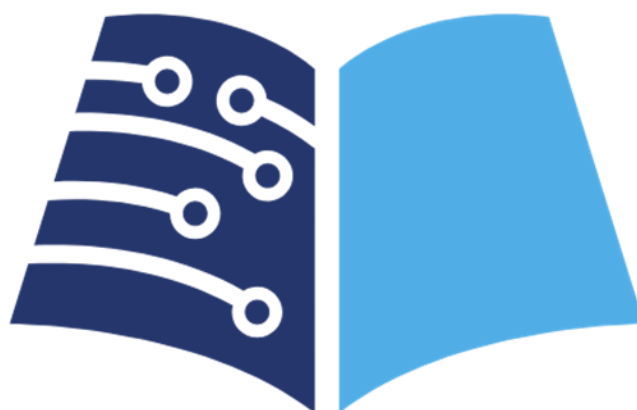




DIGITABILITY

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.

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Contents

1. Introduction.....	4
1.1 The Learning Objectives Covered by Topic	4
2. File Management Applications: Simplifying Electronic Document Organisation	5
2.1 Dropbox.....	5
2.1.1 Dropbox accessibility conformance reports and guidelines.....	6
2.2 GoogleDrive	7
2.2.1 Accessibility features for people with visual impairments.....	7
2.2.1.1. Recommended browsers & screen readers.....	7
2.2.1.2. Screen readers that work with Google Drive on Android	7
2.2.1.3. Screen readers that work with Google Drive on iOS.....	8
2.2.1.4. Set up the screen reader for use with Google Drive	8
2.2.2 Exercises.....	8
2.3 Microsoft OneDrive.....	9
2.3.1. Accessibility features for people with visual impairments.....	9
2.3.1.1. Navigate to OneDrive and to a OneDrive folder in File Explorer	10
2.3.1.2. Navigate the OneDrive main content area.....	10
2.3.2 Exercises.....	11
2.4 iCloud	11
2.4.1 How to set up accessibility features in your iPhone - in iCloud	12
2.4.1.1. Hear what is onscreen with VoiceOver	12
2.4.1.2. Zoom in on part of the screen	12
2.4.1.3. Turn on other features during setup.....	12
2.4.2 Accessibility features for people with visual impairments.....	13
2.4.3 Exercises.....	13
2.4.4 Resources.....	13

3. Note-Taking Apps: Efficiently Capturing and Organising Digital Notes	15
3.1 OneNote.....	15
3.1.1 Accessibility features for people with visual impairments.....	15
3.1.1.1. Use a screen reader to read pages, explore and navigate OneNote.	15
3.1.1.2. Read the alternative text of images	16
3.1.1.3. Use the Narrator Scan Mode	17
3.1.1.4. Adjust the screen reader's verbosity level	17
3.1.1.5. Navigate the main view of the Screen Reader.....	18
3.1.1.6. Navigate between views	19
3.1.2 Exercises.....	20
3.1.3 Resources.....	21
4. Task Management Tools: Streamlining Electronic Task Organisation	21
4.1 Trello	22
4.1.1 Accessibility features for people with visual impairments.....	22
4.1.1.1. Trello Colourblind Friendly Mode	22
4.1.2 Exercises.....	22
4.2 Asana.....	23
4.2.1. Accessibility features for people with visual impairments.....	23
4.2.1.1. To enable Colourblind Friendly Mode:	23
4.2.1.2. Dark Mode	23
4.2.1.3. iOS VoiceOver Support	23
4.2.1.4. Create tasks with Siri	24
4.2.2 Exercises.....	24
4.3 Todoist	25
4.3.1. Accessibility features for people with visual impairments.....	25
4.3.1.1. Add tasks using Siri	25
4.3.1.2. View tasks using Siri.....	26

4.3.1.3. Use Shortcuts with Todoist for iOS	26
4.3.2 Exercises.....	28
4.4 Resources	28
5. Password Managers: Safeguarding and Managing Online Credentials.....	29
5.1 HearPass	30
5.1.1 Accessibility for people with visual impairments.....	30
5.1.2 Exercises.....	30
5.2 Google passkeys.....	31
5.2.1 More about passkeys	31
5.2.2 Benefits of passkeys include:	31
5.3 Resources	32
6. ANNEX – Answers to exercises	33

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 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 for people with visual impairments

2.2.1.1. Use a screen reader with Google Drive

Store, share, and collaborate on files and folders from a mobile device, tablet, or computer with Google Drive.

2.2.1.2. Recommended browsers & screen readers

On your computer, Google Drive works best with these browsers and screen readers:

Platform: Chrome OS - **Browser:** Chrome - **Screen reader:** ChromeVox

Platform: Windows - **Browser:** Chrome (recommended), or Firefox- **Screen reader:** JAWS or NVDA

Platform: Mac **Browser:** Chrome (recommended), or Safari- **Screen reader:** VoiceOver

2.2.1.3. Screen readers that work with Google Drive on Android

You can use Drive on your Android device with accessibility features like TalkBack, BrailleBack, and Switch Access.

If you use a USB or Bluetooth keyboard with your Android device, you can use the keyboard shortcuts included in the table [found on the web](#).

If you use TalkBack:

- To open a file in Drive:

1. Tap or swipe to focus the file.
2. Double-tap to open it.
- To take other actions like rename or move files:
 1. Tap or swipe to focus the file.
 2. Double-tap and hold to select.
 3. On the toolbar, open More actions.
 4. Choose an option.

