

Inaccessible documents: resource overview

Collection: Inclusive teaching

Learning outcomes

To have found out about and begun to apply guidelines for making 'PowerPoint' and 'Word' documents as easy to use by as many students as possible.

Overview

Clarity is at the heart of inclusive teaching--and nothing to do with 'spoon feeding'. Making everything as clear as possible for students will obviate many problems and confusions--avoidable hitches that can swell into very serious issues for students with other, unavoidable complications in their lives such as cognitive or physical disabilities, culture-shock, difficult backgrounds, anxiety at being at university, and so on. It is worth looking with a student's eye at the resources you provide in support of your programme and individual modules. Is everything really straightforwardly comprehensible by a worried first-year? Are there friendlier ways of putting things? Can the vital information in the programme handbook, for example, be reinforced by online videos?

This resource focuses on two types of material we produce electronically in support of teaching sessions: 'Word' documents and 'PowerPoint' presentations. Clear 'best practice' guidelines for the use of both of these programs are easily available. With this resource, we provide 'Word' documents giving typical sets of recommendations. Following these guidelines, as the activities will give you practice in doing, is not a trivial matter: it will materially help all your students--and for some, it could make a vital difference to their enjoyment and understanding of the course.

The activities which follow use 'Word' and 'PowerPoint' documents submitted by lecturers to HumBox, a repository of 'open educational resources' created by academics and freely



available for reuse. For the purpose of the exercises, each document has been altered to make it more inaccessible.

Activities within this resource

- Making 'PowerPoint' more accessible: individual activity
 - Making 'PowerPoint' more accessible: group activity
 - Making 'Word' documents accessible: individual activity
 - Making 'Word' documents accessible: group activity
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Resources in the inclusive teaching Collection

- Inclusive teaching: introduction to the collection
- Imaginary students: resource overview
 - Imaginary students: individual activity
 - Imaginary students: group activity
- Inclusive lectures: resource overview
 - Making lectures inclusive: individual activity
 - Making lectures inclusive: group activity
- Inclusive seminars: resource overview
 - Making seminars inclusive: individual activity
 - Making seminars inclusive: group activity
- **Inaccessible documents: resource overview (*you are here)**
 - Making 'PowerPoint' more accessible: individual activity
 - Making 'PowerPoint' more accessible: group activity
 - Making 'Word' documents accessible: individual activity
 - Making 'Word' documents accessible: group activity
- Students, comments, conditions: resource overview
 - Inclusive teaching quiz: individual activity
 - Inclusive teaching card sort: group activity
- Departmental audit: resource overview
 - How inclusive is your department?: individual activity



2 | This resource is part of a set of professional development resources for Higher Education English (including English Literature, English Language & Creative Writing) called 'The Pool'. The resources were developed by the English Subject Centre in 2011 as part of a JISC/HEA Open Educational Resources (OER) Project.

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