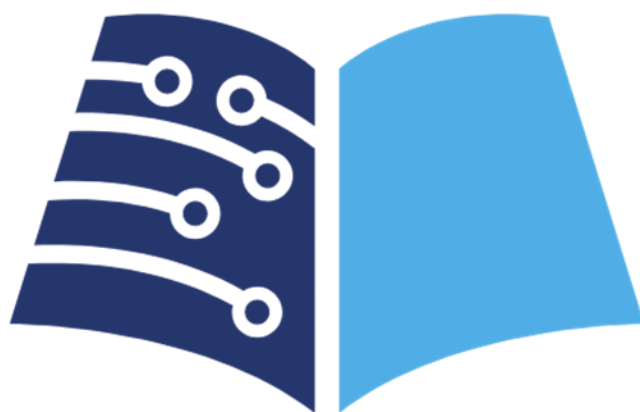




DIGITABILITY

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

‘Organising your information’



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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.

The Learning objectives of the topic are:

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 GoogleDrive

Google Drive, a widely used file management application, offers cloud storage and file syncing with a user-friendly interface for easy organization. Users can create folders, categorize files, and share specific items for collaborative editing, allowing multiple users simultaneous real-time access. Integrating seamlessly with Google Docs, Sheets, and Slides, it enables efficient collaboration on various document types. Google Drive's built-in search, cross-device accessibility, and offline editing capability enhance convenience. With its versatility, compatibility, and integration with Google services, Google Drive stands as a popular choice, providing powerful cloud storage solutions for individuals and businesses alike.

2.2.1. Accessibility features in GoogleDrive for people with physical disabilities

Many users find that using an external keyboard with keyboard shortcuts for Google Drive for work or school helps them work more efficiently. For users with physical (or visual) disabilities, keyboard shortcuts can be easier than using the touchscreen and are an essential alternative to using a mouse.

Use keyboard shortcuts in Google Drive to navigate, select, and edit. Note: Some shortcuts might not work for all languages or keyboards. Below, you will find a list of keyboard shortcuts for Google Drive on the web. To display the keyboard shortcut list in Google Drive, press Ctrl + / (Chrome OS, Windows) or ⌘ + / (Mac).

2.2.1.1. Navigation and views

To do this	Press
Go to navigation pane (folders list)	g then n g then f
Go to items view	g then l
Switch between grid and list in items view	v
Go to details pane	g then d
Go to top of application (Google bar)	g then t

Go to download status	g then a
Go to upload status	g then u
Show or hide details pane	d
Show or hide activity pane	i

2.2.1.2. Select items

To do this	Press
Select or deselect item	x
Select next item down	j Down arrow
Select next item up	k Up arrow
Select next item to the left	h Left arrow
Select next item to the right	l Right arrow
Extend selection down	Shift + Down arrow
Extend selection up	Shift + Up arrow
Extend selection left	Shift + Left arrow
Extend selection right	Shift + Right arrow
Select all visible items	Shift + a
Clear all selections	Shift + n

2.2.1.4. Move between items

To do this	Press
Move down without changing selection	Ctrl + Down arrow (Chrome OS, Windows) ⌘ + Down arrow (Mac)
Move up without changing selection	Ctrl + Up arrow (Chrome OS, Windows) ⌘ + Up arrow (Mac)
Move left without changing selection	Ctrl + Left arrow (Chrome OS, Windows) ⌘ + Left arrow (Mac)
Move right without changing selection	Ctrl + Right arrow (Chrome OS, Windows) ⌘ + Right arrow (Mac)

2.2.1.5. Take action on selected items

To do this	Press
Open selected items	Enter o
Open selected items in new tab	Ctrl + Enter (Chrome OS, Windows) ⌘ + Return (Mac)
Rename selected items	n
Share selected items	. (dot)
Move selected items to new folder	z
Star or unstar selected items	s
Create shortcuts to selected items	Shift + z
Remove selected items	# or Alt + Backspace (Chrome OS) # or Delete (Windows) # or Fn + Delete (Mac)
Copy selected item URLs to the clipboard	Ctrl + c (Chrome OS, Windows)

	⌘ + c (Mac)
Copy selected item titles to the clipboard	Ctrl + Shift + c (Chrome OS, Windows) ⌘ + Shift + c (Mac)
Cut selected items to the clipboard	Ctrl + x (Chrome OS, Windows) ⌘ + x (Mac)
Paste selected items from the clipboard or move selected items from the clipboard	Ctrl + v (Chrome OS, Windows) ⌘ + v (Mac)
Create selected items shortcut within Drive	Ctrl + Shift + v (Chrome OS, Windows) ⌘ + Shift + v (Mac)

