**Quick reference guide for using voiceover on your iPad**

**Introduction**

This quick reference guide explores common gestures and methods when using Voiceover on your iPad. The primary audience of this document is students with visual impairments, teachers of the visually impaired, and other education professionals that serve students with visual impairments.

**Basic commands**

The commands defined in this section are universal. They can be used in almost any context including the home screen, the app switcher, the status bar, Mail, Safari, Pages, etc.

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| **Action**  | **Gesture** |
| **Move focus to any item on the screen** | Touch the item with one finger |
| **Move focus to the next item** | One finger swipe right anywhere on the screen |
| **Move focus to the previous item** | One finger swipe left anywhere on the screen |
| **Activate the item that has focus** | One finger double tap anywhere on the screen |
| **Cancel or go back to previous screen** | Two finger scrub back and forth from side to side |
| **Read all starting from the top of the screen** | Two finger swipe up |
| **Pause or resume reading at current position** | Two finger single tap |
| **Read all from current position** | Two finger swipe down |
| **Move focus to first item on the screen** | Four finger single tap near top of screen |
| **Move focus to the last item on the screen** | Four finger single tap near the bottom of the screen |
| **Scroll down to the next page** | Three finger swipe up |
| **Scroll up to the previous page** | Three finger swipe down |
| **Scroll right to the next page** | Three finger swipe left  |
| **Scroll left to the previous page** | Three finger swipe right  |

**Rotor commands**

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| **Action**  | **Gesture** |
| **Select the next item in the rotor** | Two finger twist clockwise |
| **Select the previous item in the rotor** | Two finger twist counter-clockwise |
| **Perform action or adjust value defined by current rotor setting** | Single finger swipe up or down |

**Miscellaneous commands**

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| **Action**  | **Gesture** |
| **Open the item chooser** | Two finger triple tap |
| **Get more information about the item that has focus** | Three finger single tap |
| **Apply a custom label to the item that has focus** | Two finger double tap and hold the second tap |
| **Mute voiceover** | Three finger triple tap if Zoom feature is on, otherwise three finger double tap |
| **Turn the voiceover screen curtain on or off** | Three finger quadruple tap if Zoom feature is on, otherwise three finger triple tap |
| **Answer phone call, hang up phone call, or pause/resume multimedia playback** | Two finger double tap |
| **Take a screenshot** |

**Managing apps**

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| **Action**  | **Gesture** |
| **When an app is open, switch directly to the next open app** | Four finger swipe left (multi-tasking gestures must be enabled in Settings > General) |
| **When an app is open, switch directly to the previous open app** | Four finger swipe right (multi-tasking gestures must be enabled in Settings > General) |
| **Go to the home screen** | Five finger pinch (multi-tasking gestures must be enabled in Settings > General) |
| **Open the app switcher** | Four finger swipe up (multi-tasking gestures must be enabled in Settings > General) |
| **Close the app switcher** | Four finger swipe down (multi-tasking gestures must be enabled in Settings > General) |
| **Enter "jiggle mode" so you can move or remove apps from the home screen or app switcher** | Single finger double tap and hold on second tap |
| **Exit "jiggle mode"** | Press the home button |

**Copying text from a read-only source**

This section defines how to copy text from a read-only source such as a web page, etc.

**Copying read-only text using gestures**

1. One finger swipe left or right to navigate to the phrase that contains the desired text or the beginning of a large block of desired text.
2. Single finger double tap and hold the second tap until you hear three beeps.
3. Adjust the rotor to the unit of text that will be used to select the desired text: "characters", "words", or "lines".
4. Use the pinch gesture to increase or decrease the amount of selected text. Voiceover will speak text as it is added or removed to the selection.
5. Adjust the rotor to the "edit" item. If the "edit" item is not present in the rotor that means no text has been selected.
6. One finger swipe up or down until you hear "copy".
7. Single finger double tap anywhere on the screen to copy the selected text into the buffer. Voiceover will announce the entire block of text that was copied to the buffer.
8. Move focus to an editable text field and single finger double tap to edit it. If you do not have a bluetooth keyboard connected then the on-screen keyboard will appear. You can ignore it or close it by activating the "Hide keyboard" button at the bottom right of the on-screen keyboard.
9. Move the insertion point to the desired location in the text field by dragging a single finger around within the text. You can also adjust the rotor to "characters", "words", or "lines" and then move the insertion point using single finger swipe up or down.
10. Adjust the rotor to the "edit" item.
11. Single finger swipe up or down until you hear "paste".
12. Double tap anywhere on the screen to paste the text from the buffer into the text field. Voiceover will read the entire block of text that was pasted into the text field.

**Entering and editing text**

This section defines commands that are used to enter and edit text in an editable text field such as a search field, the address bar in Safari, the Notes app, the Pages, app, etc.

**Entering and editing text using the on-screen keyboard**

This section defines how to enter and edit text using the on-screen keyboard. The on-screen keyboard is slow and cumbersome compared to a bluetooth keyboard or a refreshable braille display. Therefore, it is recommended to use the keyboard or braille display when possible.

1. Move focus to an editable text field and single finger double tap to edit it. The on-screen keyboard should appear if you do not have a bluetooth keyboard connected to your device.
2. Move the insertion point to the desired location in the text field by dragging a single finger around within the text. You can also adjust the rotor to "characters", "words", or "lines" and then move the insertion point using single finger swipe up or down.