

Accessible Syllabus Template Instructions

The template is designed for Microsoft Word versions 2010 and 2013 for Windows, and Word 2011 for Mac. It is highly recommended you check with IT to confirm you have the most recent Microsoft Office 365 applications on your desktop / laptop or you can go through the website to ensure you are using Office 365 with all updated accessible and inclusive features.

To find the Office 365 login access on the Hood website:

1. Home page
2. Information for: Faculty & Staff
3. ApLinks: Office 365

Instructions

Basic Accessible Features:

- **Font:** Use sans serif fonts, such as Arial and Comic Sans, alternatives include Verdana, Tahoma, Century Gothic, Trebuchet, Calibri, Open Sans, Times New Roman, Cambria, Courier New, as letters can appear less crowded.
- **Font Size:** Main text recommended at 14 size, but should not be less than 12 size
- **Color:**
 - Use single color backgrounds. Avoid background patterns or pictures and distracting surrounds like squiggly lines, shapes.
 - Use sufficient contrast levels between background and text.
 - Color contrasts-Use dark colored text on a light (not white) background. Use black font on all white backgrounds.
 - Avoid green and red/pink, as these colors are difficult for those who have color vision deficiencies (color blindness).

For Windows and Mac

Please be sure to use the latest version of Microsoft Word. The Template for Creating an Accessible Syllabus is designed for Microsoft Word versions 2010 and 2013 and for Macintosh 2011.

This template includes the most common features included on a course syllabus. Please feel free to add, remove, or rearrange sections that fit your needs while keeping in mind that there are elements that are required to be on your course syllabus.

Text that is highlighted yellow on the template serves as a placeholder meant to be replaced with your content to fit the needs of your course.

Instructions for making elements such as hyperlinks and tables accessible are included on the template itself for easy reference:

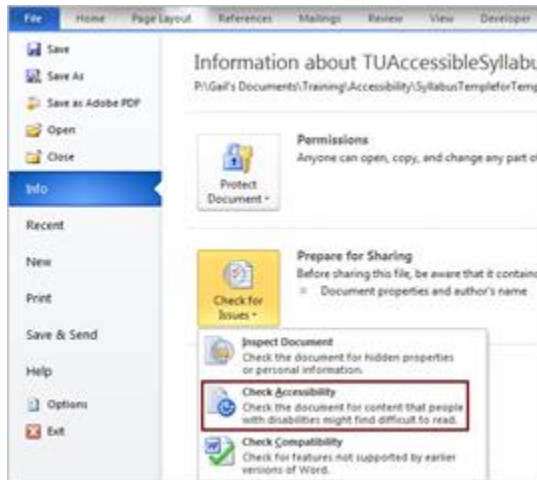
<The text that is colored blue and in brackets are meant to be read, and then removed.>

Please be aware, if you copy text from another source and paste it on to this template, or if you add any sections, the content could be inaccessible. Please run the **Accessibility Checker** to correct any identified problems.

Please note, at this time, Word 2011 for the Mac does not offer a mechanism to check for potential accessibility errors and warnings. After you have modified the accessible syllabus template, it is recommended that you examine your finished product using Microsoft's Accessibility Checker using a PC. The accessible syllabus template is compatible between both platforms.

The Accessibility Checker

Like the spell checker that identifies possible spelling errors in a document, MS Word versions for the Windows platform (PC) contains a built-in **Accessibility Checker** that identifies accessibility problems in a Word document and makes recommendations on how to fix them. Please be sure to run the Accessibility Checker to check your finished syllabus.



The Accessibility Checker

1. Go to the File Menu
2. Select Check for Issues
3. Select Check Accessibility

The Accessibility Checker is also available by:

1. going to the Toolbar
2. click on **Review**
3. click on **Check Accessibility**

For Macintosh Platform

At this time, Word 2011 for the Mac does not offer a mechanism to check for potential accessibility errors and warnings.

After you have modified the accessible syllabus template, it is recommended that you examine your finished product using Microsoft's Accessibility Checker using a PC.

