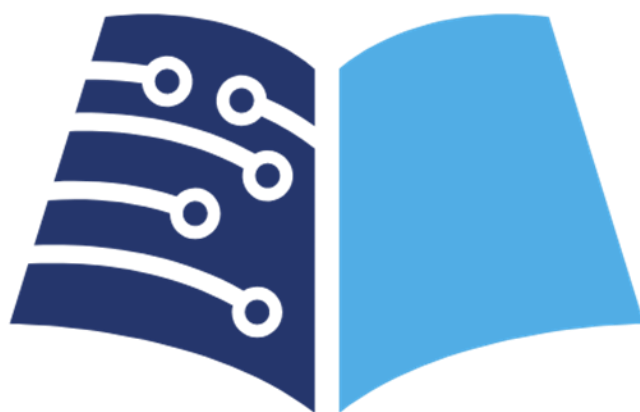




DIGITABILITY

Promoting people with disabilities' employment by enhancing their digital skills and competencies to support a remote working scheme.

‘Organising your information’



Co-funded by
the European Union

This project has been funded with support from the European commission.

This publication reflects the views of the author, and the Commission cannot be held responsible for any use which may be made of the information therein.

Contents

1. Introduction.....	2
1.1 The Learning Objectives Covered by Topic	2
2. File Management Applications: Simplifying Electronic Document Organisation	4
2.1 Dropbox.....	4
2.1.1. Dropbox accessibility conformance reports and guidelines.....	4
2.2 iCloud	5
2.2.1. How to set up accessibility features in your iPhone - in iCloud	5
2.2.2. Accessibility features for people with hearing impairments	6
2.2.3. Exercises.....	6
3. ANNEX - Answers to exercises	8

1. Introduction

In the digital age, effective organization of electronic information is crucial due to the overwhelming volume of data individuals and organizations handle daily. Without proper organization, finding specific information becomes challenging, resulting in decreased productivity. Well-organized electronic information facilitates quick access, saving time and enabling efficient work. Collaboration and knowledge sharing improve when information is easily accessible, reducing duplication of efforts.

Additionally, organized data enhances security by implementing access controls and encryption to protect sensitive information. This practice also enables effective data analysis, aiding in informed decision-making. In conclusion, organizing electronic information is essential for maximizing efficiency, productivity, collaboration, security, and data analysis, allowing individuals and organizations to achieve their goals effectively

1.1 The Learning Objectives Covered by Topic

For those with disabilities, navigating electronic information can pose significant obstacles. Assistive accessibility features are essential to ensure that individuals with disabilities can seamlessly locate and retrieve information, fostering inclusivity and equal participation in the digital realm.

Learning objectives:

1. Help people with disabilities to gain comprehensive knowledge of different digital tools and platforms used worldwide for organising information and data. These tools are:
 - File Management Applications such as:
 - Dropbox
 - GoogleDrive
 - Microsoft OneDrive
 - iCloud
 - Note-Taking Apps
 - Task Management Tools such as:
 - Trello

- Asana
 - Todoist
 - Password Managers
2. Understand specific challenges faced by users with visual, hearing, mobility, or cognitive impairments, and describe the accessibility features supported by each tool tailored to each type of disability to overcome these challenges.
 3. Increase awareness about the significance of accessibility on digital tools and platforms, acknowledging the necessity to foster inclusive environments for every user.
 4. Identify and explore the accessibility features that each tool supports, in order to help individuals with disabilities to gain the skills required to manage these tools effectively.
 5. Utilize the knowledge and skills obtained during the course to promote inclusivity and accessibility in both educational and professional contexts.

Overall, this topic aims to empower learners to harness the full potential of electronic information organization practices, thereby fostering a more inclusive and equitable digital environment for users with disabilities.

2. File Management Applications: Simplifying Electronic Document Organisation

File management applications serve as powerful tools, streamlining the organization of electronic documents by offering centralized storage, management, and access. With features like folder structures, file tagging, and search capabilities, these applications enhance efficiency, enabling quick location and retrieval of specific documents, ultimately saving time and effort for individuals and businesses dealing with the increasing volume of digital information.

2.1 Dropbox

Dropbox, a widely used file management application, functions as a cloud storage service that enables users to store, sync, and share files online. Its convenience lies in the ability to access files from any internet-connected device, allowing seamless collaboration and easy backup of important data. Available in both free and paid plans, Dropbox offers additional features and storage space for subscribers, making it popular among individuals and businesses.

A standout feature is file syncing, ensuring that changes made to a file on one device are automatically updated across all devices connected to the same Dropbox account. This guarantees users always have the latest file version, promoting efficient workflows. The platform also prioritizes security, encrypting files during transit and while at rest on Dropbox servers. Two-factor authentication, remote data wiping, and compliance with data protection regulations like GDPR add extra layers of protection.

