# NVDA Cheat Sheet

## Getting Started

NVDA is an open-source screen reader

You can download it for free at the [NV Access Website](http://www.nvaccess.org.download/).

Once you have downloaded the files, go to your Downloads folder, and double-click on the file to install the program.

## NVDA Modifier Key

You will need to press the NVDA key (Numpad Insert or Extended Insert) plus another key to effect a command in NVDA.

It is possible to change the NVDA key. To do this press the control key, the insert key and the k key at the same time this will open the keyboard setting dialogue box. This dialogue box also opens each time you start NVDA. In this box you will be able to choose which key you would like to use, the CapsLock, the numpad Insert or the extended Insert.

If you choose to use CapsLock as a modifier, but later need to use the CapsLock for the original function, simply press the key twice and it will work as CapsLock.

## Modes

Browse Mode – this can be used when reading documents or web pages

Focus Mode – useful for forms or other documents where user input is needed. NVDA will switch between Browse and Focus mode, but can also be switched manually by using Insert + space

Speech Viewer – useful for sighted users that use NVDA for testing purposes, this mode can be enabled under Tools in the NVDA menu. It shows everything that NVDA states.

| Function | NVDA command |
| --- | --- |
| Read Document Title | Insert + T |
| Read Next Line | Down Arrow |
| Read Previous Line | Up Arrow |
| Read Next Paragraph | P |
| Read Previous Paragraph | Shift + P |
| Read continuously (Say All) | Insert + Down Arrow |
| Go to a page | Ctrl + Shift + N |
| Go to Next page | Ctrl + Page Down |
| Go to Previous page | Ctrl + Page Up |
| Open the Find dialog | Ctrl + Insert + F |
| Open the Links list dialog (JAWS) or Elements List dialog (NVDA) | Insert + F7 |
| Go to Next Link | Tab or K |
| Go to Previous Link | Shift + Tab or Shift + K |
| Open the Headings list dialog (JAWS) or Elements List dialog (NVDA) | Insert + F7 then Alt + H |
| Go to Next Heading | H |
| Go to Previous Heading | Shift + H |
| Go to Next Table | T |
| Go to Previous Table | Shift + T |
| Read current cell in a Table | – |
| Go to Next cell in a Table | Ctrl + Alt + Right Arrow |
| Go to Previous cell in a Table | Ctrl + Alt + Left Arrow |
| Go to Next Graphic | G |
| Go to Previous Graphic | Shift + G |
| Open the Select a Graphic dialog | – |
| Go to Next List | L |
| Go to Previous List | Shift + L |
| Go to Next List Item | I |
| Go to Previous List Item | Shift + I |
| Function | NVDA command |
| Turn on Forms Mode (JAWS) or Focus Mode (NVDA) | Insert + Spacebar |
| Turn off Forms Mode (JAWS) or Focus Mode (NVDA) | Insert + Spacebar |
| Go to Next Button | B |
| Go to Previous Button | Shift + B |
| Go to Next Combo box | C |
| Go to Previous Combo box | Shift + C |
| Go to Next Edit field | E |
| Go to Previous Edit field | Shift + E |
| Go to Next Form field | F |
| Go to Previous Form field | Shift + F |
| Go to Next Radio button | R |
| Go to Previous Radio button | Shift + R |
| Go to Next Checkbox | X |
| Go to Previous Checkbox | Shift + X |