

## Accessibility Tip of the Week- Table of Contents in Word

In large documents or documents with a lot of headings and structure, it would be appropriate to include a Table of Contents. This helps the sighted readers to be able to skip to where they want to go in the document. This also helps students who rely on screen readers to tab through the structure of the document to navigate within.

To insert a Table of Contents:

1. Put the cursor where you want the Table of Contents to go.
2. Go to the Reference tab on the ribbon and select Table of Contents.

