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Product Implementation

Upon receipt of your Purchase, GrackleDocs will enable you or your whole domain to have access to all the features of the three Grackle Workspace Add-ons (Grackle Docs, Grackle Sheets, Grackle Slides).

There are two ways to implement Grackle, as summarized below. We suggest you confirm this with your own Google Administrator.

1. Entire Domain

The easiest way to roll out Grackle Workspace to all users is to have your Google Administrator enable each of the three separate Add-ons for your entire domain. You will need to follow the same process that you went through with Grackle Docs for Grackle Sheets and Grackle Slides as well.

This eliminates the need to have all users go through the installation process and the Add-ons will then be automatically available in the users' Add-ons menu. Here are the [instructions from Google](#) on how to do that for any Marketplace app.

2. Individual Users

If you don't wish to take the entire domain approach, users can install each of the Add-ons themselves from the Google Marketplace as described in the link above. They will need to follow the same process that they went through with Grackle Docs for Grackle Sheets and Grackle Slides as well. You will need to provide those instructions to each user somehow in your awareness program.

If the Google Administrator enables for everyone, then individual users don't have to install and the Add-ons are automatically available.

If the Google Administrator doesn't enable it for everyone then the Add-on 'may' need to be whitelisted by the Admin so individuals are allowed to install it.

We say 'may', as we have many customers installing without the Add-ons being whitelisted. Some domains just have Google Workspace open for any Add-on to be installed, in which case the Google Administrator doesn't have to whitelist.

Software Updates

Users will automatically use the latest version of the Grackle Workspace Add-ons that are available and are updated automatically by GrackleDocs. No action required by your users or Google Administrator.

Product Deployment Resources

1. Implementation

Google Administrator or each individual user, as described above, depending on the approach.

2. Awareness

We've seen this led by a variety of departments, but often by an institution's internal Accessibility department or Communications/Marketing resources, with some content from GrackleDocs included here.

We assume you have done basic accessibility awareness to your user communities.

Typical approach may include:

- Theme: ***"Join the Movement: Get Gracklin' Now with Grackle Workspace!"***
- "Champions first" approach : awareness campaign to key Accessibility advocates, coaches , early adopter users and key executives in your institution. Lots of different roles and departments have taken up the Grackle challenge.
- Then roll out as you see fit to other faculty, staff, admin or students
- Broadcast website or email announcements to relevant user communities.
- Socialize our compelling [Customer Testimonials](#). Hear directly from our users why they like Grackle and how it benefits them. Great motivational statements!
- Update existing Accessibility websites' Google Workspace information pages.
- Run contests on ***"Get Gracklin' First"***

3. Minimal Training Required

Grackle Workspace is designed to require very minimal training, assuming users have basic accessibility awareness and some training. The Grackle interface is designed to teach users about accessibility by doing, however, this doesn't replace focused accessibility training per se. We recommend:

- Initially direct users to our existing walk through videos
- You may wish to make some "Cheat Sheets" on *"Get Gracklin' with Grackle Workspace"*, as we've often seen for Word's Accessibility Checker
- Create or update web pages with sections on *"How to Use Grackle Workspace"*.

