

# **Learning Disabilities Resource Directory**

## **User Guide**

## **About the Learning Disabilities Resources Directory**

NHS Greater Glasgow and Clyde are required to provide information on health and lifestyle for all groups of the population. This commitment includes supporting groups of people who cannot read or have low literacy skills. People with learning disabilities not only have issues around literacy but also specific health needs.

As part of their response to these issues NHS Greater Glasgow and Clyde has commissioned an audit to identify health information resources in the learning disabilities area. The resources in this directory are intended for:

- ⇒ Health Professionals working with people with a learning disability
- ⇒ Families/Carers of people with a learning disability
- ⇒ People with a learning disability

The Directory has been made available as an online resource and can be accessed via the URL:

<http://www.phru.net/learningdisabilities>

## **The Home Page**

The full contents of the directory can be accessed from the homepage of the site.

Users can browse the directory by:

- ⇒ Resource Topic
- ⇒ Target Group
- ⇒ Resource Type

The sources consulted in the research for the directory can be browsed using the Key Links option

Users can access these browse options from either a text links menu or via a graphical interface made up of large buttons.

## **Browse by Resource Topic**

Each resource in the directory has been assigned to a Topic category. You can browse by Topic to access a particular area of interest. The Topics selected for the directory are:

- ⇒ Children
- ⇒ Health Rights
- ⇒ Health and Wellbeing
- ⇒ Men's Health
- ⇒ Mental Health
- ⇒ Nutrition
- ⇒ Parenting
- ⇒ Respiratory
- ⇒ Safety
- ⇒ Sexual Health
- ⇒ Women's Health

### **Browse by Target Group**

Each resource in the directory has been assigned a particular Target Audience. This means that users can browse of the resources for an intended audience. The Target Groups defined for the directory are:

- ⇒ Health Professionals
- ⇒ Families and Carers
- ⇒ People with learning disabilities

### **Browse by Resource Type**

Each resource in the directory is classified as belonging to a Resource Type category. Users can browse by Resource Type to access a particular type of resource. The Resource Types defined for the directory are:

- ⇒ Book
- ⇒ Booklet
- ⇒ CD
- ⇒ DVD
- ⇒ Leaflet
- ⇒ Multimedia
- ⇒ PowerPoint Presentation
- ⇒ Report
- ⇒ Teaching Pack
- ⇒ Training Pack
- ⇒ Video
- ⇒ Word Document
- ⇒ Workbook

### **Browse Key Links**

As part of the research for the directory a number of key organisations were consulted. This information is made available in the directory as a list of links to the key organisations identified. Each key link has been assigned to a link category. Users can browse the list of links by Link Category. The link categories are:

- ⇒ Australia Contacts
- ⇒ Easy Read Website
- ⇒ General Learning Disabilities
- ⇒ Mental Health
- ⇒ Nutrition
- ⇒ Safety
- ⇒ Sexual Health
- ⇒ Women's Health

### **Search the directory**

The search function can be accessed from the search box on the top right-hand side of the homepage. The search allows you to do a free text search of the directory. The search function is also available on all of the browse option pages on the site.

### **Search Tips**

Enter a word(s) into the search box and click the green arrow button to find resources which match your criteria.

Note that the search function will find resources containing all of the keywords used in your search.

The search results are divided into categories:

- ⇒ List items
- ⇒ Documents

The results are also limited to a range per page so remember to use the link at the bottom of the search results page to move to the next group of results

### **Resource Display**

Regardless of the search or browse option you choose to employ, records are displayed in the same hierarchical order. At the top level resources are sorted by Resource Topic. Within each Resource Topic records are sorted alphabetically by Title.

