



***Wimba Pronto
Accessibility Guide***

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Chapter 1: Introduction

1.1: Wimba Accessibility Statement

Wimba believes that technology can remove barriers and make quality education universally accessible. Our mission is to develop software with the goal of meeting or exceeding globally recognized accessibility guidelines, as defined in Section 508 of the Rehabilitation Act (U.S. Government), as well as W3C-WAI and SENDA (UK). Wimba is committed to creating products so that persons with special needs have equivalent access to a quality education.

For more information, please visit <http://www.wimba.com/accessibility>.

1.2: Accessibility within Wimba Pronto

In order to accommodate as many users as possible, Wimba specifically develops its software with accessibility in mind. Wimba Pronto is fully keyboard-accessible and meets Microsoft Active Accessibility (MSAA) standards used on Windows operating systems to support assistive technologies, including Freedom Scientific's JAWS screen reader. For Macintosh users, Wimba Pronto is Universal Access compliant, with support for the Mac OS X VoiceOver application.

1.3: Documentation Conventions

IMPORTANT: Please review the following conventions utilized within this Guide:

1. This document consists of Chapters and Sections.

Chapter titles appear in bold, and begin with the word Chapter, and are followed by a number, a colon, and a title.

Example: Chapter 1: Introduction

2. Section titles appear in bold, begin with a corresponding Chapter number, and are followed by a unique Section number, a colon, and a title.

Example: 1.1: Wimba Accessibility Statement

3. Keystrokes are represented by bold, capital letters.

Example: TAB.

4. Shortcut keys are combination keystrokes joined by a (+) sign.

Example: ALT+4 indicates that you hold down the **ALT** key, and then press the number **4** key.

Chapter 2: Wimba Pronto Overview

2.1: Screen Reader Requirements

Wimba Pronto supports the following screen readers:

- For Windows users: JAWS 10
- For Macintosh users: VoiceOver for Mac OS X v10.5 (Leopard)

2.2: Wimba Pronto Application Foundations

Wimba Pronto revolves around a main application window. It consists of several elements, including the Contacts, Classmates, and School tabs. These tabs contain lists of your permanent contacts, the classmates and instructors associated with all of your courses, and Help Desks set up by your institution.

Several different chat windows are available in Wimba Pronto:

- Text Chat windows for 1-on-1 communication
- Group Chat windows for multi-way communication
- Office Hours for structured communication, similar to Group Chat
- Help Desk windows for institution-specialized communication, similar to Office Hours

Individual Text Chat windows allow communication with one user at a time, while Group Chat, Office Hours, and Help Desk windows open the possibility for multi-way interaction. All of these types of chat allow textual, audio, and video communication – as well as the use of Application Sharing.

These additional forms of interaction open new windows, including:

- The Audio Call Window
- The Video Call Window
- The Application Sharing Viewer Window
- The Application Sharing Control Window

Since Application Sharing is an inherently visual feature, and requires use of a mouse, it is mentioned herein for two reasons: so users are aware of its presence, and for users with limited vision or mobility impairments to use shortcut keys to raise its associated windows.

Note: Application Sharing, Video Calling, Help Desks, and Office Hours are not available in Wimba Pronto Basic.

Chapter 3: Wimba Pronto Shortcut Keys

Wimba Pronto works in conjunction with supported screen readers for standard application navigation. This chapter contains two tables – the first for Windows users, and the second for Macintosh users – detailing Wimba Pronto-specific actions and their corresponding keystrokes and shortcut keys.

3.1: Shortcut Keys for Windows Users

The table below displays keystrokes and shortcut keys for use with JAWS 10 on Windows computers.

