

Bluetooth Keyboard Commands with VoiceOver on the iPad

iOS 9.2

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
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- 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

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Overview

This section reviews and expands app navigation – moving within apps such as Google Docs, Google Drive, Mail, iBooks and Safari - using a Bluetooth keyboard. Participants should already know how to use Google Docs, Google Drive, iBooks, Mail and Safari using VoiceOver and gestures. Participants should understand the general Bluetooth keyboard commands. **All activities in Chapter 4 will have Quick Nav On.**

4.1 Navigating Dropbox using Bluetooth Keyboard Commands

In this section we will open and send a Dropbox document to Pages while using VoiceOver and Bluetooth keyboard commands. Remember, *you can only read a document in Dropbox*. If you want to edit the document, you must open it in Pages or another app. When you open a Dropbox document in Pages, the Pages document is a copy; the original document remains in Dropbox.

If you only want to read a Dropbox document, you can make the document full screen by dragging your finger to the Actions Full Screen button located at the bottom right corner of the screen. When in the full screen mode, activate the Actions Full Screen button again to go back to the normal one-third and two-thirds Dropbox screen.

If a Dropbox document was selected the last time Dropbox was open, the VoiceOver cursor will be on that opened Dropbox document when you open Dropbox again.

To move to the Back button, drag your finger across the screen to the top left corner. VoiceOver will read the name of the prior screen, so if you are in a subfolder, VoiceOver will read the name of the original folder (folder prior to the subfolder) not “Back button”. You are on the Home Dropbox screen when VoiceOver says, “Dropbox”. When Quick Nav is On (left and right arrows) you should be able to use control + up arrow to move to the Back button.

TEACHER HINT: STUDENTS WITH BVI SHOULD INITIALLY BE REMINDED THAT DROPBOX IS LAID OUT WITH THE FOLDERS LISTED ON THE LEFT ONE-THIRD OF THE SCREEN AND THE RIGHT TWO-THIRDS OF THE SCREEN WILL DISPLAY THE OPENED DOCUMENT. TO MOVE THE VOICEOVER CURSOR QUICKLY BETWEEN THE TWO SIDES OF THE SCREEN, SIMPLY TOUCH THE SCREEN ON THE DESIRED LEFT OR RIGHT SIDE.

TEACHER HINT: THERE ARE TIMES THAT THE MOST EFFICIENT WAY TO NAVIGATE IS TO DRAG YOUR FINGER AROUND THE SCREEN. EXAMPLES: DRAGGING YOUR FINGER TO THE TOP LEFT CORNER WHEN SEARCHING FOR THE BACK BUTTON OR DRAGGING YOUR FINGER DOWN THE LIST OF DROPBOX FOLDERS TO LOCATE A SPECIFIC DROPBOX FOLDER.

TEACHER HINT: TO EFFICIENTLY DRAG YOUR FINGER TO THE TOP LEFT OF THE SCREEN, TEACH THE BVI STUDENT TO USE THE LEFT HAND AND PLACE TWO FINGERS ON THE TOP EDGE OF THE IPAD AND TWO FINGERS ON LEFT SIDE EDGE OF THE IPAD; THEN, USE THE LEFT THUMB TO DRAG TO THE DESIRED BUTTON. WHEN LOCATING A BUTTON IN THE TOP RIGHT CORNER OF THE SCREEN, USE THE RIGHT HAND AND PLACE TWO FINGERS ON THE TOP EDGE OF THE IPAD AND TWO FINGERS ON THE RIGHT SIDE EDGE OF THE IPAD; THEN, USE THE RIGHT THUMB TO DRAG TO THE DESIRED BUTTON.

Navigating Folder/Document List by Alphabet Table Index

To view your files in alphabetical order, activate the File button in the Tool bar located at the bottom of the screen under the one-third side. To view the most recent file, activate the Recents button in the bottom Tool bar.

You can search for files by letter, when the files are organized alphabetically. Drag your finger just to the right of the list of folders stopping when VoiceOver says, “Table index, adjustable. Swipe up or down with one finger to adjust the value.” With Quick Nav On, pressing the down arrow moves through the list of folders by letters. Example: Down arrow moves to “A Heading” and the top folder in the list will be the folder name that starts with “A”. Down arrow again moves to “B heading” and the top folder in the list will start with a B. Once in the desired alphabet heading, use the right or left arrow to move through the folders whose names start with that letter.

You can perform a search by typing in the desired file in the search textfield at the top of the list.

You can also use the “Search my Dropbox” Search field from the Home screen. Activate the Search field (up and down arrows) then type in the desired folder name and hit the Enter key. The Search my Dropbox will find any folders or document *within Dropbox* that has the searched word within the folder/document name.

