Tips for Using WorkInTexas.com with Assistive Technologies

Contents

Getting Around the Site

Using the Keyboard

Check your operating system and browser help features to learn the standard keyboard shortcuts for using web applications such as WorkinTexas.com.

Here are additional tips for using the keyboard with this application. These tips for using the keyboard can also be used with screen readers.

Skip Links

- **Using the skip to main content link**: To bypass the top banner links and side menu links, use the Skip to main content link at the top of the page.

- The Skip to main content link is not visible until you tab to it. To use the skip link:

  1. After loading the page, press **Tab** till the skip link gets keyboard focus and becomes visible. The skip to main content link is the first link on the page, so normally you will reach it after pressing Tab once.

  2. With focus on the skip to main content link, press **Enter** to jump to the main content area.

  3. Now if you press **Tab** again, focus should move to the first element in the main content area.

- **Additional skip links**: In addition to the Skip to main content link, there are two additional skip links at the top of the page.

  o Skip to footer

  o Page Preferences

These skip links work the same as the skip to main content link: press the **Tab** key to move to the desired link and press **Enter** to activate the link. (A Page Preferences link is also found in the page footer.)

- **Access keys for the skip links**: To quickly access the skip links, you can use these access keys:

  - **Alt+1**: Skip to main content

  - **Alt+2**: Skip to footer

  - **Alt+3**: Skip to Page Preferences

Check your browser help to learn how to use access keys in your browser.

Left Vertical Menu

- **Flyout submenus**: Some of the options in the left navigation menu have submenus, or flyout menus with additional options. When you use the **Tab** key to move through the left vertical menu, the flyout menus will open automatically, and you will tab through all submenu options also. After you tab to the first link in the flyout menu, press **Shift+Tab** to close a flyout menu and return to the higher-level menu. This will allow you to continue without going through every submenu option.

- **Disabling the flyout submenus**: The user preferences menu allows you to disable flyouts in the left vertical menu (also called the left navigation bar). Use the 'Skip to Page Preferences' link to open the User Preferences menu, then select the Disable Flyouts option.

Using a Screen Reader

Screen readers provide many shortcuts for using websites. Check your screen reader documentation to learn more about using your screen reader. General screen reader tips are included here, along with some specific tips for using the JAWS screen reader (version 2020).

Landmark Regions

- **Landmark navigation**: Use your screen reader's landmark navigation features to jump to major sections of the page. Most pages include these landmarks:

  o Top Horizontal Menu navigation area.

  o Left Vertical Menu navigation area.

  o Main content region.

  o Footer (content info) region.

- **JAWS landmark navigation**: Here are some JAWS keys for landmark navigation:

  o Press **Q** to jump to the main content region.

  o Press **R** to jump from one landmark region to the next. This is useful to jump quickly to the Left Vertical Menu navigation area.

Heading Navigation

- **Level 1 headings**: A level 1 heading is found at the beginning of the main content area on most pages.

  o With JAWS, press **1** to jump quickly to the level 1 heading at the top of the main content.

- **Left Vertical Menu headings**: Level 2 headings are used as the section headings in the Left Vertical Menu navigation area.

  o With JAWS, press **2** to jump to level 2 headings.

- **General tip for heading navigation**: Screen readers allow you to jump directly to the next heading on the page.

  o With JAWS, press **H** to jump to the next heading on the page.

- **Headings that are visual only**: On some form pages, there may be sections that may visually appear to contain headings but are not coded as headings. On those pages, either use your screen reader's form navigation techniques or read through the page line by line.

Navigating Forms

- **General tip for Form navigation**: Screen readers allow you to jump directly to the next form field, bypassing other content on the page. This can help you fill out forms more efficiently, but be careful when doing this, since you might jump past important instructions.

  - With JAWS, press **F** to jump quickly to the next form field. Press **B** to jump to the next button.

  - When in a form, you can also press **Tab** to jump from field to field, but this will also stop at links and any other elements found in the tab order. When error messages are found next to a form field, the error message is normally included in the tab order also.

Filling Out Forms

Multiple Selection Form Fields

In some form fields where you can select more than one option from a list, it may not be possible to select multiple options using the keyboard.

Most browsers support one of these two methods of using the keyboard to select multiple options in a multi-selection list:

- Press and hold the **Control** key, then use the **Arrow keys** to move through the options and use the **Spacebar** to select each option. Release the **Control** key to finish.

- In Internet Explorer, press **Shift+F8** to enter multiple-selection mode, then use the **Arrow keys** and **Spacebar** to select each option. To finish, Press **Shift+F8** again to exit multiple-selection mode, or just tab out of the field.

If one of the above methods does not work, a mouse may be needed to select multiple options in that field.

