document	GIST 1120 Course Syllabus	GIST 1120 final Project	GIST 1120 Introduction Outline	GIST 1120 Module 1 Outline	GIST 1120 Module Descriptions	GIST 1120 Module 2 Outline	GIST 1120 Module 3 Outline	GIST 1120 Module 4 Outline	GIST 1120 Module 5 Outline	GIST 1120 Module 6 Outline	GIST 1120 Module 7 Outline	GIST 1120 Module 8 Outline	GIST 1120 Module 9 Outline
dates	09/12/17	09/12/17	09/12/17	09/12/17	09/12/17	09/12/17	09/13/17	09/13/17	09/13/17	09/13/17	09/13/17	09/13/17	09/13/17
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
Use the column or table feature to create columns.	OK	NA	OK	OK	NA	OK	OK	OK	OK	NA	NA	NA	OK
Use text in addition to the color to convey information	fixed	NA	fixed	fixed	NA	fixed	fixed	fixed	fixed	fixed	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., MathType).	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
(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
(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	fixed	fixed	OK	OK	fixed	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	fixed	fixed	fixed	OK	NA	OK	NA	OK	OK	fixed	NA	NA	OK
Adding table properties: first row in a table can be identified as a header row	fixed: took table out of text box	NA	fixed: took table out of text box	fixed: took table out of text box		Fixed: took table out of text box	NA	Fixed: took table out of text box	fixed: took table out of text box	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	fixed	fixed	OK	fixed	OK	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
Unordered (bullet) lists are used for a group of items without a sequence:	fixed	NA	fixed	fixed	NA	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed
use simple language	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
provide table of contents for long docs	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													