

How to use and access Sway: Guidance

Contents

Navigation	2
Sections	2
Image Stacks and Slideshows	4
Stack	4
Slideshows	5
Accessibility	6
To turn on Accessibility view:	6
When you turn on Accessibility view in Sway, here's what happens:	6
How to use Accessibility view	7

Navigation

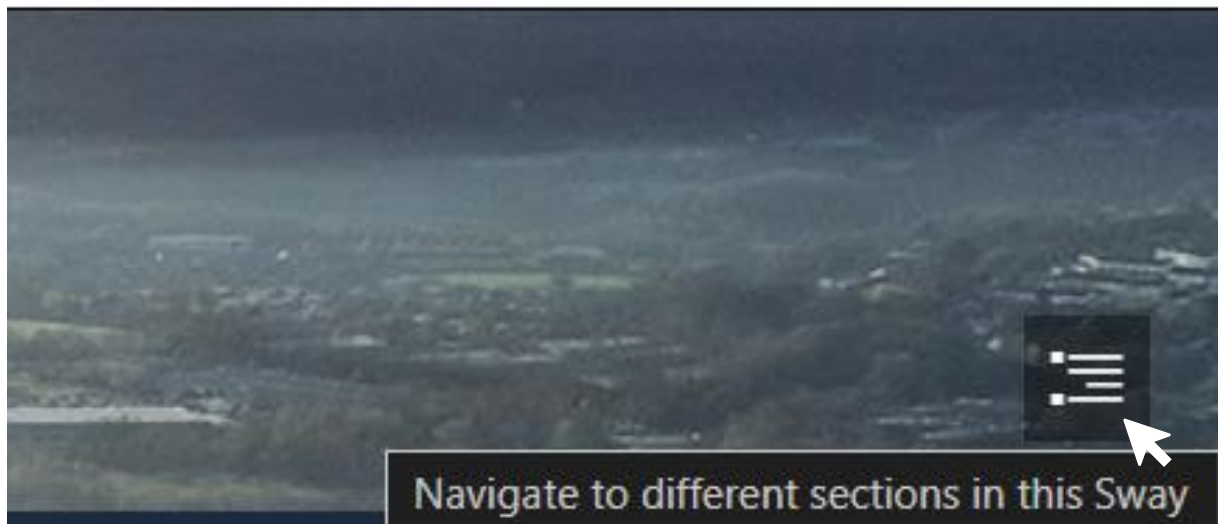
Sections

Following on from your feedback, we understand you would like to be able to navigate through the different sections more easily.

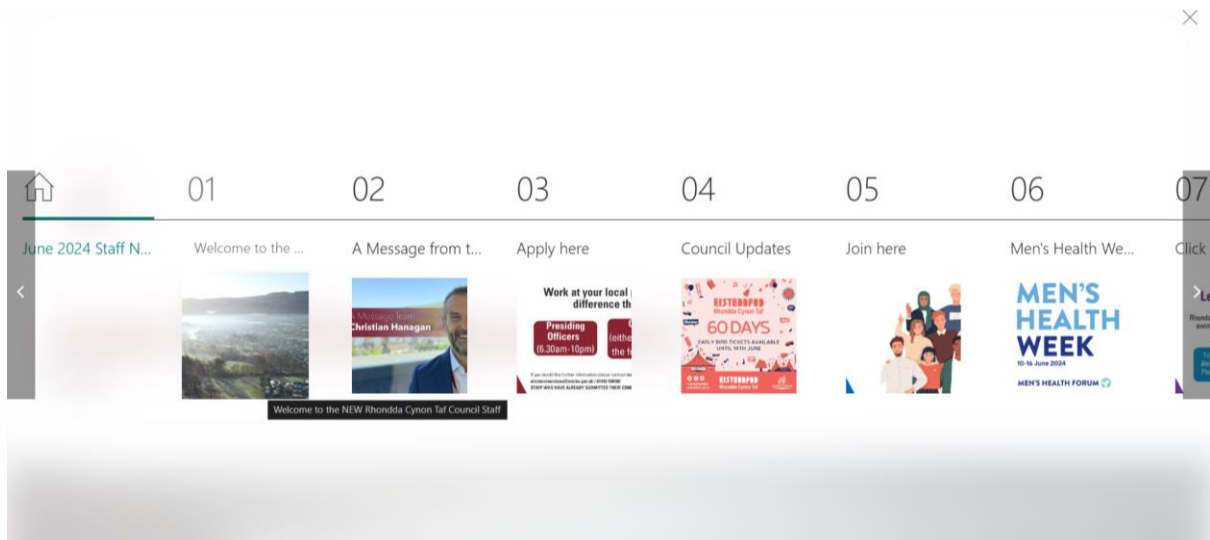
To navigate through the different sections, click the **Navigation Menu** button (bottom-right of the screen):



