

Accessible Syllabus Checklist

Text and Lists

- To the extent possible, white space in the document is controlled within the various styles and not with the Enter key.
- Word's built-in styles were used to style the document and were used appropriately. Custom styles were not used.
- There is only one Title style in the document.
- The headings and subheadings have been used appropriately (Heading 1 is the top level heading; Heading 2 subheading to Heading 1; Heading 3 subheading to Heading 2, etc.)
- The formatting toolbar buttons **have not** been used to style text in the document.
- Unordered lists have been styled using List Bullet style.
- Ordered lists have been styled using List Number style.
- Italic text has been styled using the Emphasis style.
- Bold text has been styled using the Strong style.

Columns

- Columns have been set-up using the Column tool. Spaces and tabs were not used to create the look of columns.

Tables

- To the extent possible, tables have not been used for layout purposes.
- Tables have been used for tabular data and were created using the Table tool.
- The Draw Table tool **was not** used to create tables.
- All tables have column headings (Heading Row).
- The Heading Row has been set to "Repeat as header row at the top of each page".

Hyperlinks

- All hyperlinks have descriptive titles describing the purpose or target of the link. "Click here" or "more" have not been used.

Non-Text Elements

- All non-text elements have alternative text descriptions that convey the same information to the user that the image or picture conveys.
- The "wrapping style" of non-text elements is set as "In line with text".

Appropriate Use of Color

- Information conveyed with color is also available without color.

Color Contrast

- Colors used in your document provide sufficient contrast.