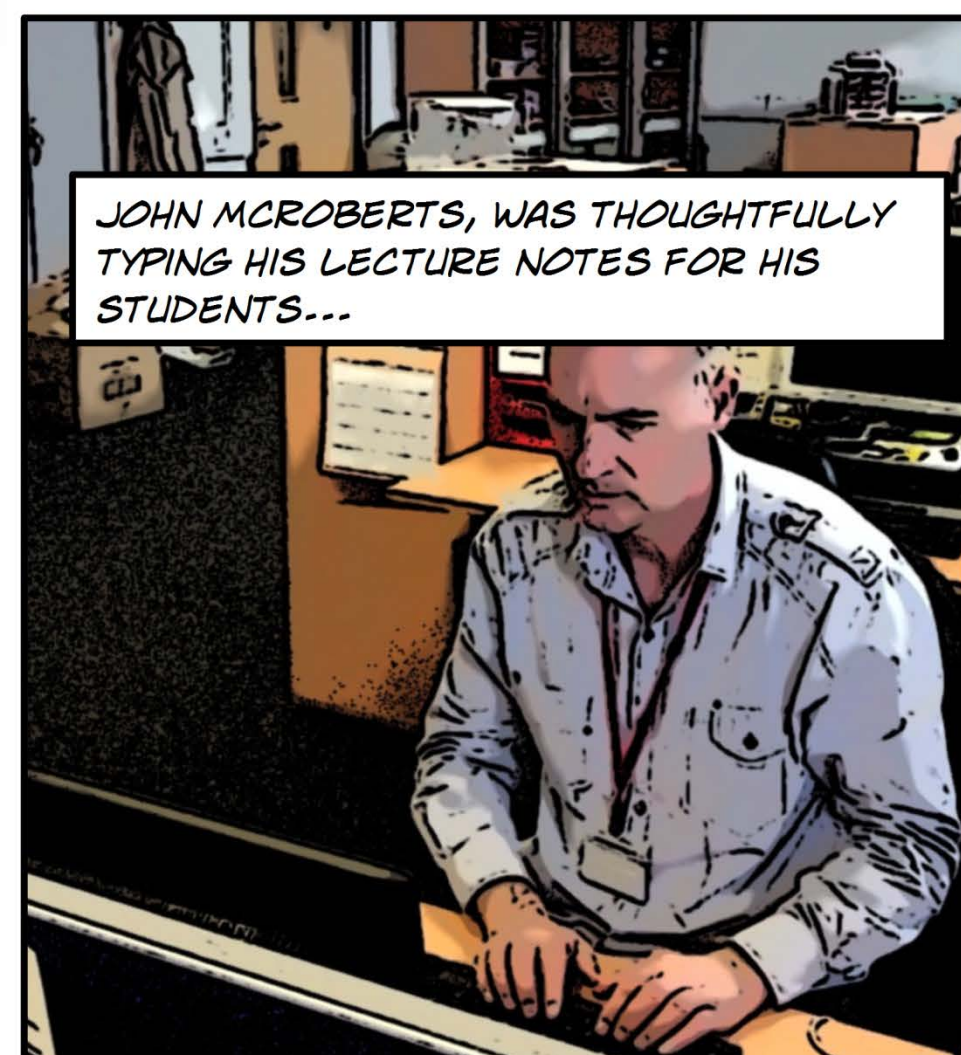


ACCESS 4 ALL

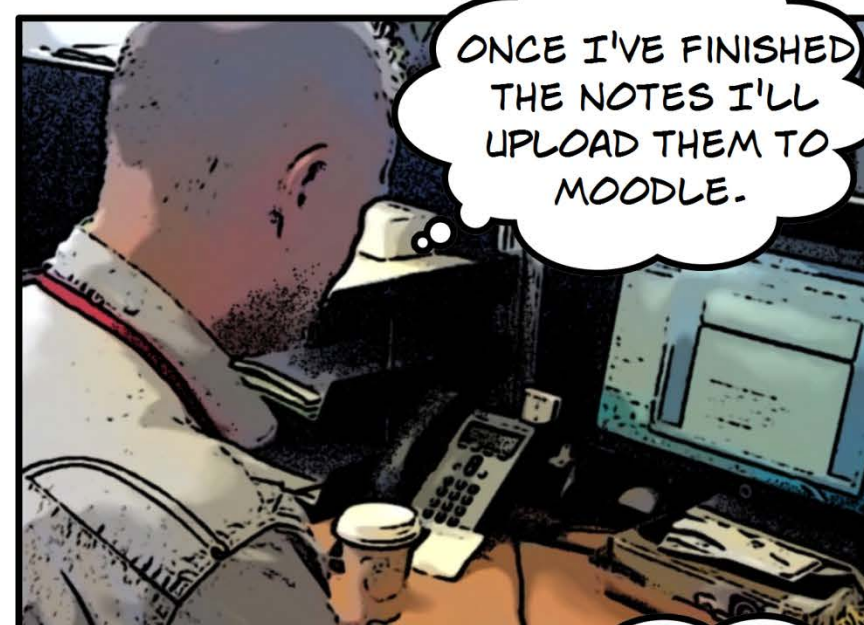
For more information contact: disabilityandinclusion@napier.ac.uk



