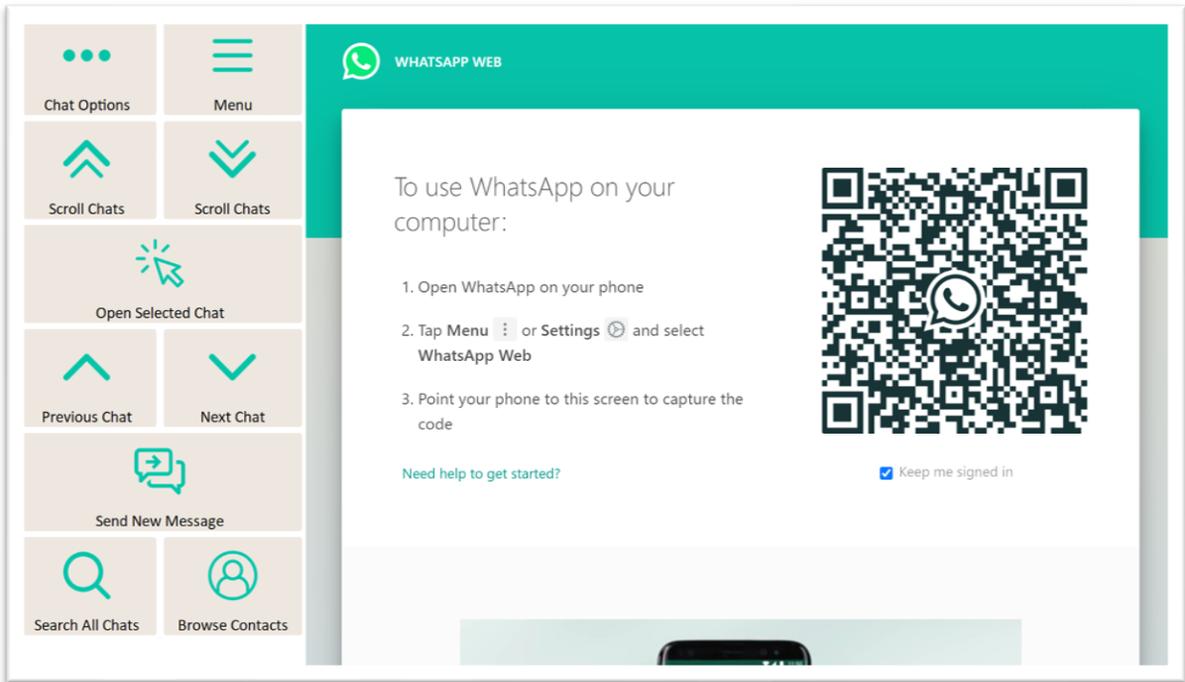# Join-In for Communicator 5

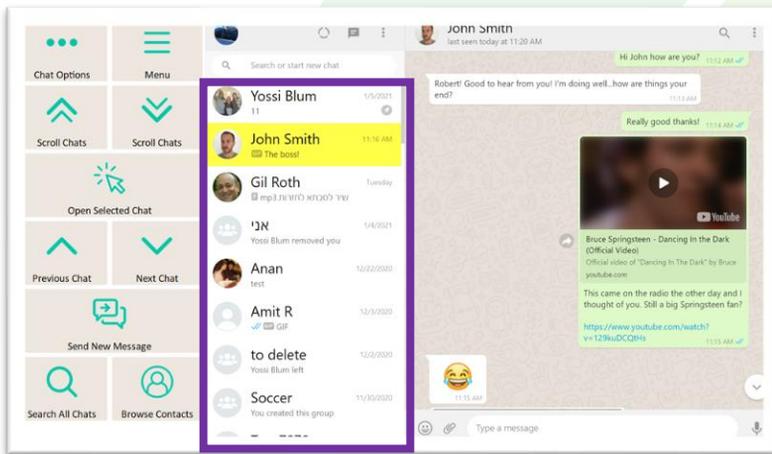# Accessible WhatsApp

# Getting Started

- <u>Requirements</u> – to use Accessible WhatsApp you need to install WhatsApp on your smartphone or tablet with cellular connectivity.