Activity 4.1 Open Dropbox Document using Bluetooth Keyboard Navigation Commands

Remember, the most efficient way to navigate around an app like Dropbox is to use a combination of Bluetooth keyboard commands and gestures.

1. Open Dropbox: (Dropbox is in the Dock at the bottom of the page)
 - Control + down arrow
 - Then left arrow stopping at Dropbox
 - Activate Dropbox
2. Start from the Dropbox Home screen: (select Back button if necessary to move to the Dropbox home screen)
 - Drag thumb to top left corner of screen to find Back button. Remember, VoiceOver will read the name of the prior screen not Back button)
 - Activate the Back button
3. Select Keyboard Training: (activate Keyboard Training folder).
4. Select *The Woolly Bear*: (drag finger down list OR make sure VO focus is on list then right arrow multiple times, stopping at *The Woolly Bear*.
 - Activate *The Woolly Bear*
5. Select Share button: (drag thumb to top right corner then left arrows, stopping on the Share button).
 - Activate Share button
6. Select Open In button: (right arrow stopping on Open In button)
 - Activate Open In button
7. Select Open in Pages option: (right arrow stopping on Open in Pages)
 - Activate Open in Pages.
8. If necessary, select Done button: (right arrow one time to Done button; activate Done button).
9. Open document: (right arrow stopping at *The Woolly Bear* then activate).

4.2 Navigating Pages using Bluetooth Keyboard Commands

In this section we will learn the Bluetooth keyboard commands to create a new document, open a Pages document, rename the document, and email a document.

Create and Name a Pages Document Using Bluetooth Keyboard Navigation Commands

Pages will automatically save each document.

To help students with organizational skills, create a systematic way to name documents. Use words that are specific to that assignment, such as Jupiter Inlet Lighthouse Vocabulary. That document name will follow the document to Dropbox or when the student emails the document to his/her teacher. When the student is finished with that chapter/section of study, then create a folder (such as Florida Landmarks) to store all the documents related to that chapter. Classroom teachers should be aware of the naming system, as they will often be the one who initially names an assignment prior to sending that assignment to the student. The Original document should be labeled with the document name followed by “O”; if the document Format is modified, use the same document name followed by “F”. If desired, the student’s Completed document can be the same document name followed by the letter “C”.

TEACHER HINT: IT IS RECOMMENDED THAT THE DOCUMENTS ARE NOT STORED IN FOLDERS FOR YOUNGER STUDENTS UNTIL THE STUDENT HAS FINISHED WITH THE DOCUMENT; OPENING DOCUMENTS FROM FOLDERS ADDS ANOTHER STEP WHICH TENDS TO SLOW DOWN THE STUDENT WITH VISUAL IMPAIRMENTS.

Activity 4.2a Create and Name a Pages Document using Bluetooth Keyboard Navigation Commands

1. Go to the Home Screen: (VO + H).
2. Open Pages: (Pages is in the bottom left corner)
 - Move VoiceOver focus to Pages: (Control + right arrow)
 - Open Pages: (Activate Pages)
3. Select Add Document button: (Activate Add Document button).
4. Select Create Document button: (Activate Create Document button).
5. Choose the Blank Template: (Right arrow multiple times stopping on Blank; activate Blank).
6. Return to Pages Home screen: (Drag finger to top left corner of the Tool bar or use control + up arrow)
 - Select Documents button, which is also the “Back button”: (Activate)
7. Rename the document you just created to “*Florida Landmarks*”: (Right arrow until you hear “Rename blank”)
 - Select Rename Blank: (Activate; a popup appears and VoiceOver says, “Rename document: text field is editing”)
 - Clear text: (Right arrow to “Clear Text” and then activate)
 - Type “*Florida Landmarks*” then press Enter on the Bluetooth keyboard

Email a Pages Document Using Bluetooth Keyboard Navigation Commands

In this section we will email a Pages document using Bluetooth keyboard commands. The same techniques will be used when you email from other documents, such as when emailing a Dropbox document.

Activity 4.2b Emailing a Pages Document using Bluetooth Keyboard Navigation Commands

In this Pages activity, each participant will need to use the email address of the iPad he/she is using in the training as we will use this specific email document in another training activity.

When in an open Pages document, drag your finger to the top right corner of the Tool bar then one button to the left, stopping on the Share button.

We will use the *Jupiter Inlet Lighthouse* Pages document for this activity. Start from the Pages Home screen.

