

Organizing Information: Introduction to Reading Order

Accessibility Video Tutorials

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What we will cover in this video

In this video, we will discuss & demonstrate:

- ✓ How can we **organize information** accessibly in electronic and web-based materials?
- ✓ What is **reading order**, and why does it matter for accessibility?
- ✓ How can we use built-in Microsoft Office structures to create accessible materials?
- ✓ How can we use the Microsoft Office Accessibility Checker tool for **reading order**?

Assistive Technology

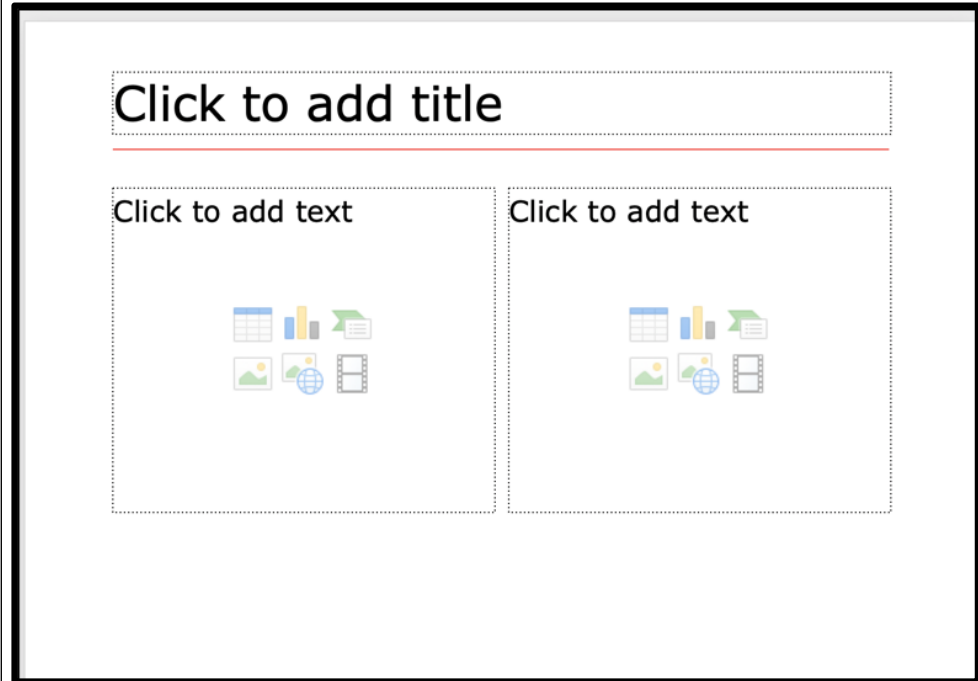
Screen readers rely on **reading order** in documents to navigate written electronic materials accessibly

Reading Order

How to organize content in Microsoft Office

Slide Layouts in PowerPoint

This image of a slide has 2 content placeholders and a slide title placeholder, so it should have a title and 2 pieces of content.



If one placeholder is left empty, or if more than 2 pieces of content are added, a screen reader will miss content, or read the content out of order.

Four content placeholders, four pieces of content

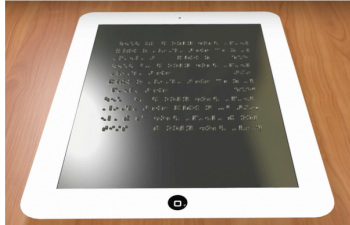
Artemis is a small, black and white cat, commonly referred to as a Cow Cat.



This is a slide layout with
4 content placeholders.
I'm using 2 for images
and 2 for text!

Word: Objects In-Line with Text

Refreshable Braille Display: device that communicates the written text from a screen reader on a computer to a user in Braille.

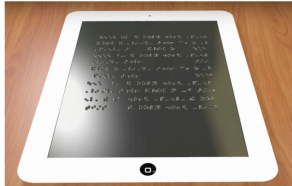


Screen Reader: software that communicates displays (text, images, icons ,etc.) from a computer to users in a non-visual way, through speech or Braille.

Text-to-Speech Technology or **Speech Synthesis:** general term for the technology that reads text from your computer aloud. Many applications and plug-ins are free and open-source.

