

# Sure Skills Accessibility Options

[www.heinemanssureskills.co.uk](http://www.heinemanssureskills.co.uk)

[www.heinemanssureskills.com](http://www.heinemanssureskills.com)

Welcome to Sure Skills.

We have endeavoured to develop this product to conform with the Web Content Accessibility Guidelines 1.0. (WCAG Definition: <http://www.w3.org/TR/WAI-WEBCONTENT/>) as defined by the World Wide Web Consortium (W3C: <http://www.w3.org/>).

This document outlines some of the accessibility features that we have implemented within Sure Skills.

## 1. Text and Zoom Feature

### Text point size

The default size of the text within the Sure Skills course content pages is 12pt, the headings are 14pt.

### Text font

The font that we have consistently used throughout the course content pages is Verdana.

### Audio is supported by a text equivalent

There is a text equivalent of all the audio within Sure Skills. It is possible to use this product whilst having the audio switched off without any compromise to the Learner experience.

### Screen Resolution

The Sure Skills service has been designed to be used on a computer where the screen resolution is set to 1024x768.

To maximise what you can see on screen without having to use the scroll bar, press the 'F11' key on your keyboard. Your toolbars will disappear in this mode. If you need to access other applications while you are using Sure Skills, press the 'F11' key again; your toolbars will reappear.

### Can I make the text bigger on screen?

You can use the 'Zoom Panel' to make the content of the screens bigger. To do this, click on the panel on the right hand side of the screen.

- To make the text bigger, click on the icon with the '+' sign. Clicking on it more than once will make it bigger still.
- To make the text smaller, click on the icon with the '-' sign. Clicking on it more than once will make it smaller.
- To return to the normal screen size, click on the icon with the 'x' sign.
- To move around the screen, use the arrows on the circle at the bottom.

### Keyboard controls for the zoom feature

The keyboard controls for the zoom feature are:

'ctrl' and '+' to zoom in

'ctrl' and '-' to zoom out

'ctrl' and '/' to return to the default screen size (no zoom)

'ctrl' and arrow keys to move up, down, left and right

## 2. Audio

### Audio is supported by a text equivalent

There is a text equivalent of all the audio within Sure Skills. It is possible to use this product whilst having the audio switched off without any compromise to the Learner experience.

### What does the audio button look like?

The audio button looks like this when it is turned on:



and like this when it is turned off:



**I want to turn the audio off. How can I do this?**

Click on the audio button on the top of the navigation.

When you want to turn audio back on, just click on the button again.

The audio panel in the bottom left of the screen will disappear when you turn the audio off, and reappear when you turn it back on.



