

# **BLUETOOTH KEYBOARD COMMANDS WITH VOICEOVER ON THE IPAD**

**IOS 9.2**

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# **BLUETOOTH KEYBOARD COMMANDS WITH VOICEOVER ON THE IPAD IOS 9.2**

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# BLUETOOTH KEYBOARD COMMANDS WITH VOICEOVER ON THE IPAD

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## Introduction

*iOS 9.2*

### Curriculum Objectives

- Review using VoiceOver gestures
- Learn to navigate using Bluetooth keyboard commands
- Learn to edit and manipulate text in editable text fields
- Learn to manipulate text in Read-Only text fields

### Overview

VoiceOver is a screen reader built into the iPad and other iOS operating systems. This manual specifically addresses using VoiceOver gestures and VoiceOver paired with the Bluetooth keyboard. This manual will review the VoiceOver gestures and teach the Bluetooth keyboard commands that are commonly used to drive Google Docs, Google Drive, Dropbox, Pages, Mail, Safari, and iBooks. These apps will be expanded to include how to edit, highlight, copy, paste, digital note taking, and other commands so that students who are visually impaired and blind (VIB) can complete homework assignments and assessments.

The target audience of this manual is teachers of the visually impaired. The goal of the manual is to provide training on how to successfully drive the iPad – using VoiceOver and Bluetooth keyboard commands - so that teachers of the visually impaired (TVIs) can enable academic students with VIB to use an iPad in mainstream classrooms. Teachers will also learn how to create and modify digital materials and how to teach students to navigate and insert answers within the digital materials.

**VoiceOver:** VoiceOver is the built-in screen reader. With VoiceOver, you use simple gestures to physically interact with items on the screen. VoiceOver can also be driven by special commands using a Bluetooth keyboard or a refreshable braille display.

**Bluetooth Keyboard:** A Bluetooth keyboard is a wireless keyboard that has been paired to the iPad. The Bluetooth keyboard is much more efficient than using the on-screen keyboard. When used in conjunction with Voiceover, the Bluetooth

keyboard has additional commands that will drive the iPad, to navigate within various apps, and editing shortcuts without having to touch the iPad's screen.

**Read Only:** A document or book, that allows the student to “read only”; it is not possible to add or delete text in this document. Example: A book in iBooks or an article in Safari.

**Text Field:** A word processing app or an area within an app that allows the student to add, delete or change the text. Example: Any document in Google Docs or Notes; the search field text box in Safari where you type in your search request.

**“VO + \_\_\_” command:** VO stands for VoiceOver. When used as an abbreviation for a keyboard command, VO means to press the control and option keys at the same time while pressing the additional command listed. Example: *VO + A* means to simultaneously press control, option and A.

**“Activate”:** Activate means to select an item, such as opening an app or selecting a button. There are three ways to select an item when VoiceOver is on: *one finger double tap, split tap* or *press the up and down arrows on a Bluetooth keyboard simultaneously*.

**“Text Selection Mode”:** In iBooks, “Text Selection Mode” enables you to consistently select a word or words in order to copy, highlight, define, create a note, etc. With Quick Nav on, touch the screen to make sure that the VoiceOver cursor is on the text. Activate Text Selection Mode by *one finger double tap and hold* or *VO + Shift + M*. The three beeps indicate that you have activated the Text Selection Mode.

**Quick Nav On/Off:** When Quick Nav is on, it allows you to quickly navigate on the Home screen or within apps using the arrow keys and other commands. Turn Quick Nav off to edit. To turn Quick Nav on and off, press the *left arrow + right arrow* on the Bluetooth keyboard simultaneously.

**Rotor:** The rotor provides additional options by changing the VoiceOver settings, giving access to additional commands and other features. The rotor only appears when you have VoiceOver on. To set the rotor, press *up arrow + right arrow* on the Bluetooth keyboard simultaneously to move forward through the rotor menu or *up arrow + left arrow* simultaneously to move backwards through the menu. Once the rotor is on the desired option, press the *down arrow* or *up arrow* to change the value of that option.

This manual is used in conjunction with the full day training course “Bluetooth Keyboard Commands with VoiceOver on the iPad” offered by SAS. This training and corresponding manual is part of a series of trainings/manuals.



