OVERVIEW OF YORKSHARE FOR APPLE VOICEOVER

This overview has been written to support users of Yorkshare with Voiceover, the inbuilt screen-reading text-to-speech software available on Apple Mac OSX. These instructions are based on Safari. Users of other browsers will find that different patterns of navigation are required, for instance Google Chrome makes greater use of the Tab key to navigate pages.

Using Voiceover

Voiceover can be activated by pressing Command + F5. Voiceover controls usually require two keys to be pressed in addition to other keys. These are known as the VO keys, which by default are the Control key and Option key. For this guide, they will be known as VO. For example, VO + A means press Control, Option and A together. The Option key is also known as the Alt key and this is how it is labelled on newer Macs.

The Voiceover Rotor is the easiest way to jump to different parts of a webpage using Yorkshare. The Rotor presents lists of headings and links on a page. To access the Rotor, use VO + U. Then use the Left Arrow and Right Arrow keys to switch between different menus. Use the Up Arrow and Down Arrow to scroll through the list until you find the item you are looking for. Use the Enter key to select the item. The cursor then jumps to that location on the web page. To click a link use VO + Spacebar.

Finding the Yorkshare VLE

Go to http://vle.york.ac.uk

Main site layout

Within Safari, Yorkshare will appear within the HTML content area of the window which you can get to by pressing the Tab key. To enter the HTML area press **VO + Shift + Down Arrow**.

Yorkshare comprises of a top bar containing Quick Links, Login and Help links. Below this is the main content area which will be the focus of your use of Yorkshare and where all content, such as module sites, is located.

Quick Links

Quick Links is a popup menu that can be opened and closed at any time when using Yorkshare by pressing **Shift + Option + L**. To navigate the links use **VO + Right Arrow**. Press **VO + Space** to activate the link.

However, if you are in the middle of the site content, the cursor does not jump back to the Quick Links. You will need to use **VO + Right Arrow** or **VO + Left Arrow** to go through the links on the page. Alternatively, you can use the Voiceover Rotor to navigate to **Heading Level 2: Quick Links**.

Logging in

The quickest way to log in, is to go to the **Rotor (VO + U),** go to the **Links** menu, choose **Login**.

Use your username (e.g. abc123) and University password to log in.

Layout of the Home tab

Once you have logged in you will be presented with the Home tab, or if your Department has one, a Departmental tab. This guide focuses on the standard layout of the Home tab.

The Home tab comprises of at least three boxes. On the right is a box called Modules and another called Turnitin Training. On the left is Community.

The Modules box lists links to your academic modules, additional sites created by your Department (for example for administration) and institutional sites, such as the Academic Integrity Tutorial, CV Guide and Employability Tutorial.

The Community box is only used by some Departments and may contain links to other sites, typically not connected to an academic module.

The Turnitin Training box allows you to sign up to a Turnitin Training session. Your Department is best placed to advise you on how Turnitin will be used.

Going into a Module Site

After logging in, use the **Rotor (VO + U)** and from the **Headings** menu choose **2: Modules**.

The cursor is now at the top of the Modules block. Press **VO + Right Arrow** repeatedly to navigate through the block and list of sites. Links to module sites are structured within a list.

Alternatively use the Rotor and the Links menu.

Layout of a Module Site

Module sites comprise of a navigation menu on the left and a main content area on the right. To navigate the Module Site you will need to use the Rotor to jump to either the course menu or content headings. Details provided below.

Sites are structured with the module site navigation menu on the left. However, it is up to individual staff what is contained within the navigation menu, so links will change from site to site.

The first page, within the main content area, will usually be Announcements, which is a way for staff to communicate messages to students. You will usually receive a copy of Announcements to your University email account.

Going to the Module Site Menu

Use the **Rotor (VO + U)** and from the **Headings** menu choose **2: Course Menu**.

Press **VO + Right Arrow** to navigate through the list of links forming the site navigation menu.

The first link, which begins 'expanded heading level 3 internal link' simply collapses/expands the menu. The second link, heading level 3 link H Course Entry Page' will take you back to the first page of the module site (usually the Announcements page). Next will be a list containing links to other sections of the site.

