LECTURER:
I'm Andrew Downie. This is the first in our series of videos where we look at correct document structure. In subsequent videos, I'll show you how to structure documents. In this one, my aim is simply to discuss and demonstrate the importance of document structure. I'll be using Microsoft Word, but the principles apply to other formats such as PDF and HTML.

Take a look at this document. Now, take a look at this one, and believe it or not, it is a different file. They look very similar, but the first one is not structured and this one is. I'll go back to the unstructured one. I'm now going to let you hear the Nvidia screen reader read a little from both documents.

SCREEN READER:
Sample structured file. Using styles. To create a well-structured file, it is important to use formal styles. That is, do not just adjust font size and style to get the appearance you want.

LECTURER:
Let's go now to the structured one and listen to the difference.

SCREEN READER:
Heading level one. Sample structured file. Heading level two. Style heading to using styles. Style normal. To create a well-structured file, it is important to use formal styles. That is, do not just adjust font size and style to get the appearance you want.

ANDREW DOWNIE:
What you will have heard then was that in the structured document, the screen reader is able to report the various styles and that's important, both to give me information about the document and to aid navigation, but it's not just for screen reader users that structure is important.

I'll show you something that's quite interesting and useful. I'm going to turn on the navigation pane. I'll do it with the keyboard by pressing Alt-W followed by K, but you can use the mouse if you prefer. The navigation panel allows us to navigate the document by such elements as headings, pages, and search result. I consider the most important to be headings. So, if I wanted to go to the heading about tables, I press enter on that, and escape, and I'm on tables. You can do that with or without screen reader. On a document of this size, it's not all that important, but on larger documents, it can be extremely valuable. Having the structure correct is also most important when you are converting to other formats, such as PDF and HTML.

Another important issue is the ease of creating documents once you know how to structure them correctly. I can assure you that the first document I showed you took a great deal more time and effort to create than the structured one, and we'll talk more about that in future videos. Thanks for watching.