Action	Keystroke/Shortcut Key
Clockwise application navigation	TAB
Counter-clockwise application navigation	SHIFT+TAB
Select item	SPACEBAR
Navigate up lists	UP ARROW
Navigate down lists	DOWN ARROW
Speak when Audio or Video Window is in focus	SPACEBAR (held down)
Speak regardless of window focus	F8 (held down)
Show the Contacts Tab	ALT+1
Show Message Window(s)	ALT+2
Show/Hide the Voice Chat Window	ALT+3
Show/Hide the Video Chat Window	ALT+4
Show/Hide the Application Sharing Viewer Window	ALT+5
Show/Hide the Application Sharing Control Window	ALT+6
Navigate across tabs	CTRL+LEFT ARROW or CTRL+RIGHT ARROW
Navigate to message window tabs	CTRL+1 (for the first tab) through CTRL+9
Show Emoticons	CTRL+E
Start a New Group Chat	CTRL+G
Show/Hide Profile Information Drawer	CTRL+I
Start an Audio Call	CTRL+K
Show Message Log	CTRL+L
Save As... Dialog	CTRL+S
Lock/Unlock Talk (Hands-Free Speaking)	CTRL+T
Close a Tab or Window	CTRL+W
Access Wimba Pronto Preferences	CTRL+,
Add a Contact by Pronto ID	CTRL+SHIFT+A
Block a User	CTRL+SHIFT+B
Host/View Application Sharing	CTRL+SHIFT+S
Start a Video Call	CTRL+SHIFT+V
Enter a carriage return into a text chat message	SHIFT+RETURN
Select consecutive users in a list	SHIFT+DOWN ARROW or SHIFT+UP ARROW
Remove a Contact or Group	SHIFT+DELETE
Open the Context Menu	SHIFT+F10
Access the Wimba Pronto User Guide	F1

3.2: Shortcut Keys for Macintosh Users

The table below displays keystrokes and shortcut keys for use with VoiceOver on Mac OS X v10.5.

Action	Shortcut Key / Keystroke Command
Clockwise application navigation	TAB
Counter-clockwise application navigation	SHIFT+TAB
Select item	SPACEBAR
Navigate up lists	UP ARROW
Navigate down lists	DOWN ARROW
Speak when Audio or Video Window is in focus	SPACEBAR (held down)
Speak regardless of window focus	F8 (held down)
Show the Contacts Tab	CMD+OPTION+1
Show Message Window(s)	CMD+OPTION+2
Show/Hide the Voice Chat Window	CMD+OPTION+3
Show/Hide the Video Chat Window	CMD+OPTION+4
Show/Hide the Application Sharing Viewer Window	CMD+OPTION+5
Show/Hide the Application Sharing Control Window	CMD+OPTION+6
Navigate across tabs	CMD+LEFT ARROW or CMD+RIGHT ARROW
Navigate to message window tabs	CMD+1 (for the first tab) through CMD+9
Show Emoticons	CMD+E
Start a New Group Chat	CMD+G
Hide (Minimize) a window	CMD+H
Show/Hide Profile Information Drawer	CMD+I
Start an Audio Call	CMD+K
Show Message Log	CMD+L
Save As... Dialog	CMD+S
Lock/Unlock Talk (Hands-Free Speaking)	CMD+T
Close a Tab or Window	CMD+W
Remove a Contact or Group	CMD+DELETE
Access Wimba Pronto Preferences	CMD+,
Add a Contact by Pronto ID	CMD+SHIFT+A
Block a User	CMD+SHIFT+B
Host/View Application Sharing	CMD+SHIFT+S
Start a Video Call	CMD+SHIFT+V
Enter a carriage return into a text chat message	SHIFT+RETURN
Select consecutive users in a list	SHIFT+DOWN ARROW or SHIFT+UP ARROW
Access the Wimba Pronto User Guide	CMD+?

Chapter 4: Additional Information

The use of screen readers is the main functionality within Wimba Pronto designed explicitly for accessibility. Wimba Pronto has been audited, and redesigned as necessary, in order to be accessible for users with disabilities, including those using assistive technologies. For example, its interface has been designed to the standards set by Section 508 of the Rehabilitation Act. As detailed above, myriad keystrokes and shortcut keys can be utilized for optimal navigation. Screen magnification products are also compatible with Wimba Pronto.

Wimba Pronto is designed for spontaneous, informal communication and collaboration. This includes the use of sign language through Video Calling.

If you have any further questions about the accessible features of Wimba Pronto, please speak with the Wimba Administrators at your institution or organization.

Product Feedback

Many of Wimba's core product features and enhancements come directly from the invaluable feedback from our user community. We openly encourage and welcome your suggestions for improving our products.

Please feel free to contact us with your ideas at: accessibility@wimba.com.

We sincerely appreciate your assistance as we continue to provide universal access to our software.

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