



MS Windows

Getting Online: Screen Reader

Items on a Web Page: Additional Elements

Here you'll learn about additional elements that you're likely to find on a typical web page. This way, you'll know just what to do when you encounter radio buttons, combo boxes, and checkboxes.

These instructions are for using the Google Chrome browser along with NVDA as a screen reader, but the concepts are pretty similar no matter which screen reader and browser you're using. **Try it out.**

1. Open the website bookshare.org.
2. To bring up the elements list, press the Insert key and F7.
3. You get the list of links and you can move down the list with your down arrow key.
4. For any link you want to open, you can press Enter on the link in the list.

5. Move backward in the dialog box by pressing Shift + Tab.

Radio Buttons

6. You hear three words: type, grouping, links. Press the down arrow until you get to buttons.

Tip: A radio button is an element where you've got several options, but only one of them can be selected, or checked.

7. Press the down arrow key to move through the radio button options until you get to Landmarks.

Landmarks

8. Landmarks are like sections of the page that you can jump to. You can press Tab to move forward to the list and see what Bookshare has.
9. Then use the down arrow to move down the list. Once you hear "search," you can press Enter to jump to the search landmark.
10. Once you've moved to the Search section of the site, press your down arrow a couple of

times until you find the Advanced Search link. Press Enter to open it.

11. You'll be in forms mode and you will find lots of useful elements. The first one is an edit field where you can type in a title you're searching for.

Combo Boxes

12. Tab through the form until you hear "combo box." This is also called a dropdown. To work with it, press the Alt key plus the down arrow key to open it.
13. You have some options to choose from, and just like a radio button, you can choose only one at a time.
14. Use your down arrow key to see what's available. There are books you can download even if you don't have a Bookshare account. Press Enter to choose that option, and the combo box will close again.
15. You hear the option you've selected and you hear the combo box is now closed or collapsed.

That means the list of options isn't showing anymore. Whenever you want to open it again, you can just press Alt + down arrow.

Checkboxes

16. Press the Tab key one more time to find a checkbox. A checkbox is something you can turn on or off and you can do this by pressing your spacebar.

Tip: Checkboxes are great because they can help us narrow things down when we want to choose multiple things at a time, instead of just one option, as we do for radio buttons and combo boxes.

Now you know how to use radio buttons, combo boxes, and checkboxes. Try another workshop to learn more.

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