

Bluetooth Keyboard Commands with VoiceOver on the iPad

iOS 9.2

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, Answering and Manipulating Homework Document (Pages)
 - Editing and Manipulating Google Document
 - Editing, Answering and Manipulating Homework Document (Google Docs)

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Overview

This section reviews and expands on how to use the Bluetooth keyboard *editing and manipulating text* commands with VoiceOver. It is more efficient to use a Bluetooth keyboard to type longer sections of text, to edit text and/or manipulate (cut, copy, paste, highlight, etc.) text than it is to use the on-screen keyboard. Chapter 4 discussed how to navigate around specific apps with Quick Nav On. Chapter 5 will discuss how to edit and manipulate documents in “editable text fields” such as Google Docs, Mail* and Notes. (*Incoming emails are “Read Only”; however, when you create a new email or if you forward an existing email, the email is an “editable

text field”.) Chapter 6 covers manipulating text in Read-Only apps such as iBooks and Safari - with Quick Nav On.

“Editable Text field” (Chapter 5)

Documents in Mail and Google Docs have “Editable” text fields, meaning that you can type and add text to the document. Editable text fields includes being able to read, change (add or delete text) and manipulate the text (copy, cut, highlight, underline, etc.) **There are additional navigational commands which are only available when Quick Nav is off and when in an editable text field.** These additional navigational commands do *not* work outside of an editable text field.

Google Docs, Mail*, Notes are “editable text fields”. You can read, add, delete, make changes, highlight, underline, create margin notes, copy, cut, paste, etc. (*Incoming emails are “Read-Only”; however, when you create a new email or if you forward an existing email, the email is an “editable text field”.)

“Read-Only” (Chapter 6)

Books and articles in iBooks and Safari are “Read-Only” text - meaning that you can read the text but you cannot add, delete or change the text. However, you can often manipulate (copy) the text; sometimes you can highlight, underline, and create margin notes.

“Quick Nav On” is used to easily navigate around the iPad and within an app. Turn “Quick Nav Off” to edit materials. Press the right and left arrows simultaneously to toggle between Quick Nav On and Quick Nav Off.

TROUBLE SHOOTING: IF THE BLUETOOTH KEYBOARD COMMAND DOES NOT REACT AS EXPECTED, CHECK TO CONFIRM THAT QUICK NAV IS ON OR OFF DEPENDING ON THE ACTIVITY THAT YOU ARE DOING. ALSO CHECK THAT THE BLUETOOTH KEYBOARD IS WELL CHARGED – WHEN THE BLUETOOTH KEYBOARD BATTERY IS RUNNING LOW, THE KEYBOARD COMMANDS DO NOT ALWAYS WORK CORRECTLY.

5.1 Entering Basic Text in Pages, Mail and other Editable Text Fields

The same commands will work in **any editable text field** – Pages, Notes, Mail, and within text fields in Safari. This section will focus on entering basic text in Pages.

The most efficient way to *edit* with the Bluetooth keyboard is to turn Quick Nav Off. Chapter 5 will assume that Quick Nav is Off unless otherwise stated. **If the Bluetooth keyboard commands do not react in the expect manner, confirm that Quick Nav is set correctly for that specific activity.**

Turn Quick Nav Off to enter and edit text within an editable text field. **Press the up + down arrows to activate the text field – which includes turning Quick Nav Off.** Press the left + right arrows to toggle Quick Nav On/Off.

Creating a New Pages Document

When creating a new Pages document, activate Create a Document, then activate Blank document. VoiceOver will automatically open the text field and will say, “Text field is editing.” The blinking I-Beam cursor is displayed on the visual screen. Activate the text field (up + down arrows). The blank document is now ready to for you to begin typing.

