**Feedback Report of Screen Reader Group B**

## **Installation guidelines**

● Uninstall the previous version if installed and Click on the **Screen Reader Alo.exe** file.

● Select “**Typical**” & the location on your computer where you want to install the software.

## **System Requirements**

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

**Enter your system configurations:**

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| **Operating System** | Windows 11 Pro |
| **Processor** | 13th Gen Intel(R) Core (TM) i5-13500 2.50 GHz |
| **RAM** | 16.0 GB (15.8 GB usable) |
| **MS Office version (specially PowerPoint, word & excel)** | Microsoft office 2016 plus |
| **Browser name & version** | Microsoft Edge: Version 115.0.1901.188 (Official build) (64-bit) |

**Apurba Screen Reader Keyboard Command**

**System Command**

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| **Command** | **Description** | **Status (Working/Not Working)** |
| Alt + B | **Speak Battery status** (You can hear current battery status pressing this hotkey.) | Working |
| Alt + T | **Speak Current Time** (You can hear current time pressing this hotkey.) | Working |
| Alt + D | **Speak today's date** (You can hear todays date pressing this hotkey.) | Working |
| Shift | **Stop Current Speaking Context** (If you want to stop hearing a big sentence/text that is currently speaking, you can press shift to stop speaking it.) | Working |
| Alt + F | **Exit application forcefully** (Press this hotkey to exit application) | Working |

**Microsoft Word Command**

* Try to traverse everything with only Keyboard, if you face any issue give us feedback
* To Read out the Ribbon, Press ‘**Alt**’, and navigate the menu items with ‘**Arrow Keys (Left & Right)**’ & to traverse the Sub-menu items, Press ‘**Tab**’ & ‘**Shift + Tab**’ key.
* If hotkey doesn’t work for focus mode, then press “Ctrl + Space” once.

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| **Command** | **Description** | | **Status (Working/Not Working)** |  |
| Ctrl + T | **Speak currently opened document title / file name** (Works in both Focus & Browse Mode) | | Working | |
| Ctrl + Home | **Go to the top of the document** (cursor will be at the top-left of the document), press Ctrl + Fn +Home if Home is a function key in your device/keyboard. It works in both Focus & Browse Mode. | | Working | |
| Ctrl + Space | **Switch between Focus and Browse mode.** If you are in focus mode, it should switch to browse mode & start working Browse mode features and vice versa. | | Working | |
| **Focus Mode Features** | | | | |
| Insert + F7 | **Open elements list (Show proofing)**, if doesn’t work in your device, simply press F7 | | Working | |
| Ctrl + F | **Search for a word or a phrase**, Press ESC to close it after it opens. | | Working | |
| Alt | **Go to Ribbon** | | Working | |
| Tab | **Traverse Ribbon Menu items** (Speak all menu). Use Shift + Tab to speak the previous items. You should use these hotkeys after you press Alt & go to ribbon. | | Working | |
| Ctrl + Left | **Speak the next word from the cursor.** It reads document word by word (next word) | | Working | |
| Ctrl + Right | **Speak the previous work from the cursor.** It reads document word by word (Previous work) | | Working | |
| Up / Down | **Speak the next/previous sentence**. You can read documents sentence by sentence using these hotkeys. Press Down arrow key to read next sentence, press Up arrow key to read previous sentence. | | Working | |
| Up / Down | **Speak table properties (only if inside a table)**. It changes cells and reads that cell values. | | Working | |
| Alt + Ctrl + A | **Speak current table row & column properties and current cell value** (make sure the document has a table and the cursor is inside a table) | | Working | |
| Ctrl + Down | **Speak the next paragraph from the cursor**. Using this hotkey, you can speak the next paragraph. | | Working | |
| Ctrl + Up | **Speak the previous paragraph.** Using this hotkey, you can speak the previous paragraph. | | Working | |
| Ctrl + Shift + X | **Speak selected text style, size, font etc**. (At first you have to select some texts in the document then press this hotkey. It should speak the font size, color, styles of the text you have selected.) | | Working | |
| Shift + Ctrl + Left | **Read Selected Text word by word (Left side)**. Use this hotkey to select texts word by word. It should read which word is selected/unselected. | | Working | |
| Shift + Ctrl + Right | **Read Selected Text word by word (Right side)**. Use this hotkey to select texts word by word. It should read which word is selected/unselected. | | Working | |
| Shift + Left | **Read Selected Text character by character** **(Left side).** Use this hotkey to select texts char by char. It should read which character is selected/unselected. | | Working | |
| Shift + Right | **Read Selected Text character by character (Right side).** Use this hotkey to select texts char by char. It should read which character is selected/unselected. | | Working | |
| Ctrl + L  Ctrl + R  Ctrl + E  Ctrl + J | **Speak**  Align Left  Align Right  Align Center  Align Justify | Working | Working | |
| Ctrl + I | **It makes the selected text *Italic* if it is not italic**. If italic, it makes the text non-italic. Before pressing this hotkey, please select some text first. | | Working | |
| Ctrl + B | **It makes the selected text BOLD if it is not bold**. If bold, it makes the text non-bold. Before pressing this hotkey, please select some text first. | | Working | |
| Ctrl + U | **It makes the selected text underlined if it is not underlined**. If underlined, it makes the text non-underlined. Before pressing this hotkey, please select some text first. | | Working | |