1. Open the *Jupiter Inlet Lighthouse* document: (right arrow stopping on *Jupiter Inlet Lighthouse*)
 - Activate *Jupiter Inlet Lighthouse*
2. Email *Jupiter Inlet Lighthouse*:
 - Drag finger to the top right corner of the screen, move one button to the left, stopping on Share button
 - Activate Share button).
 - Select Share and Print: (Right arrow to move to Share and Print then activate button).
 - Select Send a Copy: (Right arrow stopping on Send a Copy then activate Send a Copy)
 - Select Mail button: (Right arrow stopping on Mail then activate Mail)
 - Select Word button; (Right arrow stopping on Word button, then activate button)
 - Type in desired email address: (Right arrow stopping on “To: Text field”)
 - Select Text field: (Up + down arrows)
 - Type in your email address **for the iPad you are currently using** then press Enter key
 - Select Send button: (Left arrow to move backwards to Send button then activate Send button).

4.3 Opening Google Drive and Docs using Bluetooth Keyboard Commands

Naming documents

Remember, when you edit a document in Google Drive, the original document is changed and the edited version is saved. If you want to save the original version and the edited version, duplicate (make a copy) of the original version and give the copy a new name.

To help students with organizational skills, create a systematic way to name documents. Use words that are specific to that assignment, such as Sonoran Desert Vocabulary. That document name will follow the document to Google Drive or when the student emails the document to his/her teacher. Classroom teachers should be aware of the naming system, as they will often be the one who initially names an assignment prior to sending that assignment to the student. The Original document should be labeled with the document name followed by "O"; if the document Format is modified, use the same document name followed by "F". If desired, the student's Completed document can be the same document name followed by the letter "C".

When the student is finished with that chapter/section of study, then create a **Google Drive** folder (such as Desert folder) to store all the documents related to that chapter. Those documents can then be removed from Google Docs. Keeping only the currently needed documents in Google Docs will help keep Docs uncluttered and will not waste valuable memory. (Remember, Google Drive is a cloud storage system; documents stored in Google Drive do not physically reside on the iPad.)

TEACHER HINT: STUDENTS WITH BVI SHOULD INITIALLY BE REMINDED THAT GOOGLE DRIVE IS LAID OUT AS A FULL SCREEN LIST VIEW, WITH FOLDERS AT THE TOP AND "FILES" AT THE BOTTOM. HOWEVER, IF THE GRID VIEW IS CHOSEN, GOOGLE DRIVE IS A FULL SCREEN WITH A FOLDERS/FILES IN A GRID PATTERN (4 ITEMS IN A ROW). THE GRID VIEW VISUALLY SHOWS AN IMAGE OF THE FILES. IN THIS TRAINING, WE WILL USE LIST VIEW.

Locating Folder/Document List

With both Google Drive and Google Docs, below the Tool bar is a Search field that allows you to type in the name of the desired folder or document. To the right of the Search Field is the Sort button. The Sort options are:

Last edited by me, last modified, last opened by me, title (alphabetical)

In this training, we will organize by title.

You can also use the “Search for Documents” Search field from the iPad’s Home screen. Open the Search field (option + up arrow) then type in the desired folder name and press the Enter key. The search will automatically include documents in Google Drive and Google Docs.

Activity 4.3a Open Document from Google Drive using Bluetooth Keyboard Navigation Commands

Use the up + down arrows on the Bluetooth keyboard to “Activate” or select an item. If necessary, press the Hide Keyboard key (located in the top row of the Bluetooth keyboard) to hide the On-Screen keyboard. This key has a picture of a rectangle with several rows of dots that symbolize the keyboard.

1. Open Google Drive:
 - Move to the Dock: (Control + right arrow moves to first item in the Dock)
 - Move right to Google Drive.
 - Activate
2. Start from the Google Drive Home screen; Activate the Back button if necessary to move to the Google Docs home screen)
 - Move to Close button: (Control + up arrow)
 - Activate the Close button
3. Select iPad Training folder: (Drag finger down list OR use multiple right arrows stopping on iPad Training folder. Activate).
4. Select *Jupiter Inlet Lighthouse*: (Drag finger down list OR use multiple right arows, stopping at *Jupiter Inlet Lighthouse*. Activate).

Activity 4.3b Open Document from Google Doc using Bluetooth Keyboard Navigation Commands

If the desired document is already in Google Docs, go directly to Google Docs to retrieve the document.

1. Open Google Drive:
 - Move to Google Docs: (Control + right arrow moves to first item in the Dock)
 - Activate: (up + down arrows)
2. Start from the Google Drive Home screen; Activate the Back button if necessary to move to the Google Docs home screen
 - Move to Close button: (Control + up arrow)
 - Activate the Close button
3. Select *Jupiter Inlet Lighthouse*: (Right arrow stopping on *Jupiter Inlet Lighthouse*. Activate).

