

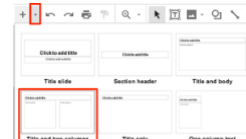
## Google Slides Accessibility - Quick Start Guide

### Grackle Slides

Grackle has released an addon called Grackle Slides that enables Slides users to perform accessibility checks and export accessible PDFs of their presentations. Install it in Slides by going to the Add-ons menu > Select “Get add-ons” > Search for Grackle Slides > Select the “+” button. Grackle Slides will be registered through your OSD account.

### Adding a new slide?

Use prebuilt slide layouts to avoid read order issues down the road.



### Inserting new content (text boxes etc.) into a slide layout?

Check the reading order after doing so. Select the slide title. A blue outline will appear. Press the TAB key to move through the document. The tabbing order is the read order.

To adjust the reading order, right click an object and select Order > Bring Forward or Send Backward. Like in PowerPoint, the **read order is bottom to top**, so sending an object backward raises it in the reading order.

### Adding an image?

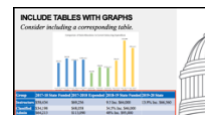
Include an alt tag describing the content and function.

Right click the image > Select Alt Text > enter the alternative text in the Description field.



### Adding a graph?

Include a corresponding table. Avoid blank cells and merged cells when possible.

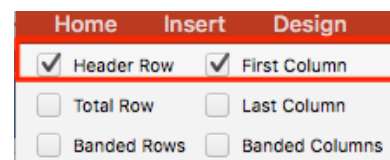


### Adding a table?

Keep tables simple, avoid merged cells. Tables with merged cells can often be split into two tables.

Populate blank cells with meaningful text or “---”.

If publishing to the web, tag table row and column headers when exporting to PowerPoint. In PowerPoint, select the table, go to the Table Design ribbon and check the appropriate Header Row and First Column boxes are checked.



### Adding a link?

Ensure your link text is meaningful. Avoid phrases such as “click here” or “read more.”

### Checking Accessibility and Exporting for the Web

Run Grackle Slides to check the accessibility of your document. Common errors and solutions are on the next page. Once all errors are resolved, select “Export to PDF.” An accessible PDF will be exported to your Google Drive account.

## Grackle Errors and Solutions

### Slides

- **Slides Should have a title** – When adding new slides, avoid adding the Blank slide, and add ones with prebuilt content holders. Ensure the title field of each field is populated. If a blank slide has been added and the content populated, you can:
  - Add a new slide type that contains the title field. Copy your content over to this slide.
  - Copy the title *field* from another slide.
- **Slides should have unique titles** -Ensure each slide has a unique title. If creating a series of slides, consider altering the slide titles to include part numbers, such as “Slide Accessibility – Part 2.”
- **Slides should have one title** – Delete the extra title field. If necessary content is in one of the fields, consider moving to a different slide type, or add a text box for the content. If adding a text box, verify the reading order after doing so.

### Contents

- **Slides should not be empty** – Delete empty slides or add content to them.
- **Elements should have alternative text** – Add alternative text to the offending elements by right clicking the non-text content, selecting Alt Text, and populating the description field with alternative text.
- **Fine print should be avoided** – A minimum font size of 9 is required, though larger fonts are recommended, especially if presenting using a projector.
- **High color contrast should be used** – Ensure the text and background have a high enough contrast. Consider changing either the background or font color being used.

### Tables

- **Tables should be tagged and described** -Click Here to scroll to the table. Click +TAG to enter the Tag Table menu. Select the appropriate options from “Mark first row as header” and/or “Mark first column as header” options.
- **The use of merged cells is not recommended** – Consider splitting the table into two tables.
- **The use of empty cells is not recommended** – Populate blank cells with meaningful content. If no content is meaningful, consider populating the cell with “---”.