[Learn more at Android Accessibility Help.](#)

2.2.1.4. Screen readers that work with Google Drive on iOS

You can use Drive on your iPhone or iPad with the screen reader VoiceOver.

To turn VoiceOver on:

1. On your iPhone or iPad, open Settings.
2. Tap General > Accessibility > VoiceOver.
3. Turn on VoiceOver.

To learn more, visit [Apple accessibility on iPhone](#).

2.2.1.5. Set up the screen reader for use with Google Drive

To set up the screen reader, follow the steps below:

- JAWS: To turn off the virtual cursor, press Insert + z until virtual cursor is off.
- NVDA: To switch to focus mode, press Insert + Space.
- ChromeVox: Make sure sticky mode is off. To turn off sticky mode, press the Search key twice.
- VoiceOver: Make sure the QuickNav is off. Press the Left and right arrow keys until VoiceOver says “QuickNav Off.”

2.2.2 Exercises

1. Turn VoiceOver on.

2. Open a file in Drive using TalkBack
3. Rename or move file in Drive using TalkBack
4. Set up JAWS screen reader for use with Google Drive
5. Set up NVDA screen reader for use with Google Drive
6. Set up ChromeVox screen reader for use with Google Drive
7. Set up VoiceOver screen reader for use with Google 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 for people with visual impairments.

Use a screen reader program to explore and navigate OneDrive such as Windows Narrator, JAWS, or NVDA with Microsoft 365 products. These instructions are part of the Microsoft 365 screen reader support content set where you can find more accessibility information on our apps. For general help, [visit Microsoft Support](#).

OneDrive is built into Windows. It appears automatically in Windows File Explorer as a location where you can save files. Files that you save to OneDrive are available online at OneDrive.com and offline on your PC, so you can use them anytime—even when you are not connected to the internet. When you reconnect, OneDrive syncs the online files with the files on your computer.

Notes:

- New Microsoft 365 features are released gradually to Microsoft 365 subscribers, so your app might not have these features yet. To learn how you can get new features faster, join the Office Insider program.
- To learn more about screen readers, go to [How screen readers work](#) with Microsoft 365.

2.3.1.1. Navigate to OneDrive and to a OneDrive folder in File Explorer

Because OneDrive is integrated with Windows File Explorer as a location where you can save files, OneDrive is listed as a drive in the navigation pane tree view in File Explorer.

1. To open File Explorer, press the Windows logo key+E.
2. If needed, you can check if the navigation pane view is on.
 - a. In File Explorer, press Alt to move the focus to the app bar.
 - b. Press the Right arrow key until you hear "View, app bar button," and press Spacebar.
 - c. Press the Up arrow key until you hear "Show, menu item collapsed," and then press the Right arrow key once. If you hear "Navigation pane, menu item, checked," the pane view is on. If you hear "Navigation pane, menu item," the pane view is off. Press Spacebar to turn the pane view on.
3. Press F6 until you hear: "Navigation pane."
4. Press the Down arrow key until you hear: "OneDrive."
5. With the focus on OneDrive, press the Right arrow key once to expand the contents list.
6. Press the Down arrow key until you hear the name of the folder you want, and then press Enter to open it in the main content area.

Tip: If the folder name is followed by "Collapsed," the folder has subfolders. To expand the folder, press the Right arrow key once.

2.3.1.2. Navigate the OneDrive main content area

1. Navigate to and select a OneDrive folder as instructed in Navigate to OneDrive and to a OneDrive folder in File Explorer.
2. To navigate to the main content area, press the Tab key until you hear: "Items view."
3. To browse the list of items, use the Up and Down arrow keys.
4. When you hear the item you want, press Enter to select it.

When you select a folder, the folder opens and displays a list of its subfolders and files. When you select a file, it opens in the appropriate application, such as Word or Excel.

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 File Explorer using a keyboard shortcut
3. Check if the navigation pane view is on
4. Navigate the OneDrive main content area
5. Select an item in OneDrive:

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 visual impairments

You can change screen colours and text size, zoom in, reduce transparency, and more. You can also hear what is onscreen, or use VoiceOver to interact with your iPhone.

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

2.4.3 Exercises

1. Add features to Accessibility Shortcut
2. Invert colours on the iPhone screen
3. Turn VoiceOver on or off
4. Practice VoiceOver gestures
5. Turn on Dictation

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 visual impairments

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

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

3.1.1.1 Use a screen reader to read pages, explore and navigate OneNote.

Narrator, JAWS, and NVDA are compatible with OneNote, but it might work with other screen readers as long as they follow common accessibility standards and techniques.

To read a page in OneNote:

Your screen reader reads aloud through a page in OneNote, announcing pictures, lists and list items, table cell contents, headings, and hyperlinks.

1. To switch to the full-screen mode for easier navigation, press F11.
2. Navigate to the page you want to read, and then do one of the following:
 - With Narrator, if you do not hear "Content block," followed by the number of the content block and then "Editing," when you open the page, press Alt+Down arrow key until you do. Use the arrow keys to navigate to readable elements one by one. If Narrator does not read the current line automatically, press the SR key+I.
 - With JAWS, if you hear "Page title," press Alt+Down arrow key to go to the first content block on the page. Then press Insert+Down arrow key to hear the whole page. Alternatively, use the arrow keys to navigate to readable elements one by one. For other JAWS reading commands, refer to [JAWS Reading Commands](#).
 - With NVDA, if you hear the title of the page, press Alt+Down arrow key to go to the first content block on the page. Then press the SR key+Down arrow key to hear the whole page. Alternatively, use the arrow keys to navigate to readable elements one by one.
3. To stop the reading at any time, press Ctrl or give any other command.

