
Creating Accessible Documents: Leveraging Layout Options

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Learning Outcomes

1. Increased awareness of Universal Design
2. Understanding of possible document layout options
3. Comfortable using “headings” and “styles” in a word or google document

Universal Design

- What is Universal Design?
 - “The design of products and environments to be usable by all people, to the greatest extent possible, without adaptation or specialized design.” *The Center for Universal Design, NC State University*
- Why should I think about Universal Design (UD)?
- Want to learn more?

Resources:

<https://goo.gl/gBjsVx>

Increasing Accessibility in Your Documents

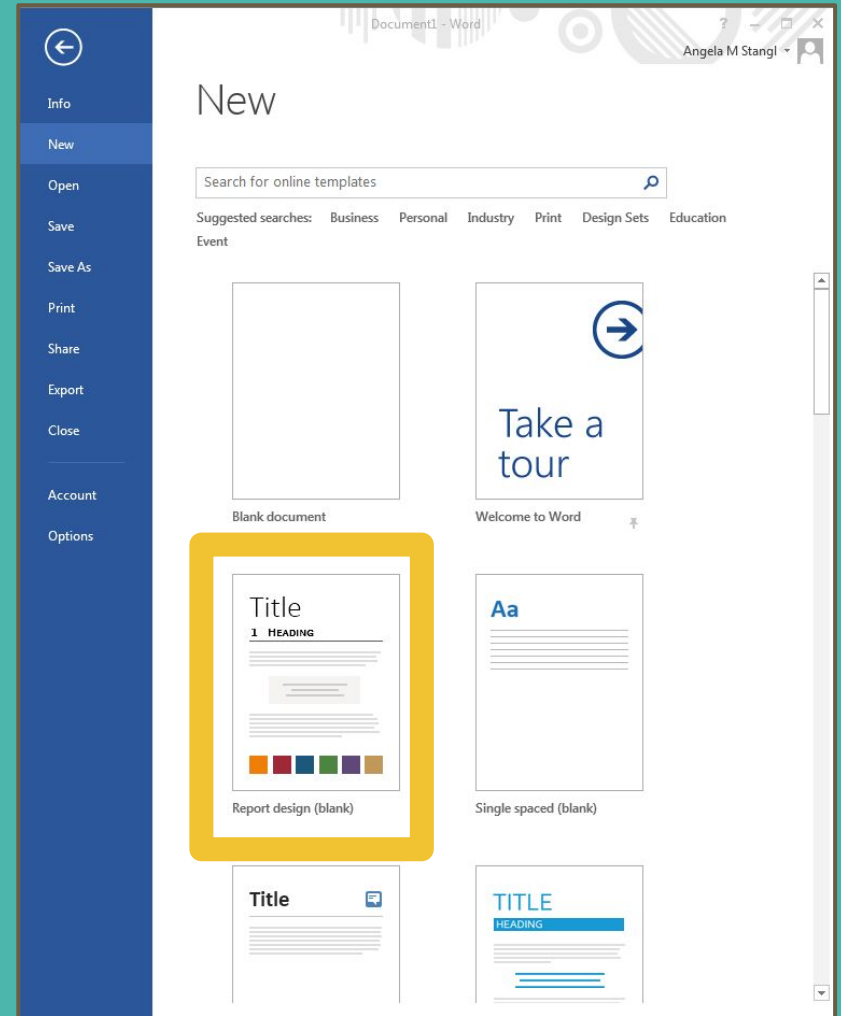
- Stop using **bold**, *italics* and underlines to create sections of the document!
 - Choose a pre-made template
 - Use “Styles”
- Make Lists (ordered/numbered or unordered/bullets) using the word processor.
- Add alternative text to images, charts, etc.
- Run the built-in accessibility checker (MS office/word) on your document.

Let's talk more about Layout...

- Think about how you want to layout your document.
 - Does it easily break into sections?
 - What are the main points?

