

iPhone and iPad: A General Guide

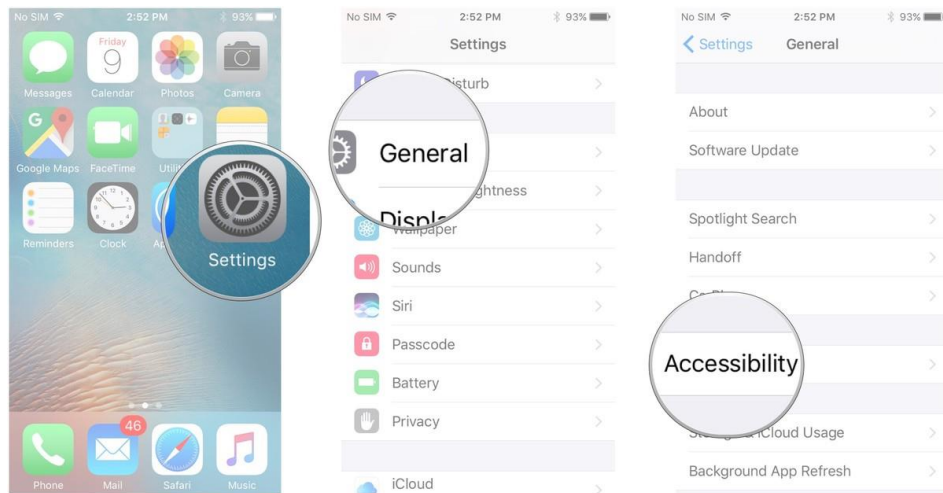
compiled by Kelsey Kuiper & Shannon Foley

Overview on VoiceOver Gestures

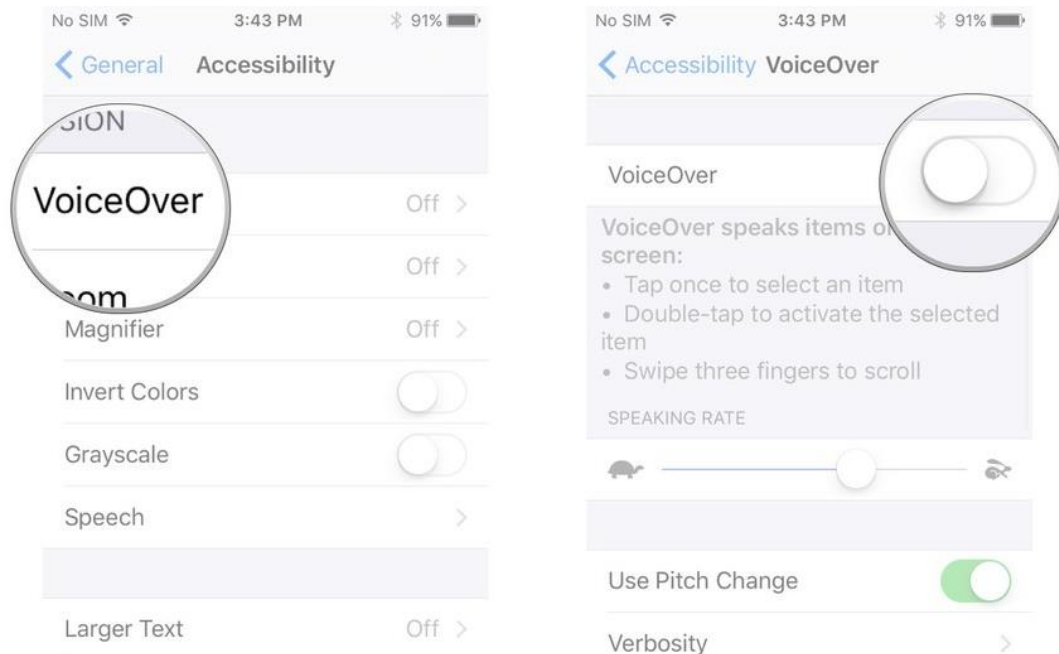
VoiceOver is the software that allows a blind person to use their phone by reading aloud what is happening on the screen.

