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# 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

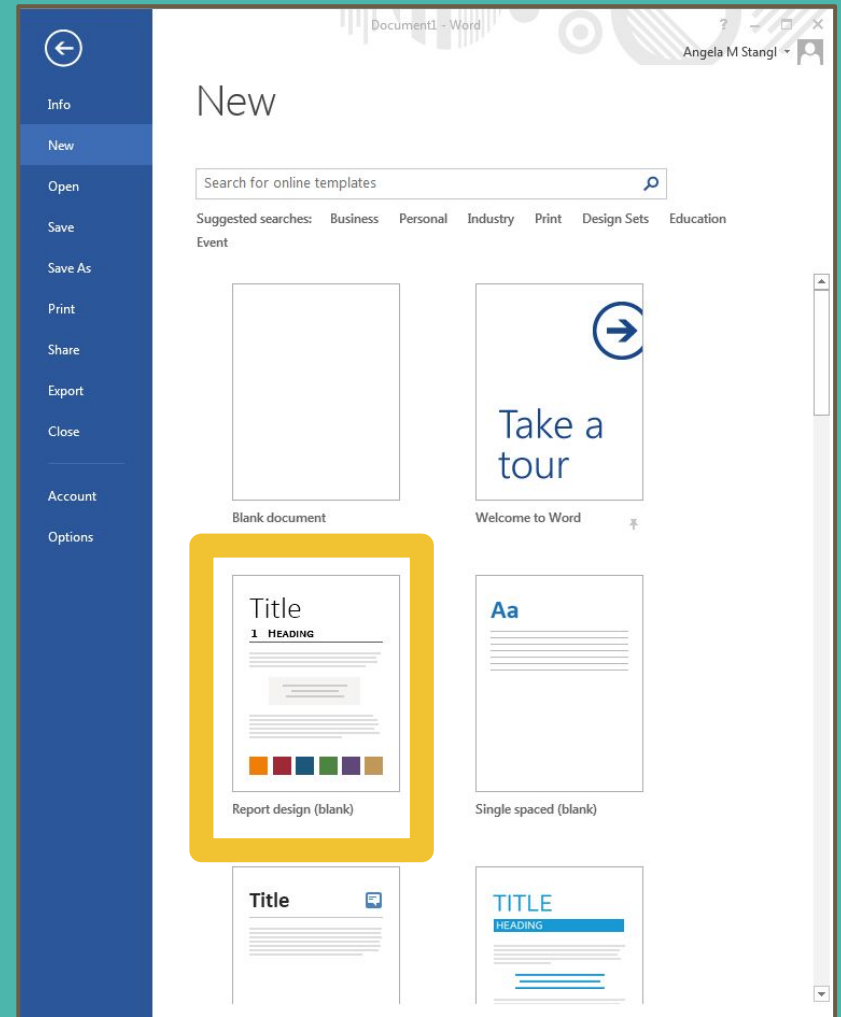
- Stop using **bold**, *italics* and underlines to create sections of the document!
  - Choose a pre-made template
  - Use “Styles”
- Make Lists (ordered/numbered or unordered/bullets) using the word processor.
- Add alternative text to images, charts, etc.
- Run the built-in accessibility checker (MS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