Choosing a Template

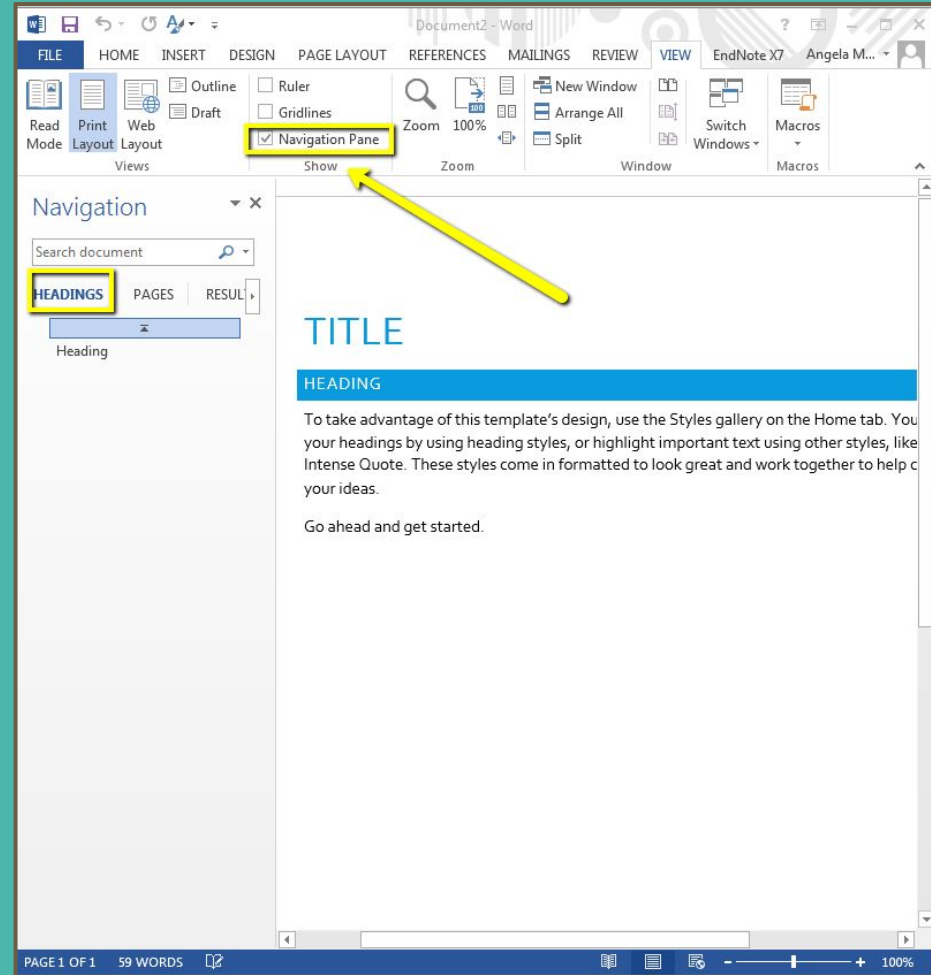
Microsoft Word



Turning on “Navigation”

View...Under “Show”...Select
“Navigation Pane”

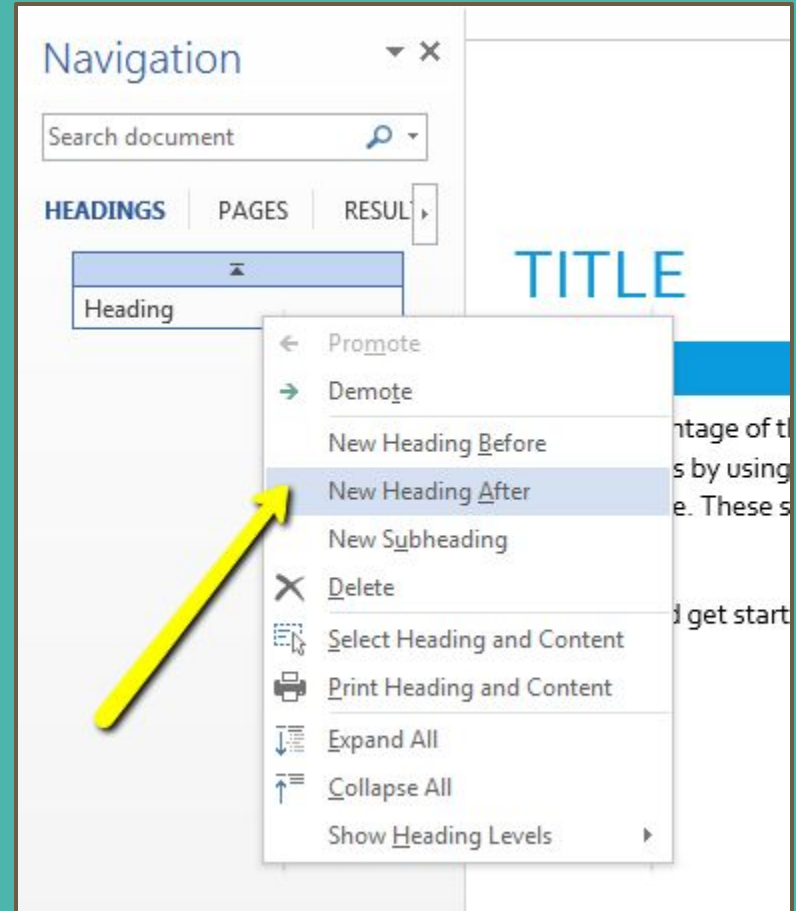
In the “Navigation” window,
make sure headings is
selected.



