Checklist for Creating an Accessible Syllabus and CV

Use the Correct Software Versions

☐ Use Microsoft Word 2013 or 2016
☐ Use Adobe Acrobat Pro (not Adobe Reader)

Note: If you are working with other software versions, call the IT helpdesk at 2911 and request an upgrade.

Follow an Appropriate Heading Structure

☐ Use Heading Styles and nest them appropriately with no skipped heading levels (i.e., Heading 2 is used as a sub-heading to Heading 1).
☐ Use the Title style only once in the document.

Revise Document Text Styles and Hyperlinks

☐ If you want to display text in bold or italics, use the "Strong" or "Emphasis" styles in the Styles Pane.
☐ If you want to use columns, use the columns tool as opposed to formatting with the Tab key.
☐ Where applicable, use the Bulleted List or Ordered List styles in the editor toolbar to format lists.
☐ Write descriptive hyperlink text that makes sense when read out of context. Avoid phrases like "Click Here" and "Read More."
☐ If you are repeating a hyperlink in your document, make sure you use the same descriptive link text everywhere it is used.
☐ Use unique descriptive link text for all the different urls used in your document.
☐ Do not include hyperlinks of urls. If you want to include urls in your document for print purposes, include them as endnotes.

Things to avoid:

☐ Do not use text boxes or paragraph frames to set blocks of content apart. Instead, add borders to a selected area of text.
☐ Do not use text art.
☐ Do not hit return several times in your document to create space.

Correctly Format Tables

- ☐ Under "Table Properties," set the Header row to "Repeat as header row at the top of each page" regardless if the table spans multiple pages or not.
- ☐ Under "Table Properties," uncheck "Allow row to break across pages."
- ☐ Include captions for tables, when appropriate.
- ☐ Create simple tables that do not use merged or split cells.

Things to avoid:

- ☐ Do not use tables for layout purposes.
- ☐ Do not use the "Draw Table" tool. Instead, use Insert>Table.
- ☐ Do not use Heading styles in tables.
- ☐ Do not use blank rows or columns to create spacing.

Add Image Alt-Text

- ☐ Create alt-text in the "Format Picture" section by choosing "Layout and Properties." Write an image description, but you can leave the title blank. If your image is for decorative purposes only, type quotation marks, space, quotation marks (" "). This will prevent a screen reader from reading anything for the image.
- ☐ Set the image wrapping style as "In line with text."
- ☐ Try to keep the image within the margins on the page. Otherwise, you may have issues with the reading order.
- ☐ Provide captions for images when appropriate. Captions are visible for everyone, while alt-text is only read by people using assistive technology.

Things to avoid:

- ☐ Do not use images of text.
- ☐ Do not start your description with "Image of." The screen reader will let users know that it is an image.

Complete a Final Check

- ☐ On the "Review" tab, click "Language" to set the correct language for screen readers.
- ☐ On the "Review" tab, click "Check Accessibility" to run an accessibility report on your document. Then view the inspection results and make changes, if necessary.

You are now ready to convert your document to PDF!