Activity 5.1a Create and Type Pages Document

1. Confirm that Quick Nav is On: (Right + left arrows)
2. Go to the Home Screen: (VO + H).
3. Move VoiceOver cursor to Pages: Control + right arrows).
4. Launch Pages: (activate).
5. Create a new document:
 - Activate Add button
 - Activate Create Document button
6. Select Blank template: (Right arrow stopping on Blank button then activate). VoiceOver will say, "Text field is editing." Type your first name and press the Enter key.
7. Type, "My student likes to read." Press the Enter key.
8. Close the document:
 - Turn Quick Nav Off: (Left + right arrows)
 - Move to top left: (Control + up arrow. Activate).
9. Rename document "Read":
 - Move to and activate "Rename Blank Document": (Right arrow stopping on "Rename Blank Document" and activate)
 - Type "Read" then hit Enter/Return key to close.
10. Move to Add button at the top left corner of the screen:
 - a. Quick Nav on: (left + right arrows)
 - b. Move to top left: (Control + up arrow)

Opening an Existing Pages Document

Select a previously created document and activate the document. When opening an existing Pages document, VoiceOver will automatically begin to read the document. Pause VoiceOver using the Control key. Initially, the document is a “Read Only” document. **You MUST activate the document (up + down arrows) to make the document an editable text.** When you activate the document, VoiceOver will say, “Quick Nav Off, text field is editing.” The I-Beam cursor will now appear on the visual screen and you are now able to add, delete, and manipulate the text.

Activity 5.1b Type on an Existing Pages Document

Pages should still be open from the last activity; if not, open Pages.

1. Confirm that Quick Nav is On: (Right + left arrows).
2. Open “Read” document: (Right arrow stopping on “Read” and activate).
VoiceOver will read the document.
3. Activate text field: (Up + down arrows).
4. If needed, hide the on-screen keyboard: (Hide Keyboard key on Bluetooth keyboard).
5. Type, “He enjoys books about astronomy.” and press the Enter key.

TEACHER HINT: IF THE ON-SCREEN KEYBOARD APPEARS, PRESS THE HIDE KEYBOARD KEY USING THE BLUETOOTH KEYBOARD KEY.

5.2 Entering Basic Text in Editable Text Fields using Bluetooth Keyboard Commands

The same commands will work in **any editable text field** – Google Docs, Notes, Mail, and within text fields in Safari. This section will focus on entering basic text in Google Docs.

The most efficient way to *edit* with the Bluetooth keyboard is to turn Quick Nav off. Chapter 5 will assume that Quick Nav is off unless otherwise stated. **If the Bluetooth keyboard commands do not react in the expected manner, confirm that Quick Nav is set correctly for that specific activity.**

Turn Quick Nav off to enter and edit text within an editable text field. **Press the up + down arrows to activate the text field – which includes turning Quick Nav off.** Press the left + right arrows to toggle Quick Nav on/off.

Creating a New Google Docs Document

When creating a new document, activate Create New button. VoiceOver says, “Select All Alert” as the title text field is automatically opened enabling you to begin typing. Type the desired document name and press the Return/Enter key; the popup automatically closes and you are now ready to begin typing your new document. (With Google Docs, you do not have to activate the text field to begin typing; in Pages, you had to activate the text field before you could type.)

NOTE: WHEN YOU CAN TYPE, QUICK NAV IS OFF. IN GOOGLE DOCS, THE TEXT FIELD IS AUTOMATICALLY OPENED WHICH MEANS THAT QUICK NAV IS OFF. IN ORDER TO NAVIGATE – I.E. MOVE TO THE TOOL BAR - YOU MUST TURN QUICK NAV ON BY PRESSING THE RIGHT + LEFT ARROWS.

Activity 5.2a Create and Type Google Docs Document

1. Confirm that Quick Nav is On: (Right + left arrows)
2. Go to the Home Screen: (VO + H).
3. Move VoiceOver cursor to Google Docs: (Control + right arrows).
4. Launch Google Docs: (Activate).
5. Create a new document:
 - Activate Create New button: (Right arrow stopping on Create New button)
 - Activate Create New button
 - Name your document: (Type your initials and type “read”. Press the Return/Enter key)
6. Write a sentence: (Type, “My student likes to read.” Press the Enter key).
7. Close the document:
 - Turn Quick Nav on: (Right + left arrows)
 - Move to Done button in the top left corner: (Control + up arrow)
 - Activate Done button

Opening an Existing Google Docs Document

Select a previously created document and activate the document. The VoiceOver focus will be on the Close button in the top left corner. Use the right arrow to move through the Tool bar then to the document. VoiceOver will read the entire document and will then announce, “Text field. Double tap to edit.” Initially, the document is a “Read Only” document. **You MUST activate the document (up + down arrows) to make the document an editable text.** When you activate the document, VoiceOver will say, “Quick Nav off, text field is editing.” The I-Beam cursor will now appear on the visual screen and you are now able to add, delete, and manipulate the text.

