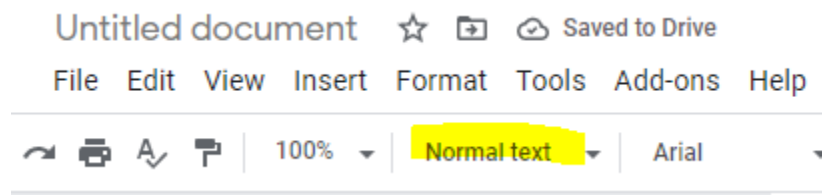


# Headings in a Document - GOOGLEDPCS Example

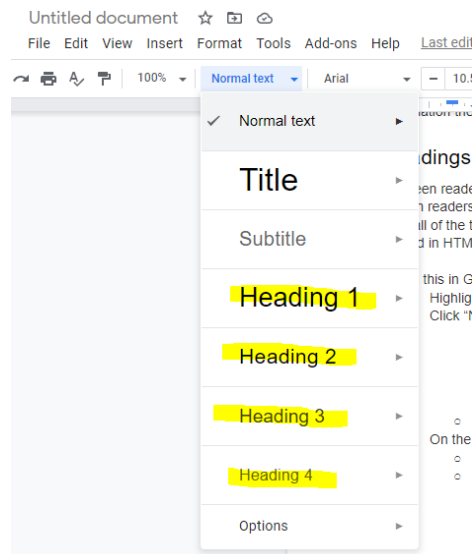
A screen reader user must listen to web content. They cannot just glance at a page. Because of this, screen readers have keyboard shortcuts that allow a user to jump from heading to heading, skipping over all of the text between headings. However, this will only work if your headings are properly tagged in HTML. Otherwise, the screen reader will not recognize the text as a heading.

Do do this in Google Docs:

- Highlight your text
- Click “Normal Text”



- On the drop down menu hover over “Paragraph and Styles”



- From there you will have the ability to make your text into the desired heading tag.

## Determining Headings

There is a hierarchy to headings, what I call a skeleton or outline, for documents to have so that a screen reader can (with key commands) allow a user to jump around the text.

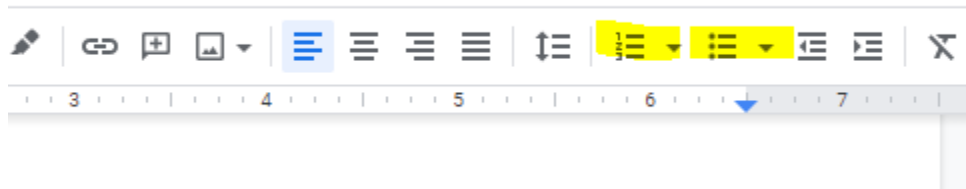
# Headings Cheat Sheet

- Heading 1 - This heading is ALWAYS for the title of your document.
  - Heading 2
    - Heading 3
      - Heading 4
        - Heading 5

Headings are used to structure your document, giving it a skeleton.

Other most commonly used Accessibility needs in a document:

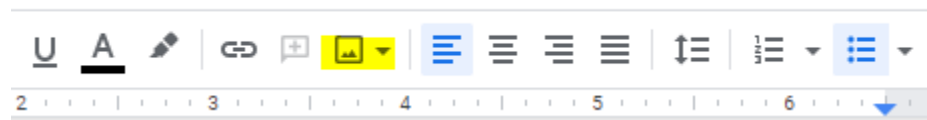
If you have steps or a list, use the bulleted list or numbered list feature.



Images require ALT text. This text allows a screen reader to describe the image for the person using the reader.

