Creating an Accessible Syllabus in Word 2007

Step 1: Use headings to structure your syllabus

Instead of merely bolding or changing the font size of your headings, create headings for sections (e.g., Course Objectives, Projects, Exams, Grading, Extra Credit, Plagiarism, etc.) using the Heading Styles from the 'Home' toolbar/ribbon.

This creates a structure to your syllabus, which has the following advantages:
- Individuals with print disabilities can access your syllabus with screen readers.
- Your syllabus will have a better flow and organization.

Note: To modify the way your headings look, right click on the style button (Heading 1, Heading 2, etc.) and select 'modify' from the drop down menu. Change the font type and size of your headings as well as bold, italicize or underline.

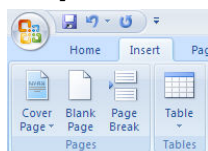## *Step 2: Use bullets for lists*

Example:

The following textbooks are optional:
- Textbook name 1
- Textbook name 2
- Textbook name 3

Note: Bullets are located on the 'Home' toolbar/ribbon.

Step 3: Use tables to organize content

1. Click on Table from the 'Insert' toolbar/ribbon.
2. Choose Insert Table and select the number of rows and columns then click on the OK button.
3. Carefully label the columns of your table.

Note: Do not draw a textbox to create your table.

Assignment	Description
Introductions	The purpose of this assignment is for students to introduce themselves and to demonstrate the ability to contribute to online discussion boards.
Internet Bookmarks	Through use of a web-based resource/tool, students will organize and manage online resources for projects and courses. This tool will allow teacher candidates to continue to organize and share resources throughout COE program experiences. The assignment requires evaluation and review of educational web sites and reflection on classroom use.

Step 4: Add alternative text to images (may not apply)

1. Right click on the image to activate a pop-up window.
2. Click on Format picture.
3. Click on the Alt Text tab.

4. Type in a description of the image in the Alternate Text box.
5. Click OK.

Step 5: Creating a table of contents (optional)

If your syllabus is more than a few pages long, you may want to create a table of contents to help your students navigate through your document. To easily create a table of contents for your syllabus it is important that you have given your document a structure through the use of headings (see Step 1). If you have NOT applied headings to your documents, you will want to go back and put them in now.

1. Place cursor where you want the Table of Contents to appear.
2. Select the Reference tab from the top toolbar (ribbon).

3. In the Table of Contents group, click Table of Contents.
4. From the Table of Contents menu, select Insert Table of Contents
5. Under the General column, click on the down arrow next to "Formats" and Select one of the preformatted styles (classic is the most common).
6. Click on the OK button.

Note: To update the table of contents, click on the References tab, click on the Table of Contents group, click on the Update Table of Contents button and choose to update the page numbers or the entire table of contents.

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