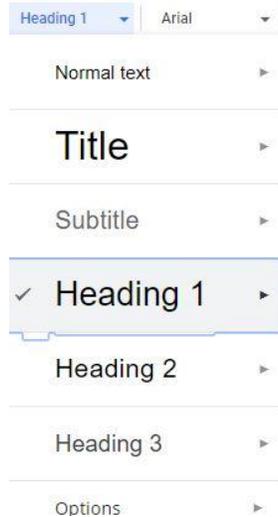


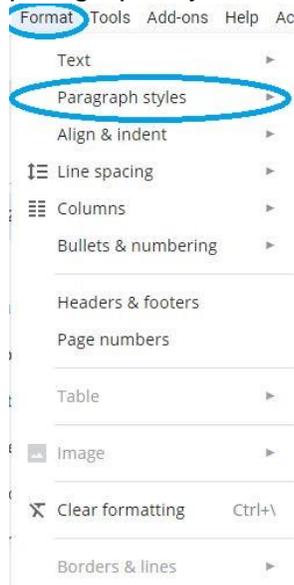
# Creating Accessible Google Docs

## Use Built-In Headings

- Headings provide structure to a document.
  - Heading 1, Heading 2, etc. should be used in a sequential order throughout your document.
  - To add headings, highlight the text, choose heading type from styles dropdown.



- Additional headings can be found through the format tab by open the paragraph styles dropdown.

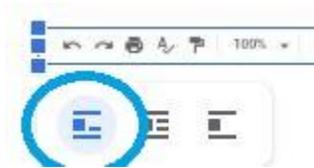


- To modify a heading use the font, size, align dropdown on the main toolbar.



## Inserting Visual Content into your document

- Verify that all visual content embedded in your document are formatted to be, **in line with text**.
  - Click on content, choose in line option



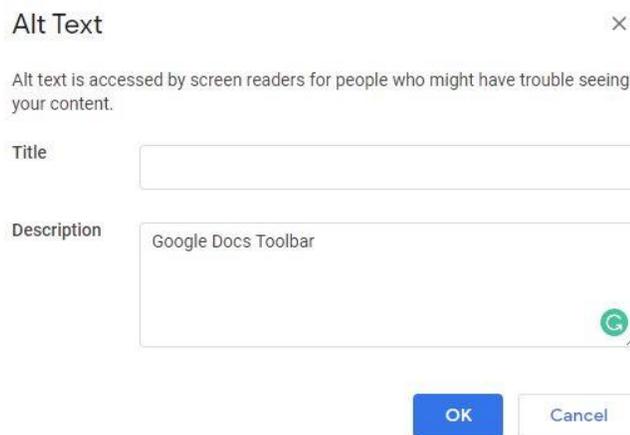
## Provide Alternative Text for all Visual Content

- Click on the content to highlight, right-click and choose Alt Text.



Select all matching text

- Add meaningful information about the content to description field.

A screenshot of the 'Alt Text' dialog box in Google Docs. The title bar says 'Alt Text' with a close button. Below the title bar is a small text box with the instruction: 'Alt text is accessed by screen readers for people who might have trouble seeing your content.' There are two input fields: 'Title' and 'Description'. The 'Description' field contains the text 'Google Docs Toolbar'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

## Ensure that Color is not the only means of conveying information

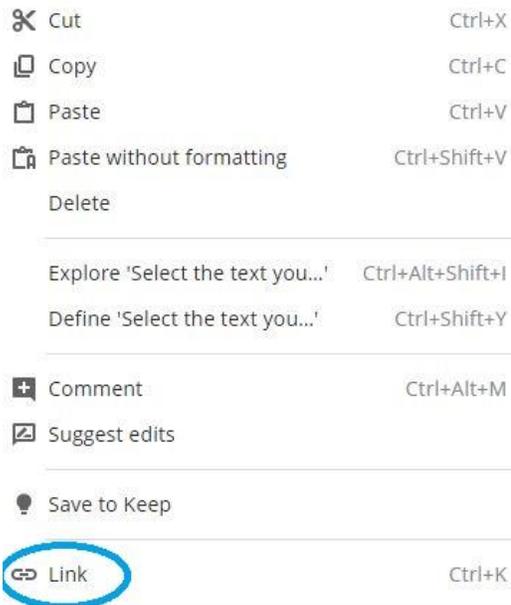
- Include images, asterisks (\*), or a note of importance in addition to color.

## Use Sufficient Color Contrast

- Check color contrast by using the Color Contrast Checker Recommended to use [Color Contrast Checker from PacielloGroup](#) (Download instructions can be found in section 5 under Digital Accessibility).

## Use Meaningful Text for Links

- Select the text you want to be linked to an external webpage, then right-click and select link.



- The text you selected will be in the “Text” field, add the hyperlink to the “Link” Field.

Text

Link

Paste a link, or search

- If you pasted in a URL, right-click the URL, click Link.
  - The URL will show in the “Text” and “Link” fields.
  - Edit the “Text” field to add meaningful text.

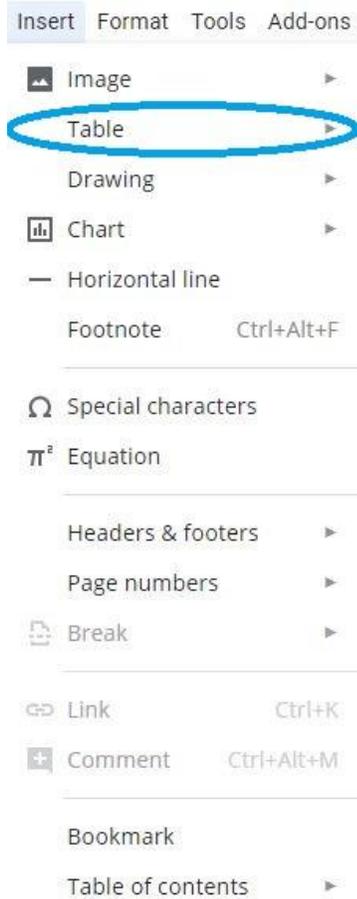
## Use List Formatting

- Place your cursor in your document or highlight the information you wish to make into a list format.
- Use the numbered or bulleted lists options within the main toolbar
  - Use the dropdown menu to change the style.



## Use a Simple Table Structure

- Use insert tab to create table.



- Once table is created, highlight the header rows or columns and change the heading style to indicate it is a header.

