# FunDAI Checklist: Structure in Documents/Presentations/Sakai

## Word Documents

* **The document is organized with Heading styles.***Explanation: People with vision impairments rely on headings to navigate through documents. A screen reader does not recognize text formatting (e.g. bold, large font size) as a meaningful heading until a Heading style (****Home tab > Styles Group****) has been applied.*
* **Lists are structured with one of Word’s List commands.***Explanation: People with vision impairments rely on structured lists to determine how many items a list contains.*

## PowerPoint Presentations

PowerPoint’s **Outline View** provides a text outline of a presentation. This view can help you evaluate the structure of your presentation. Switch to Outline View (**View tab > Outline View**) to evaluate each of the following:

* **The presentation was created with built-in slide layouts.***Explanation: The placeholders in slide layouts provide slide structure. Placeholders may be rearranged on the slide; however, it is important to check Outline View to verify the sequential order of the content.*
* **Information appearing in the Outline View is in the same order as it appears on the slides.***Explanation: At first glance, a slide’s content may appear logically sequenced; however, viewing the presentation as a text outline in Outline View, will make it apparent when content has inadvertently been placed out of order. Screen reader users depend on logically sequenced content.*
* **All text slide content appears in Outline View.**
* **Each slide has a unique title.***Explanation: Slide titles function much like document Headings, allowing for quick navigation. They are assigned bold formatting when viewed in Outline View. The title of each slide should reflect the slide’s content.*

## Sakai Content

* Content typed in **Sakai’s text editor** is organized with **Headings styles** from the **Paragraph Format drop-down** menu.
* **Lists** are structured with one of the **text editor’s List commands**.