Within google docs:

- Use “Insert Image”

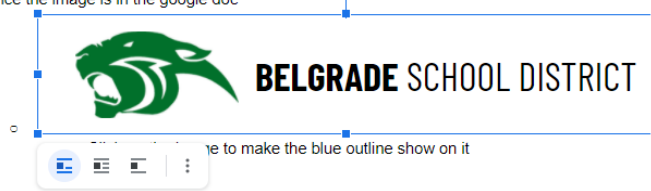


- Follow the steps to find your image where you have stored it (either google drive or your computer's hard drive)
- Once the image is in the google doc

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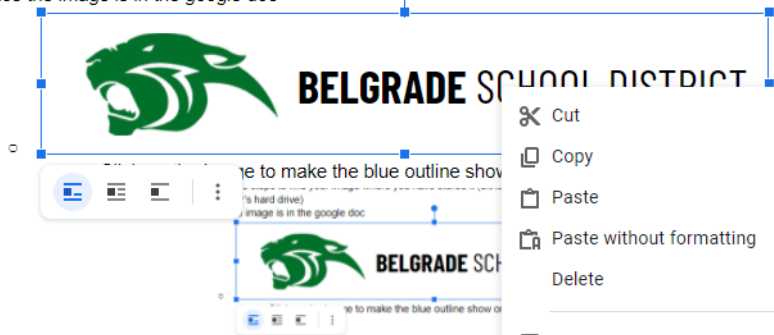
- Click on the image to make the blue outline show on it

- Follow the steps to find your image where you have stored it (either google drive or your computer's hard drive)
- Once the image is in the google doc



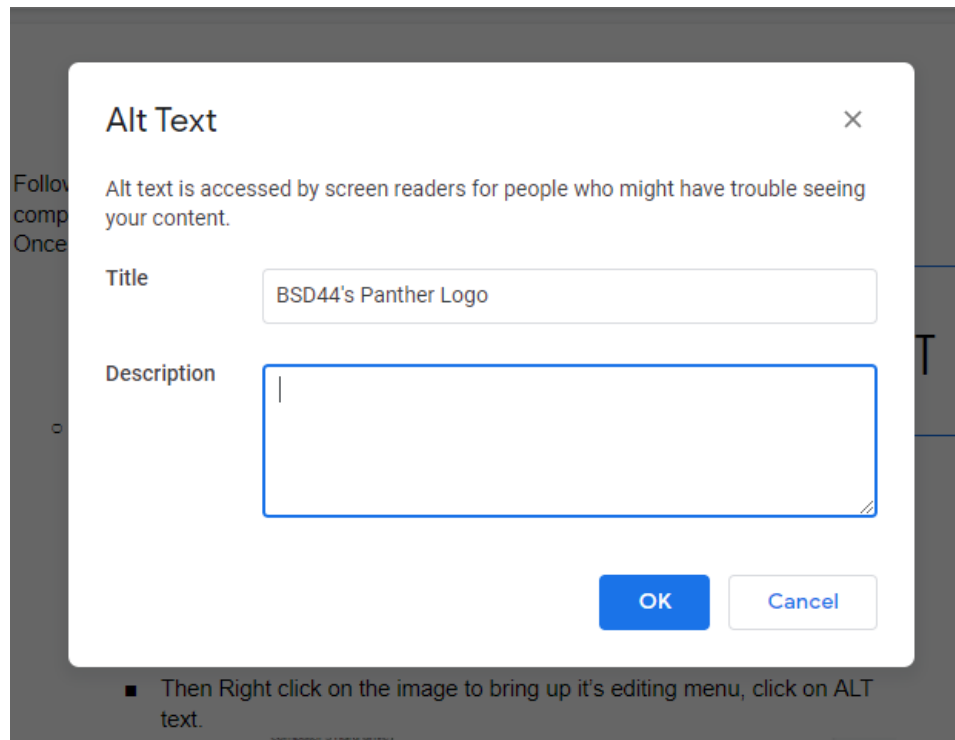
- Then Right click on the image to bring up it's editing menu, click on ALT text.

- Once the image is in the google doc



- Then Right click on the image to bring up it's editing menu, click on ALT text.

- Fill out the information about your image.



Alt Text

Alt text is accessed by screen readers for people who might have trouble seeing your content.

Title

BSD44's Panther Logo

Description

OK Cancel

■ Then Right click on the image to bring up it's editing menu, click on ALT text.

- Then click on "OK" to save it.
- Now when you hover over the image you should see the ALT text.



- Your image now has ALT text.

Headings, lists, and images are the most common key factors to making a document accessible.