TROUBLE SHOOTING: IF THE BLINKING VOICEOVER CURSOR IS NOT DISPLAYED ON THE SCREEN, THEN THE DOCUMENT IS IN A READ-ONLY MODE. IN ORDER TO EDIT (TYPE), THE TEXT FIELD MUST BE IN EDIT MODE. YOU MUST PRESS UP + DOWN ARROWS (NOT RIGHT + LEFT ARROWS) TO ACTIVATE THE EDIT MODE. WHEN IN EDIT MODE, QUICK NAV IS OFF. IN ORDER TO NAVIGATE TO THE TOOL BAR, QUICK NAV MUST BE TURNED ON.

Activity 5.2b Type on an Existing Google Docs Document

Google Docs should still be open from the last activity; if not, open Google Docs.

1. Confirm that Quick Nav is on: (Right + left arrows).
2. Open your “Read” document:
 - Right arrow stopping on “Read” and activate
 - Move to body of document: (Right arrow stopping on body of document)
 - Activate text field: (**Up + down arrows**).
3. Type, “He enjoys books about astronomy.” and press the Enter key.

TEACHER HINT: IF THE ON-SCREEN KEYBOARD APPEARS, PRESS THE HIDE KEYBOARD KEY USING THE BLUETOOTH KEYBOARD KEY. THE VISUAL IMAGE ON THIS KEY IS A RECTANGLE WITH TWO OR THREE ROWS OF DOTS, REPRESENTING A BLUETOOTH KEYBOARD.

5.3 Navigating, Entering and Editing Text with Quick Nav Off

Editing text is accomplished with Quick Nav off. There are additional Bluetooth keyboard commands that enable students with BVI to easily move around the document while editing – without having to switch back and forth between Quick Nav on and Quick Nav off. *The additional Quick Nav off navigating commands can only be used in editable text fields.* (Example: You can use these additional Quick Nav off editing commands listed below in a Google Docs document but you can NOT use these additional Quick Nav off commands in iBooks or Safari.)

TEACHER HINT: THE QUICK NAV OFF COMMANDS ARE ONLY INTENDED TO BE USED WHEN EDITING DOCUMENTS.

Bluetooth Keyboard Commands for Entering and Editing Text -Quick Nav Off Chart

Action	Keyboard with Quick Nav Off
Read next character	Right arrow
Read previous character	Left arrow
Read next word	Option + right arrow
Read previous word	Option + left arrow
Read next line	Down arrow
Read previous line	Up arrow
Read next paragraph	Option + down arrow
Read previous paragraph	Option + up arrow
Move insertion point to the beginning of the current line	cmd + left arrow
Move insertion point to the end of the current line	cmd + right arrow
Move insertion point to the top of the text field	cmd + up arrow
Move insertion point to the bottom of the text field	cmd + down arrow

Note: When opening an existing document, you must first activate the text field (up + down arrows).

Bluetooth Keyboard Commands for Manipulating Text Chart

Action	Keyboard with Quick Nav Off
Select All	cmd + A
Select text to be copied, cut or deleted	Press shift and any of the commands defined in the Bluetooth Keyboard Commands for Entering and Editing Text listed above
Delete selected text	Delete key
Copy selected text	cmd + C
Cut selected text	cmd + X
Paste text	cmd V
Undo	cmd + Z
Redo	cmd + shift + Z

Activity 5.3a Editing and Manipulating Pages Document

For this activity, use the “Read” document you created in the previous activity. The document should be open on your iPad.

