MindView Accessibility Enhancements

Enhancements to the Backstage View	2
Working with MindView without using a mouse	
Select "New MindMap" as default	
Make text available for screen readers	
Support for Dragon	
General Functionality Enhancements	2
Use shortcuts to navigate between windows	2
Enhanced Dragon speech commands	2
Quick Start Panel Enhancements	
Working with the Quick Start panel without a mouse	10
All training videos have sub-titles which are not auto transcribed	10
Videos are now played in HTML5	10
Enhanced Screen Reader Access	10
Map views are now accessible to screen readers	
Outline view cells are now accessible	10
Dialog Enhancements	10
Export dialogs (Word, PowerPoint, Excel)	
Bibliography sources dialogs	
Right Panels	
Tagrit i direction	1 1
Canture tool	11

The following document is a description of changes that the MindView development team implemented as a result of tests carried out by the Digital Accessiblity 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 porposes.

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	Se 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	Create a new document
Template	based on a ready-made
	template
Open	Open an existing
_	MindView document
Save	Save the current
	MindView document
Save As	Save the current
50,0125	MindView document
	with a different name
Save As Template	Save the current
Save As Template	MindView document as
	a template
Save As Picture	Save the current
Save As Ficture	
	MindView document as
C A NUMB	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	Manage the online
Workspaces	workspaces and add
	new ones
Manage Places	Se above description
Set Password	Define a password for
	the current MindView
	document
Properties	View and edit the
•	document properties
Additional	Specify a list of folders
Folders	to include in HTML
	export and packing
Pack	Pack the document into
1 uch	a single file containing
	all the files attached to
	it
Unnack	Unpack all the files
Unpack	included in the
	document in a folder of
D / E"	your choice
Data Files	List all the files used in
	the document and

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Quick Export to	Export to RTF using
RTF	defaults or last settings
	used
Advanced Export	Export to RTF using
to RTF	customised settings
Import from	Create a MindView
Word	document by importing
	a Microsoft Word
	document
Import from	Create a MindView
PowerPoint	document by importing
	a Microsoft PowerPoint
	presentation
Import from	Create a MindView
Excel	document by importing
DACCI	a Microsoft Excel
	spreadsheet
Turan and frague	Create a MindView
Import from Outlook	
Outlook	document by importing
	a Microsoft Outlook
g .	task list
Synchronize	Synchronize and
Tasks with	update the tasks from
MindView	Microsoft Outlook to
	MindView
Import from	Create a MindView
Project	document by importing
	a Microsoft Project
	plan
Import from	Create a MindView
XML	document by importing
	an XML document
Import from	Create a MindView
MindManager	document by importing
8	a Mindjet
	MindManager
	document
Import from	Create a MindView
FreeMind	document by importing
110011111111111111111111111111111111111	a FreeMind document
Print	Preview and print the
1 11111	current MindView
	document
Close	Close the current
Ciose	
B. #* . 387*	MindView document
MindView	View and modify
Options	MindView options and
	access online resources
Exit MindView	Quit the application

TD 4	D. 4 4 4
Paste	Paste the contents of
	the Clipboard
Cut	Cut the selection from
	the document and put
~	it on the Clipboard
Сору	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-	Add a new sub-branch
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	Add a branch picture
Picture	to the selected branch
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Picture	_
Insert	Add a file to the
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Insert Hyperlink	Add a hyperlink to the
	selected branch
Add Hyperlink	Se above description
Zoom 100 Per	Zoom the document to
Cent	100%
Fit All	Zoom the document so
	that it fills the
	workspace

T. H.C.	D : 1 (1 1
Full Screen	Display the document
F 16 1	in full screen mode
Focus Mode	Center the map on the
	selected branch
No Numbering	Do not apply automatic
Scheme	numbering to the
	branches of the
	document
Numbering	Choose numbering
Scheme 1	scheme 1
Numbering	Choose numbering
Scheme 2	scheme 2
Numbering	Choose numbering
Scheme 3	scheme 3
Numbering	Choose numbering
Scheme 4	scheme 4
Numbering	Choose numbering
Scheme 5	scheme 5
Numbering	Choose numbering
Scheme 6	scheme 6
Numbering	Choose numbering
Scheme 7	scheme 7
Start Numbering	Start numbering the
from Root	branches from the root
	of the document
Show As Mind	Display the document
Мар	in the Mind Map view
Show As Top	Display the document
Down	in the Top Down view
Show As Left	Display the document
Right	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	Spellcheck the entire
Document	document
Narrate	Read out the selected
Hallace	branch label, comment
1	vianch label, comment
	or text note

Find and Replace 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 two levels of sub-branches Show Detail Level 5 Only show the root, the main branches and all their sub-branches Show All Levels Show the root, the main branches and all their sub-branches Add Bookmark Bookmark Bookmark the selected branch to be able to locate it again quickly Remove Bookmark from the selected branch Presentation 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 Se above description Collapse Collapse the selected branch Expand Expand the selected Done the Task	Show Detail Level Show Detail Level 2	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 All Levels Show All Levels Show the root, the main branches and all their sub-branches Add Bookmark Bookmark Bookmark He selected branch to be able to locate it again quickly Remove Bookmark Fresentation Mode Fresent the map branch by branch in full view mode Simple Interface 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 Se above description Collapse Collapse the selected branch Expand Expand the selected branch Task Information Open the Task		
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	Information global project settings	Information global project settings	Information	global project settings

Project	View and modify the
Calendars	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
8	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
Delete	element
Show Task	Show/hide the
Timeline Panel	Task/Timeline panel
Task Timeline	Se above description
Panel	
Toggle Task	Se above description
Timeline Panel	
Click Task	Se above description
Timeline Panel	
Show Multimedia	Show/hide the
Catalog	Multimedia Catalog
Multimedia	Se above description
Catalog	
Toggle	Se above description
Multimedia	
Catalog	
Click Multimedia	Se above description
Catalog	
Show Calculation	Show/hide the
Panel	Calculation Panel
Calculation Panel	Se above description
Toggle	Se above description
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Click Calculation	Se above description
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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.