Universal Design: Making Word 2010 Documents More Usable for All Learners

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**Introductions**

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  - Provide Assistive Technology for students, faculty and staff with disabilities
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  - [http://atrc.colostate.edu](http://atrc.colostate.edu)
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Today’s Agenda

• Universal Design for Learning
• Learning Styles & Challenges
• Role of Assistive Technology
• Making Documents Compatible with Technology
• Hands On: Word 2010
Universal design is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design.

—Ron Mace, UD Institute
Learning Curbs: Target Learning Styles

- Visual
- Aural
- Read/Write
- Kinesthetic
- Multimodal

Learning Styles (VARK)

Use More Than One Style for Best Impact
When it comes to electronic materials, “ramps” need to be built in up front.

For students who:
- Listen to texts (visual)
- Watch videos (aural)
- Take notes verbally
- Use Literacy Support Software
What is Assistive Technology?

- Assistive Technology (AT) is a bridge between digital materials and students.

- AT provides alternate ways of accessing materials.

- Any technology that increases access to computers or electronic information.
  - Text-to-speech
  - Voice recognition
  - Word completion
  - Spell check
  - Ergonomic office equipment

- Documents must be designed to interact well with technology.
What Does a UDL Document Look Like?

A document designed to interact with technology includes these features:

• Searchable & Selectable Text
• Consistent Hierarchical Structure
• Descriptive Headings
• Table of Contents
• Text to Speech Capability
Creating Word 2010 Documents
Provide Document Structure

• Headings
  • Use Built-in Styles
  • Maintain Hierarchy – Don’t Skip Heading Levels
  • Table of Contents – Use Descriptive Headings

• Lists
  • Use built-in styles and numbering

• Images and Graphs
  • Provide descriptive alternate text
  • Must be inline with text
Add Structure: Use Styles

• Add Headings for Each Section
• Make Headings Descriptive
• Be Consistent
• Don’t Skip Heading Levels - Hierarchy
• On the “Home” ribbon, click on “Change Styles”
• Click on “Style Set” to select from built-in styles.
• As you hover over a style, it shows you a preview of your document in the background
Format Lists

Use built-in styles and numbering
Images and Graphs

- Must be in line with text
- Right-click on the image
- Select “Wrap Text” then “In Line with Text”
Add Alternate Text to Images

- Alt Text describes the purpose or meaning of the image in context.
- To write good alt text, ask yourself:
  
  “What is the purpose of this image?”

- Write a short description of the meaning added by the image.
Context is Key

- Ice Cream Manufacturer
- Girl Scouts of America
- A Food Blog
- Diversity Website

Adapted from Jesse Hausler, ATRC and The ACCESS Project
How to Add Alt Text to Images

1. Right-click on the image and select ‘Format Picture’
2. Select the ‘Alt Text’ option at the bottom
3. Type the alt text in the ‘Description’ box on the right
4. Do not use the ‘Title’ field, as a screenreader will not read it!
Tables: Be Wary

• A listener must remember the column headings and count columns!
• Listen to how a table sounds with a screen reader
• Designate a header row
• Keep tables small (max 3-4 columns)
• If small is not possible, provide adequate alternate text. The same information presented in list format works well.
Add Header Row to Tables

1. Right-click on the top row of the table.
2. Click on ‘Table Properties’
3. Check the box ‘Repeat as header row at the top of each page’
How to Add Alt Text to Tables

1. In the same ‘Table Properties’ screen, select the last tab on the right, ‘Alt Text.’
2. Type in the ‘Description’ box.
3. Just as with images, ignore the ‘Title’ field. Screenreaders won’t read it.
Microsoft’s Accessibility Checker

• Use the Built-in Accessibility Checker
  • File > Info > Check for Issues > Check Accessibility
Screen Reader Demo
Documents – Structure vs. No Structure
Questions? Need Help?

DIY Help
CSU’s Access Project (Step-by-Step Tutorials)
http://accessproject.colostate.edu/udl

CSU’s Accessibility Website
http://www.accessibility.colostate.edu

Or Contact Me

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This presentation will be available on the Accessibility Website:
http://accessibility.colostate.edu/trainings.cfm
Sources

Microsoft Word, Universally Designed - ACCESS Project:

http://accessproject.colostate.edu/udl/modules/word/mod_word.php

Universal Design for Learning:

http://www.cast.org/udl/index.html

VARK Learning Styles:

http://www.vark-learn.com

Word 2010 Accessibility Tutorial by Microsoft:


Word 2010 Tutorial by WebAIM:

http://webaim.org/techniques/word/