

MindView Accessibility Enhancements

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The following document is a description of changes that the MindView development team implemented as a result of tests carried out by the Digital Accessibility Centre. This testing was carried out to establish whether MindView is compliant as accessible software tool by industry standards. As a result of the changes outlined below the Digital Accessibility Centre have since certified MindView AT as an accessible tool for assistive purposes.

1. Enhancements to the Backstage View

1.1. Working with MindView without using a mouse ✓

The user is able to navigate in MindView using standard keyboard shortcuts.

1.2. Select "New MindMap" as default ✓

To improve usability for first time users a new MindMap is selected by default when the user opens the backstage view.

1.3. Make text available for screen readers ✓

Text in the backstage view is now able to be read by screen readers.

1.4. Support for Dragon ✓

Users should be able to announce the name of a text label in order to navigate. There is also support for the Dragon functionality "Click button".

2. General Functionality Enhancements

2.1. Use shortcuts to navigate between windows ✓

A new Windows navigator has been introduced which appears when the user presses Ctrl+Tab to switch between open documents and open panels. The F6 key allows the user to tab between open panels, ribbon and document.

2.2. Enhanced Dragon speech commands ✓

The "Click" Command for the Ribbon is now included for use by Dragon users.

The following Dragon speech commands are available in MindView:

Speech Command	Description
New Mind Map	Create a new document in the Mind Map view
New Map	See above description
New Top Down	Create a new document in the Top Down view
New Left Right	Create a new document in the Left/Right view
New Timeline	Create a new document in the Timeline view

New Outline	Create a new document in the Outline view
New Gantt	Create a new document in the Gantt view
New From Template	Create a new document based on a ready-made template
Open	Open an existing MindView document
Save	Save the current MindView document
Save As	Save the current MindView document with a different name
Save As Template	Save the current MindView document as a template
Save As Picture	Save the current MindView document as a picture
Save As XML	Export the current MindView document in the XML format
Open Online	Open a MindView document online
Save Online	Save the MindView document online
Manage Online Workspaces	Manage the online workspaces and add new ones
Manage Places	See above description
Set Password	Define a password for the current MindView document
Properties	View and edit the document properties
Additional Folders	Specify a list of folders to include in HTML export and packing
Pack	Pack the document into a single file containing all the files attached to it
Unpack	Unpack all the files included in the document in a folder of your choice
Data Files	List all the files used in the document and

	replace them if necessary
Send	Send a copy of the MindView document in an email message as an attachment
Email	See above description
Quick Export to Word	Export to Microsoft Word using defaults or last settings used
Advanced Export to Word	Export to Microsoft Word using customised settings
Quick Export to PowerPoint	Export to Microsoft PowerPoint using defaults or last settings used
Advanced Export to PowerPoint	Export to Microsoft PowerPoint using customised settings
Quick Export to Excel	Export to Microsoft Excel using defaults or last settings used
Advanced Export to Excel	Export to Microsoft Excel using customised settings
Export to Outlook	Export to Microsoft Outlook as a set of new tasks
Synchronize Tasks with Outlook	Synchronize and update the tasks from MindView to Microsoft Outlook
Export to Project	Export to Microsoft Project
Quick Export to HTML	Export to HTML using defaults or last settings used
Advanced Export to HTML	Export to HTML using customised settings
Quick Export to PDF	Export to PDF using defaults or last settings used
Advanced Export to PDF	Export to PDF using customised settings
Export to Project Reports	Create HTML reports for the project plan

Quick Export to RTF	Export to RTF using defaults or last settings used
Advanced Export to RTF	Export to RTF using customised settings
Import from Word	Create a MindView document by importing a Microsoft Word document
Import from PowerPoint	Create a MindView document by importing a Microsoft PowerPoint presentation
Import from Excel	Create a MindView document by importing a Microsoft Excel spreadsheet
Import from Outlook	Create a MindView document by importing a Microsoft Outlook task list
Synchronize Tasks with MindView	Synchronize and update the tasks from Microsoft Outlook to MindView
Import from Project	Create a MindView document by importing a Microsoft Project plan
Import from XML	Create a MindView document by importing an XML document
Import from MindManager	Create a MindView document by importing a Mindjet MindManager document
Import from FreeMind	Create a MindView document by importing a FreeMind document
Print	Preview and print the current MindView document
Close	Close the current MindView document
MindView Options	View and modify MindView options and access online resources
Exit MindView	Quit the application

Paste	Paste the contents of the Clipboard
Cut	Cut the selection from the document and put it on the Clipboard
Copy	Copy the selection and put it on the Clipboard
Copy Format	Copy the formatting from one element using the Format Painter
Paste Format	Paste the formatting using the Format Painter
Insert Branch	Add a new branch at the same level as the selected branch
Add Branch	Se above description
New Branch	Se above description
Branch	Se above description
Insert Sub-Branch	Add a new sub-branch to the selected branch
Add Sub-Branch	Se above description
New Sub-Branch	Se above description
Sub-Branch	Se above description
New Text Note	Add a text note to the selected branch
Text Note	Toggle between selected branch and Text Note editor
Text Note Editor	Show and hide the Text Note editor window
Insert Comment	Add a pop-up comment to the selected branch
Add Comment	Se above description
Insert Branch Picture	Add a branch picture to the selected branch
Add Branch Picture	Se above description
Insert Attachment	Add a file to the selected branch
Add Attachment	Se above description
Insert Hyperlink	Add a hyperlink to the selected branch
Add Hyperlink	Se above description
Zoom 100 Per Cent	Zoom the document to 100%
Fit All	Zoom the document so that it fills the workspace

