Accessible Word Documents

Why?

- Low or no vision
- Color Blindness
- Dyslexia
- Learning Disabilities
- Traumatic Brain Injuries (Concussions)
- Chronic Medical Conditions (Migraines)
- Everyone else!

1. Fonts

Use Sans Serif Fonts
Minimum size: 12

San Serif Font (Arial)
Serif Font (Georgia)

2. Color

Check for good color contrast

Avoid Red / Blue

Avoid Red / Green

Avoid Dark Green / Black

Avoid Blue / Black

Avoid Shades of Tan

Do not use color alone to convey meaning

Required
Required

Bold, italics, underline are not typically indicated by a screen reader.

3. Styles

- Use Title, Heading, 1, 2, 3,...

- Adds structure to document

- Create a table of content

Introduction to Feminist Theory
with Prof. Elizabeth Markovits
emarkovi@mtholyoke.edu

Tues & Thurs 10-11:15am

This course is an introduction to feminist political theory. In addition to "doing theory" yourselves, you will also become familiar with a wide range of feminist theories. As we undertake this work, the stakes of our particular historical moment will emerge more clearly— and hopefully inspire your thinking about alternative possibilities for collective world-making.

What role does— and can— feminist theorizing play in political life? What are the challenges facing feminist theorizing and activism today?

Books You Need: *Theorizing Feminisms: A Reader.* Hackett and Haslanger, eds.
How to Find Me: Office Hours by appt. in Skinner 110
Course Website: https://moodle.mtholyoke.edu/course/view.php?id=13188

What You'll Learn

- Learn how different feminist theorists analyze social problems and conditions through the lens of gender, using the vocabulary of contemporary feminist theory
- Critically assess contemporary feminist theories and their implications for political practice by evaluating their assumptions and expectations
- Understand theory itself as a practice, and hone your ability to investigate society and politics from a feminist perspective
- Develop the ability to imagine and evaluate alternative social practices in order to engage in more thoughtful and active citizenship
- Develop your ability to write and speak cogently

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4. Other Stuff

Use "bullet" and "column" tools

- Sometimes called "true" bullets" or "true columns"
- Avoid formatting by adding spaces, tabs, hyphens. Use page breaks!
- Screen readers will read "List of three items. 1, 2, 3"
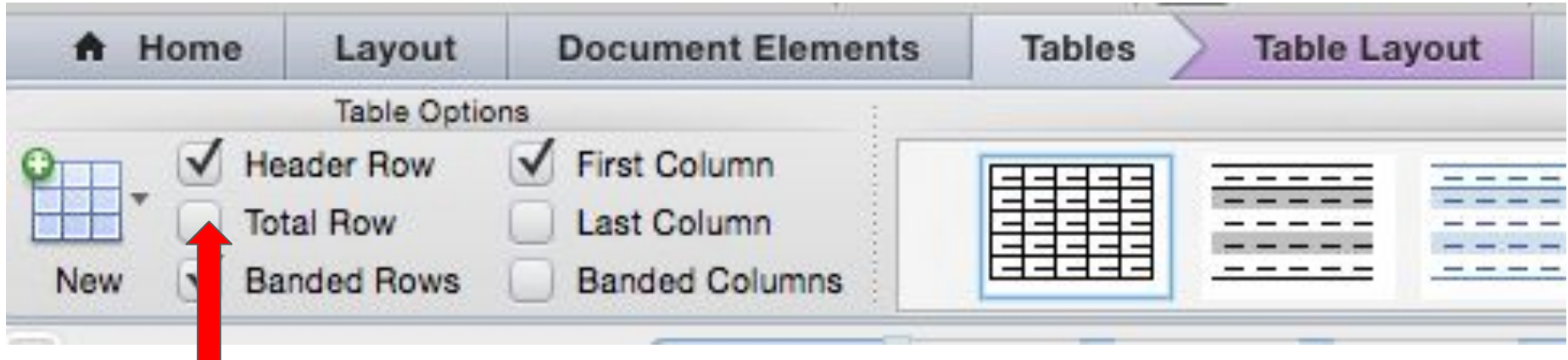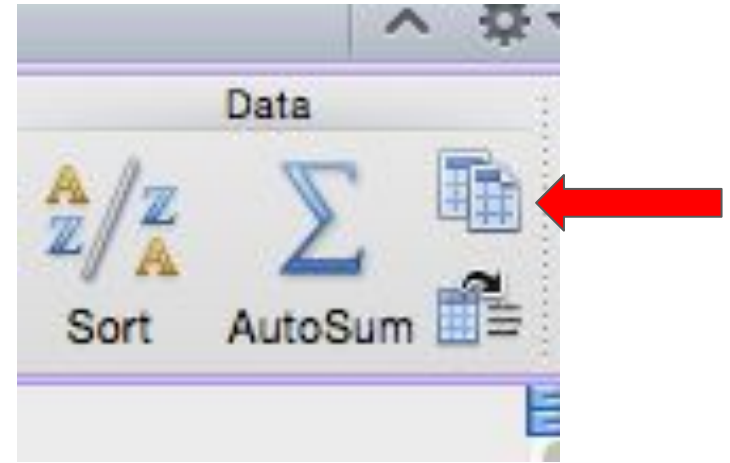
Create meaningful hyperlinks

- BAD: Fascinating journal article can be found here.
  (screen reader: here, here, here)

- GOOD: Here's a link to a fascinating journal article
  (screen reader: "Fascinating journal article")

- EVEN BETTER: Here's a link to a fascinating journal article.
  (www.fascinatingarticle.com)(Screen reader reads meaningful link &
  web address helpful for those who print their syllabus)

Create Accessible Table

Use the Table Tool

Designate a Header Row

Repeat Header Rows

Add descriptions to images
"Alternative Text"

In general:
1. Right click on image
2. Look for "format picture"
3. Look for "alt text"

Cut	⌘X
Copy	⌘C
Paste	⌘V
Change Picture...	
Save as Picture...	
Arrange	▶
Grouping	▶
Align or Distribute	▶
Wrap Text	▶
Insert Caption...	
Format Picture...	
Hyperlink...	⌘K

Format Picture

- Fill
- Line
- Shadow
- Glow & Soft Edges
- Reflection
- 3-D Format
- 3-D Rotation
- Adjust Picture
- Artistic Filters
- Crop
- Text Box
- Size
- Layout
- **Alt Text**

Alt Text

Title:

Description:

You can type alt text for tables, diagrams, images, and other objects. Screen readers can then read the alt text to people who may have difficulty seeing the objects.

The screen reader first reads the title. The person can then decide whether to hear a longer description.

Cancel   OK

5. Word to PDF

BAD: Print to PDF
GOOD: Save to PDF
*retains all of the work you've done to make your syllabus wonderfully accessible!