

Easy Virtual Fair Accessibility Tip Sheet

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Introduction

The Texas Workforce Commission is now offering online job and career fairs, student transition fairs, and other events throughout the state using the Easy Virtual Fair platform. Accessibility was a major consideration when selecting an event platform, but even though Easy Virtual Fair provides many useful accessibility features, we recognize that some customers may have difficulty using the product.

We prepared this tip sheet to provide some hints and workarounds to help you use the site more effectively. Keep in mind that the Easy Virtual Fair vendor is constantly updating the site, so these tips may become outdated as accessibility issues are corrected in the future.

In addition to some general tips for all users, we have listed tips for people who use the keyboard, a screen magnifier, and a screen reader. (We focused

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on the JAWS screen reader.) We also included some tips for iPad users. Before you attend an online fair, you may want to review these tips.

General Tips

Here are some general tips for all users when using the Easy Virtual Fair site. Specific tips for keyboard, ZoomText, and JAWS users are provided in sections that follow.

- The most important tip is to be patient and flexible in trying different methods of getting around the Easy Virtual Fair site, especially if you use the keyboard or screen reader. If the website takes a while to fully load, you may want to wait for a couple minutes before proceeding.
- According to Easy Virtual Fair, you must use the Chrome browser when using the site. If you have trouble using the site with other browsers, try switching to Chrome.
- If you get stuck and cannot seem to move around the site, try clearing your browser's cookies and try the site again. (See How to clear the Chrome browser history section for instructions.)
- When first opening the career fair website, you may need to clear the message about use of cookies on the site before you can proceed. Press the **OK** button to clear the message. (See more tips on how to do this in the keyboard and screen reader sections.)
- You can set some accessibility options, such as colors and fonts, using the Accessibility options dialog. To open the accessibility option dialog, press **Alt + 9** (or **Option + 9** on a Mac), or click on the wheelchair icon in the lower left corner of the page. See the Accessibility Options section for more information.
- When you open the website, the first page may use a looping video as the background image. If this is distracting, you can stop the animations on the site by going to the Accessibility Options and selecting one of these profiles: Epilepsy Safe Profile, Cognitive Disability Profile, or ADHD Friendly Profile. See the Accessibility Options section for more information.
- Contrast issues: There are some areas of the site with very low contrast. For example, when you open the Company Profile link found

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in a specific business booth, the text at the top of the profile is shown with white text on a peach colored background, and the section headings use the same peach color. If you cannot read the text, you can try dragging the mouse over the text to highlight it. If you still cannot read the highlighted text, you might try to copy and paste the text into another document to read it.

- Site Menu: A link to the site menu (three horizontal lines, sometimes known as a 'hamburger menu') is found in the upper left corner of the page. This menu provides shortcuts to different parts of the site.
- Site Map: In the page footer, there is a link to a Site Map page. That page provides direct links to the exhibitors' booth pages. If you have difficulty navigating through the pavilion pages, you may find the Site Map easier to use.
- Description of the Chat area:
 - There is a Chat button at the bottom of the page to open and close the chat feature.
 - If a number follows the word Chat, it indicates the number of open chat sessions with unread messages.
 - The chat area will initially show a Public Chats button and a Private Chats button. Choose one to display a list of possible chat partners for each category.
 - When you open a chat session, the chat area will contain the chat messages. A button at the top of the chat window will let you switch back to the Public and Private Chat lists.
 - When the Chat area is open, it is not possible to move the chat window. You must close the chat window to see the page behind the chat area.

Tips for keyboard users on Windows

- When you first open the career fair website, there may be a message at the bottom of the screen saying the site uses cookies. To continue, you must clear this message. The quickest way to clear this message

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is to simply reload the page. (Press **F5** or **Control + R** to reload the page.) The message will not appear the second time you visit the site.



