

Center for Innovation in Teaching and Learning

This document outlines the steps of how to check accessibility in Microsoft Word, both on the desktop app and online using OneDrive suite applications.

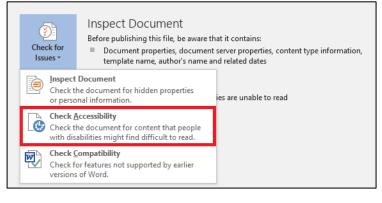
Checking Accessibility

Checking for accessibility can be done in multiple ways on the desktop version of Microsoft Word. The steps of how to check for accessibility are outlined below. The online version of Microsoft Word can check for accessibility as well.

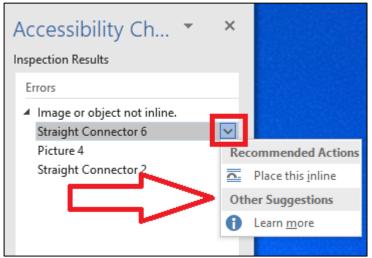
Checking for Accessibility

Windows Desktop Option A:

- 1. Select File H 5- 0 Checking for Accessibility - Word Home Insert Design Mailings View Help Q Tell me what you want to do Layout References Review Select Check for Issues 2. Info Info New Checking for Accessibility Open Documents » Technology Guides » Accessibility Protect Document Save 12 Control what types of changes people can make to this document. Protect Save As Document -Inspect Document (**)** Before publishing this file, be aware that it contains: Share Check for Document properties, document server properties, content type information, Issues template name, author's name and related dates Export Headers and footers Custom XML data Close Content that people with disabilities are unable to read Account Manage Document Q There are no unsaved changes. Manage Feedback Document v Options
- 3. Select Check Accessibility



4. A sidebar window will pop up next to your document. Hover over an error the Accessibility Check found and select **the arrow** on the shaded error. Select **the step** suggested to fix the problem or select **Learn more** to find more.



Windows Desktop Option 2:

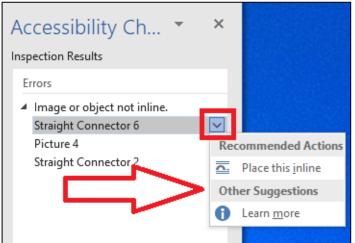
1. Select Review

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2. Select Check Accessibility

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	Proofing		Speech	Accessibility	Lang	luage		Cor	nments	

3. A sidebar window will pop up next to your document. Hover over an error the Accessibility Check found and select **the arrow** on the shaded error. Select **the step** suggested to fix the problem or select **Learn more** to find more.

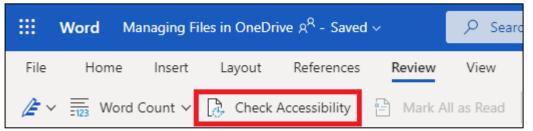


Windows Online Option:

1. Select Review



2. Select Check Accessibility



3. A sidebar window will pop up next to your document with all the errors the Accessibility check found. If you select one of the errors, it will select the error in the document. Depending on what error it is will determine the action needed to fix it.

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Errors	
Missing alternative text Picture 3 Picture 5 Picture 7 Picture 8 Picture 9 Picture 10 Picture 11	