# Introduction to the new CELA website video transcript

Welcome to the new celalibrary.ca. It was developed to give CELA patrons a fast, easy way to access reading materials on desktop and mobile.

In this video, you will learn about using the navigation menu, logging in, searching for books, available formats, and My Account.

Instructions for doing these tasks with JAWS, NVDA and Voiceover on iPhone and iPad will be included.

Let’s start with the navigation menu. It contains links to log in, search for books and go to My Account, when you have logged in.

If you’re using Jaws, press R to cycle through the regions until you get to the navigation area.

If you’re using NVDA, press D to jump from landmark to landmark until you get to navigation.

Once you’re at the navigation area, use the TAB key to go through the menu options.

If you’re using Voiceover, use the rotor option by rotating two fingers on the screen as if you're turning a dial. Keep turning until you get to Links.

Flick right with one finger to go through the options, which are Skip to search, Account menu, and the Main menu. Double-tap when you’re on an option to open it.

Before you can get access to books, you need to log in. The Log in link is in the navigation menu.

If you’re using Voiceover, flick right until you get to the Account menu and then double tap open it. Flick right again to go through the menu options until you get to Log in and then double-tap to go to the page.

Now we’re on the Log in page.

If you’re using JAWS or NVDA, press E until you get to the Username edit field. Enter your six-digit login, press TAB, and then put your password in the next box. Press TAB to get to the Log in button and then press ENTER.

If you’re using Voiceover, move your finger across the screen to find the Username and Password fields. After you’ve entered your information, move your finger below to the Log in button and double-tap it.

Now that we’ve logged in, let’s search for a book. With Jaws or NVDA, press E to get to the search box. Enter the title, author or keywords into the search box. TAB to get to the Search button and then press ENTER.

For Voiceover, swipe right until you get to the Skip to search button and then double-tap it to go to the search box. Enter your keywords into the search box. Swipe right to find the Search button and double-tap to execute your search.

Now we have our search results.

When you search for books, the results you get are from both the CELA and Bookshare collections by default. Please note that only patrons who have submitted proof of disability can download and access Bookshare titles.

If you’d like to narrow your search results down to one collection, you can do that within the Filter Results section.

In addition to filtering by collection, you can filter by language, format, fiction and non-fiction, among others.

To get to the filters quickly when using JAWS or NVDA, TAB to the Jump to filters link and press ENTER.

When you get to Filter Results, press H to cycle through the filters until you get to the one you want. Then press the down arrow key to go through the filter options. If you land on a combo box, such as the Format filters box, press ENTER to expand it and use the down arrow key to go through the format options.

Using Voiceover on mobile, you can open filters by finding the Filters button in the middle of the screen with your finger and double-tapping to open it. Then swipe right to go through the filter options and double-tap to apply a filter.

Keep in mind that when you apply a filter, the page reloads automatically with your filtered search results.

After you’ve searched for a book and applied your filters, you can get your book in a format that works for you.

The formats CELA provides include:

* DAISY audio, which has a human narrator (and is available on CD, Direct to Player and in ZIP format)
* DAISY text, which is available in Direct to Player or ZIP format, and
* Contracted braille, which is available in print and electronically.

The Bookshare collection provides materials in DAISY text, EPUB, and Word formats. Bookshare titles are narrated synthetically using the speech-to-text app of your choice.

Press H to cycle through your search results if you’re using JAWS or NVDA. When you find the title you want, TAB to get to the Get it! options menu. Press ENTER to open the menu, use the down arrow key to scroll through options, press ENTER to select a format, and then TAB to the Get it! button and press ENTER.

Using Voiceover, swipe right with one finger to go through your search results. When you find the title you want, keep swiping right until you get to the Choose format box, double-tap to open it, choose your format and then swipe right to the Get it button. Double-tap.

A pop-up will appear confirming that you have taken out the book. If you selected a DAISY CD or print braille, it will be sent in the mail to you. If you selected a Direct to Player format, it will be sent to any device you have set up to receive Direct to Player, such as a DAISY player or the Dolphin EasyReader app.

If you selected a book in an online format, you need to go to My Account to download it.

Using JAWS or NVDA, go to the navigation menu to get to the My Account link.

Using Voiceover, go to the Account menu by swiping right and double-tap to open it. Swipe right to get to My Account and double-tap again.

On the My Account page, there are a few main sections. The first is Available ZIP files for download, which contains a link that will take you to a page to download requested books in online formats.

The second option is Direct to Player, which will take you to a list of items on your Direct to Player bookshelf.

The third option is Holds, which will take you to a list of requested DAISY CDs or braille books that are in the queue to be delivered.

Using JAWS or NVDA, you can TAB to the View my available downloads button and press ENTER.

Using Voiceover, swipe right until you get to the View my available downloads button and double-tap it.

The ZIP file containing your book is automatically generated and may take a few moments to show up.

To refresh the page on a computer, press CONTROL + F5.

Once your link becomes available and you have downloaded the book, we recommend renaming the computer-generated file to the title of the book so you can find it easily when searching for it.

Thank you for watching this video.

If you want to learn more about downloading, transferring or playing accessible books, go to celalibrary.ca/help/tutorials for more information.