How to activate VoiceOver on iPhone and iPad

1. Launch the **Settings** app from your **Home** screen.
2. Tap on **General**.
3. Tap on **Accessibility**.



4. Tap on **VoiceOver** under the Vision category at the top.
5. Tap the **VoiceOver** switch to enable it.



Now that VoiceOver is enabled, the gestures you regularly use on **your iPhone will change**. I have attached a list of the different gestures that can be used as a quick reference. On the next page, there is a more in depth guide to using VoiceOver.

More information can be found here : <http://www.imore.com/how-use-voiceover-iphone-and-ipad>

How to use VoiceOver

1. **Single-tap** anywhere on the screen and your iPhone or iPad will **speak aloud** the item that you're tapping on.
2. **Double-tap** on an item to **select it**.
3. To **scroll** through a page, use **three fingers** and move up or down. With VoiceOver off you typically use only one finger to scroll, but in VoiceOver you'll need to use three so that your iPhone or iPad doesn't misread a tap as a scroll. To move to different page on the homescreen, use three fingers and scroll left or right.
4. Double-tap with three fingers to toggle speech commands on and off from the Lock Screen.
5. A two-finger double-tap while performing an action will start or stop that action. For example, if you're on a phone call, double-tapping the screen with two fingers will end the call. If you're in the Camera app, double-tap with two fingers to take a photo.
6. In VoiceOver options you can customize and fine tune options such as whether or not you'd like the device to speak notifications.

For more tips and tricks regarding VoiceOver, I recommend using the VoiceOver Practice option within the VoiceOver Settings menu.

How to change **Speaking Rate** in VoiceOver

You can change how quickly the VoiceOver speaks to you

1. Launch **Settings** from your Home screen.
2. Tap **General** then tap **Accessibility**.
3. Tap **VoiceOver**, tap the switch to turn it on
4. Tap VoiceOver.
5. Tap and drag the **slider** under Speaking Rate to change the rate of speech. The further right you go, the faster it speaks (I have no idea who would be able to use it on 100%, but there you go).
6. Tap VoiceOver, tap and drag the slider under Speaking Rate

Method 2

1. When VoiceOver is on, use **two fingers** on the screen and rotate them on the screen.
2. This makes something called the **rotor** appear.
3. **Rotate** around the screen until you hear it say Speaking Rate. (As if you are rotating a knob)
4. **Swipe** up or down to change the **speaking rate**

How to enable **Pitch Change** in VoiceOver

Pitch Change makes VoiceOver speak at a higher pitch when reading the first item in a group and in a lower pitch when reading the last item in a group. It's kind of hard to distinguish, but if you need it, it's here.

1. Launch Settings from your Home screen.
2. Tap General.
3. Tap Accessibility.
4. Tap VoiceOver, tap the switch to turn it on
5. Tap VoiceOver.
6. Tap the switch next to Pitch Change to turn it on.

Complete list of VoiceOver Gestures:

Important ones have been underlined. Items that are easy to accidentally do are starred. To reverse the action, then do the action again.

1 Finger Gestures

<i>Gesture</i>	Action
Touch or move around the screen	Speaks and select the item under your finger
<u>Tap 2 times fast</u>	<u>Activate the selected item. (open app, press button)</u>
Tap 2 times and hold	Activates “drag-mode” (move icons, swipe-delete)
Tap 3 times fast	Double presses a button (see tip below)
<u>Swipe left or right</u>	<u>Selects the previous or next item</u>
<u>Swipe up or down</u>	<u>Preforms or move to the selected rotor option</u>

Note: Tap 2 times on the clock in status bar to scroll to top in any app.

2 Finger Gestures (press with two fingers)

<i>Gesture</i>	Action
Hold 1 finger & tap with another	Select when dragging, activate with tap (aka split-tap)
<u>Tap once</u>	<u>Pause/resume speech</u>
Tap 2 times fast	Preforms special action
Tap 2 times and hold	Add label to selected item
Tap 3 times	Open Item Chooser for current area
Swipe up	Read all from first object in selected area
Swipe down	Read all from selected item
Scrub back and forth	Go back, cancel, close pop-up
Hold and twist left or right	Select the next or previous rotor item

Note: You can use the scrub gesture to split/merge keyboard when it's selected

3 Finger Gestures

<i>Gesture</i>	Action
Tap once	Speaks the current page number and position
Tap 2 times fast	**Toggle speech on/off (VoiceOver is on but not speaking) **
Tap 3 times fast	**Toggle screen curtain on/off (VO works but screen is off) **
Swipe left or right	Move to previous or next horizontal screen/page
Swipe up or down	Move/scroll down or up (like moving a paper)

Note: To open notification center select the status bar and swipe 3 fingers down. Also 3 fingers up/down works for pulling down to refresh in many apps like the Irish Times.

