

dates	08/31/17	08/31/17	08/31/17	08/31/17						
document	AGRI 2295 AEROSimR C config	AGRI 2295 Intro Activities	TAACCCT Adv Precision CID	AGRI 2295 Advanced Prec. Tech Calendar						
Structure the document using styles for headings (not just bold, italics and/or a different font size) and other formatting elements (such as color).	fixed	fixed	fixed	fixed						
Use the column or table feature to create columns.	NA	NA	fixed: changed table to list	OK						
Use text in addition to the color to convey information	NA	NA	NA	NA						
Render any mathematical equations or scientific notation used in the document beyond basic operations (e.g., addition, subtraction, multiplication, and division) in an accessible MathML format through the use of an equation editor (e.g., MathType).	NA	NA	NA	NA						
Make sure any videos in the document have closed captions, and any audio has a transcript.	NA	NA	NA	NA						
(Optional) Long documents (more than about 12 pages) should include a Table of Contents (inserted via the References tab, not manually created), and page numbers which are automatically updated.	NA	NA	NA	NA						
(Optional) Text descriptions of links to websites should be explicit in describing what the reader will encounter when clicking the link (i.e. "Temple University Policies website.")	NA	NA	NA	NA						
Alternative text is needed in Word documents to provide a non-visual means of representing the CONTENT or FUNCTION of an image. (pictures, illustrations, images of text, shapes, charts, SmartArt, embedded objects)	fixed	fixed	NA	fixed						
Adding table properties: first row in a table can be identified as a header row	NA	NA	NA	OK						
create accessible links: Use descriptive link text; Keep the amount of text in the link to a minimum; Use underlined text with a color that stands out from the surrounding text	NA	NA	NA	NA						
Ordered (numbered) lists are used to present a group of items	NA	NA	OK	NA						
Unordered (bullet) lists are used for a group of items without a sequence:	OK	OK	fixed	NA						
use simple language	OK	OK	OK	OK						
be careful with watermarks	NA	NA	NA	NA						
provide table of contents for long docs	NA	NA	NA	NA						
Excel: sheet tabs have unique names, blank sheets removed										
Suggestions										
PPT										
ALT tags for images, graphics and charts										
all text viewable in Outline View										
avoid flickering/flashing or animated text										
avoid using text boxes or graphics with text in them										
no use of smartArt										
use of built-in templates										
each slide has unique title										
elements are in correct reading order										
Audio & video files include captions or transcripts										
color contrast between text & background										
Sans-serif fonts used										



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