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

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
Turning on “Outline”
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?