June 2024 Staff Newsletter



From here, it will bring up the navigation menu which will allow you to navigate to the section you want to view quickly and easily. It looks like this:



Then use the **arrows on the left and right** to browse through the different sections.

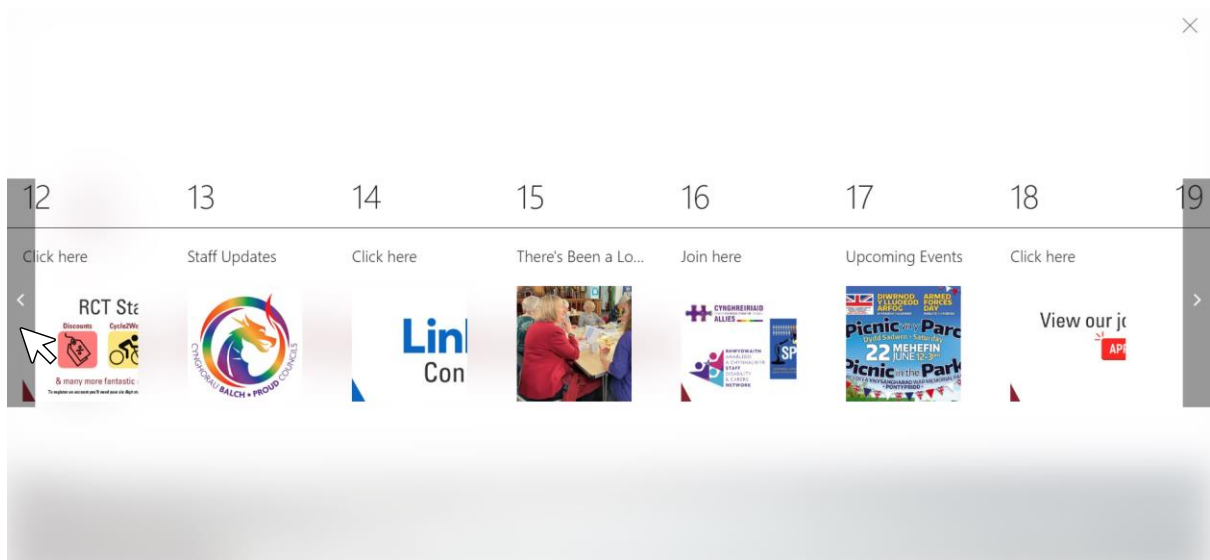
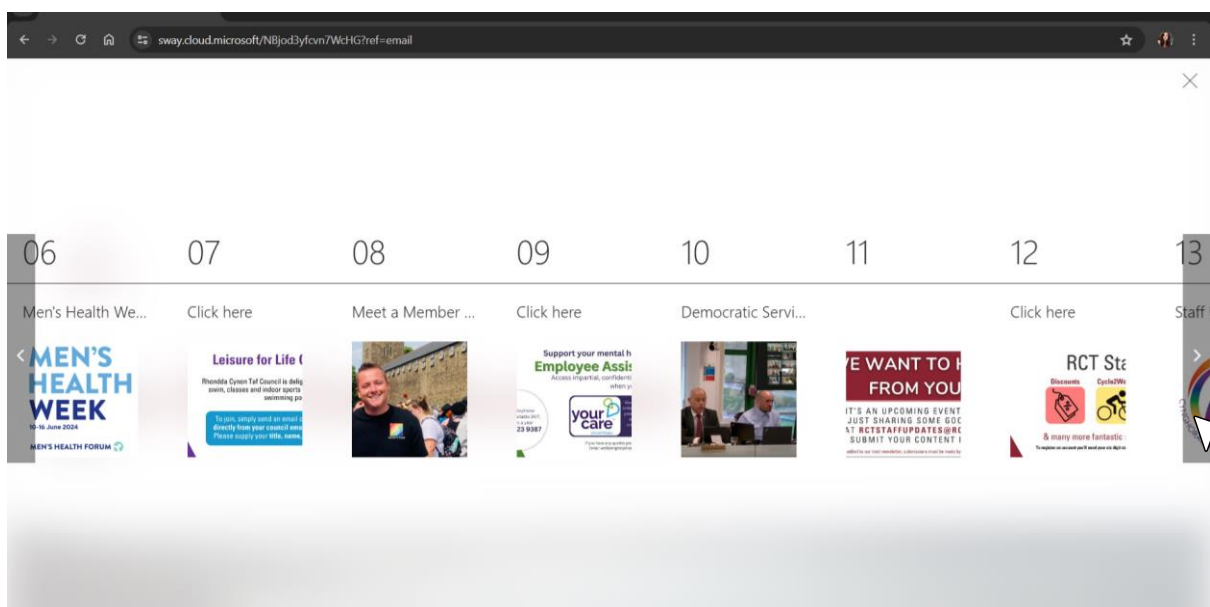


