

# Canvas Checkpoint 1.3.1: Formatting of Information and Relationships

**Guideline 1.3.1:** Use default heading styles and format tables to preserve information and relationships implied by visual or auditory formatting if the page is accessed in another format.

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## Why it matters

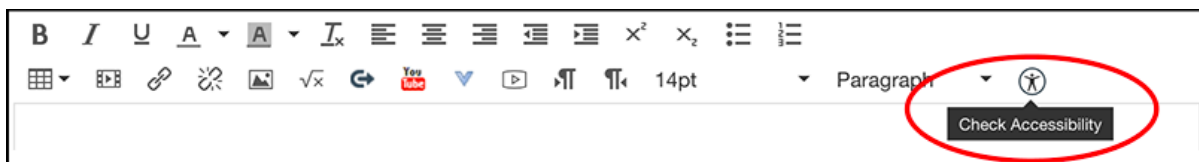
Most sighted users gain information through the visual formatting on a page. Headers stand out because they are larger, bold, indented, and/or have space surrounding them. Items in a list are set apart by indents or bullets. This visual organization can be lost when text is read by a screen reader or by a braille refreshable display. Auditory cues, such as chimes, can also be lost with a change of formatting. These signals and organization should be transferable in some form. For example, screen reader users are able to jump from heading to heading to browse the contents of the document. Using header styles will provide organizational structure that can be translated across formats.

## How to test for accessibility

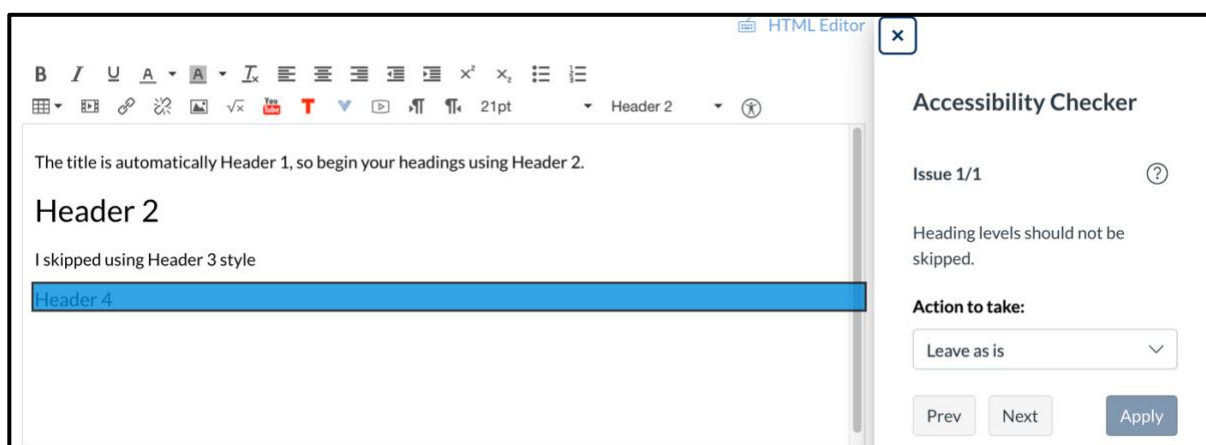
### Option 1. Canvas Accessibility Checker

Note: For a detailed explanation of what the tool checks and instructions on how to use it, see the [Canvas forum page](#). Canvas **Accessibility Checker** will find issues with headers hierarchy, table titles, headings, and scope.

