

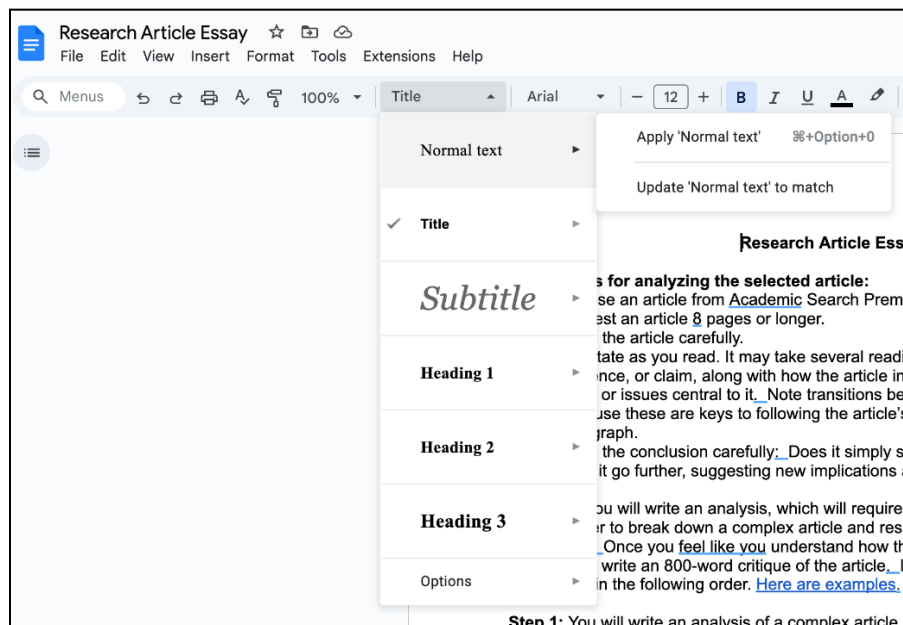


Google Docs and Accessibility

Gateway wants to ensure resources are accessible to all learners. The following cheat sheet will help you make sure your Google Docs are compliant with Gateway's target metrics.