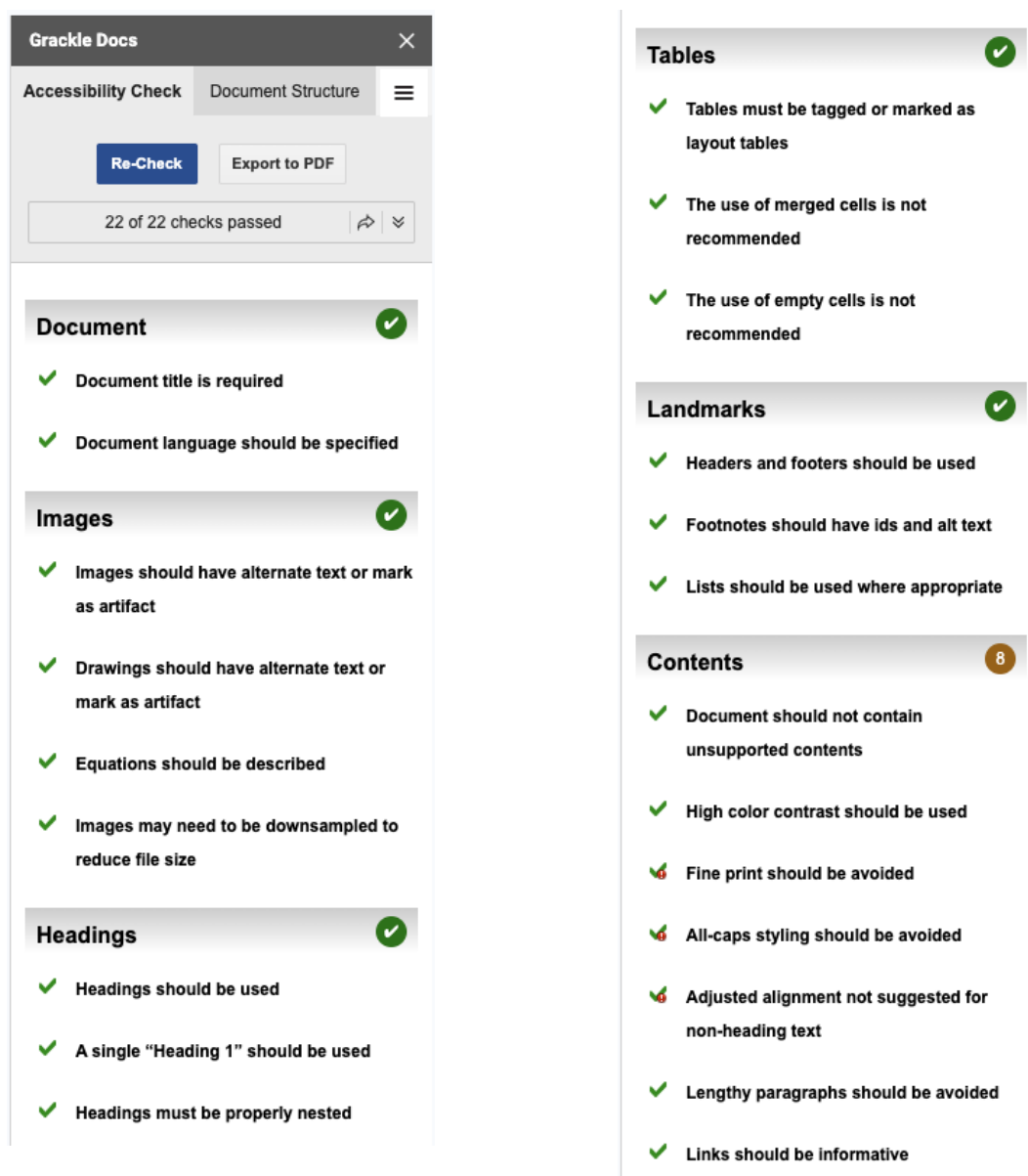
[Grackle Docs Walk Through Video](#) (7:30)

Please take a moment to watch the walk through video to familiarise yourself with how the Grackle Add-ons work.

Grackle Workspace Function Guide

The Grackle Workspace add-ons have a selection of checks that consist of PDF/UA and WCAG standards.

Below is a description of those within Grackle Docs specifically. Grackle Slides and Grackle Sheets have similar functions.