3.1.1.2. Read the alternative text of images

If your OneNote page has images with alternative text (alt text) titles and descriptions, your screen reader reads the description when you navigate to the image with the arrow keys. If you use the continuous reading mode with JAWS or NVDA, you hear the picture object and the alt text description with JAWS, but not with NVDA. Narrator does not read in the continuous reading mode, so use the arrow keys instead.

If your image has both the description and the title, you can read the title as follows:

1. Navigate to the graphic, and press Shift+F10 or the Windows Menu key. The context menu opens.
2. Press the Down arrow key until you hear: "Alt text."
3. Then press Enter.

With Narrator, you hear "Alternative Text window, Title, edit box," followed by the title text.

With JAWS, you hear "Leaving menus, Alternative Text dialog, Alternative Text," followed by the title text, and "Title, edit."

With NVDA, you hear "Alternative Text dialog," followed by a description of the purpose of alt text.

4. With NVDA, to hear the alternative text title, press the Tab key until you hear "Title, edit, selected," followed by the title text.
5. To exit the Alternative Text window, press the Tab key until you hear: "OK button." Then press Enter.

3.1.1.3. Use the Narrator Scan Mode

If OneNote does not support a command in the focused area, Narrator says: "Not an explorable text." In this case, you can use Narrator Scan Mode to navigate and read text.

To turn on Scan Mode, press the SR key+Spacebar. You hear: "Scan." For more info on Scan Mode, refer to [Using scan mode](#).

3.1.1.4. Adjust the screen reader's verbosity level

You can change the level of detail your screen reader provides on the text's characteristics of a OneNote page. Do one of the following:

- To adjust Narrator verbosity, press the SR key+V until you hear the level you want. You can choose between five different levels, from hearing only the text to hearing detailed info on formatting. For more info on the Narrator verbosity levels, refer to [Reading text](#).
- To adjust JAWS verbosity, press the SR key+V. Then press the Down arrow key until you hear "User verbosity," followed by the current level. Press Spacebar until you hear the level you want. There are three levels of verbosity: The level provides the maximum amount of information spoken, while the other two levels, Intermediate and Advanced, provide fewer details. When done, press Enter to close the Quick Settings window.
- To adjust NVDA verbosity, press the SR key+Control+D. Then press the Tab key to browse the different settings one by one, and press Spacebar to select or clear a checkbox. When done, press Enter to close the NVDA Settings window. For more info, refer to [NVDA 2022.3.2 User Guide](#).

3.1.1.5. Navigate the main view of the Screen Reader

Press F6 (forward) or Shift+F6 (backward) to cycle through the main view elements in the following order:

- The main content area, which shows the contents of the current page. You hear the page title.
- The full-page view button in the upper-right corner of the main content area. You hear "Navigation controls," followed by the current view mode. For more information, refer to [Full page view](#).
- The row of ribbon tabs at the top of the screen. It groups the app options by different categories. You hear "Ribbon tabs," followed by the currently selected tab.
 - To browse the tabs on the ribbon, press the Right or Left arrow key.
 - The row contains tabs such as File, Home, Insert, Review, and View, as well as the feedback button.
 - The ribbon containing the options specific to the currently selected tab is located immediately below the row of ribbon tabs. To move the focus to the ribbon, press the Down arrow key once. To move on the ribbon, use the Right or Left arrow key. You can also use keyboard shortcuts to select options directly.
- The notebook picker below the ribbon. You hear the name of the current notebook.
- The row of section tabs on the right side of the notebook picker. The row contains tabs for all the sections in the current notebook. You hear "Sections," followed by the name of the current section.
- The pane of page tabs on the right side of the main content area. It contains tabs for all the pages in the current section. You hear "Pages," followed by the title of the current page.
- The search box above the pane of page tabs. You can search the current page, section, section group, or notebook, or all notebooks. You hear: "Search."

Switch between content blocks, pages, sections, and notebooks

Each OneNote notebook is divided into sections, which are further divided into pages. Each page contains the title and date of the page as well as one or more note containers where you add the page content. Screen readers announce the note containers as "Content blocks."

- To move between the content blocks, do one of the following:
 - Press Alt+Down or Up arrow key.
 - Press Ctrl+A three times to select all content blocks on the page, and then press the Tab key or Shift+Tab to move between them.
 - With Narrator, press the SR key+Right or Left arrow key.
- To quickly move to another page in the current section, press Alt+Control+G, press the Up or Down arrow key to find the page you want, and then press Spacebar. The selected page opens in the main content area, and the focus moves to the page title.
- To quickly move to another section in the current notebook, press Shift+Control+G, press the Left or Right arrow key until you find the section you want, and then press Spacebar. The pane of page tabs shows the page tabs of the section. The main content area shows the last page you visited in the selected section, and the focus moves to the page title.
- To quickly switch to another notebook, press Ctrl+G, press the Up or Down arrow key until you find the notebook you want, and then press Spacebar. The selected notebook opens. The main content area shows the last page you visited in the notebook, and the focus moves to the page.

3.1.1.6. Navigate between views

In addition to the main view, OneNote has other useful views and windows.