4.4 Using Google Docs with Bluetooth Keyboard Commands

In this section we will learn the Bluetooth keyboard commands to create a new document, rename the document and email a document.

Naming a Google Docs Document

To help students with organizational skills, create a systematic way to name documents. Use words that are specific to that assignment, such as Jupiter Inlet Lighthouse Vocabulary. That document name will follow the document to Google Drive or when the student emails the document to his/her teacher. When the student is finished with that chapter/section of study, then create a Google Drive folder (such as Florida Landmarks) to store all the documents related to that chapter. Classroom teachers should be aware of the naming system, as they will often be the one who initially names an assignment prior to sending that assignment to the student. The Original document should be labeled with the document name followed by "O"; if the document Format is modified, use the same document name followed by "F". If desired, the student's Completed document can be the same document name followed by the letter "C".

Activity 4.4a Create and Name a Google Docs Document using Bluetooth Keyboard Navigation Commands

1. Go to the Home Screen: (VO + H).
2. Open Google Docs:
 - Move VoiceOver focus to the Dock: (Control + right arrow)
 - Move to Google Docs: (Right arrow)
 - Open Google Docs: (Activate Docs with up + down arrows)
3. Select Create New button: (Right arrow stopping on Create New button. Activate).
4. Open Text field (Turn Quick Nav Off): (Left and right arrows).
5. Type name of document: (Type "Florida Landmarks" and Enter key).
(New document is automatically opened.)
6. Close document:
 - Turn Quick Nav On: (Left + right arrows)
 - Move to Done button in top left corner: (Control + up arrow).
 - Activate

Emailing a Google Docs Document

Remember, you can email a Google Docs document from the Docs Home screen (More Actions button > Share & Export > Send a Copy > Mail) or you can email a document that is currently open in Google Docs (More Actions > Share & Export > Send a copy > Mail). The steps are the same; the only difference is the location of the More Actions/Overflow button.

Note: Currently in an open Google document, VoiceOver will say various words for the More Action button, depending on the type of document. Example: a document created in Google Docs, VoiceOver will say, “More Actions button”; a “.doc” or “.docx” created in Word, VoiceOver will say, “Overflow button”.

When in an open Google document, drag your finger to the top right corner of the Tool bar then one button to the left, stopping on the More Actions button OR use Control + up arrow to move to the top left corner of the Tool bar, then right arrows stopping on More Actions button.

Activity 4.4b Emailing a Google Document using Bluetooth Keyboard Navigation Commands

In this activity, each participant will need to use the email address of the iPad he/she is using in the training as we will use this specific email document in another training activity.

We will use the *Jupiter Inlet Lighthouse* document for this activity. Start from the Google Docs Home screen.

3. Open the *Jupiter Inlet Lighthouse* document: (Right arrow stopping on *Jupiter Inlet Lighthouse*. Activate).
4. Email *Jupiter Inlet Lighthouse*:
 - Move to top left corner of the screen: (Control + up arrow)
 - Move to More Actions button: (Right arrow stopping on More Actions button)
 - Activate: (Up + down arrows)
 - Select Share & Export: (Right arrow stopping on Share & Export. Activate)
 - Select Send a Copy: (Right arrow stopping on Send a Copy. Activate)
 - Select Mail button: (Right arrow stopping on Mail. Activate)
 - Select To text field: Right arrows stopping on To text field. Activate)
 - Type in desired email address:
 - Right arrow stopping on "To: text field"
 - **Open text field: left + right arrows (Quick Nav must be off in order to edit/type)**
 - Type in your email address **for your iPad that you are currently using** then press Enter key
 - Select Send button: (Left arrow to move backwards to Send button. Activate)

TEACHER HINT: QUICK NAV ON ENABLES YOU TO NAVIGATE THE IPAD AND TO NAVIGATE WITHIN AN APP. QUICK NAV OFF ENABLES YOU TO TYPE.

4.5 Navigating Mail using Bluetooth Keyboard Commands

This section takes you through the Bluetooth commands needed to use email.

Mail is a powerful email app that is a native iOS app. This section of the manual will cover navigating the Mail app with Bluetooth keyboard commands, when using a gesture might be a more efficient option, and deleting an email with Bluetooth keyboard commands.

