

# FOIAXpress

## Visually Impaired Support

v11.8.0

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# FOIAExpress v11.8.0 Collaboration Release Notes

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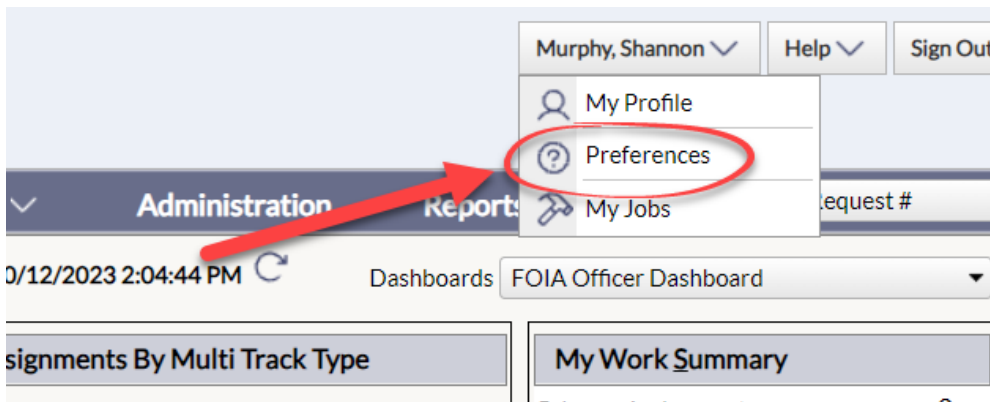
# 1 Support for the Visually Impaired

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

Home Requesters ▾ Requests ▾ Document Management ▾ Administration Reports Request #

Home >> Preferences Note: \* fields are mandatory

**General**

Request

Document

Review Object

**General Preferences**

Records per Page\* : 20

Application Theme : **Outlook (High Contrast - 508)**

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

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

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

**FOIAxpress®** Murphy, Shannon ▾ Help ▾ Sign Out

Home Requesters ▾ Requests ▾ Document Management ▾ Administration Reports Request #

Home >> Preferences Note: \* fields are mandatory

**General**

Request

Document

Review Object

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

## 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 <b>Insert + Z</b> to turn off the Virtual PC Cursor, and then press <b>Ctrl + Home</b> .
To Read the page in Sequential Order	Press <b>Insert + Z</b> to turn off the Virtual PC Cursor, and then press the <b>down</b> , and <b>up</b> , arrow keys.
To Read All Pages	<ol style="list-style-type: none"> <li>1. Press <b>Insert + Z</b> to turn ON the Virtual PC Cursor.</li> <li>2. Press <b>Insert + Down Arrow</b>.</li> </ol>
To Read All "Pop Up" Screens	Press <b>Insert + B</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"> <li>1. Press <b>Insert + Z</b> to turn ON the Virtual PC Cursor.</li> <li>2. Press the <b>Ctrl + Down</b>, or <b>Ctrl + Up, Arrow</b> keys.</li> </ol>
To read one attribute of a row at one time	<ol style="list-style-type: none"> <li>1. Press <b>Insert + Z</b> to turn ON the Virtual PC Cursor.</li> <li>2. Press the <b>Arrow</b> keys.</li> </ol>





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

## 2.8 Useful JAWS Keys

Additional useful JAWS keys are described below.

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