



# COLUMBIA REGIONAL INCLUSIVE SERVICES

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## Use VoiceOver with an Apple Wireless Keyboard

You can control VoiceOver using an Apple Wireless Keyboard paired with iPhone or iPad. Use the following VoiceOver keyboard commands to navigate the screen, select items, read screen contents, adjust the rotor, and perform other VoiceOver actions. For the commands, you can use the Control-Option key combination or the Caps Lock key, abbreviated in the list that follows as “VO.” (

### VoiceOver keyboard commands

VO = Control-Option

### General VoiceOver Commands

These commands work just for VoiceOver and help the user perform basic tasks.

Action Performed	Key Command	Mastered	ot Mastered
Turn on VoiceOver help	VO K		
Turn off VoiceOver help	escape		
Navigate to next item	VO right arrow		
Navigate to previous item	VO left arrow		
Select current item	VO space bar		
Go to home	VO h		
Touch and hold current item	VO shift m		
Move to status bar	VO m		
Mute or unmute VoiceOver	VO s		

Open item chooser	VO i		
Screen curtain	VO shift s		
Take a screen show	Command shift 3		
Switch apps	Command tab		
Pause VoiceOver speech	control		
Read from current position	VO a		
Read from top	VO b		
Find text	VO f		
Swipe up	VO up arrow		
Swipe down	VO down arrow		
Change rotor item	Command VO left or right arrow		
Adjust specific rotor item	Command VO up or down arrow		
Total		/21	/21

### Commands in Apps

Use these commands in specific apps to perform functions. Apps that can be found here are Safari and Mail.

### **Safari**

Action Performed	Key Command	Mastered	Not Mastered
Go to address bar in Safari	Command l		
Open a new tab in Safari	Command t		
Open a new window in Safari	Command n		

Close a tab in Safari	Command w		
Total	/4	/4	

### Mail

Action Performed	Key Command	Mastered	Not Mastered
New message in Mail	Command n		
Reply to a single person in Mail	Command r		
Reply all	Command shift r		
Forward	Command shift f		
Send message	Command shift d		
Close Mail window	Command w		
Total	/6	/6	

### Editing

Use these commands (with Quick Nav turned off) to work with text and spoken content. VoiceOver reads the text as you move the insertion point.

Action Performed	Key Command	Mastered	Not Mastered
Copy last spoken text	VO shift c		
Move to top of text field	Command up arrow		
Move to bottom of text field	Command down arrow		
Move to beginning of paragraph	Option up arrow		
Move to end of paragraph	Option down arrow		
Move to beginning of line	Command left arrow		
Move to end of line	Command right arrow		

Action Performed	Key Command	Mastered	Not Mastered
Move to beginning of word	Option left arrow		
Move to end of word	Option right arrow		
Highlight text by character	Shift right arrow		
Highlight text by word	Option shift right arrow		
Highlight text by line	Shift down arrow		
Select all	Command A		
Cut	Command x		
Copy	Command c		
Paste	Command v		
Undo	Command z		
Redo	Command shift z		
Total	/18	/18	

### QuickNav

Turn on QuickNav to use VoiceOver with the arrow keys instead of holding down VO. When you view a webpage with Quick Nav on, you can use single keys on the keyboard to navigate the page quickly. Typing the key moves to the next item of the indicated type. To move to the previous item, hold the Shift key as you type the letter.

Action Performed	Key Command	Mastered	Not Mastered
Turn on QuickNav	left and right arrows		
Turn on single key QuickNav	VO q		
move by heading	h		
move by link	l		
move by button	b		

Action Performed	Key Command	Mastered	Not Mastered
move by text field	r		
move by image	i		
move by table	t		
move by form control	c		
adjust current rotor item	up or down arrow		
Total		/10	/10

**Overall Total:     /59**