# Basic Hotkeys and Commands Part 1 Review Sheet

## 1.) Two types of commands in NVDA.

Some NVDA commands use a single key like Tab, Arrow, Space, and Enter keys.

## 2.) Other Commands in NVDA Using Combination of Keys

The first key or keys used in a combination key command are called the modifier keys.

In NVDA, the most important modifier key is called the NVDA key.

The NVDA key is set to be the Insert key by default but with on a laptop keyboard it can be and is recommended that it be changed to the Caps Lock key

When using a combination of keys, the proper way to enter the keystroke is to hold down all of the modifier keys and then press the single key once.

## 3.) Keyboard Layout

The top row starts with Escape then progresses to the function keys called F1 through F12

Below the control pad are the arrow keys, which are laid out in an inverted T

## 4.) Input Help

Learning Hotkeys in NVDA is a little easier, using the "Input Help." When using the

Input Help function on no commands will actually be performed when practicing with the keyboard. In other words, this function allows you to safely explore your keyboard layout without affecting anything running on your computer. The "Input Help" is turned on by pressing the NVDA key plus number 1 key. To turn "Input Help" off you repeat the procedure press again NVDA key plus number 1 key.

## 5.) Navigation

The Arrow, Tab, Enter, Space and Escape keys are the very basic keys that allow you to move around and interact with programs on your computer

The arrow keys represent the smallest movement forwards or backwards. When using the arrow keys it is unlikely that while navigating you are more likely you are not going to skip over anything on the screen in most cases.

While using a screen reader we only need to worry about forwards and backwards.

In most cases, we can move forwards or backwards with the up or down arrow without issues.

Tab key position is the left most key in the fourth row from the bottom of the keyboard and is just to the left of the Q key. Pressing Tab generally moves you to the next interactive element on the screen. It may also move you between sections of an application. In general, Tab is a quick way to get around but you'll probably will skip over paragraphs of text.

There are two important combination commands using the Tab key.

By holding down the Shift key as your modifier and then press the Tab key, it moves the screen reader backwards through a website.

## 6.) Another Important Tab Key Combination

The other important Tab combination is by holding down the Alt key as your modifier and then pressing the Tab. This will bring up all active programs that are open at the moment. By keeping the modifier, key "Alt" pressed down and tapping the "Tab" key the screen reader will announce each program as it resides on it. By letting go of all keys the computer will divert all attention on that program as the one being used. This a good way to see if another program has popped up in the middle of you using a program and an unexplainable stoppage of what you were doing.

**Other Commands**

Pressing the Enter key usually means "Accept" and "Continue."

The Enter key, indicating that you're finished with what you were doing, and it's okay to be taken to the next screen.

Spacebar represents a more gentle interaction when compared to the Enter key. Pressing Space means you want to activate an element without leaving the screen you are currently on.

The location of the Escape key is at the very top left key on the keyboard. Escape means that you want to back out of wherever you are and discard any changes.

## 7.) Modifier Keys

Modifier keys are generally used in combination with other keys to perform actions.

Most of the modifier keys can be found on the bottom left of the keyboard.

Control key by itself, will make NVDA stop speaking immediately.

Pressing the Shift key again will resume speech from where it left off.

The navigation keys combined with the modifier keys are the basic keys you need to know to get started.

# Basic Hotkeys and Commands Part 1 Review Questions

What are the two types of commands used in NVDA? (See references 1 and 2)

What is the most important modifier key in NVDA? (See reference 2)

What is the NVDA Key on a standard keyboard and what is it on a laptop keyboard?

What pattern are the arrow keys laid out in? (See reference 3)

How do you turn on and turn off Input Help in NVDA? (See reference 4)

What does the Input Help do? (See reference 4)

What do the Arrow, Tab, Enter, Space and Escape keys help you do in NVDA? (See reference 5)

Why are the arrow keys the best navigation keys? (See reference 5)

What key combination is a good way to see if another program has popped up in the middle of you using a program and an has unexplainable stopped you from accessing the program you were using?

(See reference 6)

What key combination is a good way to switch back and forth between programs that are running at the same time on your computer? (See reference 6)

What do modifier keys do on NVDA? (See reference 7)

Where are a lot of modifier keys located on a keyboard? (See reference 7)

# Input Help Practice

In this exercise, you will turn on NVDA Input Help by holding down the NVDA Key and then pressing the number one key. After it is on you will press the following key combinations. Then as you hear NVDA describe what these key combinations do give a brief description either by typing or use a recorder and repeat what you heard.

1. Shift key plus Tab key
2. Tab key
3. Alt key plus Tab key
4. NVDA plus the down Arrow
5. NVDA plus Spacebar key
6. You explore, find at least two other keys or key combinations that Input Help describe for you.

What are they?

G.

H.