# VOICE OVER 101 FOR THE MAC Outline

I. Introduction

A. Speaker

B. Topic

II. What is Voice Over?

A. Built-in Screen Reader for Apple Operating Systems

B. Apple Operating Systems

1. IOS (iPod, iPad and iPhone)

2. WatchOS (Apple Watch)

3. TVOS (Apple TV)

4. MacOS (Mac computers)

III. Keyboard layout

A. FN, CTRL, OPTION, COMMAND, SPACEBAR, COMMAND, OPTION

B. COMMAND basically replaces the ALT key in Windows

C. OPTION basically replaces the Windows-key in Windows

IV. Loading and Unloading VO (COMMAND+F5)

A. VO key (CTRL+OPTN)

B. VO lock (CTRL+OPTN+;)

C. Menu, (VO+M)

D. Special Menu, VO+M twice quickly

E. VO Utility (VO+F8)

F. Help (VO+H)

V. Interaction

A. The Concept

B. Hotkey, SHIFT+CTRL+OPTION+DOWN-ARROW/UP-ARROW

C. Seven element types for Interaction

1. Browser (Finder)

2. Grids (Calendar)

3. Groups (contacts)

4. Scroll Areas (editor)

5. Sliders/Value Indicators (System Preferences)

6. Tables (mail app)

7. Toolbars (most apps)

VI. Setting Up Voice Over

A. The Voice Over Utility

B. The Rotor

1. With Gestures

2. With Arrow Keys

VII. The Commanders

A. Finding the Commanders

B. Trackpad Commander

C. Numpad Commander

D. Keyboard Commander

E. Quick Nav Commander

VIII. VO and the Finder

A. What is Finder

B. Settings for Finder

C. Moving around Finder

D. The Applications folder

1. Opening applications through Finder

2. Closing applications

E. Users’ folders

F. Opening files

IX. The Dock

A. Putting Focus on the Dock (VO+D)

B. Navigating the Dock

X. VO on the Web

A. Address Bar (COMMAND+L)

B. Dom View vs. Group View (change in VO Utility)

C. Key Navigation (CTRL+COMMAND+OPTN+key)

D. First Letter Navigation (must be turned on in the Quick Nav Commander)

E. Web Items Summary (CTRL+I)

F. Items Chooser List (VO+I)

XI. VO in Text Edit

A. Move to top or bottom of document (CMD+UP-ARROW/DOWN-ARROW)

B. Read all text (VO+A)

C. Read current character (VO+C)

D. Move by character (VO+SHIFT+LEFT-ARROW/RIGHT-ARROW or LEFT/RIGHT-ARROW)

E. Move by word (VO+LEFT-ARROW/RIGHT-ARROW or OPTN+LEFT/RIGHT-ARROW)

F. Read current word/line (VO+W/L)

G. Read current sentence/paragraph (VO+S/P)

H. Read selected text (VO+F6)

I. Selecting text with VO command (VO+ENTER, then move across the text)

J. Speak text attributes (VO+T)

K. Universal Spellchecker (CMD+SHIFT+;)

L. Highlight next misspelled word (CMD+;, then VO+SHIFT+M to open menu)