- File menu:

In the File menu, you can access options for creating a new notebook, opening, sharing, and printing a notebook, or accessing your Microsoft 365 account information.

1. Press Alt+F to open the File menu.
2. To move between the menu tabs, press the Up or Down arrow key until you hear the one you want.
3. To move the focus to the tab specific options, press the Tab key once. Use arrow keys to navigate the tab, and press Enter to select.
4. To close the File menu and return to the main view, press Esc.

- Options window:

You can review and change the OneNote app settings such as personalisation, proofreading settings, and language preferences in the Options window.

1. To open the Options window, press Alt+F, T.
2. To move between the option categories, press the Up or Down arrow key until you hear the one you want.
3. To move the focus to the category specific options, press the Tab key once. Press the Tab key (forward) or Shift+Tab (backward) to move between the different options in a category, and press Spacebar to switch the option in focus on or off.
4. To apply your changes and close the Options window and return to the main view, press Enter. To exit the window without saving your changes, press Esc.

- Use the full-page view:

When you use the full-page view, all main view elements except the main content area and the button for switching views are hidden. This makes it easier for you and your screen reader to navigate through a page.

1. To switch to full page view, press F6 until you hear "Navigation controls, normal view," and press Enter.
2. To return to normal view, press F6 until you hear "Navigation controls, full page view," and press Enter.

3.1.2 Exercises

1. Use OneNote shortcuts to:
 - Open a new OneNote window
 - Create a Quick Note
 - Highlight a selected text
 - To increase the font size of the selected text
2. Read the alternative text of images using JAWS or NVDA.
3. Switch to full page and return to normal page in your Screen Reader
4. Navigate the main view of the Screen Reader
5. Turn on Narrator Scan mode and use it to read a text.

Adjust the screen reader's verbosity level in Narrator, JAWS or NVDA.

6. Use keyboard short cuts to navigate between views in OneNote
 - to open the File menu.
 - To move between the menu tabs,
 - To move the focus to the tab specific options,
 - To close the File menu and return to the main view
7. Use keyboard short cuts to switch between content blocks OneNote
8. Use keyboard short cuts to switch between pages in OneNote
9. Move to another page in the current section in OneNote notebook.

3.1.3 Resources

- Use a screen reader to explore and navigate OneNote:
<https://support.microsoft.com/en-au/office/use-a-screen-reader-to-explore-and-navigate-onenote-4097a3f7-067d-4a81-a0c1-1afa4a15dffb#PickTab=Windows>
- Use a screen reader to read pages in OneNote:
https://support.microsoft.com/en-us/office/use-a-screen-reader-to-read-pages-in-onenote-67f82786-6d3b-43f4-920c-9f1d4aa6a512#bkmk_alt
- Keyboard shortcuts in OneNote: <https://support.microsoft.com/en-gb/office/keyboard-shortcuts-in-onenote-44b8b3f4-c274-4bcc-a089-e80fdcc87950#PickTab=Windows>

4. Task Management Tools: Streamlining Electronic Task Organisation

Task management tools are essential for streamlining electronic task organisation. These tools help individuals and teams effectively manage their tasks, prioritise work, and stay organised. By using task management tools, you can easily create and assign tasks, set deadlines, track progress, and collaborate with others. These tools provide a centralised platform where you can view all your tasks at a glance, ensuring that nothing falls through the cracks. Some popular task management tools include Trello, Asana, and Todoist.

4.1 Trello

Trello is a highly visual and intuitive task management tool that uses boards, lists, and cards to help you organise your tasks. You can create different boards for different projects or categories, and within each board, you can create lists to represent different stages or steps. Each task is represented by a card, which can be moved across lists to indicate progress. Trello also allows you to assign tasks to team members, set due dates, add attachments, and leave comments, making it a versatile tool for collaboration.

4.1.1 Accessibility features for people with visual impairments

4.1.1.1. Trello Colourblind Friendly Mode

With Trello you can create boards to organize things you are working on. The default colours are bright and vivid, however, the colourblind usually have difficulties telling apart and recognizing small, coloured items.

The Colourblind Friendly mode adds a simple textured overlay to the coloured labels everywhere they are shown. The labels keep their colour, the textures are added on top of the labels itself.

The colourblind friendly mode can be turned on or off from the user-settings page or simply when selecting a label. It is very easy to discover and when enabled does not get in the way of users that are not colour blind.

4.1.2 Exercises

1. Get familiar with Trello Colorblind friendly mode by reading this article:
<https://wearecolorblind.com/examples/trello-colorblind-friendly-mode/#:~:text=The%20colorblind%20friendly%20mode%20can,that%20aren't%20color%20blind.>
2. Turn on/off colourblind friendly mode in Trello.
3. Enable colourblind friendly mode when selecting labels in Trello.

4.2 Asana

Asana is another powerful task management tool that offers a wide range of features to streamline your electronic task organisation. With Asana, you can create projects and tasks, assign them to team members, set due dates, and track progress. One of the standout features of Asana is its ability to create dependencies between tasks, ensuring that you can clearly define the order in which tasks need to be completed. Asana also provides a calendar view, timeline view, and various integrations with other tools, making it a comprehensive solution for task management.

4.2.1. Accessibility features for people with visual impairments

Colourblind mode allows Asana users who are affected by deuteranopia and protanopia (red-green colour-blindness) to better distinguish between different project and status update colours.

