



# grackle DOCS

## Easily Create Accessible PDFs

Follow these 6 Steps to use Grackle Docs

1. On the menu bar from within any Google document, click **Add-ons > Grackle Docs > Launch** to begin the Grackle Docs accessibility check.



If this is the first use, you may have to grant access to Grackle Docs. Upon launch, Grackle Docs will automatically begin checking your document.

Interact with Grackle via the pane on the right side of your screen.

2. A list of pass/fail items are presented
3. Clicking on a specific issue will highlight it within your document with steps to remediate.
4. Click the “Re-Check” button until all items pass.
5. Finally, to export an accessible PDF version, click the “Export Tagged PDF” button.
6. 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.

**Grackle Docs**

Accessibility Check | Document Structure

Re-Check | Export Tagged PDF

18 of 19 checks passed

**Document** Passed

- ✓ Document title is required
- ✓ Document language should be specified

**Images** 3 Errors

- ✗ Images should have alternate text or mark as artifact

### Grackle Docs Support

For Grackle technical support email [support@grackledocs.com](mailto:support@grackledocs.com). For more about the Accessible Technology Initiative at CSUSB visit [csusb.edu/accessible-technology](http://csusb.edu/accessible-technology) or point your smartphone camera at the QR code:

