



# Check Accessibility in Microsoft Word

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.

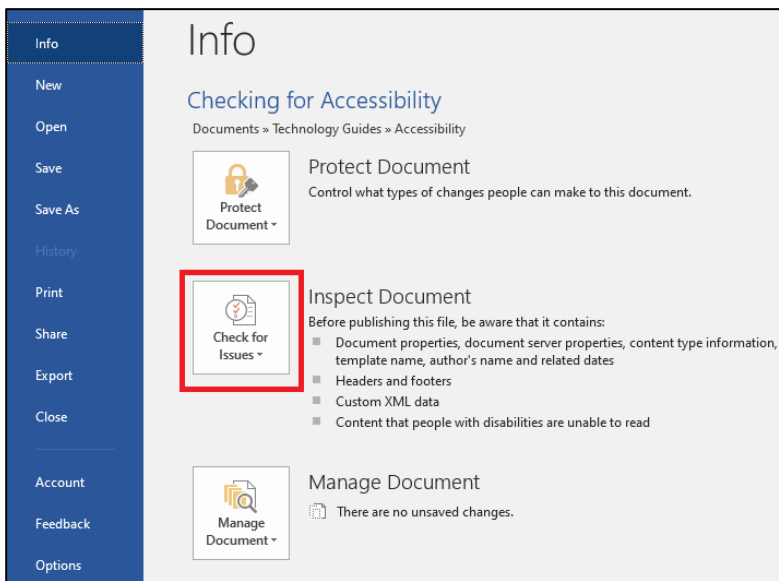
## Checking for Accessibility

### Windows Desktop Option A:

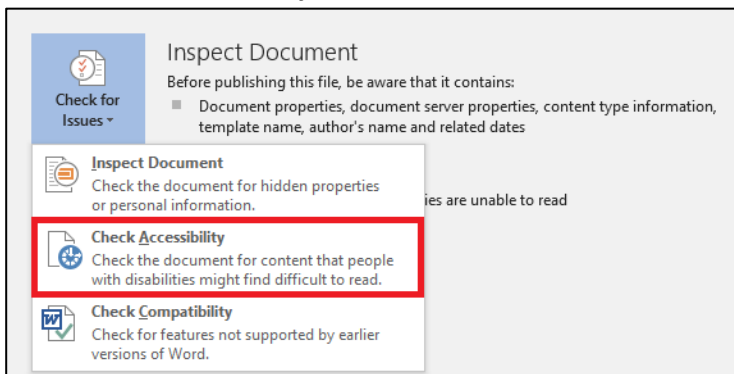
1. Select **File**



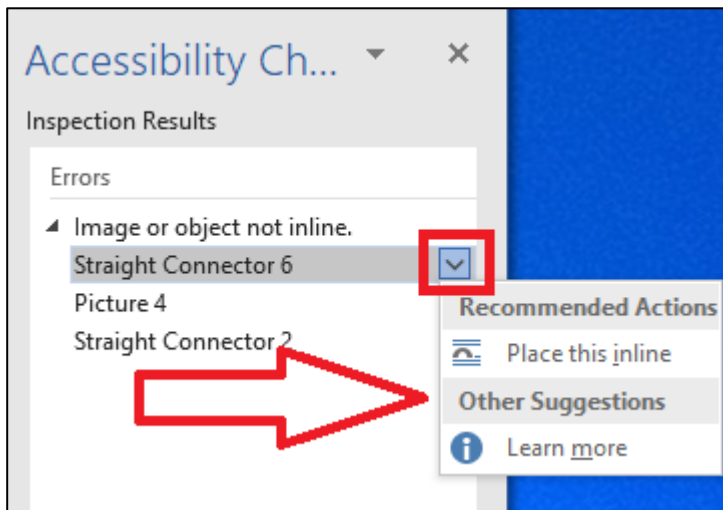
2. Select **Check for Issues**



3. Select **Check Accessibility**



- 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.

