

Tips: Accessible Syllabus (MS-Word 2003)

Teaching Resource Center
CSUSB

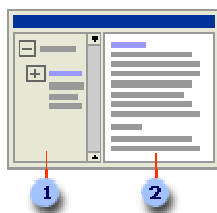
1. Use Styles and Formatting to establish formatting “hierarchy” (Heading 1, Heading 2, Normal or Body Text, etc.) within the syllabus.

Tips:

- a) If the **Styles and Formatting** task pane is not open, go to **Format** in the menu bar and select Styles and Formatting. A task pane will open on the right side of the document.
- b) Let's say you want to format the title of the document using Heading 1, but Heading 1 uses Times New Roman (serif font). You can modify this to a sans serif font (Arial) by doing the following:
 - o First, make sure that the Styles and Formatting task pane is open.
 - o Select Heading 1 (or the style you want to modify) and right click.
 - o Select “Modify” and choose the set-up (text font, size, centered, etc.) that you want.
 - o Check the box for "Automatically Update" if you also prefer this.
 - o Click OK

2. Use the Document Map to check if your formatting and navigation are working.

The Document Map is a separate pane that displays a list of headings in the document. Use the Document Map to quickly navigate through the document and keep track of your location in it.



1 Document Map pane

2 Document

Tip: How to navigate a document with the Document Map

Document headings must be formatted with built-in heading styles in order to display in the Document Map .

On the **View** menu, click **Document Map**.

Select the level of headings to display. Do any of the following:

- o To display all headings at a specific level or higher, right-click a heading in the Document Map, and then click a number on the shortcut menu. For example, click **Show Heading 3** to display heading levels 1 through 3.
 - o To collapse the subordinate headings under an individual heading, click the minus sign (-) next to the heading.
 - o To display the subordinate headings under an individual heading, click the plus sign (+) next to the heading.
- Click a heading in the Document Map you want to navigate to. The insertion point in the document will move to the selected heading.

When you no longer want to view the Document Map, click **Document Map** on the **View** menu to close the pane.

3. Bullets and automatic numbering are useful for ordering chunks of text. However, automatic numbering is not recognized by screen-readers. Screen readers will recognize numbers that are typed in manually.

Tip: How to turn on or off automatic bulleted or numbered lists

- On the **Tools** menu, click **AutoCorrect Options**, and then click the **AutoFormat As You Type** tab.
- Under **Apply as you type**, select or clear the Automatic bulleted lists or Automatic numbered lists check box.

4. Convert tables to text.

Tip: How to convert a table to text

- Select the rows or table that you want to convert to paragraphs.
 - On the Table menu, point to **Convert**, and then click **Table to Text**.
 - Under **Separate text with**, click the option for the separator character (e.g., tab.) you want to use instead of the column boundaries.
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Accessibility in Word Check-List

Do I have:

- 1" margins?
- portrait orientation?
- sans-serif font?
- 12-pt. or larger font?
- black or dark-blue font?
- page x instead of x?
- bullets and automatic numbering?
 - useful for ordering chunks of text
 - automatic numbering not recognized by screen-readers
- consistent spacing?

Have I removed:

- tables?
- header/footer?
- columns?
- roman numerals?
- symbols?
- abbreviations?

Have I:

- provided alternate description for graphical elements?
- used typeface fonts sparingly?
- created a searchable document using headings?
- kept the document clean and uncluttered?