# Checklist: Accessible + Efficient Course Outline

Template + more: [How to Craft an Accessible Course Outline by Craig Engstrom](https://craige.info/how-to-craft-an-accessible-course-outline/)

|  |  |
| --- | --- |
| Task | Completed |
| Save document with a web friendly file name [e.g., cmst101-intro-to-oral-communication] |  |
| Add a title, tags, and description to the document’s properties [see: [View or change the properties for an Office file (microsoft.com)](https://support.microsoft.com/en-us/office/view-or-change-the-properties-for-an-office-file-21d604c2-481e-4379-8e54-1dd4622c6b75)] |  |
| Use the “Styles” feature to customize headers and text [tip: use the [university’s brand colors (SIU guidelines)](https://logo.siu.edu/color-use/primary-color-palette.php)] |  |
| Use headers throughout document [H1, H2, H3] |  |
| Typeface is consistent, easy to read, and spaced [tip: [use a dyslexic-friendly typeface](https://exceptionalindividuals.com/about-us/blog/our-top-10-dyslexia-friendly-fonts/), 12-point size, and 6-point minimum line spacing] |  |
| [Set tab stops along the ruler](https://support.microsoft.com/en-us/office/using-the-ruler-in-word-775014ca-7bb9-4b75-ba19-4478c4a836d1) and [use section or page breaks](https://support.microsoft.com/en-us/office/insert-a-section-break-eef20fd8-e38c-4ba6-a027-e503bdf8375c) |  |
| Avoid tables. If tables are used, use a basic column and row format [no nested tables within tables] |  |
| If table is used, add a title and description as alternative `text (alt text) via table properties |  |
| Include alt text with visuals or mark as decorative [visuals include logos, icons, shapes, pictures, charts, smart art, WordArt, etc.] |  |
| Hyperlinks are descriptive and meaningful |  |
| Color has sufficient contrast and is not the only means of conveying information |  |
| No important information is in the header or footer section; margins and paragraphs are reasonably spaced (e.g., 1” margins; 6-point spacing) |  |
| [Run accessibility checker](https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f#PickTab=Windows) to verify there are no errors; if errors are identified, fix them [Go to “Review” tab in ribbon menu] |  |
| Test accessibility with read aloud in the immersive reader [Go to “View” in ribbon menu] |  |

## Other Considerations

* Use paragraph banners, like the example above, where the background color block extends across the width of the document.
* Use lists as much as possible. Do not break lists by adding a paragraph between them.