Tech Ease for All

Using the Windows 7 Narrator

Windows 7 includes Narrator, a basic screen reader that can read the information on the screen for people who are visually impaired.

To use the Windows 7 Narrator:

1. Choose Start, All Programs, Accessories, Ease of Access, Narrator.



- 2. The Windows 7 Narrator will start reading the information in the current window. To stop Narrator from reading text, press the Control key on your keyboard. Two other useful shortcuts are:
 - Control, Shift, Enter, which will read the currently item (or the item that has keyboard focus) and
 - Control, Shift, Space, which will read the contents of the currently selected window.
- 3. The Narrator window has several options that determine how Narrator behaves:

Nicrosoft Narrator			
File Preferences Help			
Narrator will read aloud what is on-screen as you navigate using the keyboard.			
Main Narrator Settings			
Echo User's Keystrokes			
Announce System Messages			
Announce Scroll Notifications			
Start Narrator Minimized			
Control whether Narrator starts when I log on			
Quick Help Voice Settings Exit			

- Echo User's Keystrokes: reads back what you type.
- Announce System Messages: reads back background events such as system notifications.
- Announce Scroll Notifications: will let you know when the screen scrolls.
- Start Narrator Minimized: displays Narrator as an icon on the task bar when it starts up, rather than as a window.
- 4. To listen to a tutorial about Narrator, choose Quick Help on the Narrator window.
- 5. To change the voice settings for Narrator, choose Voice Settings on the Narrator window. This will open a popup window with menus that will let you adjust the speaking rate, pitch and volume.

🔏 Voice Settings -	Narrator	23
Select Voice		
Microsoft Ann	a - English (United States)	1
Set Speed	5]
Set Volume	9 -	
Set Pitch	5 -	
(OK Cancel]

6. To exit Narrator, click the Exit button on the Narrator window. Narrator will stop reading the information on the screen.

For additional tutorials, please visit our website at http://etc.usf.edu/techease/4all/