NVDA Class Three  
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# Introduction

In this lesson, we'll discuss NVDA document editing alerts, Configuration profiles, and the Speech Dictionary.

These NVDA features further customize the screen reader to meet your personal preferences.

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# NVDA Document Formatting Settings

Document formatting options provide document formatting alerts.

Open Document Formatting Settings in NVDA Settings or with an NVDA keyboard accelerator.

Open NVDA Settings and select the “Document Settings” property sheet or press the NVDA Keyboard accelerator: NVDA-CTRL-D.

Configure the following:

* Font Information - Select font attribute alerts.
  + Font name
  + Font size
  + Font attributes
  + Superscripts and subscripts
  + Emphasis
  + Marked (Highlighted Text)
  + Style
  + Colors
* Document information - Select document information alerts.
  + Notes and Comments
  + Bookmarks
  + Editor Revisions
  + Spelling Errors
* Pages and Spacing - Select document formatting and spacing alerts.
  + Pages
  + Line numbers
  + Line indentation reporting - Choose a Line indentation alert:
    - Speech
    - Tones
    - Both speech and tones
  + Paragraph indentations - NVDA alerts to paragraph indentations.
    - Off
    - Speech
    - Tones
    - Both Speech and Tones
  + Ignore blank lines for line indentation reporting - This checkbox is available when a "Paragraph Indentation" alert is selected.
  + Line spacing - NVDA alerts to line spacing changes.
  + Alignment - NVDA alerts to alignment changes.
* Tables - Configure NVDA table alerts.
  + Headers - Select how NVDA reads table headers.
    - Rows and columns
    - Rows
    - Columns
  + Cell coordinates - NVDA echoes cell coordinates.
  + Cell borders - Select how NVDA echoes cell borders.
    - Off
    - Styles
    - Both colors and styles
* Elements - Select which document elements are echoed.
  + Headings
  + Links
  + Graphics
  + Lists
  + Block quotes - Indented quotations set in their own paragraphs.
  + Groupings
  + Landmarks and regions
  + Articles
  + Frames
  + Clickable
  + Report formatting changes after the cursor (can cause a lag) - NVDA attempts to announce all formatting changes on a line.

Activate the OK button to save the changes and exit the dialog

Activate the Cancel button to cancel the changes and exit the dialog

Document formatting options are configured.

# NVDA User Configurations

NVDA User Configurations save NVDA settings to a Configuration file.

Configuration files are loaded manually or with NVDA triggers.

NVDA Setting changes can be saved to a User Configuration file.

By default, NVDA saves configuration changes when an application closes.

## Save a Configuration

Manually save a configuration in the NVDA Menu or with an NVDA keyboard accelerator.

Open the NVDA menu and activate “Save Configuration” or press NVDA-CTRL-C.

If a configuration is saved in error, activate “Revert to saved Configuration” in the NVDA Menu or with an NVDA keyboard accelerator.

Open the NVDA menu and activate “Revert to Saved Configuration” or press NVDA-CTRL-R.

## Configuration Profiles

Configuration profiles can be created for different individuals or different situations.

Configuration profiles are saved for individual applications.

Load configurations manually or with NVDA triggers.

Create and manage Configuration Profiles in the Configuration Profiles dialog.

Open the Configuration Profiles dialog in the NVDA menu or with an NVDA keyboard accelerator.

Open the NVDA menu and activate “Configuration Profiles” or press NVDA-CTRL-P.

The Configuration Profile dialog has a list box and some buttons.

* A Configuration Profiles list box - NVDA Configuration profiles are in this list box.
* New - Create a new Configuration Profile.
* Rename - Rename a Configuration Profile.
* Delete - Delete a Configuration Profile.
* Manually Activate - Manually activate the selected Configuration Profile.
* Triggers - Manage Configuration Profile Triggers.
* Temporarily disable all triggers - Temporarily disable all triggers
* Close - Close the Configuration Profiles dialog

Let’s discuss Configuration Profiles in detail.

## Add a Configuration Profile

Add a Configuration Profile in the Configuration Profile dialog.

To add a Configuration Profile:

* To associate a configuration with an application, focus in the application.
* Open the Configuration Profiles dialog.
* Activate the “New” button.

The New Profile dialog opens.

Configure the following to create a new profile:

* Profile name - Type a profile name
  + If the profile will be linked to an application, name the profile after the application so it’s recognizable.
  + Use this profile for:
    - Choose from:
      * Manual Activation - The profile is activated manually
      * Current application - The Profile is triggered when the focused application is active
      * Say All - The Profile is activated when Say All is executed.

Activate the OK button to save the profile and exit the dialog.

Activate the Cancel button to cancel the profile and exit the dialog.

If manual is selected, NVDA prompts to load the configuration.

Select an option and the Configuration Profiles Dialog closes.

## Rename a Profile

Rename a Configuration Profile in the Configuration Profiles dialog.

To rename an NVDA configuration file:

* Open the Configurations Profiles dialog
* Select a configuration file to rename in the list box.
* Activate the “Rename” button.
* A dialog opens with an edit box.
* Type the new profile name.

Activate the OK button to save the name and exit the dialog.

Activate the cancel button to cancel the name change and exit the dialog.

Focus returns to the Configuration Profiles dialog.

Activate the Close button to close the Configuration Profiles dialog.

## Delete a Configuration Profile

Delete a Configuration Profile in the Configuration Profiles dialog.

To delete an NVDA Configuration file:

* Open the Configuration Profiles dialog.
* Select a Configuration Profile to delete in the list box.
* Activate the “Delete” button.

