

LESSON 4: WEB PAGE INTERACTION

In this lesson, you will learn how to:

- **Download files** from the web, including documents, images, and other content.
- **Save images** to your computer for later use or reference.
- **Select, copy, and move text and URLs** between different locations, such as documents, emails, and other applications.
- **Complete web forms** accurately and efficiently, including entering personal information and submitting requests.
- **Save locations and manage place markers on a webpage** using tools like bookmarks and browser history.
- **Utilize autofill settings** to streamline form completion and save time.
- **Manage browser extensions** to enhance your web experience with additional features and functionality.
- **Translate web pages** into different languages using browser tools or dedicated translation services.

4.1. Downloading Files

When downloading files in Chrome, links for downloadable content can be included in documents, email or web pages. You can activate a link in a document or paste a download location into the Chrome Address Bar. By default, Chrome automatically downloads files to the “Downloads” folder on your computer.

To download a file, follow the steps below:

1. Activate the download link or button in the webpage, document or email using the enter key
2. Chrome initiates the download and a small download interface is displayed at the bottom left of the display indicating the download percentage, options for pausing and stopping the download
3. Press SHIFT, ALT plus letter d to open the recent downloads history. Use the up and down arrow keys to navigate between opening the folder where the file was downloaded (usually downloads folder) and opening the file.

Please note:

- Your screen reader will alert you of the download percentage and when the download is complete or has failed.
- Sometimes, the keystroke to open the recent downloads history is not reliable on some computers, so, you can manage your downloads in the download manager or you can use File Explorer to open or manage downloaded files.

4.2. Chrome download manager

You can manage Chrome Downloads from the Chrome Download Manager using:

1. Using a keystroke control plus letter J from a new tab. Or
2. From within the Chrome Menu:

3. Open the Chrome Menu (ALT-F)
4. Activate “Downloads”

Please note:

- All downloaded documents since the last time the Download History was cleared are displayed on the Download Manager webpage interface.
- Use the arrow keys, tab and shift plus tab or NVDA/JAWS for Windows Links List to Navigate among downloaded files.
- On the Download Manager webpage interface, you’ll find the following:
 - The name of the downloaded document
 - The download URL
 - A “Show in Folder” link – This opens the folder in which the document resides in File Explorer with focus on the downloaded document
 - Remove from list – This is a button. Activate this button to remove the download from the Chrome Download Manager. The actual file is unaffected and remains on your computer

4.3. Configure Chrome Download Location

To locate Chrome download settings:

1. Open the Chrome menu (ALT-F)
2. Use the arrow keys and enter to locate and Activate “Settings”
3. Focus is placed in a search-edit field. Input “Downloads” without the quotes and press the enter key.
4. Chrome download settings open displaying; The burtons for change download location, checkbox for ask where to save each file and show downloads if they are done.
5. Navigate to the settings with SHIFT-TAB or use the NVDA/JAWS for Windows Quick Navigation command SHIFT plus letter B to locate the “Change” button. This is the first download option in Chrome download Settings
6. The Download options include:
7. Change – Activate this button to change the location to which Chrome downloads files. This opens a dialog with a tree view of your computer through which you can select a folder
8. Focus is placed in the tree view. The Download folder is selected
9. Navigate the tree view to select an alternative location (Such as the Desktop)
10. Press enter on your preferred folder and use the tab and enter keys to locate and activate the select folder burton. You will be returned to the download settings

You can also create a new folder

- Focus on the folder or drive into which you’d like to create a new folder
 - Press the keystroke control plus shift plus letter N to create a new folder
 - The folder is created with its name in edit mode
 - Type a name for the folder and press ENTER
 - The folder is created and selected
 - use the tab and enter keys to locate and activate the select folder burton. You will also be returned to the download settings.

- Ask where to save each file before downloading – This is the second button on the chrome download settings. Toggle the button with SPACEBAR

When you toggle this option on, the Windows Open File dialog opens each time you activate a download link. Select a download location through this dialog

- Show downloads when they are done; Toggle the button with SPACEBAR this is the 3rd button on the chrome download settings. When turned on, chrome will show notifications or list of downloaded files in the download shelf located at the bottom of the browser window.

4.4. Downloading images

Images, or graphics, are abundant on the web. They spice up any site. While there are numerous sites with large stocks of photos, most are difficult to navigate, and most have a not-so-hidden agenda of steering you towards buying their pictures. Consequently, it can be hard to download the pictures you want.