2.2.1.6. Create new items

To do this	Press
Document	Shift + t
Presentation	Shift + p
Spreadsheet	Shift + s
Drawing	Shift + d
Folder	Shift + f
Form	Shift + o

2.2.1.7. Open menus

To do this	Press
Create menu	c
More actions menu	a
Current folder actions menu	f
Sort menu	r

Settings menu	t
---------------	---

2.2.1.8. Application actions

To do this	Press
Display keyboard shortcuts list	Shift + / Ctrl + / (Chrome OS, Windows) ⌘ + / (Mac)
Choose next visual density (row height and element spacing for list view)	q then q
Find/find next	Ctrl + f (Chrome OS, Windows) ⌘ + f (Mac)
Print	Ctrl + p (Chrome OS, Windows) ⌘ + p (Mac)
Undo last action	Ctrl + z (Chrome OS, Windows) ⌘ + z (Mac)
Redo last undone action	Ctrl + Shift + z (Chrome OS, Windows) ⌘ + Shift + z (Mac)
Show last message	m
Search your Drive	/

2.2.1.9. Preview mode actions

To do this	Press
Turn preview mode on or off	p
Close	Esc
Play/pause	Space

Zoom in	+ or =
Zoom out	-

2.2.2. Exercises

Use keyboard shortcuts in Google Drive to:

1. Go to navigation pane (folders list)
2. Select or deselect items
3. Move up or down without changing selection
4. Move selected items to new folder
5. Clear all selections
6. Create a document. -
7. Create a folder. -
8. Display keyboard shortcuts list
9. Print
10. Search your Drive

2.3 Microsoft OneDrive

Microsoft OneDrive, a versatile file management application, seamlessly integrates with the Microsoft Office suite, offering a robust cloud storage service. Facilitating file storage and synchronization across diverse devices, OneDrive ensures accessibility and secure sharing. Users can access files from any location with an internet connection, making it a flexible and collaborative solution. Acting as a reliable backup for essential documents, photos, and videos, OneDrive prioritizes data security and accessibility.

Enhancing productivity, OneDrive enables users to create and edit documents using Microsoft Office Online, including applications like Word, Excel, and PowerPoint. Its collaborative features support simultaneous work on shared documents, ideal for team projects and remote collaboration. Integration with Microsoft services like Outlook and Teams streamlines communication and workflows. Security measures, including encryption during transmission and at rest, advanced sharing options, and version control, contribute to a secure and collaborative environment. With cross-platform compatibility, mobile apps, and different storage plans,

OneDrive stands as a comprehensive solution, meeting the varied needs of both individuals and businesses.

2.3.1. Accessibility features in OneDrive for people with physical disabilities

Many users find that using an external keyboard with keyboard shortcuts for OneDrive for work or school helps them work more efficiently. For users with physical (or vision) disabilities, keyboard shortcuts can be easier than using the touchscreen and are an essential alternative to using a mouse.

2.3.1.1. Notes:

- The shortcuts in this topic refer to the US keyboard layout. Keys for other layouts might not correspond exactly to the keys on a US keyboard.
- A plus sign (+) in a shortcut means that you need to press multiple keys at the same time.
- A comma sign (,) in a shortcut means that you need to press multiple keys in order.

Note: To quickly find a shortcut in this document, you can use the Search. Press Ctrl+F, and then type your search words.

2.3.1.2. Frequently used shortcuts

To do this	Press
Rename the selected item.	F2
Delete the selected item(s).	Delete
Close the current pop-up or item.	Esc
Download a selected item.	Ctrl+S
Share the selected file or folder.	S
Open the context menu for the selected item.	Shift+F10 or the Windows Menu key

2.3.1.3. Navigate in OneDrive for work or school

To do this	Press
Move between OneDrive regions.	Tab key or Shift+Tab
Move through the tree view navigation pane.	Up or Down arrow key
Move through the contents grid file pane.	Up or Down arrow key

2.3.1.4. Select or clear items

To do this	Press
Select an adjacent item.	Arrow keys
Select all items when the focus is in the contents grid.	Ctrl+A
Deselect the item(s) when the focus is in the contents grid.	Ctrl+D
Clear all or navigate to the previous folder.	Esc
Select a file or folder in the contents grid or clear the selection.	Spacebar

