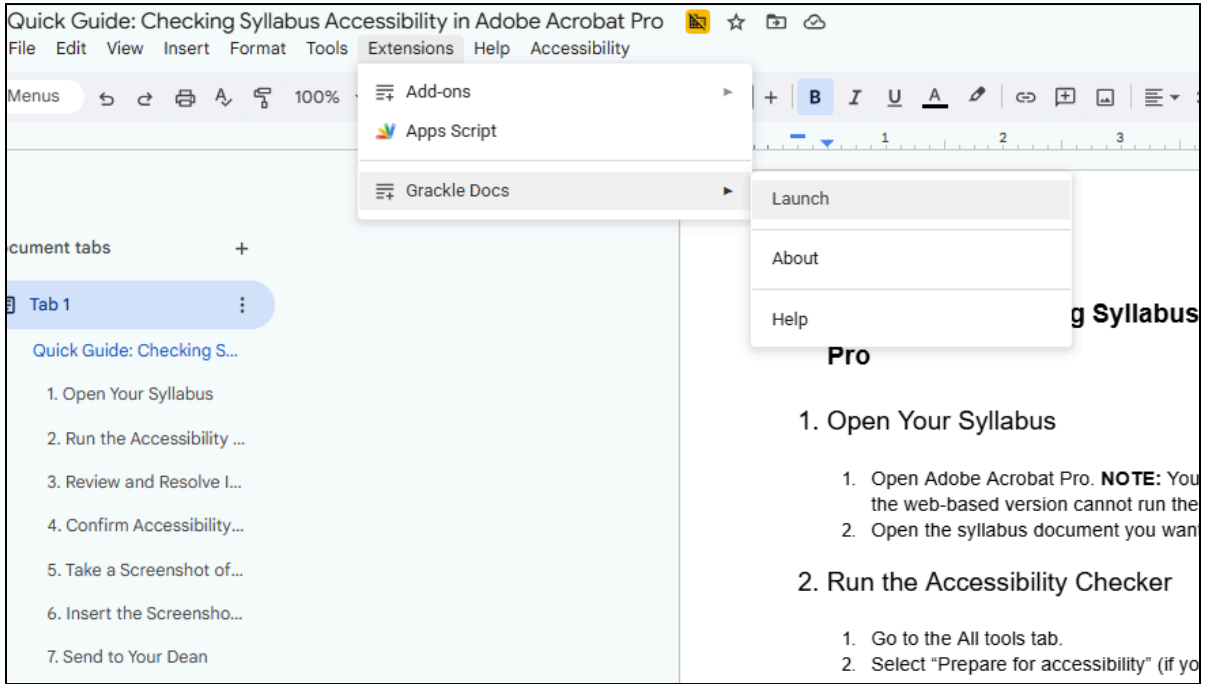
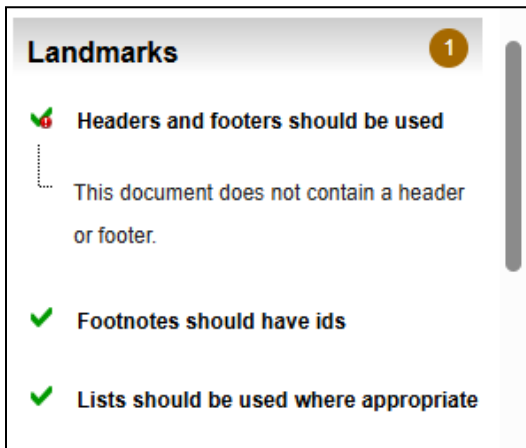


Using Grackle in Google Workspace

1. From your Google file (Doc, Slides, or Sheets), select the “Extensions” option in the top menu ribbon. Select “Grackle Docs”, then “Launch.”

