Memphis MPO
METROPOLITAN PLANNING ORGANIZATION

Website Accessibility General Guide

The Memphis MPO strives to reach out to all individuals within the Memphis MPO Planning Area. Our outreach efforts include citizens with disabilities, including those with vision impairments, using our website. While this document is a guideline for the use of the Memphis MPO website for those with vision impairments, it is by no means exhaustive.

The Memphis MPO website is a Drupal 7 site, which means that all features of the Drupal core conform to the World Wide Web Consortium (W3C) guidelines: WCAG 2.0 (Website Content Accessibility Guidelines) and ATAG 2.0 (Authoring Tool Accessibility Guidelines). The World Wide Web Consortium is an international community where trade members, a full-time staff, and the public work together to develop international and accessibility web standards.

The Memphis MPO site has been tested and continues to be tested for accessibility compliance through online W3C validators. Additionally, manual tests have been performed on various desktop and mobile devices using several of the most popular browsers. With the proper assistive technology, which can be obtained from a third-party source, individuals with disabilities can enlarge type or have our web content read out loud to them.

Because this is an ongoing effort, we welcome feedback and input from the public in order to make this information more accessible. Please contact our office with any questions or comments at (901) 576-7190 or by mail at 125 North Main St., Suite 450, Memphis, TN 38103.

Disclaimer*: The accessibility products referenced below are provided for informational purposes only and do not imply the Memphis MPO's endorsement of the website or products listed below. The linked sites below are not under the control of the Memphis MPO and the Memphis MPO is not responsible for any content therein. Any opinions and/or ratings and reviews of the linked sites do not reflect the opinions of the Memphis MPO.*

1. USING SCREEN READERS

1.1. *For Windows Users:*

General information and Windows 8 set-up for accessibility:
> http://www.microsoft.com/enable/guides/vision.aspx
> http://www.microsoft.com/enable/products/windows8/default.aspx

Website Accessibility General Guide

Windows 7 set-up for accessibility:
http://www.microsoft.com/enable/products/windows7/default.aspx

Assistive Technology Products (Please see individual documentation for how to use a particular screen reader.):
http://www.microsoft.com/enable/at/default.aspx
http://usabilitygeek.com/10-free-screen-reader-blind-visually-impaired-users/

1.2. *For Apple Users:*

Accessibility comes standard in a Mac. Whether you have difficulties with vision, hearing, or physical mobility, OS X includes a variety of features to help you work in alternative ways.

Mac OS X:
Maverick: http://support.apple.com/kb/PH14322
http://support.apple.com/en-us/HT2529

Also in the finder, Choose "Mac Help" for the Help menu and type "Accessibility" in the search field.

Zoom content on the screen: If items on the screen are too small, you can zoom in to make content larger and easier to see. To set zoom options, choose Apple menu > System Preferences, click Accessibility, then click Zoom.

iOS: http://support.apple.com/en-us/HT5018

2. ADJUSTING YOUR BROWSER WITHOUT A SCREEN READER:

2.1. *Using Internet Explorer:*

2.1.1. *To zoom in on a webpage:*
While viewing your Internet Explorer window from the desktop, select the **Tools** icon at the top of the window, select **Zoom**, and then select **Zoom in**, **Zoom out**, or the desired percentage. You can also select **Custom** to set a percentage up to 1000 percent.

Website Accessibility General Guide

2.1.2. *Additional Information:*
IE9: http://www.microsoft.com/enable/products/IE9/
IE10: http://www.microsoft.com/enable/products/IE10/
IE11: http://www.microsoft.com/enable/products/IE11/

2.2. *Using Firefox:*

2.2.1. *Full Page Zoom:*
The Full Page Zoom feature in Firefox allows you to zoom in and out of web pages including text, images and other content. Firefox provides several ways to access this feature.

2.2.2. *Zoom Buttons:*
Right click on a toolbar > select Customize > Drag the Zoom Controls to the toolbar of your choice. Ctrl (Cmd on Mac)+ 0 to reset zoom.

2.2.3. *Zoom Using the Keyboard:*
Hold down the Ctrl key (Cmd on Mac) and press the plus key to zoom in, and the minus key to zoom out. Ctrl (Cmd on Mac)+ 0 to reset zoom.

2.2.4. *Zoom Using the Keyboard and Mouse:*
Press the Ctrl key (Cmd on Mac) and use the scroll wheel on your mouse to zoom in and out. Ctrl (Cmd on Mac) + 0 to reset zoom.

To zoom text only in Firefox, press Alt v + z + t. (On a Mac press Cmd++ or Cmd+-).
If your Menubar is not hidden, go to View > Zoom > Zoom Text Only.

2.2.5. *Page Zoom Buttons Add-on:*
For even more control of zooming, get the Page Zoom Buttons add-on (https://addons.mozilla.org/en-US/firefox/addon/6827) for Firefox. It allows you to zoom in, zoom out, and reset zoom from a single button that can be placed on any toolbar.

2.2.6. *Additional Information:*
https://support.mozilla.org/en-US/kb/accessibility-features-firefox-make-firefox-and-we

Website Accessibility General Guide

2.3. Using Google Chrome:

2.3.1. Full Page Zoom

Page zoom level will be remembered for each unique domain. For example, if you increase zoom for Google Search (http://www.google.com), zoom level will also be increased for Google Calendar (http://www.google.com/calendar). However, since Gmail (http://mail.google.com) is on a different domain, zoom level will remain unchanged in this example.

Shortcut	Action
Ctrl++ (Cmd++ on Mac)	Increase zoom level.
Ctrl+- (Cmd+- on Mac)	Decrease zoom level.
Ctrl+0 (Cmd+0 on Mac)	Set zoom level to default level.

2.3.2. Accessibility Extensions available for Google Chrome:
https://chrome.google.com/webstore/category/ext/22-accessibility

2.3.3. Additional information:
http://www.google.com/accessibility/all-products-features.html

2.4. Using Opera:

2.4.1. Full Page Zoom

This feature will increase and decrease the size of text and images on the screen for better visibility.

1. Press and hold down the CTRL (Cmd on Mac) key on your keyboard.
2. At the same time as holding the CTRL (Cmd on Mac) key:
   o press the + key to increase the size of the text and images or
   o press the '-' key to decrease the size of the text and images.

Website Accessibility General Guide

3. Keep repeating Step 2 until you reach the desired size. You can return to the standard size by pressing CTRL (Cmd on Mac) + '0'.

2.4.2.   *Additional information:*

http://www.opera.com/help