

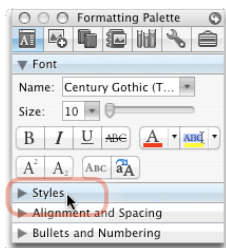
## Creating an Accessible Syllabus in Word 2008 – Mac

To create an accessible PDF document you will want to create your document using one of the following fonts: Arial, Geneva, Helvetica, Verdana or Tahoma.

### Step 1: Use headings to structure your syllabus

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

- Open the Formatting Palette by clicking on the Toolbox icon and click Styles. Next to “List” click the down arrow to choose “All styles”.



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, click the down arrow next to the style name, click on modify, make changes, click on the OK button.

### Step 2: Use bullets for lists

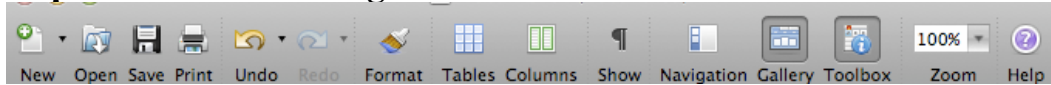
Example:

The following textbooks are optional:

- Textbook name 1
- Textbook name 2
- Textbook name 3

**Note:** Bullets are located in the Formatting Palette under “Bullets and Numbering”

### Step 3: Use tables to organize content



1. On the standard toolbar at the top of the window, click the “Tables” icon.
  2. Roll the mouse over the icon to select the number of Rows and Columns needed.
  3. Carefully label the columns of your table.
- Note:** Do not draw a text box 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: Create 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. On the **View** menu, click **Print Layout**.
2. In the Elements Gallery, click the **Document Elements** tab.
3. Click **Table of Contents**, and then in the first column under “Create with” select **Heading Styles**.
4. In your document, click where you want to table of contents inserted.
5. In the Elements Gallery, click on one of the table of contents designs.

### Table of Contents

**Creating an Accessible Syllabus in Word 2008 – Mac**..... **1**

**Step 1: Use headings to structure your syllabus**..... **1**

**Step 2: Use Bullets for Lists**..... **1**

**Step 3: Use tables to organize content**..... **1**

**Step 4: Create a table of contents (optional)**..... **2**

**Note:** See the Adobe Acrobat Pro handout to add alt tags to images.