

# RSCTv – Universal Design – how to structure a Word document properly.

---

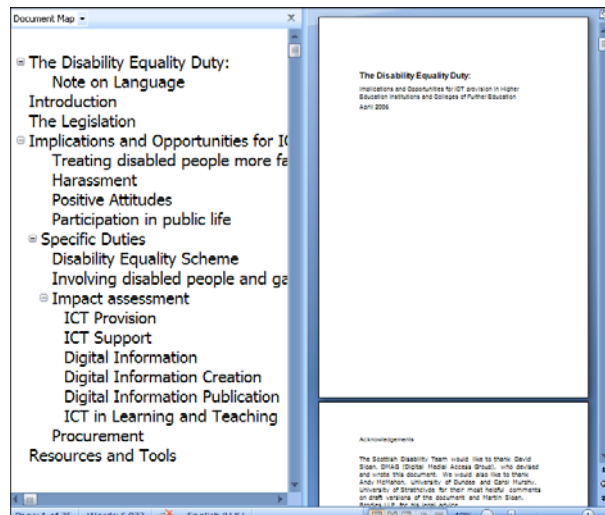
## The session objectives

- To outline why well structured documents make information more user friendly.
- To demonstrate how to format Word documents using heading styles.
- To outline the accessibility gains of creating documents using the principle of universal design.

If you have a long document, unless it's structured properly by applying heading styles, in order to read it you really need to start at the beginning and scroll through it. I suppose you could print it and scan through it and find what's relevant but in this day and age you don't really want to print unnecessarily.

In contrast, with a well structured document you can switch on the document map in the view menu to see all the sections and sub sections and navigate to the appropriate section.

How do you do this - switch on the styles panel - Format / Styles and formatting - it's the "Headings" that we are going to use. Switch on the document map and you can see the structure developing as you add headings and sub headings - Highlight the text and apply the appropriate heading style.



Another advantage of using headings is the ability to quickly change the font styles and sizes. Most users - certainly the self taught ones who pick up things on a need to know basis - will likely highlight text and apply the characteristics that they want. e.g. bold / style / colour. By modifying the heading style you can change these things throughout the whole document in one click. Click on the heading style in the styles and formatting panel. Choose "modify" and change the

attributes as required. You will see that throughout the document the heading will change.

The last aspect of using heading styles that was demoed is how a table of contents can be created automatically. Type in Table of Contents and take a new line - from the insert menu / choose reference / indexes and tables / choose table of contents / this function is dependant on the use of heading styles which are picked up and used to create the TOC.

## **The Accessibility Benefits of Well Structured Documents**

### **Who will benefit**

Print Disabled/Print Impaired - people who have difficulty with both the mechanics of reading and interpreting the message:

- Blind or visually
- Colour Blindness
- Dyslexia
- Cognitive and learning difficulties
- Cultural barriers such as different languages or alphabets
- Poor literacy skills
- Cannot physically handle a book

### **Properly formatted documents have a structure that Assisive Technology (AT) devices can readily access**

- Screen Reading software (JAWS and Window Eyes) will read out headings of a word document before reading the text.

### **Alternative Formats**

- A lot of students with visual or reading difficulties will rely on text to speech.
- One of the more popular formats is DAISY/ Digital Talking Books which are most commonly converted from word documents and rely on documents which have heading structures

- This format combines all of the features of the written text and the audio recordings in a single structured format. Read the text and listening to the recordings independently or simultaneously.
- As the audio is played, the corresponding text is highlighted.
- Office 2007: Microsoft and open-source site SourceForge plan to offer a free plug-in early next year that will convert Office 2007 files to the Daisy format, which translates text to speech
- Many colleges have a site license for an assistive technology tool called Texthelp Read and Write Gold which has the capacity to read DAISY formatted documents.

### **Personalising the Document to make it more user friendly**

- Change colour and font in headings, sub headings and the body of text allows readers to change the document to suit their visual and reading preferences.

### **Document Map**

- Navigability - Easier for learners with mobility difficulties or problems with manual dexterity to get to a specific part of a word document by selecting a heading from the document map.
- Easier to focus on the key concepts within the text without having to negotiate large volumes of text by scanning the headings (dyslexia, language difficulties/literacy needs, BSL Users who have difficulties with English)
- Users with visual impairments may rely on a screen magnifier for reading. A long document can be very awkward to navigate through a screen magnifier.

### **References**

For more information on Digital Talking Books/Daisy Format, follow this link:

<http://altformat.com/daisy.asp?section=1>

For more information on Print Impairment, follow this link:

[http://altformat.com/ea\\_draffan.asp?section=3](http://altformat.com/ea_draffan.asp?section=3)

For more information on converting MS Word documents into Digital Talking Books, follow this link:

<http://www.it-director.com/business/compliance/content.php?cid=10056>

For more information on Texthelp Read and Write's Daisy Reading capacity, follow this link:

[http://www.texthelp.com/page.asp?pg\\_id=1121](http://www.texthelp.com/page.asp?pg_id=1121)

## **Q & A from RSCTv Sessions on the 15<sup>th</sup> January**

**Q - Is it best to do this (apply headings) as you are writing a document or at the end?**

*A - Ideally as you are writing and structuring the document but you can also retro-fix or adapt older documents.*

**Q - Does it (applying headings) have any effect on older versions of Word?**

*A - The capacity to apply headings is available with in older version of word.*

**Q - We like to give PDF format rather than Word (copy and paste issues!) Do PDFs created from a well formatted doc have these features?**

*A - If the original document is created issuing the inbuilt styles and headings this structure will allow bookmark navigation to be used in the PDF document - see [http://www.techdis.ac.uk/index.php?p=3\\_20](http://www.techdis.ac.uk/index.php?p=3_20)*