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
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	08/29/17	08/29/17	08/29/17	08/29/17	08/29/17	08/29/17	08/30/17	08/30/17	08/30/17
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		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	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	fixed	fixed	NA	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						