## GIST 1110

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
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	GIS 1110 Technician	GIS 1110	GIS 1110	GIS 1110	GIS 1110 Grading	GIS 1110	GIS 1110	GIST 1110			Certificate Program	Coop Inquiry		GIST 1110	GIST 1110	GIST 1110	GIST 1110	GIST 1110	GIST 1110
	Certif.	Module 1	Module 2	Module 2	Rubric for		Module 5	Introduction	GIST 1110	Student	Proposal	Cover Letter	Brochure	Module	Module 10		Module 8	Module 7	Module 6
document	Overview	Outline	Outline	Outline	Discussions	Outline	Outline		CID		GIS 2014	GIS	GIS 2017		Outline	Outline	Outline	Outline	Outline
										Consult to all									
Structure the document using styles for headings (not just bold, italics		Fixed &	Fixed &	Fixed &						fixed: took everything						Fixed &	Fixed &	Fixed &	Fixed &
and/or a different font size) and other		removed	removed	removed						out of text						removed	removed	removed	removed
formatting elements (such as color).	fixed	text boxes	text boxes	text boxes	Fixed	fixed	fixed	fixed	fixed	boxes	fixed	fixed	fixed	fixed	fixed	text boxes	text boxes	text boxes	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			a .																
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.,	NA	NA	NIA	NA	NA	NA	NIA	NA		NIA	NA	NA	NIA	NA	NA	N1.0	NIA	NIA	NA
MathType). Make sure any videos in the	INA	NA	NA	INA	INA	INA	NA	INA	NA	NA	NA	INA	NA	INA	NA	NA	NA	NA	INA
document have closed captions, and		1		1						1							1		
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	1		1	1	1	1	1					t				1		1	
than about 12 pages) should include		1		1						1							1		
a Table of Contents (inserted via the		1		1						1							1		
References tab, not manually				1															
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
are automatically updated.	14/1	17			110			14/1	11/3				- <b>1</b> /1	11/7	11/1				117
(Optional) Text descriptions of links to		1		1						1							1		
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	removed		took table	took table	took table	took table	took table	took table									removed		removed
table can be identified as a header	table: used		out of text	out of text	out of text		out of text	out of text			01/						table from		table from
row	list	NA	box	box	box	box	box	box	OK	NA	OK	NA	OK	NA	NA	NA	text box	NA	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																			
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Unordered (bullet) lists are used for a group of items without a sequence: use simple language be careful with watermarks provide table of contents for long docs Excel: sheet tabs have unique	NA fixed OK NA	NA fixed OK NA	NA Fixed OK NA	NA Fixed OK NA	Fixed NA NA	NA fixed NA NA	NA fixed NA NA	fixed NA NA	fixed OK NA	fixed OK NA	fixed OK NA	NA OK NA	OK OK NA	NA NA OK NA	NA fixed OK NA	NA fixed OK NA	NA Fixed OK NA	NA fixed OK NA	Fixed & removed text boxes OK NA
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