Navigating the Mail App using Bluetooth Keyboard Commands

The Mail Home screen layout is divided into one-third on the left side (list of incoming emails) and two-thirds on the right side (open email document). When you initially open Mail, the VoiceOver cursor will automatically be on the open document on the right side of the screen. To move the focus to the top left corner of the left side of the screen, confirm that quick Nav is on, then use control + up arrow. This will take you the Back button called, “Mailboxes”. (Activating Mailboxes enables you to view you email accounts in order to access sent and draft emails, flagged emails, etc.) Use control + right arrow to move to the first container, which is the most recent email. If the VoiceOver focus is somewhere on the email list on the left one third of the screen, you can quickly move to the most recently received email (located at the top of the email list) by using the control + left arrow.

If you are on the first email, the command VO + A allows you to skim the emails; VoiceOver will read who sent the email, subject line of the email, and the email’s time stamp. VoiceOver will then jump down to the next email and read the same parts of that email. VoiceOver will also say if the email is flagged, if there is an attachment and/or if there are multiple emails with the same subject in this thread. This is a quick way to scan through the emails. If you want to stop the VoiceOver scrolling in order to read an email, press control. If desired, use the left arrow to go back to the previous email. To move through the email list email-by-email, use right arrow. To open a desired email, press the up + down arrows. To move to the opened email, use Control + down arrow. This will move you to the end of the opened email. To read starting at the beginning of the email, use VO + B.

When you select an email (activate) that has additional emails in that thread, the left one third of the screen will list only the other emails in that thread. The right side of the screen will display the most recent email in that thread.

Note: In iOS 8.3, VoiceOver does not automatically begin reading the opened email. You must move the VoiceOver focus to the right two-thirds of the screen.

Navigating through Received Emails

Some people prefer to quickly preview the list of emails by dragging their finger down the list on the left one third of the screen or you can right flick or right arrow through each email. If you right flick or right arrow through the list, the email list will automatically start at the top of the list with the most recent email. If you use right arrows to move down the list of received emails and you want to scroll back to the first page of the email list, use option + up arrow until you move to the top of first page of emails. To scroll down a page, use option + down arrow; to scroll up a page, use option + up arrow.

Activity 4.5a Navigating the Mail App using Bluetooth Keyboard Commands

The email that was last opened will continue to be open on the right two-thirds of the screen when you re-open the Mail app. If you recently rebooted your iPad, there may not be an open email document in the right two-thirds of the screen.

1. From the Home screen, open Mail: (Control + right arrow to move to the left side of the Dock at the bottom of the page)
 - Move to Mail: (Right arrow stopping at Mail)
 - Open Mail: (Activate)
2. Read the new emails: (Control + up arrow to move to the Mailboxes button in the top left corner)
 - Move to first email in the list: (Control + right arrow)
 - Read the next email(s) in the list: (Right arrow)
3. Open the *Jupiter Inlet Lighthouse* email: (Right arrow stopping on Jupiter Inlet Lighthouse email. Activate).
4. Open document: (Control + down arrow).
5. Read email document from the beginning: (VO + B).
6. Pause reading of document: (Control pauses and will restart reading).
7. If document is an attachment, open the attachment: (When the VoiceOver focus is on the attachment, activate attachment with up + down arrows).
8. Close attachment: (Drag finger to the done button in the top left corner or; activate the Done button).
9. Move focus to left side of screen: (Control + up arrow moves focus to Mailboxes, the Back button at the top left corner of the screen).
10. Move to first email in list: (Control + right arrow moves to first email in list).

Delete emails using Bluetooth Keyboard Commands

Emails that are no longer needed should be deleted from your inbox. There is an easy way to delete emails when using VoiceOver and the Bluetooth keyboard. Move the VoiceOver cursor to the left one third of the screen then to the email you want to delete. Press the down arrow stopping on “Delete”. The down arrow will give you these options:

mark unread, flag, more, delete, activate item default

Default action will open the email. When on the desired action, i.e. “delete”, use the up + down arrows to activate that action.

TEACHER HINT: REMEMBER, QUICK NAV SHOULD BE ON IN ORDER TO USE THE ARROW KEYS TO NAVIGATE. IF YOU PRESS THE ARROW KEY AND NOTHING HAPPENS AND THE BLUETOOTH KEYBOARD IS ON AND WORKING, BE SURE THAT QUICK NAV IS ON.

Activity 4.5b Delete an email using Bluetooth Keyboard Navigation Commands

Mail should still be open with the VoiceOver focus on the first email. If not, follow the appropriate steps in Activity 3.6a. Quick Nav must be on.

1. Move to the desired email: (Right arrow stopping on the desired email).
2. Delete the desired email: (Down arrow stopping on “delete”. Activate).

4.6 Navigating iBooks using Bluetooth Keyboard Commands

This section discusses the Bluetooth commands needed to navigate iBooks including how to turn Pages, navigate text, and how to expose the Tool bar. Detailed instruction on how to *create* highlights, notes, etc. will be discussed in Chapter 5.

