**Reading text**

VoiceOver provides many ways to read text. You can read text a word, line, sentence, or paragraph at a time. You can hear words and characters spelled phonetically.

As you read, you can pause and resume speaking by pressing the Control key. If you’re using VoiceOver gestures, tap two fingers on the trackpad.

**To read text using VoiceOver commands:**

* To read an entire document starting from the top (called “Read All”), press VO-A.
* When you’re interacting with a document, to read from the VoiceOver cursor to the bottom of the text area, press VO-A.
* To read a line, press VO-L. To move to the next or previous line, press VO-Down Arrow or VO-Up Arrow.
* To read a paragraph, press VO-P. To move to the next or previous paragraph, press VO-Shift-Page Down or VO-Shift-Page Up.
* To read a sentence, press VO-S. To move to the next or previous sentence, press VO-Command-Page Down or VO-Command-Page Up.
* To read a word, press VO-W. To hear the word spelled, press VO-W again. To hear it spelled phonetically, press VO-W again. To move to the next or previous word, press VO-Right Arrow or VO-Left Arrow.
* To read a character, press VO-C. To hear the character spoken phonetically, press VO-C again. To move to the next or previous character, press VO-Shift-Right Arrow or VO-Shift-Left Arrow.

**To read text using VoiceOver gestures:**

* To read an entire document starting from the top (called “Read All”), flick up with two fingers on the trackpad.
* To read from the VoiceOver cursor to the bottom of the text area, flick down with two fingers on the trackpad.
* To read a word, line, sentence, or paragraph at a time, press the Command key while touching a finger on the trackpad; repeat until you hear the setting you want to use.

When you use the Down Arrow key to move from one line of text to the next, VoiceOver speaks the line where the insertion point is located. Consequently, if you press the Down Arrow key at the first line of a document, VoiceOver won’t read the line because the insertion point has moved to the next line. To hear the first line of text in a document, press VO-Down Arrow.

**Scrolling to content**

When more content is available than can be displayed at one time in a window, you can scroll to the “hidden” content. You can use a VoiceOver command or VoiceOver gestures to scroll content without first interacting with the content.

**To scroll using a VoiceOver command:**

1. Interact with a scroll area.

[Interacting with content areas](https://www.apple.com/voiceover/info/guide/_1124.html#vo24851)

1. To begin scrolling, press VO-Shift-S.

You can’t use other VoiceOver commands while you’re scrolling.

1. Scroll the content.

To scroll up and down or left and right, press the arrow keys.

To scroll one page at a time, press the Page Up or Page Down key to scroll vertically, and press Shift-Page Up or Shift-Page Down to scroll horizontally.

VoiceOver plays a sound effect when you can’t scroll farther in a particular direction.

1. To stop scrolling, press the Escape key.

**To scroll using VoiceOver gestures:**

* To hear the number of pages or rows that are visible on the current page, tap three fingers on the trackpad. VoiceOver speaks something like “Page 4 of 15 and Horizontal page 1 of 2.”
* To scroll one page at a time, flick up, down, left, or right with three fingers on the trackpad.
* In the Trackpad Commander pane of VoiceOver Utility, you can select a checkbox to scroll the content (not the scroll bar) down or up. Normally when you move the scroll bar down or up, the content moves in the opposite direction. When the option is selected, the content moves in the same direction you’re scrolling.

When you interact with content, the VoiceOver cursor automatically scrolls as it navigates the content.

**Hearing misspelled words in text**

VoiceOver can alert you when it encounters a misspelled word in text.

**To hear misspelled words:**

1. When VoiceOver is on, open VoiceOver Utility by pressing VO-F8.
2. Click Verbosity in the category table and then click Text.
3. From the “When encountering a misspelled word” pop-up menu, choose an option: Play Tone, Speak Attributes, or Do Nothing.

**Hearing punctuation**

You can change the amount of punctuation you hear, from none to all.

**Using a VoiceOver command:**

1. To open the rotor to verbosity settings, press VO-V.

Verbosity settings include typing echo, punctuation, and text attributes, among others.

1. Press the Left Arrow or Right Arrow key until you hear “punctuation.” You also hear the current setting.
2. Press the Up Arrow or Down Arrow key until you hear the setting you want: All, Most, Some, or None.

**All:**Hear all special symbols and punctuation except for spaces. VoiceOver reads a sentence like this, “She turned and stopped comma then started walking again period”

**Most:**Hear all special symbols but not common punctuation, such as the comma and period.

**Some:**Hear keyboard symbols and many math symbols, such as + (plus) sign.

**None:**Hear text as you would normally read it, with pauses for commas and periods.

1. To close the rotor, press Escape.

**Using VoiceOver Utility:**

1. When VoiceOver is on, open VoiceOver Utility by pressing VO-F8.
2. Click Verbosity in the category table, and then click Text.
3. Move the VoiceOver cursor to the Punctuation pop-up menu and press the Space bar.
4. Press the Up Arrow or Down Arrow key until you hear the setting you want (None, Some, Most, All), and then press the Space bar.

If you’re using portable preferences on a guest computer at the time you change settings, the settings are saved to the portable preferences and not to the guest computer.