

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	NA	fixed	NA	NA	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	fixed	fixed	fixed
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	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	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 titl					fixed								fixed																	
elements are in correct reading orde					fixed								fixed																	

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	08/18/17	08/18/17	08/18/17	08/18/17	08/18/17	08/18/17
	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	
guideline															
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	OK	
all text viewable in Outline View							OK	OK	OK	OK	OK	OK	OK	OK	
avoid flickering/flashing or animated text							OK	OK	OK	OK	OK	OK	OK	OK	
avoid using text boxes or graphics with text in them							OK	OK	OK	OK	OK	OK	OK	OK	
no use of smartArt							OK	OK	OK	OK	OK	OK	OK	OK	
use of built-in templates							OK	OK	OK	OK	OK	OK	OK	OK	
each slide has unique title							fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	
elements are in correct reading order							checked	checked	checked	checked	checked	checked	checked	checked	
Audio & video files include captions or transcripts							NA	NA	NA	NA	NA	NA	NA	NA	
color contrast between text & background							OK	OK	OK	OK	OK	OK	OK	fixed	
Sans-serif fonts used							OK	OK	OK	OK	OK	OK	OK	OK	

dates	08/28/17	08/28/17	08/28/17	08/28/17	08/28/17	08/28/17	08/28/17	08/28/17	08/28/17	08/29/17	08/29/17	08/29/17	08/29/17	08/29/17	08/29/17	08/30/17	08/30/17
document	AGRI 1171 Course Calendar	AGRI 1171 Course Policies	AGRI 1171 Drones	AGRI 1171 Geospatial Revolution	AGRI 1171 GPS final quiz	AGRI 1171 Introduction	AGRI 1171 Note on Precision Farming	AGRI PA 4 ArcGIS	AGRI 1171 PA 5 Goggle Maps	AGRI 1171 PA 6 Surety Maps Outline	AGRI 1171 Precision Agriculture	AGRI 1171 rev 04-01-2014	AGRI 1171 Surety Maps Tutorial	AGRI 1171 Syllabus	AGRI 1171 Trimble GPS	AGRI 1171 Unit 5a Precision Ag outline	AGRI 1171 Unit 5 b Precision Ag outline
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
Use the column or table feature to create columns.	fixed	changed to headings & lists		NA	NA	NA	NA	fixed	NA	NA	NA	NA	changed to headings & lists	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
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
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
(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
(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	fixed		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	fixed		fixed	NA	NA	NA	NA	NA	NA	NA	NA	fixed	NA	NA	NA	NA
Adding table properties: first row in a table can be identified as a header row	OK	OK		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	fixed		NA	NA	NA	NA	NA	fixed	fixed	NA	NA	fixed	NA	NA	fixed	fixed
Ordered (numbered) lists are used to present a group of items	NA	NA		NA	NA	NA	NA	NA	NA	fixed	fixed	NA	fixed	NA	NA	NA	NA
Unordered (bullet) lists are used for a group of items without a sequence:	fixed	fixed		OK	Fixed	fixed	fixed	fixed	OK	OK	OK	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
be careful with watermarks	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
Excel: sheet tabs have unique names, blank sheets removed																	
Comments	checked reading order: OK																
PPT																	
ALT tags for images, graphics and charts			fixed								fixed						
all text viewable in Outline View			OK								OK						
avoid flickering/flashing or animated text			OK								OK						
avoid using text boxes or graphics with text in them			OK								fixed						
no use of smartArt			OK								OK						
use of built-in templates			OK								OK						
each slide has unique title			OK								fixed						
elements are in correct reading order			Checked - OK								Checked & fixed						
Audio & video files include captions or transcripts			NA								NA						
color contrast between text & background			OK								OK						
Sans-serif fonts used			OK								OK						

dates	09/06/17	09/06/17	09/06/17	09/06/17	09/06/17	09/06/17	09/06/17	09/06/17	09/06/17	09/06/17
document	AGRI 1172 Course Calendar	AGRI 1172 Course Policies	AGRI 1172 Intro. Activities	AGRI 1172 Precision Hardware CID	AGRI 1172 Syllabus	AGRI 1172 Unit 1	AGRI 1172 Unit 2	AGRI 1172 Unit 3	AGRI 1172 Unit 4	AGRI 1172 Unit 5
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
Use the column or table feature to create columns.	OK	OK	NA	changed table to list	changed table to list	NA	NA	NA	NA	NA
Use text in addition to the color to convey information	NA	NA	NA	fixed	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
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
(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
(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
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	NA	NA	NA	NA	NA	NA
Adding table properties: first row in a table can be identified as a header row	OK	OK & changed tables to lists	NA	OK	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	NA	NA	NA	NA	NA	NA	NA	NA	NA
Ordered (numbered) lists are used to present a group of items	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Unordered (bullet) lists are used for a group of items without a sequence:	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
use simple language	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
be careful with watermarks	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
Excel: sheet tabs have unique names, blank sheets removed										
Suggestions	checked reading order: 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										