Turn Pages using Bluetooth Keyboard Commands

To navigate around iBooks or within a book, Quick Nav should be on.

When using iBooks with most types of Bluetooth keyboards, the iPad will automatically be in the landscape position. Many iBooks, such as the *Reach for the Stars, Touch, Look, Listen, Learn* textbook, are only available in a two-column layout when in landscape position. Other books, such as *A Very Wimpy Kid*, do allow the one-column layout while in landscape position. However, when in the one-column layout, the text scrolls down the page instead of turning each page. If the iBooks has the option to change the one-column or two-column layout, there will be an Appearance button (image of small and large “A”). To change the layout, activate the Appearance button located in the Tool bar, third button from the right. Turn Scrolling View on/off. (Scrolling on creates a book with one column; Scrolling off creates a book with two columns.)

When in the two-column layout, turn to the next page by pressing the option + right arrow; to turn back to the previous page, press option + left arrow. When in the one-column layout, scroll down one page using the option + down arrow; scroll up one page using the option + up arrow.

TEACHER HINT: MANY STUDENTS WITH VISUAL IMPAIRMENTS PREFER THE TWO-COLUMN LAYOUT.

Activity 4.6a Turning Pages using Bluetooth Keyboard Commands

For this activity, we will use *A Very Wimpy Kid* in iBooks with Quick Nav On.

When the book is opened, VoiceOver will automatically begin reading; pause VoiceOver using the control key or with a two finger, single tap.

1. Confirm that Quick Nav is on: (Left + right arrows).
2. Open iBooks: (Right arrow stopping on the iBooks. Activate).
3. From the Bookshelf screen, Open *A Very Wimpy Kid*: (Right arrows to *A Very Wimpy Kid*. Activate).
 - If VoiceOver does not automatically begin reading the book, then press VO + B.
4. Pause VoiceOver: (Control).
5. Move forward one page: (Option + right arrow).
6. Move backward one page: (Option + left arrow).

*Do not exit from *A Very Wimpy Kid*, as we will use this book in the next activity.

TEACHER HINT: IF YOU PRESS OPTION + RIGHT ARROW AND NOTHING HAPPENS, CONFIRM THAT QUICK NAV ON.

Navigating Text using Keyboard Commands & the Rotor

The same Bluetooth keyboard navigation commands (such as VO + B to start reading from the top of the page and Control to pause reading) work within iBooks. Confirm that Quick Nav is on. To move word-by-word set the Rotor to Words (up + right arrow or up + left arrow multiple times stopping on Words). Press down arrow to move forward word-by-word or up arrow to move backwards word-by-word. You can also set the Rotor to Characters in order to move forward or backward by one character. Some books – but not all books - will also have the Rotor option to move by lines. *

Activity 4.6b Navigating by Word or Character using Keyboard Commands and the Rotor

A Very Wimpy Kid should have been left open from a previous activity; if not repeat steps 1 – in activity 3.8a. Once the book is opened, VoiceOver will automatically begin reading. Use Control to pause VoiceOver. Quick Nav is on.

1. Confirm that Quick Nav is on: (Right + left arrows).
2. Continue reading *A Very Wimpy Kid*: (VO + A).
3. Pause reading: (Control).
4. Move word by word:
 - Set the Rotor to Words: (Up + right arrows stopping on Words)
 - Move forward word by word: (Down arrow)
 - Move backwards word by word: (Up arrow)
5. Close *A Very Wimpy Kid*: (Activate Library button in the top left corner).

Exposing and Navigating the Tool bar

If VoiceOver was on when the book was opened, the Tool bar will remain showing. If VoiceOver was off when the book was opened, the Tool bar may be hidden. In order to navigate back to the Library (Bookshelf where you can choose a different book or to access other options in the Tool bar), you must first expose the Tool bar. **If VoiceOver is on when the book is opened, the Tool bar will automatically appear and stay visible.** When VoiceOver is off, tap the screen – anywhere except on the Status bar – in order to expose the Tool bar. The Tool bar will only stay exposed for a short time.

TEACHER HINT: IF VOICEOVER IS DESIRED, VOICEOVER SHOULD BE ON WHEN THE BOOK IS OPENED.

Activity 4.6c Open Book and Select a Desired Page

In this activity, we will use *Reach for the Stars Touch, Look, Listen, Learn*.

Selecting a Desired Chapter or Page

Activate the Table of Contents button (located in the Tool bar to the right of the Library button). Activate the Table of Contents button in the popup. You will now see a several dots at the bottom of the page that indicates how many chapters are available. Above the dots is a single line of miniature pages.

