

Making 'Word' documents accessible: individual activity

Collection: Inclusive teaching

Resource: Inaccessible documents

Approximate duration

40 minutes

Learning outcomes

To be aware of some key requirements for making 'PowerPoint' presentations accessible.

Introduction

'Word' has become every lecturer's friendly *vade mecum*--the one computer programme we all seem to be thoroughly happy to use and at ease in using. Its full potential is not always realised, however, and it is easy to knock out a quick handout without thinking too much about accessibility issues. This exercise will help you internalise some simple guidelines for making 'Word' documents usable by the widest possible range of students.

The activity

This activity uses two files which you will find in the same folder as this resource in HumBox:

- An inaccessible 'Word' document - This document, on reading poetry, was submitted by a lecturer to [HumBox](#), a repository of 'open educational resources' in the humanities donated by lecturers for reuse by colleagues. It has been specially altered to be made inaccessible for the purposes of this activity.

- [Some guidelines on the accessible use of 'Word'](http://webaim.org/techniques/word/)
<http://webaim.org/techniques/word/> (WebAIM)
1. Open the 'Word' document. Print it out.
 2. What aspects would you change in this document to make it easier to use by students? Make the changes in the document and keep a note of each change you have made.
 3. Look at the 'WebAIM guidelines. Does this list include anything to supplement the way you have already edited the document? If so, make a note of it and edit the document accordingly.
 4. Print out both the original version of the document and your edited version to compare them.

Links & References

- [JISC TechDis Accessibility Essentials](#) - Detailed hints on making electronic documents accessible.

Relationship to the Professional Standards Framework

- **Core Knowledge 2:** Appropriate methods for teaching and learning in the subject area and at the level of the academic programme
- **Core Knowledge 4:** The use of appropriate learning technologies
- **Professional Values 1:** Respect for individual learners
- **Professional Values 3:** Commitment to the development of learning communities
- **Professional Values 4:** Commitment to encouraging participation in higher education, acknowledging diversity and promoting equality of opportunity

More information about the Professional Standards Framework can be obtained from the summary factsheet in the *Subject & Pedagogy* collection in HumBox.

<http://humbox.ac.uk/2731/>

Resources in the inclusive teaching Collection



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

