

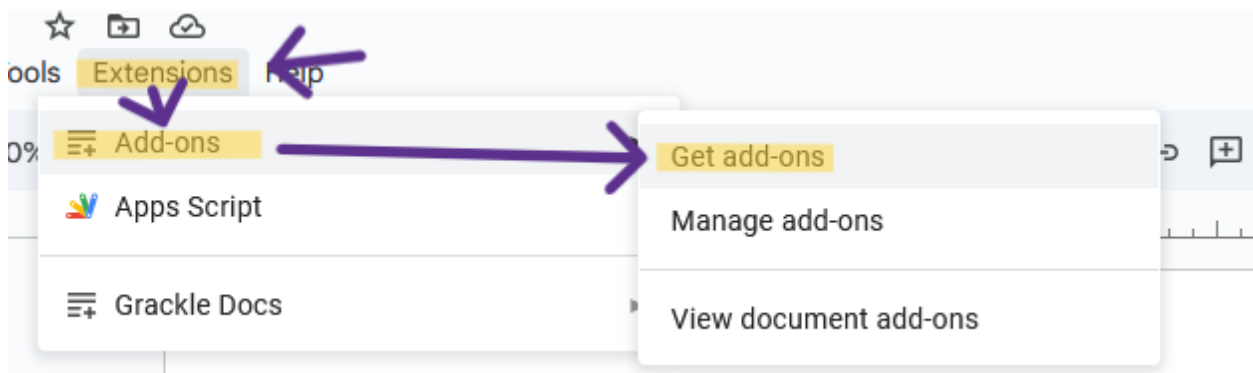
How to Resolve Google Doc Accessibility Issues

