

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). |  |
| **2** | **File Properties:**   * Set a language for the document. |  |
| **3** | **Page Numbers:**   * Add page numbers using built-in tools rather than typing them manually. |  |
| **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. |  |
| **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. |  |
| **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. |  |