- Use standard keyboard navigation techniques to move through the page. This includes the **Tab** key to move through the links and buttons on the page and the arrow keys and page keys to operate scroll bars as needed.
- When you press Tab three times in a row, you will automatically enter the Easy Virtual Fair 'keyboard accessibility' mode. You can also select keyboard mode manually by opening the accessibility dialog. (See the Accessibility Options section for details.)
- Keyboard mode adds some additional keyboard options for getting around a web page. The following navigation keys are available:
 - **M** (menus),
 - **H** (headings),
 - **F** (forms),
 - **B** (buttons),
 - **G** (graphics)
- Use the site menu (the three horizontal bars, also called a 'hamburger menu') or the Site Map (linked in the page footer) as needed to navigate the site. Press **Tab** to move focus to the site menu or the site map links. (The 'M' key does not appear to open the site menu.)
- Keyboard focus: As you press Tab to move through the links and buttons on a page, sometimes you may lose sight of the current keyboard focus location. The developers are working to correct this issue, but if this becomes a problem, you might try a tool such as the free Chrome extension called 'Focus Indicator' available on the Chrome store.

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- More on the Focus Indicator extension: When installed, activate the tool by clicking the Focus Indicator icon found to the right of the location bar in the Chrome browser. When active, you will see a border around the links and buttons as you tab to them on the page. If you wish to change the color and width of the border, you can right-click the Focus Indicator icon and set your preferences in the extension options.
- Chat:
 - A combination of keys is needed to effectively use the Chat feature with the keyboard, including the Tab key and other keyboard shortcut keys provided by the Easy Virtual Fair keyboard mode. (See the Accessibility Options section for more on keyboard mode.) Specific tips follow below.
 - To move to the Chat button: Press **B** multiple times until you reach the Chat button. You can also try the **Tab** key (or **Shift + Tab** if starting from the top of the page). Sometimes the **G** key seems to work, since there is a graphic involved too.
 - With focus on the Chat button, press **Enter** to open or close the chat area.
 - When the Chat area is open, press **B** to jump to the Public and Private Chat buttons in the chat area. Other elements in the chat area may be buttons as well. (Try **Shift + B** to move backward.)
 - When a list of chat partners is visible in the Private Chat or Public Chat area, use **H** to jump to the names in the list. You may also need to use the **Arrow keys** to scroll through the list. After selecting a name, press **Enter** to open a chat with a person in the list.
 - To move back to the Public and Private chat list page from an active chat window, use the back button (the arrow pointing to the left) in the top left corner of the chat area.

Tips for ZoomText users on Windows

Many people who use ZoomText will use the computer mouse to move around the page, while others will use the keyboard instead. If you prefer to use the keyboard, see the section listing tips for keyboard users. If you use Fusion (both JAWS and ZoomText), see the tips for JAWS users.

- When you first open the career fair website, there may be a message at the bottom of the screen saying the site uses cookies. To continue, you must clear this message. If you are using the mouse, move to the bottom right corner of the page to look for the **OK** button.



- Low contrast text: To read low contrast text, you can try the various color schemes provided by ZoomText. If they do not work well for you, you can try the tip provided for keyboard users: highlight the text by dragging the mouse over the text. If you still cannot read the text, try to copy and paste the text into another document.
- Keyboard focus: If you tab through the page, you should see a border around each link and button as you tab to it. If you cannot always see a border, you can use one of the Focus schemes provided by ZoomText to provide a more visible focus indicator.
- Site Map: Use the Site Map link in the page footer to open the Site Map, which contains links directly to the different exhibitor booths and pavilions. You might find this easier than using the menu or pavilion pages.
- Chat:
 - The Chat feature is intuitive for people who use the mouse. The Chat feature is always located in the lower right corner of the browser window, so it should be easy to find.
 - If you prefer to use the keyboard only, see Tips for keyboard users on Windows.
 - There is no clear border around the chat area, so depending on the page background, the edge of the Chat area may be difficult

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to see. Look for the Public Chat and Private Chat buttons at the top of the chat area, or the name of your chat partner at the top of the chat area if you are in an active chat.