Checklist

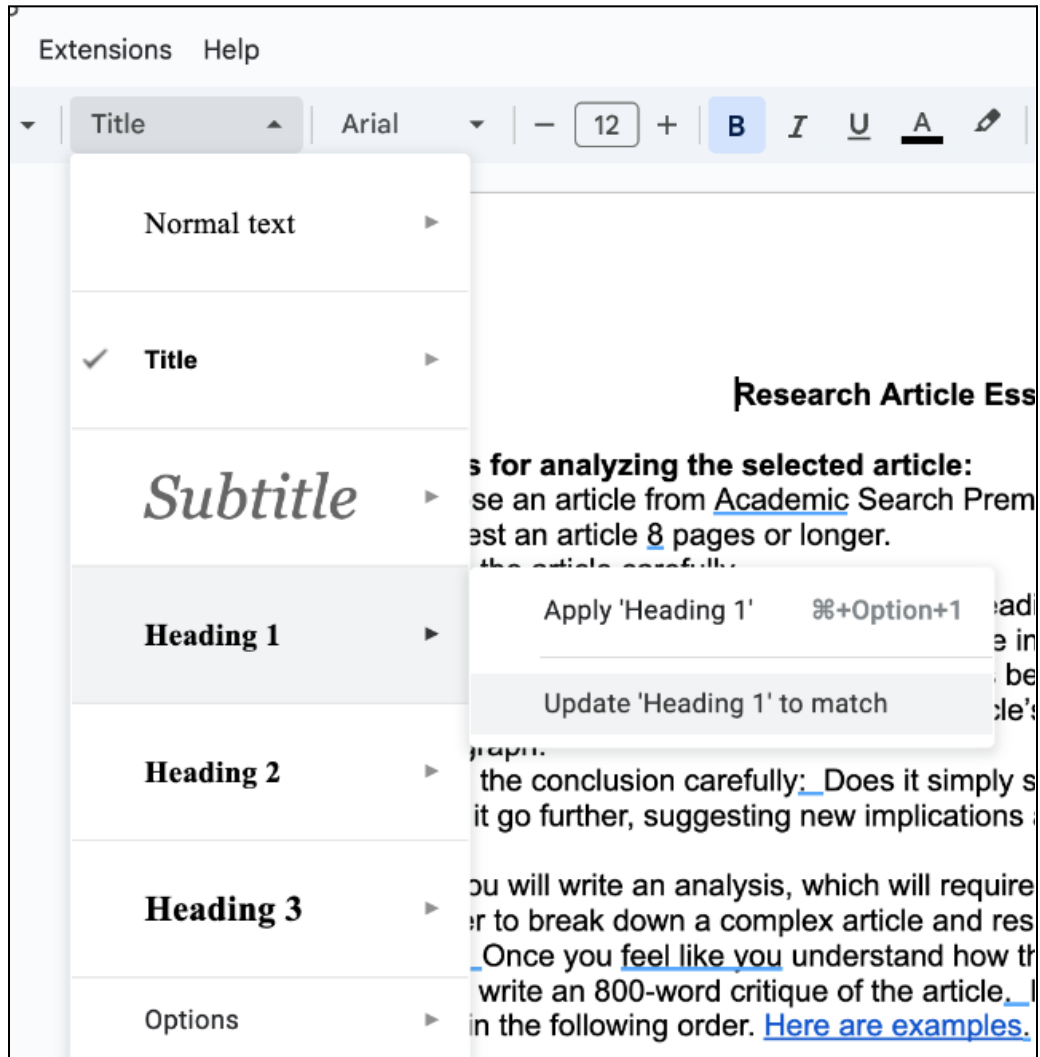
- ☐ Run Grackle Docs on your document to diagnose what things need fixing. It will make it easier to follow this formatting structure in the future to limit extra work later.
- ☐ Grackle Docs will check your work against 22 accessibility standards and help you ensure compliance.
 - Here's a video on [How to install Grackle Docs](#)
 - Additional video: [GrackleDocs Demo](#)
- ☐ Use [accessible fonts](#) to create easy-to-read text.
- ☐ Formatting Documents in Google
 - ☐ [Add headings to your Google document](#)
 - ☐ Google Docs provides a way to add headings to the document regarding heading levels, such as heading 1, heading 2, heading 3, etc.



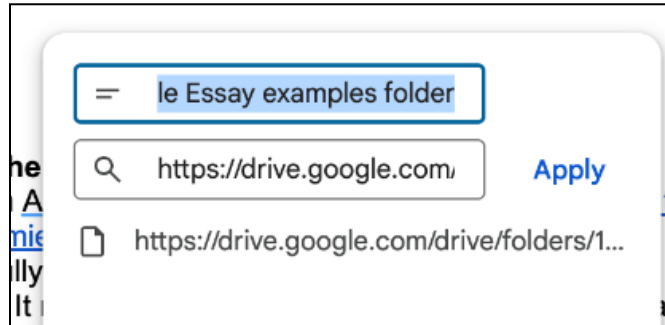
- ☐ [Create custom styles in a Google document](#)



- ☐ Select and format the text with desired fonts, colors, etc.
- ☐ Click on Styles and go to the style you want to change.
- ☐ Then click on "Update style to match." The style will be updated to match the format of the selected text. This formats the styles for the entire document.