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| **Browse Mode Features** | | |
| Esc | **Exit ‘Restrict Editing Popup’**. When you go to browse mode for the first time after you open the document and you press any key, you can see a sidebar called ‘Restrict Editing’. It should disappear automatically. If it doesn’t, press ESC to exit it. | Working |
| F | **Speak the full document** (Speak the whole document from first to last when you press the hotkey) | Working |
| W | **Speak the next word from the cursor** (it will speak word by word) | Working |
| Shift + W | **Speak the previous work from the cursor** (same as W but it speaks previous work by word) | Working |
| Q | **Speak the current word from the cursor**. (It spells the current word where the cursor is focused. Speak the word char by char) | Working |
| H | **Speak the next heading from the cursor.** | Working |
| Shift + H | **Speak the previous heading from the cursor** | Working |
| P | **Speak the next paragraph from the cursor** | Working |
| Shift + P | **Speak the previous paragraph from the cursor** | Working |
| T | **Speak next table properties from the cursor** (make sure the document has tables) | Working |
| Shift + T | **Speak previous table properties from the cursor** (make sure the document has tables) | Working |
| Alt + Ctrl + A | **Speak current table row & column properties & speak current cell value** (make sure the document has a table and cursor is inside table) | Working |
| G | **Speak next image properties from the cursor** | Working |
| Shift + G | **Speak previous image properties from the cursor** | Working |
| S | **Speak the next sentence from the cursor** | Working |
| Shift + S | **Speak the previous sentence from the cursor** | Working |
| C | **Speak the next character from the cursor** | Working |
| Shift + C | **Speak the previous character from the cursor** | Working |
| L | **Speak the next list from the cursor** (make sure the document has lists) | Working |
| Shift + L | **Speak the previous list from the cursor** (make sure the document has lists) | Working |
| I | **Speak the next list item from the cursor** (make sure there is lists in the document) | Working |
| Shift + I | **Speak the previous list item from the cursor** (make sure there is lists in the document) | Working |

**Microsoft Excel Command**

* Try to traverse everything with only Keyboard
* 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** | **Status (Working/Not Working)** |
| Ctrl + Shift + S | **Speak current sheet name**  (in single excel file, we may have multiple sheets opens, currently which sheet we are working that will Speak out) | Working |
| Ctrl + Shift + W | **Speak current Excel file title** (even if multiple sheets open in excel file, there will be only one single excel file title) | Working |
| Ctrl + Page Up | **Move to the previous sheet & speak that sheet name** (if present) | Working |
| Ctrl + Page Down | **Move to the next sheet & speak that sheet name**  (if present) | Working |
| Up / Down / Left / Right | **Speak cell content & co-ordinate** (Navigate cell’s content, not editing that cell) | Working |
| Ctrl + Home | **Navigate to the first cell** | Working |
| Ctrl + F | **Find and Replace Dialogue** (Try to traverse everything with keyboard) | Working |
| Ctrl + Arrow Keys | **Navigate to the farthest cells** (when not editing the cell) | Working |
| (Fn + F2) or F2 | **Edit the active cell**  (to read out its content character by character or word by word) | Working |
| Up / Down / Left / Right | **Speak out character by character** (While editing active cell) (if caret position & current character speaking mismatched, press “home” or “end” key. Also, traverse slowly means 4 keyboard presses in one seconds) | Working |
| Delete | **Speak out the deleted character after the caret position** (While editing) | Working |
| Backspace | **Speak out the deleted character before the caret position** (While editing) | Working |
| Alt + Enter | **Speak New Line** (While editing)(adjusted for deleting or adding character in active cell) | Working |
| Ctrl + left | **Speak word by word in backwards** (while cell is editing) (if caret position & current word speaking mismatched, press “home” or “end” key. Also, traverse slowly means 4 keyboard presses in one seconds) | Working |
| Ctrl + right | **Speak word by word in forward** (while cell is editing) (if caret position & current word speaking mismatched, press “home” or “end” key. Also, traverse slowly means 4 keyboard presses in one seconds) | Working |
| Ctrl + Shift + R | **Speak formula of current cell** (Normally while traversing if the cell contains any formula, it will speak out the value but if we want to know the formula then this hotkey needs to be pressed) | Working |

