

dates	08/07/17	08/07/17	08/08/17	08/08/17	08/08/17	08/11/17	08/11/17	08/11/17	08/11/17	08/11/17	08/11/17	08/11/17	08/11/17	08/11/17	08/11/17	08/11/17	08/11/17	08/11/17	08/11/17	08/11/17	08/15/17	08/15/17	08/15/17	08/15/17	08/15/17	08/15/17	08/15/17	08/15/17	08/15/17	08/15/17
guideline	AGR 1131 Syllabus	AR 1131 Course PolicyGI	AGR 1131_10 week calendar	Agri 1131_Crops Map	Agri 1131_Grain & Sorghum	AGRI 1131 Module 1 quiz	AGRI 1131 Module 2 quiz	AGRI 1131 Module 3 Quiz	AGRI 1131 Module 4 quiz	AGRI 1131 Module 5 quiz	AGRI 1131 Module 6 quiz	AGRI 1131 Module descriptions	AGRI 1131 Precision agriculture	AGRI 1131 Unit 1	AGRI 1131 Unit 2	AGRI 1131 Unit 3	AGRI 1131 Unit 4	AGRI 1131 Unit 5	AGRI 1131 Unit 6	AGRI 1131 Module7	AGRI 1131 Module 10	AGRI 1131 Module 11	AGRI 1131 Unit 8	AGRI 1131 Module 8	AGRI 1131 Module 9	AGRI 1131 Unit 9	AGRI 1131 Unit 10	AGRI 1131 Unit 7		
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	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed
Use the column or table feature to create columns.	NA	OK	OK	OK	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Use text in addition to the color to convey information	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	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	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Make sure any videos in the document have closed captions, and any audio has a transcript.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	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	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	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	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	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)	NA	OK		fixed	fixed	NA	NA	NA	NA	NA	NA	NA	fixed	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	fixed	NA	NA	fixed	fixed	fixed	fixed
Adding table properties: first row in a table can be identified as a header row	NA	OK		OK	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
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	OK		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Ordered (numbered) lists are used to present a group of items	NA	NA		NA	NA	fixed	fixed	fixed	fixed	fixed	fixed	NA	NA	NA	NA	NA	NA	NA	NA	NA	fixed	fixed	fixed	NA	fixed	fixed	fixed	NA	NA	NA
Unordered (bullet) lists are used for a group of items without a sequence:	OK	OK		NA	OK	NA	NA	NA	NA	NA	NA	fixed	NA	NA	NA	fixed	fixed	fixed	fixed	fixed	NA	NA	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed
use simple language	OK	OK		OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
be careful with watermarks	NA	NA		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
provide table of contents for long docs	NA	NA		NA	NA						NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Excel: sheet tabs have unique names; blank sheets removed	NA	NA		NA	NA									NA	NA	NA	NA	NA	NA	NA										
Suggestions																														
PPT																														
all text viewable in Outline View					OK								OK																	
avoid flickering/flashing or animatec text					OK								NA																	
avoid using text boxes or graphics with text in them					OK								fixed																	
no use of smartArt					OK								NA																	
use of built-in templates					OK								OK																	
each slide has unique titlr					fixed								fixed																	
elements are in correct reading orde					fixed								fixed																	



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