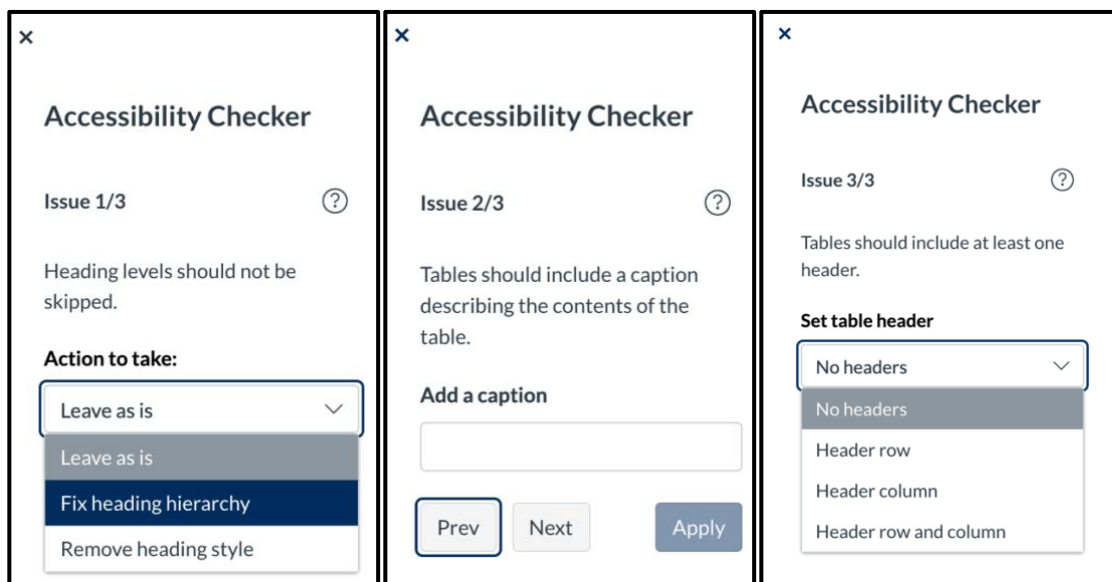
1. To use the Canvas **Accessibility Checker**, open a page and select “Edit” on the upper right side of the page. This will open the Rich Content Editor. Click on the Canvas **Accessibility Checker** icon on the right side of the toolbar.



2. The **Canvas Accessibility Checker** will check the table titles, headings, and scope. For example, it will check whether a heading level was skipped: however, it will not check heading hierarchy (i.e., whether the heading levels were used sequentially starting at H2).



3. Decide which action to take. Fixing the heading hierarchy will automatically correct the error and is recommended. Other notifications of issues with table headings can be resolved within the Canvas **Accessibility Checker** or in the Rich Content Editor.



## Option 2. Test Using a Screen Reader

Listen to the page being read by the screen reader. Are the essential points conveyed or is information missing when accessed in a different format?

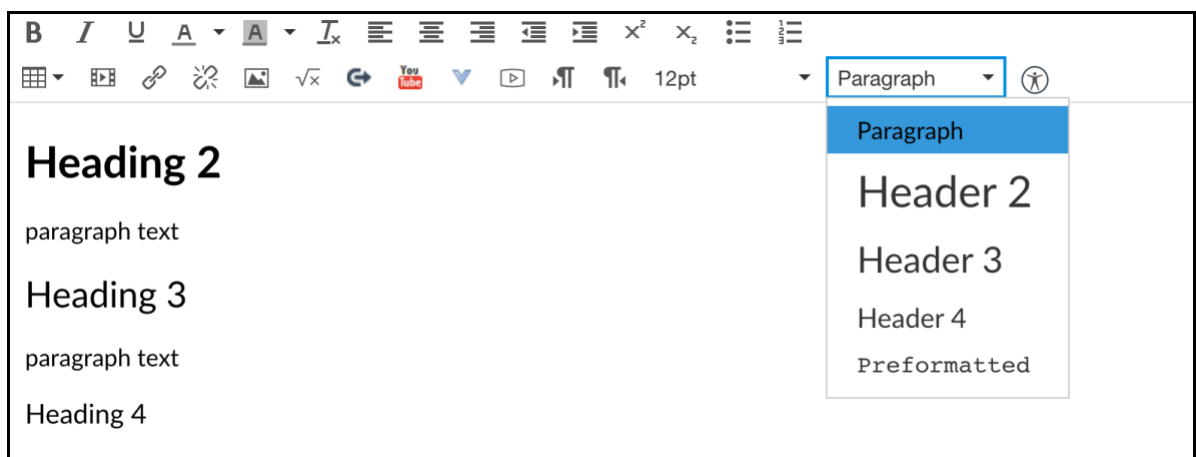
- Mac OS users - [VoiceOver](#), in the latest Safari browser.
  - Open VoiceOver (Command +F5) and place cursor at the beginning of text.
  - Press Ctrl + Option + A to read the entire selection.
  - Close Voiceover when finished.
- Windows 10 users - [Narrator](#), in the latest Edge or Google Chrome browser.
  - Open Narrator (Windows + Ctrl + Enter).
  - Press Ctrl + Insert + R to start reading *or*
  - Insert + R to read from the cursor.
  - Press Ctrl to stop reading.
  - Exit Narrator (Windows + Ctrl + Enter).

## How to make accessible

### Semantic Markups

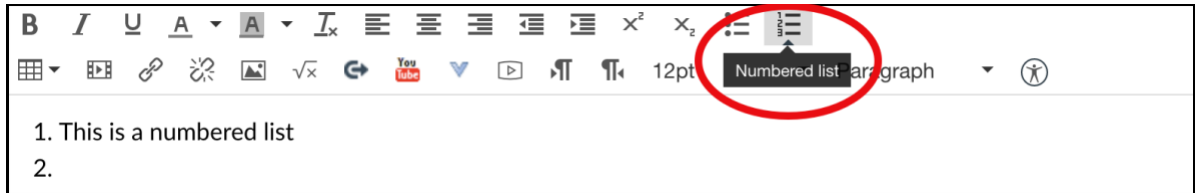
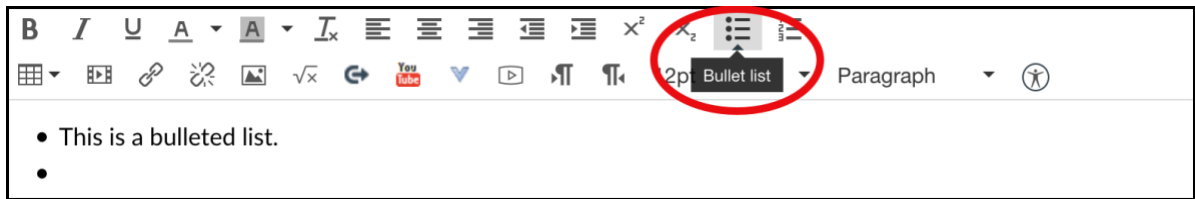
#### *Heading styles*

Canvas has preset heading styles. Notice that Heading 1 is not an option. This is because the title of the page is set to Heading 1. Please begin with Heading 2 when creating the page hierarchy. Follow the header order, do not skip heading levels (i.e., using Header 2, Header 3, and Header 4).



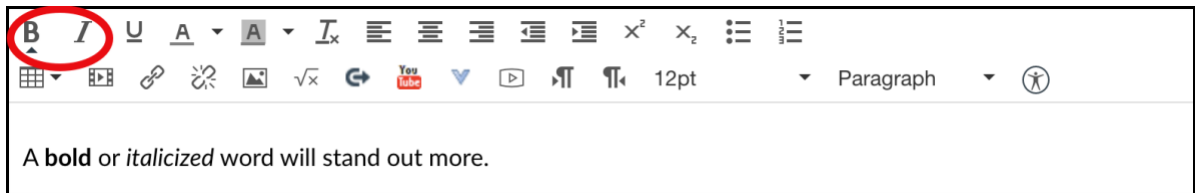
#### *Bullets/Numbering*

Use the pre-programmed functions for making numbered or bulleted lists rather than using asterisks or dashes to make lists, as these will translate for a screen reader.



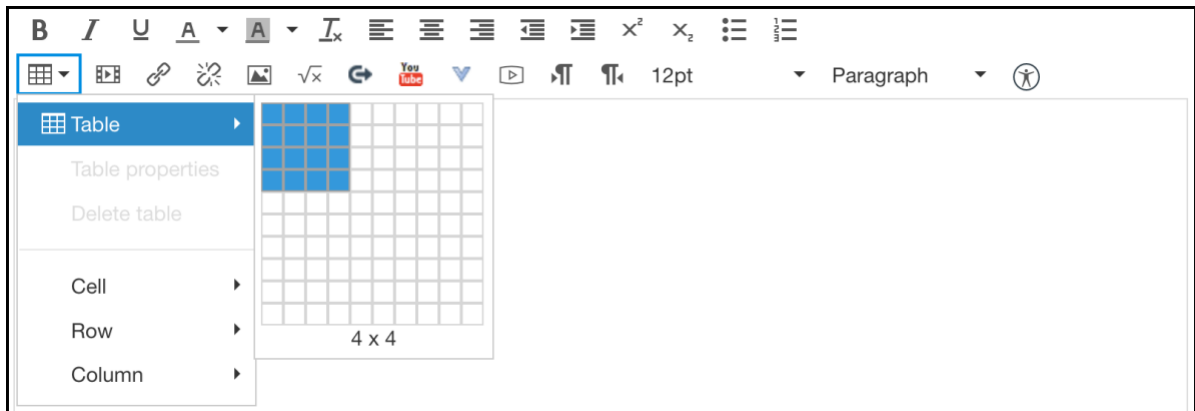
### *Bold/Italics*

Emphasis can be added using bold or italics. Underlining is usually reserved to designate links and not for adding emphasis.

