Navigating by Headings with a Screen Reading Program  
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B&F Teaching & Technology  
January 31, 2021

# If reading the email message using JAWS

## Using QuickNav keys

* Press H to move forward from heading to heading, and Shift H to move backward.
* Press the number 1 to move to the next heading level 1, and number 2 to move to the next heading level 2. Add the Shift key to move backward.

## Using the Headings List

* Press JAWS Key + F6 to bring up a list of headings. Use Down or Up Arrow keys to navigate to desired heading, and press Enter to go there.
* You can also use first letter navigation, and press enter.

# If reading the MS Word file with JAWS

## Using QuickNav keys

* Press JAWS Key Z to turn JAWS Quick Keys on.
* Press H to move forward from heading to heading, and Shift H to move backward.
* Press the number 1 to move to the next heading level 1, and number 2 to move to the next heading level 2. Add the Shift key to move backward.
* Don’t forget to turn JAWS Quick Keys off when you are finished with JAWS Key Z.

## Using the Headings List

* Press JAWS Key + F6 to bring up a list of headings. Use Down or Up Arrow keys to navigate to desired heading, and press Enter to go there.
* You can also use first letter navigation, and press enter.

# If reading the email message using NVDA

## Using QuickNav keys

* Press H to move forward from heading to heading, and Shift H to move backward.
* Press the number 1 to move to the next heading level 1, and number 2 to move to the next heading level 2. Add the Shift key to move backward.

## Using the Headings List

* Press NVDA Key + F7 to bring up the Headings List.
* Use Down or Up Arrow keys to navigate to desired heading, and press Enter to go there.
* You can also use first letter navigation, and press enter.

# If reading the MS Word file with NVDA

## Using QuickNav keys

* Press NVDA Key + Space to turn Browse Mode on.
* Press H to move forward from heading to heading, and Shift H to move backward.
* Press the number 1 to move to the next heading level 1, and number 2 to move to the next heading level 2. Add the Shift key to move backward.
* Don’t forget to turn Browse Mode off when you are finished with NVDA Key + Space.

## Using the Elements List

* Turn Browse Mode on with NVDA Key + Space.
* Press NVDA Key + F7 to bring up the Elements List.
* Shift Tab once to the list of elements.
* Press Down Arrow once to select the Headings radio button, and press Tab to move focus to your list of headings.
* Use Down or Up Arrow keys to navigate to desired heading, and press Enter to go there.
* You can also use first letter navigation, and press enter.

# If reading the email message using Narrator

## Using QuickNav keys

* Press H to move forward from heading to heading, and Shift H to move backward.
* Press the number 1 to move to the next heading level 1, and number 2 to move to the next heading level 2. Add the Shift key to move backward.

## Using the Headings List

* Press Narrator Key + F6 to bring up the Headings List.
* Use Down or Up Arrow keys to navigate to desired heading, and press Enter to go there.
* You can’t use first letter navigation, but if you type all or part of a search word, Narrator will narrow the list to fit your search criterion.

# If reading the MS Word file with Narrator

## Using QuickNav keys

* Press Narrator Key + Space to turn Scan Mode on.
* Press H to move forward from heading to heading, and Shift H to move backward.
* Press the number 1 to move to the next heading level 1, and number 2 to move to the next heading level 2. Add the Shift key to move backward.
* Don’t forget to turn Scan Mode off when you are finished with Narrator Key + Space.

## Using the Headings List

* Press Narrator Key + F6 to bring up the Headings List.
* Use Down or Up Arrow keys to navigate to desired heading, and press Enter to go there.
* You can’t use first letter navigation, but if you type all or part of a search word, Narrator will narrow the list to fit your search criterion.

# Navigating by headings using MS Word’s Search Pane, with or without a screen reading program

* Press Control F to display the Navigation Pane.
* Tab several times to the Results Tab.
* Right Arrow to the Headings tab.
* Tab once to the list of headings.
* Use Down or Up Arrow keys to select your desired heading, and press Enter to go there.