However, if you run across a picture you would like to download in the process of browsing, it is very easy to save it to your computer. Here are the steps:

1. Press G for “graphic” to place focus on the picture you would like to download.
2. Press the Applications key (Shift F10) to open the Context menu.
3. Down arrow to Save picture as, or Save image as (the exact language differs between browsers), and press Enter.
4. This lands you in the Filename edit field of a standard save as dialog box. The most common file name extensions for graphics found on the web are.JPG and.PNG. If desired, rename the file to be more descriptive of its content, but don’t alter the file extension.
5. Shift Tab several times back to set the location where the file will be saved.
6. Tab back to the file name field and press Enter to save it in its desired location.

Please note:

- If you are running the latest update of JAWS 2024, you can go an extra mile and get the image description of an image before downloading. Press the keystroke insert plus the space bar, then letter P and finally the enter key in quick succession.
- If you plan on using downloaded graphics in some public or commercial way, be sure to find out about any copyright restrictions governing their use.

Copy Text, Image, URL to Another Location

4.5. Copying and pasting links

A link to a YouTube video is an example of a hyperlink. Let’s say you would like to share such a link with a friend by email. You can easily copy the web page address and paste it into a Word document or email message. You can also create a custom label. Steps are identical in all browsers for copying, as well as for pasting into a Word document or the body of an email message. To do this:

1. On the web page you would like to share, press Alt D or F6 to go to the Address bar. You will hear “http” etc. Note that the text is already selected.
2. Press Control C to copy the URL to the Clipboard.
3. Navigate to an open Word document or the body of an email message and press Control V to paste it there.
4. Please note that we shall look at labelling links in MS word later.

4.6. Saving locations on a webpage

Place markers

A Place marker is the web page equivalent of a bookmark, enabling you to quickly navigate to that point on a web page in the future. Using place markers can save you time if it requires a large number of keystrokes to arrive at that location on the page, or the text you are looking for is hard to find. They are particularly useful on complex websites. They can be anchored to text, elements of the current web page, or to a website’s domain.

You can create place markers with both JAWS and NVDA, although with NVDA you must first download and install an add-on.

Place markers in JAWS

To create a place marker using JAWS:

1. For the first place marker you want to create, navigate to that text on the web page, and press Control Windows K. JAWS will say, “temporary place marker set.”
2. To now turn this into a permanent place marker, press Control Shift K. You should land in a combo box where the first choice is stated as, “temporary document.”
3. Tab to the Add button and press Enter.
4. You land in an edit box populated with the text from the web page.
5. Tab to “Define for all pages on current domain,” and check this checkbox if you want that text marked on all pages of the website. Leave it unchecked if you are only interested in marking it on this page.
6. Tab to “anchor to text,” and check this checkbox if you want specific text to be marked.
7. Tab once to verify it is the correct text, but don’t modify it.
8. Tab to the OK button and press Enter or Spacebar to save it.
9. For any additional place markers you wish to create during this session, it is not necessary to mark it first as a temporary place marker. Instead, press Control Shift K, and Down or Up arrow to temporary document.
10. Repeat steps three through eight above to make this a permanent place marker.

After you have added permanent place markers, press K and Shift K to navigate to the next and previous place marker, respectively. You can also press Control Shift K to open the list of place markers. Then arrow up or down, or first-letter navigate to the one you want, and press Enter.

To delete a place marker:

1. Press Control Shift K to open the place marker list.

2. Up or Down arrow to the one you want to delete.
3. Tab to the Remove button and press Enter.

There is also a Remove all button here. Tab to this and press the Spacebar if you want to remove all place markers for this website.

NVDA place markers

With NVDA, as mentioned above, you will first need to download and install an add-on called “Place markers” from this link, (<https://nvda-addons.org/addon.php?id=20>) before you can create them. After installing this add-on:

1. Navigate to the text on the web page that you want to mark.
2. Select some of the text at that point for labeling the place marker. This is not required, but a good idea if you are going to create several place markers and you want to generate a list of them.
3. Press Insert Shift Control y to mark it. Admittedly, this is an awkward keystroke combination, but try your best. NVDA will say “Saved position at character” and some number.
4. Repeat this process for any other place markers you wish to create.
5. Move to the next or previous place marker with Insert Y or Insert Shift y, respectively.

