

Download, Install and Setup Instructions for the NVDA Application



Download and Install the NVDA Application

Note: You will need Administrative access to install the NVDA screen reader application on your computer.

Download and Run the NVDA Install Executable

- Open the <https://www.nvaccess.org/download/> webpage and select the *Download* button. This will copy the latest NVDA install executable to your Downloads folder.
- Press *Windows Key + E* to open Explorer and navigate to the Downloads folder.
- Select **NVDA_202#.#.#.exe** (where # is the numeric version of the install file you downloaded) to begin the installation.
- On the NVDA Launcher dialog box, select the “*I have read and agree to the license agreement*” checkbox. Then select the “*Install NVDA on this computer*” button.
- On the Install NVDA dialog box, select the “*Create desktop icon and shortcut key (control + alt + n)*” checkbox.

OPTIONAL: Select the “*Use NVDA during sign-in*” checkbox if you want NVDA to speak the logon screens each time you log on to the Windows computer. Then select the *Continue* button. The NVDA installation will begin.

NOTE: The On-screen keyboard may display when NVDA begins to install. If that happens, you can close the On-screen keyboard.

- On the Success dialog box, select the *OK* button. This will conclude the NVDA installation and then start the NVDA screen reader application.

Configuring NVDA

- On the Welcome to NVDA dialog box:
 - Select the Keyboard layout:
 - desktop – use this if you are going to be using a full-size keyboard which includes a numeric keypad as many of the NVDA command keys use the numeric keypad keys.
 - laptop – use this if you will be using the laptop’s internal keyboard or an external keyboard which does not have a separate numeric keypad. NVDA will then use different shortcut keys which does not require the numeric keypad for its commands.
 - Select the “*Use CapsLock as an NVDA modifier key*” if you are using the laptop keyboard layout as the default NVDA modifier key is Insert which may not be easily accessible on a laptop keyboard.

- Select the “*Start NVDA after I sign in*” if you want the NVDA screen reader to automatically start after you log on to the computer.
- Select the “*Show this dialog when NVDA starts*” if you want the Welcome to NVDA dialog box to display each time you start NVDA.
- Select the *OK* button to dismiss the Welcome to NVDA dialog box.
- **On the NVDA Usage Data Collection dialog box, I recommend selecting the No button to prevent NV Access from periodically collecting your usage data!**
- NVDA should now be running!

Basic NVDA commands

Name	Desktop key	Laptop key	Description
Starts or restarts NVDA	Control+alt+n	Control+alt+n	Starts or restarts NVDA from the Desktop, if this Windows shortcut is enabled during NVDA's installation process. This is a Windows specific shortcut and therefore it cannot be reassigned in the input gestures dialog.
Stop speech	Control	control	Instantly stops speaking
Pause Speech	shift	shift	Instantly pauses speech. Pressing it again will continue speaking where it left off (if pausing is supported by the current synthesizer)
NVDA Menu	NVDA+n	NVDA+n	Pops up the NVDA menu to allow you to access preferences, tools, help, etc.
Toggle Speech Mode	NVDA+s	NVDA+s	Toggles speech mode between speech, beeps and off.
Toggle Input Help Mode	NVDA+1	NVDA+1	Pressing any key in this mode will report the key, and the description of any NVDA command associated with it
Quit NVDA	NVDA+q	NVDA+q	Exits NVDA
Pass next key through	NVDA+f2	NVDA+f2	Tells NVDA to pass the next key press straight through to the active application - even if it is normally treated as an NVDA key command
Toggle application sleep mode on and off	NVDA+shift+s	NVDA+shift+z	sleep mode disables all NVDA commands and speech/braille output for the current application. This is most useful in applications that provide their own speech or screen reading features. Press this command again to disable sleep mode - note that NVDA will only retain the Sleep Mode setting until it is restarted.

NVDA Commands for Reviewing Text

Name	Desktop key	Laptop key	Description
Move to top line in review	shift+numpad7	NVDA+control+home	Moves the review cursor to the top line of the text
Move to previous line in review	numpad7	NVDA+upArrow	Moves the review cursor to the previous line of text
Report current line in review	numpad8	NVDA+shift+.	Announces the current line of text where the review cursor is positioned. Pressing twice spells the line. Pressing three times spells the line using character descriptions.
Move to next line in review	numpad9	NVDA+downArrow	Move the review cursor to the next line of text
Move to bottom line in review	shift+numpad9	NVDA+control+end	Moves the review cursor to the bottom line of text
Move to previous word in review	numpad4	NVDA+control+leftArrow	Moves the review cursor to the previous word in the text
Report current word in review	numpad5	NVDA+control+.	Announces the current word in the text where the review cursor is positioned. Pressing twice spells the word. Pressing three times spells the word using character descriptions.
Move to next word in review	numpad6	NVDA+control+rightArrow	Move the review cursor to the next word in the text
Move to start of line in review	shift+numpad1	NVDA+home	Moves the review cursor to the start of the current line in the text
Move to previous character in review	numpad1	NVDA+leftArrow	Moves the review cursor to the previous character on the current line in the text

Report current character in review	numpad2	NVDA+.	Announces the current character on the line of text where the review cursor is positioned. Pressing twice reports a description or example of that character. Pressing three times reports the numeric value of the character in decimal and hexadecimal.
Move to next character in review	numpad3	NVDA+rightArrow	Move the review cursor to the next character on the current line of text
Move to end of line in review	shift+numpad3	NVDA+end	Moves the review cursor to the end of the current line of text
Say all with review	numpadPlus	NVDA+shift+a	Reads from the current position of the review cursor, moving it as it goes
Select then Copy from review cursor	NVDA+f9	NVDA+f9	Starts the select then copy process from the current position of the review cursor. The actual action is not performed until you tell NVDA where the end of the text range is
Select then Copy to review cursor	NVDA+f10	NVDA+f10	On the first press, text is selected from the position previously set as start marker up to and including the review cursor's current position. If the system caret can reach the text, it will be moved to the selected text. After pressing this key stroke a second time, the text will be copied to the Windows clipboard
Move to marked start for copy in review	NVDA+shift+f9	NVDA+shift+f9	Moves the review cursor to the position previously set start marker for copy
Report text formatting	NVDA+shift+f	NVDA+shift+f	Reports the formatting of the text where the review cursor is currently situated. Pressing twice shows the information in browse mode
Report current symbol replacement	None	None	Speaks the symbol where the review cursor is positioned. Pressed twice, shows the symbol and the text used to speak it in browse mode.

Name	Desktop key	Laptop key	Description
Left mouse button click	numpadDivide	NVDA+[Clicks the left mouse button once. The common double click can be performed by pressing this key twice in quick succession
Left mouse button lock	shift+numpadDivide	NVDA+control+[Locks the left mouse button down. Press again to release it. To drag the mouse, press this key to lock the left button down and then move the mouse either physically or use one of the other mouse routing commands
Right mouse click	numpadMultiply	NVDA+]	Clicks the right mouse button once, mostly used to open context menu at the location of the mouse.
Right mouse button lock	shift+numpadMultiply	NVDA+control+]	Locks the right mouse button down. Press again to release it. To drag the mouse, press this key to lock the right button down and then move the mouse either physically or use one of the other mouse routing commands
Move mouse to current navigator object	NVDA+numpadDivide	NVDA+shift+m	Moves the mouse to the location of the current navigator object and review cursor
Navigate to the object under the mouse	NVDA+numpadMultiply	NVDA+shift+n	Set the navigator object to the object located at the position of the mouse