YouTestMe

PDF Accessibility

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1   Introduction

This document's purpose is to show that all documents in PDF format in the application are accessible and recognized by the screen reader.
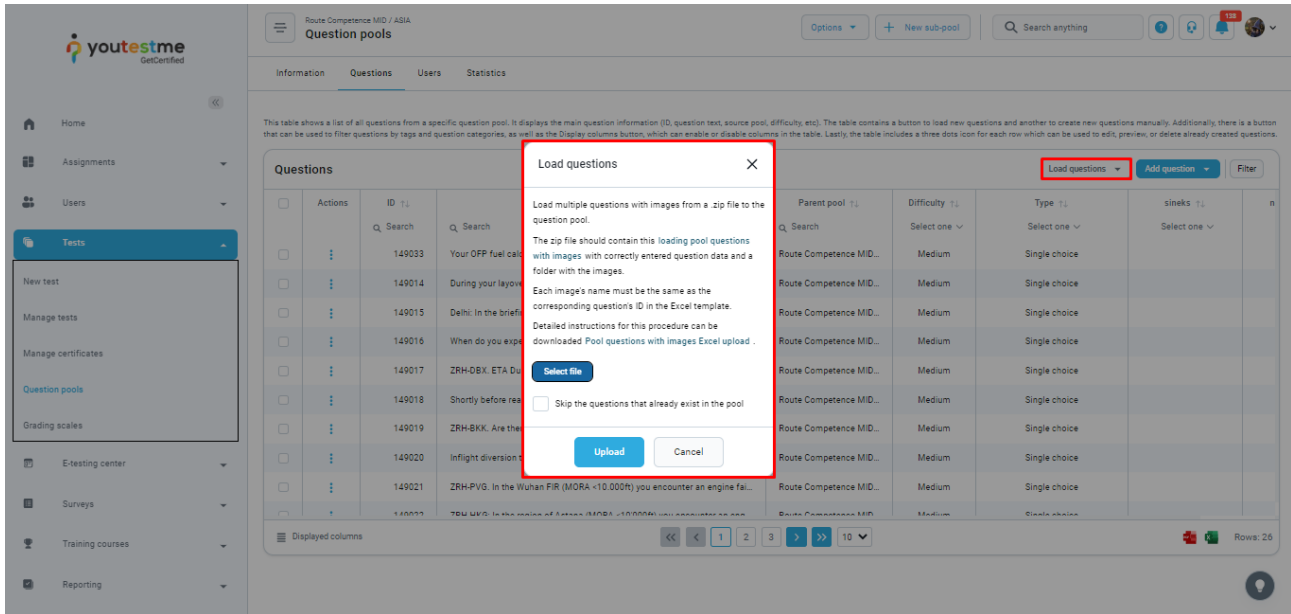
2   Accessible PDF files