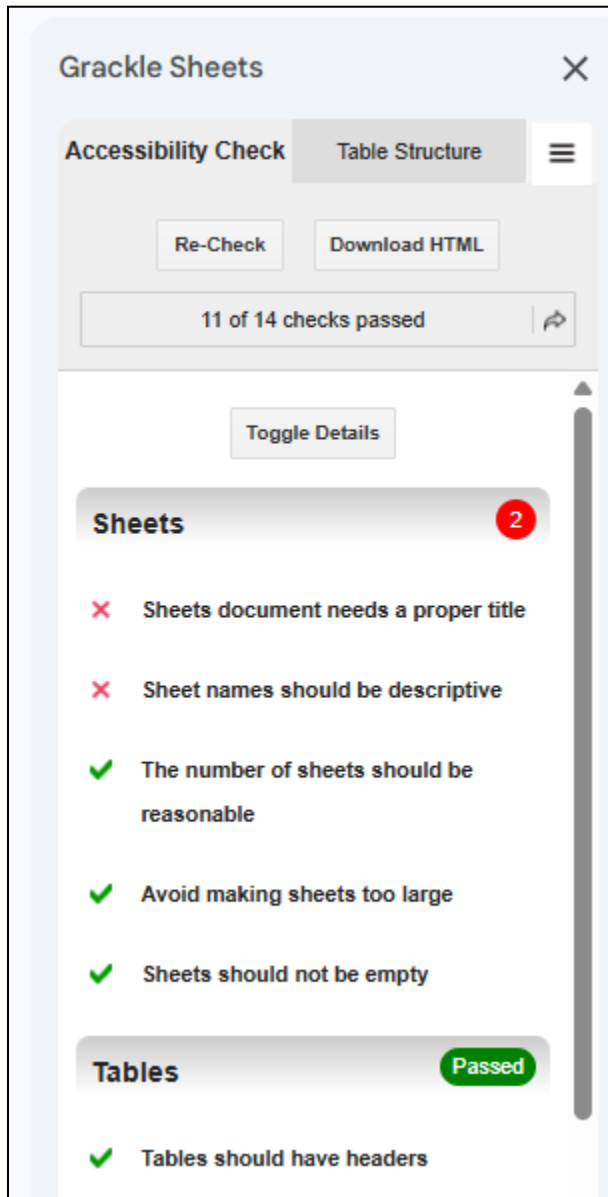


2. Grackle may take a few seconds to open and check your document. The report panel will open on the right hand side. A passed check will be designated by a **green check**; a fail will be designated by a **red x**; a “passed with warning” will be designated by an **amber circle** for that section and **green check** and **red x** combination for the specific field. You may determine that the “passed with warning” is not applicable to your file, but any **fails** should be addressed to ensure compliance.



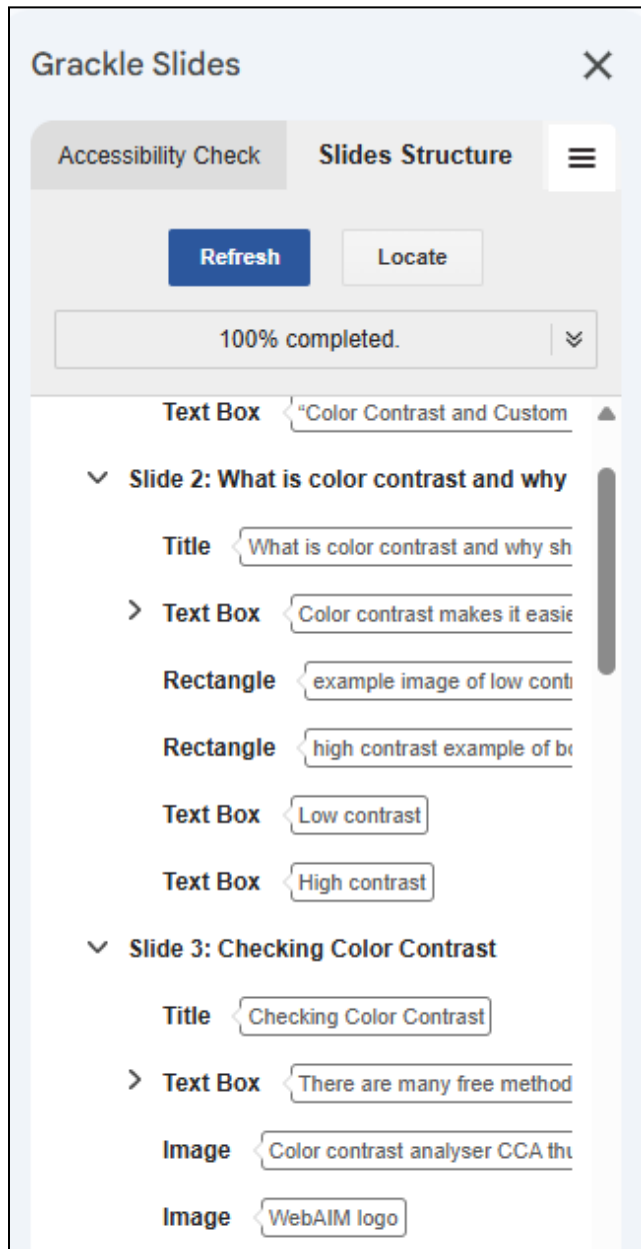
Making Corrections in Grackle

1. Make the corrections suggested by the report. You can expand each item by clicking on it and view detailed instructions, document location, and correction prompts (in some cases, you will be able to correct the issues directly from the Accessibility Check panel).