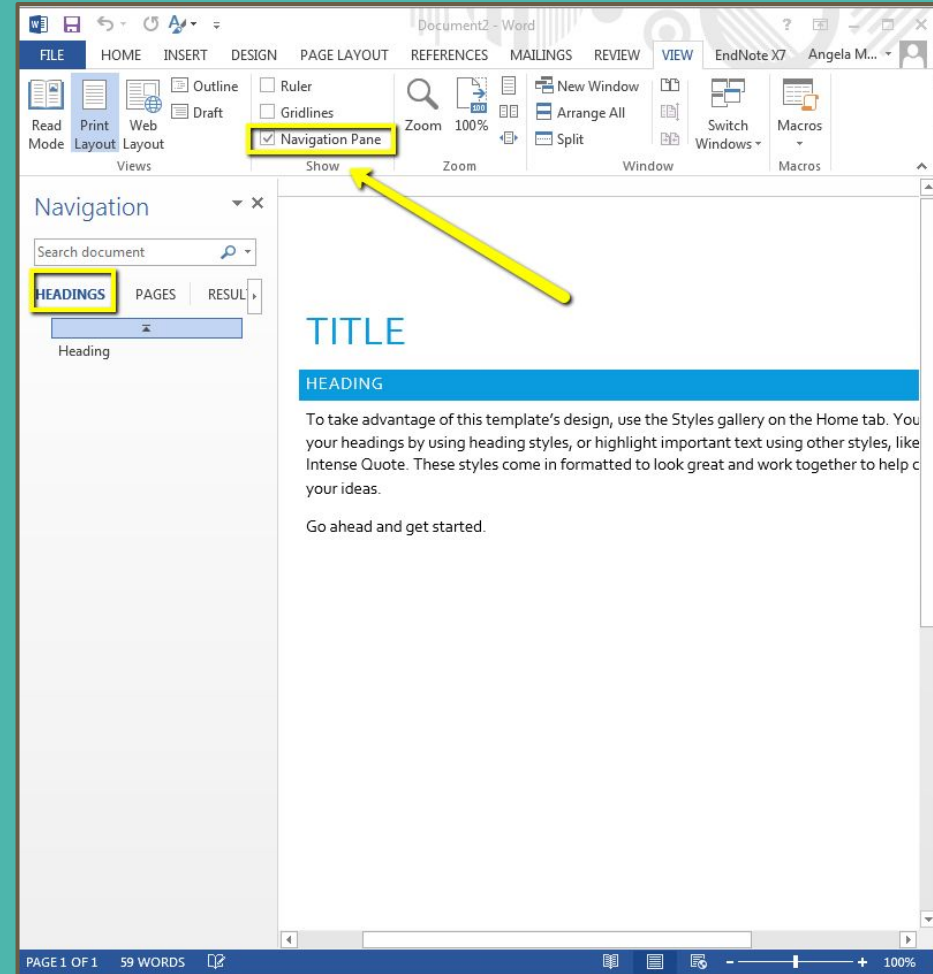
Microsoft Word



# Turning on “Navigation”

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

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