# Bluetooth Keyboard Commands with VoiceOver on the iPad

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## Introduction

This manual has been written for iOS 9.2

## Chapter 1: Settings

### Module Objectives

- 1.1 Connect Wi-Fi
- 1.2 Update iOS Software
- 1.3 Siri
  - “Hey Siri”
- 1.4 Spotlight Search/Siri Suggestions
- 1.5 Multitasking Gestures
- 1.6 Side Switch: Lock Rotation/Mute
- 1.7 Storage & iCloud Usage
- 1.8 Auto-Lock
- 1.9 Enable Restrictions
- 1.10 Keyboard
  - On-Screen Keyboards
  - Shortcuts
  - Keyboard Options: Split Keyboard, “.” Shortcut, Enable Dictation, Auto-Capitalization, Auto-Correction, Check Spelling, Enable Caps Lock, Predictive
- 1.11 Language and Region
  - iPad Language
  - Calendar
- 1.12 Invert Colors
- 1.13 Grayscale
- 1.14 Speech
  - Speak Selection
  - Speak Screen
  - Voices
  - Speaking Rate
  - Highlight Content
  - Speak Auto-Text

- 1.15 Larger Type
- 1.16 Bold Text
- 1.17 Button Shapes
- 1.18 Increase Contrast
  - Reduce Transparency
  - Darken Colors
  - Reduce White Point
- 1.19 Reduce Motion
- 1.20 On/Off Labels
- 1.21 Switch Control
- 1.22 Assistive Touch
- 1.23 Touch Accommodations
  - Hold Duration
  - Ignore Repeat
  - Tap Assistance
- 1.24 Keyboard (under Accessibility)
  - Key Repeat
  - Sticky Keys
  - Slow Keys
- 1.25 Shake to Undo
- 1.26 Call Audio Routing
- 1.27 Home Button
- 1.28 Video Descriptions
- 1.29 Guided Access
- 1.30 Accessibility Shortcut (Triple-Click Home)
- 1.31 Speaking Rate
- 1.32 Speak Hints
- 1.33 Use Pitch Changes
- 1.34 Use Sound Effects
- 1.35 Speech
  - Enhanced Voices
  - Rotor Languages
- 1.36 Braille
  - Braille Display Output
  - Braille Display Input
  - Automatic Braille Translation
  - Braille Screen Input
  - Status Cell
  - Equations use Nemeth Code
  - Show On-screen keyboard
  - Turn Pages when Panning
  - Braille Translation
  - Alert Display Duration
- 1.37 Rotor Settings

- 1.38 Typing Style
- 1.39 Phonetic Feedback
- 1.40 Typing Feedback
- 1.41 Always Speak Notifications
- 1.42 Navigate Images
- 1.43 Large Cursor
- 1.44 Double-tap Timeout
- 1.45 Zoom/Zoom Window
  - Follow Focus
  - Smart Typing
  - Zoom Window
  - Show Controller
  - Idle Visibility
  - Zoom Region
  - Maximum Zoom level
- 1.46 Sounds and Alerts
  - Change with Buttons
- 1.47 Passcode Lock
- 1.48 Do Not Disturb
- 1.49 Display & Brightness
- 1.50 Wallpaper
- 1.51 Home Screen App Placement
- 1.52 Camera and Photos

## Chapter 2: Review Educational Apps with VoiceOver Gestures

### Module Objectives

- 2.1 Review: VoiceOver Gestures
- 2.2 Review: App Layout
- 2.3 Quick Review Dropbox, Pages and Mail using VoiceOver Gestures
  - Create a Dropbox Folder
  - Open Dropbox Document in Pages
  - Email a Pages Document
  - Read and Reply to an Email
- 2.4 Review: Google Drive and Google Docs using VoiceOver Gestures
  - Google Drive
  - Google Docs
  - Keeping Documents Offline
  - Saving Documents in Google Docs

- Google Docs: More Actions
- 2.5 Review: Mail using VoiceOver Gestures
  - Navigating Mail App
- 2.6 Review: iBooks using VoiceOver Gestures
  - iBooks Study Cards
  - Manipulate Text (Select, Highlight, Copy, Create Notes) using VoiceOver Gestures
  - Create a Note
  - Listen to a Note
- 2.7 Review: Safari using VoiceOver Gestures
  - Reader
  - Reading List and Bookmarks
  - Copy and Paste into Google Docs
- 2.7 Low Vision Students using Bluetooth Keyboard Commands
  - When Screen Readers are Strongly Recommended
  - Using a Bluetooth Keyboard for Students who are visually impaired and blind