How to Resolve Google Doc/Slide/Sheet Accessibility Issues

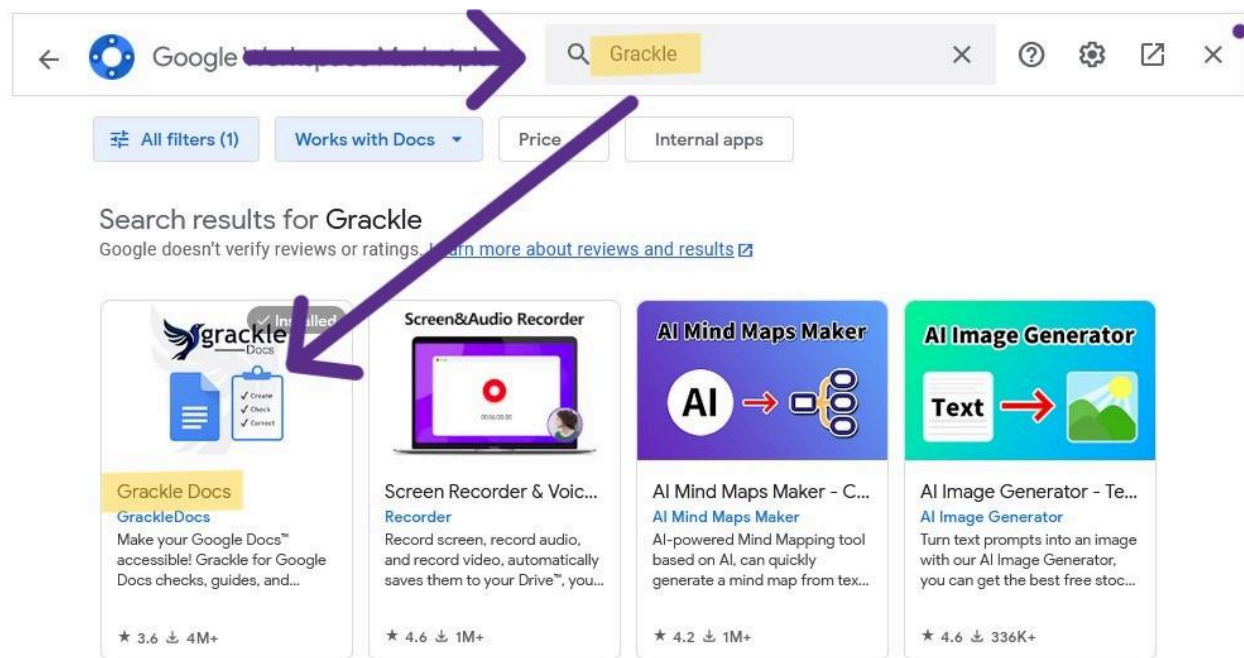
How to Access Grackle

Installing Grackle

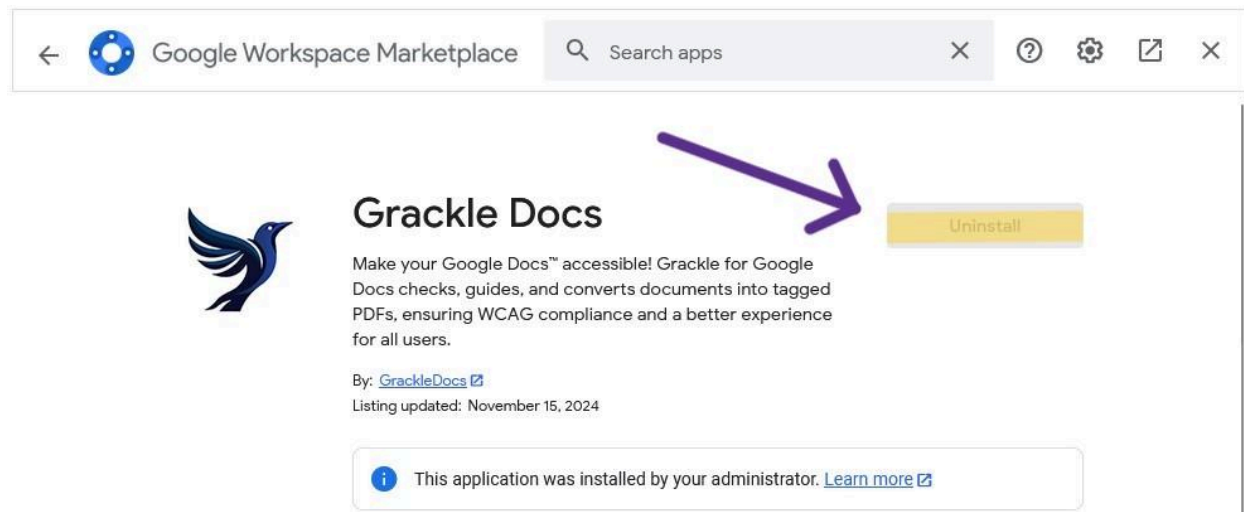
In order to install Grackle if you don't have it, first make sure that you are logged into your ACC google account, then open a Google Doc and click "Extensions" at the top of the document, select "Add-ons", and then click "Get add-ons".



Now click the search bar at the top, type "Grackle" then click the "Enter" key. Now select Grackle Docs in the search results.



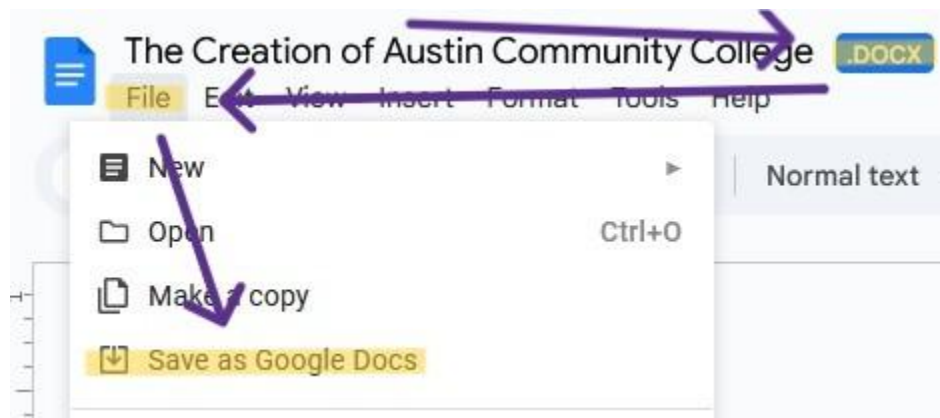
Finally, select “Install” in this new menu. Grackle is already installed on my computer, so it says “Uninstall” instead.