2. You can also view the current tags for document structure and organization by clicking the "Document/Table/Slides Structure" tab. Rearrange reading order if needed by clicking and dragging the items to the correct position (*Note: This*

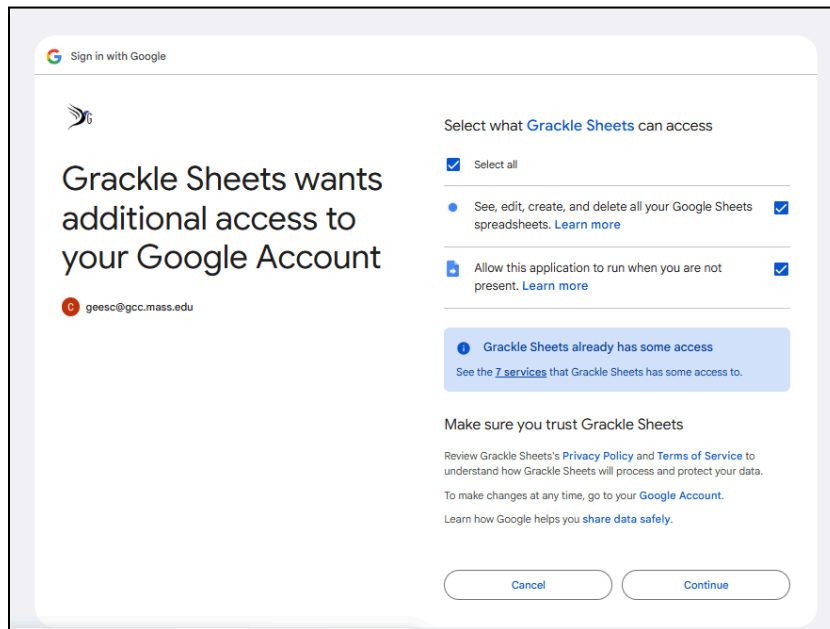
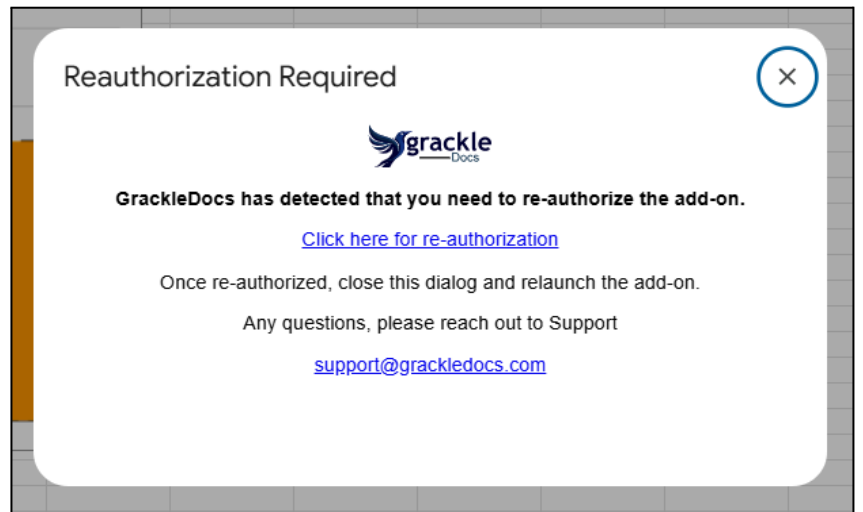
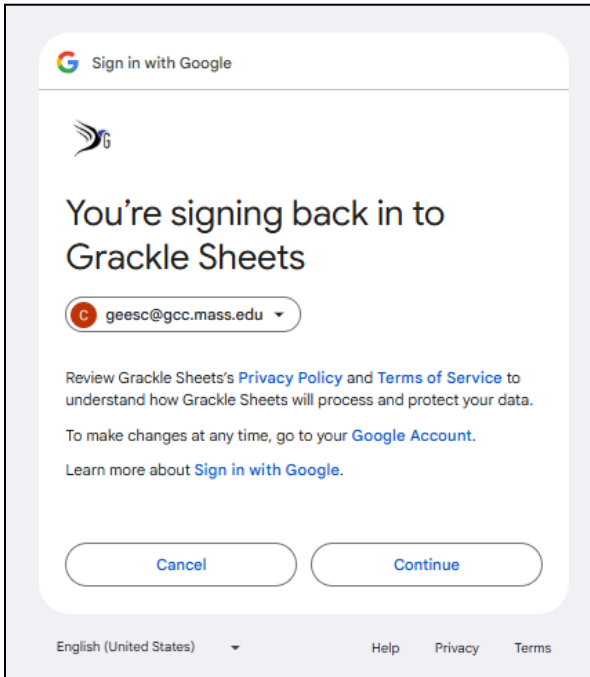
will only correct the reading order for screen readers, it does not change the appearance of your document.)



3. Once you've made changes, run the check again by clicking "Refresh."
4. You may then export or share your file the way you typically would.
5. You may want to [watch this video](#) (Note: we do not have access to Grackle PDF).

You may be prompted to give permission to Grackle

You may see any of the following messages when using Grackle for the first time, or after logging into your account again. To allow Grackle to run accessibility checks on your Google content, you will need to select “continue,” “reauthorize Grackle,” or “allow” when prompted.



Please reach out to [Gary](#) or [Catherine](#) with the TLIC if you have any questions or need assistance.