**Vision Australia i-Access Library Jaws Guide**

Table of Contents

[**Open and log onto the Vision Australia Library Home page** 1](#_Toc178802324)

[**Search for a book** 1](#_Toc178802325)

[**Review search results and add a book to your My Library page / Bookshelf** 1](#_Toc178802326)

[**Move to your My Library page / Bookshelf and download a book** 1](#_Toc178802327)

[**Unzip a book in your Downloads folder** 1](#_Toc178802328)

[**To remove a book /s from your Bookshelf** 1](#_Toc178802329)

[**To remove all books from your Bookshelf** 1](#_Toc178802330)

[**Search for new books by** category using advanced search 1](#_Toc178802331)

## **Open and log onto the Vision Australia Library Home page**

1. Open your Web browser, if focus is not in the Address Bar, press Alt D.
2. Type www.visionaustralia.org, press Enter, to load the page.
3. Press Insert F7 Links list, press L, to the Log in My VA link, press Enter, to load the page.
4. Press E, to move to the User name / email field, press Enter to turn on Forms mode.
5. Type your Library ID number, or email address.
6. Press Tab to the Password field, type your password.
7. Press Enter to activate the Login button, the default Library Home page loads.  
   **Note:** The My VA portal logs out automatically when you exit your browser.

**Tip:** In the above, a quicker way to load the My VA Log in page, is from your browser’s Address Bar, type www.visionaustralia.org/login and press Enter

**Note:** Whilst the My VA portal is opened, if left idle for a period of time, the system will log you out, do the following to login again.

1. Press E, to move to the User name / email field, press Enter to turn on Forms mode.
2. Check if your Library ID number, or email address is populated, if not type again.
3. Press Tab to the Password field, type your password.
4. Press Enter to activate the Login button, the default Library Home page loads.

## **Search for a book**

1. Press E, to the Keyword Search field, press Enter to turn on Forms mode, type your search query.
2. Optionally, use Tab to move to the following combo boxes, and change if required.  
   Type, defaults to Books  
   Please note, this guide is based on a book search.  
   Format, defaults to DAISY Audio (Human)  
   **Note:** If you had changed one of the above combo boxes, press Tab until on the Search button.
3. Press Enter to activate the Search button, it may take a moment for the search to be processed, prior to the Search page loading.

## **Review search results and add a book to your My Library page / Bookshelf**

1. Press H, until on the Search Results heading.  
   **Note:** If you want to sort the results, or change the number of results per page, do the following.
   1. Down Arrow to either combo box, press Enter to turn on Forms mode.
   2. Press Alt Down Arrow to open the list, Down Arrow to select, press Enter to close the combo box.
   3. Press Shift B, to the Search button, press Enter, wait for the results to reload.
2. Use H to move to each book title heading / link.  
   **Note:** Activating a book title link, opens the Item details page, providing further info, such as:  
   Duration  
   Book series / position in series  
   Publisher  
   Narrator Type e.g. Human voice  
   Categories  
   To move back to the Search page and the book title heading, press Alt Left Arrow.  
   **Note:** If the focus is not back on the book title heading / visited link, press F5 to refresh the page.
3. Under each book title heading, has the following information:  
   Author link  
   **Note:** Activating this link, changes the results page to list all books from the author, removing the current search. When ready to search again, press Insert F7, Links list, press L, to the Library Home link, press Enter to load the Library Home page, repeat the above steps to search again.  
   Brief description  
   Read More button (only on book titles with longer descriptions)  
   **Note:** Activating this button, expands the description, and changes the button to Read Less.  
   File format e.g. DAISY Audio (Human)
4. Down Arrow to the Add to Bookshelf button, press Spacebar, a modal window opens, confirming one of two things:  
   book has been added to your Bookshelf  
   You have reached your loan limit  
   The window also has the number of loaned books, and your monthly loan limit.  
   **Note:** the modal window has a Go to my Bookshelf button, which can be used if you are finished searching for books, as a direct way to go to your My Library page / Bookshelf.
5. Down Arrow to the Close button, press Spacebar, focus returns to the Add to Bookshelf button.  
   Add Request button (used only if you have reached your loan limit of 20)  
   **Note:** Activating this button, opens a modal window, confirming the book has been added to the Request list. Down Arrow to the Close button, press Spacebar, focus returns to the Request button.
6. Continue to use H, to move to each book title heading.  
   **Note:** under the last result, there are links to the other pages in the Search results.
7. If you would like to do another search do the following:
   1. On the current search page, press E, to the Keyword Search field, press Enter to turn on Forms mode.
   2. Press Control A, to select the previous search query.
   3. Type the new query, press Enter to activate the Search button.
   4. Repeat the above steps to review the search results.

