Transcript: Headings Summer Short

Thank you so much for joining us today. This is the Summer Shorts presented by Accessible Libraries. We're going to talk about creating headings today.

My name is Megan Sellmer. I am the web and usability assistant at

the National Network for Equitable Library Service (NNELS).

Oh I'm just going to enable the live transcripts.

Apologies for not doing so before. Joining me today is Riane LaPaire, who is the braille and accessibility testing coordinator at NNELS and Ka Li who is an accessibility analyst at NNELS.

Yeah, so let's just dive in! We're gonna try and get this done in the next 20 minutes, so it doesn't take up too much of your day.

I would like to begin with a land acknowledgement today:

“Our presenters come from across this land, living and working in what we now know as Canada. We respect and affirm the inherent and Treaty Rights of all Indigenous Peoples and will continue to honour the commitments to self-determination and sovereignty that we have made to Indigenous Nations and Peoples. We respectfully ask for you all to take a moment to acknowledge the lands on which you reside.”

And now I'm going to hand it over to Riane to introduce headings.

[Riane] Thanks, Megan. Are you able to hear me?

Yes. Perfect, all right. So what is a heading?

A heading is a short phrase describing what the succeeding section is all about. So think of it as like the title of that section.

And so, why are headings important? In the context of accessibility, headings let readers easily navigate and locate the important aspects of a document. So it's like a good way to kind of break things up and make them easy to find and easy to navigate.

Okay. I think we came up to the next slide. Right, I wasn't sure if you cut it out or not.

Perfect, okay.

[Megan] So now let's talk about how to create a heading. So how to create a heading depends on the word processor that you use. So we'll talk about this a little bit more. But first what we want to say is when working with pre-existing documents we highly suggest you clear the formatting first. This way you're not building up, ou're not styling upon already existing formatting which can make things go wonky and you don't want that.

So once you've cleared the formatting you need to select the text you would like to reformat into a heading. So you can do this by highlighting or placing your cursor in the text and then selecting the heading level that you would like to apply.

So we're gonna cover a few different word processors today on how to apply a heading. So the four we have on the slide [Microsoft Word, Google Docs, iWork Pages, and LibreOffice].

* So in Microsoft Word, you apply a heading from the styles pane which is located in the home toolbar.
* This is different in Google Docs you select the heading level from the styles drop-down menu in the toolbar.
* And in iWork Pages, if you have a Mac, you use the paragraph styles, which is in a drop-down menu but it's on the right side of your Word processor.
* And in LibreOffice, you select the heading level from the paragraph styles drop-down menu in the toolbar at the top of the page.

So all a little different, but all kind of have the word styles in there. So that's what you're doing you're when you add headings. You're styling your Word

documents.

I would like to take the time to note here, before we start practicing, that headings should always be in hierarchical order. So you should never skip a heading level. For example, you would never skip from a level one heading to a level three heading. It would always go level one heading, level two and then heading level three.

We also suggest that between each heading in your document you add some

text. This can be a single sentence if you would like. It just helps with navigation, especially with screen readers, so they know they haven't missed any important information as they skip between headings.

Okay so now we're gonna start with a practice session.

Riane can you share the documents?

[Raine] Absolutely! And I'll just mention too like why we use headings within the styles pane instead of of using bold and underlined an different font sizes and things like that is that they don't actually allow for navigation as easily or at all. So it's really important to use the styles instead of marking it up with other kinds of things.

All right, so in the chat, I've put a form documents. I just need to close it

apparently first. And everyone can open it up if they're able to follow along and give it a try. Also in the chat, or you can unmute and speak if you'd like if everyone can let us know what word processor you're using today we can try and go through it. Or what word processor you'd like to use today.

We have pretty much every option available that we can try to do it in, what everyone else is using. So we have Microsoft Word um we have Office 365 Word online we have Google Docs, we have LibreOffice, and we have Pages, but that's definitely not limited. And of course the kinds of things that we're doing here are going to be platform agnostics, so anything that I have there.

Thanks, Lindsay. Is anyone else working in a specific platform today? All right we have two people using Word, so maybe we'll we'll go with that. All right. Megan I'll get you to walk me through the kind of like idea and I will make those changes and share my screen. We can all do them together.

[Megan I was muted, apologies. Okay so the first step to do is to clear the formatting as we suggested. You can do this if you'd like to see the styles, all the styles available, you can open the styles pane.

Perfect. Okay, now we were going to, so let's create the headings. So first, we'll add the title heading or the title style to "Loan Policy."

Excellent. Then we're going to add the heading one style to the "you must have your library cards..." or to "Loan Periods." (Apologies) Right add the heading one to the "Reserve/Holds," to the "Renewals," to the next one... that I can't see because

of the transcript... the "Overdue Fines."

To the "Lost or Damaged Books" we'll do a heading one and "After Hour Returns."

Okay and so we're going to also create some heading level twos in this document.

So we're going to take "Books" and make it a heading level two, then add the text beneath it.

Perfect.

[Riane] Oh I'm gonna clear the formatting there because it kept it.

[Megan] Yeah, you can see how sometimes it goes wonky. And then we'll add the heading level two to "Talking Books" and "Videos and DVDs" as well, with the three-week periods between them.

And there you go!

We have the "Loan Period" with the "Books," "Talking Books," "Video and DVDs" underneath as in the hierarchical order and this is now accessible. The headings can now be navigated with a screen reader, and it's considered it's accessible.

[Riane] Excellent. I'm going to view the navigation pane so that it's a little bit easier to see. So if a screen reader was navigating this they would be able to navigate through these different sections and then read the content in those different sections. You can also skip to them very easily. And there are different ways to make

These prettier or more aesthetically pleasing but we will save that for another day.