Kindera

Accessibility as standard

NVDA cheatsheet

Installation

Windows does not provide a built-in screen reader; however, you can install NVDA (a free screen reader) from https://www.nvaccess.org/download

Once installed, follow the on screen instructions and use this guide to help you get started.

Browse mode

NVDA work in two different modes:

1. **Browse Mode** is the default state when reading documents or web pages.

2. **Focus mode** is triggered when the user enters a form or other fields that require user input. Although NVDA automatically switches modes, the user can toggle them using: Insert (MK) + Space Bar.

Recommended browser

NVDA works well with Firefox, Chrome and Edge.

Full list of commands

A full list of commands is available at: https://www.nvaccess.org/files/nvda/documentation/ userGuide.html

There are many more key commands than we can include on this quick guide, so we recommend reviewing the documentation.

Modifier key

NVDA uses a modifier, called the NVDA key, that is combined with other keys for screen reader keyboard commands.
It can be set by the user to be either the CAPS LOCK or the INSERT key.

MK represents the NVDA modifier.

Task	Keys
Default	Insert
Alternative	Caps Lock

Speech viewer

A text box that shows what is being read by the screen reader. It can be helpful if you want to view text as you test rather than just listen. Enable it under Tools in the NVDA menu.

Task	Keys
Open tools menu	MK + N

Elements list

Similar to Apple's VoiceOver Rotor, the NVDA Elements list provides a list of page elements such as headings, links, and landmarks.

Task	Keys
Open Elements list	MK + F7
Close Elements list	Escape

Starting and stopping

Task	Keys
Start NVDA	Control + Alt + N
Exit NVDA	MK + Q, then enter
Stop reading	Control
Continuous reading	Insert + Down Arrow

Reading text

Task	Keys
Say previous line	Up Arrow or Numpad 7
Say next line	Down Arrow or Numpad 9
Say current line	MK + Up Arrow or Numpad 9
Start of line	Shift + Numpad 1
End of line	Shift + Numpad 3

Navigation

You can reverse the direction of the following commands by using the Shift key in addition to the keys listed below.

Task	Keys
Next focusable item	Tab
Next link	K
Next visited link	V
Next unvisited link	U
Activate link, button or form controls	Enter
Next heading	H
Next form element	F
Next table	T
Next list	L
Next graphic	G

Tables

Task	Keys
Read column header	Ctrl + Alt + Up/Down/Left/Right Arrow

Forms

Task	Keys
Next form field	F
Next focusable item	Tab
Next button	B
Next checkbox	X
Next select combo box	C
Next radio button	R
Open combo box	Alt + Down Arrow
Select options	Down Arrow
Select/deselect item	Space Bar

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