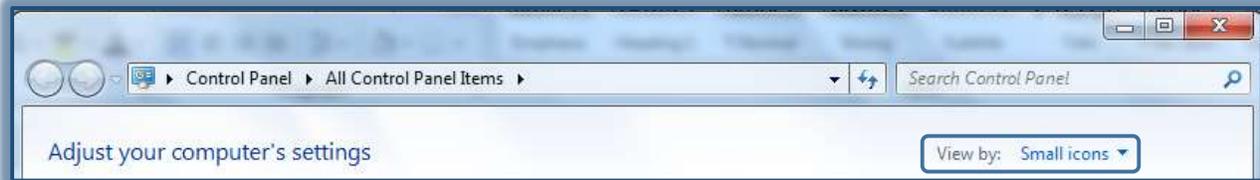


Narrator - Text-to-Speech

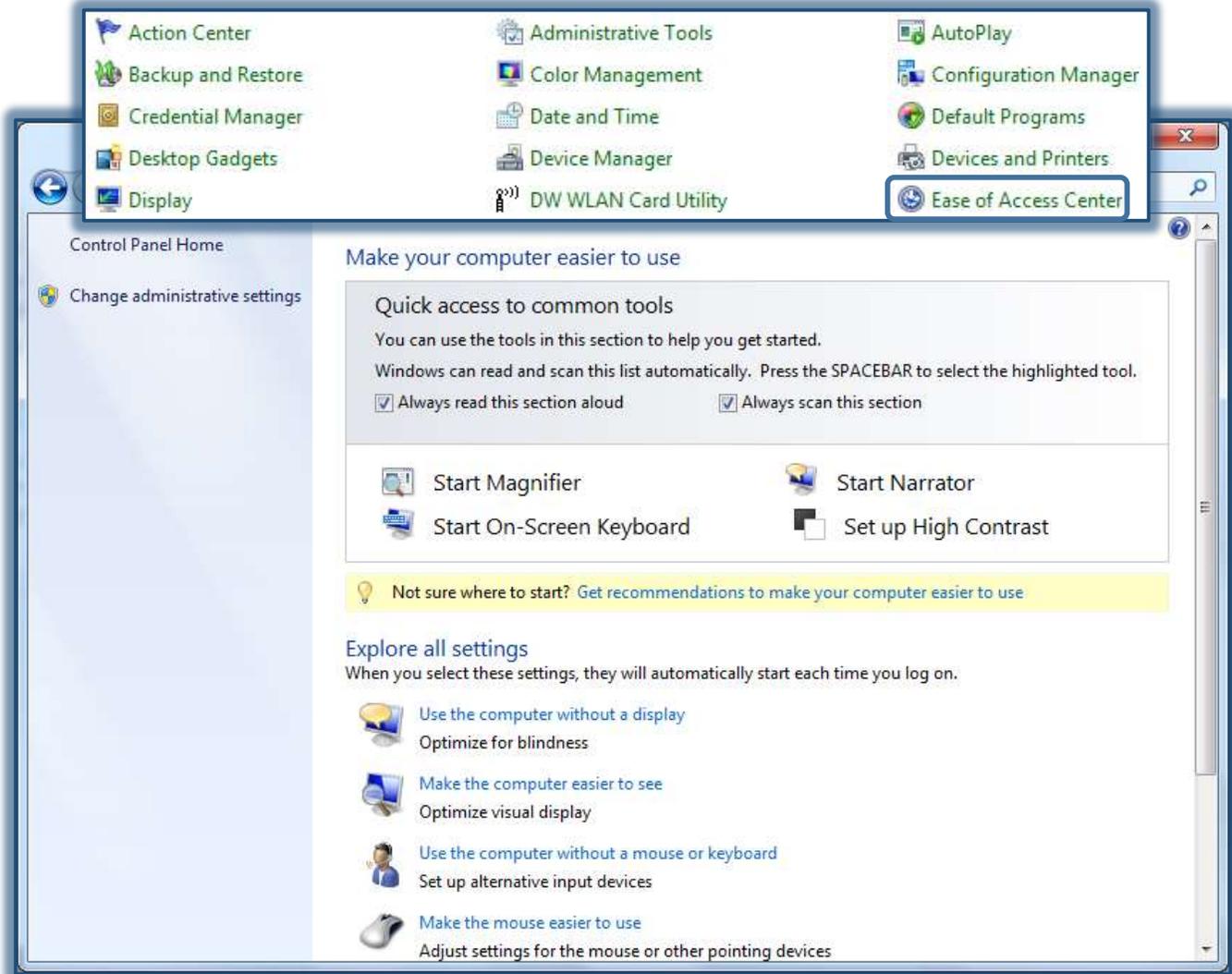
This is a basic screen reader that comes with Windows 7. It reads the text on the screen aloud and describes some events, such as an error message, that happened while the computer is being used.