4.2.1.1. To enable Colourblind Friendly Mode:

- Click your profile from the top bar
- Select **My Settings**
- Navigate to the **Display** tab and select the **Enable colour blind friendly mode** (protanopia and deuteranopia) checkbox. You should see colours changed immediately.

4.2.1.2. Dark Mode

Dark mode is a colour scheme that uses a dark background with lighter text. It allows you to view Asana according to your own display preferences.

Accessing Dark mode:

- First click on **My settings**.
- Then navigate to the **Display** tab and choose **Dark** from the list of themes.
- Dark mode will then be enabled.

4.2.1.3. iOS VoiceOver Support

VoiceOver is a gesture-based screen reader that allows you to use the Asana iOS app without having to see the screen.

To enable VoiceOver, go to your General Settings on your iOS device and click Accessibility.

- Click VoiceOver in the Accessibility menu.
- Click the VoiceOver switch to enable VoiceOver mode.
- You can then receive updates and create tasks using VoiceOver capabilities.

4.2.1.4. Create tasks with Siri

Create tasks in Asana from anywhere using Siri. This integration works in the multiple languages supported in Asana.

- [Download](#) the latest version of Asana for iOS
- Press and hold the Home button or say, “Hey Siri.”
- Say a task name—like, “Create a task in Asana to post photos of the conference”
- Make sure to say, “in Asana” or “using Asana” somewhere in your task name
- The new task will appear in your My Tasks

You must have iOS version 11.0.0 or higher to use Siri task creation.

4.2.2 Exercises

1. Get familiar with the features of Asana by watching this demo video:
<https://www.youtube.com/watch?v=7bgvz31MHIw>
2. Enable colourblind friendly mode in Asana
3. Switch to dark mode in Asana
4. Create a task in Asana using Siri
5. Enable VoiceOver, in an iOS device.

4.3 Todoist

Todoist is a simple yet effective task management tool that focuses on helping individuals stay organised and productive. With Todoist, you can create tasks, set due dates, and organise them into projects and sub-projects. The tool provides a clean and minimalist interface, making it easy to quickly add and manage tasks. Todoist also offers features like reminders, recurring tasks, and the ability to collaborate with others. It integrates with various platforms and devices, allowing you to access your tasks from anywhere.

Task list apps like Todoist are inherently designed with accessibility in mind. Here is how Todoist provides support:

- **Repetitive Task Management:** Individuals with cognitive disabilities often benefit from routine. Todoist facilitate the creation of recurring tasks, helping users establish and maintain daily, weekly, or monthly routines.
- **Notifications and Reminders:** Task list apps send notifications and reminders for upcoming tasks and deadlines. These prompts serve as invaluable memory aids, reducing the risk of forgotten commitments.
- **Collaboration:** These apps often support collaboration, allowing caregivers or support networks to assist with task management and monitoring.
- **Visual Organisation:** Todoist presents tasks in a clear and organised manner, using visuals like checkboxes, due dates, and priority labels. This visual structure makes it easier for individuals with cognitive disabilities to grasp their to-do lists at a glance.

4.3.1. Accessibility features for people with visual impairments.

Todoist offers a user-friendly and visually appealing platform for managing tasks and responsibilities, as well as accessibility features like voice-to-text, voice recognition, and compatibility with screen readers, ensuring inclusivity for all users.

4.3.1.1. Add tasks using Siri

Dictate tasks and stay up-to-date on what you need to get done using just your voice. Siri can add tasks and pull up any task view you need.

To add tasks using Siri, simply call up Siri and use natural language to add tasks. You can use a few types of sentences to ensure that Siri understands what you want to do:

- Add [task name] in Todoist.
- Add a task named [task name] in Todoist.
- Remind me to [task name] in Todoist.

You can also add a due date and time and/or a project to any task using voice commands:

- Add [task name] [due date and time] in Todoist.
- Add [task name] to my [project name] list in Todoist.

When viewing or adding tasks with projects, you need to use the word “list” after the project name. Siri doesn't understand "project" yet.

For example:

- Remind me to call John tomorrow at 5pm in Todoist.
- Add buy milk to my groceries list in Todoist.
- Add go for a jog in Todoist.

When you add a task without a project, it will be added to your Todoist Inbox.

4.3.1.2. View tasks using Siri

Easily ask Siri to pull up a list of tasks by date or project, or both. Here are a few examples of voice commands you can use:

- Show me all the tasks for today in Todoist.
- Show me all the tasks for the next 7 days in Todoist.
- Show me all the tasks for today between 10am and 12am in Todoist.
- Show me the shopping list in Todoist.

As you can see, you'll need to say “in Todoist” to the end of any Siri request so she understands what to do.

4.3.1.3. Use Shortcuts with Todoist for iOS

Use Siri Shortcuts to save time working on often repeated Todoist actions, like adding an item to your grocery list without having to select the project list every time.

Create a shortcut that uses Todoist actions:

1. Open the standalone **Shortcuts** app.
2. Tap **Create Shortcut** or the **+** symbol at the top of the screen.
3. Search for the Todoist action **Create Task**.
4. Set **Task Name**. If you select **Ask Each Time**, you will be asked for the task's name whenever you use this Shortcut. If you add your own task name, such as *Buy Milk*, a task with this name will be added whenever you use this Shortcut.
5. You have a few options for the due date, project, priority and labels for the new task: You can make Siri ask you for the information when you create the task, or you can explicitly set each field (like setting the project to "Shopping").
6. (Optional) If you toggle **Show when run** you'll be notified whenever the shortcut has run.
7. Tap **Next** in the top-right corner.
8. Enter the name for your new shortcut and tap **Done**.

