



Read a Book Using a Keyboard & Gestures

Note: Be sure to ask the library to provide a unit with the VoiceOver feature activated and request a keyboard.

For customers with major vision impairment, navigation is far easier with a keyboard. Ask at Information & Reference or Home Delivery Service volunteer to review the layout of the iPad and to show you how to connect the keyboard to the iPad.

General Instructions

- When you press the Home Button, the iPad will announce the active icon on the home screen or Desktop and tell you to “double tap” to open. Instead of double tapping, you will be using the keyboard.
- Locate the keys you will be using the most:

The Keys at the Bottom of the Keyboard

VoiceOver Keys – these are the two left-most keys – the outer key is the control key and the inner one is the options key. When the instructions say “VoiceOver keys”, that means you will be pressing these keys together.

Arrow Keys – These are four keys on the right hand side of the board – the right-most key is the right arrow, the next key moving left is the down arrow key, the key directly above it is the up arrow key, and the key to the right of the down arrow key is the left arrow key. You will be using the left and right arrow keys, primarily.

Spacebar – This is the long key at the bottom in the center of the keyboard.

The Keys at the Top of the Keyboard

Escape Key – This is the key at the top left corner of the keyboard. It will take you back to the Home page.

Sound Volume Keys - From the top right side of the key board, disregard the right most key. The key to the immediate left is the volume up key and if pressed, will increase the volume; the key to the immediate left is the volume down key. Pressing it will decrease the volume.

Using the Keyboard to Find a Book and Start Reading

1. Turn on the iPad by pressing the Sleep/Wake button. The computer will let you know it is awake when it states the time. At that point, it is on, but the screen is locked. Disregard the VoiceOver prompt to “double-tap to open.”
2. Immediately press the VoiceOver keys and, while those are depressed, the spacebar to unlock the screen. The

voice will tell you which icon is active. When in doubt as to your location, press the Home button (the one at the bottom of the screen in the middle of the iPad) which will take you to the Home page, the location that contains the main icons. 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 in the Home page; VoiceOver will state the name of an icon on the screen and say “double-tap to open”.

3. Adjust the sound to the desired level by pressing the volume up or volume down button. When the voice says “Dim”, the voice is as loud (if you were increasing the volume) or as soft (if you were decreasing the volume) as it can go.
4. Turn on Quick Navigation by pressing simultaneously the left arrow and right arrow keys. The voice will say, “Quick Nav on”. To turn off, press the two keys again and the voice will say, “Quick Nav off”. With Navigation on, you can use the arrow keys without pressing the VoiceOver keys.
5. Locate the Reading folder by pressing the right arrow key until the voice says, “Reading Folder”. The voice will provide the number of apps in the folder and end by saying, “double-tap to open”. If you go past the icon, you can return to it by pressing the left arrow key.
6. Select the Reading folder by pressing the VoiceOver keys first. While the VoiceOver keys are depressed,

press the spacebar. The voice will tell you that the Reading folder is open.

7. Next, find the iBooks icon by pressing the right arrow key until the voice says “iBooks, double-tap to open.” If you go past the Icon, you can return to it by pressing the left arrow key.
8. Select the icon by pressing the VoiceOver keys and the spacebar as described in 6, above.
9. When the iBooks application is open, VoiceOver will say, “iBooks, Store Button” which means you are in the screen that contains the list of books.
10. Press the right arrow key to scroll through the menu (you can tell you are in the menu because each description is followed by the word “Button”). You are out of the menu and in the book list when the voice says, “Search - text field, double-tap to edit.”
11. Continue scrolling using the right arrow key until the voice reads a title and author of a book that interests you. Note that you can scroll back up the list by using the left arrow key. VoiceOver introduces each book with “New Book”
12. When you find a book you wish to read, select it by pressing the VoiceOver Keys and the spacebar. You will know it is open when the voice says, “Library Button” indicating that you are at the top left hand corner of the

screen.

13. Press the right arrow key to scroll across the menu bar (you can tell you are at the top of the screen because the word, “button” follows each item). When the text of the book is reached, the reader will begin reading.
14. At this point, you can remove the keyboard, return the iPad to its rubber sleeve and curl up with the iPad in a favorite chair.
15. Should VoiceOver stop, you can get it to resume by placing two fingers on the screen and dragging them towards the top of the screen in a flicking motion. VoiceOver will read from the top of the screen (including the menu). Note: if you remain connected to the keyboard, you can achieve the same result by pressing the VoiceOver keys and then the letter “A”.
16. When the reader stops, turn the page by placing the pads of three fingers on the right hand side of the screen and dragging your fingers along the glass to the left. That will turn the page. The reader will then begin to read again. Although not recommended, you can also page through the book using the up arrow key (to turn to the next page) or the down arrow key (to turn to the previous page). The reader, however, will not continue to read when the page changes, so you will need to scroll through the menu once again before the reading resumes.

17. You can stop the reading at any time by double-tapping the screen with two fingers. You can resume again by double-tapping the screen with two fingers. Note: Tapping with three fingers turns the sound off and the voice will say, “Sound off”. If you do that, you can turn it back on by tapping again with three fingers – the reader will state, “Sound on”.
18. If you wish to return to the book list, remove the rubber sleeve and reconnect the keyboard. Then press the left arrow to return to the Menu. Keep pressing the keys until VoiceOver says “Library button”.
19. Select Library button by pressing the VoiceOver keys and the spacebar. Should you wish to resume reading the book in question, when you re-enter the book, you will be at the page you last read.
20. You are now back in the book list at the Store button. Repeat steps 6 to 8 to find another book.
21. Whenever you are ready to return to the Home page, press the Escape key or the Home button at the bottom middle of the screen.

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