## **Move to your My Library page / Bookshelf and download a book**

1. Press Insert F7 Links list, press M, to the My Library link, press Enter, to load the page.
2. Press Insert F6, Headings list, press B, until on the e.g. Books 10 items heading, press Enter.  
   **Note:** Under the heading there are fields to sort the Bookshelf list by specific criteria.
3. Down Arrow to the first book title, or press H, until on the required book title heading.
4. Down Arrow to the Download button (includes file size), press Spacebar, once the download is finished, Jaws will announce Alert download complete.  
   **Note:** If the download did not start, this is due to the book requiring to be prepared for downloading, do the following:
   1. The focus is in a modal window, Jaws announces, This title is being prepared and will be available in a few minutes. Please select download again shortly.
   2. Down Arrow, or Up Arrow, to the Close button, press Spacebar, focus returns to the Download button.  
      **Note:** Once you have downloaded a book, this is in your Downloads folder as a zip file. Use the next instructions to extract the zipped files into a folder.

## **Unzip a book in your Downloads folder**

1. Press Windows E, to open File Explorer.
2. Press Shift Tab to the Tree view, press D, until on the Downloads folder, press Enter.
3. Press Tab to move to the List view.
4. Use Down / Up Arrows to select the required book zip file.
5. Press the Context key, Down Arrow to Extract All, press Enter, to open the dialogue box.  
   **Note:** Jaws announces the files will be extracted to a folder of the same name as the zip file.
6. Press Tab to the Extract button, press Enter.
7. Once all files are unzipped, press Backspace, to close the folder.
8. The focus is on the book folder, ready to be copied or moved to a device.  
   **Note:** the book zip file is still in the Downloads folder, and can be deleted.

## **To remove a book /s from your Bookshelf**

**Note:** If you have reached your loan limit of 20 books, you will need to remove one, or more, to receive, or add new books.

1. If you are not on your My Library / Bookshelf page, press Insert F7, Links list, press M, until on My Library link, press Enter.
2. In the Bookshelf list, use H, to move to a book title heading. Down Arrow to the Select Title and Author for bulk removal Checkbox not Checked, press Spacebar to check.
3. Repeat the above step, if wanting to select other books.
4. Once you have made your selection, press Insert F5, Forms list, press R, until on Remove selected, press Enter, on the button, press Spacebar.
5. A modal window opens confirming Selected titles will be removed from your bookshelf and will no longer be available to download or read on your preferred device.
6. Do you wish to continue? Select Yes remove button, or No go back button to cancel.
7. Selecting Yes, a modal window opens, stating, Selected titles have been removed New titles will be automatically added to your bookshelf if you have selected this option in MY Preferences (only if you haven’t exceeded the monthly limit).
8. Down arrow to the Ok button, press Spacebar to return to the My Library / Bookshelf page.

## **To remove all books from your Bookshelf**

1. If you are not on your My Library / Bookshelf page, press Insert F7, Links list, press M, until on My Library link, press Enter.
2. Press Control Home to the top of the page.
3. Press X, to the Select all titles for bulk removal checkbox, press Spacebar to check.
4. Press Tab to the Remove selected button, press Spacebar.
5. A modal window opens confirming Selected titles will be removed from your bookshelf and will no longer be available to download or read on your preferred device.
6. Do you wish to continue? Select Yes remove button, or No go back button to cancel.
7. Selecting Yes, a modal window opens, note, these titles are being removed and may take up to 2 minutes. Please don’t navigate away from this screen until the process is complete.
8. Once the titles have been removed, Down arrow to the Ok button, press Spacebar, to return to the My Library / Bookshelf page, your Bookshelf will now be empty.  
   **Note:** If you have a Profile set up in My Preferences, refresh the page after 2 minutes by pressing Control F5 and check if your new books have arrived.

## **Search for new books by** category using advanced search

1. Press Insert F7, Links list, press A, to the Advanced search link, press Enter, to load the page.
2. The focus is on the Advanced Search heading, press Tab to move through the following edit boxes, note, these are optional to fill in, for this type of search.  
   Keywords  
   Title  
   Name (author, narrator, etc.)

Press Tab to move through the following combo boxes, change if required.  
Type, defaults to Books  
Please note, this guide is based on a book search.  
Format, defaults to DAISY Audio (Human)  
Language, defaults to English

1. Press Tab to the Categories combo box.  
   **Note:** The combo box has two components, the main categories list, and an associated sub categories list, which changes depending on the selected category.
   1. Use Down Arrow to select a category, in the main list.
   2. Press Tab to the associated sub categories list, Jaws announces the number of items (categories) in the list.
   3. The focus is on the Select all categories checkbox, if required, press Spacebar to check.
   4. Use Down Arrow to each sub category checkbox, press Spacebar on those you would like to check, to select the categories.
   5. Once you have made your selection, use Down Arrow to move through the following buttons.  
      Clear All, used to clear all sub category checkboxes  
      Cancel, used to return to the Basic Search page  
      Search
2. On the Search button, press Enter, it may take a moment for the search to be processed, prior to the Search page loading.
3. If you would like to use the guide from this point, do the following.  
   Press Insert F6, Headings list, and choose the Review search results and add a book to your My Library page / Bookshelf heading.