- <u>Using Accessible WhatsApp for the first time</u> – After selecting *Accessible WhatsApp* from your Home Page, you will see a scan QR code prompt. Follow the instructions provided by WhatsApp:

1) Open WhatsApp on your phone.

2) Tap *Menu* or *Settings* and select *WhatsApp Web*.

3) Point your phone to the screen to capture the code.

- You are now ready to use Accessible WhatsApp, and you will not need to log in when you use the application again every time you open the application.

- <u>Note</u> – Accessible WhatsApp uses WhatsApp Web. WhatsApp Web requires your phone or tablet to be connected to the internet.

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# Chats View and Messages View

- The WhatsApp Web interface is divided into two panels. On the left side of the screen is a scrollable list of all your **Chats**, and on the right side of the screen is a scrollable list of all the **Messages** within the currently selected chat.
- Accessible WhatsApp provides separate navigation and interaction controls for working with each of these panels (shown with **purple** borders below).
- You can jump back and forward between chat controls and message controls with the **Open Selected Chat** and **Exit Chat** buttons.
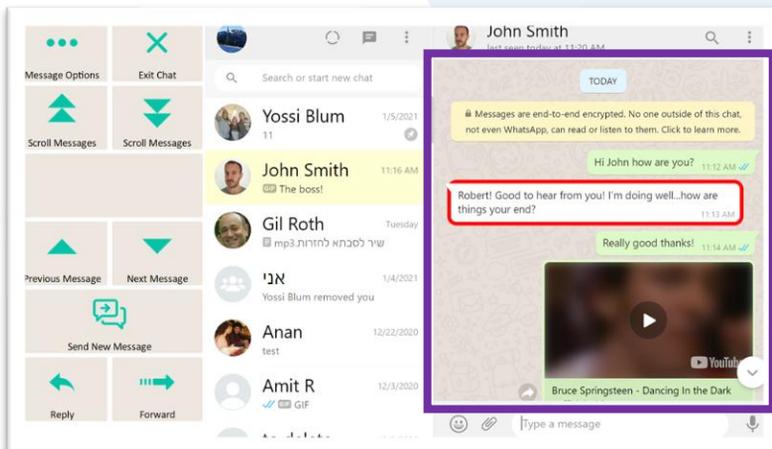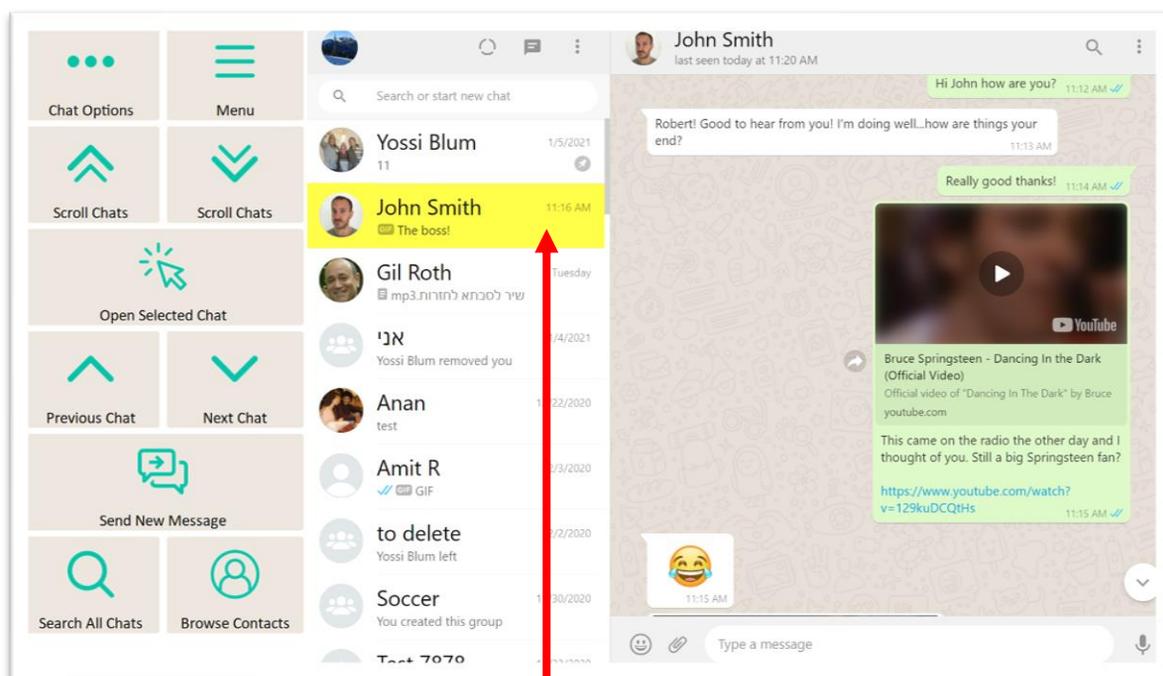
# Chats View