Keyboard Focus Jumps

After selecting options in certain form controls, such as radio buttons or dropdown selection lists, the selection may be sent to the server for processing while you continue to fill out the form. Normally you will see a message (or hear it with your screen reader) saying the selection is being processed and you must wait for the process to complete. On rare occasions you might notice the server will update the page and move keyboard focus to another place on the page, such as the top of the page or to the form control where you made the original selection. When this happens, you will need to navigate back to the form to continue where you left off.

Error Messages When Submitting Forms

If an error occurs when submitting a form, an error message will be displayed on the page. Look for error messages in one of these locations:

- In a list near the top of the main content area.

- Adjacent to the field that contains the error (either before or after). The first error message on the page will normally receive focus and the error messages will be in the tab order, but if using a screen reader, you might need to read the page line by line to find all error messages.

Using the Site

Appointment and Event Calendars

Calendars can be viewed in multiple ways. A calendar element is found on your user dashboard, but you can access a more accessible version of your appointment and event calendars on the Appointment Center page. You can link to the Appointment center from the 'Other Services' section of the Left Vertical Menu or use the 'Enter the Appointment Center' link found at the bottom of the calendar section on your dashboard. On the appointment center page, select the Detailed List View option for a better experience when using a screen reader.

Drag & Drop Using the Keyboard

There are a few places where it is possible to move elements on the page by using the mouse to drag and drop the elements to the desired location. For example, you can rearrange the sections on the user dashboard, or when creating a resume, you can reorder the sections on your resume. You can also use the keyboard to reorganize these elements.

Rearranging Widgets on Your Workspace Dashboard

Widgets on the dashboard normally display in 3 columns. You can choose which widgets display (such as Career Services, Job Seeker Services, and so on), and you can also choose in which column and in which position in each column the widgets appear.

On the user dashboard, choose the Configure Dashboard Widgets link to open a page that allows you to customize the widgets. The Dashboard Widget Position Layout (by Keyboard) section has options that allow you to move the selected widgets to the desired column, and also up and down within each column. Instructions are provided on the page. (Note: if using

JAWS, you may need to use the JAWS passthru key, Insert+3, to use some of the keystrokes.)

Reordering Sections on a Job Seeker Resume

When creating a resume, an option is provided to edit the resume layout template, where you can choose which sections display on the resume and also change the order the sections are displayed on the resume. On the Resume Layout Template page, choose the 'Reorder the Résumé Sections by Keyboard' link. This opens a new browser window that allows you to move the sections with the keyboard. Instructions are provided on the page. (Note, for JAWS users, the instructions are incomplete. After moving to the selection list, JAWS users must press Spacebar to select a section name. If using the Control+Shift+Up/Down Arrow keys, you must press the JAWS passthru key first (Insert+3). Alternately, you can also press Shift+Tab to move to the up and down arrow buttons to move the selection.

Using a Screen Magnifier

Screen magnifier users should have no problems using the system, beyond the issues mentioned related to keyboard usage.

User Preferences

Use the 'Page Preferences' link to open the User Preferences menu. This will allow you to choose one of the following user themes and navigation menu options. While none of these is required for an accessible user experience, you may find that you prefer using one of these options.

- **Web theme**: This is the default setting, for users with average speed internet/intranet access, and includes all images.

- **Text Theme**: for users who want maximum performance with fewer images.

- **Screen Reader Theme**: Removes the left navigation bar from the page. Instead, users will use links in the page footer to access Directory of Services, Site Map and Site Search sections normally found in the left vertical menu.

- **Enable flyouts**: turn on flyout menus in the left navigation bar.

- **Disable flyouts**: turn off flyout menus in the left navigation bar.

Browser Considerations

Most modern web browsers will work well with the WorkinTexas.com application. It may be difficult to activate some links without the use of the mouse when using Internet Explorer, so keyboard users may have a better experience when using Google Chrome.

Latest Improvements

There are several areas where improvements have been made to create a better user experience for people who use the keyboard or other assistive technologies.

- In the left vertical menu, extra information has been removed from the expandable section headings making them much easier to use with a screen reader.

- Additional headings have been added to some longer form pages to help screen reader users easily find content on the page.

- Keyboard support has been added for drag & drop features on the site that previously required the use of the mouse.

- Error message have improved when completing forms with JAWS. In most cases, and error message will be announced immediately by JAWS when the message appears. Error messages are found either at the top of the main content or adjacent to the field containing the error.

- Resumes may be downloaded in multiple formats, including Microsoft Word, HTML, Rich Text Format, and PDF. All formats except PDF are accessible for screen readers. When viewing your resume in WorkinTexas.com, use the Download Resume link to choose your preferred format.