

dates	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/15/17	09/15/17	09/15/17	09/15/17	09/15/17	09/15/17	09/15/17
document	GIST 1130 Geodatabase PPT assign	GIST 1130 Course Syllabus	GIST 1130 Introduction	GIST Module 1 outline	GIST Module 2 outline	GIST Module 3 Outline	GIST 1130 Module Descriptions	Reviewing the Basics of Geospatial Data	GIST 1130 Module 4 Outline	GIST 1130 Module 5 Outline	GIST 1130 Module 6 Outline	GIST 1130 Module 7 Outline	GIST 1130 Module 8 Outline	GIST 1130 Module 9 Outline	GIST 1130 Final Project Instructions	GIST 1130 Data Acquisition Exercise	GIST 1130 Discussion Assignment	GIST 1130 Final Grading Criteria	GIST 1130 NE Hail Assignment	GIST 1130 NE Tornado Assignment	GIST 1130 Module 10 Outline Final Project	
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	just changed use of return for spacing	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed
Use the column or table feature to create columns.	OK	OK	OK	OK	OK	NA	NA	replaced text box tables with inserted table	OK	OK	OK	NA	NA	NA	fixed	NA	NA	NA	NA	NA	fixed	NA
Use text in addition to the color to convey information	NA	fixed	fixed	fixed	fixed	fixed	OK	NA	NA	NA	NA	fixed	fixed	fixed	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
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
(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
(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	OK	NA	NA	NA	NA	NA	NA	fixed	fixed	fixed	fixed	NA	fixed	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)	OK	fixed	OK	OK	OK	NA	NA	fixed	OK	OK	OK	NA	NA	NA	fixed	fixed	NA	fixed	fixed	fixed	fixed	NA
Adding table properties: first row in a table can be identified as a header row	NA	OK	fixed: took table out of text box	fixed: took table out of text box	fixed: took table out of text box	NA	NA	fixed	removed table from text box	removed table from text box	removed table from text box	NA	NA	NA	removed table from text box	NA	removed table from text box	removed table from text box	NA	took table out of text box	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	NA	NA	NA	NA	NA	NA	OK	NA	NA	NA	NA	NA	NA	fixed	fixed	fixed	fixed	NA	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	NA	NA	NA
Unordered (bullet) lists are used for a group of items without a sequence.	fixed	fixed	fixed	fixed	fixed	fixed	OK	fixed	fixed	fixed	fixed	fixed	fixed	fixed	NA	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
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
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
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																						