dates	08/30/17	08/31/17	08/31/17	8/8/31/17	08/31/17	08/31/17	09/01/17	09/01/17	09/01/17	09/01/17	09/02/17	09/02/17	09/02/17	09/04/17	09/04/17	09/04/17	09/04/17	09/04/17	09/04/17	09/04/17	09/05/17	09/05/17	09/05/17	
document	AGRI 2279 Syllabus	AGRI 2279 Introduction	AGRI 2279 module 1 Topic 1	AGRI 2279 Module 1 Topic 2 GPS GIS	AGRI 2279 Module 1 Topic 3 Software	AGRI Module 1 Topic 3 Software & trends	AGRI 2279 Module 2 Topic 1 getting started	AGRI 2279 Module 2 Topic 2 Reading files	AGRI 2279 Worksheet	AGRI 2279 Trimble GPS Tutorial questions	AGRI 2279 Precision Tech Discussion	AGRI 2279 Precision Tech Course Calendar	AGRI Precision CID	AGRI 2279 Module 4 Topic 2 Soil Test Pro	AGRI 2279 Module 4 Topic 1-3 Soil Sampling	AGRI 2279 Module 3 Topic 4 SMS	AGRI 2279 Module 2 Topic 3 Understanding the Management tree	AGRI 2279 Module 2 Topic 4 Managing Data	AGRI 2279 Module 2 Topic 5 Fx Boundaries	AGRI 2279 Module 2 Topic 6 Printing Outline	AGRI 2279 Module 3 Topic 1 Writing a Prescription	AGRI 2279 Module 3 Topic 2 Writing a Prescription Overview	AGRI 2279 Module 3 Topic 3 Writing a Prescription	AGRI 2279 Module 3 Topic 3 Writing a Pivot Prescription
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
Use the column or table feature to create columns.	Fixed: changed table to list	NA	NA	NA	NA	NA	fixed	fixed	NA	NA	NA	OK	NA	fixed	OK	OK	OK	OK	fixed	OK	OK	OK	OK	OK
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
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
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
(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
(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	fixed	fixed	OK	NA	OK	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	NA	NA	NA	NA	NA	NA	fixed	NA	NA	NA	fixed	NA	fixed	NA	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed
Adding table properties: first row in a table can be identified as a header row	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	OK	changed table to list	fixed	OK	OK	fixed	OK	fixed	OK	OK	OK	OK	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	NA	NA	fixed	OK	NA	fixed	NA	fixed	NA	OK	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Ordered (numbered) lists are used to present a group of items	fixed	NA	NA	NA	NA	fixed	NA	fixed	NA	NA	NA	NA	NA	fixed	fixed	OK	OK	OK	OK	OK	OK	OK	OK	OK
Unordered (bullet) lists are used for a group of items without a sequence: use simple language	fixed	OK	OK	OK	fixed	OK	fixed	fixed	fixed	fixed	OK	OK	fixed	OK	fixed	fixed	OK	OK	OK	fixed	OK	OK	OK	OK
be careful with watermarks	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
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	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Comments																								
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																								

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													

dates	09/11/17	09/11/17	09/11/17	09/11/17	09/11/17	09/11/17
document	TAACCT Confid. Of Student records	TAACCT Grant Partic. Disclosure	TAACCCT Grant Partic. File check	TAACCT Partic. Intake form	TACCCT Partic. Spreadsheets	TAACCCT Proposal for course deve.
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
Use the column or table feature to create columns.	NA	NA	NA	NA		NA
Use text in addition to the color to convey information	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
Make sure any videos in the document have closed captions, and any audio has a transcript.	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
(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
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	NA	NA		NA
Adding table properties: first row in a table can be identified as a header row	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	NA	NA	NA		NA
Ordered (numbered) lists are used to present a group of items	NA	NA	NA	NA		NA
Unordered (bullet) lists are used for a group of items without a sequence:	fixed	fixed	fixed	fixed: also changed table to list		fixed
use simple language	OK	OK	OK	OK		OK
be careful with watermarks	NA	NA	NA	NA		NA
provide table of contents for long docs	NA	NA	NA	NA		NA
Excel: sheet tabs have unique names, blank sheets removed					OK	
Suggestions					changed column headings	
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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