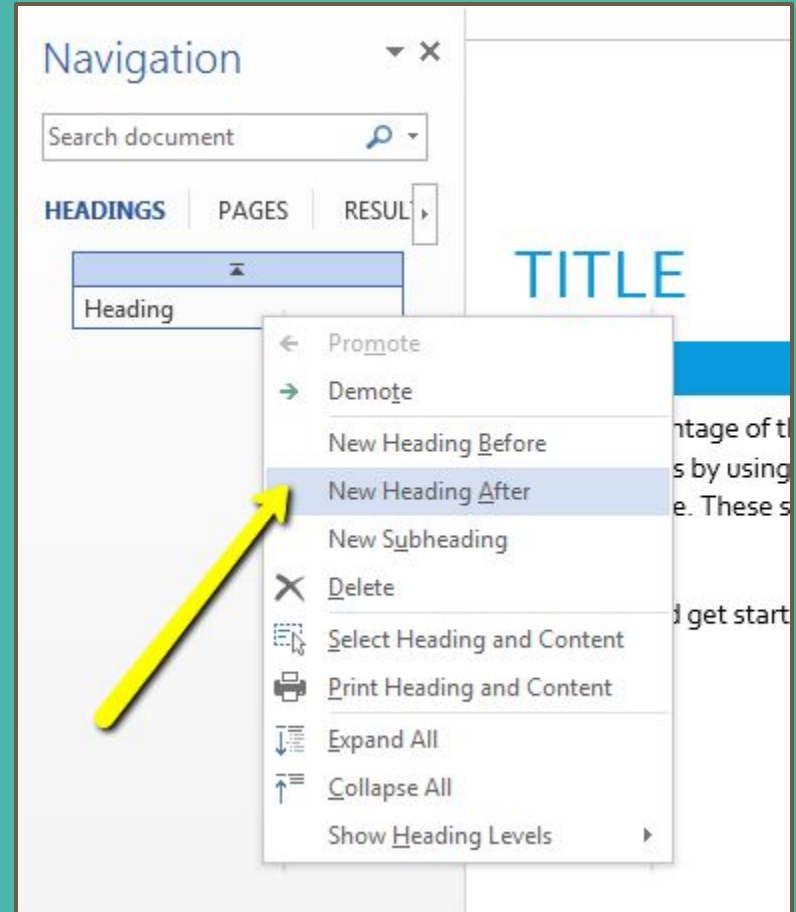




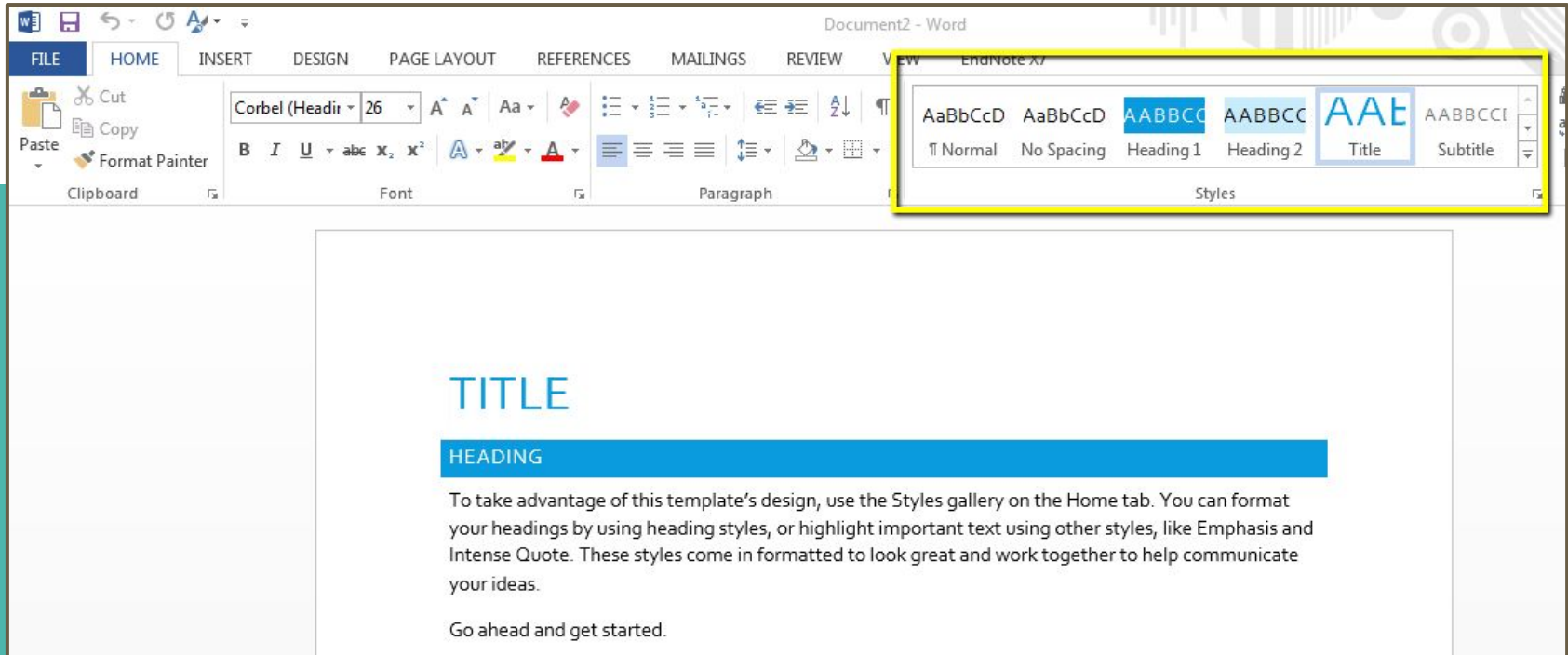
# Adding Headings

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<sup>+</sup> A<sup>-</sup> Aa A

AaBbCcD AaBbCcD AABBCc AABBCc AAe AABBCcI

Normal No Spacing Heading 1 Heading 2 Title Subtitle

## TITLE

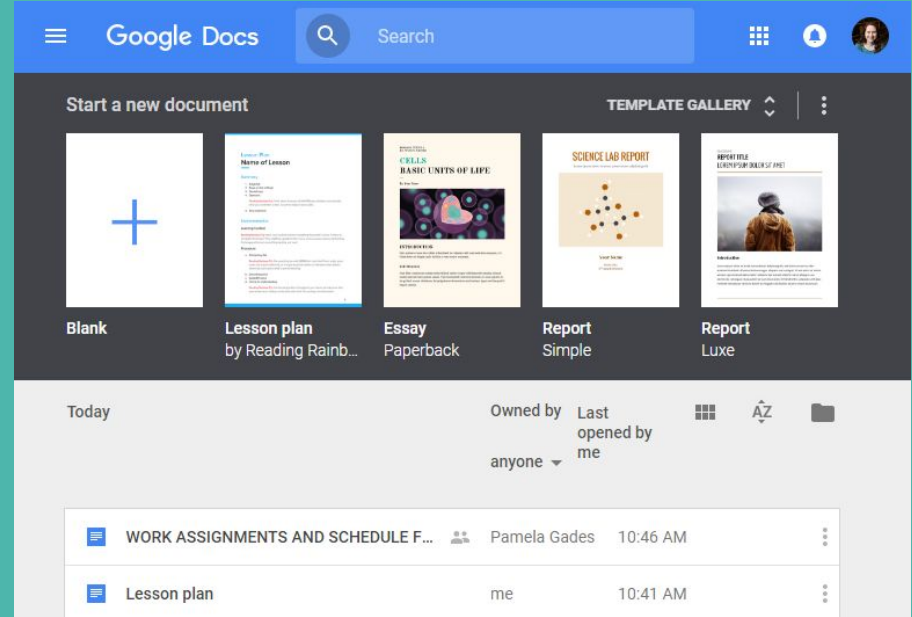
### HEADING

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". To its right are five template cards:

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

The "TEMPLATE GALLERY" section shows a grid of templates with titles like "Cells Basic Units of Life", "Science Lab Report", and "Report Title".

Below the templates, there is a section for "Today" with a filter dropdown set to "Owned by anyone" and a "Last opened by me" indicator. A list of recent documents is shown below:

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 menu bar includes File, Edit, View, Insert, Format, Tools, Table, Add-ons, and Help. The Tools menu is open, and the "Document outline" option is highlighted with a yellow box. A yellow arrow points from this option to the "Outline" pane on the left side of the document. The Outline pane displays a list of sections: Lesson Plan Name of Lesson, Summary, Implementation, Learning Context, Procedure, Differentiated Instruction, Materials & Resources, and Assessment. A yellow box labeled "Title & Headings" has an arrow pointing to the "Summary" section in the Outline pane. Another yellow arrow points from the "Document outline" menu option to the "Document outline" option in the Tools menu. The main document content includes a list of five items: 1. Subject(s); 2. Topic or Unit of Study; 3. Grade/Level; 4. Objective; and 5. Time Allotment. A "Reading Rainbow Tip" is also visible.

Lesson plan

File Edit View Insert Format Tools Table Add-ons Help Last edit was 10 m

Spelling...  
Explore Ctrl+Alt+Shift+I  
Define Ctrl+Shift+Y  
Document outline Ctrl+Alt+A Ctrl+Alt+H  
Word count Ctrl+Shift+C  
Voice typing... Ctrl+Shift+S  
Keep notepad  
Translate document...  
Script editor...  
Preferences...  
Personal dictionary...

