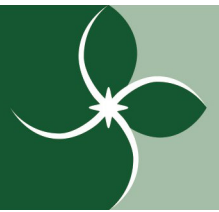
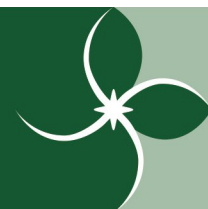




Alkira Quick Reference Guide



Right and Left Arrow Keys	Navigate through menu items or back and forth through sentences
Up and Down Arrow Keys	Navigate between paragraphs; increase or decrease volume when listening to audio
Enter	Accept the currently selected item
Escape	Exit a page or go back a step
Spacebar	Pause talking; Press again to resume talking
Page Up or Home Key	Move to start of the document
Page Down or End Key	Move to end of the document
Shift + Enter	Open a shortcut or pop-up menu
Shift + Escape	Navigate back to a significant point in the workflow, such as the Noosa Library home page. Repeat to return to Alkira's start page.
Control + Shift, Spacebar	"Sleep mode" of program; Enter same keys to turn on program.
Control + Shift, Backspace	Toggle 3rd party screen reader on and off. This will work even in Sleep Mode.
Control + Enter	Start a new paragraph. Helpful when writing multiple lines of text
F1	Open Help Screen
F2	Read out what is selected or entered on screen
F4	Open notifications page
F5	Toggle listen mode on and off. Listen mode allows you to talk to me to
F6	Toggle speech mode on and off. When speech mode is off, I will stop talking to you



One finger swipe left or right	Navigate through available menu items or navigate back and forth through sentences; Toggle back and forth through audio (non-streaming) or move to next chapter
One finger swipe up and down	Navigate between paragraphs; increase or decrease volume when listening to audio
Tap with a single finger	Stop or resume talking
Double tap with single finger	Accept selected item; Pause when listening to audio, tap again to resume.
Double tap with two fingers	Navigate to previous step
Double tap with three fingers	Navigate back to a significant point in the workflow, such as the Noosa Library home page.
Double tap with four fingers	Return to Alkira's start page.
Hold single finger on screen	Toggle listen mode on and off
Hold two fingers on screen	Open and close shortcut or pop-up menu
Hold three fingers on screen	Read out what is selected or entered on screen
Hold four or five fingers on screen	Open or close the Help screen
Hold five fingers on screen	Open Help Screen