You can access a list of place markers with the keystroke combination Insert Alt Y. Up or Down arrow to a specific place marker, and if you Tab here, you can create a note for the place marker. Tab a couple of times more to delete the place marker. You can also delete a place marker by navigating to it and pressing the keystroke combination Control Shift Insert Delete.

4.7. Selecting, copying and pasting text

To select the entire webpage press the keystroke control plus letter A.

But if you have a specific area you want to select not the entire webpage do the following:

Using JAWS;

1. Mark or save the start location with control, windows key plus letter K
2. Move to the location where you want the selection to stop and press the layered command, insert plus space bar and then letter M.
3. Your text will be selected from the saved location to the current location.
4. Press control plus letter C to copy your text and control plus letter V to paste your text

Using NVDA;

1. To save the current location, press insert plus F9 and to mark the end of your location is insert plus F 10. Your text will be selected from the start to the end of your location.
2. Press control plus letter C to copy your text and control plus letter V to paste your text
3. Note that on some computers, you add the function key (FN) when using the function keys.

Often when you attempt to copy and paste text from one application to another, simply pasting with Control V will import unwanted formatting from the original source. This is especially true when copying text from a website. You may very well import strange font styles, sizes, and colors. Using the Paste text only command can help avoid problems like this.

Let's say you wish to copy text from a web page and paste it into a Word document. Steps are:

1. Select the web page text using your preferred method above and copy it with Control C.
2. Navigate into your Word document, and place the cursor where you want to paste the text.
3. Press the Applications key, and Down arrow to Paste options. Do not press Enter here because this would execute a standard paste, which is what you want to avoid.
4. Instead, Left arrow once to Keep text only, and press Enter.

The pasted text now appears with the default font and paragraph formatting of the Word document. Unwanted formatting from the web page has been stripped out.

Alternatively, use the Paste text only ribbon shortcut which is Alt H V T.

When you copy and paste text from the Internet into Word, it often comes in with lots of unwanted blank lines between your text. You will need to remove the coding for extra hard returns between the paragraphs. The symbol for the hard paragraph return is ^p, the caret being the special character above 6 in the number row on your keyboard (keystroke: Shift 6).

To quickly delete the extra hard returns:

1. In Word, press Control H. This opens the Find and replace dialog box.
2. You land in the Find edit field. Type here “^p^p” without the quotes and with no spaces. Letters must be in lower case.
3. Tab once to the Replace edit field, and type in a single “^p” minus the quotes.
4. Tab to Replace all and press the Spacebar. You will hear the number of replacements made. This will get rid of some of the excess hard returns, but not necessarily all of them.
5. Press the Spacebar on the OK button. Repeat the step above several times until you are down to either one or zero replacements.
6. When finished, press the Escape key to exit the dialog box and return to your document.

4.8. Google chrome autofill

Chrome can automatically input information into forms. You can save your address and credit card information to Chrome for use on secure websites.

When you access a website in which Chrome can interact with form field, Chrome offers to automatically insert information.

To access autofill settings:

1. Open the Chrome menu (ALT-F). Use the arrow and enter keys to locate and activate the passwords and autofill submenu.
2. Use the arrow and enter keys to locate and activate addresses and more.
3. The first item is a toggle that saves and fills addresses (turning on and off autofill) which is turned on by default. Move down using the down arrow keys after the heading "Addresses" and activate the "Add addresses" button using the enter key.
4. Configure the following optional fields:
5. Country/region – This is a combo box
Press ALT-DOWN ARROW to expand the combo box
6. Use first letter or first several letter navigation to locate the country
7. Press ENTER to select a country
8. Name – The user name
9. Organization – Input the organization (if applicable)
10. Street Address – Input the street address
11. City – Input the city
12. Phone – Input the phone
13. Email – Input the email
14. Save – Save the address and exit the dialog
15. Cancel – Cancel the address and exit the dialog

You can save as many addresses as you'd like within Chrome. When you access a form field into which you can use autofill, Chrome lets you choose an address.

When focused on an address field for which you've configured autofill

- Type the first letter of the information you'd like to input
- NVDA/JAWS for Windows announces "Popup." This indicates a drop-down list is available
- Use DOWN ARROW to select the content you'd like to autofill
- Press ENTER

Chrome fills the form fields with which information is associated.

Some forms have combo boxes through which you need to select states or countries. Chrome can't autofill these fields. If Chrome encounters a form field that requires interaction, it will stop autofill. To autofill remaining form fields with which autofill is associated:

- Focus in the field
- Type the first letter of the information you'd like to input

NVDA/JAWS for Windows announces "Popup." This indicates the drop-down field is available

- Use DOWN ARROW to select the content
- Press ENTER

Chrome autofill's additional fields with which information is associated.

