Transcript: Lists Summer Short

[Megan Sellmer] All right, so welcome everybody to the Accessible Libraries Summer Short webinar on Creating Accessible Lists.

My name is Megan Sellmer, and I'll be presenting along with Riane and Patrick.

Okay, let's dive in!

So I'll start our presentation today with a land acknowledgment. “Our presenters today 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 we have made to Indigenous Nations and Peoples. We respectfully ask for you all to take a moment to acknowledge the land on which you reside.”

Okay, so what are accessible lists? So lists are a great way to organize and structure your information in your document. There are generally two types of lists.

There are just the two types of lists. So unordered lists, which use bullet points to structure information and ordered lists use numbering and/or letters to organize your information for readers. And lists are really important because when you correctly format them it makes a better experience for all users especially those with print disabilities because then the information is organized and much easier to read and for screen reader users the information will be presented as a list that can be navigated to and within. And it is spread as a list of items rather than in paragraph form which we'll talk about a little bit more later. Riane.

[Riane] Thanks, Megan. So when creating accessible lists in your document you can use the direct formatting list options. So you're not going to make lists with manually typed characters like dashes, numbers, asterisks, or funny pictures or Graphics. If you have a multi-level list or a nested list we can recommend using the ordered list formatting.

So how do we add lists in to your document?

* In Word, in the home toolbar or home ribbon you can select the button - bullets, numbering, or multi-level lists. In Pages, in the formatting sidebar, you can select an option from the bullets and lists drop-down menu.
* In Google Docs, it's in the main toolbar. Select the button - bullet lists or numbered lists.
* In LibreOffice, in the formatting toolbar, select the button bullets on/off or numbering on/off.

And now let's try it together. So we're going to share a document in the chat. Please open it up in the word processor that you usually use and let's create a list using the overdue fine information. So I'll share my screen and do this in Microsoft Word today and Megan if you can read these instructions as we go through that would be great.

[Megan] Absolutely!

[Riane] All right and I'm just going to make this big enough for everyone to see here. All right, I'm ready.

[Megan] Okay, scrolling down to the "Overdue Fines" section in our practice document. So you'll see the "Books," "Talking Books," and "Videos and DVDs" that can definitely be added as an ordered list.

So first we have to add, or yeah we can put the bullet points in. No, go ahead, you can either... So I was going to say first, we maybe should put the "10 cents per day" on a different line for each one and then it may be a little bit easier to create the list.

[Riane] Sure I'm going to take out all these unnecessary spaces too.

[Megan] Yeah.

[Riane] All right they should be all gone now. Yeah.

[Megan] Awesome. And then highlighting all that information and you can select either "numbering" or "multi-level" lists whichever option you prefer. If you select then you get to choose what type of multi-level list you like would do, as it is going to be nested. We suggest using the "ordered" list so numbers and/or letters.

[Raine] Oh, not that one! Just kidding.

[Megan] I mean that one works you just have to tab the second one over.

[Riane] Oh, let's go with this one, wait, nope, let's go with this one, it's pretty.

[Megan] Yes, perfect and then you just want to tab the prices over, and now it's a lot easier to read. Before when it was like books space space space 10 cents per day, that's read in paragraph form, it doesn't. Visually, it looked like a list but screen readers would not have picked it up as a list. Okay and that is it. we have created an accessibility formatted list in Word.

I will start the PowerPoint presentation back up.

Okay thank you everybody for attending this very Short Summer webinar on Creating Accessible Lists.