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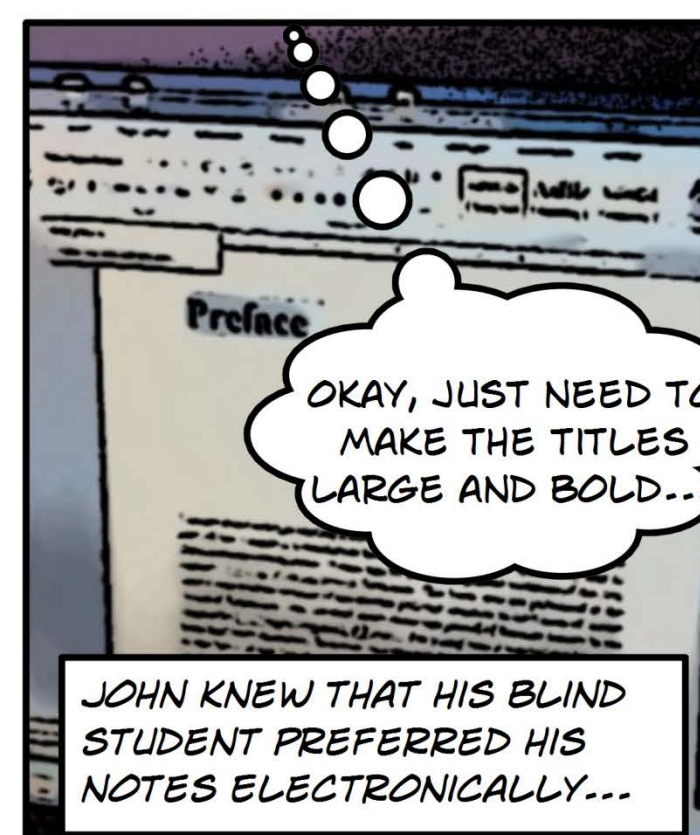
JOHN MCROBERTS, WAS THOUGHTFULLY TYPING HIS LECTURE NOTES FOR HIS STUDENTS...



ONCE I'VE FINISHED THE NOTES I'LL UPLOAD THEM TO MOODLE.

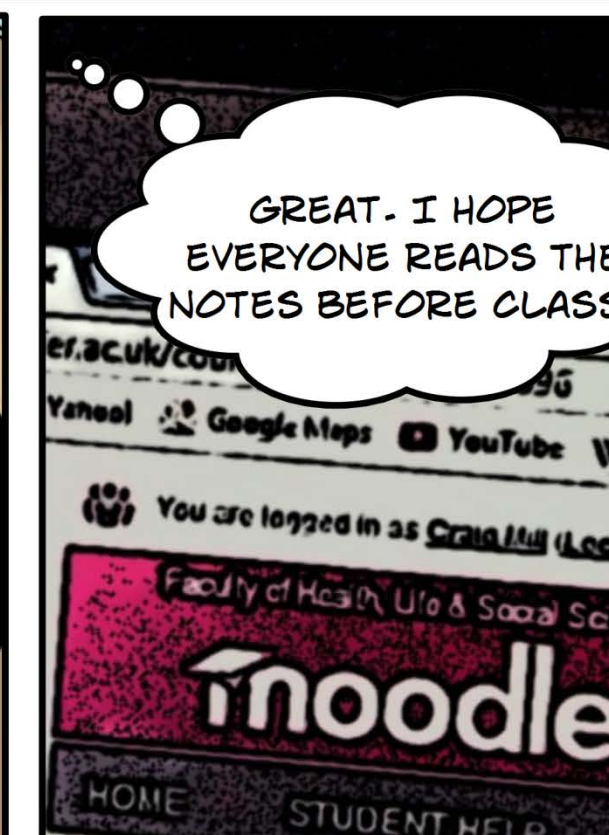


THEN EVERYONE IN THE CLASS CAN HAVE THEM IN ELECTRONIC FORMAT.



