



LibCon 2022
From sea to shining sea

Accessibility for Google Docs

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Agenda:

Contrast

Headings

Formatting

Reading Order

Updating Styles

More...

Color

When you use colors other than black #000000, white #FFFFFF, or those in pre-tested templates, check your colors for appropriate contrast. (2.77:1) [More info: Contrast](#)

- Text color option in ribbon > More Colors
- [WebAIM Contrast Checker](#)
- Don't use color to convey meaning ([More info: Use of Color](#))

Headings

1 Use styles to declare headings (plus easier to update!)

[More info: Section Headings](#)

2 Include 1 (and only one) h1 in each document

[More info: h1](#)

3 Nest headings appropriately

[More info: Appropriate Nesting](#)

4 Headings should describe content that follow

[More info: Accurate Headings](#)

Lists

*This looks like a list

*but it's actually just asterisks

*instead use the list option in the home ribbon

[More info: Content tagging](#)

Links

Links should:

- Have descriptive visible text ([more info: Link Purpose](#))
- Be formatted to look like links ([more info: link formatting](#))

Images

Images, charts and other visual content should:

- Be in-line ([more info: in-line images and objects](#))
- Include alt-text ([more info: alt text](#))



Empty lines & Spaces

Avoid including empty lines and spaces. ([More info: empty lines or spaces](#)). Instead use paragraph and spacing options

Tables

	Category 1	Category 2	Category 3	Category 4
Item 1	4.5	2.3	1.7	5
Item 2	3.2	5.1	4.4	3
Item 3	2.1	1.7	2.5	2.8
Item 4	4.5	2.2	1.7	7

Tables should be:

- Coded
- As simple as possible
- Include a declared header

[More info: tables](#)

Reading Level

Aim for a 9th grade or lower reading level.

[Instructions for turning on reading level in older versions of Word.](#)

More info: [Readability](#)

Document Title

Set in File options. ([more info: document / page title](#))

Saving as PDF

Download as a Word document, then use file or Acrobat options, not print to pdf.

Other Considerations

- [Avoid images of text](#)
- [Avoid flashing, prolonged movement, timed elements](#)
- [Sensory characteristics](#)
- [Non-text](#) content has alternatives