

dates	08/16/17	08/16/17	08/17/17	08/17/17	08/17/17	08/17/17	08/17/17	08/17/17	08/17/17	08/17/17	08/17/17	08/17/17	08/17/17	08/17/17
guideline	AGRI 1153 Course Calendar	AGRI 1153 Intro	AGRI 1153 Syllabus	AGRI 1153 Policies	AGRI 1153 Curriculum Map	AGRI 1153 CID	AGRI 1153 Chapter 1	AGRI 1153 Chapter 2	AGRI 1153 Chapter 3	AGRI 1153 Chapter 4	AGRI 1153 Chapter 5	AGRI 1153 Chapter 6	AGRI 1153 Chapter 7	AGRI 1153 Course Map
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
Use the column or table feature to create columns.	OK	NA	NA	OK	OK	fixed								OK
Use text in addition to the color to convey information	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
Make sure any videos in the document have closed captions, and any audio has a transcript.	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
(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
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	NA	NA	fixed	fixed	NA								fixed
Adding table properties: first row in a table can be identified as a header row	OK	NA	NA	fixed	OK	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	fixed	NA	NA								NA
Ordered (numbered) lists are used to present a group of items	NA	NA	fixed	NA	NA	fixed								fixed
Unordered (bullet) lists are used for a group of items without a sequence: use simple language	OK	OK	fixed	fixed	NA	fixed								fixed
be careful with watermarks	OK	OK	OK	OK	OK	OK								OK
provide table of contents for long docs	NA	NA	NA	NA	NA	NA								NA
Excel: sheet tabs have unique names, blank sheets removed														
Suggestions														
PPT														
ALT tags for images, graphics and charts							fixed	OK	OK	OK	OK	OK	OK	
all text viewable in Outline View							OK							
avoid flickering/flashing or animated text							OK							
avoid using text boxes or graphics with text in them							OK							
no use of smartArt							OK							
use of built-in templates							OK							
each slide has unique title							fixed							
elements are in correct reading order							checked							
Audio & video files include captions or transcripts							NA							
color contrast between text & background							OK	OK	OK	OK	OK	OK	fixed	
Sans-serif fonts used							OK							



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