- In **Chats View** a clear yellow background shows your currently selected chat.
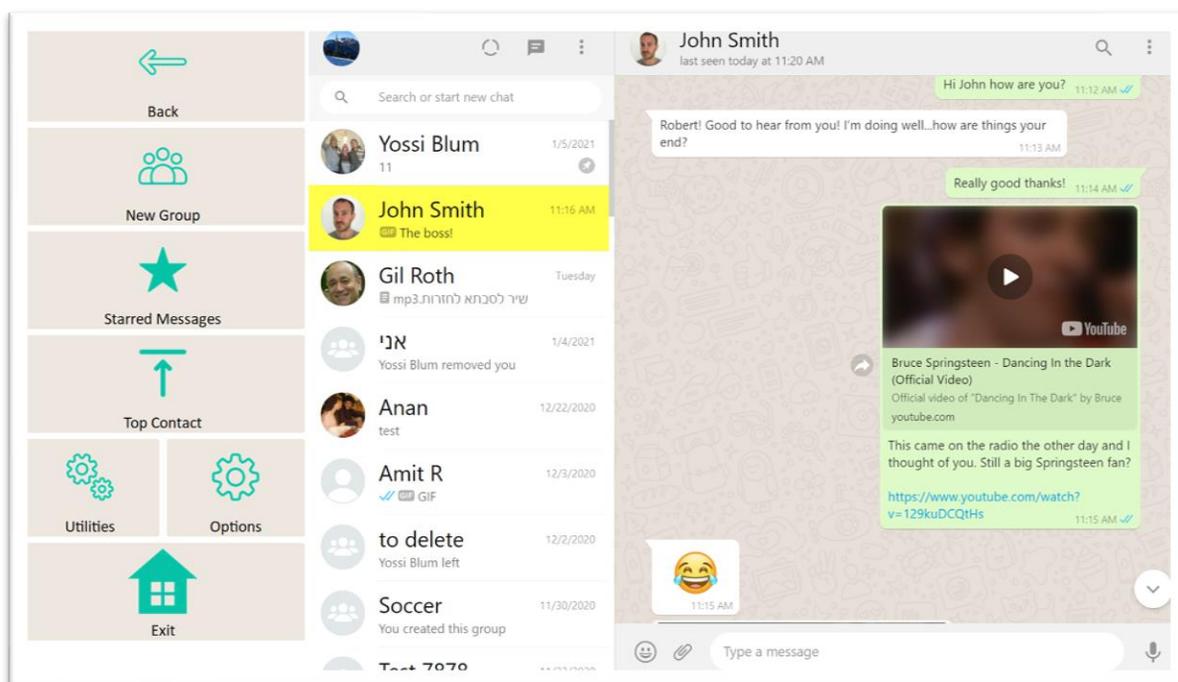


# Messages View

- In **Messages View** a red border shows around the currently selected message, and the yellow background of the currently selected chat becomes faint.

