



Accessibility Checklist

Check every item before publishing, sharing, or distributing any digital content.

Alt Text on All Images

Every meaningful image has a brief, descriptive alt text.

Use Heading Structure

Content uses heading styles (H1→H2→H3) in logical order.

Descriptive Link Text

Links say where they go — no "click here" or "read more."

Use Built-In List Formatting

Use the list tool (bullets/numbers).

Tables Have Headers

Tables used only for data (not layout). Header rows/columns are designated.

Color Contrast Passes

Text vs. background contrast. Never use color alone to convey meaning.

Videos Have Captions

All web video has accurate captions. All audio-only content has a transcript.

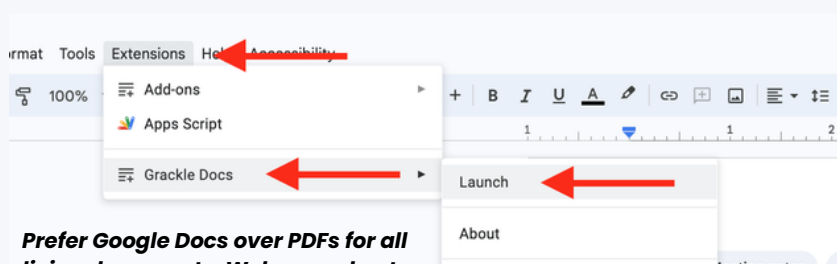
Content must be seen or heard, navigated by keyboard/assistive tech, easy to comprehend, and compatible with assistive technologies.

Where to Run Accessibility Checks — By Tool

GrackleDocs is now installed on all staff computers!

GrackleDocs checks Google Docs, Slides, and Sheets for accessibility issues against WCAG standards.

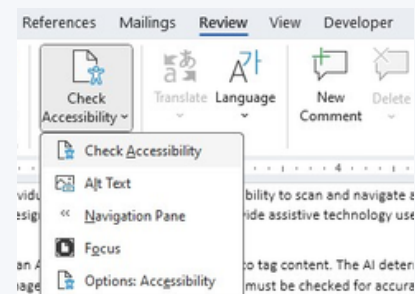
1. Open any Google Doc, Slide, or Sheet
2. Click Extensions → GrackleDocs → Launch
3. Review the panel — click each issue and fix
4. Re-run the check until all issues are resolved



Prefer Google Docs over PDFs for all living documents. Webpages best.

Microsoft Office

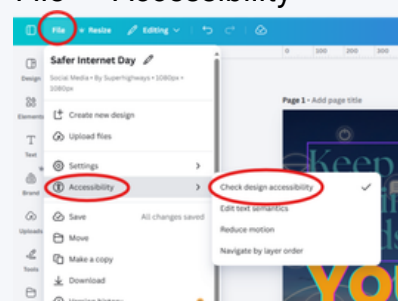
Review → Check Accessibility



Same process in PowerPoint. Checker runs live as you work.

Canva

File → Accessibility



Social Media Quick Rules

Descriptive alt text on images, captions on video, no flashing content, descriptive text in posts, not just images.



Facebook

Add alt text: click the image in the post → Edit → Alt Text.



Instagram

Add alt text: Advanced Settings → Write Alt Text. Limit text inside graphics.