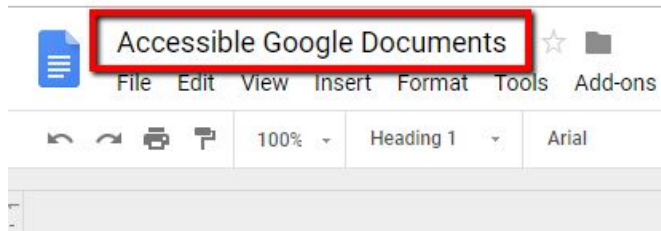# Recommendations for Google Documents

Add a Meaningful Title to your Document

The document title is what users see in the very top bar of your web browser when the document is opened.

Add Alternative Text to Images, Graphs, Charts, etc.

Imagine trying to describe the image to someone over the phone. **What information is being conveyed** by the image?
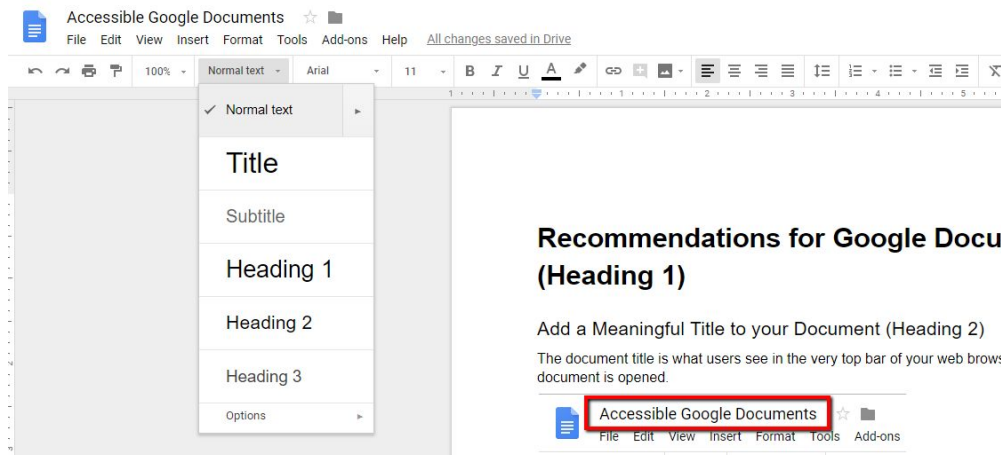
1. Select the image
2. Right Click the image
3. Select Alt Text
4. Enter Alternative Text for image in Description field.

Keep Graphics "Inline" with content

This ensures that the content is presented by the screen reader in the correct order.

Use Headings to Organize Content

- Use proper Headings – don't just change the format so it looks like a heading
- Don't skip Headings

Pay Attention to Color Contrast

- Contrast ratio between your text and background is at least 4.5:1
- Stay away from pastels on white background.
- Check colors with contrast checker. [Webaim Color Contrast Checker](https://webaim.org/resources/contrastchecker/) (https://webaim.org/resources/contrastchecker/)

Use Unique and Descriptive Link Names

- Make sure that the link text properly describes the link destination.
- **click here** is not descriptive, and is ineffective for a screen reader user

Use Number or Bullet Lists

Like headings, using the list tools to create bulleted and numbered lists ensures that screen readers can effectively read list items. Manually inserting any of the list items will not help. Any numbered list that has multiply layers should use a different numbering scheme for each level.

Table of Contents

Note: This is only necessary for larger documents such as Student Handbook, Employee Handbook, Code of Conduct, etc.

- To improve quality of navigation for assistive technologies, it is recommended to add a table of contents.
- Throughout the document you must designate headings, because these are what used to generate the table of contents section.
- Select Insert > Table of Contents

For more helpful information, please see the [MSU Web Accessibility for Google Drive](https://webaccess.msu.edu/Tutorials/google-drive.html). (https://webaccess.msu.edu/Tutorials/google-drive.html)