Once your shortcut is created, you can activate it by asking Siri. You can also activate it from the Share Sheet, Today Widget, from the Shortcuts app, use the shortcut in an automation, and more. Here are a few examples to start with:

- Ask Siri to "Get ready for my trip" which can automatically add tasks for every item in your packing list to your "Travel" project.
- Tell Siri about a "New bill", and your device will ask you for the name of the bill, and when it's due, and then move the new task to your "Bills" project.
- Create an automated shortcut that triggers every time your phone connects to your Home Wi-Fi, and adds a task to take out the trash.
- Create an automated shortcut that triggers every morning at 9am on weekdays, and adds a task to eat breakfast, a task to feed the dog, and a task to pick up your favorite coffee.

Quick tip:

If your Apple device is on iOS 14 or later, you can customize the double or triple tap on the back of your iPhone to launch a specific shortcut:

1. Make sure you've already created the shortcut using the instructions in this article.

2. Open the **Settings** app.
3. Select **Accessibility**.
4. Select **Touch**, then **Back Tap**.
5. Choose either **Double Tap** or **Triple Tap**.
6. Select the shortcut you want easy access to.

4.3.2 Exercises

1. Add a task in Todoist using Siri.
2. Ask Siri to pull up a list of tasks by date or project, or both.
3. Add a due date and time and/or a project to any task using voice commands with Siri.
4. Create a shortcut for iOS that uses Todoist actions.
5. Activate the shortcut you have created by asking Siri.

4.4 Resources

- Asana-Accessibility:
<https://help.asana.com/hc/en-us/articles/14140001859099-Accessibility->
- Task Lists and Assistive Technologies: Streamlining Task Management for Cognitive Disabilities:
<https://blogs.perficient.com/2023/09/28/task-lists-and-assistive-technologies-streamlining-task-management-for-cognitive-disabilities/#:~:text=Task%20list%20apps%20like%20Todoist%20and%20Wunderlist%20are%20transformative%20tools,and%20improved%20quality%20of%20life.>
- Trello Colourblind Friendly Mode: <https://wearecolorblind.com/examples/trello-colorblind-friendly-mode/>
- Todoist Android and iOS Features: <https://todoist.com/help/categories/features/android-and-ios-features>

5. Password Managers: Safeguarding and Managing Online Credentials

Password managers are crucial for securing and managing online credentials in the face of increasing account numbers and the need for strong, unique passwords. These tools securely store passwords in an encrypted database, allowing users to employ complex and unique passwords without the risk of forgetting them. The convenience of auto-filling login credentials for websites and apps, along with browser extensions that capture and store information, saves time and ensures passwords are up to date. Password managers also generate robust passwords, virtually impossible to guess or crack, offering security, convenience, and protection against phishing, ensuring the safety of online accounts and efficient management of electronic information.

Passwords are a type of cognitive function test: They require users to recall information in order to proceed through a process. That is problematic for people with cognitive limitations and memory disorders, which include a sizable percentage of older adults. Passwords can also create challenges for people who use assistive technology (AT) such as [screen readers](#). When password entry forms have improper labels and instructions, AT users may not be able to enter the password correctly on the first attempt — and if the password field has a time limit, some AT users may not be able to log in to the website before the time limit expires.

Passkeys could fix these issues. Instead of entering a password or a two-factor authentication code, the user would simply unlock their mobile phone (or another device that stores the key). This would also prevent bad actors from stealing personal information. While two-factor authentication is secure, it is not perfect. Passkeys use a type of cryptography that relies on device-level encryption; without getting too technical, passkeys are strongly resistant to phishing and other types of malicious attacks. Additionally, these tools contribute to accessibility, aiding users with cognitive disabilities and memory disorders.

5.1 HearPass

Common password managers assume visual normativity in their usage. HearPass is different. Using sound, HearPass will allow users to manage their secure passwords for many services at a time. HearPass uses audio to read usernames and passwords aloud for those whom it would be difficult to use a traditional password manager. By using headphones, a person without normative vision may use HearPass to store long and secure passwords. With HearPass the user receives audio feedback through interaction of the screen. Buttons are large and take up most of the screen for convenience. A button is not pressed until the users lifts their finger, allowing for free movement and interaction of the screen. The left side of the screen is dedicated to releasing the screen with no button press, creating an easy swipe left gesture to lift your finger without interaction with any button accidentally.

5.1.1 Accessibility for people with visual impairments

HearPass is built using the latest in HTML5 technologies. Built with mobile-users first, people who may have difficulties navigating user interfaces on touch devices will find this experience much easier. To start, press your finger anywhere on the screen, but do not let go.

Swipe across your screen to hear different options for the menus available.

Then, release in order to select an option.

5.1.2 Exercises

1. Get familiar with how to use HearPass by watching the following video:

<https://www.youtube.com/watch?v=B0YoZYRWqKw>

2. Enter and use HearPass password manager

5.2 Google passkeys

Google Passkeys are a simple and secure alternative to passwords. With a passkey, you can sign in to your Google Account with your fingerprint, face scan, or device screen lock, like a PIN.

Passkeys provide the strongest protection against threats like phishing. Once you create a passkey, you can use it to easily sign in to your Google Account, as well as some third-party apps or services, and to verify it is you when you make sensitive changes.