Image Stacks and Slideshows

You will sometimes notice that images are presented in the form of Stacks or Slideshows. This allows us to include more detailed information in certain sections, without adding to the length of the overall newsletter.

To view the full set of images, it is important to know how to click through each type.

Stack

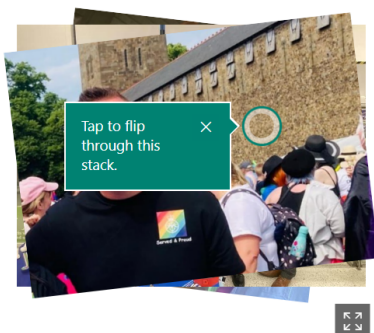
A stack of images is typically presented as multiple images layered on top of one another. As a result, the images are sometimes tilted to mirror a real stack of photographs.

They look like this:



To view the full stack of images, simply click/tap on the image:

This month we are meeting... **Jamie Ireland, Armed Forces Liaison Officer.**



"My journey with RCT Council began when I was just 17 years old. Back in 2008, I started as a paddling pool lifeguard during the summer holidays. In 2012, I transitioned from Leisure Services and applied for a Customer Care Advisor position at Ty Elai in Williamstown. Fast forward to 2019—I seized the chance to become a Veterans Advice Officer.

"In 2021, I was appointed as the Armed Forces Liaison Officer for the local authority. In this capacity, I collaborate with different departments, cabinet members, the Welsh government, charities, and local businesses. Together, we work to eliminate barriers faced by the Armed Forces Community when accessing public services.

"This role has provided me with the opportunity to establish weekly Armed Forces support groups. These initiatives have been warmly received by the Armed Forces Community in the county borough. I am delighted to have been part of a team that contributed to the Council's achievement of recognised Armed Forces awards.

"My journey with Rhondda Cynon Taf Council has been nothing short of fantastic, filled with countless opportunities to learn, grow, and make a difference."

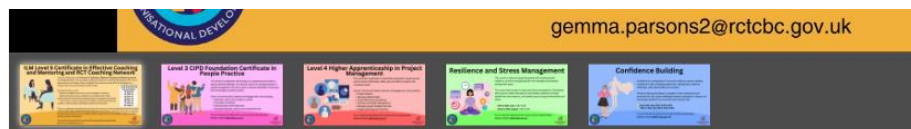
Slideshows

Images may also be presented as slideshows, which are very similar to stacks except that you must click the arrows either side to slide through the different images, rather than click on them.

They look like this:



You can see the thumbnails of the different images included in the slideshow at the bottom.



To navigate through the images, please click the arrows either side of the slide.