2.3.1.5. Display information

To do this	Press
Refresh the window.	F5
Switch between the List and Thumbnails view of the contents grid.	V
In the List view of the contents grid, get details about a selected file.	Up or Down arrow key
Display keyboard shortcuts.	?
Toggle details pane.	I

2.3.1.6. Manage files and folders

To do this	Press
------------	-------

Open or download the item.	Enter
Download the selected item.	Ctrl+S
Rename the selected file or folder.	F2
Share the selected file or folder.	S
Delete the selected file(s) or folder(s).	Delete

2.3.2. Exercises

1. Get familiar with the accessibility features in OneDrive by watching this video:

<https://www.youtube.com/watch?v=of1BkNbFaPQ>

2. Use keyboard shortcuts in One Drive to:

- Rename the selected item
- Move between OneDrive regions.
- Refresh the window
- Open or download item
- Share the selected file or folder
- Move through the tree view navigation pane.
- Select a file or folder in the contents grid or clear the selection.
- Clear all items or navigate to the previous folder.

2.4 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.

2.4.1. 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.

2.4.1.1. Hear what is onscreen with VoiceOver

VoiceOver—a gesture-based screen reader—tells you what is happening onscreen.

After iPhone has turned on, triple-click the side button (on an iPhone with Face ID) or triple-click the Home button (on other iPhone models) to [turn on VoiceOver](#).

Do any of the following and more:

- *Speak the entire screen:* Swipe up with two fingers.
- *Find out what you are touching:* Touch the screen or drag your finger over it. VoiceOver speaks the name of the item your finger is on, including icons and text. Swipe right to elect the next item. Tap with four fingers near the top to select the first item on the screen.
- *Select an item:* Tap to select a button or link, and activate it by double-tapping.
- *Scroll to another page:* Swipe with three fingers.
- *Open the onscreen rotor:* Turn two fingers on the screen, as if rotating a dial. See [Control VoiceOver using the rotor on iPhone](#).

Note: When VoiceOver is on, basic gestures do not work as usual. See [Use VoiceOver gestures on iPhone](#) and [Operate iPhone when VoiceOver is on](#).

You can adjust audio options, language, voice, speaking rate, how much detail VoiceOver provides, and more in [VoiceOver settings](#).

2.4.1.2. 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](#).

2.4.1.3. 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 [AssistiveTouch](#) 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.

2.4.2. Accessibility features for people with physical disabilities

You can navigate your iPhone hands-free, or you can use your voice or connect a switch, mouse, or other input. You can also control other devices, customize gestures and alerts, and adjust how sensitively iPhone responds to your tap or touch.

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

2.4.3. Exercises

1. Add features to Accessibility Shortcut
2. Turn VoiceOver on or off
3. Control iPhone with an external keyboard
4. Use keyboard shortcut on your iPhone to:
 - Browse keyboard shortcuts in help

- Move forward / backward
- Activate the selected item

5. Change scrolling speed of pointer when you use a mouse

2.4.4. Resources

- Dropbox-Accessibility: <https://help.dropbox.com/account-settings/accessibility>
- Keyboard shortcuts for Google Drive on the web:
<https://support.google.com/drive/answer/2563044?co=GENIE.Platform%3DDesktop&oco=1>
- Keyboard shortcuts for OneDrive for work or school: <https://support.microsoft.com/en-au/office/keyboard-shortcuts-for-onedrive-for-work-or-school-1a7d5346-79b6-435f-90b3-e34fd6fdfea4>
- Use a screen reader with Google Drive:
<https://support.google.com/drive/answer/12169158>
- Keyboard shortcuts for OneDrive for work or school: <https://support.microsoft.com/en-au/office/keyboard-shortcuts-for-onedrive-for-work-or-school-1a7d5346-79b6-435f-90b3-e34fd6fdfea4>
- Get started with accessibility features on iPhone: <https://support.apple.com/en-ca/guide/iphone/iph3e2e4367/ios>

3. Note-Taking Apps: Efficiently Capturing and Organising Digital Notes

Note-taking apps are crucial tools for efficiently organizing digital notes, providing a centralized platform for capturing and managing vital information. Offering flexibility in various formats, such as text, images, and audio, these apps cater to diverse needs, whether in meetings, research, or idea jotting. Noteworthy advantages include organized note-keeping through features like tags, folders, and search functions. Tags allow for keyword assignment, folders create a hierarchical structure, and search enables quick location of specific notes. Synchronization

across multiple devices ensures accessibility and seamless updating, particularly beneficial for those working across various platforms.