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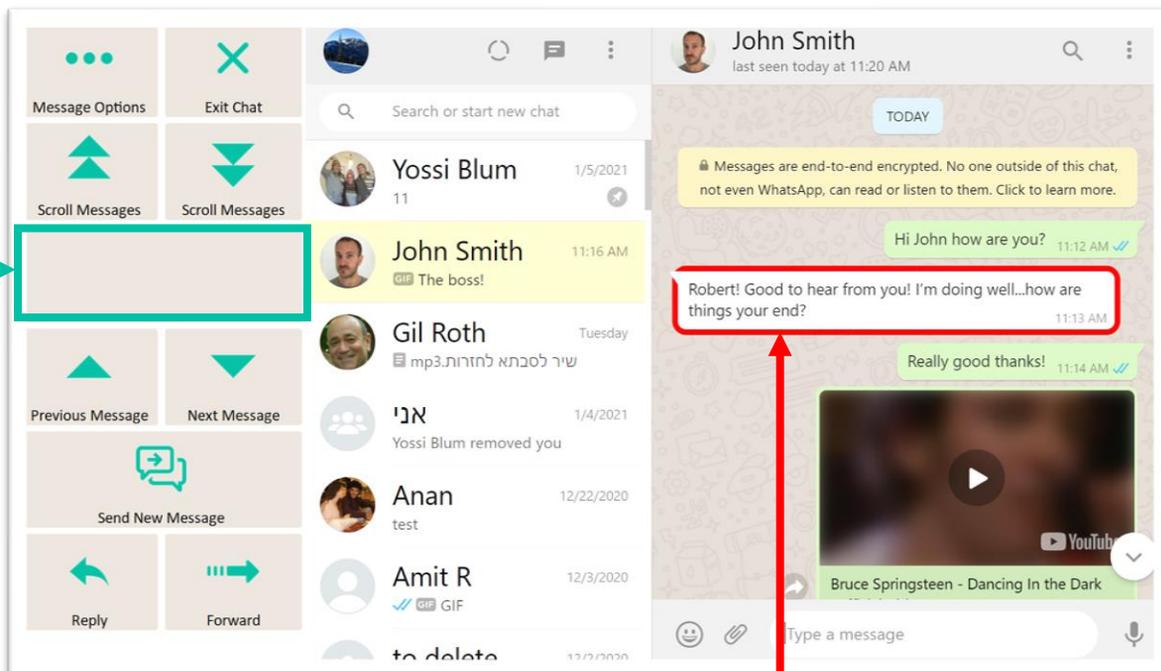**+972 77 2114010 | info@d-bur.com | apps.d-bur.com**

**3**

# Chats View

- The <u>yellow highlight background</u> shows the currently **Selected Chat**. Many of the actions you can perform on this page relate specifically to whichever chat is currently selected, so you should always note which one is highlighted.

- **Menu** – go to Accessible WhatsApp menu.

- **Next / Previous Chat** – move the **Selected Chat** highlight up or down by one.

- **Scroll Chats** – move the **Selected Chat** highlight up or down by a whole page.

- **Open Selected Chat** – takes you to **Messages View** for the **Selected Chat** to scroll and interact with the messages in this chat.

- **Send New Message** – open **Send Message Controls** and send a message to the **Selected Chat**.

- **Browse Contacts** – open a popup table to find a contact you are looking for.

- **Search All Chats** – search all your chats to find a contact or message.

- **Chat Options** – access a range of additional actions that can be performed on the currently **Selected Chat**: **Enlarge Contact Picture**, **Archive Chat**, **Read Chat Name**, **Exit Group**, **Pin / Unpin**, **Delete Chat**, **Mute Notifications** and **Search This Chat** only (instead of search all chats).

