

ACCESSIBILITY

CCC Confer has been designed to meet the needs of users of various abilities. Some of the accessibility features are helpful to those whose mobility make it difficult for them to use a mouse, others are for users who are deaf or hard of hearing and others are for users with limited vision (including color blindness) or no vision.

Keyboard Shortcut Keys

You can quickly accomplish tasks you perform frequently by using keyboard shortcuts (both standard keyboard shortcuts and hot keys), which are one or more keys you press in combination within Blackboard Collaborate Web Conferencing to perform a function. For example, instead of clicking the **Raise Hand** button in the Participants panel or selecting *Raise Hand* from the Interaction menu, you can press Ctrl+R (Command-R on Mac OS X) to raise your hand.

Review a list of all keyboard shortcut keys under *Keyboard Shortcut Keys* in the Participant Accessibility Guide by [clicking here](#).

Hot Keys

Hot keys differ from standard keyboard shortcuts keys in two ways:

- You can modify the definition of these keys.
- You do not need to have input focus on the *CCC Confer* window to use them (they are available system-wide).

By default, seven hot keys have been defined for the commonly used features in *CCC Confer*. You can use these default hot keys or define your own in the Preferences dialog.

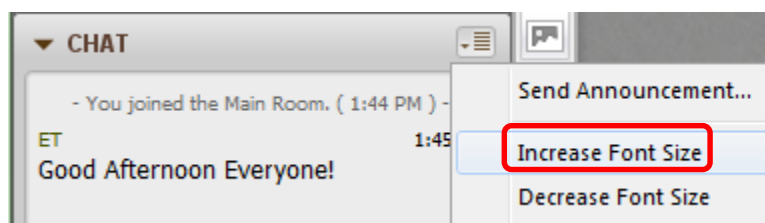
Review a list of all hot keys and use instructions under *Hot Keys* in the Participant Accessibility Guide by [clicking here](#).

Chat Window

Decrease/Increase font/text size

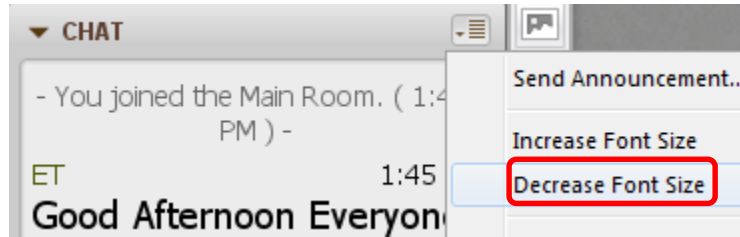
To increase the font size, do one of the following:

- From the *Tools* menu, select *Chat* and then *Increase Font Size*.
- From the Chat Options menu, select *Increase Font Size*.



To decrease the font size, do one of the following:

- From the *Tools* menu, select *Chat* and then *Decrease Font Size*.
- From the Chat Options menu, select *Decrease Font Size*.



Activity Window

The Activity Window is a stand-alone window in CCC Confer that reports various events that take place in your session through the duration of a session. The window has a simple design so you can use a screen reader to navigate through the user interface and read the events as they occur. The Activity Window also enables you to perform simple functions through a command line interface.

Review *Activity Window* in the Participant Accessibility Guide by [clicking here](#).

Audible and Visual Notifications

- **Audible Notifications**

Audible notifications are system messages sent by CCC Confer to notify users when certain important events occur within the session. These notifications are presented as sounds.

In the Preference dialog, you can listen to what each notification sounds like as well as enable or disable the notifications. There are two built-in sets of notifications: Basic and All.

- **Visual Notifications**

Visual notifications are system messages sent by CCC Confer to alert users when certain important events occur within a session. These notifications are presented in a floating window. Multiple notifications get queued: the first one is displayed until it times out or you dismiss it (by clicking on the **Dismiss** button in the bottom right corner of the notification), then the next one is displayed, and so on. When there is more than one notification, the window will have a **Dismiss All** button beside the **Dismiss** button and display the number of notifications in the queue in the bottom left corner of the notification.

You can judge how long the message will remain open by looking at the Timeout Indicator. You either can dismiss a notification manually (by clicking on the **Dismiss** button) or wait for it to close itself automatically (when the Timeout Indicator runs its course).

See Setting Notification Preferences in the Participant Accessibility Guide by [clicking here](#).

APPLICATION SHARING

To improve accessibility for low vision and color blind users when Application Sharing mode is being used do the following.

View a Shared Application

An Application Share is a type of content, and appears in the Content area like the Whiteboard and Web Tour.

All participants have an Action bar in the upper left corner of the Content area while in Application Share mode. For Participants without the Application Sharing permission, the bar contains only the option to scale the shared area of the host's desktop to fit in the Participant's content area.



Participants who have Application Sharing permission have the additional option to request control of the host's desktop, [click here](#) for more information.



Scaling the Shared Content

The screen area shared by the Host can be scaled to fit the Content area or viewed at its native size.

To view the content at the same size as the Host, do one of the following:

- Uncheck *Scale To Fit* in the Action bar.
- From the *Tools* menu select *Application Sharing* and then uncheck *Scale to Fit*.

To restore scaling, recheck *Scale To Fit*.

Maximizing the Content Area

Your other option is to resize the Application Sharing Content area.

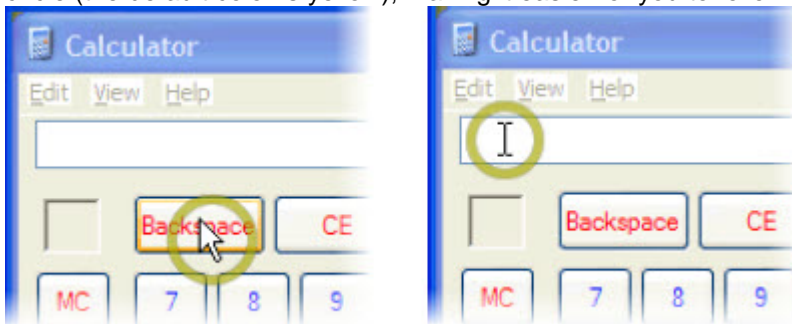
You can optimize the space available in the Content area in two ways; for maximum space, do both:

- Maximize your Blackboard Collaborate Web Conferencing window.
- Hide the side bar (Audio & Video, Participants and Chat panels) by unselecting *Show Side Bar* in the *View* menu or by grabbing the border of any one of the panels and dragging it all the way to the left.

To restore the side bar, reselect *Show Side Bar* or drag the panel border back to the right.

Emphasized Cursor

If the application host has turned on the option *Emphasize Cursor*, you will see their cursor surrounded with a circle (the default color is yellow), making it easier for you to follow.



ACCESSIBILITY GUIDES

These guides focus on accessibility features for different target audiences and provided references within the guides on how to use the features.

[Accessibility Guide for Participants](#)

[Accessibility Guide for Moderators](#)