Tips for JAWS users on Windows

- Registration: The input fields on the career fair registration form are not properly labeled. If you tab from field to field, JAWS will often provide enough information to let you guess the intent of each field. The label and instructions for each field are found directly before the field on the page, so it is a good idea to exit forms mode and read the text that immediately precedes each form field to be sure you have the correct information.
- When you first open the career fair website, there may be a message at the bottom of the screen saying the site uses cookies. To continue, you must clear this message.
 - The quickest way to clear this message is to simply reload the page. Do this by pressing the **F5** key (or **Control + R**). The message does not appear after the first time you visit the site.
 - Another option is to use JAWS button navigation to jump to the **OK** button. (Press **B** or **Shift + B** to jump from button to button on the page, or press **Insert + Control + B** to open the button list, where you can then press **O** to jump to the **OK** button.) The **OK** button will clear the cookie message. The **More Info** button will open the cookie policy page.
- If you prefer to change the site from English to Spanish, there is a button at the top of the page to switch languages. However, the button currently does not have a label. The Spanish button is found just after the Menu button. JAWS will announce the button as "**Unlabeled 1 button**". Note: If other languages are also provided, the buttons will have similar labels. You will need to find the correct language by trial and error.
- Site Map: Use the Site Map link in the page footer to open the Site Map, which contains direct links to the different exhibitors' booths and pavilions. The Site Map will let you avoid using the menu or pavilion

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pages. (Press **Insert + F7** to open the JAWS links list, then press **S** to find the Site Map link.)

- Using the site menu:
 - Note: The Site Menu behavior has not been consistent, so it may be easier to use the Site Map instead. However, here are some tips for the site menu also.
 - The Menu provides links to different pavilions on the site. To open the Menu with JAWS, find and press the Menu button. (For example, press the **B** key or press **Tab** till you hear the Menu button. If that does not work, read line by line from the top of the page to find the Menu.)
 - After opening the menu, press the **Tab** key to jump through the options in the menu.
 - **Do not** use the arrow keys to move through the menu. (That may cause the menu dialog to close.)
- On a pavilion page (where you will find links to the exhibitors' booths):
 - You can use heading navigation to find the businesses on that page. For example, with JAWS, press **Insert + F6** to open the heading list dialog or press **H** to jump to the headings on the page.
 - Currently, level 3 headings are used for the names of each business, so you can press the number **3** to jump to the headings also.
- If you visit the Information Booth:
 - After opening the information booth, you can press **R** multiple times till you get to the Navigation region. This is where the links to the Company Profile, Job Opportunities, and other informational links are provided for that booth. (This trick does not work on other exhibitor pages.)
- Chat:

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- The label announced by JAWS for the Chat button is "**Emphasized Chat button**". If you open a JAWS button list, look for a button that starts with **E** (for Emphasized) instead of **C** for Chat.
- If a number is announced with the Chat button, it indicates the number of unread chat requests you have received. For example, JAWS announces '**Emphasized CHAT Emphasized 3 Button**' when there are 3 chat requests waiting for you.
- After you open the chat area by pressing the '**Emphasize Chat**' button, press **Tab** or **Down Arrow** to move into the chat area. The top of the Chat Area contains a Private Chats and a Public Chats button. (Remember the chat area is below the chat button in the reading order, even though visually it is above the button.)
- After selecting public or private chats, a level 3 heading indicating Public Chats or Private Chats is found at the top of the chat area, depending on which type of chat you chose. With JAWS, press **3** or **H** to jump to the heading.
- Below the heading for Public or Private chats, you will find the list of people or exhibitors available to chat. Press **Down Arrow** to move through the list.
- Active chats are at the top of the list. Each active chat entry has up to 4 parts: First, a button with the first initial of the person, next is the name of the person, next is a new message indicator (if available), and finally a button to remove the chat.
- When you open a chat, press **Tab** to jump to the text input field. JAWS enters forms mode and announces "**Type message... edit required.**"
- To send a message, type it into the **Type Message** field and press **Enter**. You do not need to tab to the Send button.
- Sent and received messages are not automatically announced by JAWS. To listen to the sent and received messages, start in the Type message field and press **Up Arrow** to exit forms mode and

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read the messages in the section directly above the type message field.

