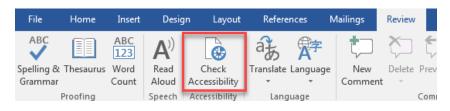
Accessibility – Microsoft Office – Accessibility Checker

The Check Accessibility tool is available in Word, Excel, Outlook, and PowerPoint. It provides a list of issues that may make the item difficult for people with disabilities to work with or understand.

Using the Accessibility Checker

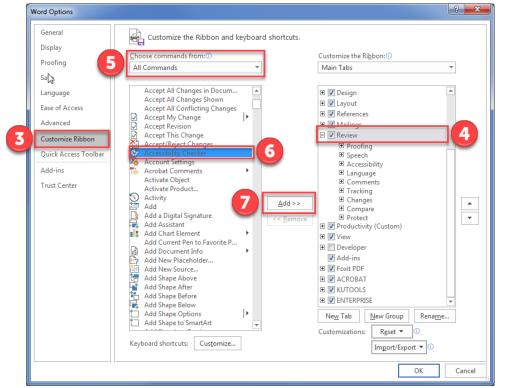
In newer versions of Office, the Check Accessibility tool is located on the Review tab on the Ribbon.



Tool Missing from the Ribbon

If the tool does not appear on the ribbon, and is supported by the version of Office, it can manually be added:

- 1. Select the File tab.
- 2. Select **Options** from the left-hand menu.
- 3. Select Customize Ribbon.
- 4. Select the **Review** tab under the **Main Tabs section** on the right.
- 5. From the left section change the drop-down to All Commands.
- 6. Navigate the list and select the item Accessibility Checker.
- 7. Select the **Add** >> button between the two sections.

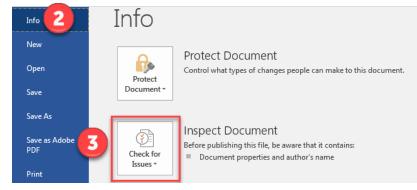


8. Select the **OK** button.

Mouse Shortcut: The **Customize Ribbon** option is available by right-clicking on any ribbon tab and choosing **Customize the Ribbon**.

Other Ways to Access the Accessibility Checker

- 1. Select the File tab.
- 2. Select Info from the left-hand menu.
- 3. Select the Check for Issues button.



Inspection Results

- Errors: Issues reported as errors include content that is very difficult or impossible for people with disabilities to understand.
- Warnings: Warnings, in many cases, mean the content is challenging for people with disabilities to understand.
- Tips: Tips let you know that, even though people with disabilities can understand the content, it could be better organized or presented to improve their experience.

Accessibility Checker 🔹 🗙	Accessibility Checker × × Inspection Results
Inspection Results	✓ No accessibility issues found. People with
Errors	disabilities should not have difficulty reading
 Missing alternative text 	this document.
Picture 3	
Additional Information v	
Why Fix?	
Alternative text for images and other objects is very important for people who can't see the screen. Screen readers read alternate text aloud, so it's the only information many have about the image. Good alternate text helps them understand the image.	
Steps To Fix:	
To add alternative text to a picture or object: 1. Select the item for the error. This opens sizing handles on the item that has the error. 2. Right-click the outlined item, select Format for that item type. 3. Select Layout & Properties icon, and then expand Alt Text. 4. Enter a title and description for the item.	
Read more about making documents accessible	Additional Information
	Read more about making documents accessible

Office Version Availability

- Excel 2016 Word 2016 PowerPoint 2016 Visio Professional 2016 Visio Standard 2016
- Excel 2013 Word 2013 PowerPoint 2013 Office for business
- Office 365 Admin Office 365 Small Business Office 365 Small Business Admin
- Excel 2010 PowerPoint 2010 Office

NOTE: This handout was prepared with directions and screenshots from Word Office 365.