OKAY, JUST NEED TO MAKE THE TITLES LARGE AND BOLD...

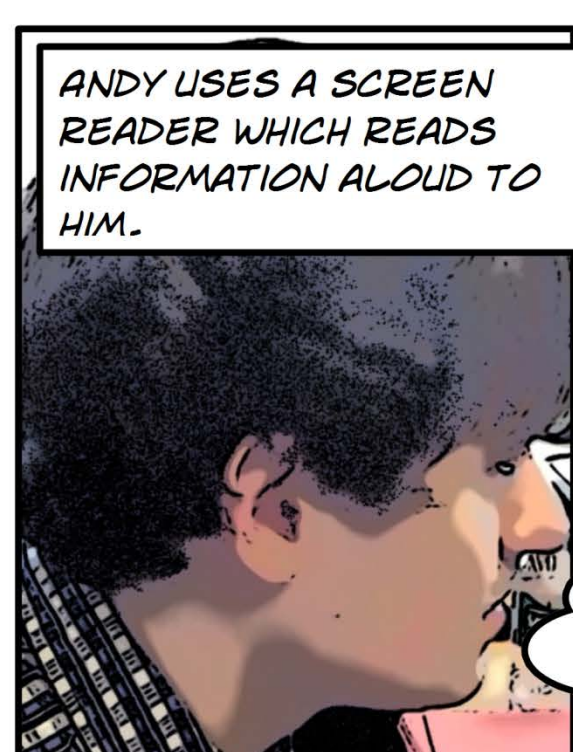
JOHN KNEW THAT HIS BLIND STUDENT PREFERRED HIS NOTES ELECTRONICALLY...



GREAT. I HOPE EVERYONE READS THE NOTES BEFORE CLASS



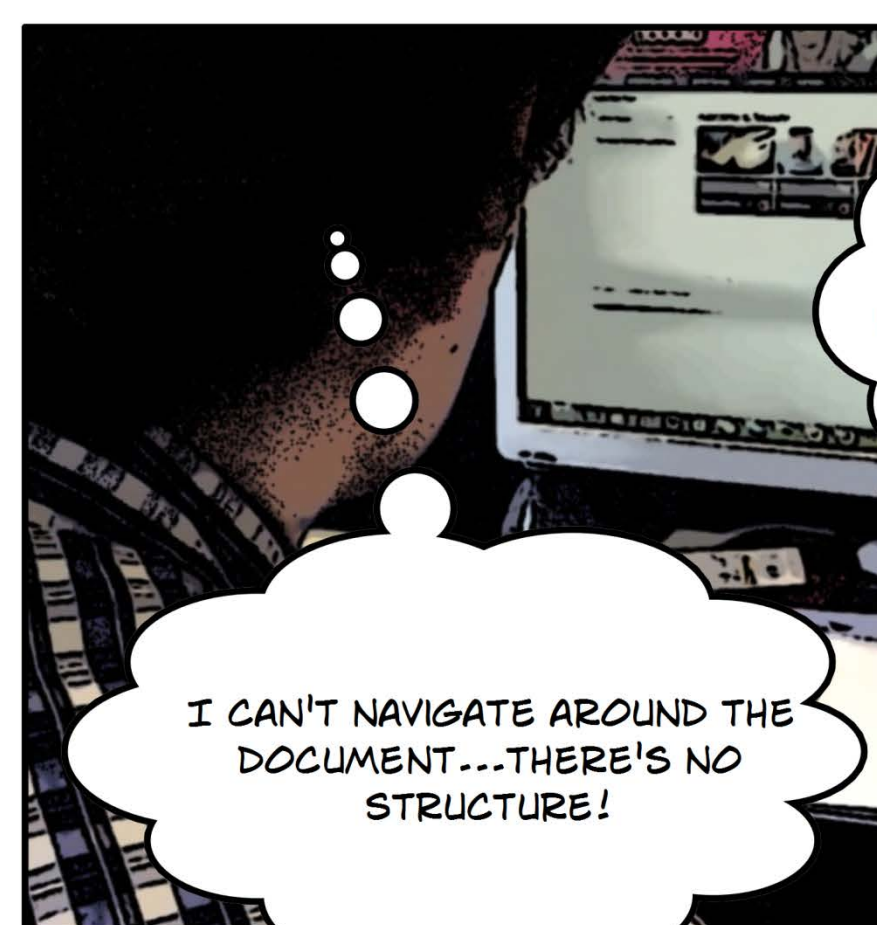
THE NEXT DAY ANDY, WHO IS BLIND, DOWNLOADED THE CLASS NOTES.