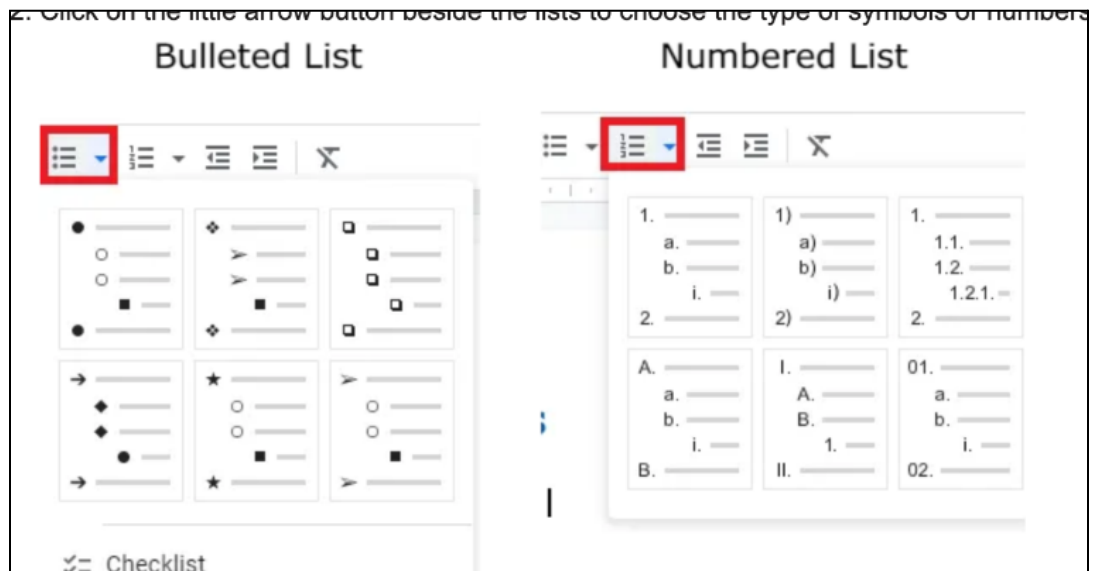


- ☐ [Write accessible hyperlinks](#)
 - ☐ Select the link text.
 - ☐ Right-click the selected link text and select Link.
 - ☐ A dropdown window appears. Add the hyperlink text in the Text field and include the full URL in the search field below it



☐ [Arrange content in lists](#)

- ☐ Lists are helpful for organizing information, providing styling, and describing a particular process. Use ordered lists when the order matters; otherwise, use unordered lists. The screen readers announce the number of items in the lists which makes it easier for users to scan information.



☐ [Make tables, charts, and graphs accessible.](#)

- ☐ [Learn how to create accessible tables, charts, and graphs.](#)



Tag Table

☐ Table is used for layout only ^[?]
☒ Mark first row as header
 ☒ Mark first column as header

Criteria	Proficient (3)	Emerging (2)	Developing (1)
Demonstrate personal acc...	Learner creates an examp...	Learner creates an examp...	Learner creates an ex
Identify opportunities f...	Learner cultivates oppor...	Learner mostly cultivate...	Learner somewhat cu
Articulate personal stre...	Learner determines perso...	Learner mostly determine...	Learner somewhat de
Act with integrity, hone...	Learner constructs an ex...	Learner mostly construct...	Learner somewhat co
Navigate career opportun...	Learner produces an exte...	Learner produces a moder...	Learner produces a m