The screenshot displays the Grackle Docs Accessibility Check interface. At the top, there's a header with 'Grackle Docs' and a close button. Below it, tabs for 'Accessibility Check' and 'Document Structure' are visible. A 'Re-Check' button and an 'Export to PDF' button are present. A status bar indicates '22 of 22 checks passed'. The main content area is divided into several sections, each with a green checkmark icon:

- Document**
 - Document title is required
 - Document language should be specified
- Images**
 - Images should have alternate text or mark as artifact
 - Drawings should have alternate text or mark as artifact
 - Equations should be described
 - Images may need to be downsampled to reduce file size
- Headings**
 - Headings should be used
 - A single "Heading 1" should be used
 - Headings must be properly nested
- Tables**
 - Tables must be tagged or marked as layout tables
 - The use of merged cells is not recommended
 - The use of empty cells is not recommended
- Landmarks**
 - Headers and footers should be used
 - Footnotes should have ids and alt text
 - Lists should be used where appropriate
- Contents** (8 items)
 - Document should not contain unsupported contents
 - High color contrast should be used
 - Fine print should be avoided
 - All-caps styling should be avoided
 - Adjusted alignment not suggested for non-heading text
 - Lengthy paragraphs should be avoided
 - Links should be informative

Grackle Docs Add-On Sections

Document Section

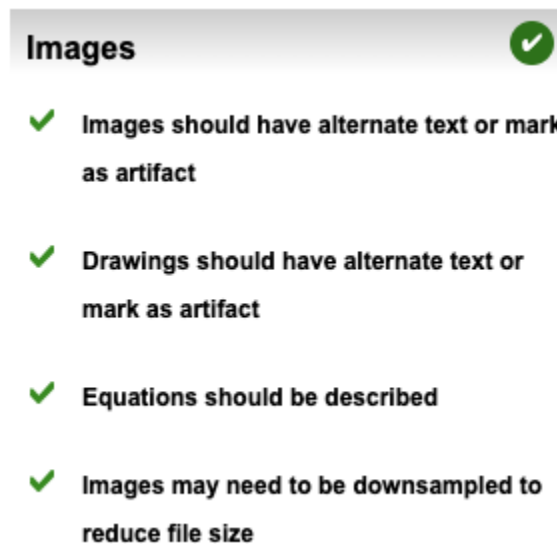
The Document section has two entries:

The screenshot shows a user interface for the 'Document' section. At the top, there is a header bar with the word 'Document' on the left and a red circle containing the number '1' on the right. Below this, there are two entries. The first entry is marked with a red 'X' icon and the text 'Document title is required'. To its left is a vertical dashed line. To the right of this line are three lines of text: 'Not defined using the "Title" style.', 'No paragraph is marked as title.', and 'Set document title:'. To the right of 'Set document title:' is a blue button labeled 'Edit'. Below this is a checkbox labeled 'Use the Google Doc name'. The second entry is marked with a green checkmark icon and the text 'Document language should be specified'. To its left is a vertical dashed line. To the right of this line is the text 'Current setting: English' followed by a blue button labeled 'Set Language'.

- Document Title is required
 - If no Document title has been specified, Grackle will give options to create one.
 - You can edit it directly or use the name of the Google Doc
- Document Language should be specified
 - Grackle gives the option to set the language via the Edit button
- Grackle will also check to see if there is more than one Title defined

Images Section

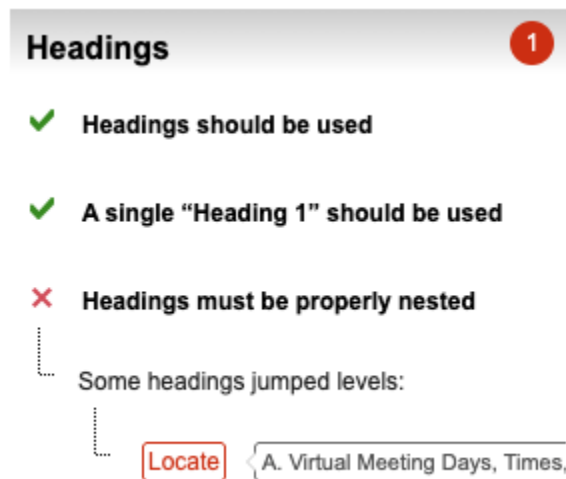
The Images section has four entries:



- Images should have alternate text or mark as artifact
 - All Images should have descriptive alt text if they are relevant to the narrative of the document
- Drawings should have alternate text or mark as artifact
 - All Drawings should have descriptive alt text if they are relevant to the narrative of the document
- Equations should be described
 - Alt text should spell out the names of each of the symbols in the equation. For example, for the equation $2(4y+1) = 3y$, the alt tag would state, "2 open paren 4 y plus 1 close paren equals 3 y"
- Images may need to be downsampled to reduce file size
 - Due to the limitation set by Google, image file sizes may be too large to process. Consider reducing the size of the embedded image.