Touch the center of the screen to move the VoiceOver cursor to the center of the screen. Use three finger swipe left or option + right arrow to move forward by Chapters.

You can also move to the desired section number (within that specific chapter) by dragging your finger down the Outline in the middle of the page or, once the VoiceOver focus is in the text body, use right or left arrows to move through the Chapters/Sections. VoiceOver will read the Chapter/Section and the section description (in this case, the section question). To jump to a desired section, activate that section.

Touch the Page Thumbnails (miniature pages) at the bottom of the screen and VoiceOver will say the page number of that thumbnail page. Use the right or left arrow to move forwards or backwards through the thumbnail pages. VoiceOver will announce the page number. When VoiceOver is on the desired page, double tap to open that desired page.

1. Confirm that Quick Nav is on: (Right + left arrows).
2. Open *Reach for the Stars*: (Activate).
3. Activate the Table of Contents button located in the Tool bar.
4. Move by Chapters, stopping on Chapter 2:
 - Move VoiceOver focus to the middle of the screen: (Tap middle of screen)
 - Move to Chapter 2: (Option + right arrow stopping on Chapter 2)
5. Move by Pages, stopping on Page 23:
 - Move VoiceOver focus to Page Thumbnails at the bottom of the screen: (Tap on Page Thumbnails)
 - Move by pages: (Right arrows stopping on page 23)
6. Open Page 23: (Activate).

TEACHER HINT: HAVE VOICEOVER ON WHEN YOU OPEN THE DESIRED IBOOK – THE BOOK WILL AUTOMATICALLY HAVE THE TOOL BAR (LIBRARY BUTTON) ON THE SCREEN. IF YOU OPEN THE BOOK WITHOUT HAVING VOICEOVER ON, THE TOOL BAR IS HIDDEN. IT IS CHALLENGING TO MAKE THE TOOL BAR APPEAR ONCE VOICEOVER IS TURNED ON.

4.7 Navigating Safari using Bluetooth Keyboard Commands

This section will discuss the Bluetooth commands needed to navigate Safari.

Websites should be created with HTML labels, which enables the student to use special commands to navigate the web by headings, links, containers, etc.

There are two ways to navigate:

- Use the rotor command set to the Headings, Links, Containers, etc. then use the down arrow or up arrow to navigate
- Use Single-Letter commands

Navigate HTML Headings, Links, etc. using Rotor Commands

The Rotor enables you to skim quickly through website links or website pages by jumping through the headlines. Set the Rotor to Headings, then use the down arrow or up arrow to move forward or backward from heading to heading to hear the different websites, articles, etc.

Note: In order to move by Headings, lists, etc. the website must be correctly created using HTML formatting. Not all web designers include HTML formatting; therefore, not all websites will react correctly.

Activity 4.7a Navigate by Headings using Rotor Commands

For this activity, we will use the website www.studentnewsdaily.com. Each story has a quiz for students to take; teachers can sign up to receive the quiz answers via emails. The news quizzes are available throughout the traditional school year. Typically the quizzes are located at the bottom of the article; often there is a “jump to Questions button” before the article. This website also has a Resources tab that compares a number of Conservative vs. Liberal Beliefs, types of biases, etc.

VoiceOver has a great option that enables you to quickly skim links. With Quick Nav On, set the rotor to Headings then use the down arrow to move from link to link. This allows you to quickly read the title of each link then to jump to the title of the next link.

1. Confirm that Quick Nav is on: (Left + right arrows).
2. Go to Home screen: (VO + H).
3. Move to Safari: (Control + down arrow).
4. Open Safari: (Activate).
5. Locate the Address button: (Right arrow stopping on Address button).
1. Edit the URL: (Activate the Address button; this should select the current address; when the desired address is typed, it will replace the old address.
 - If the previous URL address remains in the Address field, use the right arrow to move to the Clear Text button
 - Activate the Clear Text button
6. Type in “studentnewsdaily”, then press the Enter key.
7. Set the Rotor to Headings: (Up arrow + right arrow stopping on Headings).
8. Move VoiceOver focus to Student Daily News: (Down arrow stopping on Student News Daily).
9. Activate Student News Daily.
10. Move VoiceOver focus through the article titles: (Down arrow; Rotor is already set on Headings).
11. Choose an article and open the article: (Down arrow stopping on the desired article title. Activate).
12. Activate Reader button: cmd + shift + R
13. Read article: (VO + A to begin reading from title).
14. Pause reading: (Control key to pause reading).
15. Jump to next page: (Option + down arrow).