The application contains certain sections where PDF instructions can be found and downloaded. One example is this table under the **Question** tab in the **Question pools** section:
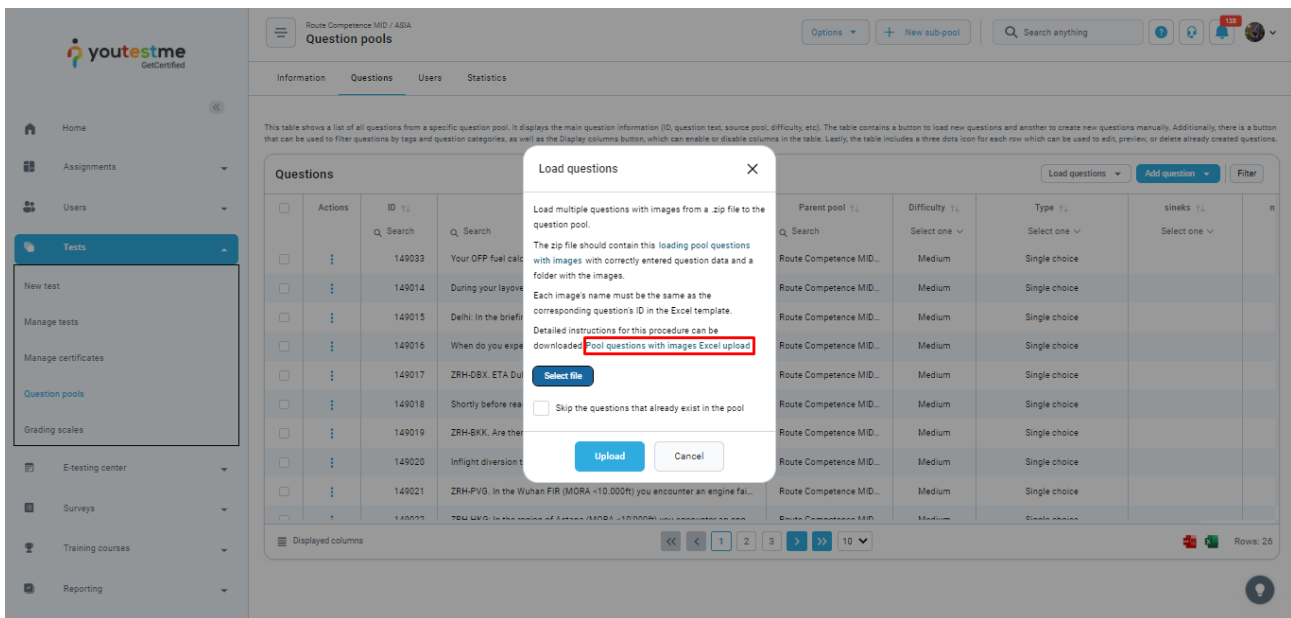
Select the **Load questions** button, where you will find several options. Choose one - for instance, **With images (zip archive)**.
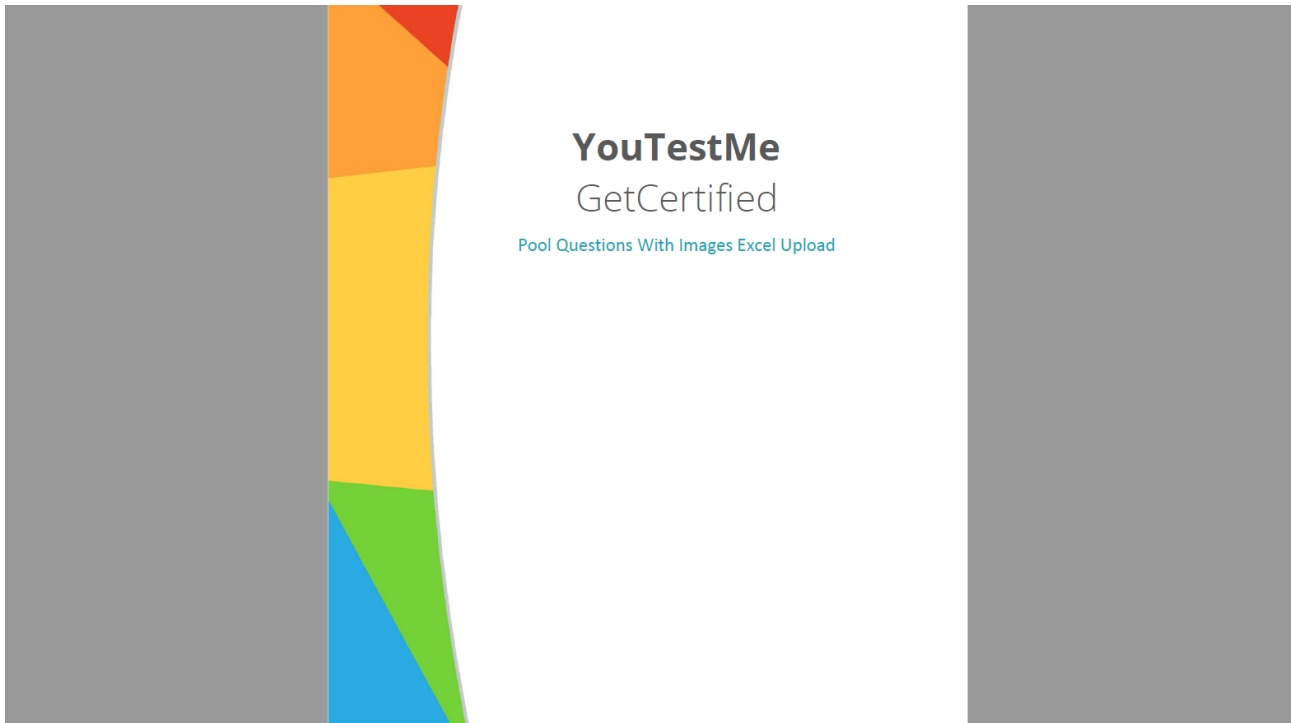

Select the **Pool questions with images Excel upload** link.

Note: the document will be opened either in browser or **Adobe Acrobat Reader**, depending on your computer settings. We strongly suggest using **Acrobat Reader** to get the full capabilities of the screen reader.

Once the document is opened, you can check how to navigate through it.