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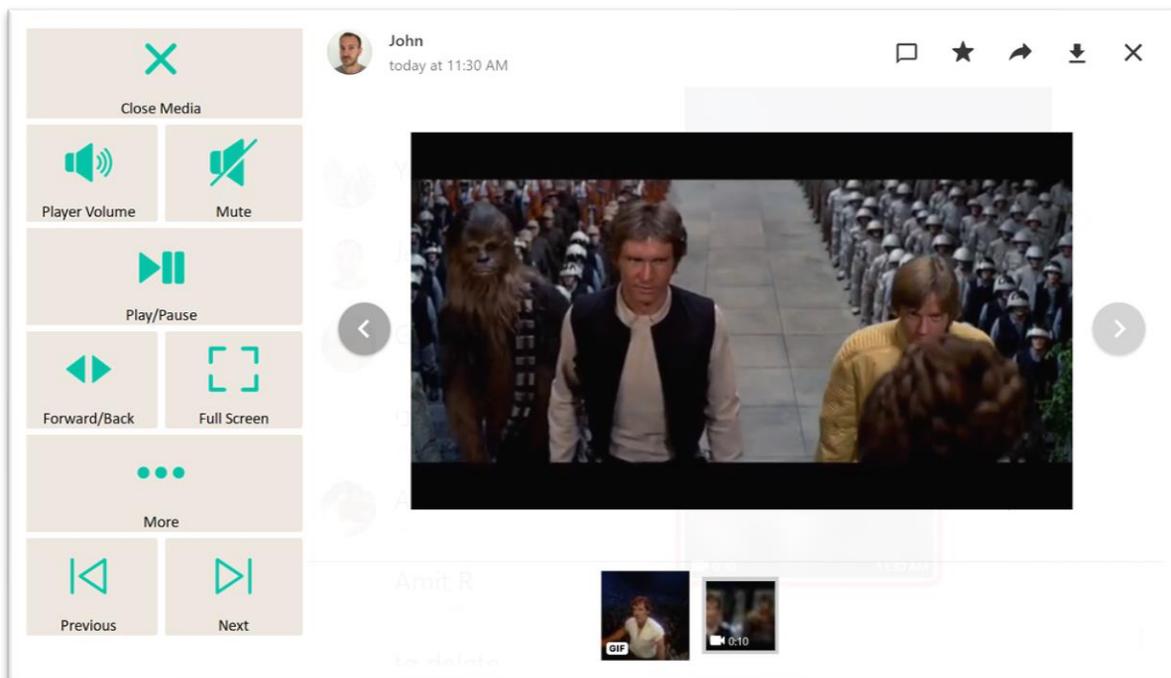+972 77 2114010 | info@d-bur.com | apps.d-bur.com

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# Menu

- **Back** – go to **Chats View**.

- **New Group** – create a new group chat and invite your contacts to join it.

- **Starred Messages** – WhatsApp allows you to **Star** messages that you want to be able to find again easily later. This is done when you are in **Messages View**. **Starred Messages** takes you to a list of all the messages you have previously starred.

- **Top Contact** – go back to the contact at the top of your chats after you have been scrolling or visited an old chat. Your **Top Contact** will be the most recently active chat, or you can keep important chats permanently at the top by going to **Chats View** => **Chat Options** => **Pin** chat.

- **Utilities** – **Recover** or reopen WhatsApp, **Block Touch** or **Allow Touch** access, close windows you do not need, close popup messages, zoom in or zoom out...

- **Options** – change the computer volume, use Auto-Read, toggle WhatsApp dark mode, toggle text enlargement and adjust text size, access the **Join-In Settings** app.

- **Exit** – exit Accessible WhatsApp.