Headings Section

The Headings section has three entries:



- Headings should be used
 - All documents should have at least one Heading
- A single Heading 1 should be used
 - This is just a warning and added due to customer requests. A document can have more than one Heading 1 whereas a web page should not
- Headings must be properly nested
 - Screen readers rely on the document's underlying structure, defined by tags, to guide users. Correct nesting creates a logical flow, allowing users to easily jump between headings, tables, and figures.
 - **e.g.** An Heading Nesting error means your heading structure has skipped over a level. For example, if your page structure has a level 3 heading under a level 1 heading, a nesting error will be flagged because there is no Heading 2 tag between the Heading 1 and Heading 3.
- See [Headings Wizard](#) for more help

Table Section

The Table section has three entries:

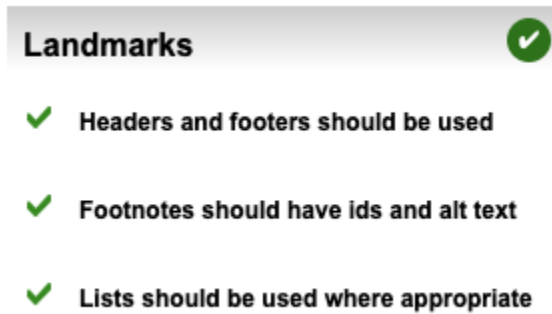
Tables 

- ✓ **Tables must be tagged or marked as layout tables**
- ✓ **The use of merged cells is not recommended**
- ✓ **The use of empty cells is not recommended**

- Tables must be tagged or marked as layout tables
 - See [Table Wizard](#) for more help
- The use of merged cells is not recommended
 - This is a warning. Try to create more simple tables without merged cells where possible
- The use of empty cells is not recommended
 - This is a warning. Try to create more simple tables without empty cells where possible

Landmarks Section

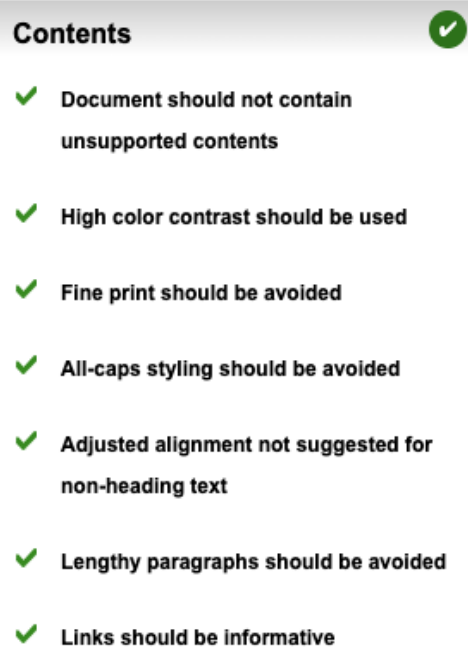
The Landmarks section has three entries:



- Header and footer should be used
 - Headers and Footers can be used to hold document information but should never hold important document content such as filename, document owner etc. As screen readers don't read it out, this information should also be within the content of the first page or the last page.
- Footnotes should have ids and alt text
 - While footnotes can be used in documents, they are generally discouraged for accessibility reasons as they can be difficult for screen readers and users with cognitive disabilities to navigate.
 - Giving them ids and alt text assist screen readers navigating to them.
- Lists should be used where appropriate
 - Grackle highlight text that looks as though it is a list but has not been marked as one.
 - Accessible documents should use lists because they provide structured information that screen readers can identify and announce, enabling users with visual impairments to understand the layout and content effectively.

