




# EMPLOYMENT REHABILITATION AND CONSULTANCY SERVICES

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## Accessibility

If you have no difficulty accessing the content of this site feel free to skip this page but remember:

You can get back to this page by clicking the *Accessibility Logo*  in the *Accessibility Bar* top right.

You can change [contrasts](#) and [font sizes](#) of the main text directly from the Accessibility Bar.

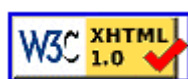
You can listen to the pages if you first [set up Adobe Reader](#).

You can use [Access Keys](#) if you find the keyboard easier to use than a mouse.

**Just one thing:** if you refused to let active scripts run when you first opened this site you will still be able to navigate the site OK but the *Accessibility Bar* won't work!

## General Accessibility

The pages have been designed to be World Wide Web Consortium (W3C) compliant so that most web-browsers will know exactly how to present the content.

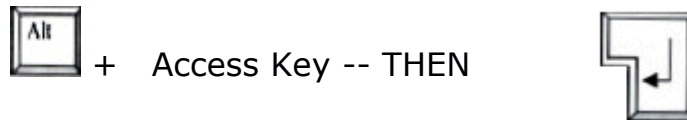


# Access Keys

Using access keys lets you navigate from the keyboard instead of using a mouse. Whether this works depends upon how your computer is set up and the version and type of web-page browser that you are using. Here are instructions for the latest and most popular Windows web-page browsers.

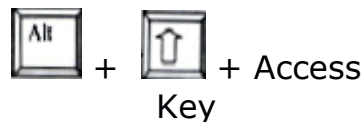
## Internet Explorer 7

Whilst holding down the Alt key press the access Key (e.g. *h*). You **must** then release these keys and press the enter key to bring about the page changes.



## Firefox 2

Whilst holding down both the Alt and Shift key press the access key (e.g. *1*). You do **not** need the enter key.



### Access Keys

Accessibility page	a
Normal contrast	n
High contrast	h
Smaller font	s
Bigger font	b
Home page	1
Consultants	2
Links	3
Contact us	4
Pdf File	5



## Contrast Settings

Contrasts between text and background for the default colour scheme have been chosen to meet W3C recommendations.

If you still struggle to read the pages then near the top of each page you can choose to swap between high contrast or normal settings.

Normal  High Contrast



## Font Size

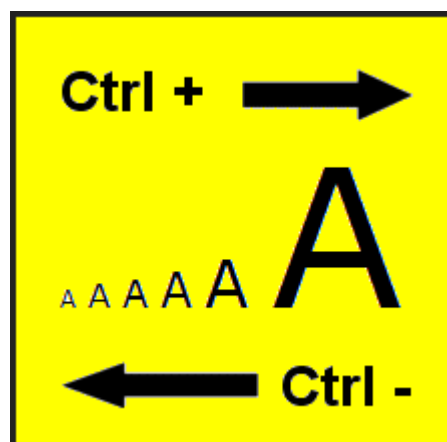
Near the top of each page are two small buttons with which you can click repeatedly to resize the main text.

This is the best way to change font size as - unlike the browser based methods that follow - it changes the main text but leaves the rest of the web-page intact.



To quickly return to the original font size click your browser's page refresh button or press F5.

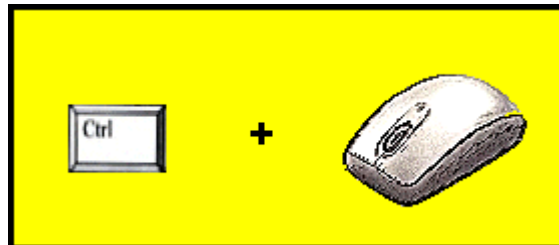
If you are running a modern version of your web-browser you may be able to change the text size with Ctrl+ and Ctrl-



Hold down the Ctrl key and press + to enlarge it.

