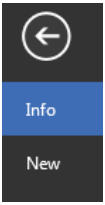
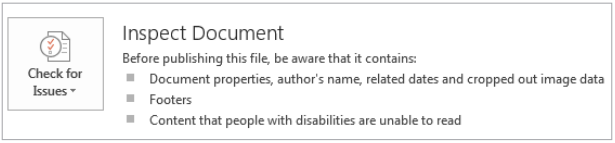
Using the Microsoft Office Accessibility Checker

The Accessibility Checker in Word, Excel, and PowerPoint can help identify possible accessibility issues in a document. The instructions below apply to Office 2010 and above.

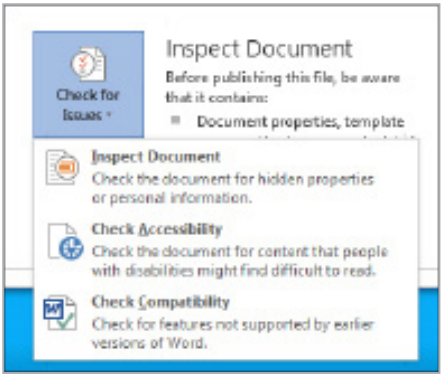
1. Open a document in Microsoft Word and go to **File > Info**.



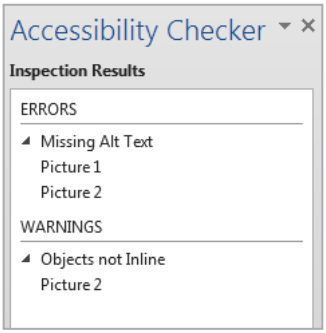
2. If the Accessibility Checker sees any potential issues, you will see a message next to the **Check for Issues** button.



3. To view and repair the issues in your file, click **Check for Issues > Check Accessibility**.



4. Your file will reappear and the Accessibility Checker task pane will show the inspection results.



5. Click a specific issue to see additional information and steps you can take to edit the content.

Accessibility Checker Inspection Results

- Each issue is classified as an error, warning, or tip.
- An **error** is for content that makes a file very difficult or impossible for people with disabilities to understand.
- A **warning** is for content that in most, but not all, cases makes a file difficult for people with disabilities to understand.
- A **tip** is for content that people with disabilities can understand, but that might be better organized or presented in a way that would improve their experience.

Fixing some issues might require you to change, reformat, or update your content. Accessibility Checker also lets you know about Office features you can use to make your content more accessible.

Microsoft. (n.d.). Use the Accessibility Checker to find accessibility issues. Retrieved December 12, 2018, from https://support.office.com/en-us/article/use-the-accessibility-checker-to-find-accessibility-issues-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f