



Read a Book Using VoiceOver & Gestures

Note: Be sure to ask the library to provide a unit with the VoiceOver feature turned on.

Gestures you will use:

- **To read an item** – Single-tap with one finger
- **To open an item** – Double-tap with one finger
- **To scroll** – Drag three fingers
- **Adjust the sound** – Locate the Volume Bar by holding the unit in portrait fashion so that the Home button (the round indentation in the middle of one edge of the screen) is at the bottom of the unit. Place your finger on the bottom of the outside edge of the right side and slide up. The first depression you will feel (it's about three-quarters of the way up) is the volume bar. To increase the volume, press the upper side of the bar; to lower the volume, press the bottom side of the bar.

Finding And Reading A Book

1. Turn the iPad on by pressing the Sleep/Wake Button, which is located on the outside edge, just round the corner from the volume button. The computer will let

you know when it is awake by stating the time. At that point, it is on, but the screen is locked.

2. To unlock the screen, press the Home button, and immediately slide your finger directly above the button - about a one-quarter inch. Tap the screen in that spot with one finger. The voice will tell you to "Slide to unlock or double-tap the screen". Double-tap the screen.
3. You should now be on the main page of the iPad, which is called the Home screen. When in doubt, press the Home button. If it takes you to a search page (voice will say, "Search iPad etc."), press the Home button again. You will know when you are on the home screen; the voice will state the name of an icon on the screen and say "double-tap to open".
4. Place the pad of your finger at the top left hand corner of the screen. If you don't hear the voice, slowly move your finger down and/or to the right and the voice will tell you the icon you have selected and the action you should take to open it. For example, it might say "Business folder, double-tap to open." Continue to move across the screen listening to the names of the icons and when you come to the end, move your finger down and to the left.
5. Keep touching the screen until you come to the Reading folder. The voice will say "Reading folder", and will state the number of apps in the folder, and then say, "double-tap to open."
6. Double-tap on the Reading folder to open.
7. Next, slowly move your finger from its current position across the screen to the right and then down until the voice announces, "iBooks, double-tap to open."
8. Once the iBooks app opens, it will present a long list of pre-loaded books. Scroll through the list by placing the pad of your finger on the top left corner of the screen. Voice will say "Store Button." Slide your finger down and slightly to the right, and the voice will announce the title and author of the book. Continue to move your finger slowly and the voice will continue to tell you the author and title. Move your finger first to the right, then down and to the left, then down and back to the right etc, until you reach the bottom of the screen. Lift your finger when you find the book you want to read.
9. If you have not found a book of interest and come to the bottom of the screen, drag up with three fingers to scroll down the list, which will provide you with a brand new screen of books. Repeat step 8.
10. There are 25 books per screen and 1,000 books, so there are a lot of screens. Continue this procedure until you find the book you want to read. Note you can return to the prior screen by dragging down with three fingers.
11. Select the book you wish to read by double-tapping anywhere on the screen. You will know it is open when the voice says, "Library Button" indicating that you are

the top left hand corner of the book's screen.

12. To start the voice reading, select the text area, by tapping in white space of the text area, which is usually found in the center of the upper and lower parts of the screen. Then, drag two fingers downward in the text box.
13. You can stop the reading at any time with a double-tap. You can resume again by repeating step 12.
14. If you want to return to the library of books, you will need the menu. To access the menu, tap in any white space near the center of the page. You should then see several small icons along the top of the page. Tap on the Library icon in the upper-left corner of the page to return to the list of books.
15. You can exit the iBooks app at any time by pressing the home button.

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