## Chapter 3: General Navigation using Bluetooth Keyboard Commands (Quick Nav is ON)

### Module Objectives

- 3.1 Mainstream Bluetooth Keyboard Shortcut Keys
- 3.2 Review Basic Bluetooth Keyboard Navigation Commands
- 3.3 Jiggle & Interacting with App Folders using Bluetooth Keyboard Commands
  - Jiggle Mode and Creating an App Folder
  - Remove App from Folder
  - Rename Existing App Folder
- 3.4 Display the Search Screen, Notification Center and Control Center using Bluetooth Keyboard Commands
  - Search Screen
  - Notification Center
  - Control Center
- 3.5 Navigating between Open Apps with Bluetooth Keyboard Commands
- 3.6 Speech On/Off
- 3.7 Screen Curtain On/Off
- 3.8 Siri
- 3.9 Keyboard Hints – Additional Bluetooth Keyboard Commands

## Chapter 4: App Navigation using Bluetooth Keyboard Commands (Quick Nav is ON)

### Module Objectives

- 4.1 Navigating Dropbox using Bluetooth Keyboard Commands
- 4.2 Navigating Pages using Bluetooth Keyboard Commands
  - Create and Name a Pages Document
  - Email a Pages Document
- 4.3 Opening Google Drive and Google Docs using Bluetooth Keyboard Commands
  - Naming Documents
  - Locating Folder/Document List
- 4.4 Using Google Docs with Bluetooth Keyboard Commands
  - Naming a Google Docs Document
  - Emailing a Google Docs Document
- 4.5 Navigating Mail using Bluetooth Keyboard Commands
  - Navigating the Mail App using Bluetooth Keyboard Commands
  - Navigating through Received Emails
  - Delete emails using Bluetooth Keyboard Commands
- 4.6 Navigating iBooks using Bluetooth Keyboard Commands and the Rotor
  - Turn Pages using Bluetooth Keyboard Commands
  - Navigating Text using Bluetooth Keyboard Commands
  - Exposing and Navigating the Tool bar
  - Selecting Desired Chapter or Page
- 4.7 Navigating Safari using Bluetooth Keyboard Commands
  - Navigating HTML Headings, Links, etc. using Rotor Commands
  - Navigating HTML Headings, Links, etc. using Single-Letter Commands

## Chapter 5: Editing and Manipulating Text in Editable Text Fields using Bluetooth Keyboard Commands (Quick Nav is OFF)

### Module Objectives

- 5.1 Entering Basic Text in Editable Text Fields using Bluetooth Keyboard Commands (Pages)
  - Creating a New Pages Document

- Opening an Existing Pages Document
- 5.2 Entering Basic Text in Editable Text Fields using Bluetooth Keyboard Commands (Google Docs)
  - Creating a New Google Docs Document
  - Opening an Existing Google Docs Document
- 5.3 Navigating, Entering and Editing Text with Quick Nav Off
  - Bluetooth Keyboard Commands for Entering and Editing Text Chart
  - Bluetooth Keyboard Commands for Manipulating Text Chart
  - Editing and Manipulating Pages Document
  - Editing and Manipulating Homework Document (Pages)
  - Editing and Manipulating Google Document
  - Editing, Answering and Manipulating Homework Document (Google Docs)

## Chapter 6: Manipulating Text in Read-Only Text (iBooks & Safari) using Bluetooth Keyboard Commands (Quick Nav is ON)

### Module Objectives

- 6.1 Selecting Text using Bluetooth Keyboard Commands (Read-Only)
  - Selecting Read-Only Text: Safari Article
    - To Select One Word
    - Selecting More Than One Word: Select Text Rotor
    - Selecting More Than One Word: Pinch Gesture
    - To Select All
  - Selecting Read-Only Text: iBooks
    - To Select One Word
    - To Select More than One Word
    - Copy Read-Only Text: iBooks
- 6.2 Define a Word Using Bluetooth Keyboard Commands
  - Define Read-Only Text: Safari
  - Define Read-Only Text: iBooks