- The first example has the image in-line with text.
- The second example has the text wrapping the image. This is not accessible, because it is not detectable by a screen reader.

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Screen Reader: software that communicates displays (text, images, icons ,etc.) from a computer to users in a non-visual way, through speech or Braille.

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Word: Built-In Heading Styles

- Headings are visual and non-visual elements of reading order.
- It is important to use Microsoft Word's built-in headings.
- Assistive technologies can detect headings without needing visual labels.

Title – All About Cats

Heading 1 – Introduction

Heading 1 – Types of Cats

Heading 2 – Wild Cats

Heading 3 – Lions

Heading 3 – Panthers

Heading 3 – Tigers

Heading 4 – Siberian Tigers

Heading 4 – Bengal Tigers

Heading 2 – Domestic Cats

Heading 3 – Short Haired

Heading 3 – Long-Haired

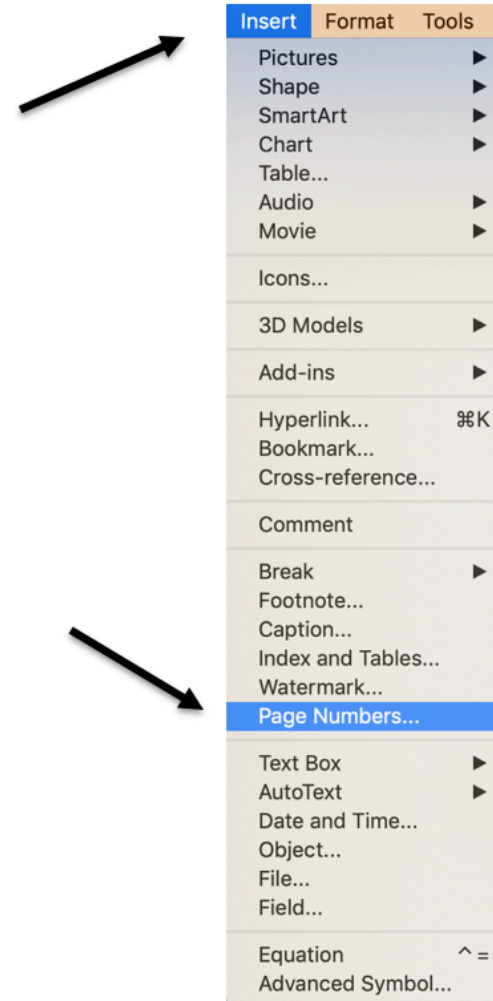
Heading 1 – Cat Food

Word: Page Numbers

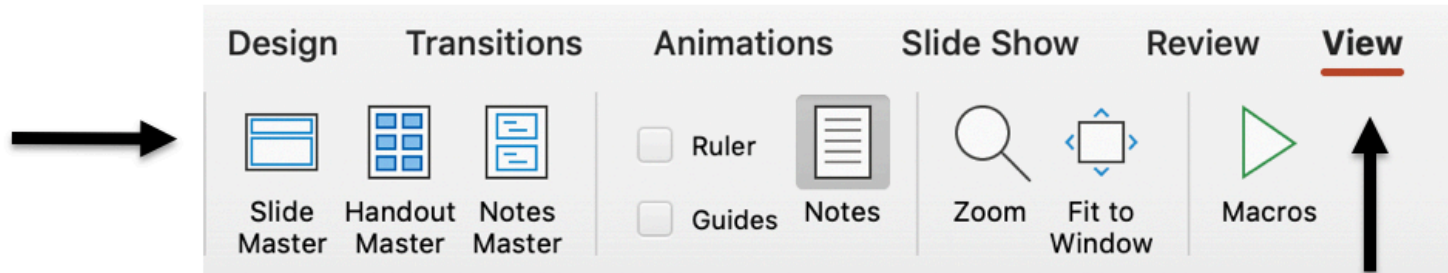
Page numbers in documents can help survivors navigate visually and non-visually.

To add page numbers in Microsoft Word:

- Go to **Insert** and choose **Page Numbers** from the drop-down list.

