

Creating Accessible Google Docs

Table 1: Google Docs Accessibility Checklist

| **#** | **Checklist Item** | **Status** |
| --- | --- | --- |
| **1** | **Filename:** * Use a concise, meaningful filename that is free of spaces, unfamiliar abbreviations, and special characters. (Underscores and hyphens are okay).
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| **2** | **File Properties:** * Set a language for the document.
 |  |
| **3** | **Page Numbers:** * Add page numbers using built-in tools rather than typing them manually.
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| **4** | **Text:** * Use a sans-serif font such as Helvetica, Arial, or Tahoma.
* Use 12-point font size or larger.
* Use line-spacing greater than 1.0 (best practice).
* Use built in tools to create a visual separation of content, do not use the Spacebar or Return key.
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| **5** | **Color:** * Ensure that text to background contrast ratio is at least 4.5:1 for standard text, and 3:1 for large text.
* Ensure that color is **not** the only means of conveying information.
 |  |
| **6** | **Headings:** * Create headings using Paragraph styles rather than manually formatting text (e.g. bold).
* Use concise, descriptive headings.
* Use a logical, hierarchical heading structure.
 |  |
| **7** | **Table of Contents:** Create a table of contents using the TOC tool.  |  |
| **8** | **Data Tables:** * Export your document and use additional authoring software tools such as Microsoft Word or Adobe Acrobat Pro to ensure an accessible Table.

Note: See **How to #8: Data Tables** for more information  |  |
| **9** | **Hyperlinks:** * Use meaningful display text for all hyperlinks.
 |  |
| **10** | **Lists:** * Create bulleted or numbered lists using built-in tools.
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| **11** | **Images:** * Add descriptive alt text to all non-decorative images.
* Position image in-line with text.
 |  |
| **12** | **Charts & Graphs:** * Export your document and use additional authoring software tools such as Microsoft Word to ensure an accessible Chart or Graph.

Note: See **How to #12 Charts and Graphs** for more information. |  |
| **13** | **Forms:** * Export your document and use additional authoring software tools such as Adobe Acrobat Pro, to ensure an accessible Form.

Note: See **How to #13 Forms** for more information. |  |