ANDY USES A SCREEN READER WHICH READS INFORMATION ALOUD TO HIM.



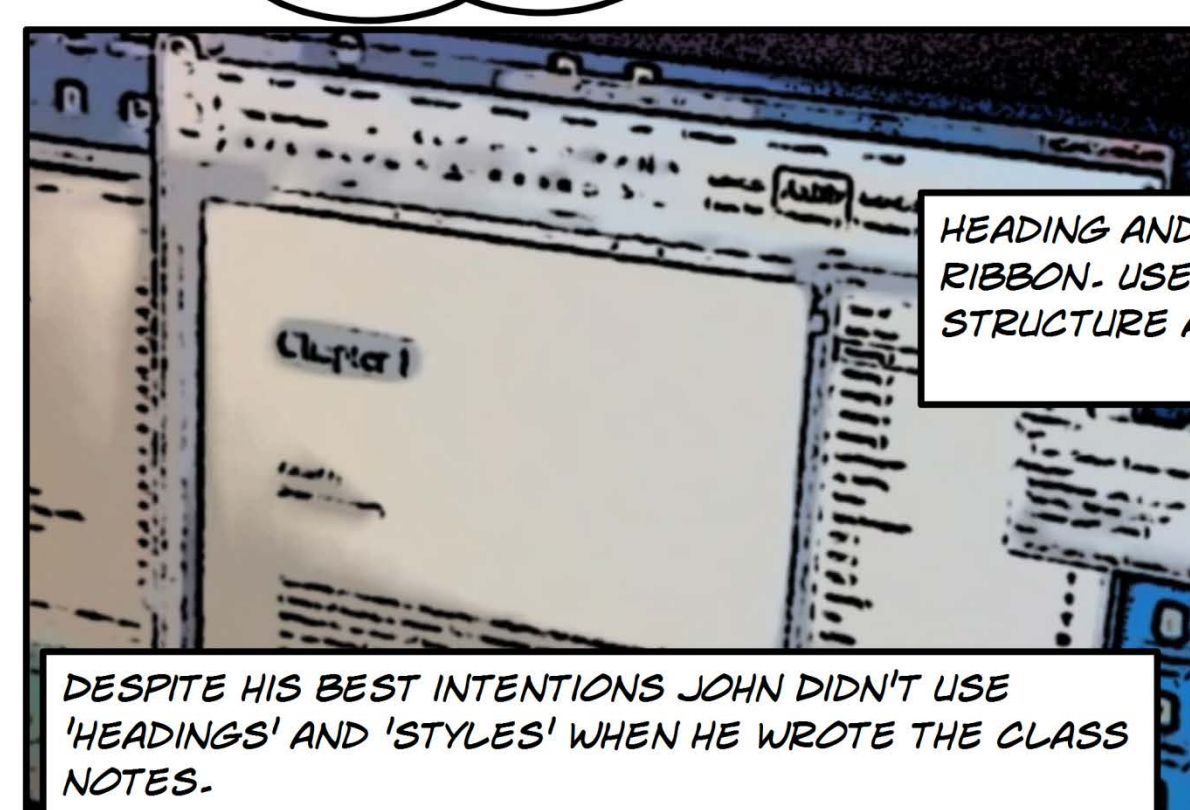
THIS DOCUMENT DOESN'T MAKE SENSE!!!



I CAN'T NAVIGATE AROUND THE DOCUMENT...THERE'S NO STRUCTURE!

