



Accessible Word Document Training

******The module names (Heading 2) are not voiced, but module section names (Heading 3) are. Any other non-voiced content is marked at the beginning and end with a double asterisk (******). Keyboard keys are listed as they appear on the keyboard (Ctrl, Alt, etc.).******

Module 0: How to Navigate this Course

State of Minnesota Accessible Word Document Training. Module 0: How to Navigate this Course. Select the Next button to begin. This course has no captions because the slide text provides the full transcript.

Previous/Next

Select the Previous or Next button to page forward or back.

Navigation Menu

The module Navigation Menu is on the left. It shows your location in the module and completion status.

Menu Icon

Select the Menu icon to close or open the Navigation Menu.

Help

This tutorial on how to navigate the course is always available under the Help tab.

Resources

You can find relevant module resources under the Resources tab.

Exit

When you have completed a module, select the Exit tab to return to the course's main menu and continue training.

Play/Pause

Select the Play/Pause button to control audio playback.

Seekbar

The Seekbar shows the progress of slide audio

Replay

Select the Replay button to play the slide audio again.

Audio

If you want to turn off the narration, mute the audio with Ctrl + Alt + M or click on the audio button. Adjust the volume with the audio volume slide.

Playback Speed

Select the Playback Speed button to control the pace of the audio.

Accessibility Settings

Select the Accessibility Settings button for learner-controlled accessibility features, including zoom to text, accessible text, and keyboard shortcuts.

Zoom to Fit

Zoom to fit enables learners to use zoom settings in their browsers to make slides bigger and easier to see. It is turned off by default.

Accessible Text

Accessible text enables learners to switch between high fidelity SVG text and accessible HTML text. When accessible text is turned on, learners can use custom style sheets or browser extensions to change how text displays. Accessible text options include swapping fonts, enlarging the font size, and increasing line spacing. Accessible text is turned off by default.

Keyboard Shortcuts

Keyboard shortcuts are enabled by default. Learners can turn them off if they conflict with shortcuts in their browser extensions or other apps.

Keyboard Navigation

Keyboard navigation options include:

- Tab/Shift +Tab
 - Use the tab key to move from one interactive object to the next. Use Shift + Tab to move in reverse order.
- Arrow keys
 - Use the arrow keys to scroll through text, interact with media and navigate between items in a lesson or question.
- Enter/Spacebar
 - Use the Enter key or Spacebar to activate the selected object (similar to a mouse click).
- Esc
 - Use the Esc key to close labeled graphic markers, deselect choices in matching questions, and exit zoomed images and full screen videos.

Transcript

Some slides with a lot of voice over will provide a transcript option Next to the menu.

Lesson Complete

You have completed module 0. How to Navigate this Course.

Click the Exit button to return to the course's main menu and begin your training.