

Google Sites accessibility

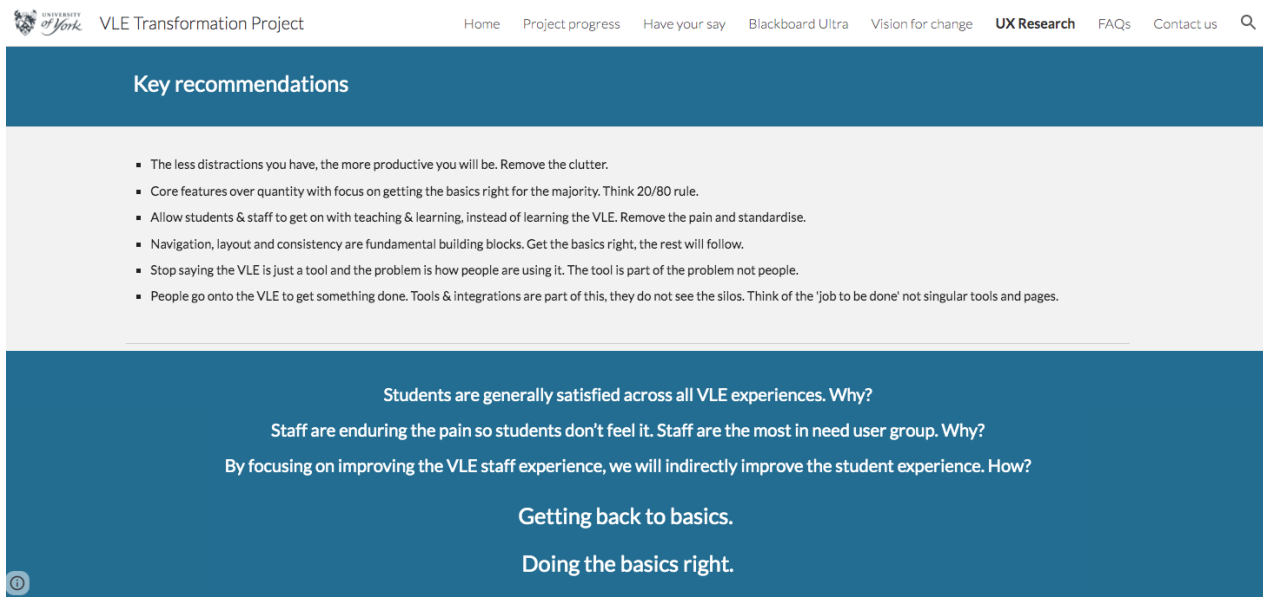
Google sites are generally accessible to screen reader users.

It is in the design of the sites where people have to be careful, just like creating Word or PowerPoint documents. You also want to consider how a diverse audience would use your site.

Structure - Headings and lists

Use headings to signpost structure on the site. Do not use headings to create a look for the font.

[Example site where the font has been inappropriately set to heading level 2.](#)



On Google Sites, you may find yourself unable to make text look larger when you wish to highlight text to your readers. This is a disadvantage of Google Sites. Do not be tempted to use H1 or H2 style for the text just because you want it to 'look' larger. For a screen reader, it sounds like the start of a section and it is confusing that there is no text in the section.

Colour, contrast, captions

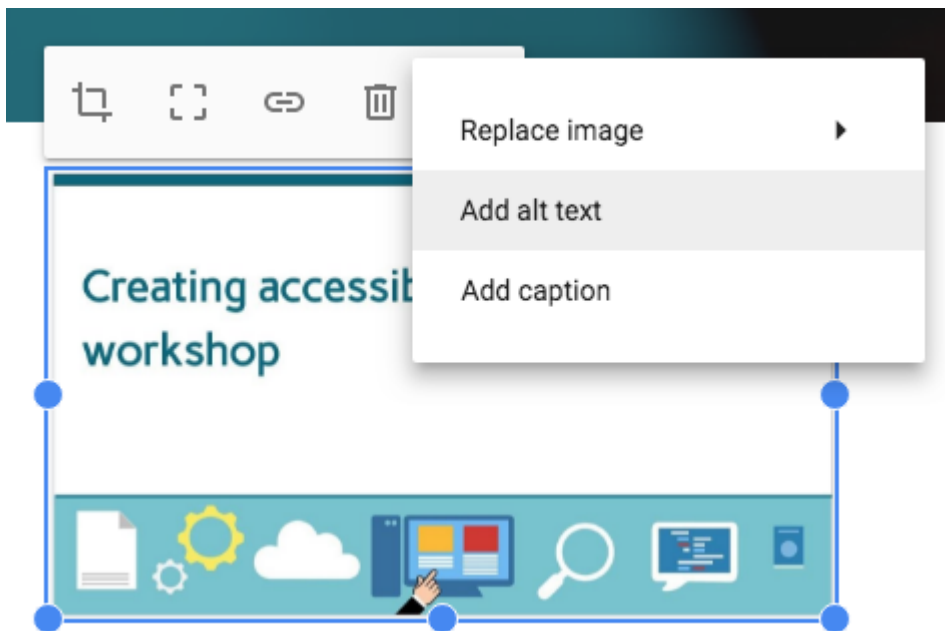
Google sites are generally quite good at 'forcing' contrast so you may not have a choice on the font colour versus the background colour. It may be useful to highlight to readers that they can use [Reader View](#) to improve contrast and text size further. Reader View is part of Firefox browser but can be added as an extension to Chrome.

Don't use colour or underline for emphasis - use bold or italics (for short phrase) if necessary. People who have colour blindness may not perceive emphasis if only colour is used. Underlined text is usually perceived as hyperlinks.

Alt text

Add Alt Text to images in Google Sites.

After adding an image, select the 3 dots and Add alt text.



Use alt text to describe the information, not the picture

In the image below, appropriate alt text would be:

“York is located in the North of England”

Not: “Map of the UK with a marker showing the location of York”



Try not to have key text in the image - if you do you may have to ensure it is repeated in text.
For more guidance, consult the [Accessible content checklist \[Communications wiki\]](#).

Layouts

Check what your site looks like on the mobile phone. Is it easy to work out there are additional pages to access using the hamburger menu (it looks like three lines)? Should you provide some navigation advice in case users need it? How do you want users to use the site? Should they work through it sequentially or dip in and out as needed?

Don't use tables for layouts - tables should be used for data only and always have a header row and no blank cells in the table.

Descriptive hyperlinks

Ensure meaningful text is used for links.

Of the following options, the last one is the best:

- Book your open day place: https://www.york.ac.uk/sra/open_day_form.html
- Book your open day place by [clicking here](#).
- [Book your open day place](#).

For more guidance, consult the [Accessible content checklist \[Communications wiki\]](#).