Converting an external document into a Google Doc/Sheet/Slide

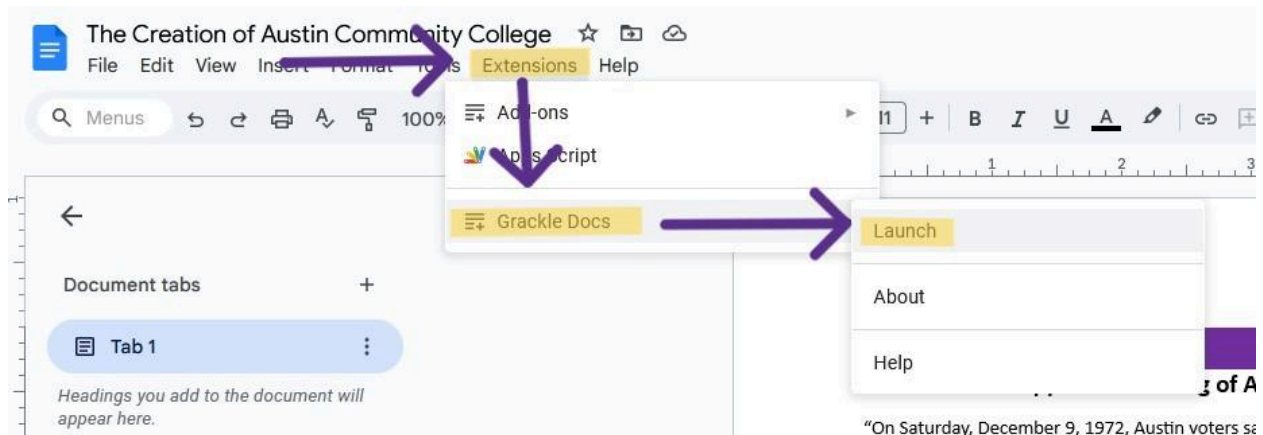
Extensions and other features will not appear while the document isn't converted, so it will be necessary to click "File" then click "Save as Google Docs" in the resulting dropdown menu to turn it to a Google Doc. Once converted it will be able to run Grackle.

In this example a Google Doc will have a ".DOCX" if it was a Word document that hasn't been converted yet. .DOCX could be different depending on the original file type, but resolving this issue is the same.






Using Grackle

To access Grackle Docs, you must be logged into your ACC Google account. Then, open a Google Docs file with your ACC Google account, Navigate o to the toolbar and click on "Extensions" to view the drop-down menu, select Grackle Docs to open the submenu, and finally click "Launch" to open the tools in the right-hand panel of Google document, but you may need to grant Grackle permission the first time.



Grackle will now check each points of accessibility and display them with one of the three following icons:

-  Inaccessible barrier. Fails, please fix.
-  Accessible. Passes.
-  Warning, possible barrier. Optional fix.

The first icon is a red X that means there is an accessibility issue that needs to be resolved.

The second icon is a checkmark with a small explanation point considered an accessibility recommendation.

The last icon is a checkmark that means the accessibility point is met.

Finally, the the following are the categories and their respective accessibility issues that are being checked:

[Grackle Video Demo](#)

Google Docs Grackle Checks:

Document

[Document titles is required](#)

Document language should be specified (File > Language > [Select Language])

Images

[Images should have alternate text or mark as artifact](#)

[Drawings should have alternate text or mark as artifact](#)

[Equations should be described](#)

[Images may need to be downsampled to reduce file size](#)

Headings

[Headings should be used](#)

[A single "Heading 1" should be used](#)

[Headings must be properly nested](#)

Tables

[Tables must be tagged or marked as layout tables](#)

The use of merged cells is not recommended

The use of empty cells is not recommended

Landmarks

[Headers and footers should be used](#)

Footnotes should have [ids](#) and [alt text](#)

[Lists should be used where appropriate](#)

Contents

Document should not contain unsupported contents

[High color contrast should be used](#)

Fine print should be avoided

All-caps styling should be avoided

Adjusted alignment not suggested for non-heading text

Lengthy paragraphs should be avoided

[Links should be informative](#)

Google Slides Grackle Checks:

Presentation

Presentation title is required

Document language should be specified (File > Language > [Select Language])

Slides

[A slide should have a title](#)

Slide title should be unique

A slide should not be empty

Tables

[Tables should be tagged and described](#)

The use of merged cells is not recommended

The use of empty cells is not recommended

Elements

[Images should have alternative text](#)

[Elements should have alternative text](#)

[Text boxes should not be empty](#)

Lists should not be broken apart

Contents

Fine print should be avoided

[High color contrast should be used](#)

In-line style changes may lack clear meaning

Empty trailing lines could be removed

Google Sheets Grackle Check:

Sheets

Sheets document needs a proper title

Sheet names should be descriptive

The number of sheets should be reasonable

Avoid making sheets too large

Sheets should not be empty

Tables

[Tables should have headers](#)

Tables should not be too long

The number of tables should be reasonable

The use of merged cells is not recommended

Avoid isolated cells

Charts

[Charts should have alternate text](#)

Contents

[High color contrast should be used](#)

Fine print should be avoided