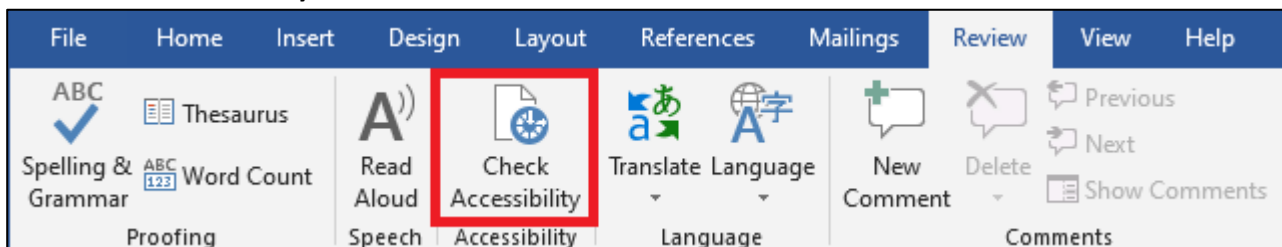


### Windows Desktop Option 2:

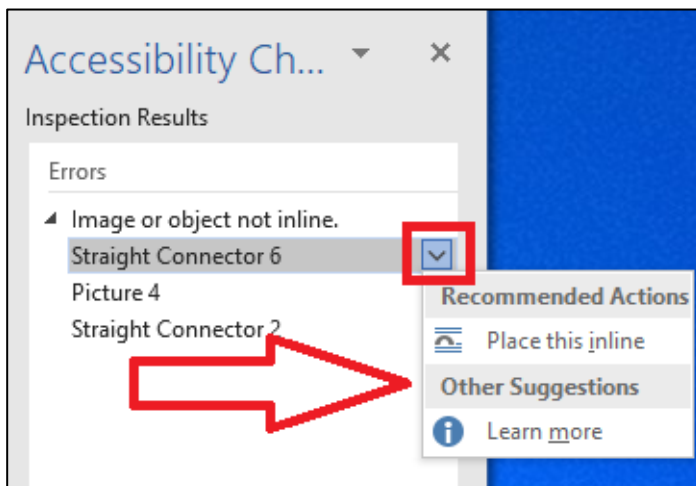
- Select **Review**



- Select **Check Accessibility**

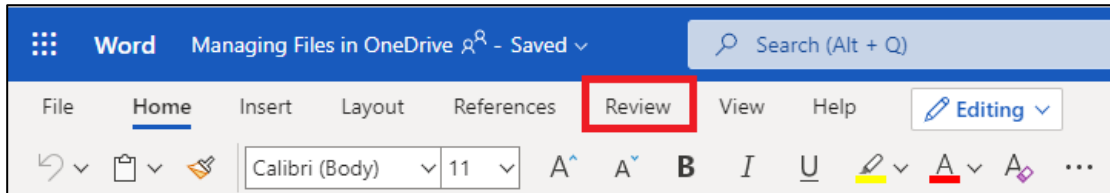


- A sidebar window will pop up next to your document. Hover over an error the Accessibility Check found and select **the arrow** on the shaded error. Select **the step** suggested to fix the problem or select **Learn more** to find more.

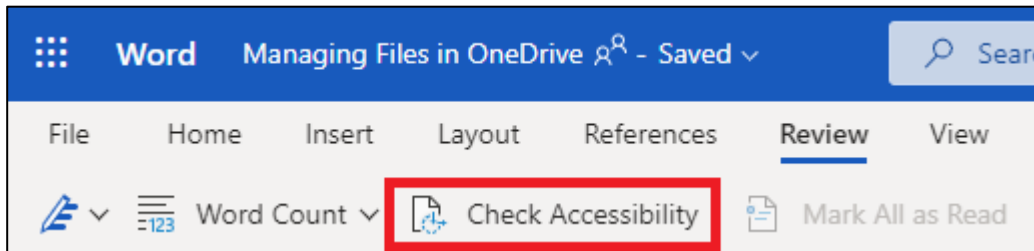


## Windows Online Option:

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.

