Checklist: Making Google Docs Accessible

Use this checklist to ensure your Google Docs are accessible to all students, including those using assistive technologies like screen readers.

# Document Structure

* Use built-in **heading styles** instead of manually resizing or bolding text.
	+ Apply **Heading 1** for the document title.
	+ Use **Heading 2, 3, etc.** for section and subsection titles.
	+ Ensure headings follow a **logical order** (e.g., Heading 1 → Heading 2, not Heading 1 → Heading 4).

#### **Alternative Text (Alt Text) for Images**

* Add **alt text** for all meaningful images and graphics.
	+ Right-click the image and select **View More Actions > Alt Text**.
	+ Write a **concise but descriptive** summary of the image’s content.
	+ Avoid using phrases like “image of…” or “picture of…”.

**Example:**

* ***Bad alt text****:* "Graph"
* ***Good alt text****:* "Bar chart comparing student performance across three assessments, showing a 20% improvement in final exams."

# Table Accessibility

* Use tables **only for data**, not for layout or formatting.
* Set a **header row** so screen readers can recognize table structure.
	+ Place your cursor inside the first row, go to **Table Properties > Row**, and check **Pin header row**.
* Ensure **clear, concise labels** in header cells (avoid vague terms like "Category" or "Data").

# Color Contrast & Readability

* Use **sufficient contrast** between text and background colors.
	+ Test colors using the [**WebAIM Contrast Checker**](https://webaim.org/resources/contrastchecker/).
	+ Ensure contrast **meets WCAG AA or AAA standards**.
* Avoid **light gray, neon, or pastel** text colors that reduce readability.
* Use **dark text on a light background** for best readability.

**Pro Tip:** For easy readability, stick to high-contrast combinations like **black text on a white background**.