

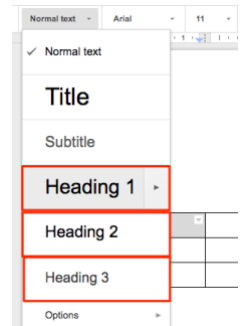
## Google Docs Accessibility - Quick Start Guide

### Starting a document?

Include headings to provide a logical document structure. Heading 1 will be your document title. Heading 2 will be content sections. Heading 3 will be subsections.

To add headings, select the Style menu. It displays the currently selected style, so may appear as "Normal text."

**Note:** To change the appearance of a heading type, select formatted text, select the Style menu, scroll down to the heading type you want to alter, click the right arrow and select "Update Heading to match selection."



### Adding images?

Include an alt tag describing the content and function.

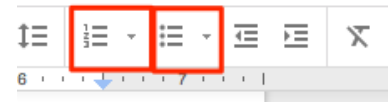
Right click the image > Select Alt Text > Enter your alt tag into the Description field.

**Note:** For more control over image placement, use columns.



### Creating a list?

When creating a list, use a true list. Go to the Home ribbon and select either a bulleted or numbered list.



### Adding a Table?

Keep tables simple, avoid merged cells. Tables with merged cells can often be split into two tables. Populate blank cells with meaningful text or "---".

Google Docs does not allow table row and column headers to be tagged natively. Users will have the option to tag table row and column headers when using Grackle to export to a tagged PDF.

### Checking Accessibility?

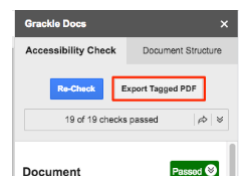
Checking accessibility within a Google Docs file is done using an add-on called Grackle. To run Grackle, click the Add-ons menu > Grackle Docs > Launch. The Grackle pane will appear on the right side. Make your way through any lingering accessibility issues.

Common Grackle errors and resolutions are included on the reverse of this sheet.

**Note:** If you've never used Grackle, add it by going to the Add-ons menu > Select "Get add-ons" > Search for Grackle > Select the "+" button. Grackle will be registered through your OSD account.

### Export to PDF

If your document is intended to be posted on the website as an attachment, you will first need to export it as a PDF. Complete the Grackle accessibility check, and then select "Export Tagged PDF."



### Other Tips:

- Minimum font size is about 12.
- True headings can also be used to generate a table of contents for longer documents.
- Ensure text has a high contrast.
- Use descriptive text for link text.

## Grackle Errors and Solutions

### Document

- **Document title is required** – Click the Edit button beside “Set document title” and enter a title in the Document Title field. Alternatively, select “use the Google Doc name.”
- **Document language should be specified** – Select “Detect.” If the detected language is incorrect, select the Edit button and select the appropriate language in the Document Language field.

### Images

- **Images should have alternate text or mark as artifact** – Click Here to scroll to the image location. Click “+TAG” to bring up the Tag Image or Graphics screen. Enter a descriptive alt tag in the Alternative Text field. If the image is purely decorative, select “Mark as artifact.”
- **Drawings should have alternate text or mark as artifact** – Click Here to scroll to the drawing location. Click “+TAG” to bring up the Tag Image or Graphics screen. Enter a descriptive alt tag in the Alternative Text field. If the drawing is purely decorative, select “Mark as artifact.”

### Headings

- **Headings should be used** – Ensure your document contains a logical heading structure. Mark the document title as Heading 1, section titles as Heading 2, and subsections as Heading 3.
- **A single “Heading 1” should be used** – Ensure only one section title is marked as Heading 1. This will usually be the document title.
- **Headings must be properly nested** – Don’t skip heading styles. For example, don’t have a Heading 1 immediately followed by a Heading 3. Headings should go in a logical order, with Heading 1 followed by Heading 2, then Heading 3 etc. Heading styles may be skipped when moving back up the chain. For example, a Heading 4 may be followed by a Heading 2.

### Tables

- **Tables must be tagged or marked as layout tables** -Click Here to scroll to the table. Click +TAG to enter the Tag Table menu. Select the appropriate options from “Mark first row as header” and/or “Mark first column as header” options.
- **The use of merged cells is not recommended** – Consider splitting the table into two tables.
- **The use of empty cells is not recommended** – Populate blank cells with meaningful content. If no content is meaningful, consider populating the cell with “---”.

### Landmarks

- **Headers and footers should be used** – Consider entering the document title in the first page header. Also, consider placing supporting information, such as page numbers, in the footer.
- **Footnotes should have ids and alt text** – When adding a footnote, highlight the corresponding text. If this error appears, in Grackle select “+TAG” and add an alternative text on the Tag Footnote menu.
- **Lists should be used where appropriate** – Highlight the corresponding text and select either a numbered list, or the bulleted list type from the main menu.

### Contents

- **High color contrast should be used** – Consider changing the font or background color. Also consider enlarging the font or using text outlines to increase the contrast.
- **Fine print should be avoided** – Enlarge the corresponding font size.
- **Adjusted alignment not suggested for non-heading text** – Align text to the left or right.
- **Lengthy paragraphs should be avoided** – Consider breaking lengthy paragraphs apart.
- **Links should be informative** – Link text should be meaningful without context. Avoid link text such as “click here” etc.

Questions? We’re here to help. [Communications@osd.wednet.edu](mailto:Communications@osd.wednet.edu)