Full Screen	Display the document in full screen mode
Focus Mode	Center the map on the selected branch
No Numbering Scheme	Do not apply automatic numbering to the branches of the document
Numbering Scheme 1	Choose numbering scheme 1
Numbering Scheme 2	Choose numbering scheme 2
Numbering Scheme 3	Choose numbering scheme 3
Numbering Scheme 4	Choose numbering scheme 4
Numbering Scheme 5	Choose numbering scheme 5
Numbering Scheme 6	Choose numbering scheme 6
Numbering Scheme 7	Choose numbering scheme 7
Start Numbering from Root	Start numbering the branches from the root of the document
Show As Mind Map	Display the document in the Mind Map view
Show As Top Down	Display the document in the Top Down view
Show As Left Right	Display the document in the Left/Right view
Show As Timeline	Display the document in the Timeline view
Show As Outline	Display the document in the Outline view
Show As Gantt	Display the document in the Gantt view
Select All	Select all the branches in the document
Indent	Indent the selected branch or task
Outdent	Outdent the selected branch or task
Spellcheck Document	Spellcheck the entire document
Narrate	Read out the selected branch label, comment or text note

Find and Replace	Find and replace text in the document
Show Detail Level 1	Only show the root and the main branches
Show Detail Level 2	Only show the root, the main branches and one level of sub-branches
Show Detail Level 3	Only show the root, the main branches and two levels of sub-branches
Show Detail Level 4	Only show the root, the main branches and three levels of sub-branches
Show All Levels	Show the root, the main branches and all their sub-branches
Add Bookmark	Bookmark the selected branch to be able to locate it again quickly
Remove Bookmark	Remove the bookmark from the selected branch
Presentation Mode	Present the map branch by branch in full view mode
Simple Interface	Switch to a simplified interface showing only the most commonly used commands
Show SmartNav	Show and hide the Smart Navigation toolbar
Undo	Undo the last action performed
Redo	Redo the last action undone
Home	Select the root of the map
Select Root	See above description
Collapse	Collapse the selected branch
Expand	Expand the selected branch
Task Information	Open the Task Information dialog
Project Information	View and modify the global project settings

Project Calendars	View and modify the project calendars
Project Resources	View and modify the list of all the resources available for the project
Next Window	Move focus forward between document, open panels and the ribbon.
Previous Window	Move focus backwards between document, open panels and the ribbon.
Show Legend	Show and hide the Legend panel
Capture	Capture text and images and place them on the selected branch
Left	Go left
Right	Go right
Up	Go up
Down	Go down
Delete	Delete the selected element
Show Task Timeline Panel	Show/hide the Task/Timeline panel
Task Timeline Panel	Se above description
Toggle Task Timeline Panel	Se above description
Click Task Timeline Panel	Se above description
Show Multimedia Catalog	Show/hide the Multimedia Catalog
Multimedia Catalog	Se above description
Toggle Multimedia Catalog	Se above description
Click Multimedia Catalog	Se above description
Show Calculation Panel	Show/hide the Calculation Panel
Calculation Panel	Se above description
Toggle Calculation Panel	Se above description
Click Calculation	Se above description

Show Main Menu	Open/Hide the File menu
Show Backstage	Se above description
Toggle Backstage	Se above description
Click File	Se above description
Focus Outline	Focus on the Outline
Focus Timeline	Focus on the Timeline
Focus Gantt	Focus on the Gantt chart
Begin Edit	Edit the selected text
Edit Label	Se above description
Edit Branch	Se above description
Edit Name	Se above description
End Edit	Leave the editing mode

3. Quick Start Panel Enhancements

3.1. Working with the Quick Start panel without a mouse ✓

The user is able to navigate in the Quick Start panel using standard keyboard shortcuts.

3.2. All training videos have sub-titles which are not auto transcribed ✓

All videos now contain sub-titles which follow the voice of the speaker.

3.3. Videos are now played in HTML5 ✓

This improves the Dragon integration.

4. Enhanced Screen Reader Access

4.1. Map views are now accessible to screen readers ✓

When navigating through a map the user has the option to have the screen-reader read the branch text aloud.

4.2. Outline view cells are now accessible ✓

All cell content in the outline view can now be read by screen-readers.

5. Dialog Enhancements

5.1. Export dialogs (Word, PowerPoint, Excel) ✓

Dialogs now handle tab order correctly. It is now possible to navigate with keyboard only.

5.2. Bibliography sources dialogs ✓

The Toolbar is changed to buttons so that it is possible to navigate with the keyboard only. The user is now able to tab between buttons and fields in the correct order.

5.3. Right Panels ✓

In the Task/Timeline panel, Multimedia Catalog panel and Calculation panel it is now possible to navigate with keyboard only.

6. Capture tool ✓

The user can now use keyboard only navigation and there is voice-over information.