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Every PDF document has a table of contents. To go through the contents, use the **Tab** key. In case you want to jump straight to the page of an item, use the **Enter** or **Space** keys.
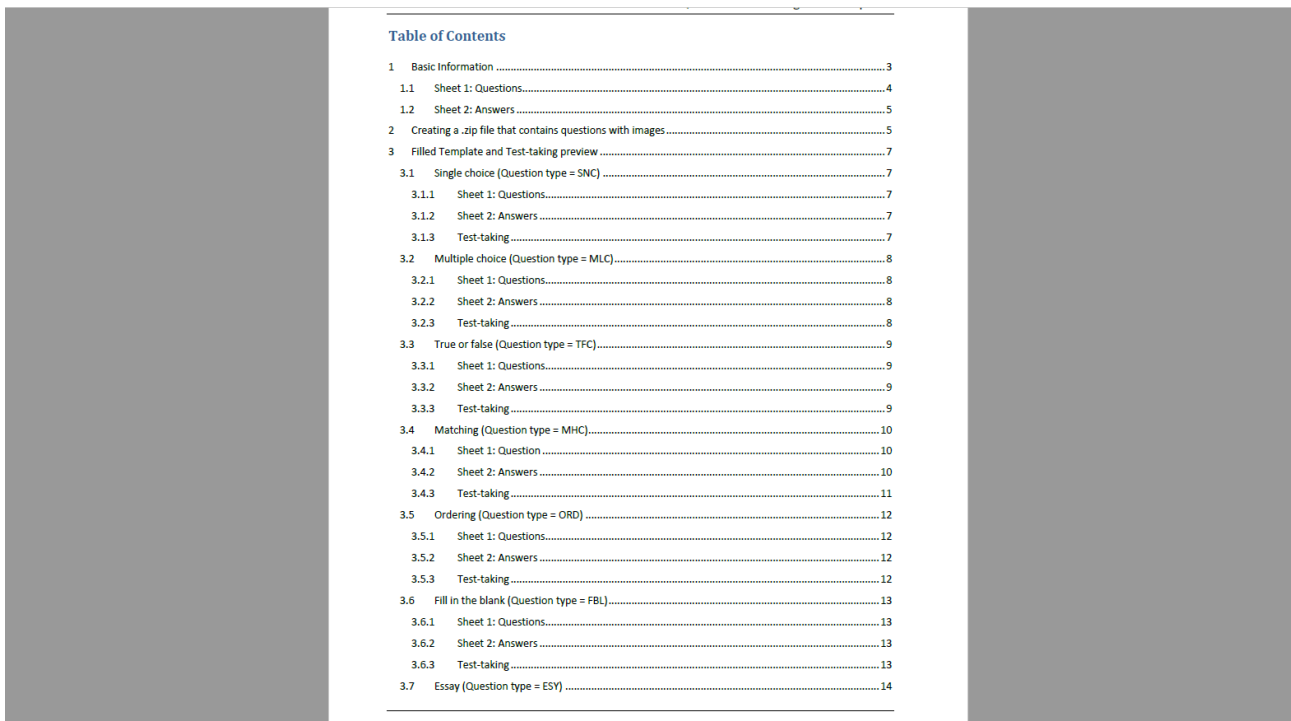
In order for the screen reader to read out plain text, use the **Up** and **Down** arrow keys, or **Ctrl + arrow keys**.

1   Basic Information

YouTestMe Get Certified allows users to import questions with images into the desired question pool quickly and efficiently using a predefined YTM Excel format. To load the questions with images, you need to upload the .zip file containing one folder with images and Excel file template with questions and answers.

Excel template consists of three sheets:

Sheet 1: Questions – On this sheet, it is necessary to enter all data for the questions being imported into the selected pool.
Note: Hotspot, Matrix, and Branching questions can not be imported using the Excel template.

Sheet 2: Answers – On this sheet, it is necessary to enter all possible answers offered for the questions in sheet 1.

Sheet 3: This sheet is a user guide that defines the predetermined codes.

To select a table, use the **T** key. Once you are in the table, use **Ctrl + Alt + arrow keys** for navigation and reading the screen.

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Pool Questions with images Excel Upload

1.1   Sheet 1: Questions

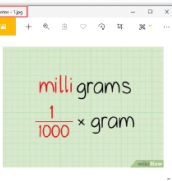The data that needs to be entered to import questions are shown and explained below.

Name	Description	The type of input	The default value for empty optional fields
Question ID*	A unique number that identifies the question and is used to link the answers to the questions.	Type a numeric value	
Question text*	Question text	Type the text	
Question type*	Use the predetermined code to select the question type	Select from a list	
Duration	Express the time in seconds to time limit the question answering. This time limit is used only if the test duration option is set to "Time per question."	Type a numeric value	00:00:00
Difficulty code	Use the predetermined code to set the question difficulty that can later be used when generating different versions of the test.	Select from a list	Medium
Points	Set the number of points each question carries - must be greater than zero.	Type a numeric value	0
Frequency factor	Define how likely it is for the question to appear in a generated test.	Select from a list	Normal
Penalty	Set the number of negative points for incorrect answers.	Type a numeric value	0
Tags	Insert certain question tags that you will be able to use later to make them easier to find.	Type the text (separate with a comma)	
Categories	Insert question categories for test generators and their appropriate values. See this chapter for details.	Text in format: <QuestiononCategory>: <QuestionValue1>, <QuestionValue2>…;	

To select images and hear their description, use the **G** key.