## **Summary Display**

By default resource records are displayed in summary format, i.e. the following information is displayed for each record:

- ⇒ Title of resource ( containing a hyperlink to the detailed view)
- ⇒ Resource Topic

## **Detailed Display**

For each record, a detailed version can be viewed by clicking on the title of the resource. Detailed display allows the user to view the following information for each record:

- ⇒ Title
- ⇒ Resource Topic
- ⇒ Resource Type
- ⇒ Language
- ⇒ URL ( hyperlink to external site)
- ⇒ Target Group
- ⇒ Full description of resource
- ⇒ Publisher Organisation
- ⇒ Publication Date
- ⇒ Resource Identifier (ISBN)
- ⇒ Keywords
- ⇒ Creator (Person's Name)
- ⇒ Creator (Organisation)
- ⇒ Available to download/ Cost
- ⇒

## **Accessibility Statement**

This page describes some of the features that have been incorporated into the site to aid accessibility for all users

### **Visual Design**

The site uses cascading style sheets for both design and layout purposes. If your browser does not support style sheets or if you have chosen to disable this feature then the content of the pages on the site will still be readable.

The site uses only relative font sizes which are compatible with user-specified "text-size" option available in Internet Explorer and other browsers.

## **Images**

All images used in this site include descriptive ALT attributes as required by internationally recognised Web accessibility guidelines

## **Customising your browser**

You can use the access keys to make navigating the website easier, but you may wish to make the pages easier to read by changing the background colour, text colour, font size and font style on your browser.

You can remove all the styles defined on the site.

To do this in Internet Explorer:

- ⇒ Click on the 'Tools' menu.
- ⇒ Click on the 'Internet Options' menu.
- ⇒ Click on the 'Accessibility' button (at the bottom of the 'General' tab.)

You will see the following options:

- ⇒ Ignore colours specified on Web pages
- ⇒ Ignore font styles specified on Web pages
- ⇒ Ignore font sizes specified on Web pages
- ⇒ Tick all the options that you would like to apply
- ⇒ Click OK.

## **Changing the background and text colour on the website**

In Internet Explorer:

- ⇒ Click on the 'Tools' menu item.
- ⇒ Click on the 'Internet Options' menu item.
- ⇒ Click on the 'Accessibility' button (at the bottom of the 'General' tab)
- ⇒ Tick the 'Ignore colours specified on Web pages' option.
- ⇒ Click 'OK' to save your settings and return to the Internet options screen.
- ⇒ Click on 'Colors....'
- ⇒ Untick 'Use windows colors'.
- ⇒ Select your preferred text and background colours.
- ⇒ Click 'OK' to save your settings and return to the options screen.
- ⇒ Click 'OK' again to close the 'Internet options' screen.

## **Changing the font size**

In Internet Explorer:

Click on the 'View' menu.

- ⇒ Click on 'text size'.
- ⇒ Select the text size you would like to change to (such as 'Largest').

In Firefox:

Click on the 'View' menu.

- ⇒ Click on 'Text size'.
- ⇒ Click in 'Increase' or 'Decrease' until the text size is right for you.
- ⇒ Click on 'Normal' to return the text size to the web page default.

## **Changing the font style**

In Internet explorer:

- ⇒ Click on the 'Tools' menu.
- ⇒ Click on 'Internet options'.
- ⇒ Click on the 'Accessibility' button (at the bottom of the 'General' tab)
- ⇒ Tick the 'Ignore font styles specified on Web pages' option.
- ⇒ Click 'OK' to save your settings and return to the Internet options screen.
- ⇒ Click on 'Fonts'.
- ⇒ Select the font you want to use.
- ⇒ Click 'OK' to save your settings and return to the Internet options screen.
- ⇒ Click 'OK' again to close the Internet options screen.

In Firefox:

- ⇒ Click on the 'Tools' menu.
- ⇒ Click on 'Options'.
- ⇒ Click on 'Fonts & Colors'.
- ⇒ Decide if you want to use serif or sans-serif font. If you choose to use a serif font (such as Times New Roman), select the font you want to use from the serif drop down list. If you choose to use a sans-serif font (such as Arial), select the font of your choice from the sans serif drop down list and tick the 'Always use my Fonts' check box.
- ⇒ Click 'OK' button to return to the Internet options screen.