4.9. Passwords

Chrome can save passwords and automatically input passwords into password fields. Using Chrome password manager keeps your passwords secure with Google

To access Chrome password settings:

1. Open the Chrome menu (ALT-F). Use the arrow and enter keys to locate and activate the passwords and autofill submenu.
2. Use the arrow and enter keys to locate and activate google password manager.
3. The following fields are available:
4. Main menu burton. This burton helps you switch from the passwords, checkup and settings. By default the password window is open by default.

Under the password window, you will find the following;

1. Search burton which you can use to search for a website password

When you insert a text string into this edit field, the password list refreshes to show only the sites matching the text string

- An add burton. Which is used to create and save passwords. Press the enter key to activate it and fill the edit boxes with your information. The edit boxes may include; website, username, password and note.
- A list of websites with which passwords have been saved is at the bottom of the webpage

Each webpage is a link. Use the links list to focus on a link or use link navigation to locate a webpage whose password information you'd like to review and activate using the enter key.

The following is associated with each password. Use UP and DOWN ARROW to review the following for each link:

- A webpage link – Activate the link to visit the webpage
- The user name – The user name associated with the webpage
- The password (Encrypted) – The password is encrypted unless you choose to show it and input your Windows user name and password
- Show/Hide Password – This is a button, activate the button with SPACEBAR to show or hide the password, this is a toggle.
- Copy the password
- notes added burton
- Editing password burton
- Deleting password burton
- share burton.

Using this interface, you can enable and manage Chrome passwords. Please note that the google password manager times out or the window for viewing login details for a particular website locks after 5 minutes of inactivity to keep your passwords safe.

Under the settings window, you will still find the search and help buttons at the top, but as you scroll down, you will find the following;

1. Offer to save passwords – This is a button. Toggle the button with SPACEBAR. To use Chrome Passwords, this option should be enabled or “Pressed”. By default its on.
2. Auto Sign-in – When this option is enabled, Chrome attempts to automatically log into websites with saved passwords. This is a button. To enable this option, toggle the button on. It should be “Pressed”. By default its on.

If you disable this option, you’ll be prompted to log into websites with saved passwords

- Where to save your passwords; whether on your email or the current device. By default if you are signed in with your email, your passwords are saved on your email.
- Importing and exporting your passwords.
- Creating a shortcut to google password manager
- Deleting all your google password manager data (passwords and user names).

Saving a Website Password

With Chrome Passwords enabled, Chrome prompts you to save password logins. To save a website password:

- Log in to the website for which you’d like to save a password

When you log in, NVDA/JAWS announces an alert and asks if you’d like to save the password in Chrome. A Chrome dialog has opened with an option to save the password or ignore the website.

The dialog doesn’t have focus. Move focus to the dialog with F6. Focus is placed on the “Save” button. Activate the button with SPACEBAR to immediately save the password and exit the dialog.

Navigate among dialog fields with TAB and SHIFT-TAB. The dialog has the following fields:

- User Name – The website user name
- Password – The website password, it is encrypted
- Show Password – This is a button. Activate this button to show the password. You’ll need to input your Windows user name and password
- Save – Save the password and exit the dialog
- Never – Never save the password for this site. Chrome won’t ask you again

After saving or ignoring the website, focus returns to the webpage.

Logging in with a Saved Password

When you visit a website for which you’ve saved a password, Chrome autofill’s the password fields. Activate the login button or link and you’re logged into the website.

If you have more than one account for a website, you can change the user login fields with the drop-down list:

- Focus on the user name field
- Delete the text (The text should be selected, so you can just press DELETE)
- Type the first letter of the user name
- NVDA/JAWS for Windows announces a popup
- Navigate the drop-down list and select a user name
- Press ENTER to select the user name
- Chrome autofill's the form with the selected user

Activate the login button or link and you're logged into the website.

Please note that to manage Chrome Passwords on the Web, visit <http://passwords.google.com> and log in with your Google account.

4.10. Extensions/Add-Ons

These are small software programs that customize the browsing experience, adding more functionality for specific and limited tasks. Chrome and Edge call them extensions, while Firefox calls them add-ons. Popular tasks performed by extensions include blocking advertisements, enhancing security, screen customization, and correcting grammar and spelling. Many are available for more than one of the browsers.

