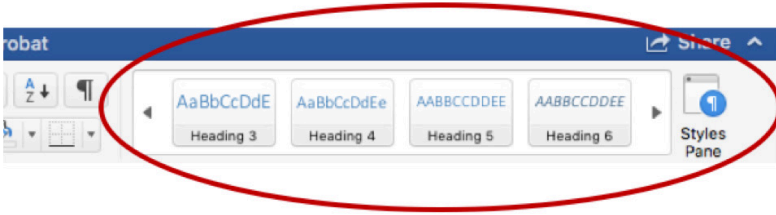


Create an **Accessible Syllabus** in Word

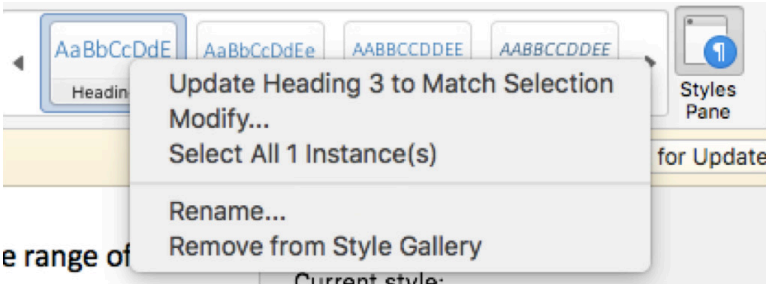
Learn more about technology accessibility at
go.niu.edu/technology-accessibility

Headings

Use Headings in the home tab instead of a paragraph in a different font.

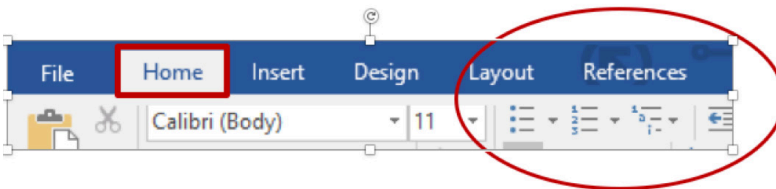


Customize each heading level by right-clicking the heading style.



Lists

Use Lists in the Home tab instead of tabbing and using a bullet.

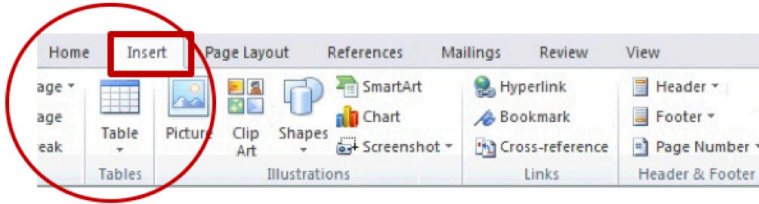


Use a bulleted list for an unordered list.

Use a numbered list for an ordered sequence.

Tables

Use Table in the Insert tab instead of tabbing.



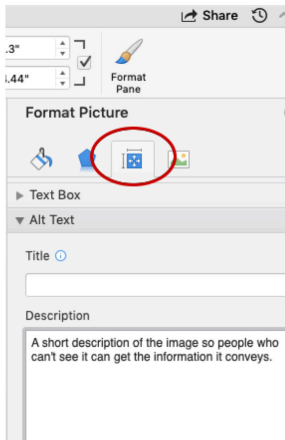
Links

Use unique meaningful link titles, not “click here” or the URL.

[Practice tests for chapter 3](#)
[Admissions information](#)

Images

Add alternative text to images so people who can't see them can access the information the images convey.



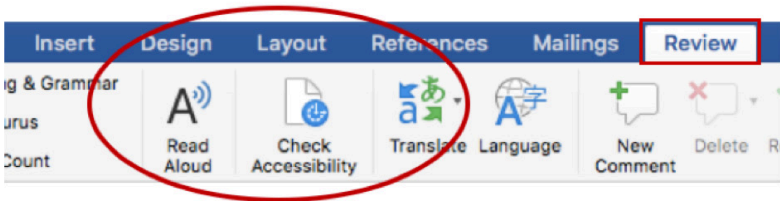
1. Click on an image.
2. Select the Picture Format tab.
3. Select Layout & Properties in the Format Picture pane.
4. Choose Alt Text.
5. Enter the image description in the Description box.

Include the Accessibility Statement

go.niu.edu/accessibility-statement

Check Accessibility

Check Accessibility in the Review tab finds accessibility issues and shows how to fix them.



Don't see Check Accessibility?

1. Click File.
2. Choose Info.
3. Select Check for Issues.
4. Select Check Accessibility.
5. Accessibility Checker task pane displays next to your content.

Read Aloud, next to the Check Accessibility, reads your document out loud like a screen reader.

Convert to PDF

If you convert an accessible Word document to PDF, it will probably be accessible.