Dropbox's integrations with various apps and services enhance its versatility. Users can seamlessly connect their Dropbox account to productivity tools like Microsoft Office and Google Docs, as well as project management tools and email clients. This integration streamlines workflows and boosts productivity for both individuals and businesses. In conclusion, Dropbox stands out as a reliable, secure, and user-friendly cloud storage solution, addressing diverse needs with its extensive feature set and commitment to data security.

2.1.1. Dropbox accessibility conformance reports and guidelines

Dropbox is committed to providing a user experience available to everyone. That means valuing and including the experience of people with varying functional abilities, using a range of

assistive technologies, and in different circumstances. The aim is to craft delightful products that help everyone unleash their full potential. Dropbox partners with a third-party accessibility testing service, to ensure it delivers on this commitment, measuring against a set of standards set by the [Web Content Accessibility Guidelines \(WCAG\)](#).

You can download the Voluntary Product Accessibility Template (VPAT) for any of the core Dropbox products as a PDF.

[VPAT Dropbox Web](#)

[VPAT Dropbox Desktop Mac](#)

[VPAT Dropbox Desktop Windows](#)

[VPAT Dropbox iOS](#)

[VPAT Dropbox Android](#)

2.2 iCloud

iCloud, Apple's cloud storage service, enables users to store and access data such as photos, videos, and documents on remote servers, synchronizing them across multiple devices. With 5 GB of free storage and options for additional monthly subscriptions ranging from 50 GB to 2 TB, iCloud provides flexibility. Key features include seamless data synchronization, automatic iOS device backups, and integration with Apple services and applications. Notably, iCloud's Find My iPhone/iPad/Mac feature aids in locating lost or stolen devices and remotely securing data. Serving as a platform for Apple services like iCloud Mail, iCloud Drive, and media streaming services, iCloud stands as a valuable tool for Apple device users, offering synchronization, backup, and integration across a range of services.

iPhone provides many accessibility features and settings to support your vision, mobility, hearing, speech, and cognitive needs. These features make your iPhone easier to use, whether you need them temporarily or on an ongoing basis.

2.2.1. How to set up accessibility features in your iPhone - in iCloud

iPhone has accessibility features that you can turn on the first time you turn on your iPhone, to make it easier to set up and personalize other iPhone features.

2.2.1.1. Zoom in on part of the screen

1. Double-tap the screen with three fingers, then use the slider to set a magnification level.
2. Use three fingers to scroll around the zoomed-in screen.

See [Zoom in on the iPhone screen](#).

2.2.1.2. Turn on other features during setup

You can turn on additional accessibility features from the Quick Start screen.

Tap  to turn on or adjust settings for any of the following:

- [VoiceOver](#)
- [Zoom](#)
- [Display](#) & [Text Size](#)
- [Motion](#)
- [Spoken Content](#)
- Touch (such as [Assistive Touch](#) and [Touch Accommodations](#), [Switch Control](#), or any [external keyboard](#).)

Siri is often the easiest way to start using accessibility features with iPhone.

Siri: Say something like: “Turn on VoiceOver” or “Turn off VoiceOver.” [Learn how to use Siri](#).

You can also use [Control Center](#) or [Accessibility Shortcut](#) to turn on accessibility features quickly.

2.2.2. Accessibility features for people with hearing impairments

You can adjust audio for noisier contexts or turn speech into text. You can also change how iPhone alerts you, or have it recognised sounds.

Learn more about [hearing-related accessibility features](#)

2.2.3. Exercises

1. Add features to Accessibility Shortcut

2. Set up Sound Recognition
3. Flash the LED for alerts on iPhone
4. Turn on or off noise cancellation
5. Add an audiogram
6. Pair hearing devices with iPhone

3. ANNEX - Answers to exercises

1. Add features to Accessibility Shortcut

- Go to Settings > Accessibility > Accessibility Shortcut, then tap to select the features you use the most.

2. Set up Sound Recognition

- Go to Settings > Accessibility > Sound Recognition, then turn on Sound Recognition.
- Tap Sounds, then turn on the sounds you want iPhone to recognize.

3. Flash the LED for alerts on iPhone

- Go to Settings > Accessibility > Audio & Visual, then turn on LED Flash for Alerts.
- To prevent LED flashes when iPhone is in Silent mode, turn off Flash on Silent.

4. Turn on or off noise cancellation

- Go to Settings > Accessibility > Audio & Visual.
- Turn Phone Noise Cancellation off or on.

5. Add an audiogram

- Go to Settings > Accessibility > Audio & Visual > Headphone Accommodations.
- Turn on Headphone Accommodations, then tap Custom Audio Setup.
- Select an audiogram or tap Add Audiogram.

6. Pair hearing devices with iPhone

- On iPhone, go to Settings > Bluetooth, then make sure Bluetooth is turned on.
- Go to Settings > Accessibility > Hearing Devices.
- Turn your hearing devices off and back on again.
- When their name appears below MFi Hearing Devices (this could take a minute), tap the name and respond to the pairing requests.