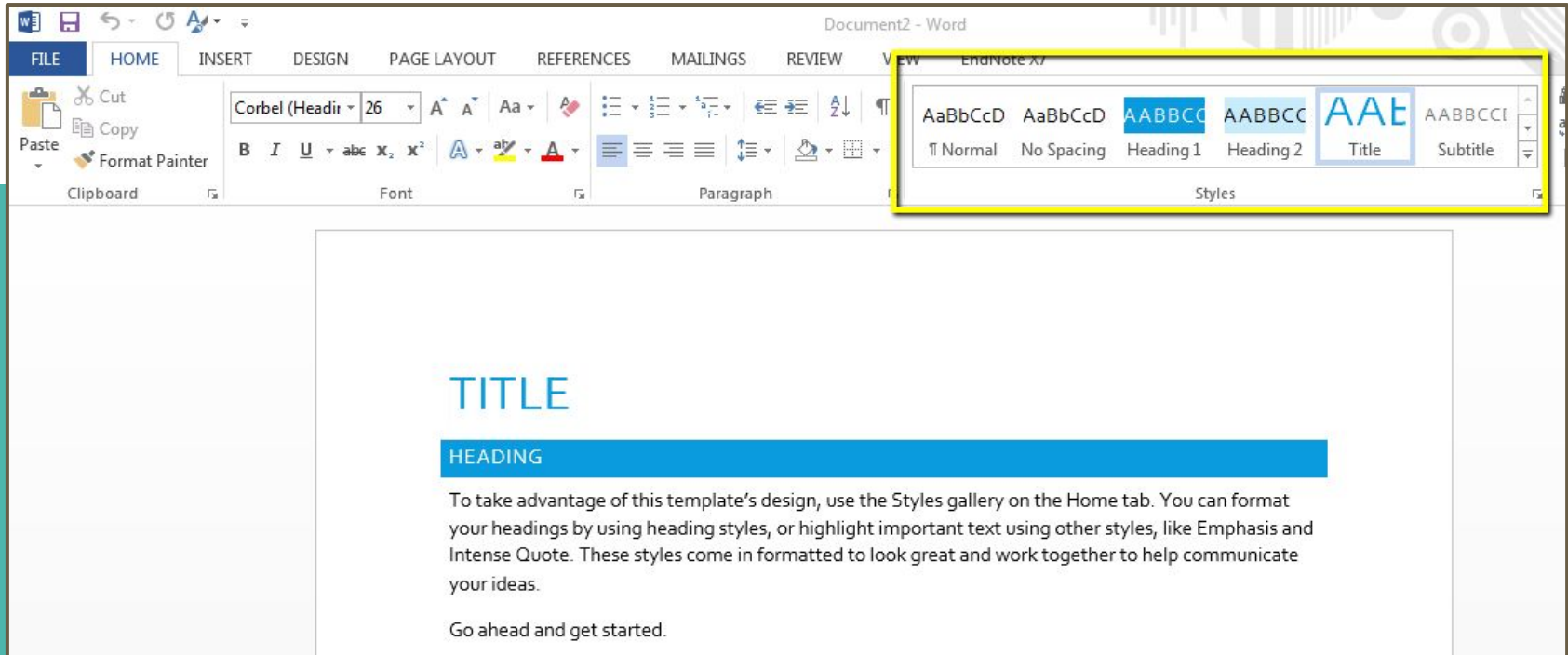
Adding Headings

Two ways:

1. Navigation Pane (see image at right)
2. Highlight text & apply style



Using Styles to Create Headings



The screenshot shows the Microsoft Word interface. The ribbon is set to the HOME tab, and the Styles gallery is open, displaying various styles including Normal, No Spacing, Heading 1, Heading 2, Title, and Subtitle. The document content includes a large blue heading 'TITLE' and a smaller blue heading 'HEADING' followed by a paragraph of text and a concluding sentence.

