

# Google Docs

## Summary

Google Docs is a cloud-based word processing application. It is commonly used for collaborative writing, sharing documents, and writing across multiple devices. However, it has severe limitations with regard to accessibility. For this reason, it is recommended that users work within the Office 365 cloud environment.

## Accessibility Problems

- no way to add alternative text descriptions to images.
- no way to add headers to rows and columns for data tables.
- bulleted/numbered lists with more than one level are coded incorrectly.

## Accessibility Features

- headings feature is readable by screen readers and carry over when exporting the document to other file formats.