# Transcript

Hello, and welcome. In this video we're going to be talking about how to make your course

**0:06**

**syllabus and all Word documents accessible to students who have a disability. Highlight**

0:15

our text. We go up here and click on Heading 1. You can only have one Heading 1 per document.

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And then if you have subheadings, then they need to be Heading 2 or Heading 3.

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This heading 1 doesn't really look the way we want it to look. So you can Right Click

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on the Heading 1, and then click the word Modify. And here we can choose the font style

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that we want. Verdana or Ariel are the recommended font styles for accessibility.

1:03

Since this is heading, we'd like for it to be a little bit bigger than just 12. And then

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want it to be black, want it to be centered, and also want it to be bold. Then we click

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OK. Main thing to remember is that you need to

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have just one Heading 1 per document. And then after that use Heading 2's or Heading

1:32

3's.