Document2 - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW

Clipboard Font Paragraph Styles

Corbel (Headin 26 A⁺ A⁻ Aa A

AaBbCcD AaBbCcD AABBCc AABBCc AAe AABBCcI

Normal No Spacing Heading 1 Heading 2 Title Subtitle

TITLE

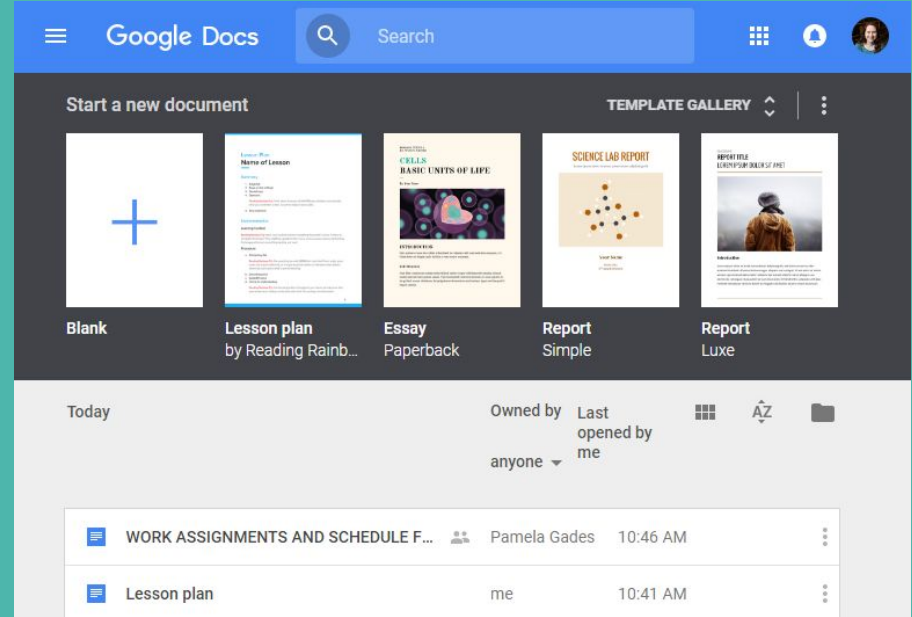
HEADING

To take advantage of this template's design, use the Styles gallery on the Home tab. You can format your headings by using heading styles, or highlight important text using other styles, like Emphasis and Intense Quote. These styles come in formatted to look great and work together to help communicate your ideas.

Go ahead and get started.

Choosing a Template

Google Docs



The screenshot displays the Google Docs interface. At the top, there is a blue header with the Google Docs logo, a search bar, and user profile icons. Below the header, the main area is divided into two sections: "Start a new document" and "TEMPLATE GALLERY".

The "Start a new document" section features a large blue plus sign on a white background, labeled "Blank".

The "TEMPLATE GALLERY" section shows five template cards:

- Lesson plan** by Reading Rainb...
- Essay** Paperback
- Report** Simple
- Report** Luxe

Below the templates, there is a section for "Today" with a grid icon, a refresh icon, and a folder icon. It shows a list of documents:

Document Name	Owner	Last Modified
WORK ASSIGNMENTS AND SCHEDULE F...	Pamela Gades	10:46 AM
Lesson plan	me	10:41 AM

Turning on “Outline”

The screenshot shows a word processing application window titled "Lesson plan". The "Tools" menu is open, and the "Document outline" option is highlighted with a yellow box. A yellow box labeled "Title & Headings" has an arrow pointing to the "Document outline" option. Another yellow box labeled "Lesson Plan Name of Lesson" has an arrow pointing to the "Summary" section in the document outline. The document outline on the left side of the window lists the following sections: Lesson Plan Name of Lesson, Summary, Implementation, Learning Context, Procedure, Differentiated Instruction, Materials & Resources, and Assessment. The main content area of the document shows a list of five items:

1. Subject(s):
2. Topic or Unit of Study:
3. Grade/Level:
4. Objective:
5. Time Allotment:

Below the list, there is a "Reading Rainbow Tip: Think you want them to take away" and the word "Implementation" in blue text.