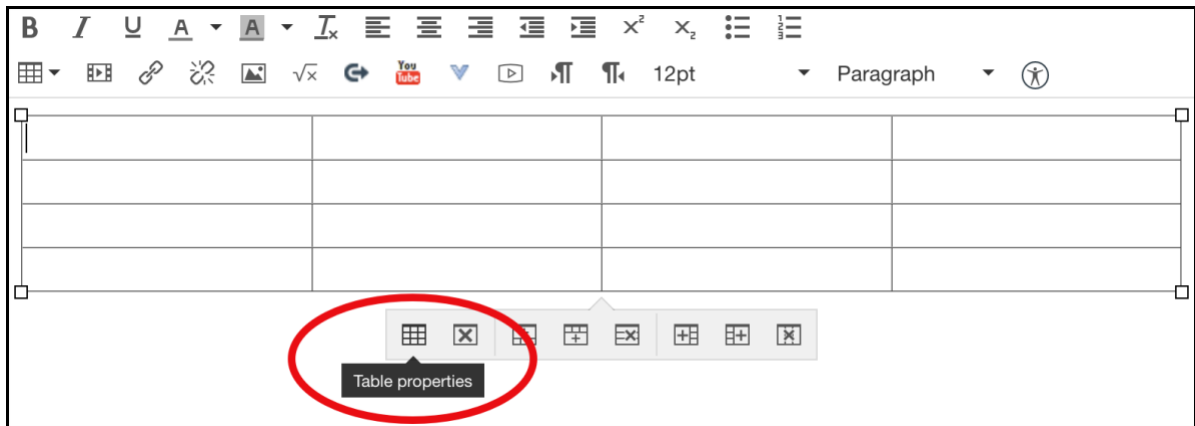


## Tables

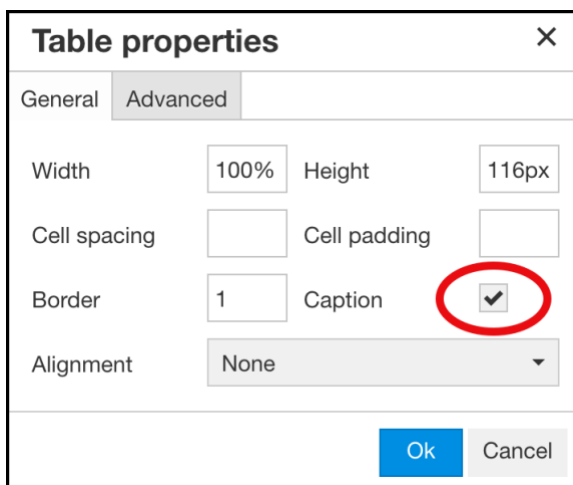
1. Insert a table to a Canvas page using the Rich Content Editor.



2. Select "Table Properties."



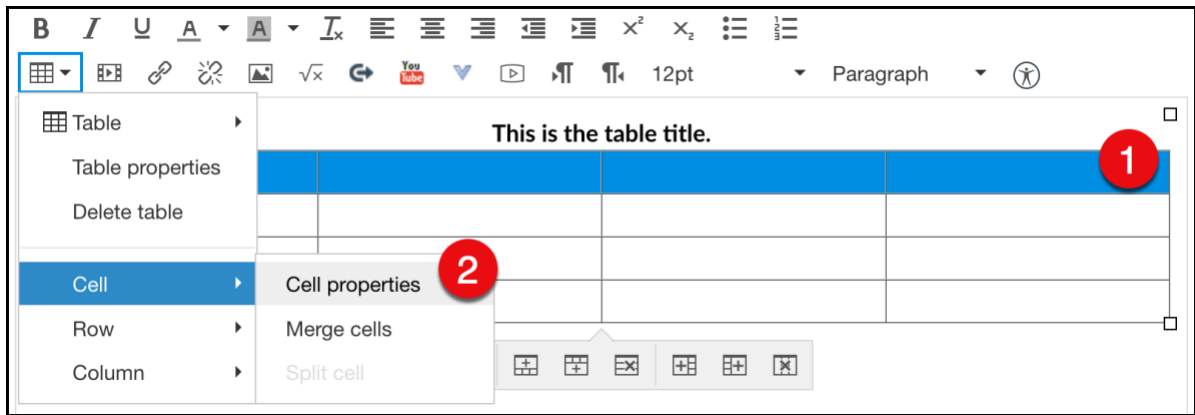
3. To create a table title, click the checkbox labeled caption.