Contents Section

The Contents section has seven entries:

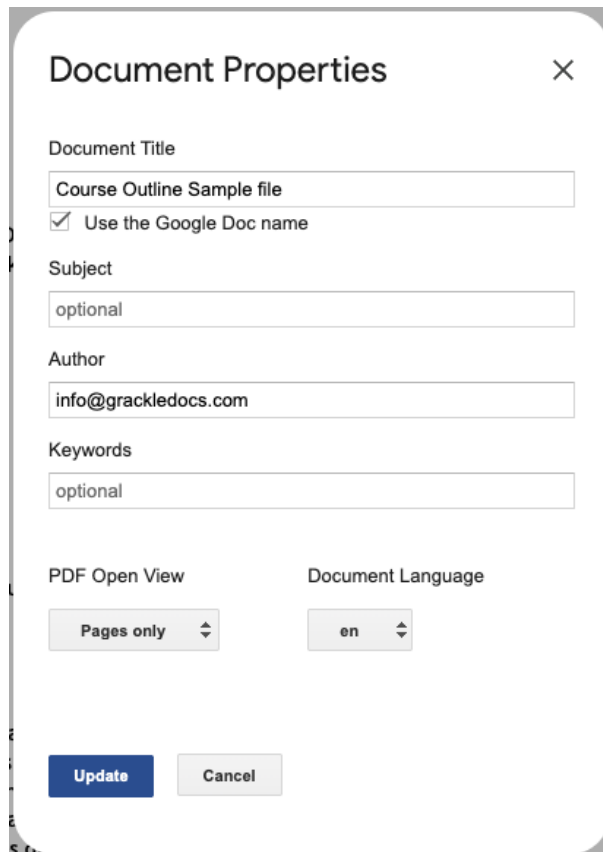


- Document should not contain unsupported content
- High color contrast should be used
 - Grackle uses the WCAG guidelines to check for color contrast
 - To create accessible documents with high color contrast, ensure a minimum contrast ratio of 4.5:1 for regular text and 3:1 for large text
 - Text over or within an image or certain types of shades may cause the checker to mis-diagnose the contrast
- Fine print should be avoided
 - Fine or Small print in documents presents accessibility issues, particularly for individuals with visual impairments or difficulties reading, making it hard to read and understand the content.
 - A minimum font size of 12pt (or 16px) is generally recommended for body text, with larger sizes (14pt or 18px) being preferable for enhanced readability, especially for those with visual impairments
- All-caps styling should be avoided
 - Readability is reduced with all caps because all words have a uniform rectangular shape, meaning readers can't identify words by their shape
- Adjusted alignment not suggested for non-heading text
 - For accessible documents, prioritize left-aligned text for readability, especially for users with dyslexia or visual tracking issues, and avoid full justification
- Lengthy paragraphs should be avoided

- Long paragraphs significantly hinder readability, especially for accessible documents, as they can overwhelm readers and make it difficult to follow the content. Breaking text into shorter, more manageable paragraphs improves accessibility for all users.
- Links should be informative
 - For accessible documents, links should be descriptive and informative, clearly indicating the purpose or destination of the link, rather than using generic phrases like "click here".

