



# Screen Reader Mode

**Purpose:** Use this document as a resource for how to enable Screen Reader mode within ctclink.

**Audience:** All Staff, Faculty and Students

## Instructions for Screen Reader Users

1. To turn Screen Reader Mode on, select the **Action** menu button on the banner.
2. Press the **Enter** key.
3. Use the down arrow and choose the "My Preferences" submenu.
4. When the **My Preferences** page opens, in the main content area *General Settings* section, select the **Accessibility Layout** combo box.
5. Use the Enter key to expand the combo box and then choose the **Screen Reader Mode ON** option.
6. Select the **Save** button in the main content area of the page.
7. Use the **Enter** key to save the page.
8. Select the **Action** menu button on the banner.
9. Press the **Enter** key.
10. Use the **down arrow** key and choose the **Sign Out** submenu to Sign Out
11. We recommend that you clear your browser cache to ensure that the new display settings take effect.
12. **Sign In** again. This will ensure that screen reader mode is on.

# Instructions for Individuals without Visual Impairment

Follow the steps below to enable/disable screen reader mode for your user ID.

1. Select **My Preferences** submenu from the **Actions** menu button on the top banner. (Fig 1) Your Self-Service tiles will vary.
2. In the **General Options** section, select one of the following options from the **Accessibility Layout** list:
  - a. **Screen reader mode off** - Select this option to disable accessibility features.
  - b. **Screen reader mode on** - Select this option to enable the accessibility features. (Fig 2)
3. **Save** your changes. (Fig 3)
4. We recommend that you clear your browser cache to ensure that the new display settings take effect.
5. **Sign out** of the system and **sign in** again for your changes to take effect. Once you make this change, it will remain active until you decide to turn the Screen Reader Mode feature off.

Fig 1

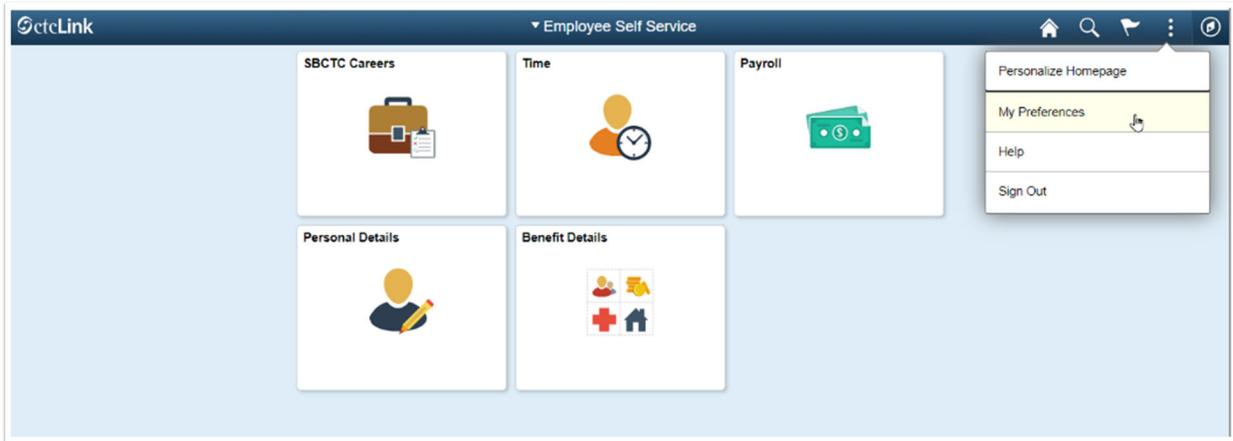


Fig 2

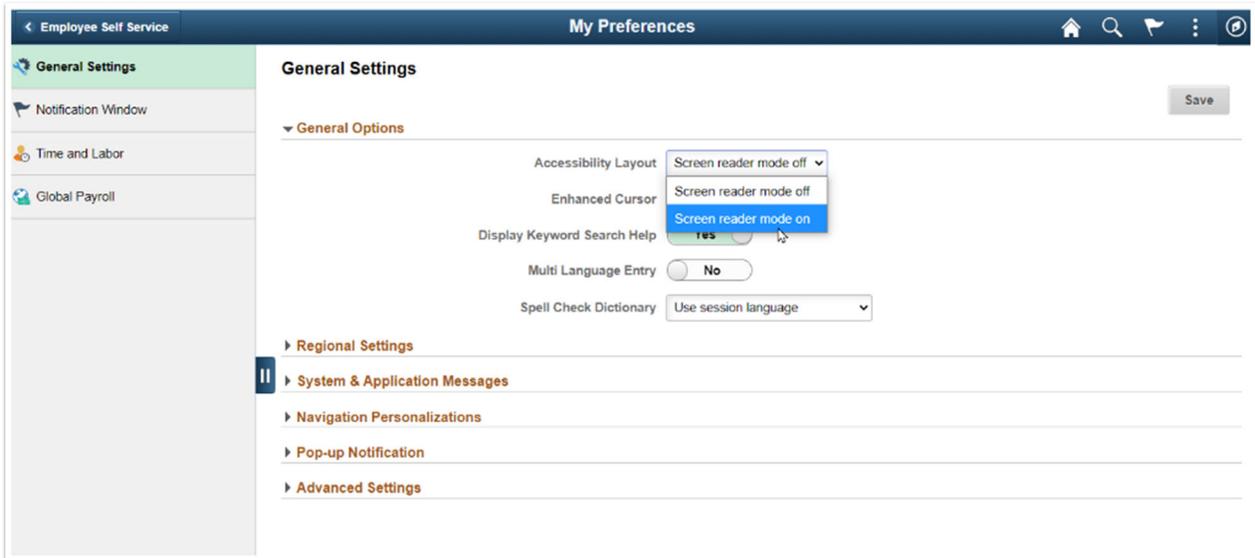


Fig 3

