document	GIS 1110 Technician Certif. Overview	GIS 1110 Module 1 Outline	GIS 1110 Module 2 Outline	GIS 1110 Module 2 Outline	GIS 1110 Grading Rubric for Discussions	GIS 1110 Module 2 Outline	GIS 1110 Module 5 Outline	GIST 1110 Introduction Outline	GIST 1110 CID	Student Survey GIS	Certificate Program Proposal GIS 2014	Coop Inquiry Cover Letter GIS	Brochure GIS 2017	GIST 1110 Module description	GIST 1110 Module 10 Outline	GIST 1110 Module 9 Outline	GIST 1110 Module 8 Outline	GIST 1110 Module 7 Outline	GIST 1110 Module 6 Outline
dates	09/07/17	09/07/17	09/07/17	09/07/17	09/07/17	09/07/17	09/07/17	09/08/17	09/08/17	09/08/17	09/08/17	09/08/17	09/08/17	09/10/17	09/11/17	09/10/17	09/10/17	09/10/17	09/10/17
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 & removed text boxes	Fixed & removed text boxes	Fixed & removed text boxes	Fixed	fixed	fixed	fixed	fixed	fixed	fixed: took everything out of text boxes	fixed	fixed	fixed	fixed	Fixed & removed text boxes	Fixed & removed text boxes	Fixed & removed text boxes	Fixed & removed text boxes
Use the column or table feature to create columns.	NA	NA	NA	NA	NA	NA	NA	NA	fixed	NA	OK	NA	fixed	NA	NA	NA	NA	NA	NA
Use text in addition to the color to convey information	NA	fixed	fixed	fixed	NA	fixed	fixed	fixed	fixed	NA	NA	NA	NA	NA	NA	NA	fixed	fixed	fixed
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
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
(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
(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	OK	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	NA	OK	OK	OK	OK	NA	NA	fixed	NA	fixed	NA	fixed	NA	NA	NA	OK	NA	OK
Adding table properties: first row in a table can be identified as a header row	removed table: used list	NA	took table out of text box	took table out of text box	took table out of text box	took table out of text box	took table out of text box	took table out of text box	OK	NA	OK	NA	OK	NA	NA	NA	removed table from text box	NA	removed table from text box
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	NA	NA	NA	NA	OK	NA	NA	NA	NA	NA	NA	NA	OK	NA	NA
Ordered (numbered) lists are used to present a group of items	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Unordered (bullet) lists are used for a group of items without a sequence:	fixed	fixed	Fixed	Fixed	Fixed	fixed	fixed	fixed	fixed	fixed	fixed	NA	OK	NA	fixed	fixed	Fixed	fixed	Fixed & removed text boxes
use simple language	OK	OK	OK	OK	NA	NA	NA	NA	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
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
Excel: sheet tabs have unique names, blank sheets removed																			
Suggestions											reading order of table OK								
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																			