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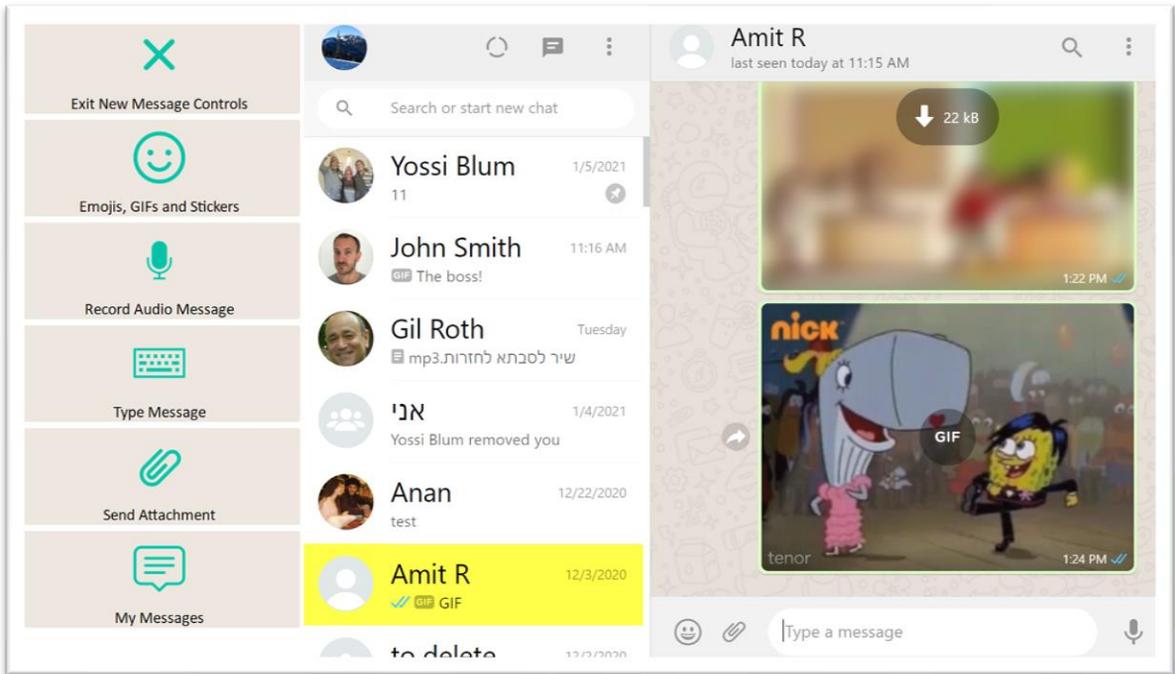**+972 77 2114010 | info@d-bur.com | apps.d-bur.com**

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# Messages View

- The currently **Selected Message** is shown with a <u>red border frame.</u> Many of the actions you can perform on this page relate specifically to whichever message is currently selected, so you should always note which one is highlighted. The **Selected Chat** is highlighted with a <u>faint yellow background</u>.

- **Exit Chat** – takes you back to **Chats View**.

- **Next / Previous Message** – move **Selected Message** border up or down by one.

- **Scroll Messages** – move the **Selected Message** border up or down by a page.

- **Message Interaction Buttons** – the buttons on this row respond dynamically according to the type of message that is selected and the actions that are available for it. The buttons you may see include **Open Image**, **Open Video**, **Play GIF**, **Play Audio**, **Follow Link**, and many more. When no special actions are available you just see a blank row like in the example above.

- **Send New Message** – open **Send Message Controls** and send a new message to this chat.

- **Reply** – open **Send Message Controls** and reply to the currently **Selected Message**.

- **Forward** – forward the **Selected Message** to any of your contacts.

- **Message Options** – access a range of additional actions that can be performed on the currently **Selected Message** or all the messages in this chat – **Star Message, Read Message, Translate Message, Delete Message**, **Message Info**, **Select Messages,** go to **Last Message**.