Grackle Add-On Wizards

Document Properties Wizard

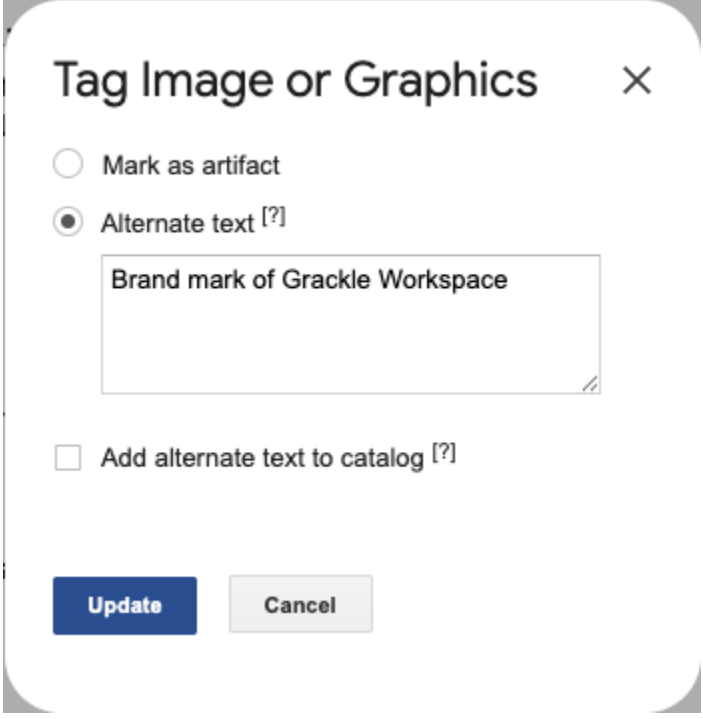


The screenshot shows a 'Document Properties' dialog box with a close button (X) in the top right corner. It contains several input fields and checkboxes:

- Document Title:** A text input field containing 'Course Outline Sample file'.
- Use the Google Doc name:** A checked checkbox.
- Subject:** A text input field containing 'optional'.
- Author:** A text input field containing 'info@grackledocs.com'.
- Keywords:** A text input field containing 'optional'.
- PDF Open View:** A dropdown menu showing 'Pages only'.
- Document Language:** A dropdown menu showing 'en'.
- Buttons:** 'Update' (blue) and 'Cancel' (grey) buttons at the bottom.

- For accessible documents, ensure you set a descriptive title, subject, and author in the document properties, and identify the language used. Also, use built-in styles for headings, add alt text to images, and ensure tables have headers and are structured correctly.
- The document's language must be set correctly. It must be the same language as the document title and the document's contents.

Image Wizard



Tag Image or Graphics ×

☐ Mark as artifact

☒ Alternate text [?]

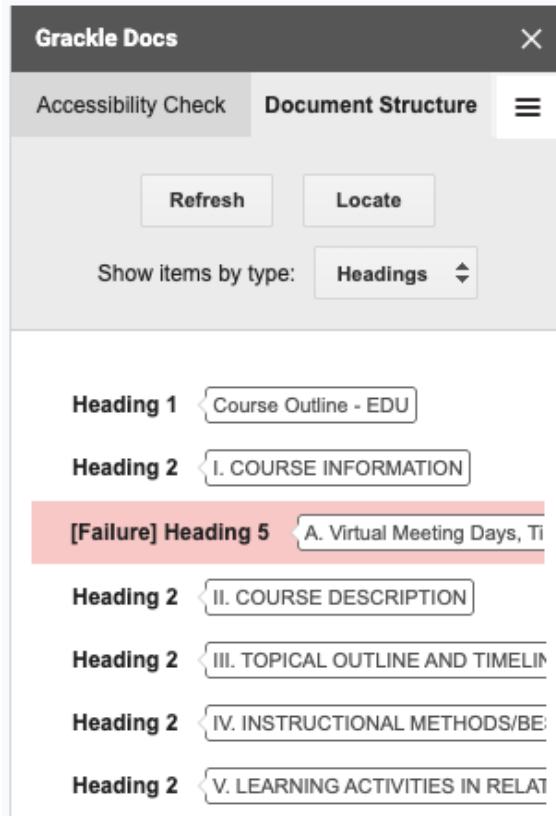
Brand mark of Grackle Workspace

☐ Add alternate text to catalog [?]

Update Cancel

- For accessible documents, images should have alternative text (alt text) or be marked as artifacts (decorative) to ensure users with disabilities, including those using screen readers, can access the information conveyed by the images.

Heading Wizard



Although not strictly a Wizard, you can access the logical Heading layout by clicking on Document Structure at the top of the add-on and then selecting Headings from the drop down list.

