ‘**Windows’** key 2 times
* To Read out the Ribbon, Press ‘**Alt**’, and navigate the menu items with ‘**Arrow Keys**’ & to traverse the Sub-menu items, Press ‘**Tab**’ & ‘**Shift + Tab**’ key.

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| Command | Description |
| Ctrl + T | Speak current document title |
| Ctrl+ Home | Go to the top of the document |
| Ctrl + Space | Switch between (Focus and Browse) mode |
| Focus Mode Features | |
| Insert + F7 | Open elements list (Show proofing) |
| Insert + Ctrl + F | Search for a word or a phrase |
| Alt | Go to Ribbon |
| Tab | Traverse Ribbon Menu (Speak all menu) |
| Ctrl + Left arrow | Speak the next word from the cursor |
| Ctrl + Right arrow | Speak the previous word from the cursor |
| Up / Down arrow | Speak the next/previous sentence |
| Up / Down arrow | Speak table properties (if inside a table) |
| Alt + Ctrl + A | Speak current table header properties (make sure the document has a table and cursor is inside table) |
| Up / Down arrow | Traverse row/column of a table |
| Ctrl + Down arrow | Speak next paragraph |
| Ctrl + Up arrow | Speak the previous paragraph |
| Ctrl + Shift + X | Speak selected text style, size, font etc. |
| Shift + Ctrl + Left | Read Selected Text word by word (Left side) |
| Shift + Ctrl + Right | Read Selected Text word by word (Right side) |
| Shift + Left | Read Selected Text character by character (Left side) |
| Shift + Right | Read Selected Text character by character (Right side) |
| Ctrl + L  Ctrl + R  Ctrl + E  Ctrl + J | Speak Align Left  Align Right  Align Center  Align Justify |

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| --- | --- |
| Browse Mode Features | |
| Esc | Exit ‘Restrict Editing PopUp’ |
| F | Speak the full document |
| W | Speak the next word from the cursor |
| Shift + W | Speak the previous word from the cursor |
| Q | Speak the current word from the cursor |
| H | Speak the next heading from the cursor |
| Shift + H | Speak the previous heading from the cursor |
| P | Speak the next paragraph from the cursor |
| Shift + P | Speak the previous paragraph from the cursor |
| T | Speak next table properties from the cursor (make sure the document has tables) |
| Shift + T | Speak previous table properties from the cursor (make sure the document has tables) |
| Alt + Ctrl + A | Speak current table header properties (make sure the document has a table and cursor is inside table) |
| G | Speak next image properties from the cursor |
| Shift + G | Speak previous image properties from the cursor |
| S | Speak the next sentence from the cursor |
| Shift + S | Speak the previous sentence from the cursor |
| C | Speak the next character from the cursor |
| Shift + C | Speak the previous character from the cursor |
| L | Speak the next list from the cursor (make sure the document has lists) |
| Shift + L | Speak the previous list from the cursor (make sure the document has lists) |
| I | Speak the next list item from the cursor |
| Shift + I | Speak the previous list item from the cursor |

**Microsoft Excel Command**

* For the first time, if Excel is not reading out, press ‘**Windows’** key 2 times
* To Read out the Ribbon, Press ‘**Alt**’, and navigate the menu items with ‘**Arrow Keys**’ & to traverse the Sub-menu items, Press ‘**Tab**’ & ‘**Shift + Tab**’ key.

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| Command | Description |
| Control + Shift + S | Speak the current sheet name |
| Control + Shift + W | Speak current Excel file title |
| Up / Down / Left / Right | Navigate cells in outside (Speak cell value and column name) |
| Ctrl + Arrow Keys | Navigate to the farthest cells |
| Ctrl + Home | Navigate to the first cell |
| Ctrl + Page Up | Move to the previous sheet |
| Ctrl + Page Down | Move to the next sheet. |
| Ctrl + F | Find and Replace Dialogue |
| Alt + Enter | Start a New Line Within a Cell |
| Fn + F2 or F2 | Edit the active cell |
| Control + Shift + R | Speak formula bar |
| Left / Right arrow | Speak previous/next character on active cell. (press **‘home’** key in active cell, then navigate characters with left/right keys) |
| Control + Shift + R | Speak formula bar |

**Microsoft EDGE Browser Command (Any browser)**

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| Command | Description |
| Tab | Navigate through menu items |
| Ctrl + D | Add Current site to favorites |
| Control + E | Search google Query |
| Control + L | Address bar Query |
| Control + H | Open the History pane and speak list by Up / Down (Press Tab & Up-Down key for Navigation) |
| Control + N | Open New Tab |

* If Any Issue Occurred, Press **‘Alt + R’** to reload the web page. Or call Partha Da for any issue. He will help at best.

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| Command | Description |
| H + Control + Alt | Speak next heading |
| Alt + Shift + Control + H | Speak the previous heading |
| J + Control + Alt | Speak next header and paragraph/text |
| Shift + J + Control + Alt | Speak previous header and paragraph/text |
| P + Control + Alt | Speak next paragraph |
| Shift + P + Control + Alt | Speak the previous paragraph |
| U + Control + Alt | Speak next hyperlink |
| Shift + U + Control + Alt | Speak the previous hyperlink |
| T + Control + Alt | Speak next table |
| Shift + T, Control, Alt | Speak the previous table |
| Ctrl + Shift + Down arrow  Ctrl + Shift + Up arrow | Speak next/previous row |
| Ctrl + Shift + Left arrow  Ctrl + Shift + Right arrow | Speak next/previous column |
| B + Control + Alt | Speak next button |
| Shift + B + Control + Alt | Speak the previous button |
| R + Control + Alt | Speak next radio button |
| Shift + R, Control, Alt | Speak the previous radio button |
| C + Control + Alt | Speak next combo box |
| Shift + C + Control + Alt | Speak previous combo box |
| F + Control + Alt | Speak next check box |
| Shift + F + Control + Alt | Speak previous check box |
| E + Control + Alt | Speak next edit box |
| Control + Alt + Shift + E | Speak previous edit box |