NVDA prompts to confirm deletion.

If deletion is confirmed, the configuration file is deleted.

Activate the Close button to exit the Configuration Profiles dialog.

## Manually Activate and Deactivate a Configuration File

Manually activate and deactivate a configuration file in the Configuration Profiles dialog.

To manually activate a profile:

* Focus in an application.
* Open the Configuration Profiles dialog
* Select a Configuration profile in the list box.
* Select and activate the “Manually Activate” button.

The configuration profile is activated.

To manually deactivate a profile:

* Open the Configuration Profiles dialog.
* Select a Configuration profile in the list box.
* Select and activate the “Manually Deactivate” button.

The configuration profile is deactivated.

## Configuration Profile Triggers

Triggers automatically load specified configuration profiles when an application is active.

Configure triggers in the Configuration Profiles dialog.

To set a Configuration Profile Trigger:

Open the Configuration Profiles dialog. Select, and activate the “Triggers” button.

The Triggers dialog opens.

Configure the following:

Triggers - Select an option

* Current application – The profile loads when the focused application launches or is active.
* Say All - The profile loads when you execute Say All.
* Profile - Select a Configuration Profile

Activate the OK button to create the trigger and exit the dialog.

Activate the Cancel button to cancel the trigger and exit the dialog

The trigger is configured.

Focus returns to the Configuration Profiles dialog.

Repeat as needed to configure additional triggers.

Activate the Close button to exit the Configuration Profiles dialog.

## Edit a Configuration Profile

When changes are applied to a Configuration profile select how to save the configuration:

* Save the configuration.
* Create a new profile.
* Let NVDA automatically save a configuration profile when an application closes.

# NVDA Speech Dictionaries

Change word pronunciations in the NVDA Speech Dictionaries.

NVDA has three speech dictionaries:

* Default - The default NVDA dictionary.
* Voice - Current synthesizer voice dictionary.
* Temporary - Changes to this dictionary affect all voices in NVDA but are abandoned NVDA restarts.

The NVDA Speech Dictionaries are in the NVDA preferences submenu.

* Open the NVDA menu.
* In the preferences sub menu, activate “Speech Dictionaries.”
* Select a dictionary:
  + Default
  + Voice
  + Temporary

All Speech Dictionaries have the same interface:

* A list box of pronunciation replacements.
* Add - Activate this button to add a dictionary entry.
* Edit - Activate this button to edit the selected dictionary entry.
* Remove - Activate this button to remove a selected dictionary entry.

Let’s discuss Speech Dictionaries in detail.

## Add a Speech Dictionary Entry

To add a dictionary entry:

* Open a Speech Dictionary
  + Select and activate the “Add” button.

The “Add Dictionary Entry” dialog opens.

Configure the following:

* Pattern - Insert the original word or text string.
* Replacement - Insert the replacement text so it sounds phonetically correct. Use characters, spaces, and punctuation
* Comment – Add a comment about the word.
  + The comment appears in the dictionary entries list and is for your information.
* Case sensitive – The original word is case sensitive.
* Type – Select when the replacement text string is echoed.
  + Choose from:
    - Anywhere – This replaces the word pronunciation anywhere in a document, even if the pattern is part of another text string or word.
    - Whole word – Only a whole word exactly matching the pattern is replaced
    - Regular expression – Only regular expressions are replaced. Regular expressions are programming terms.

Activate the OK button to save the changes and exit the dialog

Activate the Cancel button to cancel the changes and exit the dialog

The dialog closes. Focus returns to the Dictionary dialog.

Activate the OK button to save the changes and exit the dictionary dialog.

Activate the Cancel button to cancel the changes and exit the dictionary dialog.

## Edit a Dictionary Entry

Edit Speech Dictionary entries in the Speech Dictionary dialog.

* Open the Dictionary with an entry to edit.
* Select an entry to edit.
* Activate the “Edit” button.

The “Edit Dictionary Entry” dialog opens.

Edit the following:

* Pattern - The original word or text string
* Replacement - The replacement text
* Comment - Edit the dictionary entry comment
* Case sensitive - The original word is case sensitive.
* Type – Select when the replacement text string is echoed.
  + Choose from:
    - Anywhere - This replaces the word pronunciation anywhere in a document, even if the pattern is part of another text string or word.
    - Whole word - Only a whole word exactly matching the pattern is replaced.
    - Regular expression – Only regular expressions are replaced.

Activate the OK button to save the changes and exit the dialog

Activate the Cancel button to cancel the changes and exit the dialog

The dialog closes. Focus returns to the Dictionary dialog.

Activate the OK button to save the changes and exit the dictionary dialog.

Activate the Cancel button to cancel the changes and exit the dictionary dialog

## Remove a Dictionary Entry

To remove a dictionary entry:

* Open the Dictionary with the entry you want to remove.
* Focus is in the speech entries list box.
* Select a dictionary entry you want to remove.
* Activate the “Remove” button

The dictionary entry is immediately removed.

Activate the OK button to save the changes and exit the dialog.

Activate the Cancel button to cancel the changes and exit the dialog.

# Conclusion

NVDA Configuration profiles fine-tune NVDA Settings to suit your needs in specific applications, during Say All, or on demand.

From speech rate to document format alerts, NVDA responds how you wish in specific applications.

The Speech dictionary further customizes NVDA to echo words that may have unique spelling or pronunciation.

Please take some time to thoroughly explore these NVDA features.

Thanks for joining me today! If you have questions or comments, please email CathyAnne, cathy@blind.training.