



Google Docs – Accessibility Quick Tips

Be careful how you use Google Docs.
While it is great for sharing documents

and media, Google Docs is missing key accessibility functionality.

Avoid using Google Docs when Docs with tables and images are especially difficult for users of assistive technologies and co-editing is also a challenge. Whenever possible, offer students a choice of word document applications to use.

Text

Font

- Recommended Type: Arial and Tahoma
- Recommended Size: Minimum 10 point

Color

- Do not emphasize important information in color alone
- Avoid combinations with little contrast
- Bold is a color; use a Heading style instead

Styles

- Use Style menu (Probably says "Normal text")
- Use headings in the correct order (e.g., Heading 1 is like the title of a book, Heading 2 are like chapter titles)
- Avoid using the Space Bar when indenting and spacing; use the Tab key instead

Images

Use alternative text for all images (photos, word art, graphs, shapes, drawings, etc.)

Adding Image Alt Text

1. Select the image
2. Navigate to Format drop-down menu, click Alt-Text
3. Type a Title and Description in the appropriate fields

Lists

- Use and click numbered and bulleted list icons
- Navigate to Format drop-down menu, choose Lists and pick a list style

Hyperlinks

Use meaningful text to provide a clear description of a website link rather than just the URL or "click here"

Adding a Hyperlink

1. Highlight meaningful text
2. Right-click and choose Link
3. Enter hyperlink in Link section

Changing the Text of a Hyperlink

1. Right-click the hyperlink
2. Click Link
3. Enter hyperlink in Link section

If you think people will be printing the document and you want them to have the URL, put it in parentheses after the link, but don't hyperlink it.

- Example: [Binghamton University](http://www.binghamton.edu)
(www.binghamton.edu)

Tables

- Use alternative text to describe the table
- Do not merge or split cells
- Do not embed tables within tables
- Define column widths as percentages
- Designate header rows

Designating a Header

- Google Docs does not allow you to designate column or row headers, so keep your tables small so they are understandable without headers

Math/Science

- Math and Science equations and formulas cannot be written accessibly in Google Docs

Saving Files

- For a screen-reader user, save file as .doc
- Note: When saved as a Word document, all headings and alt text created in Google Docs will be lost

Additional Resources

- [Get started in Google Docs with a screen reader](#)
- [Accessibility in Google Docs editors for iPhone and iPad](#)
- [Use a Braille display with Google Docs](#)

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