4 and 5 Finger Gestures

<i>Gesture</i>	Action
Tap the upper half with 4 fingers	Select the first item in the area
Tap the lower half with 4 fingers	Select the last item in the area
Swipe left or right	When in an app, switch to next or previous app
Swipe up or down	**Open or close multitask panel**
Pinch in	Go to home screen

On Home Button Gestures (don't require VoiceOver to be on)

<i>Gesture performed on button</i>	Action
<u>Pressed once</u>	<u>Closes current app. Returns to home screen</u>
Pressed twice	Opens App Switcher, Kevin shouldn't need this. If his phone is slow, try closing all his app and this may help.
Pressed three times	This setting can be changed in the accessibility page. Settings>General>Accessability>Accessibility Shortcut (all the way at the bottom of the screen)
<u>Press and hold</u>	<u>Open Siri</u>
<u>Fingerprint scan</u>	<u>Used to unlock phone and buy apps. Phone will request a fingerprint when it is required</u>

Kevin's Main Commands with the iPhone and iPad

Kevin mainly used Siri to perform actions.

Using Siri

1. Press and hold the **home button** (button at bottom phone)
2. **Wait for the beep** that declares Siri is listening (Kevin sometimes doesn't wait long enough, and then can't get Siri to work. Be sure he is doing this)
3. Ask Siri with your **voice** the question you would like answered or the action you would like performed.

Answering phone

1. **Double tap with two fingers** when the phone or facetime is ringing and it will answer the phone
2. To hang up, double tap with two fingers

Sending texts

To send a text, Kevin has to ask Siri

1. Start **Siri**
2. Say to Siri, "**Send message to **name of person in contacts** that says **message body****"
3. Siri will ask you to confirm the message
4. You can ask Siri to **read the message back** to you, or **send it**.

Getting to Music

1. Music is operated by app called Music
2. Start **Siri**
3. Say "**Siri play music**" to have Siri play the last thing you were listening to.
4. To play a specific song, say "**Siri, play **song title or artist****".
5. It will play if the song is downloaded in Kevin's library.

If the song is not in the music library.

1. This will be easiest to do with **VoiceOver OFF**
2. Go to the **Music** app
3. Go to **Search** in the bottom right corner
4. Make sure to select "**Apple Music**" when searching
5. Search the song title or artist by **typing** the song you would like to add
6. Tap the + next to the song
7. "Added to Library" animation will play
8. The song should **download** on both of Kevin's devices.
9. Kevin can now **play** this son with Siri

Getting to Podcasts

1. Start **Siri**
2. Say to Siri, "**Play my latest **Name of podcast****"
3. Or say "**Play podcasts**" to play the last podcast that was playing
4. Or say "**Play **Name of podcast** episode 3**"

Getting to Irish Times

1. Ask Siri “**Open Irish Times App**”.
2. Use finger on screen to scroll down news articles.
3. Or **swipe right** to **scroll down** the news articles, or left to go up.
4. When you find an article you like. **Double tap** on the screen after it was read aloud.

Checking Weather

Ask Siri “**What is the weather?**”, or “**Give me the forecast**”

How to use *TapTapSee*

TapTapSee is an app that uses **computer software** to describe a picture that was taken. It will describe the **color, type** of object, and, if there is any large font, **text** that is displayed.

1. Ask Siri “**Open Tap Tap See app**”
2. **Point back camera towards the item** that needs to be described
3. **Double tap anywhere** on the screen to take a picture
4. **Wait** a few seconds
5. The app will read out the description automatically

How to use *Be My Eyes*

Be My Eyes is an app that connects volunteers around the world to blind people that need a description of something in front of them. It uses the back camera and the microphone to connect you immediately to someone who will take your video and voice and help you with the question you have.

1. Ask Siri to “**Open Be My Eyes app**”
2. Double tap in center of screen to connect to the first available helper
3. You will be connected with someone in a few seconds
4. Double tap with two fingers to hang up OR
5. Press home screen to hang up AND close app OR
6. Ask volunteer to hang up the call