1. To Access the NVDA screen reader double click on the NVDA icon:

   Once open the box below will appear:

   ![Welcome to NVDA dialog box]

   Un-tick the dialog box and click OK to begin using NVDA.

2. You will notice the NVDA icon will appear in the bottom left corner of your screen on the task bar:

   ![NVDA icon on task bar]

   If it isn’t there, click on the small triangle and you can find it in the menu:

   ![Menu with NVDA icon]

   Once you find it, click on the NVDA icon, select preferences and then settings. The following box will open. When you change any setting click APPLY.
3. For the clearest voice, change the settings under “Speech” to the options below:

![Screen Reader Settings]

4. Next turn off the clickable Element by un-ticking it. It is under “Document Formatting” in the settings:

![Clickable Elements]

Once all these settings have been changed you are ready to start using NVDA. Below are the keyboard shortcuts you can use to navigate. You can also use the mouse to navigate. Whatever you hover over will be read by the software.

**KEYBOARD SHORTCUTS – Visit**

- Hold the CTRL key to stop the screen reader from talking.
- Move from line to line using the UP AND DOWN ARROW KEYS.
- Read letter by letter using the LEFT AND RIGHT ARROW KEYS.
- Hold INSERT and Q to turn NVDA off.
- Press SPACE or ENTER to select.

**For more info visit:** [https://dequeuniversity.com/screenreaders/nvda-keyboard-shortcuts](https://dequeuniversity.com/screenreaders/nvda-keyboard-shortcuts)