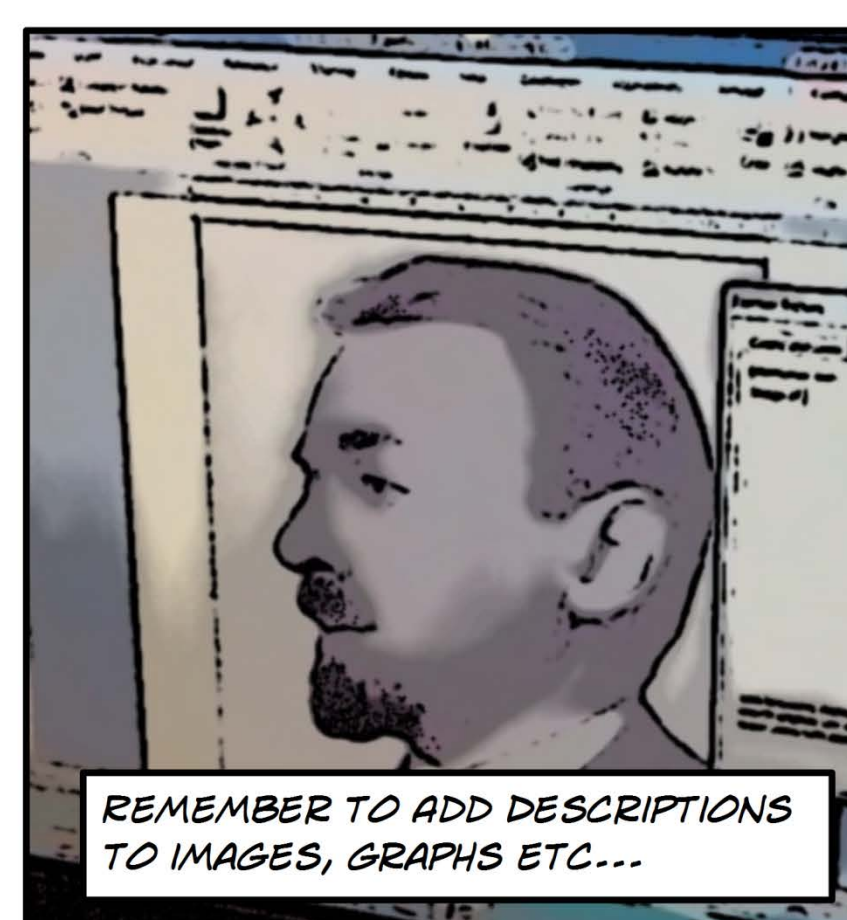


WITHOUT BASIC HEADINGS IT'S NO USE TO ME!

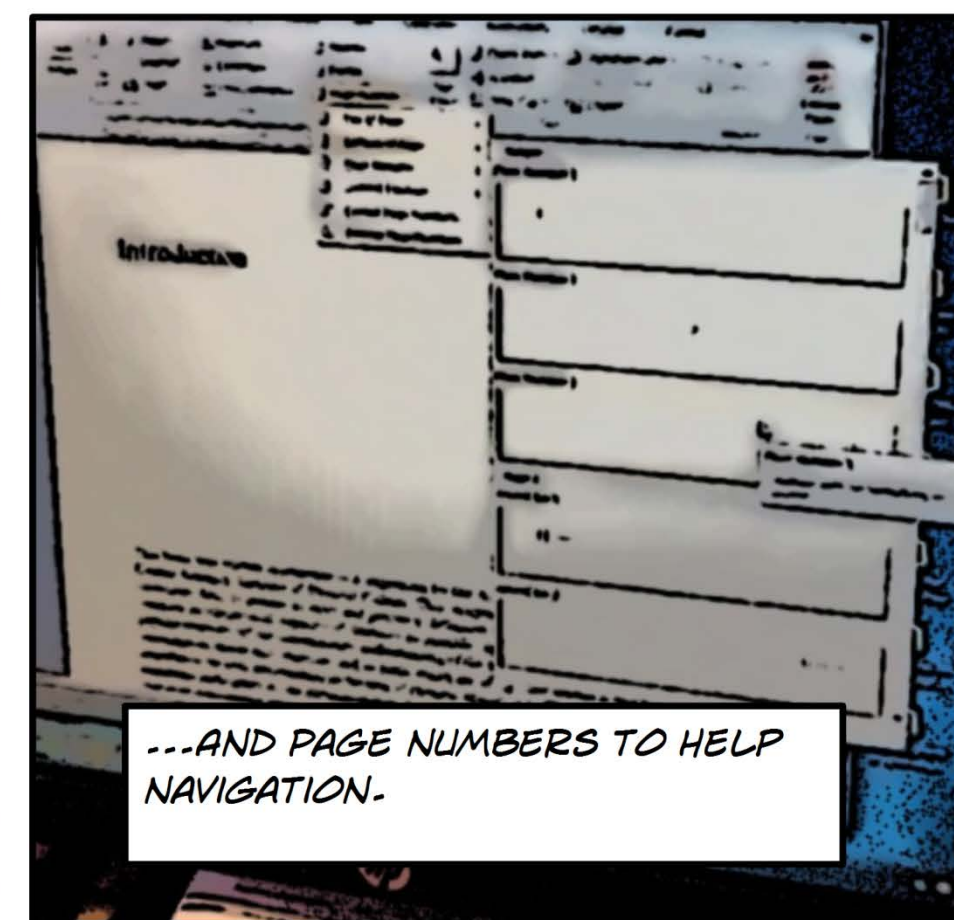


HEADING AND STYLES ARE IN WORD'S RIBBON. USE THEM TO BUILD STRUCTURE AND NAVIGATION.

