# IOS and mac

# Voiceover Gesture & Keyboard Shortcuts

Voiceover shortcuts often use the “voiceover key” this can be changed to suit preference but by default it is a combined pressing of command and option (Ctrl + Alt). in this table the voiceover key combination will be written as VO.

## General

|  |  |  |
| --- | --- | --- |
| Action | Gesture | Keyboard Shortcut |
| Accessibility Shortcut | Triple-Click Home (or other assigned shortcut - double or triple back tap) | VO + H + H + H |
| Go to home screen | Press home button (swipe up from bottom if no home button) | Ctrl + H |
| Start /stop current action (press play, answer calls) | Two finger double tap | VO + - (minus sign) |
| Turn speech on/off Voiceover | Three finger double tap | VO + S |
| Turn Screen curtain on/off | Three finger triple tap | VO + Shift + S |
| Item chooser | Two finger triple tap | VO + I |
| App switcher | Double click home button long swipe up from bottom of screen for devices without home button | Command + Tab or Shift Tab |

## Navigation

|  |  |  |
| --- | --- | --- |
| Action | Gesture | Keyboard Shortcut |
| Select item | One finger tap | N/A |
| Activate Item | Double Tap or Split Tap | VO + Spacebar |
| Move to next item | one finger Swipe right | VO + right arrow |
| Move to previous item | One finger swipe left | VO + left arrow |
| Move to next page | Three fingers swipe right | Option + right arrow |
| Move to previous page | Three fingers swipe left | Option + left arrow |
| Sroll up (menu or page) | Three finger swipe down | Option + down arrow |
| Scroll down (menu or page) | Three finger swipe up | Option + up arrow |
| Move to first item on screen | Four finger single tap, (top of screen) | Ctrl + up arrow |
| Move to last item on screen | Four finger single tap (bottom of screen) | Ctrl + down arrow |

### Quick Navigation – Keyboard Shortcuts

|  |  |
| --- | --- |
| Action | Keyboard Shortcut |
| Turn Quick Nav on or off | Left arrow – Right arrow |
| Select the next or previous item | Right arrow or left arrow |
| Select the next or previous item  Specified by rotor | Up arrow and down arrow |
| Select the first or last item | Control + up arrow or Control + down arrow |
| Tap an item | Up arrow - down arrow |
| Scroll up, down, left, or right | Option-Up Arrow, Option-Down Arrow, Option-Left Arrow, or Option-Right Arrow |
| Adjust rotor | Up arrow- left arrow or Up arrow- right arrow |

### Quick Navigation for Internet Browsing

(Turn on Quick Nav (VO-Q), then press keys on the keyboard to navigate to specific types such as headings or links. To move to previous item, hold the Shift key as you press a key for the item type)

|  |  |
| --- | --- |
| Action | Keyboard shortcut |
| Heading | H |
| Link | L |
| Text Field | R |
| Button | B |
| Form control | C |
| Image | I |
| Table | T |
| Static Text | S |
| ARIA landmark | W |
| List | X |
| Item of the same type | M |
| Level 1 to Level 6 | 1 to 6 |

## Reading

|  |  |  |
| --- | --- | --- |
| Command | Gesture | Keyboard |
| Read whole screen from top | Two finger swipe up | VO + B |
| Read from selected item | Two finger swipe down | VO + A |
| Pause/continue speach | Two finger single tap | Control |
| Read paragraph | N/A | VO + P |
| Read sentence | N/A | VO + S |
| Read word | N/A | VO + W |

## Rotor Controls

The Voiceover "rotor" feature helps users to do some frequently performed navigation actions quickly and easily. The rotor is ever present when using IOS touch screens. With keyboard controls, open the rotor by pressing VO + U, then use the Left Arrow and Right Arrow keys to choose specific items such as Links, Headings, Tables etc.

Then use the Up Arrow and Down Arrow to select a particular element and Enter to activate it. Escape exits the rotor.

|  |  |  |
| --- | --- | --- |
| Command | Gesture | Keyboard |
| Activate/navigate rotor | Two finger rotate | VO + U + left or right arrow |
| Change rotor function setting | One finger swipe up/down | Up/down arrow |

## Editing

|  |  |  |
| --- | --- | --- |
| Command | Gesture | Keyboard |
| Select item (long press) | One finger double tap and hold | VO + Shift +Mic |
| Change label | Two finger double tap and hold | VO + / |
| Copy spoken text | Three finger quadruple tap | VO + shift + C |
| Start /stop current action (press play, answer calls) | Two-Finger Double Tap | VO + - |
| Quick Navigation On/Off | (Keyboard Only Feature) | Left Arrow + Right Arrow |
| VoiceOver Help/ turn off VoiceOver Help | N/A | VO + K / Esc |

## **Index**

Most keyboard shortcuts use a combination of keys to achieve the task. In each table we have included the keyboard shortcuts for the most relevant keyboard layout. Below is an index of the alternative keys between Apple and windows keyboards.

|  |  |
| --- | --- |
| **Apple/Mac Key** | **Windows Key** |
| Control | Ctrl |
| Option option key | Alt |
| Command (cloverleaf) **⌘** | Windows windows |
| Delete | Backspace |
| Return | Enter |

|  |
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