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. Spreadsheet	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						