4. Type your title above the table.

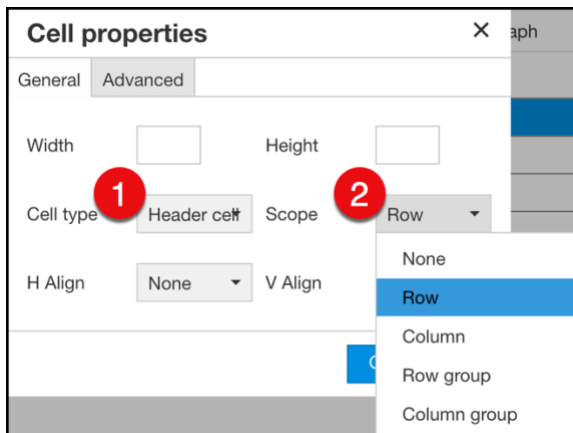


5. To create a header row,
  - 1) Select all cells across the top row.
  - 2) In the "Table" menu, select "Cell," then "Cell properties."

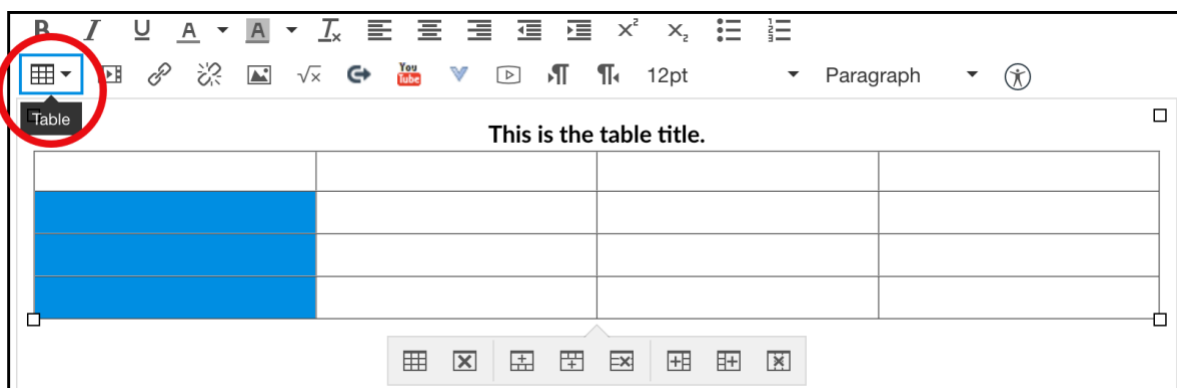


6. Then,

- 1) In the “Cell type,” set it to “Header cell” if this is a header row.
- 2) In the “Scope” menu, set it to “Row.” Click Ok. Then type the titles of each row.

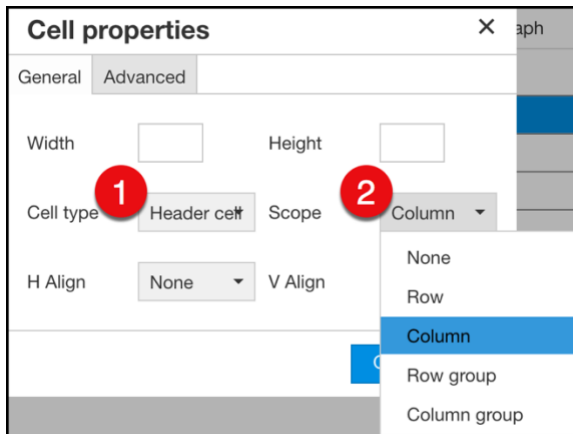


7. To create a header column, select the cells in the first column, below the header row. In the “Table” menu, select “Cell”, then “Cell properties.”



8. Then,

1. Set the “Cell type” to “Header cell”.
2. Set the “Scope menu” to “Column” and type the names of the column headers.



## Tools/Resources

More powerful screen reader software for Windows

- [NVDA](#) (free) in the latest Firefox browser
- [JAWS](#) (paid, free 30 min. trial)