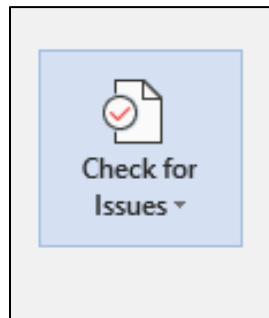


Accessibility in Word

Accessibility Checker

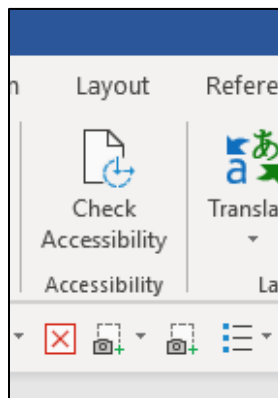
Method 1:

Select 'File' on the ribbon and on the left side of the page, select the second box titled 'Check for Issues'. From the drop-down menu, select 'Check Accessibility'



Method 2 Word 365:

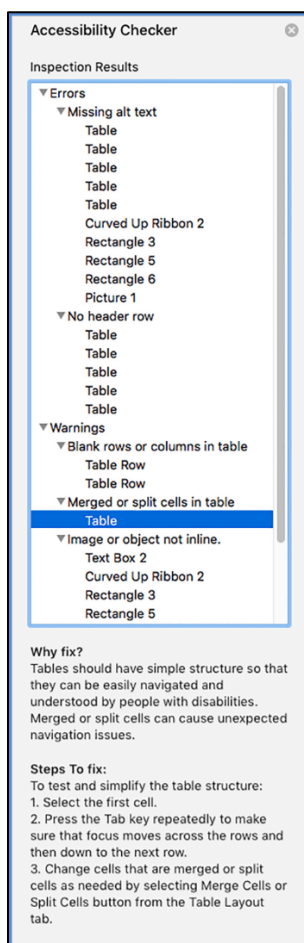
Select the 'Review' tab and select 'Check Accessibility'



In Either Method:

You will get your results in the panel that appears:

Accessibility checker showing errors and warnings. Notice that when you highlight an item on the list, the section below the list tells you why to fix it and the steps to fix it.



With Accessibility Checker open, when you correct the accessibility issue, the list of issues in the box will update with it removed. Be aware that the text on the how to fix screen in Word 2016 is sometimes in error on the steps to follow.

Accessibility Checker in MAC

1. Click the 'Review' tab on the ribbon.
2. Click the 'Check Accessibility' icon or use the 'Tools' menu and click 'Check Accessibility.'