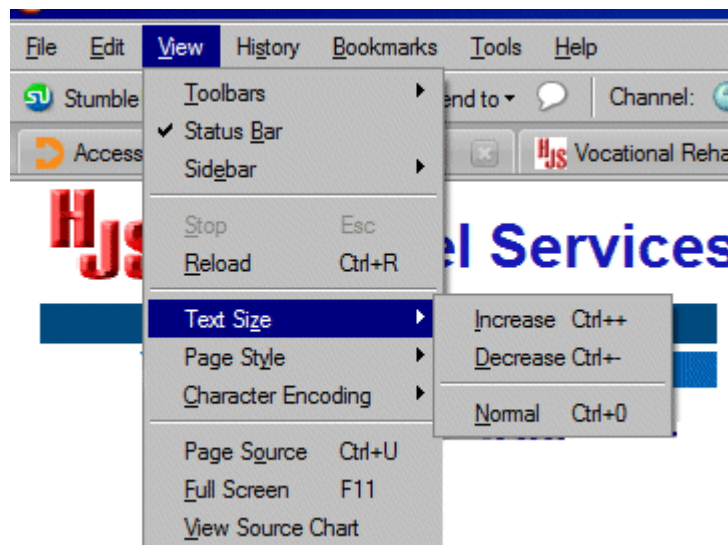
Hold down the Ctrl key and press - to reduce it.

In Firefox and Internet Explorer you can usually press control and use the mouse scroll button to magnify or reduce what is on-screen.



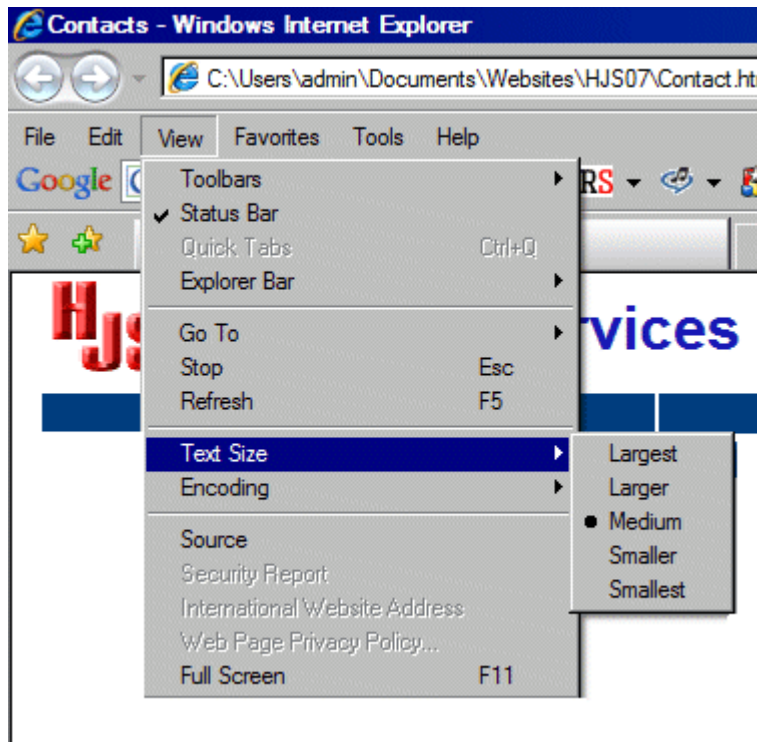
See below if the above methods don't work.

## **Font Size Firefox**



If you are using an old version of Firefox keystrokes such as Ctrl+ may not work.

## Font Size - Internet Explorer



If you are using an old version of Internet Explorer keystrokes such as Ctrl+ may not work. You should still be able to change font size from the view menu.

View / Text size /Smallest, Smaller, Medium, Larger, Largest.