**Microsoft EDGE Browser Command**

* Try to traverse everything with only Keyboard

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| **Command** | **Description** | **Status (Working /not working)** |
| Tab | Navigate through menu items | Working |
| Ctrl + D | Add Current site to favorites | Working |
| Control + E | Search google/Bing Query | Working |
| Control + L | Address bar Query | Working |
| Control + H | Open the History pane and speak list by Up / Down (Press Tab & Up-Down key for Navigation) | Working |
| Control + N | Open New Tab | Working |

● If web page loading issue occurred or content speaking finished, Press **‘Alt + R’** to reload the web page & hold until you heard “Web page loaded”

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| **Command** | **Description** | **Status (Working /not working)** |
| Ctrl + Alt + H | Speak next heading | Working |
| Ctrl + Alt + Shift + H | Speak the previous heading | Working |
| Ctrl + Alt + J | Speak next header and paragraph/text | Working |
| Ctrl + Alt + Shift + J | Speak previous header and paragraph/text | Working |
| Ctrl + Alt + P | Speak next paragraph | Working |
| Ctrl + Alt + Shift + P | Speak the previous paragraph | Working |
| Ctrl + Alt + U | Speak next hyperlink/URL | Working |
| Ctrl + Alt + Shift + U | Speak the previous hyperlink/URL | Working |
| Ctrl + Alt + T | Speak next table (Table Command) | Working |
| Ctrl + Alt + Shift + T | Speak the previous table (Table Command) | Working |
| Ctrl + Shift + Up Ctrl + Shift + Down | Speak previous / next row (Table Command) | Working |
| Ctrl + Shift + Left  Ctrl + Shift + Right | Speak previous/next column (Table Command) | Working |
| Ctrl + Alt + B | Speak next button | Working |
| Ctrl + Alt + Shift + B | Speak the previous button | Working |
| Ctrl + Alt + R | Speak next radio button | Working |
| Ctrl + Alt + Shift + R | Speak the previous radio button | Working |
| Ctrl + Alt + C | Speak next combo box  (Drop Down Menu Command) | Working |
| Ctrl + Alt + Shift + C | Speak previous combo box (Drop Down Menu Command) | Working |
| Ctrl + Alt + F | Speak next check box | Working |
| Ctrl + Alt + Shift + F | Speak previous check box | Working |
| Ctrl + Alt + E | Speak next edit box  (Where blind users will type to search) | Working |
| Ctrl + Alt + Shift + E | Speak previous edit box (Where blind users will type to search) | Working |

**Microsoft PowerPoint Command**

* Try to traverse everything with only Keyboard

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| **Command** | **Description** | **Status (Working/Not Working)** |
| Ctrl + Space | **Toggle between Presentation mode & Editing Mode** (In presentation mode, need to press this hotkey to come in editing mode, not the usual “escape” key) | Working |
| Tab | **Table Detection / Picture Detection / Detect Shapes with text / Detect Shapes without text / Bullet Point detection**  (in current editing slide) | Working |
| Left / Right arrows (on selected text) | **Character by character reading** (in editing mode) (if Tab pressed, then need to press enter, it will select the text, then press left/right) | Working |
| Ctrl + Right | **Speak out the next word** (in editing mode) (if Tab pressed, then need to press enter, it will select the text, then press left/right) | Working |
| Ctrl + Left | **Speak out the previous word** (in editing mode) (if Tab pressed, then need to press enter, it will select the text, then press left/right) | Working |
| Ctrl + Down | **Speak Out the next Paragraph**  (in editing mode) | Working |
| Ctrl + Up | **Speak Out the previous paragraph** (in editing mode) | Working |
| Ctrl + Up/Down | **Speak Out numbered/non-numbered points**  (when Bullet point is detected) (in current slide editing mode) | Working |
| Enter then Tab / Shift Tab | **Table reading**  (row-column wise) | Working |
| N | **Speak out the content of next slide**  (in presentation mode) | Working |
| P | **Speak out the content of previous slide**  (in presentation mode) | Working |
| B | **Toggle black screen**  (in presentation mode) | Working |
| W | **Toggle White screen**  (in presentation mode) | Working |
| Ctrl + P | **Pen & Laser Pointer Mode** (in presentation mode, have you faced any issue here?) | Working |