

iPad Basic Introduction to VoiceOver

Turn the Pad on by press the small rectangular key on top right hand side. You may need to hold this in for a few seconds.

However, most people tend to leave the iPad in Standby Mode. In this case, just press the Home Key (small round indentation at the bottom of the screen above the charging slot) to turn the screen on. The screen will turn itself off after a couple of minutes and the iPad will be in Standby Mode.

If VoiceOver is off you can triple-click the Home Key to turn VoiceOver on or off. Or you can use Siri and say Turn VoiceOver On.

Along the right side of the iPad are two buttons. Starting at the top is the Lock Orientation or Mute Pad switch. This can be changed in the settings. Underneath that is a longer button, the Volume button. This is a rocker style switch, press the top of it to turn the volume up or the bottom of it to turn the volume down.

To charge the iPad, plug the charger into the slot just underneath the Home Key.

To Lock iPad, press the on off button quickly. You will hear a short sound to indicate the iPad is locked. The iPad will also lock itself automatically after a couple of minutes.

To unlock the Pad:

1. Press the Home key. The iPad will say the time.
2. Press the Home key again.

To use the Pad functions correctly with VoiceOver you need to perform gestures. Gestures are whenever the pads of your fingertips interact with the screen.

Gestures

The following is a list of gestures needed:

You can use finger to explore what's on the screen. Press and hold your finger on the screen and slide it around. The iPad will read out what's under your finger. This is known and Touch and Explore.

To read the next or previous item	Flick right or left.
To activate an item for example open an app	Double tap.
To come out of an App	Press Home Key.
Read all from the top of the screen	two finger flick up.
Read all from the current position	two finger flick down.
Stop speaking the current item	two finger tap.
Go to the next or previous page	three finger flick right or left.

Speak where you are for example which page or rows are visible	three finger tap
Go to the first element at top of screen	Four finger tap near top screen.
Go to the last element at bottom of screen	Four finger tap near bottom of screen.
<p>Magic Tap</p> <p>This is a shortcut that depends on what you are doing. Examples include:</p> <p>Answer a call.</p> <p>Hang up a call.</p> <p>Start or stop dictation.</p>	Two finger double tap.
Play or pause music.	

Scroll up or down	Three finger swipe up or down.
Scroll right or left	Three finger swipe left or right.
Turn screen on/off	Three finger triple tap. This is called the Screen curtain. The iPad will continue to work with VoiceOver but the screen is turned off for privacy.
Close pop-up box	do a two finger scrub. This is rubbing the screen back and forth with two fingers like you are rubbing out a mistake.

Rotor

Another important function of VoiceOver is the Rotor Function; it is particularly useful for navigating websites and documents. It allows you within a website to have a look around by searching by headings or links. The dials on your Rotor can be set to include whatever you want it to and it can be set up easily in the Settings tab of the iPad. The various options you can set it to include; speech rate, volume, headings, links and containers.

To activate the Rotor you place two fingers on the screen and twist as if you were turning a dial, when you turn the dial clockwise you move forward through the elements, when you turn anti clockwise you move backwards. Once you hear the element you want to control it by (for eg volume) just lift your fingers off the screen. It is then controlled by one finger small flick upwards or downwards on the screen.

If you find using the dial awkward or difficult you can try another method. Hold the Pad with both hands, with each thumb on the top. Use both thumbs for the gestures. Move one thumb upwards and the other thumb downwards at the same time. This will replicate the turning of the dial.

Typing

You can use the on-screen keyboard with VoiceOver. There are several methods to do this.

1. When the keyboard has appeared, use the Rotor to find Typing Mode.

Then flick down to Standard Typing. Use the Touch and Explore gesture to slide your finger around the keyboard. Once you find the letter that you want, double tap.

2. When the keyboard has appeared, use the Rotor to find Typing Mode. Then flick down to Touch Typing. Use the Touch and Explore gesture to slide your finger around the keyboard. Once you find the letter that you want, lift your finger and the letter will be entered.

3. When the keyboard has appeared, use the Magic Tap gesture (two fingers double tap). Now you can dictate to the iPad what you want typed. When you are finished dictating, use the Magic Tap again. Your Pad will repeat what you said and it will have typed it.