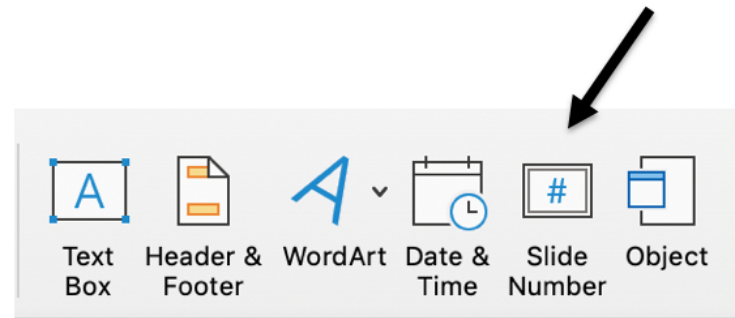


PowerPoint: Slide Numbers



You can add slide numbers in PowerPoint in the **Master Slide Deck**.

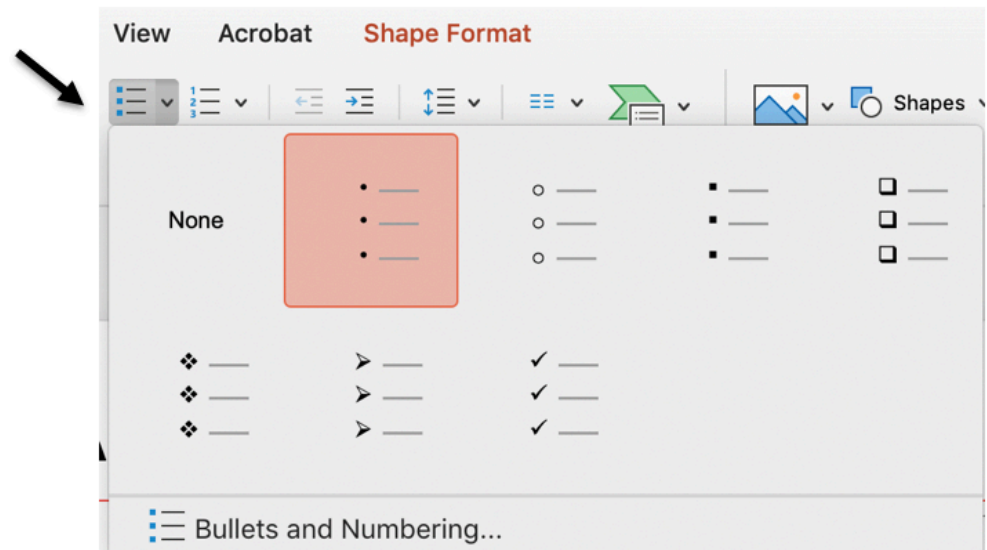
- Go to *View*, and click *Slide Master*.
- Then, go to *Insert*, and click *Slide Number*.



Accessible Bulleted Lists

- Bulleted lists help all survivors follow information flow on a page.
- Instead of creating bullets manually, you will want to use the **built-in list tool**.

Under the **Bullets drop-down list**, you can select the format for you bullets.



Microsoft Office Accessibility Checker Tool

Microsoft Office's Built-in Accessibility Tool

What is the Microsoft Office Accessibility Checker Tool?

- Microsoft offers a simple tool for checking accessibility of PowerPoint and Word documents: the [Accessibility Checker](#).
- This tool will flag *some* accessibility issues in your document, but it is **not** comprehensive, so *we cannot rely on it for complete accessibility*.
- It flags errors, warnings, and tips, including those related to inaccessible reading order.

To Recap: Organizing Information Accessibly

Accessible information organization is multi-faceted.

- ✓ Accessible organization is important for survivors in printed, electronic, and web-based materials
- ✓ Survivors who are blind and survivors with other types of disabilities often access electronic information using assistive technology.
- ✓ Screen readers rely on structural elements in documents to navigate electronic materials. Accessible Reading Order is key.
- ✓ Microsoft Office Accessibility Checker will flag reading order issues in Word and PowerPoint.

Thank you!

For more information and videos about accessible content, visit: www.endabusepwd.org

Ending abuse of people with disabilities is a team effort.

Contact us for support:

End Abuse Email Address: cvs@vera.org

End Abuse Phone Number: [\(212\) 376-3096](tel:(212)376-3096)

End Abuse Toll Free Phone Number: [\(855\) 274-8222](tel:(855)274-8222)