TEACHER HINT: THIS IS A GREAT WEBSITE TO USE WITH YOUR STUDENTS. NOTICE THAT AFTER EACH ARTICLE THERE ARE QUESTIONS THAT PERTAIN TO THE ARTICLE.

Navigate HTML Headings, Links, etc. using Single-Letter Commands

*iOS 8.3 introduced a new Bluetooth keyboard command, VO + Q. This command toggles Single-Letter Quick Nav on/off. In order for the Single-Letter commands below to work, Single-Letter Quick Nav must be on. HTML is commonly used to format web pages, emails, and some additional apps. The Single-Letter commands are used to efficiently navigate HTML content.

In websites (and textbooks that have correct HTML labels) the biggest, bold text – such as the title of a book – is a Heading Level 1. The next level of big, bold Text – such as the chapters in a book or article titles on the web - is a Heading Level 2. Currently, some websites and textbooks are not yet marked correctly for these commands to work. In the digital version of this manual, the chapter sections – such as 4.2 Navigating Safari using Bluetooth Keyboard Commands are Heading Level 2; the activities are Heading Level 3.

When you view a webpage with Quick Nav On and Single-Letter Quick Nav on, you can use the following keys on the keyboard to navigate the page quickly. Type the letter of the designated key to move forward or type the Shift key + the designated letter to move backwards. Example: H will move forward to the next Heading; Shift + H will move back to the previous Heading. L will move forward to the next Link; Shift + L will back to the previous Link. See the list of designated keys below:

- Heading: H
- Link: L
- Text field: R
- Button: B
- Form control: C
- Image: I
- Table: T
- Static text: S
- ARIA landmark: W
- List: X
- Item of the same type: M
- Level 1 heading: 1
- Level 2 heading: 2
- Level 3 heading: 3
- Level 4 heading: 4
- Level 5 heading: 5

Activity 4.8b Navigate by Headings, Links, Containers using Single-Letter Commands

For this activity, we will use the website DoGoNews.

Safari should still be open; if not, open Safari.

1. Confirm that Quick Nav is on: (Left + right arrows).
2. Locate the Address button: (Right arrow stopping on Address button).
3. Edit the URL: (Activate the Address button; this should select the current address; when the desired address is typed, it will replace the old address.
 - If the previous URL address remains in the Address field, use the right arrow to move to the Clear Text button
 - Activate the Clear Text button
4. Type in “dogonews”, then press the Enter key.
5. Move through the options using the following Single-Letter Commands:
 - Headings: H (multiple times then try Shift + H multiple times)
 - Links: L (multiple times then try Shift + L multiple times)
 - Text field: R (multiple times then try Shift + R multiple times)
 - Buttons: B (multiple times then try Shift + B multiple times)
 - Form Controls: C (multiple times then try Shift + C multiple times)
6. Skim forwards and backwards using Heading Levels (if possible):
 - 1 (multiple times then try Shift + 1 multiple times)
 - 2 (multiple times then try Shift + 2 multiple times)
 - 3 (multiple times then try Shift + 3 multiple times)
 - 4 (multiple times then try Shift + 1 multiple times)
7. Move by Headings to Do Go News and select the website: (H or shift + H stopping on Do Go News. Activate).
8. Skim article titles: (H multiple times then shift + H back stopping on first article).
9. Open an article of your choice: (Activate desired article).

Another good student website is the **News In Levels website**. This website was initially created to provide *news on different reading levels* for students who are not native English speakers. This website is a great, accessible website for all students as you can adjust the *reading levels* according to the student's needs. This is a great website to use for students who are different ages or who are working on comprehension skills. Select the Test Your Level tab to help determine what level is right for your student. You can select the desired tab (Level 1, Level 2 or Level 3); or, you can first select the desired article then choose the level located within the article. The articles are the same; however, the vocabulary words and comprehension levels are different. Each level has the "interesting words" listed at the bottom of the article along with the definitions. Level 3 also includes a video and news anchor who reads the article.

Animal Fact Guide is another great website for students. Once on the website open the Animal Facts tab then practice using headings, etc. to move through the various types of animals.

TEACHER HINT: THIS IS A GREAT WEBSITE TO USE WITH YOUR STUDENTS OF ALL AGES AND READING ABILITIES.

TEACHER HINT: WHEN INITIALLY TEACHING STUDENTS HOW TO NAVIGATE BY HEADINGS, DO NOT USE NEWS IN LEVELS WEBSITE AND THE TERMS SUCH AS "LEVEL 1" THAT ARE USED IN THE WEBSITE AS THESE TERMS CAN EASILY BE CONFUSED WITH THE "HEADING LEVEL 1" TERM USED WHEN NAVIGATING THE WEBSITE USING THE HEADING COMMANDS.