3.1 OneNote

Additional features like reminders, to-do lists, PDF annotation, collaboration, and integration with productivity tools enhance the note-taking experience. Examples such as Microsoft OneNote exemplify the efficiency of these apps in creating digital notebooks, tagging notes, and facilitating easy retrieval of crucial information for professionals.

3.1.1. Accessibility features for people with physical impairments

Many users find that using an external keyboard with keyboard shortcuts for OneNote helps them work more efficiently. For users with mobility disabilities, keyboard shortcuts can be easier than using the touchscreen and are an essential alternative to using a mouse.

Notes:

- The shortcuts in this topic refer to the US keyboard layout. Keys for other layouts might not correspond exactly to the keys on a US keyboard.
- A plus sign (+) in a shortcut means that you need to press multiple keys at the same time.
- A comma sign (,) in a shortcut means that you need to press multiple keys in order.

Follow this [link to find a full list of keyboard shortcuts for OneNote for Windows desktop](#).

3.1.2. Exercises

1. Get familiar with keyboard shortcuts in OneNote by reading the following article:
[Keyboard shortcuts in OneNote - Microsoft Support](#)
2. Open a new OneNote window
3. Create a Quick Note
4. Highlight a selected text
5. To increase the font size of the selected text
6. Align paragraph to the right

7. Copy / Paste the formatting of the selected text (Format Painter).
8. Create a table.
9. Create a column to the right of the current column in a table.
10. Move to the beginning of the line.

4. ANNEX – Answers to exercises

1. Use keyboard shortcuts in Google Drive to:

- Go to navigation pane (folders list)
Press g then n
Press g then f
- Select or deselect items
Press x
- Move up or down without changing selection
Press Ctrl + Down arrow (Chrome OS, Windows)
Press ⌘ + Down arrow (Mac)
- Move selected items to new folder
Press z
- Clear all selections
Press Shift + n
- Create a document. -
Press Shift + t
- Create a folder. -
Press Shift + f
- Display keyboard shortcuts list
Press Shift + /
Press Ctrl + / (Chrome OS, Windows)
Press ⌘ + / (Mac)
- Print
Press Ctrl + p (Chrome OS, Windows)
Press ⌘ + p (Mac)
- Search your Drive
Press /

2. Get familiar with the accessibility features in OneDrive by watching this video:

<https://www.youtube.com/watch?v=of1BkNbFaPQ>

3. Use keyboard shortcuts in One Drive to:

- Rename the selected item - Press F2
 - Move between OneDrive regions. – Press Tab key or Shift+Tab
 - Refresh the window – Press F5
 - Open or download item - Press Enter
 - Share the selected file or folder - Press S
 - Move through the tree view navigation pane. - Press Up or Down arrow key.
 - Select a file or folder in the contents grid or clear the selection. – Press Spacebar
 - Clear all items or navigate to the previous folder. – Press Esc
4. Add features to Accessibility Shortcut
Go to Settings > Accessibility > Accessibility Shortcut, then tap to select the features you use the most.
 5. Turn VoiceOver on or off
Go to Settings > Accessibility > VoiceOver, then turn the setting on or off.
 6. Control iPhone with an external keyboard
Go to Settings > Accessibility > Keyboards, tap Full Keyboard Access, then turn on Full Keyboard Access.
 7. Use keyboard shortcut on your iPhone to:
 - Browse keyboard shortcuts in help – Press Tab-H
 - Move forward / backward - Press Tab / Shift-Tab
 - Activate the selected item – Press space bar
 8. Change scrolling speed of pointer when you use a mouse
Go to Settings > Accessibility > Pointer Control, then adjust Scrolling Speed.
 9. Get familiar with keyboard shortcuts in OneNote by reading the following article:
[Keyboard shortcuts in OneNote - Microsoft Support](#)
 10. Open a new OneNote window
 - Press Ctrl+M
 11. Create a Quick Note
 - Press Ctrl+Shift+M or Alt+Windows logo key+N
 12. Highlight a selected text
 - Press Ctrl+Alt+H
 13. To increase the font size of the selected text

- Press Ctrl+Shift+Right angle bracket (>)

14. Align paragraph to the right

- Press Ctrl+R

15. Copy / Paste the formatting of the selected text (Format Painter).

- Press Ctrl+Shift+C / Ctrl+Shift+V

16. Create a table.

- Press Tab key after typing a new line of text

17. Create a column to the right of the current column in a table.

- Press Ctrl+Alt+R

18. Move to the beginning of the line.

- Press Home