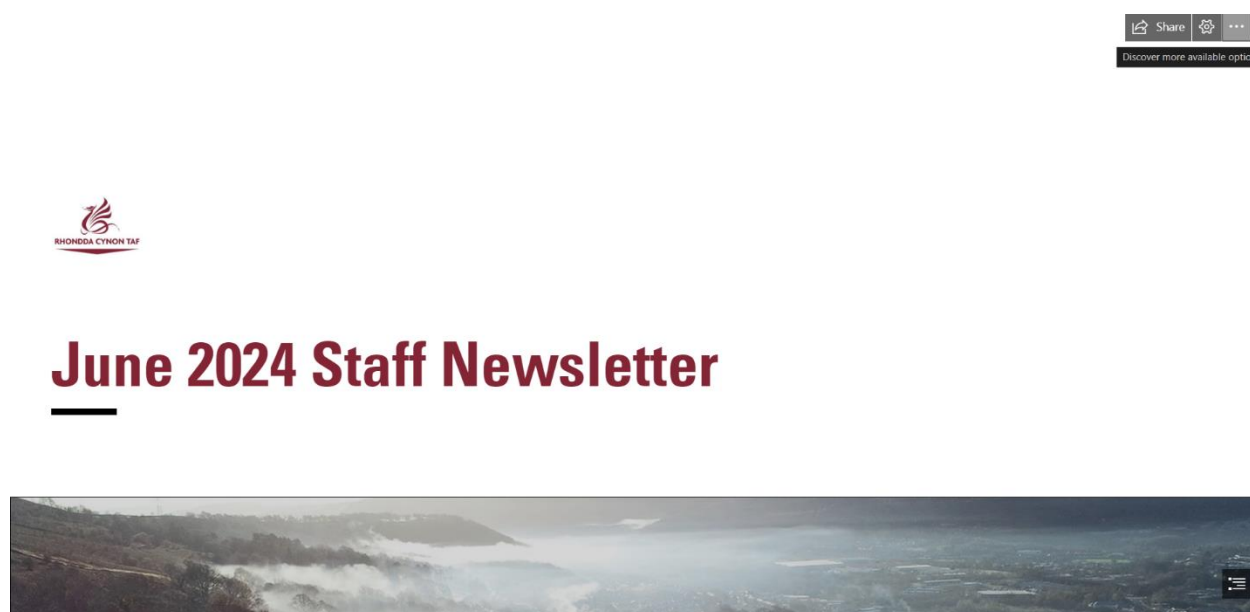
Accessibility

When viewing a Sway, you can turn on Accessibility view. We suggest using accessibility view if you require a screen reader, have problems with your vision, or any other reason that might make navigating through Sway in the traditional way difficult for you.

This view displays a high-contrast style for easier reading, disables any animations, and supports keyboard navigation for use with screen readers.

To turn on Accessibility view:

If you're using a mouse or touchscreen, on the **More options menu** (shown as three dots on the Sway toolbar), choose **Accessibility view**.



If you're using a screen reader, on the More options menu, when Accessibility view is selected, you hear "Displays this Sway in a high contrast design with full keyboard functionality and screen reader access to all content."

When you turn on Accessibility view in Sway, here's what happens:

- The entire Sway is loaded into memory to allow Assistive Technology to access all of the content and provide jump locations (for example, a jump to the next heading).
- The colour scheme changes to black and white to provide high contrast for text.
- The navigation switches to vertical scrolling to make it easier to navigate the Sway with a keyboard or with Assistive Technology.
- The layout is presented vertically to allow users to focus on one piece of content at a time.
- Specialized groups (for example, grids, slide shows, stacks, or comparisons) are broken apart to provide easier access to the content.
- Interactive elements are marked with focus indicators to allow keyboard-only users to know what has the focus.

- Excessive animations are removed to reduce unnecessary distractions and to aid Assistive Technology.

[How to use Accessibility view](#)

While viewing any Sway:

- To navigate through any selectable options, on your physical or on-screen keyboard, press the Tab key.
- To zoom a selected image in your current Sway, press Spacebar. To close the image and go back to the Sway, press Esc.
- To search for text within a Sway, use the Search box. On the More Options menu, choose Find, and then type your text.