What is Grackle Docs?

Tell Me

Grackle Docs is a Google Marketplace Add-on available to all users with a UNC Charlotte email address that reviews a Google document for accessibility issues. Grackle Docs will also provide suggestions to fix the issue in compliance with standards. For more information, visit: grackledocs.com

1. Installing the Google Add-on
   a. Log into your UNC Charlotte Google account
   b. Open a Google Doc
   c. In the Add-ons drop-down menu, select Get Add-ons
   d. In the Search Apps text box
   e. Type Grackle and select Grackle Docs
f. Click the **Grackle Docs** option

g. Click Install
h. Click **Continue** to grant permission to install Grackle

i. Click **Allow** to enable Grackle to access your account
j. Click **Done** to finish the installation

k. Close any open dialog boxes

2. Launching GrackleDocs and Checking Accessibility
   a. Log into your UNC Charlotte Google account
   b. Open the Google doc you want to check for accessibility
   c. In the **Add-ons** drop-down menu, select **Grackle Docs, Launch**
d. The Accessibility Check is displayed on the right side of the page
2.

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

- [ ]

17 of 22 checks passed
3. Grackle Docs checks for the following elements
   a. Document title is required
   b. Document language should be specified
   c. Images should have alternate text or mark as artifact
   d. Drawings should have alternate text or mark as artifact
   e. Equations should be described
   f. Images may need to be downsampled to reduce file size
   g. Headings should be used
   h. A single “Heading 1” should be used
   i. Headings must be properly nested
   j. Tables must be tagged or marked as layout tables
   k. The use of merged cells is not recommended
   l. The use of empty cells is not recommended
   m. Headers and footers should be used
   n. Footnotes should have ids and alt text
   o. Lists should be used where appropriate
   p. Document should not contain unsupported contents
   q. High color contrast should be used
   r. Fine print should be avoided
   s. All-caps styling should be avoided
   t. Adjusted alignment not suggested for non-heading text
   u. Lengthy paragraphs should be avoided
   v. Links should be informative

Related FAQs

- What Google Workspace (formerly G Suite) Apps are available at UNC Charlotte?
- What browser should I use to access Google services, including Gmail and Google Calendar?
- How do I request a Google Consumer App or Marketplace App be made available?
- What upcoming Google Workspace (formerly G Suite) changes should I know about?
- What is Google Workspace (formerly G Suite) and how do I log in?