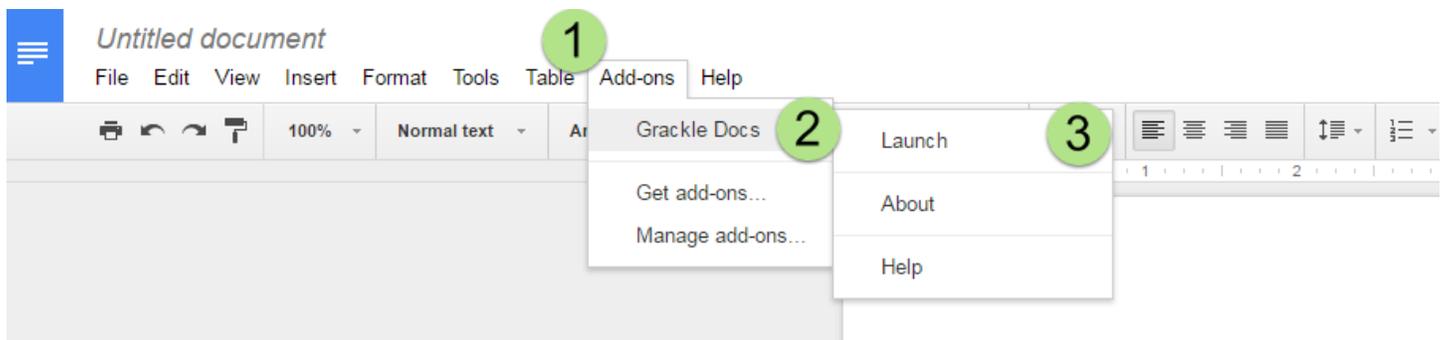




Easily Create Accessible Google Docs and Export Accessible PDF Versions with Grackle Docs

How Do I Use Grackle Docs?

1. From within any Google document, click the **Add-ons menu > Grackle Docs > Launch** to launch the Grackle Docs accessibility check. You may have to “Allow” Grackle to access your Google Docs when launching for the first time. Once launched, Grackle will automatically begin checking your document.



2. A list of pass/fail items are presented in a pane to the right of your document.
3. Clicking on a specific accessibility issue will highlight it within your document and present a dialogue with further steps to remediate.
4. Once all issues have been remediated, click the “Re-Check” button until all items pass.
5. Congratulations! You now have an accessible document.
6. Finally, to export an accessible PDF version, click the “Generate PDF/UA” button. On the progress monitor window that appears, click the “Start” button. Once the process is complete, click the “Download” button and an accessible tagged PDF version of your document will be downloaded.

The Accessible Technology Initiative at CSUSB is investigating innovative tools to help faculty create accessible content with minimal effort and without prerequisite knowledge of accessibility techniques. Please encourage your colleagues to use this tool as a regular part of Google Docs content creation. For Grackle Docs support email: support@grackledocs.com

For more information about the Accessible Technology Initiative @ CSUSB visit <https://www.csusb.edu/accessible-technology-initiative> or scan the QR code.