Adding Headings

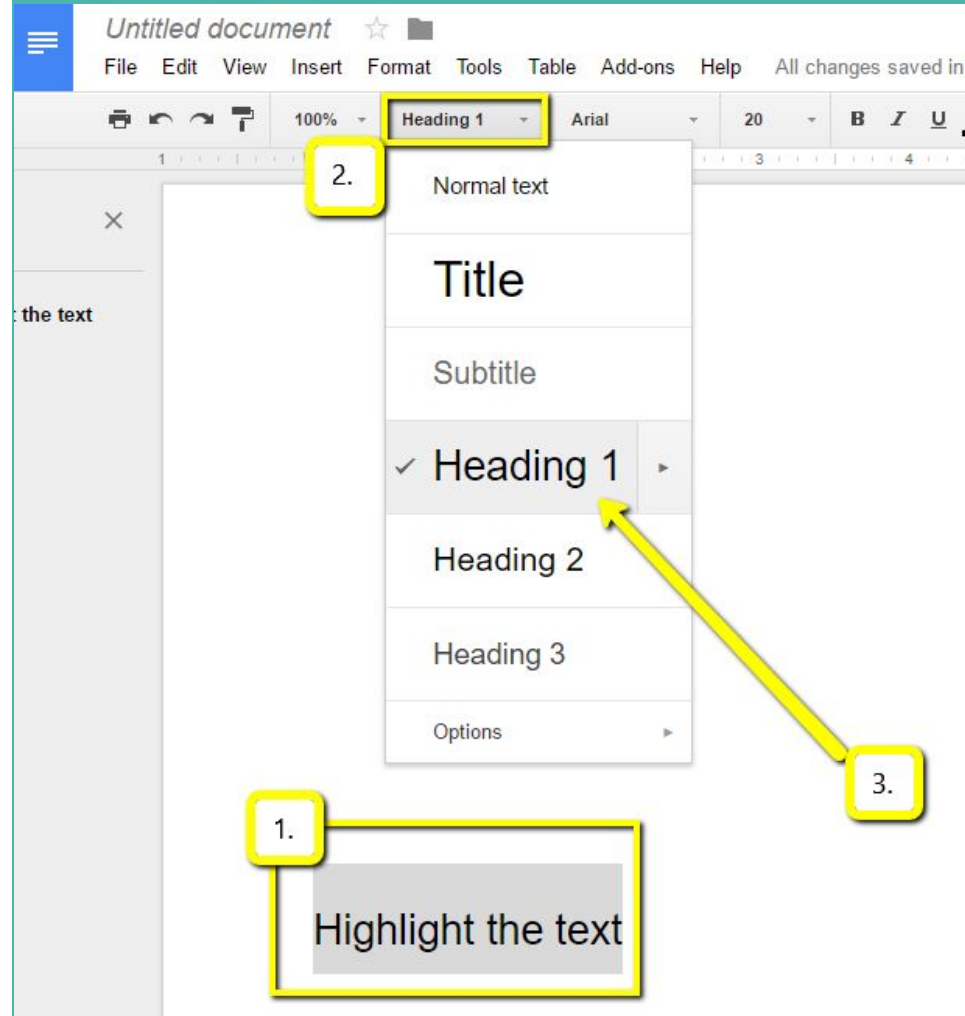
1. Highlight Text
2. Select Style Menu
3. Apply desired heading

OR

Press Ctrl+Alt+1 to Apply "Heading 1"

Press Ctrl+Alt+2 to Apply "Heading 2"

...and so on!



Common Concerns/Questions...

Ugh, these headings are UGLY.



**Help! There is all this goofy spacing I don't want
after the headings or paragraphs.**

**But, I don't make stuff for publication. Why should I
do all these extra things?**

Questions?

— Comments? Concerns? —