- This will highlight any nesting problem to be corrected.
- Grackle will also highlight headings if they are empty
- It will also highlight paragraphs it thinks should be Headings

Table Wizard

Tag Table

☐ Table is used for layout only ^[?] ☒ Mark first row as header ☒ Mark first column as header

↻	Name of the Assignment	↓	Key Course Objectives
→	Online module instructio...		Completion of title and ... ↻
→	Online module instructio...		Completion of the Signif... ↻
→	Online module instructio...		Completion of Subject an... ↻
→	Online module instructio...		Prospectus summary and p... ↻

☐ Mark as header cell for ^[?] ☒ Column ☐ Row ☐ Both

☐ Associate with column headers

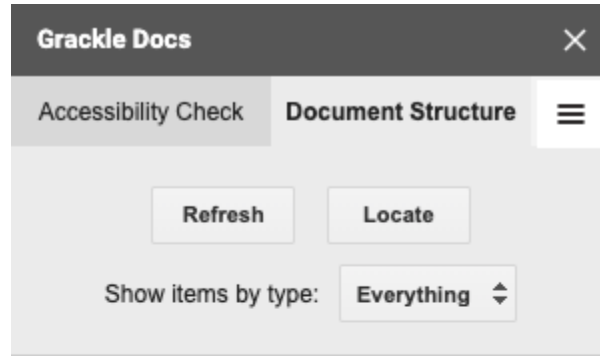
☐ Associate with row headers

Update

Cancel

- The Grackle Table Wizard is an extremely powerful and time saving function of the add-on
- With one click you can set Column headers or Row headed (or both)
- There is further functionality for complex tables for which training is available.

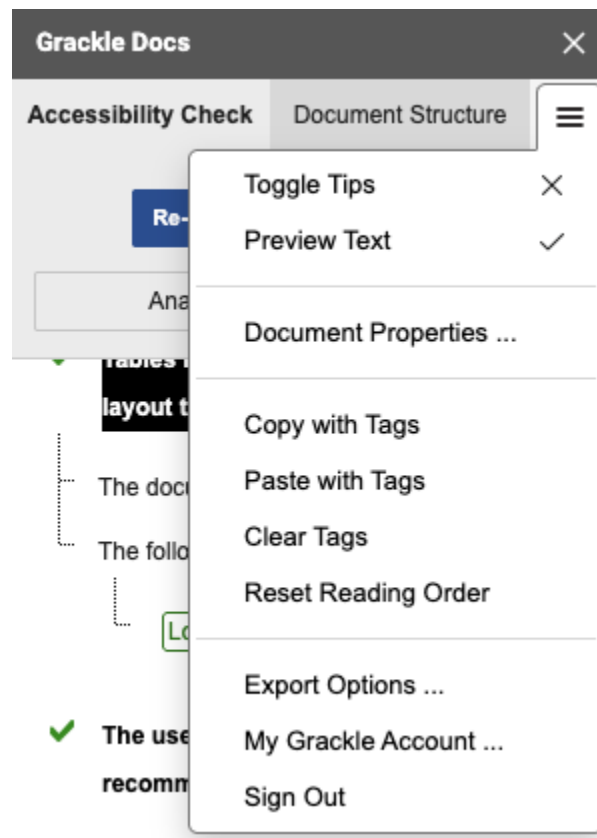
Reading Order Wizard



Heading 1	Course Outline - EDU
Heading 2	I. COURSE INFORMATION
Paragraph	Course Title: Research Seminar I...
Paragraph	Credit Hours: 3
Heading 2	A. Virtual Meeting Days, Times, ...
Paragraph	Each J72 Student will meet indiv...
Paragraph	during each time period below. A...

- Not strictly a wizard but a very convenient way of adjusting the reading order while keeping the physical layout of the document.
- Click on any item in the list and drag to the new point in the reading order.