Important: If your account has 2-Step Verification or is enrolled in the Advanced Protection Program, a passkey bypasses your second authentication step, since this verifies that you have possession of your device. Your biometric data, used for fingerprint or face unlock, stays on your device and is never shared with Google.

5.2.1 More about passkeys

The difference between passkeys and passwords is that passkeys are cryptographic key pairs. The key pair is specific to a website. One half is shared with the website, and the other half is private and stored on your device or in your password manager. This technology uses a securely generated code to authenticate your access to websites and apps instead of a password that may be stolen or leaked.

5.2.2 Benefits of passkeys include:

- You will not have to remember a sequence of letters, numbers, and characters.
- You can sign into accounts with fingerprint or facial recognition technology.
- You can use passkeys across different operating systems and browser ecosystems, and with both websites and apps.
- Passkeys are strong enough to never be guessed or reused, making them safe from hacker attempts.
- Passkeys are connected to the app or website they were created for, so you can never be tricked into using your passkey to sign in to a fraudulent app or website.
- Passkeys from Google Password Manager are available across all Android apps.

5.3 Resources

- HearPass-a password manager for visually impaired and blind:
<https://devpost.com/software/hearpass-a-password-manager-for-visually-impaired-and-blind#:~:text=Password%20managers%20are%20an%20incredibly,Enter%20HearPass>
- Google's Passkeys Provide Accessible Alternative to Passwords:
<https://www.boia.org/blog/googles-passkeys-provide-accessible-alternative-to-passwords>
- Passkeys:
https://myaccount.google.com/signinoptions/passkeys?source=marketing&_gl=1*113537h*_up*MQ..*_ga*MTc5NjAwODY1NC4xNzAzOTM5MTQ4*_ga_9WHY94Z4WL*MTcwMzkzOTE0Ny4xLjAuMTcwMzkzOTE0Ny4wLjAuMA..&rapt=AEjHL4M7XvTQPC_z4f3BGhoU2V5ZY4Q-v0ugivSeWQNYvdk04TITtWh6Wla3qest8fbwNK4Stg_-XosesL2XhzH8VT80dr3JK6TEYc35R1dl4sJmSdSIsmisme.
- Sign in with a passkey instead of a password:
<https://support.google.com/accounts/answer/13548313#zippy=%2Ccreate-a-passkey>

6. ANNEX – Answers to exercises

1. Turn VoiceOver on.
 - On your iPhone or iPad, open Settings.
 - Tap General > Accessibility > VoiceOver.
 - Turn on VoiceOver.
2. Open a file in Drive using TalkBack
 - Tap or swipe to focus the file.
 - Double-tap to open it.
3. Rename or move file in Drive using TalkBack
 - Tap or swipe to focus the file.
 - Double-tap and hold to select.
 - On the toolbar, open More actions.
 - Choose the corresponding option.
4. Set up JAWS screen reader for use with Google Drive

To turn off the virtual cursor, press Insert + z until virtual cursor is off.
5. Set up NVDA screen reader for use with Google Drive

To switch to focus mode, press Insert + Space.
6. Set up ChromeVox screen reader for use with Google Drive

Make sure sticky mode is off. To turn off sticky mode, press the Search key twice.
7. Set up VoiceOver screen reader for use with Google Drive.

Press the Left and right arrow keys until VoiceOver says "QuickNav Off."
8. Get familiar with the accessibility features in OneDrive by watching this video:
<https://www.youtube.com/watch?v=of1BkNbFaPQ>
9. Use File Explorer using a keyboard shortcut

Press the Windows logo key + E
10. Check if the navigation pane view is on
 - a. In File Explorer, press Alt to move the focus to the app bar.
 - b. Press the Right arrow key until you hear "View, app bar button," and press Spacebar.

- c. Press the Up arrow key until you hear "Show, menu item collapsed," and then press the Right arrow key once. If you hear "Navigation pane, menu item, checked," the pane view is on. If you hear "Navigation pane, menu item," the pane view is off. Press Spacebar to turn the pane view on.

11. Navigate the OneDrive main content area

Press the Tab key until you hear: "Items view."

12. Select an item in OneDrive:

- a. Browse the list of items by using the Up and Down arrow keys.
- b. When you hear the item you want, press Enter to select it.

13. Add features to Accessibility Shortcut

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

14. Invert colours on the iPhone screen

- Go to Settings > Accessibility > Display & Text Size.
- Turn on one of the following:
 - *Smart Invert*: Reverse colors everywhere except images.
 - *Classic Invert*: Reverse all the colors onscreen.

15. Turn VoiceOver on or off

Go to Settings > Accessibility > VoiceOver, then turn the setting on or off.

16. Practice VoiceOver gestures

- Go to Settings > Accessibility > VoiceOver.
- Turn on VoiceOver, tap VoiceOver Practice, then double-tap to start.
- Practice the following gestures with one, two, three, and four fingers:
 - Tap
 - Double tap
 - Triple tap
 - Swipe left, right, up, or down
- When you finish practicing, tap Done, then double-tap to exit.

17. Turn on Dictation

- Go to Settings > General > Keyboard.
- Turn on Enable Dictation. If a prompt appears, tap Enable Dictation.

18. Use OneNote shortcuts to:

- Open a new OneNote window
 - Ctrl+M
- Create a Quick Note
 - Ctrl+Shift+M or Alt+Windows logo key+N
- Highlight a selected text
 - Ctrl+Alt+H
- To increase the font size of the selected text
 - Ctrl+Shift+Right angle bracket (>)

19. Read the alternative text of images using JAWS or NVDA.

- Navigate to the graphic, and press Shift+F10 or the Windows Menu key. The context menu opens.
- Press the Down arrow key until you hear: "Alt text."
- Then press Enter.

