**Improving Your Ally Score for Google Docs**

## Checklist for Improving your Ally score

While creating website content it is crucial to consider accessibility. There are a few basic steps that should be followed in order to assure your Ally score is increased:



Add built-in Headings to document and do not skip numbers (e.g. jumping from Heading 1 to Heading 3)
Use built-in List options (e.g. bullets or numbers)
Links should be descriptive text
Add Alt Text for all images
Define Table Headers and simplify Tables as much as possible
Use the built-in accessibility checker

## Helpful Information:

<https://help.blackboard.com/Web_Community_Manager/Administrator/Accessibility>

<https://support.google.com/docs/answer/6199477?hl=en>

## Sample Table:

|  |  |  |
| --- | --- | --- |
| **Day of the Week** | **Start Time** | **End Time** |
| **Monday** | 8:05 AM | 3:05 PM |
| **Tuesday** | 8:05 AM | 3:05 PM |
| **Wednesday** | 10:05 AM | 3:05 PM |

##

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