OPEN NARRATOR

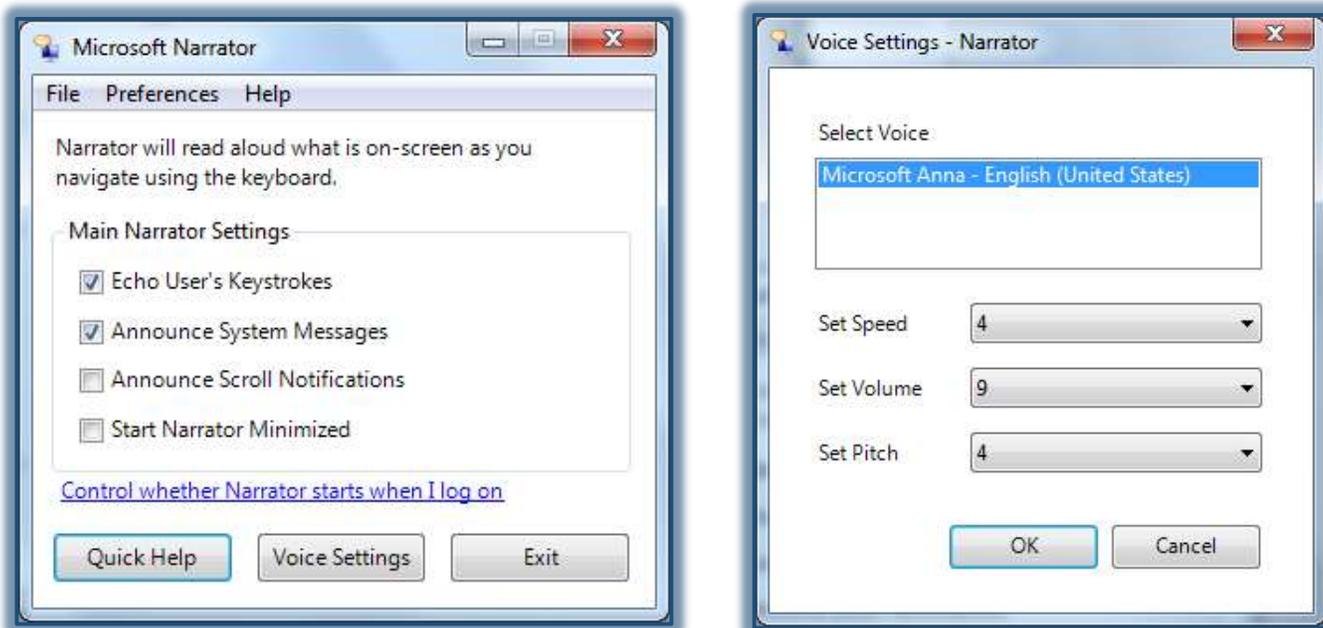
- ✚ Click the **Start Menu**.
- ✚ Click the **Control Panel** link in the list on the right.
- ✚ In the **View by** list, select **Small Icons**.



- ✚ Click the **Ease of Access Center** link.
- ✚ The **Ease of Access Window** will display (see illustration).



- ✦ Click the **Start Narrator** link.
- ✦ The **Microsoft Narrator** window will display (see illustration on next page).
- ✦ Select any of the options in this window.
- ✦ Click the **Voice Settings** button to set **Voice Speed**, **Voice Volume**, and **Voice Pitch**.
- ✦ To obtain additional **Help** for **Narrator**, click the **Help Tab** or **Quick Help** button.



- ✦ Click the **Preferences** tab to specify options.

KEYBOARD SHORTCUTS

The keyboard shortcuts in the table below are used to specify which text Narrator is to read.

Use this Keyboard Shortcut	To do this
Ctrl + Shift + Enter	Get information about the current item.
Ctrl + Shift + Spacebar	Read the entire selected window
Ctrl + Alt + Spacebar	Read the items that are selected in the current window
Insert + Ctrl + G	Read a description of the items that appear next to the currently selected element
Ctrl	Stop Narrator from reading text
Insert + Q	Move the cursor backward to the beginning of any preceding text that has different formatting. For example, the cursor will move from a bold word to the beginning of a non-bold word that precedes it.
Insert + W	Move the cursor to the beginning of any text that follows it that has different formatting. For example, the cursor will move from a bold word to the beginning of a non-bold word that follows it.
Insert + E	Move the cursor back to the beginning of any text that has the same formatting. For example, the cursor will move from the middle of a bold word to the beginning of that word.

Use this Keyboard Shortcut	To do this
Insert + R	Move the cursor to the end of any text that has the same formatting. For example, the cursor moves from the middle of a bold word to the end of that word.
Insert + F2	Select all the text that has the same formatting as the character at the cursor.
Insert + F3	Read the current character.
Insert + F4	Read the current word.
Insert + F5	Read the current line.
Insert + F6	Read the current paragraph.
Insert + F7	Read the current page.
Insert + F8	Read the current document.

NOTE: The Insert Key is used for Narrator commands. This means that when Narrator is running, the Insert key cannot be used to insert characters. The Insert key can be used to insert characters by using the key combination Insert + I. You will then be able to input the characters that are to be added.

CHOOSE WHICH TEXT NARRATOR READS ALOUD

- ✦ Open **Narrator**.
- ✦ Do one or more of the following under **Main Narrator Settings**.
 - ✧ Select the **Echo User's Keystrokes** check box to hear what is being typed.
 - ✧ Select the **Announce System Messages** check box to hear background events, such as notifications.
 - ✧ Select the **Announce Scroll Notifications** check box to hear an announcement when the screen scrolls.

CHANGE THE NARRATOR VOICE

- ✦ Open **Narrator**.
- ✦ Click the **Voice Settings** button to make any of the following adjustments.
 - ✧ To change the voice, click the chosen voice in the **Select Voice** box,
 - ✧ Select the number in the **Set Speed** list, to make the voice read faster. The higher the number, the faster the voice.
 - ✧ Select a number from the **Set Volume** list to change the loudness of the voice. The higher the number, the louder the voice.
 - ✧ Select a number in the **Set Pitch** list for a higher pitched voice.
 - ☆ The higher the number, the higher the pitch.
 - ☆ Some people can hear a higher-pitched voice better than a lower-pitched voice.

START NARRATOR MINIMIZED

This feature will reduce Narrator so that the icon will appear on the Taskbar instead of being open on the screen.

- ✦ Open **Narrator**.
- ✦ Select the **Start Narrator Minimized** check box.
- ✦ To restore the **Narrator Window** to its full size, click **Narrator** on the **Taskbar**.