

Quick Accessibility Check for Word Documents

Do!

- Use Headings and styles to format text
- Control white space with styles (Home > right-click style > Modify)
- Create Table of Contents for 8 + page documents (References > Table of Contents)
- Use pre-formatted Bullets for lists (Home > apply bullets or numbering)
- Use pre-formatted Columns (Page Layout > Columns)
- Use Tables (Table Tools > Layout > Repeat Header Rows)
- Make Hyperlinks descriptive (Select text > Insert > Hyperlink)
- Add Alt text to Pictures/Images (right-click image > Format Picture > Alt Text)
- Keep Pictures/Images inline with text (right-click image > Wrap Text > In Line With Text)
- Use appropriate text in Headers/Footers (Insert > Header or Footer > acceptable content includes: running headers, logos, page numbers, copyright messages)
- Check for Accessibility using the checker (File > Info > Prepare for Sharing > Check for Issues > Check Accessibility. Fix as needed)
- Save as PDF (File > Save As > PDF > Options > Include Non Printing Information > Headings)

Don't!

- Don't use spaces, and tabs to create structure
- Don't use color alone to convey meaning
- Don't use textboxes

Every semester a [syllabus template](http://fresnostate.edu/academics/curriculum/instruction/) is created with updated information.
(<http://fresnostate.edu/academics/curriculum/instruction/>)

Want help making your documents accessible? Email them to bbsupport@csufresno.edu for the Academic Technology Resource Center to check for accessibility.