- To return to the Public or Private Chat list, the back button is not properly labeled. Start in the Type message field and press **Shift + Tab** until you reach the button called '**Unlabeled 0 button**' found at the top of the chat window.

Tips for Apple iPad users

- We are not aware of any serious issues with the iPad touch screen or with the Zoom feature when accessing the career fair site.
- If you need to use a screen reader, we suggest you use a Microsoft Windows computer/tablet rather than an iPad. Currently the career fair site does not work well with Voiceover on Apple products.
- Contrast issues: There are some areas where small sections of text may be presented with very poor contrast, such as some of the heading text in the company profile and job opportunity popups. If you have trouble reading these screens due to the low contrast text, you can try one of the Invert options or the color filter options provided in the iPad settings. (Look for the Display and Text Size options in the Accessibility settings.)
- Even though the Chrome browser is recommended, you may find the Safari browser works well. If you have trouble with the career fair site using Chrome, feel free to give Safari a try.

Accessibility Options

The accessibility dialog lets you adjust several features that might help you use the site more effectively. Most people will not need to use this dialog, but there are a few features that might help some people use the site more effectively. Here are some details:

- To open the accessibility dialog, press **Alt + 9** or select the wheelchair icon found in the lower left corner of the page. Note: You may not be

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able to access the accessibility dialog if there are other popup messages on the screen that must be cleared before you can proceed.

- The accessibility icon changes after selecting accessibility mode (for keyboard and screen reader): a small checkmark is placed in the lower left corner of the wheelchair icon.



- There are several predefined accessibility profiles to choose from:
 - Epilepsy Safe profile (this will stop animations)
 - Visually Impaired profile
 - Cognitive Disability profile (this will stop animations)
 - ADHD Friendly profile (this will stop animations)
 - Blind Users (screen reader) profile
 - Keyboard Navigation (motor) profile
- If you use a screen reader or use the keyboard instead of the mouse, you must set screen reader and keyboard mode. If you press the **Tab** key three times in a row, you will automatically enter keyboard and screen reader mode. There will be no need to open the Accessibility dialog.
- When the Keyboard Navigation profile is selected, the following keys may be used to move around a page on the site:
 - **Tab, Shift + Tab**, (jump to links and form fields)
 - **Enter** (select an option)
 - **"M"** (jump to menus),
 - **"H"** (jump to headings),
 - **"F"** (jump to forms),
 - **"B"** (jump to buttons),

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- "G" (jump to graphics)
- You can also choose from a variety of color and font selections.

How to clear the Chrome browser history

You will want to clear the 'Cookies and other site data' from the browser history. This is done through the Chrome menu (the three dots in the upper right corner of the Chrome window).

Here is a quick way to clear the cookies from the Chrome browser:

- Press **Control + Shift + Delete** to open the Clear browsing data dialog.
- On the **Advanced** tab, select the '**Cookies and other site data**' checkbox.
- Select an appropriate time range, depending on how long you have used the website. Usually either 'Last 24 hours' or 'Last hour' will be fine.
- Choose the **Clear data** button.

You can choose to clear other types of data as well. When you have finished clearing the history, reload the Easy Virtual Fair website and start over.

If you find that you cannot use the Easy Virtual Fair website

In addition to these online events, TWC provides other ways to connect employers and transition service providers with VR customers.

If you find that you cannot use the Easy Virtual Fair website, you may consult with a TWC VR Counselor to explore other ways of working with employment services providers and career exploration services providers.

If you need help contacting a VR Counselor, please check with your local VR office: [Directory of Vocational Rehabilitation Services Offices](#).