Outline

**Lesson Plan Name of Lesson**

**Summary**

**Implementation**

Learning Context

Procedure

**Differentiated Instruction**

**Materials & Resources**

**Assessment**

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

Reading Rainbow Tip: Think of the books you want them to take away.

Implementation

Title & Headings

# Adding Headings

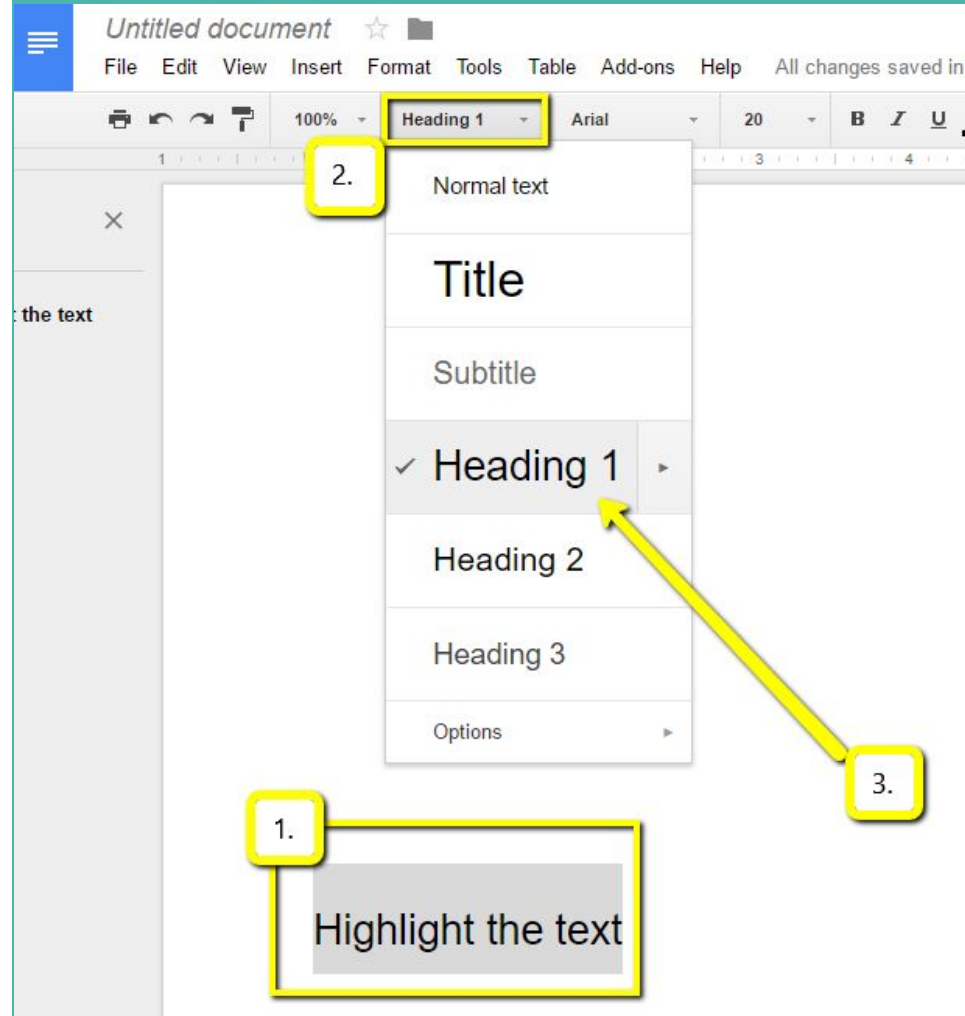
1. Highlight Text
2. Select Style Menu
3. Apply desired heading

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?**



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# Questions?

— Comments? Concerns? —

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