HOW TO MAKE A SYLLABUS ACCESSIBLE
What Is A Screen Reader?

• A screen reader is a software program that takes the on-screen text and reads it out loud to the user.

• Screen readers speak all page elements in the same order as they appear on the page, left to right and top to bottom.
Who Uses Screen Readers?

• People with visual impairments – from mild vision loss to total blindness.

• People with Dyslexia, ADHD, or with a different kind of print disability.
Best Practices for Screen Readers

• Choose high color contrast combinations – dark on light or light on dark
• Provide Alternative Text for all images
• Use Headings properly
• Use tables for data
• Use descriptive words or phrases for all web links
• Minimize blank space
• ALWAYS USE THE BUILT-IN FORMATTING TOOLS IN WORD!
The Importance of Headings

- Using good heading structure helps screen reader users understand how the document is organized.
- Screen reader users will be able to hear which blocks of text are headings and what level each heading occupies in the hierarchy of the page.
- Screen reader users will be able to skim the page by jumping from heading to heading.
Formatting Tables

• Tables should not be used to control layout.

• If your data is best presented in a table, try to keep the table simple.

• A key to making data tables accessible to screen reader users is to clearly identify column and row headers.