How to Resolve Google Doc Accessibility Issues

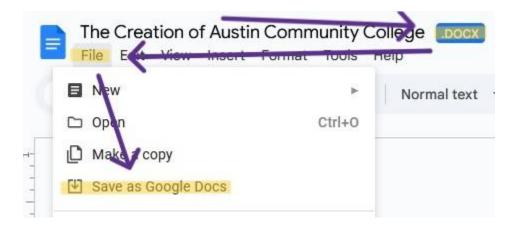
How to Resolve Google Doc/Slide/Sheet Accessibility Issues

How to Access Grackle

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

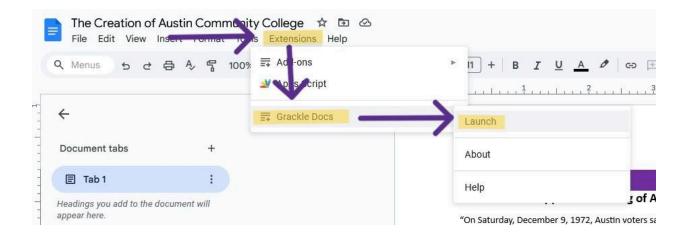
Extensions and other features will not appear while the document isn't converted, so it will be necessary to click "File" then click "Save as Google Docs" in the resulting dropdown menu to turn it to a Google Doc. Once converted it will be able to run Grackle.

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