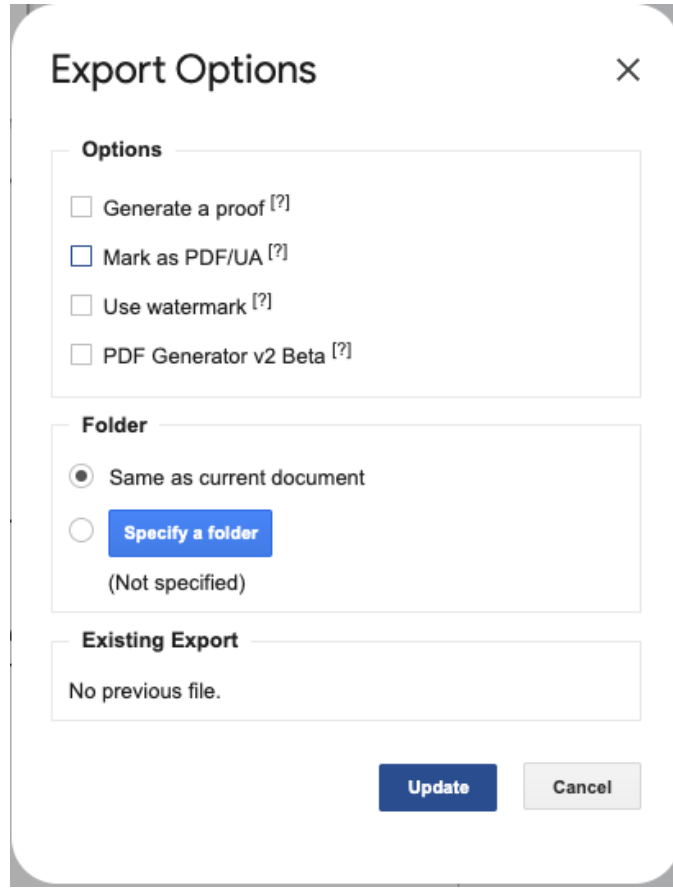
Grackle PDF Export options



There are many options that can be set via the 'Hamburger' menu at the top right of the Add-on

- Toggle Tips
 - Turn Tooltips on and off
- Preview Text
 - Turn Preview text on and off
- [Document Properties](#)
 - As described in the Wizards' section
- Copy with Tags
 - Copying a selection of the document using this function will keep the accessibility Tags ready for pasting
- Paste with Tags
 - Pasting a selection of the document using this function when using the 'Copy With Tags' function, will keep the accessibility Tags ready for pasting
- Clear Tags
 - Clear all accessibility tags and start from scratch
- Reset Reading Order
 - Reset any reading order changes that have been made

- Export Options



The image shows a dialog box titled "Export Options" with a close button (X) in the top right corner. The dialog is divided into three sections: "Options", "Folder", and "Existing Export".

Options

- ☐ Generate a proof [?]
- ☐ Mark as PDF/UA [?]
- ☐ Use watermark [?]
- ☐ PDF Generator v2 Beta [?]

Folder

- ☒ Same as current document
- ☐ Specify a folder (Not specified)

Existing Export

No previous file.

At the bottom right, there are two buttons: "Update" (blue) and "Cancel" (grey).

- Generate a proof will create a background image saying 'PROOF' across the document
- Mark as PDF/UA. This is left for the document author to decide if the document created is OK to be marked as PDF/UA
- Use Watermark will create a GrackleDocs stamp at the bottom of each page
- PDF Generator v2 Beta gives an option for a different export process in case the normal process is creating unusual output
- Folder: The PDF will be created in the same folder as the Doc by default but a different Folder can be specified

Grackle Workspace Training Resources

Objective

- Provide a variety of resources that those responsible for promoting Grackle Workspace adoption can use in creating their own deployment awareness and training material for faculty, librarians, instructional designers, assistive technologists, digital learning specialists, administrative staff, students and others as needed

Grackle Training

- Ask for a group training session directly from Grackle here:
support@grackledocs.com

[Grackle Knowledge Base](#)

[Grackle Testimonials](#)