1. Confirm that Quick Nav is Off: (Right + left arrows).
2. Move insertion point to the top of the text field: (Cmd + up arrow).
3. Move character by character through your name: (Right arrow stopping at the end of your name).
4. Type a space and then your last name.
5. Read the next word: (Option + right arrow).
6. Move insertion point to the end of the current line: (Cmd + right arrow).
7. Move insertion point to the beginning of the current line: (Cmd + left arrow).
8. Move insertion point to the end of the current line: (Cmd + right arrow).
9. Insert the words “third grade” before the word “student”:
 - Move insertion point to the beginning of the current line: (Cmd + left arrow)
 - Read next word: (Option + right arrow)
 - Press space bar then type “third grade”
10. Cut the word “likes”:
 - Read next word: (Option + right arrow)
 - Select “likes”: (Option + shift + right arrow)
 - Cut “likes”: (Cmd + X)
11. Paste the word “likes”: (Cmd + V).
12. Close document: (drag thumb to Documents button and activate)
Or, turn quick nav On and press Control + up arrow.

Activity 5.3b Editing, Answering and Manipulating Homework Document (Pages)

For this activity, we will use *The Woolly Bear*, a third grade reading comprehension assignment. (“F” stands for “Formatted”. Many documents like this are available on the Internet; however, some formatting may be lost and modifications may need to be made. Formatted documents have the same name followed by the letter F to indicate that the document has been modified.)

TEACHER HINT: TYPICALLY STUDENTS SHOULD READ SCHOOL MATERIALS BY PARAGRAPHS VERSUS READ ALL COMMAND. READING BY PARAGRAPHS HELPS TO KEEP THE STUDENT ENGAGED AND HELPS MANY STUDENTS TO DIGEST, PROCESS AND ORGANIZE THE INFORMATION IN EACH PARAGRAPH.

1. From the Pages home screen, open *The Woolly Bear*: (Right arrows stopping on *The Woolly Bear* then activate).
2. Pause VoiceOver: (Control key or two finger, single tap).
3. Confirm Quick Nav On: (Left + right arrows)
4. Activate the editable text field: (Up + down arrows; automatically turns Quick Nav Off).
5. If necessary, hide on-screen keyboard: (Press Hide Keyboard key on Bluetooth keyboard).
6. If necessary, move insertion point at start: (Option + up arrow).
7. If necessary, pause VoiceOver: (Control key).
8. Type your first name after “Name:”: (Option + right arrow)
 - Add a blank space: (Press space bar),
 - Type your name
9. Quickly skim through story by Paragraphs: (Option + down arrow quickly multiple times, stopping at “Questions”).
10. Read by Line: (Down arrow stopping on the correct answer or read all the options and use up arrow to move backwards to correct answer).
11. Move insertion point to the beginning of the current line: (Cmd + left arrow).
12. Type the correct letter: (Type “C” in front of the letter “c”).
13. Continue to answer the next question.
14. Move to the beginning of the document: (Cmd + up arrow).
15. Move by lines to the first sentence: (Down arrows stopping on “Kimberly and her ...”).
16. Copy first sentence;
 - Select by words: (Option + shift + right arrow, stopping after “black”).

TEACHER HINT: HOLD DOWN OPTION + SHIFT; THEN TAP RIGHT ARROW MANY TIMES.

- Copy selected text: (Cmd + C).
17. Close *The Woolly Bear* document: (Drag left thumb to Documents and activate).
 18. Open your previous name document: (Right arrows stopping on blank; activate).

19. Confirm Quick Nav is On: (Left + right arrows).
20. Activate editable text field: (Up + down arrows).
21. Move to bottom of text: (Cmd + down arrow).
22. Begin a new line: (Press Enter key).
23. Paste bee sentence: (Cmd + V).

Activity 5.3c Editing and Manipulating Google Docs Document

For this activity, use your “Read” document you created in the previous activity. The document should be open on your iPad.