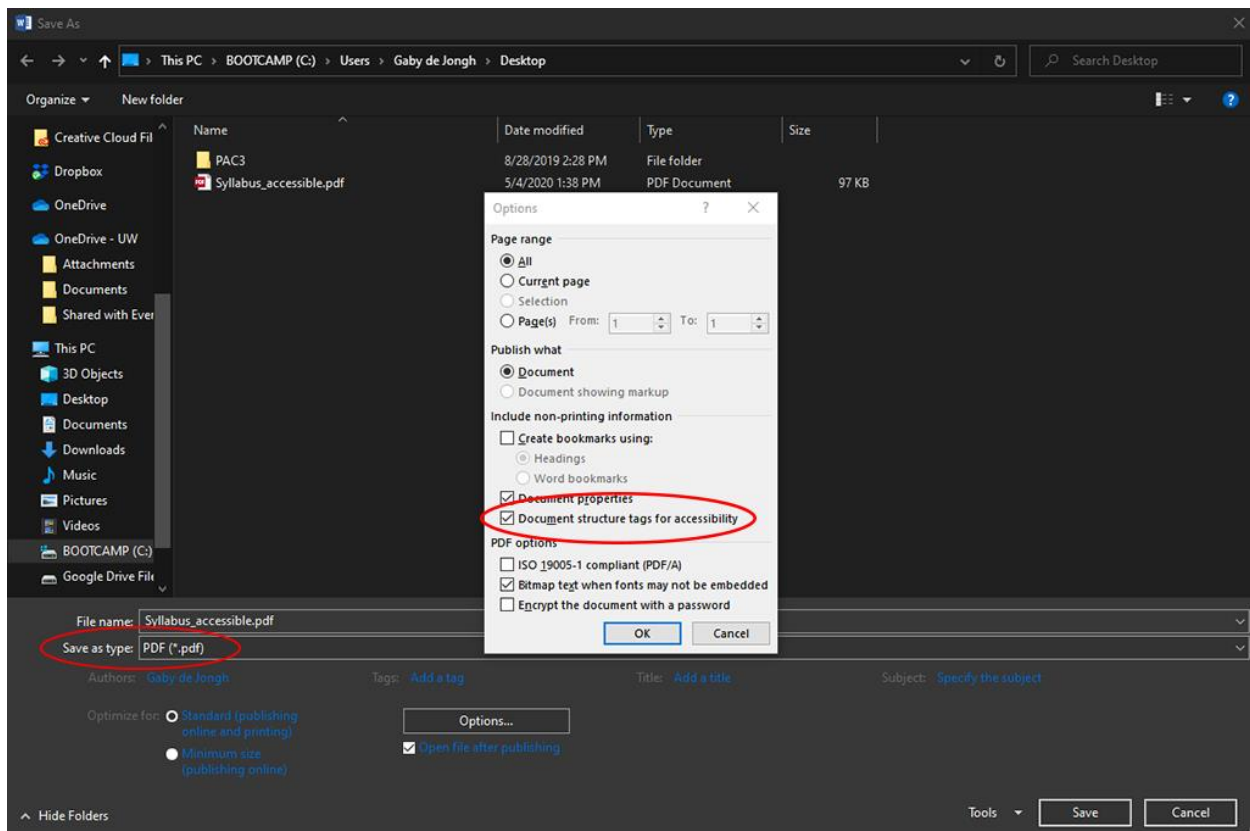
The accessible syllabus template is compatible between both platforms.

<NOTE: As you copy content from another source and paste it on to the template, or if you add images, or if you add any sections, please be sure to refer to the techniques at use the Accessibility Checker to ensure that your content is accessible. For textbooks and images, ALT-Text may be required.>

Saving from Word to an Accessible PDF:

Word (Windows)

- Go to File > “Save As...” and select PDF from the choices provided. By default this produces a PDF that preserves the document’s accessibility features.
- When saving, select *Options* and be sure that “Document structure tags for accessibility” is checked. This is checked by default, but could become unchecked under certain circumstances.
- If you select “Minimize Size” to reduce the size of your PDF, be sure to repeat the preceding step, as this option might uncheck the “Document structure tags for accessibility” checkbox.



Word (Mac)

- Go to File > “Save As...” and select PDF from the choices provided. By default this produces a PDF that preserves the document’s accessibility features.
- When saving, be sure the radio button labeled “Best for electronic distribution and accessibility” is selected.

Course Objectives

- To offer students exposure to basic principles of Physics
- To provide students with rich, thought-provoking discussions during lecture sessions.
- To provide students with experiential learning opportunities during laboratory sessions.

The below directions are directly from Microsoft 365 website for additional Word versions:

Create accessible PDFs

Excel for Microsoft 365 Word for Microsoft 365 PowerPoint for Microsoft 365

Adding accessibility tags to PDF files makes it easier for screen readers and other assistive technologies to read and navigate a document, with Tables of Contents, hyperlinks, bookmarks, alt text, and so on. Accessibility tags also make it possible to read the information on different devices, such as large type displays, personal digital assistants (PDAs), and mobile phones. In Windows, Office for Mac, and Office for web, you can add tags automatically when you save a file as PDF format.

Prepare your source file

The fastest and easiest way to make sure your PDF is accessible is to run the [Accessibility Checker](#) first. Once you've addressed any issues found by the Accessibility Checker, Office will use that information to create accessibility tags in the PDF.

Save an accessible PDF in Office

Windows macOS Web

Office 365, Office 2019, Office 2016

1. Before generating your PDF, run the [Accessibility Checker](#) to make sure your document is easy for people of all abilities to access and edit.
2. Click **File > Save As** and choose where you want the file to be saved.
3. In the **Save As** dialog box, choose **PDF** in the **Save as type** list.
4. Click **Options**, make sure the **Document structure tags for accessibility** check box is selected, and then click **OK**.

Office 2013

1. Before generating your PDF, run the [Accessibility Checker](#) to make sure your document is easy for people of all abilities to access and edit.
2. Click the **File** tab, and then click **Save As**.
3. Under **Choose a Location**, choose where you want the file to be saved.
4. Under **Choose a Folder**, choose a folder that you have already used or click **Browse for Additional Folders** to choose a different folder.
5. In the **Save As** dialog box, click the arrow in the **Save as type** list, and then click **PDF**.
6. Click **Options**.

7. Make sure that the **Document structure tags for accessibility** check box is selected, and then click **OK**.
8. Click **Save**.

Office 2010

1. Before generating your PDF, run the [Accessibility Checker](#) to make sure your document is easy for people of all abilities to access and edit.
2. Click the **File** tab, and then click **Save As**.
3. In the **Save As** dialog box, click the arrow in the **Save as type** list, and then click **PDF**.
4. Click **Options**.
5. Make sure that the **Document structure tags for accessibility** check box is selected, and then click **OK**.
6. Click **Save**.