

Access Technology Update



A regular dose of information designed to help you reach diverse students in your classroom.

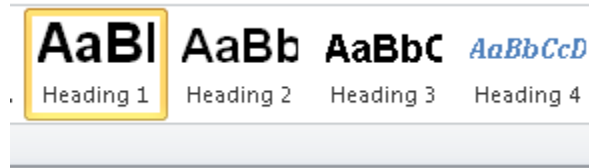
Volume 1, Dec. 2013

Topic: Adding heading structure in Microsoft Word documents

Why It Is Important: Headings allow for easier navigation of a document, especially for students using a screen reader.

How to Do It: To add headings to your document:

- 1) Identify any major divisions in your document (e.g., Title, Introduction, Sections I, II, III, Conclusion, etc.).
- 2) Select the text in your division.
- 3) Under the home tab, select the heading (Heading Level 1, 2, etc.) you want. Be sure to assign Heading Level 1 to the unique title (there should only be one text element marked Heading Level 1).
- 4) Try to follow a logical progression when applying headings (i.e., don't skip from Heading Level 1 to Heading Level 3).
- 5) Seek consistency of Headings across your whole document (e.g., all the major sub-topics are Heading Level 2; all the topics under a sub-topic are Heading Level 3 etc.).



TIP: To change the formatting of each of your headings, right click on the heading in the Styles Menu and select Modify.

Definition Du Jour:

Universal Design—

Designing programs, services, tools, and facilities so that they are usable, without additional modification, by the widest range of users possible, taking into account a variety of abilities and disabilities.

Source:

www.washington.edu/doit/

Amazing Apps:

Voice Dream Reader

- Uploads Docs, PDFs
- Text to Speech
- Clear Voices
- Allows highlighting, definition look-up, & more!

Currently \$9.99 via iTunes

Technology in the News:

The University of Michigan will receive \$4.5 million to research the benefits of technology for people with disabilities. Source: The Michigan Daily, Nov. 20, 2013

**The High Tech Center
at Taft College**

Find more information at:

<http://www.taftcollege.edu/tcwp/accessibility/>

Links to Learning:

www.cast.org/

(Center for Applied Special Technology)