

## **Sacramento Public Library - iPod Touch Instructions**

For a recording of these instructions, please call 916-264-2726.

To schedule assistance with the device, please call 916-264-2920.

### **1) Getting Started**

- a) To orient the device, find the bump dot that marks the Home button.  
The Home button is on the front of the device at the bottom.
- b) The power button is found on the top right of the device.
- c) To turn on the iPod, press the power button for 3 seconds.
- d) Once the iPod is on it will say "Voice Over On."
- e) Touch the lower half of the screen with one finger until you hear "Slide to Unlock. Slide or Double Tap." Slide one finger across the screen **OR** single finger double tap.
- f) If you hear "screen locked", press the Home button.
- g) The volume can be adjusted by using the two raised buttons on the left side edge of the iPod
- h) Headphones can be used instead of listening on the speakers
- i) The 3.55 mm headphone jack is on the bottom, back edge of the iPod to the right of the home button
- j) Pressing the home button will return you to the home screen, where you can find the iBooks button and the Settings menu button.

### **2) Charging the iPod**

- a) To charge the device, connect the included cable to the bottom of the device. Plug in the cable with the bump dot facing the same direction as the home button bump dot.
- b) When the device is on and on the home screen, you can check the percentage the battery has charged by moving one finger to the top right corner of the screen.
- c) You can also check the percentage the battery has charged on the lock screen, by moving one finger to the middle of the screen.

### **3) Turn off the iPod**

- a) Press the power button on the top right of the device until you hear “Slide to power off. Slide or double tap.”
- b) Slide one finger across the screen or double tap with one finger.
- c) The iPod will say “iPod shutting down.”

### **4) Adjusting Speaking Rate**

- a) Move one finger directly above the Home button on the touch screen to find “Settings.”
- b) When you hear “Settings” single finger double tap to open the Settings menu.
- c) Move one finger down the screen until you hear “General button” then single finger double tap.
- d) Three finger flick up to scroll through the setting options.
- e) Move one finger down the screen until you hear “Accessibility button” then single finger double tap.
- f) Move one finger down the screen until you hear “VoiceOver” and then single finger double tap.
- g) Move one down the screen until you hear “Speaking Rate 50%. Adjustable. Swipe up or down to adjust the value” Swipe one finger up the screen to increase the speaking rate. Swipe one finger down the screen to decrease the speaking rate. The swipe should be a very quick motion.
- h) Press the Home button to return to the home screen.

### **5) Opening iBooks**

- a) Move one finger towards the top left corner of the screen until you hear “iBooks.”
- b) When you hear “iBooks, Double Tap to Open” single finger double tap.
- c) iBooks will take a moment to open.

### **6) Selecting a Title in iBooks**

- a) If you hear “Library button,” single finger double tap get to the Library page
- b) If you hear Edit button, you are already on the Library page
- c) You can explore the titles by moving one finger across and up and down the screen until you hear the title you want OR
- d) Use two fingers to flick up the screen. All of the buttons and titles will be read to you.
- e) When you hear the title you want, single finger double tap.
- f) To scroll up and down the bookshelf of iBooks, three finger flick up or down.

## **7) Navigating a Book in iBooks**

- a) When you hear the words “Library button,” single finger flick right.
- b) When you hear the words “Table of Contents button,” single finger double tap.
- c) Move one finger up and down the page to select your chapter.
- d) When you hear the chapter you want, quickly double tap with one finger.
- e) When the chapter starts, two finger flick up to start the narration.
- f) Two finger tap to stop narration at any time.
- g) If the reading stops, move one finger up and down screen to find starting place.
- h) Then, two finger flick down to start narration.

## **8) Return to the iBooks library**

- a) If you want to select another book, move one finger to the top left corner of the screen.
- b) When you hear the words “Library button,” single finger double tap.
- c) Move one finger up and down or left and right to explore the titles available in iBooks.

## 9) Summary of common gestures

Following is a summary of some of the VoiceOver gestures. Note that single finger flicking gestures must be done quickly to distinguish them from a dragging motion.

Find an item, book, or app	Move one finger slowly across the screen
Select an item	Touch an item with one finger, tap the screen with another finger
Activate selected item, book, or app	Single finger double tap
Speak Item on Screen	Single tap
Select next or previous item on screen	Single finger flick right or left
Stop speaking current item	Two finger tap once
Read all from the top of the screen	Two finger flick up
Read all from current position	Two finger flick down
Scroll up or down (example: scroll through listing of book titles in iBooks or through menu items in Settings)	Three finger flick up or down
Go to the next or previous page in a book	Three finger flick left or right
Mute or unmute VoiceOver	Triple click the home button
Turn the screen curtain off and on	Three finger triple tap

## **10) Troubleshooting**

- a) If the device isn't speaking, try adjusting the volume or press the home button three times to activate the VoiceOver accessibility setting.
- b) If the device is not responding to gestures, fully turn off the device and turn it back on again.