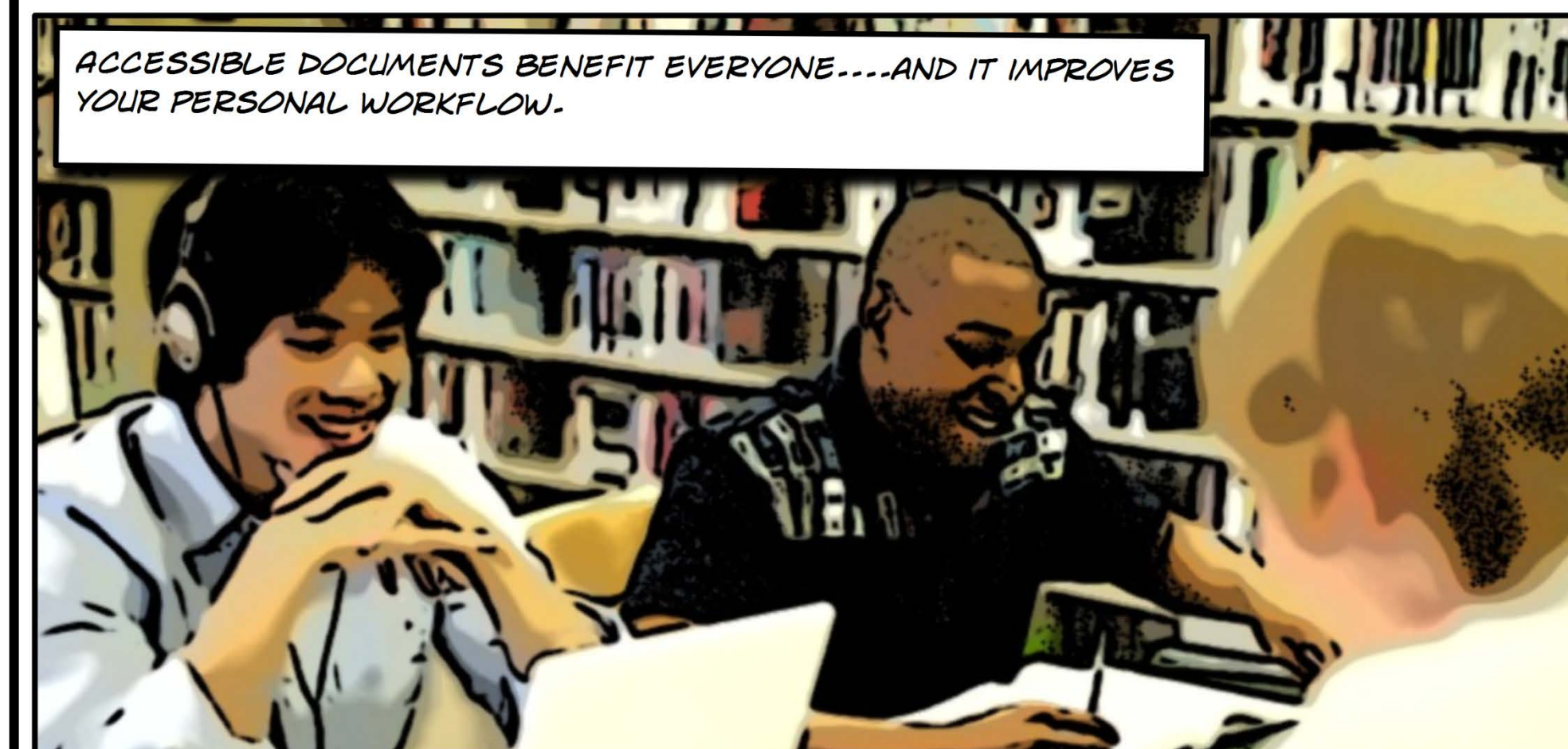
DESPITE HIS BEST INTENTIONS JOHN DIDN'T USE 'HEADINGS' AND 'STYLES' WHEN HE WROTE THE CLASS NOTES.



