

# Apple iPhone with VoiceOver Locating and Opening Email Attachments



## What is an Attachment?

Email messages often contain attachments. These are usually word-processed files, picture files or spreadsheet files. Other types of file that can be attached include PDF (Portable Document Format), video and music files.

People attach files to email messages for a number of reasons. The most common reason is to preserve the layout and formatting of the document, spreadsheet or presentation. Another reason is that it offers a convenient way of sharing videos and photographs with family members.

## Opening an Attachment

**Note 1:** In the Mail app, all attachments are situated at the very end of the email message. Knowing this should make locating and then opening them easier!

To open an attachment, in conjunction with VoiceOver, follow these suggested steps:

1. In the Mail app, open an email message which contains an attachment.
2. At the bottom left corner of the screen, you'll find the Delete button. Locate this button, but DO NOT activate it.
3. Perform the Previous Item gesture, a One Finger Swipe Left. Upon doing this, VoiceOver will announce the name of the attached file, followed by the file type and its size in Kilobytes.

**Note 2:** Sometimes, there'll be more than one attached file. If this is the case, use a combination of the Previous Item gesture and the Next Item gesture (a One Finger Swipe Right), to locate the other files.

4. To open the attachment, perform a One Finger Double Tap. Upon doing this, the file will be displayed. Once the file is open, you can read it using standard VoiceOver navigation techniques.
5. When you've finished with the attachment, activate the "Done" button, situated at the upper left corner of the screen. Upon doing this, the file will be closed and you'll be returned to the open email message in the Mail app.

That's it, you've successfully located and opened an attachment!