

FOIAXpress

Visually Impaired Support

v11.11.0

February 2025



OPEXUSTECH.COM

© AINS LLC, 2025

FOIA^Xpress v11.11.0 Collaboration Release Notes

Notice of Rights

Copyright © 2025, OPEXUS, LLC d/b/a OPEXUS. All rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission of the publisher: OPEXUS, LLC. For information on obtaining permission for reprints and excerpts, contact info@opexustech.com.

Additionally, all copyrights, confidential information, patents, design rights and all other intellectual property rights of whatsoever nature contained herein are, and shall remain, the sole and exclusive property of the publisher.

Notice of Liability

The information in this publication is believed to be accurate and reliable. However, the information is distributed by the publisher (OPEXUS, LLC.) on an “As Is” basis without warranty for its use, or for any infringements of patents or other rights of third parties resulting from its use.

While every precaution has been taken in the preparation of this publication, neither the author (or authors) nor the publisher will have any liability to any person or entity with respect to any loss or damage caused or alleged to be caused, directly or indirectly, by the information contained in this publication or by the computer software and hardware products described in it.

Notice of Trademarks

The publisher’s company name, company logo, company patents, and company proprietary products are trademarks or registered trademarks of the publisher: OPEXUS, LLC. All other trademarks or registered trademarks are the property of their respective owners.

Non-Disclosure Statement

This document’s contents are confidential and proprietary to OPEXUS, LLC. This document cannot be released publicly or outside the purchasing agency without prior written permission from OPEXUS, LLC.

Images in this manual are used as examples and may contain data and versioning that may not be consistent with your version of the application or information in your environment.

Additional Notice

Information in this documentation is subject to change without notice and does not represent a commitment on the part of OPEXUS, LLC.

Notwithstanding any of the foregoing, if this document was produced as a Deliverable or other work for hire under a contract on behalf of a U.S. Government end user, the terms and conditions of that contract shall apply in the event of a conflict



Contents

1	Support for the Visually Impaired	4
1.1	Recommended Themes	4
2	Using JAWS with FOIAXpress.....	6
2.1	Online Manual (508) Notification	6
2.2	Asterisk Definition and Mandatory Field Notification	6
2.3	Adding > Symbol to JAWS Dictionary	6
2.4	Home Page and Outlook Bar Shortcut Keys.....	7
2.5	Home Page Shortcut Keys	7
2.6	How to Read the Entire Page	7
2.7	How to Modify Items in a Table	8
2.8	Useful JAWS Keys.....	9



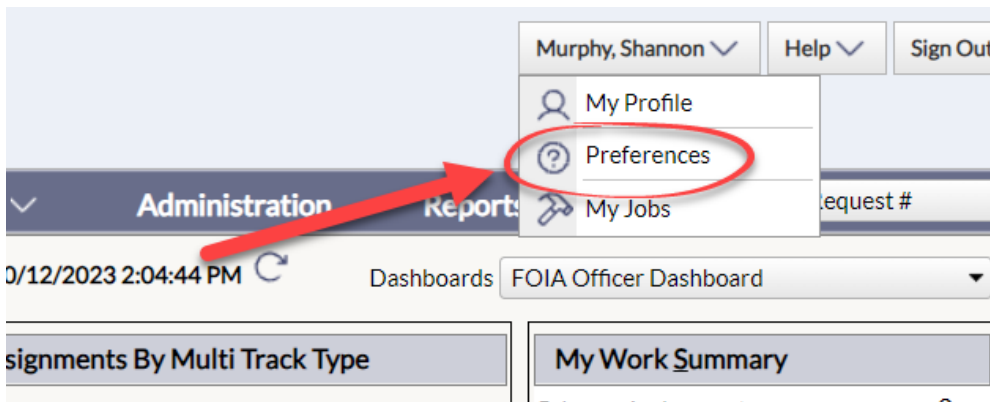
1 Support for the Visually Impaired

FOIAXpress offers tools to assist visually impaired and blind users in using the software. In this topic, we discuss recommended themes as well as JAWS support.

1.1 Recommended Themes

FOIAXpress includes several available visual themes for the application. For visually impaired users, we recommend using either the Outlook or Windows 10 themes, which offer high contrast and added usability. To change your theme, follow the steps below:

- Click your **User Menu** and select **Preferences**.



- User General Preferences, locate the Application Theme drop down. Here, you'll see the selections, including Outlook and Web Blue, as shown below:



Support for Visually Impaired

The screenshot shows the 'General Preferences' section of the FOIAxpress application. The 'Application Theme' dropdown menu is open, displaying a list of themes. A red box highlights the 'Application Theme' label and the dropdown arrow. Two red arrows point to the 'Outlook (High Contrast - 508)' and 'Windows 7 (High Contrast)' options in the list. The 'Save' and 'Refresh' buttons are visible at the bottom of the form.

Home >> Preferences

Note: * fields are mandatory

General Preferences

Records per Page* : 20

Application Theme : Default

Time Zone* : Default

Receive Job Email Notifications : Metro Touch

☐ Show Inactive Custom Fields in Search

Notes: Maximum number of Records per Page is 100.

Changes made to Language will take affect after the user logs out and logs back into the application.