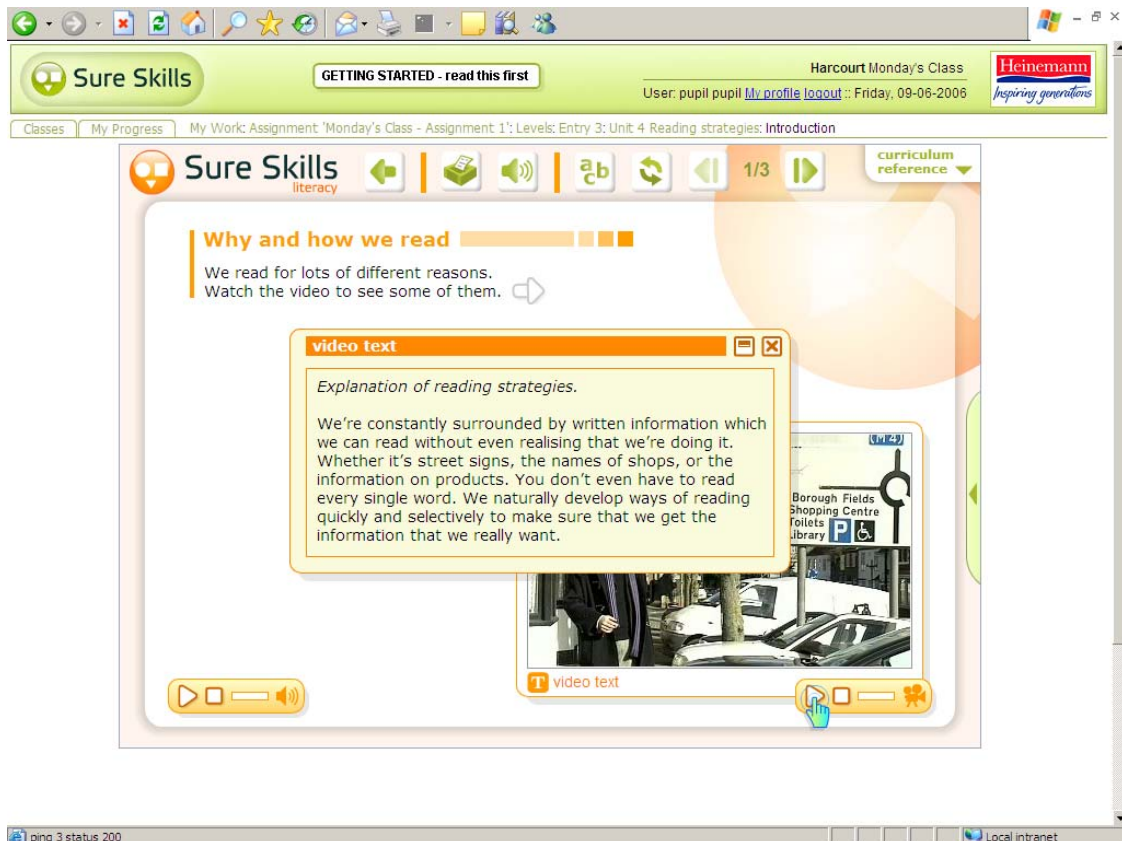
**Audio control panel**

The main audio button on the navigation button allows you to turn the audio on or off completely for each page. The audio control panel is found at the bottom left hand corner of the screen. It lets you play, stop and replay the audio that goes with each *chunk* of text on screen, so if you've missed just a bit of something, use this panel to hear it again.



### 3. Animations and Videos

The screenshot displays the Sure Skills literacy software interface. At the top, a green header bar contains the 'Sure Skills' logo, a 'GETTING STARTED - read this first' button, and user information: 'Harcourt Monday's Class', 'User: pupil pupil', and 'My profile logout :: Friday, 09-06-2006'. A 'Heinemann Inspiring generations' logo is also present. Below the header, a navigation bar shows 'Classes', 'My Progress', and 'My Work: Assignment: Monday's Class - Assignment: 1': Levels: Entry 3: Unit 4 Reading strategies: Introduction'. The main content area features the 'Sure Skills literacy' logo, navigation icons (back, forward, search, etc.), and a 'curriculum reference' dropdown. The central text reads: 'Why and how we read' followed by a progress bar and the text: 'We read for lots of different reasons. Watch the video to see some of them.' Below this is a video player showing a man standing in front of a building with a sign that reads 'Borough Fields Shopping Centre Toilets Library'. The video player includes standard playback controls (play, stop, volume, etc.) and a 'video text' button. The bottom status bar shows 'ping 1 status 200' and 'Local intranet'.



### Animation and Video control panel

The animation and video control panel is found at the bottom right hand corner of the screen. This lets you play, pause and replay the animations and videos. The **flashing hand** will appear over the 'Play' arrow to tell you to start the video or animation. The progress bar tells you that a video or animation is loading.



### 4. Keyboard Tabbing

We have tested this product using keyboard only (no mouse). As such this product is certified as device-independent.

Use the Tab, Enter, Space and Arrow keys to navigate within and interact with Sure Skills.

### 5. Further Support

If you encounter any problems with Sure Skills or have any feedback on our accessibility features, please contact our Online support team:

Tel: 01865 888 123  
 email: [online.enquiries@pearson.com](mailto:online.enquiries@pearson.com)  
 Hours: 9am - 5pm Monday - Friday.