While there are literally thousands of extensions/add-ons out there, don't go overboard with them. The vast majority do little to enhance your browsing experience, and many are inaccessible.

Having too many running can also slow down your computer. Some have even been reported to introduce malware and viruses.

AdBlock and uBlock Origin are popular extensions that block advertisements, both for purposes of removing web page clutter and enhancing privacy. You can specifically try out AdBlock for YouTube, a Chrome extension that eliminates irritating video ads so you can immediately listen to the content you want. Read Aloud strips away clutter on "busy" web pages" to improve readability.

The ZoomText smart invert Chrome extension enables ZoomText and Fusion users to use the invert brightness and color schemes more effectively.

In Chrome, I will use the AdBlock for YouTube extension as an example to illustrate the process of downloading and managing extensions.

To add an extension to Chrome, ensure you have an internet connection and do the following;

1. In Chrome, open a new tab, press the keystroke ALT plus letter F and use the down arrow and enter keys to locate and activate the extensions submenu
2. Use the arrow and enter keys to locate and activate the visit chrome web store
3. Focus on the search box and search for AdBlock in the search box and press enter.

4. Press letter H to skip to search results that are under heading level 1. The first item is a link to Adblock, press the enter key to activate.
5. You can navigate using burtons here, that is to say, letter B and shift plus letter B to locate the Add to Chrome button and press the Spacebar.
6. You will once again receive a confirmation message. Use the arrow or tab keys to navigate the dialogue. Press the enter key on Add extension button or cancel if you don't want to proceed. Your screen reader will confirm that the extension is downloading. After it has been downloaded, it is activated automatically.

The Adblock for YouTube extension has one shortcoming. You must open YouTube from inside Chrome. Getting into YouTube from a desktop shortcut or a link in an email will not remove ads. To make it work correctly, do the following:

1. Open Chrome in a new tab.
2. Type in YouTube.com and press Enter. Note that Chrome remembers site addresses that you frequently visit. If you go to YouTube often enough, you will only need to type the letter Y for the full address to autofill.
3. In YouTube, perform a search, navigate to your choice, and activate the link to start the video.

The video should launch immediately, minus the ads.

To manage extensions that you have downloaded to Chrome:

1. Press Alt and F together. Down arrow to Extensions and press Enter.
2. Use the arrow and enter keys to locate and activate manage extensions.
3. Press H to navigate by heading. Each of your installed extensions has a level three heading. Underneath the heading is a Details button which you can activate to find out more about the extension, a Remove button if you want to delete it, and an Extension enabled toggle button. Press the Spacebar to enable or disable the extension.

4.11. Use A Web Tool To Translate Text on a Web Page

Various online tools can be used to translate for free a web page or text to another language. Google Translate is one such service. Steps To use Google Translate:

1. Enter the URL <https://translate.google.com/> in the address bar.
2. Exit the edit box and press control plus the home key to move to the top of the page and explore. One of the most important things to check out are the translation types which include; text, document, image and website burtons. By default text translation is selected by default. Press the enter key to make your choice before translation.
3. Language is another area after translation type. By default google is set to detect the language automatically (recommended). But you can also choose your preferred language from the given list by pressing the enter key.
4. Type or paste your content in the edit box and press the enter key and google will translate everything for you.
5. Escape the edit box, use the arrow keys or navigate by heading levels to translation results.

4.12. Syncing Across Devices

When using Chrome, you can sync your personal information across devices (bookmarks, extensions, search history, open tabs, saved passwords, payment info, addresses, phone numbers, settings, preferences, and more). You can also create multiple profiles, such as work and personal profiles.

Assuming you already have one or more Gmail accounts, steps for syncing are:

1. Press Alt and letter F together and then letter G to open Settings.
2. Press H to go to the You and Google heading. If your cursor is placed in an edit box, Press Escape to exit the search box.
3. Down arrow to the Turn on sync button and press Enter.
4. Sign into your Google account.
5. Press Enter on the Yes I am in button.

Adding another profile;

1. Press the keystroke ALT plus letter F. Use the arrow and enter keys to activate your current profile submenu.
2. Use the arrow and enter keys to activate add new profile.
3. Press the Spacebar on sign in or continue without signing in.
4. If you decide to sign in, choose a name and a photo. Press the Spacebar on Save. A new window will open and ask you to turn on sync.

(Optional) Turn sync on in Chrome with a Google Account for the new profile.