Save Refresh

Themes in dropdown menu:

- Default
- Metro
- Metro Touch
- Office 2010 Blue
- Office 2010 Silver
- Outlook (High Contrast - 508)
- Silk
- Simple
- Sunset (High Contrast)
- Vista
- Web20
- Web Blue
- Windows 7 (High Contrast)

In the example below, we've selected the Outlook (High Contrast - 508) theme. The updated theme is shown below:

The screenshot shows the 'General Preferences' section of the FOIAxpress application after the theme has been updated. The 'Application Theme' dropdown now displays 'Outlook (High Contrast - 508)'. The 'Time Zone' is set to '(UTC-05:00) Eastern Time (US & Canada)' and 'Receive Job Email Notifications' is set to 'All Notifications'. The 'Save' and 'Refresh' buttons are visible at the bottom of the form.

FOIAxpress®

Murphy, Shannon Help Sign Out

Home >> Preferences

Note: * fields are mandatory

General Preferences

Records per Page* : 20

Application Theme : Outlook (High Contrast - 508)

Time Zone* : (UTC-05:00) Eastern Time (US & Canada)

Receive Job Email Notifications : All Notifications

☐ Show Inactive Custom Fields in Search

Notes: Maximum number of Records per Page is 100.

Changes made to Language will take affect after the user logs out and logs back into the application.

Save Refresh



2 Using JAWS with FOIAXpress

2.1 Online Manual (508) Notification

The user is notified of the availability of the 508 compliant version of the Online Manual while the URL is loading, prior to being notified of FOIAXpress Action Options.

2.2 Asterisk Definition and Mandatory Field Notification

All asterisks are identified as wild card searches in search screens. Additionally, the user is notified.

2.3 Adding > Symbol to JAWS Dictionary

For JAWS to be able to accurately read the instructions in this manual, you need to add the > symbol to the JAWS dictionary.

(!!) Note: After performing the steps below, JAWS will be able to read the > symbol in your browser.

Perform the following steps to add the > symbol to the JAWS dictionary:

1. Press **INSERT+F2** to open the list of JAWS managers.
2. Press **D** to move to Dictionary Manager, and press **ENTER** to open it. The browser dictionary file will open.
3. The **Add** button will be selected. Press **SPACEBAR** to activate the **Add** button.
4. Type the > symbol.
5. Press **TAB** to move to the **Replacement Word** edit field.
6. Type "**Click**".
7. Press **ENTER** to close the Add Dictionary Definition dialog box.
8. Press **ALT+F4** to close the JAWS Dictionary Manager.
9. Answer "**Yes**" to save the changes.



2.4 Home Page and Outlook Bar Shortcut Keys

- The Home Page and Outlook Bar shortcut keys are read aloud once the URL loads.

2.5 Home Page Shortcut Keys

Follow the steps below to reach/navigate the Help, Username, or Home pages from the Home Page.

Page	Steps
Help	<ol style="list-style-type: none"> 1. Press ALT + L, and then press Enter to see the sub menus. 2. Optional: To navigate the sub menus <ol style="list-style-type: none"> a. Press Insert + Z to turn off Virtual PC Cursor. b. Optional: Press the down, and up, arrow, and then press Enter to select the option. c. Optional: Press Esc to collapse the submenus
Username	<ol style="list-style-type: none"> 1. Press Enter to see the sub menus. 2. Optional: To navigate the sub menus: <ol style="list-style-type: none"> a. Press Insert + Z to turn off the Virtual PC Cursor. b. Optional: Press the Down, and Up, Arrow keys, and then press Enter to select the option. c. Optional: Press Esc to collapse the submenus.
Home	<ol style="list-style-type: none"> 1. Press Insert + Z to turn off the Virtual PC Cursor. 2. Optional: Press the right, and left, arrow to navigate the menu items, and the up, and down, arrow keys to navigate the sub menu options. 3. Optional: Press Enter to select the option.

2.6 How to Read the Entire Page

Perform the steps below to have the whole page read aloud to the user:



Action	Steps
To go to the top of the page	Press Insert + Z to turn off the Virtual PC Cursor, and then press Ctrl + Home .
To Read the page in Sequential Order	Press Insert + Z to turn off the Virtual PC Cursor, and then press the down , and up , arrow keys.
To Read All Pages	<ol style="list-style-type: none"> 1. Press Insert + Z to turn ON the Virtual PC Cursor. 2. Press Insert + Down Arrow.
To Read All "Pop Up" Screens	Press Insert + B .

2.7 How to Modify Items in a Table

You can manually select a row in a table, and then navigate to the toolbar to perform actions.

Action	Steps
To read the full row of a table/grid	<ol style="list-style-type: none"> 1. Press Insert + Z to turn ON the Virtual PC Cursor. 2. Press the Ctrl + Down, or Ctrl + Up, Arrow keys.
To read one attribute of a row at one time	<ol style="list-style-type: none"> 1. Press Insert + Z to turn ON the Virtual PC Cursor. 2. Press the Arrow keys.



Action	Steps
To read just the edit links of each rows	<ol style="list-style-type: none"> 1. Press Insert + Z to turn ON the Virtual PC Cursor. 2. Press the Tab key.
To edit a row	<ol style="list-style-type: none"> 1. Turn the PC cursor on. 2. Press Tab until the row you want to edit is selected. 3. Press Enter to go to the <i>Edit</i> screen.
To select a row and re-direct to the action bar	Press F10 + Alt + Access Key .

2.8 Useful JAWS Keys

Additional useful JAWS keys are described below.

Action	Steps
To read the form title	Press Insert + T .
To open "Add" buttons (i.e. Add attachment, Add Logo, etc.)	Press the button that helps you accomplish your task, and then press the Spacebar .