Accessibility in GSuite
With Grackle Docs

Get Started with Grackle Docs

Grackle Docs works by scanning your Google Docs, Sheets, and Slides to identify accessibility issues and recommends steps to resolve them. The suite is now available as an add-on for all UNLVMail accounts.

To launch the checker, look for Grackle Docs under the Add-ons menu and click Launch.

Grackle Docs has provided a Practice Document if you would like to see the software in action.

Accessible Google Docs

Use Heading styles to organize your document. The Styles drop-down menu is normally set to “Normal Text”, but can be used to set Heading levels. While the headings offer easy navigation to the user, they also assist the author in the creation of an automatic table of contents and makes updates simpler.

An accessible link is one that describes the target in “Plain English”. Avoid using links like https://unlv.edu/something-something, or “For more information, click here!” Instead try, “Read more about this on the UNLV Accessibility Page”.

Any image or visual information in the document should have an equivalent text description, for assistive software to read. In Google Docs, this includes equations and drawings that were created using the "Insert" tool. To add an alternative text description, right-click on the image and choose Alt Text, then place the desired text in the Description box.

A WCAG (Web Content Accessibility Guidelines) Color Contrast Checker is the best way to ensure that your color choices throughout a document will be legible to most readers. Grackle Docs can highlight when text does not meet the guidelines, or may be too small.

Grackle Docs supports the export of an accessible PDF. Some options requested by the Grackle Docs checker, like document title, artifacts and table headers, are included only if the document is exported with the Export PDF button, and they are not present in the Google Doc when shared.
Accessible Google Slides

Each slide should have its own, unique title to let readers know what the slide contains, and to facilitate navigation. If you have multiple slides on the same topic, such as “Accessibility”, try adding additional detail to each one, such as “Accessibility – Introduction”, or “Accessibility – Part 1 of 5”.

Right-Click on any slide or use the Slide menu, then choose Apply Layout to choose a template for your slide. Choose any layout with a title (Avoid “blank” or “caption only” slides). Then add your desired content and adjust the slide as needed.

Grackle Slides can highlight slides which have reduced legibility due to poor contrast or very fine print, but be cautious! Grackle Slides compare against the background color of a slide, and may not account for a background image that contains multiple colors. When in doubt, use a WCAG Color Contrast Checker to check the colors manually.

When you insert an image, equation, shape, or other visual element into a slide, you will need to provide an equivalent text description of that item. To add an alternative text description, right-click on the image and choose Alt Text, then place the desired text in the Description box.

Accessible Google Sheets

Each Google spreadsheet, and each sheet within it should have an informative title to make its purpose clear. Grackle Sheets will flag any sheet left with its default title.

While Google Sheets does not directly support the concept of header rows and columns, Google recommends you Freeze any header rows and columns to make the table more usable. To Freeze the first row, for example, click to expand the View menu, and choose Freeze > 1 Row. This will keep the header row visible at all times, even when scrolling through a long table.

For readers to be able to easily read your data, each cell should have sufficient color contrast and font size. Grackle sheets will highlight any cells with reduced legibility.

Grackle Sheets supports the publishing of an accessible HTML table. To do this, you will need to mark the intended header rows and/or columns, remove any merging of cells, and fix any other accessibility issues, then click the Publish HTML button. The accessible table will be hosted on a Grackle Docs website, but you would be able to take this HTML version and host it on your own website by copying the source code for this table.

More Accessibility Help?

No accessibility checker can ensure full conformance on its own. Accessibility requires an understanding of the concepts and tools used on campus, and the UNLV Office of Accessibility Resources is here to help with training, open labs, and more resources available.