## Text to Speech

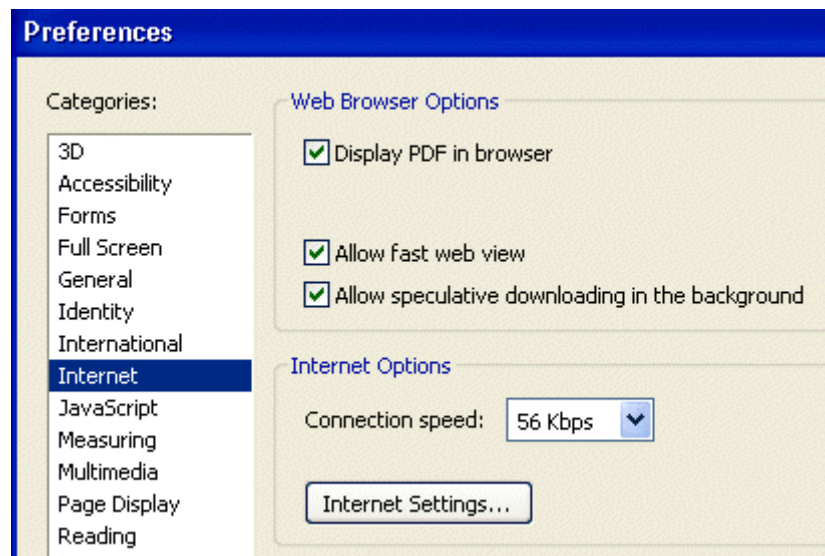
*Text to Speech* software is well developed but its use to read web-pages can still be problematic.

Pages on this site also exist as Adobe (Pdf) files. Adobe Reader Versions 7 and 8 have excellent built-in text to speech capability and we recommend that you use this method for text to speech conversion.

### Setting up Adobe Reader

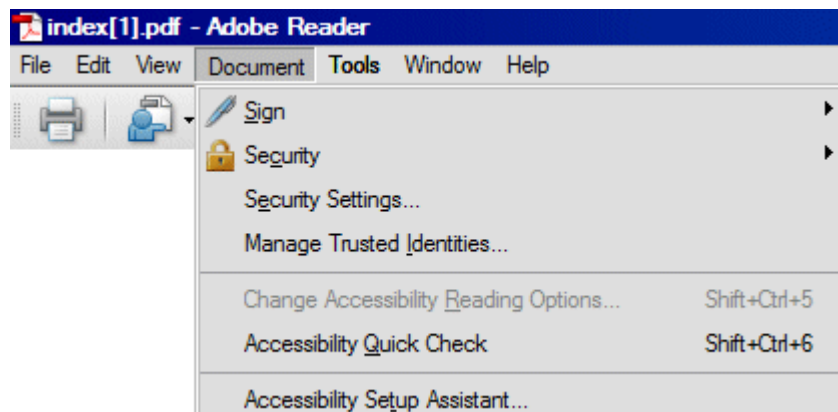
To listen to the page content you will first have to get pdf Files to display in Adobe reader rather than within the web browser.

In **Adobe Reader 7** you use Edit / Preferences / Internet / web browser options to untick the *Display PDF in Browser* . (You can reverse this by re-ticking the box.)



In **Adobe Reader 8** you can also quickly do this under Edit /Preferences / Internet / Web Browser options

Alternatively you can use the Accessibility set-up assistant *Document / Adobe Setup Assistant*.



Use the *next* button to scroll through the pages until you come to *Display Pdf documents in web browser* and uncheck this box. This means that Pdf files will load in Adobe Reader rather than within your web-browser.

## Reading a page

First load the Pdf file by clicking on the print button that exists on our web-pages. It should load into Adobe Reader.



Now click *View / Read out loud / activate the reader*.

Finally click *View / Read out loud / Read to end of document* to listen to the page content.

## **Reading Direct from the web-page**

Windows Vista has an assistive technology tool called "Narrator. There are also other similar "readers" available to purchase.

In case you choose to read web pages directly with one of these we have:

- Minimised the use of text graphics.
- Included alternate text descriptions for graphics and tables.
- Used cascading style sheet positioning rather than tables.
- Identified the language - English - in a way that to informs text to speech engines.

That said - we cannot promise that readers will function in a problem free fashion and still recommend using the Adobe pdf files!

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