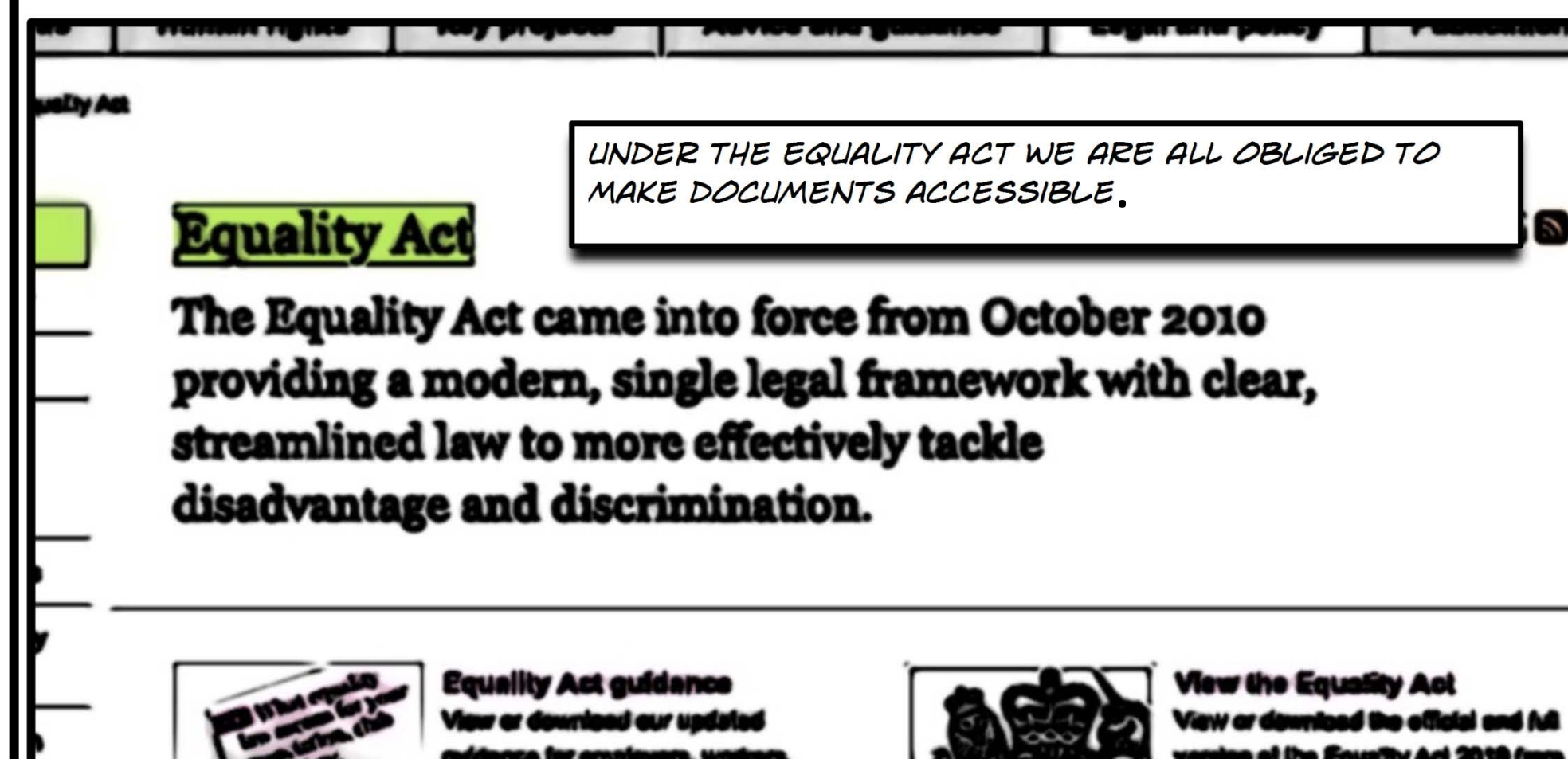
REMEMBER TO ADD DESCRIPTIONS TO IMAGES, GRAPHS ETC...



...AND PAGE NUMBERS TO HELP NAVIGATION.



ACCESSIBLE DOCUMENTS BENEFIT EVERYONE....AND IT IMPROVES YOUR PERSONAL WORKFLOW.



UNDER THE EQUALITY ACT WE ARE ALL OBLIGED TO MAKE DOCUMENTS ACCESSIBLE.

Equality Act

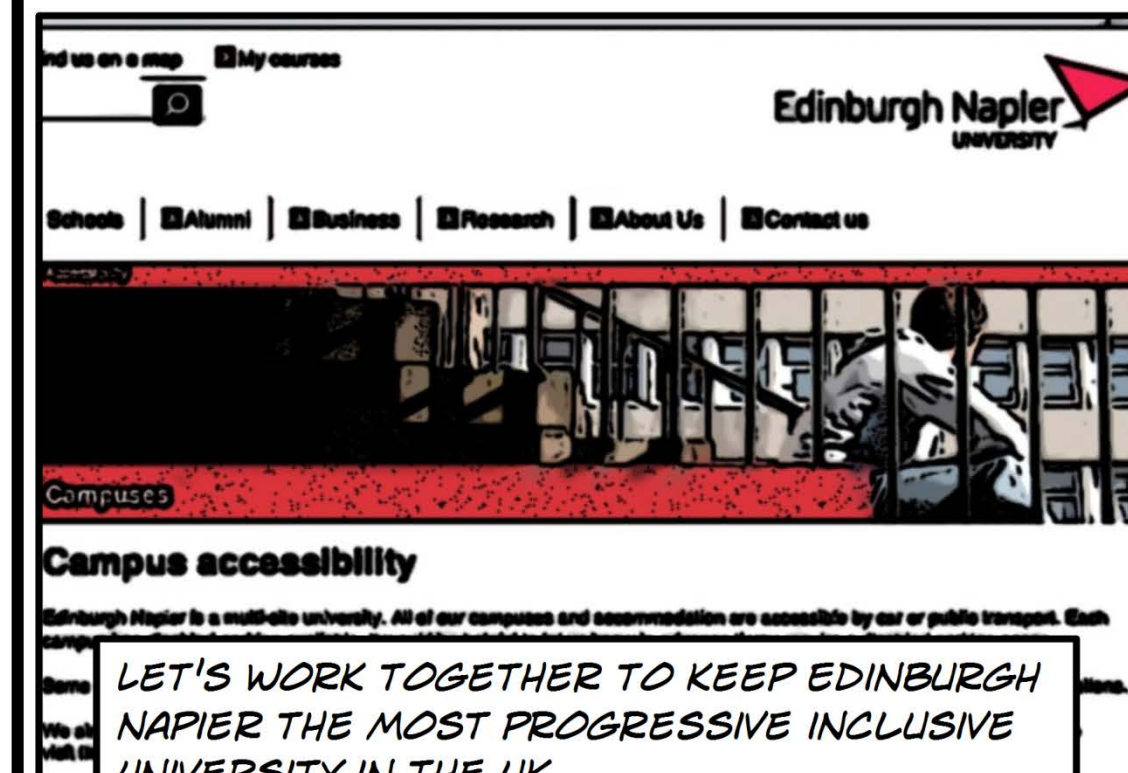
The Equality Act came into force from October 2010 providing a modern, single legal framework with clear, streamlined law to more effectively tackle disadvantage and discrimination.



Equality Act guidance
View or download our updated guidance for students, staff and...



View the Equality Act
View or download the official and full version of the Equality Act 2010 from...



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Campus accessibility

Let's work together to keep Edinburgh Napier the most progressive inclusive university in the UK.



TO FIND OUT MORE CONTACT THE DISABILITY AND INCLUSION TEAM.

Making it accessible

Making Word documents and PowerPoint slides accessible is not only easy to do but it's the right thing to do. What's more, by making your teaching and learning materials accessible, students with and without additional support needs will benefit from a well-structured and properly Styled document. Whether you are a support or academic member of staff, you will also experience the benefits.

Creating a Word document or PowerPoint presentation with appropriate headings and styles will increase and improve your personal workflow – it's the way that Microsoft intended Word and PowerPoint to be used...why else would they include such tools and features in their products? Built-in tools are not solely unique to Microsoft – they are available in Apple's 'Pages' (the Apple version of Word) and in Adobe's Acrobat - to create Portable Document Format (PDFs).

Improve your workflow

Using 'Styles' and 'Headings' can improve your workflow while making it more efficient. A document with headings will help you to customise, amend and enhance its formatting, for example:

- adding and updating a table of contents,
- creating internal links to aid dynamic navigation within the document,
- quickly and easily update font styles, size and colours,
- add titles, subtitles, quotes, captions, emphasis and spacing with ease,
- export to other formats such as Adobe PDF with the original tags.

An important feature of using heading styles and other elements is that are carried over into other documents such as Adobe PFD, a universal format for journal articles.

We ALL have an obligation

Under the Equality Act 2010 we all have an obligation to ensure our information is accessible – including:

- university prospectus and relevant promotional material such as flyers,
- teaching and learning material particularly content hosted on Moodle, such as Word, PowerPoints and PDFs,
- all publications in electronic/digital format!

A further benefit of correctly structured, formatted documents is that they can be accessed by assistive technologies such as a screen reader, a software program which interprets information and can help a visually impaired or blind user to 'read', 'navigate' and understand electronic documents. Moreover, properly formatted documents can be converted to 'alternative' formats such as Braille, digital talking books (DTB) large print and audio – inclusive formats for everyone!