To open a link, press **VO + Spacebar**.

Going to the main content in a Module Site

Use the **Rotor (VO + U)** and from the **Headings** menu choose **2: Content**.

The content is structured as a series of nested lists. Use the **VO + Right Arrow** to progress down the page and **VO**

+ Left Arrow keys to go back up the page. Text-based content is featured as a list element, so you will need to navigate down the list structure to access text on the page.

To activate or stop continuous reading, starting at any point on the page, press **VO + A**.

Accessing EARL reading lists

One of the sections on the menu may go to an online reading list. If your module uses an EARL online reading list (sometimes called a resource list) then the reading list is available wholly online as a web page, rather than a downloadable file. Lists may be provided as one long list for the whole module, or separated up within the EARL reading list pages into weeks or topics.

After clicking the reading list link from the module site navigation menu, wait a few moments for the EARL reading list page to load.

Use the **Rotor (VO + U)** and from the **Headings** menu choose **2: Resource Lists for course…** The rest of the heading will be the name of the module you are studying.

Use the **VO + Right Arrow** keys to navigate down the page. You will enter a table where the first column details the name of the reading list section and the second column provides a link labelled **View** to access that list.

Press **VO + Spacebar** on the **View** link to load the list. The page reloads in a few seconds to show the reading list.

Use the **Rotor (VO + U)** and from the **Headings** menu choose **1: View resource list**.

Use the **VO + Right Arrow** keys to navigate down the page. You will enter a table where the first column provides the reference for the reading and the second column provides an indication of the importance of that reading (not all lists use this feature).

Within the list there may be additional headings (level 3) to separate out topics.

Reading list items

Each entry on the list comprises an indication of the type of resource, for example Book or Journal Article, a reference which contains a link to the Library Catalogue entry, and a 'Send comments on this resource to the library' link which allows you to provide feedback or ask for help with access if a link is broken. Some items may include a link to a PDF of a book chapter, these will appear between the reference and the library feedback link.

Getting back to the main reading list page

To navigate back to the main EARL reading list page, which may list further reading lists, use the **Rotor (VO + U)** and from the **Links** menu choose **EARL homepage 1**. Then press **VO + Spacebar** to activate the link.

Viewing PDFs

A lot of content will be provided in PDF format, especially book chapters on EARL reading lists and journal articles via the Library Catalogue. When PDFs are opened in Safari you may not have the same functionality as when opening them as separate files in Preview or Adobe Reader.

PDFs linked in EARL will open in a new tab. You can use Control + Tab key to switch between tabs in Safari.

PDFs in Safari

When a PDF has opened in Safari, you will need to press **VO + Shift + Down Arrow** to access the PDF.

You can then use **VO + Down Arrow** to progress through the page line by line and **VO + A** to activate/stop continuous reading. **VO + Right Arrow** and **VO + Left Arrow** will allow you to work your way through the PDF word by word.

It is important to note that where a PDF has been created by a document being scanned, the scan is an image which is not accessible to screen reading software. PDFs created this way should be saved with a hidden text layer that Voiceover will read out loud. However, this relies upon appropriate software when the PDF was created to convert the image to text. In some cases, particularly where the original document was blurred, the text read by Voiceover may appear gibberish. You will need to approach your lecturer or the Library for an accessible version.

Downloading PDFs

Programmes such as Adobe Reader offer navigation of accessible PDFs using headings. You will need to save the PDF. Once opened in the browser press **Command + S** to save the file.

Once saved, you will be able to open the PDF using Finder and Preview, or open using Adobe Reader directly.

Viewing other documents

Microsoft Word 2011 on the Mac is not compatible with Voiceover. You may find that TextEdit, a basic text editor that comes with Mac OSX, is more accessible than other programmes. However, you will lose all formatting and document structure. Other office suites, for example LibreOffice may be more compatible with Voiceover (however we haven't tested these).

You can copy text from one file (e.g. a Word doc) to TextEdit using the standard copy and paste commands: Command + A to select all, Command + C to copy, Command + V to paste.