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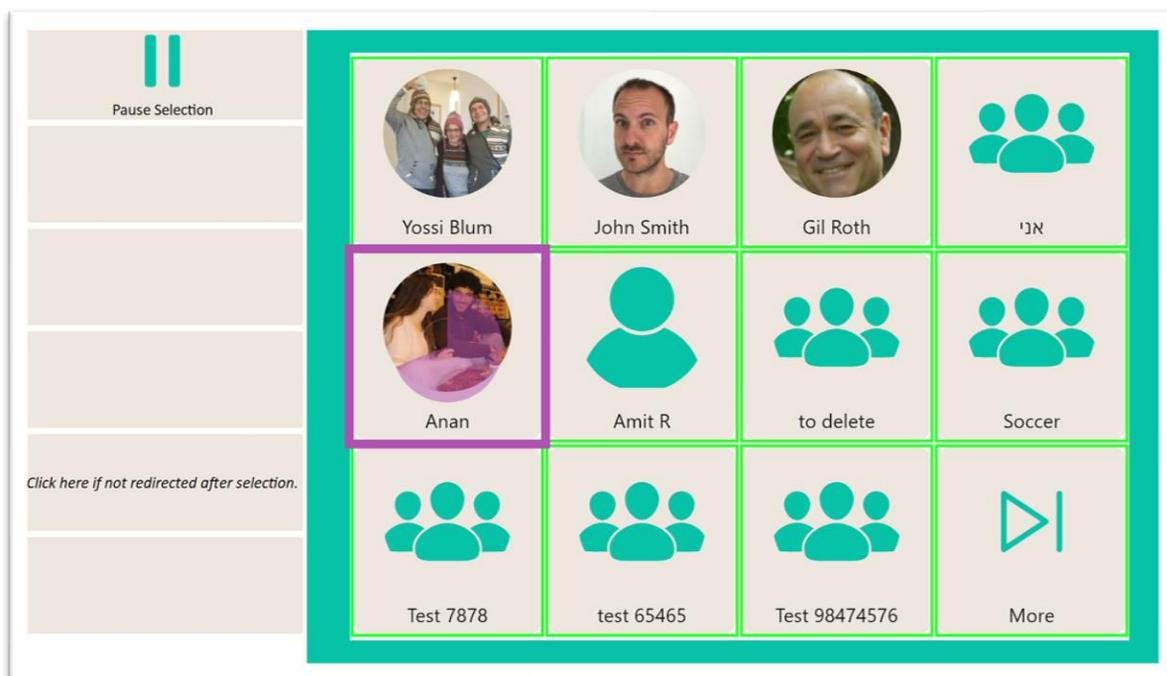**+972 77 2114010 | info@d-bur.com | apps.d-bur.com**

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# Video Player

- The videos and images in your messages can be opened and browsed as a gallery for each chat in WhatsApp. The image above shows an open video, and you will see a similar page with different buttons when it is an image.

- **Close Media** – close the image or video and go back to Messages View.

- **Play / Pause** – play or pause the current video.

- **Forward / Back** – go to a page allowing you to jump forward or backward in the video being played.

- **Player Volume** – go to a page with video volume controls.

- **Full Screen** – view your video at full size with Join-In **Full Screen Video Player**.

- **Previous / Next** – browse the other media items in the history of this chat in gallery view.

- **More** – see any other actions that are available for this media item, such as **Star**, **Go to Message**, **Download**, **Forward**, **Reply**, **Message Details**, **Delete**.

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# Send Message Controls

- You can send a new message to the currently *Selected Chat* from either the *Chats View* or the *Messages View*. You will see a menu like the one shown here either if you are sending a new message or a reply to another message.

- *Emojis, GIFs and Sticker* – quickly access a huge range of fun icons and media provided in WhatsApp.

- *Record Audio Message* – use your device microphone to record and send sound.

- *Type Message* – open the Communicator 5 keyboard to type a message.

- *Send Attachment* – use a popup file dialogue to send *Photos and Videos* or a *Document* saved on your device, take and send a new picture with your device *Camera*, or share a *Contact* to pass on someone's details.

- *My Messages* – access your saved messages stored in Communicator 5.

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# Browse Contacts

- Clicking **Browse Contacts** in the **Chats View** opens a popup table to display all your chats, in order of how recently they have been active. You will be redirected to a menu toolbar to help you choose one based on your accessibility settings.

- The buttons you see depend on the **Selection Method** applied in the **Join-In Settings** app. Consult these training cards for full guidance on how to change your accessibility settings.

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