1. Confirm that Quick Nav is off: (Right + left arrows).
2. Move insertion point to the top of the text field: (Cmd + up arrow).
3. Type your first name at the beginning of the document and Enter key, Enter key.
4. Move insertion point to the top of the text field: (Cmd + up arrow).
5. Move character by character through your name: (Right arrow stopping at the end of your name).
6. Type a space and then your last name.
7. Read the next word: (Option + right arrow).
8. Move insertion point to the end of the current line: (Cmd + right arrow).
9. Move insertion point to the beginning of the current line: (Cmd + left arrow).
10. Move insertion point to the end of the current line: (Cmd + right arrow).
11. Insert the words “third grade” before the word “student”:
 - Move insertion point to the beginning of the current line: (Cmd + left arrow)
 - Read next word: (Option + right arrow)
 - Type space and “third grade”
12. Cut the word “likes”:
 - Read next word: (Option + right arrow)
 - Select “likes”: (Option + shift + right arrow)
 - Cut “likes”: (Cmd + X)
13. Paste the word “likes”: (Cmd + V).
14. Close document:
 - Turn Quick Nav on: (Right + left arrows)
 - Move to Done button: (Control + up arrow)
 - Activate Done button: (Up + down arrows)
 - Activate Close button: (Up + down arrows)

Activity 5.3d Editing, Answering and Manipulating Homework Document (Google Docs)

For this activity, we will use *School Ducks*, a reading comprehension assignment.

When answering questions, type the letter of the correct answer beside the answer choice. Example: If the correct answer is “c”, move the VoiceOver cursor to the left of the letter “c”. Type the letter “c”. The answer choice will now show “c c. Chopped fruit and nuts”. We recommend typing the answer letter (vs. a generic “x”) in case the student accidentally places the letter on the wrong line.

TEACHER HINT: TYPICALLY STUDENTS SHOULD READ SCHOOL MATERIALS BY PARAGRAPHS VERSUS READ ALL COMMAND. READING BY PARAGRAPHS HELPS TO KEEP THE STUDENT ENGAGED AND HELPS MANY STUDENTS TO DIGEST, PROCESS AND ORGANIZE THE INFORMATION IN EACH PARAGRAPH.

1. From the Google Docs Home screen, open *School Ducks*: (Right arrows stopping on *School Ducks*. Activate).
2. Move to document text: (Right arrows stopping on the document text).
3. Pause VoiceOver: (Control key).
4. Activate the Edit Mode: (**Up + down arrows**; automatically turns Quick Nav off).
5. Pause VoiceOver: (Control key).
6. If necessary, hide on-screen keyboard: (Press Hide Keyboard key on Bluetooth keyboard).
7. Type your first name after "Name:":
 - Move to the right of Name: (Option + right)
 - Move to the right of the colon: (Right arrow)
 - Add a blank space: (Press space bar)
 - Type your first name
8. Quickly skim through story by Paragraphs: (Option + down arrow quickly multiple times, stopping at "Questions").
9. Read by Line: (Down arrow stopping on the correct answer or read all the options and use up arrow to move backwards to correct answer).
10. Move insertion point to the beginning of the current line: (Cmd + left arrow).
11. Type the correct letter: (Type "c" in front of the letter "c").
12. Continue to answer the next question.
13. Move to the beginning of the document: (Cmd + up arrow; Control).
14. Move by lines to the first sentence: (Down arrows stopping on "Jessica was late...").
15. Copy first *sentence*:
 - Select by words: (Option + shift + right arrow, stopping after "shoes").

TEACHER HINT: HOLD DOWN OPTION + SHIFT; THEN TAP RIGHT ARROW MANY TIMES.

- Copy selected text: (Cmd + C).
16. Close *School Ducks* document:
 - Turn Quick Nav on: (Right + left arrows)
 - Move to Done button: (Control + up arrow. Activate.)
 - Close button: (Activate)
 17. Open your previous Read document: (Right arrows stopping on Read. Activate).
 18. Move to document text: (Right arrow stopping on text).
 19. Activate Edit Mode: (Up + down arrows).
 20. Move to bottom of text: (Cmd + down arrow).
 21. Begin a new line: (Press Enter key).
 22. Paste the sentence: (Cmd + V).