20. Switch to full page and return to normal page in your Screen Reader

- To switch to full page view, press F6 until you hear "Navigation controls, normal view," and press Enter.
- To return to normal view, press F6 until you hear "Navigation controls, full page view," and press Enter.

21. Navigate the main view of the Screen Reader

Press F6 (forward) or Shift+F6 (backward) to cycle through the main view elements in the following order:

- The main content area, which shows the contents of the current page. You hear the page title.
- The full-page view button in the upper-right corner of the main content area. You hear "Navigation controls," followed by the current view mode.

22. Turn on Narrator Scan mode and use it to read a text.

Press the SR key+Spacebar. You hear: "Scan."

23. Adjust the screen reader's verbosity level.

Narrator: Press the SR key+V until you hear the level you want.

JAWS: Press the SR key+V. Then press the Down arrow key until you hear "User verbosity," followed by the current level. Press Spacebar until you hear the level you want.

NVDA: press the SR key+Control+D. Then press the Tab key to browse the different settings one by one, and press Spacebar to select or clear a checkbox.

24. Use keyboard short cuts to navigate between views in OneNote

- Press Alt+F to open the File menu.
- To move between the menu tabs, press the Up or Down arrow key until you hear the one you want.
- To move the focus to the tab specific options, press the Tab key once. Use arrow keys to navigate the tab, and press Enter to select.
- To close the File menu and return to the main view, press Esc.

25. Use keyboard short cuts to switch between content blocks OneNote

- Press Alt+Down or Up arrow key.
- Press Ctrl+A three times to select all content blocks on the page, and then press the Tab key or Shift+Tab to move between them.
- With Narrator, press the SR key+Right or Left arrow key.

26. Use keyboard short cuts to switch between pages in OneNote

Press Alt+Control+G, press the Up or Down arrow key to find the page you want, and then press Spacebar

27. Move to another page in the current section in OneNote notebook.

Press Alt+Control+G, press the Up or Down arrow key to find the page you want, and then press Spacebar.

28. Get familiar with Trello Colorblind friendly mode by reading this article:

<https://wearecolorblind.com/examples/trello-colorblind-friendly-mode/#:~:text=The%20colorblind%20friendly%20mode%20can,that%20aren't%20color%20blind.>

29. Turn on/off colourblind friendly mode in Trello.

- Open Trello on your preferred platform (desktop or mobile).
- Go to user settings page.

- Locate the option to enable or disable Colourblind Friendly mode.
 - Toggle the mode on or off
30. Enable colourblind friendly mode when selecting labels in Trello.
- Open a board on Trello
 - Create or select a card with coloured labels
 - Select a label and locate the option to enable Colourblind Friendly mode.
 - See how enabling the mode adds textures overlays to the labels for better visibility.
31. Get familiar with the features of Asana by watching this demo video:
<https://www.youtube.com/watch?v=7bgvz31MHIw>
32. Enable colourblind friendly mode in Asana
- Click your profile from the top bar
 - Select My Settings
 - Navigate to the Display tab and select the Enable colour blind friendly mode (protanopia and deuteranopia) checkbox.
33. Switch to dark mode in Asana
- First click on My settings.
 - Then navigate to the Display tab and choose Dark from the list of themes.
 - Dark mode will then be enabled.
34. Create a task in Asana using Siri
- Download the latest version of Asana for iOS
 - Press and hold the Home button or say, “Hey Siri.”
 - Say a task name—like, “Create a task in Asana to post photos of the conference”
 - Make sure to say, “in Asana” or “using Asana” somewhere in your task name
 - The new task will appear in your My Tasks
35. Enable VoiceOver, in an iOS device.
- Go to your General Settings on your iOS device and click Accessibility.
 - Click VoiceOver in the Accessibility menu.
 - Click the VoiceOver switch to enable VoiceOver mode.
 - You can then receive updates and create tasks using VoiceOver capabilities.
36. Add a task in Todoist using Siri.

Call up Siri and use natural language to add tasks. You can use sentences like *Add [task name] in Todoist* or *Add a task named [task name] in Todoist*.

37. Ask Siri to pull up a list of tasks by date or project, or both.

You can use voice commands like: *Show me all the tasks for today in Todoist* or *Show me the shopping list in Todoist*.

38. Add a due date and time and/or a project to any task using voice commands with Siri. You can use sentences like *Add [task name] to my [project name] list in Todoist*.

39. Create a shortcut for iOS that uses Todoist actions.

- Open the standalone Shortcuts app.
- Tap Create Shortcut or the + symbol at the top of the screen.
- Search for the Todoist action Create Task.
- Set Task Name.
- Tap Next in the top-right corner.
- Enter the name for your new shortcut and tap Done

40. Activate the shortcut you have created by asking Siri.

Example: Ask Siri to “Get ready for my trip” which can automatically add tasks for every item in your packing list to your “Travel” project.

41. Get familiar with how to use HearPass by watching the following video:

<https://www.youtube.com/watch?v=B0YoZYRWqKw>

42. Enter and use HearPass password manager

- Start HearPass app by pressing your finger anywhere on the screen.
- Hear the different options for the menus available
- Select an option of the menu by lifting your finger from the screen.