☐ Mark as header cell for ^[?]
☒ Column
 ☐ Row
 ☐ Both

☐ Associate with column headers

☐ Associate with row headers

Update

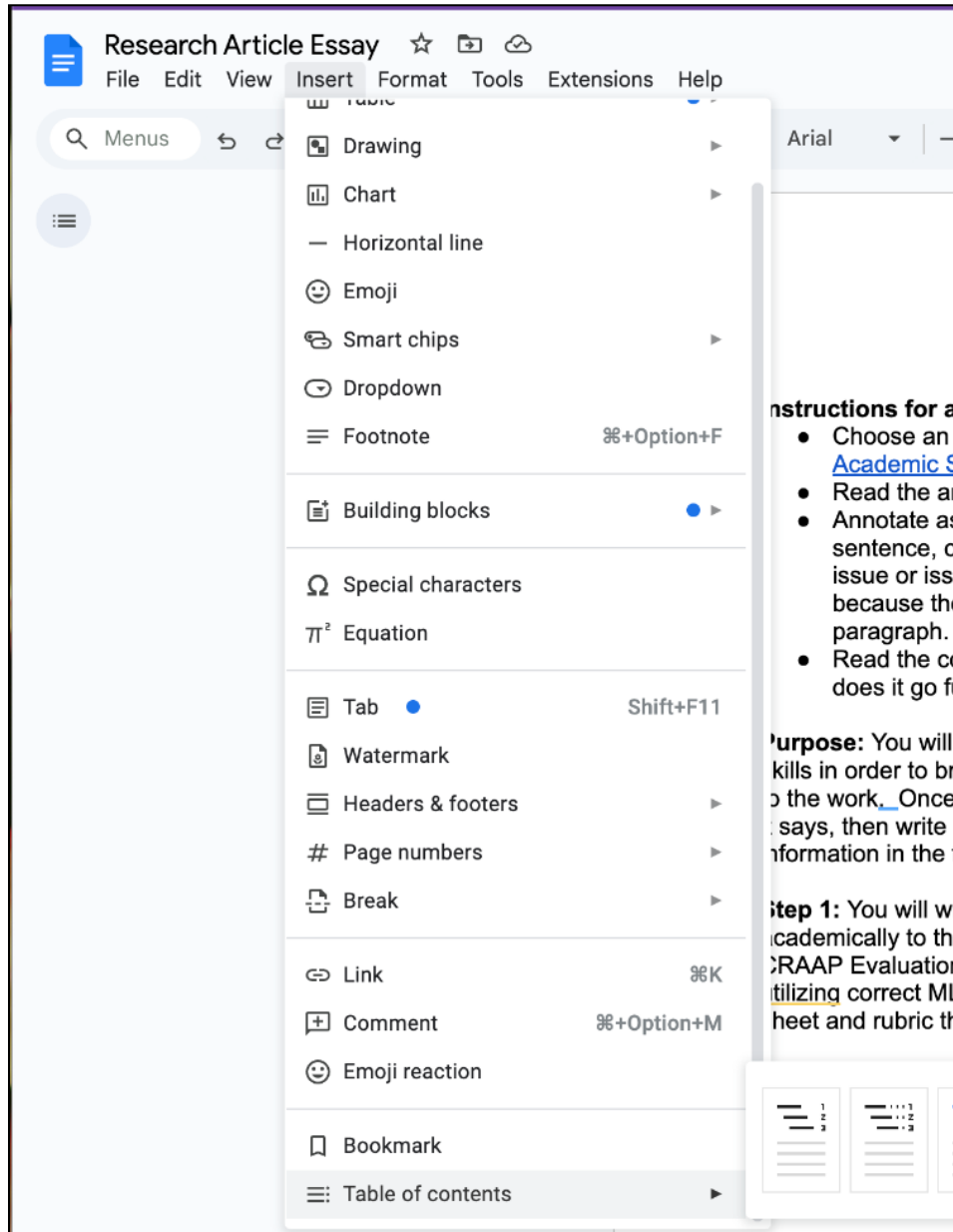
Cancel

☐ Use proper spacing tools.

- ☐ It is a common practice to use the TAB, SPACEBAR, or ENTER key to add space between the text or to indent it for visual purposes. However, using these keys to control spacing confuses the text for screen reader users and people with reading disabilities. Instead, it is better to control spacing using the tools offered by Google Docs to format the text.

☐ Add alternative text

- ☐ This section includes a step-by-step process of adding alt text to images, charts, and graphs. The alt text is crucial for screen reader users. Users won't understand the image and its content without the alt text. Visit the [accessible content page](#) to learn about how to write proper alt text.
- ☐ Image on next page.



- ☐ [Create navigation using the table of contents](#)
 - ☐ Add a table of contents at the beginning of the document for navigation purposes. The table of contents uses the headings to create navigation links. Make sure the document has appropriate headings.
- ☐ [Perform accessibility tests in Google Docs](#)
 - ☐ [Learn how to perform accessibility tests on your document](#)