

Microsoft Word Accessibility Checker

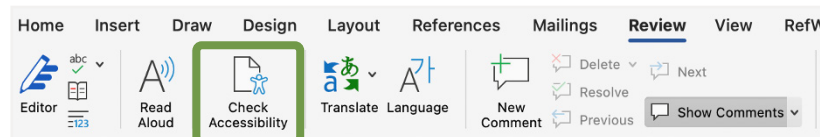
MS Word Accessibility Checker

Microsoft Word's built-in Accessibility Checker helps you identify and fix barriers for students with disabilities, especially those using screen readers or other assistive tools. It's fast, easy, and built right into Word—no add-ons needed. The checker can be accessed the same way in both the installed desktop application and browser version.

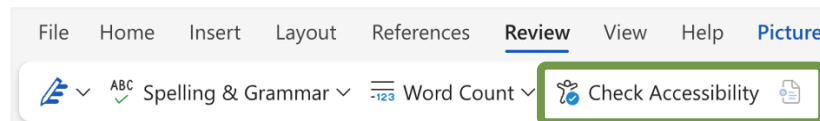
How-To Locate the Accessibility Checker:

1. Open your Word document.
2. Go to the **Review** tab on the ribbon.
3. Select **Check Accessibility**.

Desktop preview:



Browser preview:



4. A panel will open on the right with an accessibility score and a list of issues with suggestions on how to fix them. (e.g. missing ALT text on images, low color contrast, heading structure issues, missing document titles, and hyperlink clarity.)
5. After making changes, run the checker again to confirm that all accessibility issues have been addressed.

If you are using the desktop version, you can also navigate to the **Accessibility Checker Panel** by selecting the “Accessibility” status button at the bottom of the window. This button will update as you make changes to bring your documents into compliance.

Note: In most cases, there are expanded accessibility features in the application compared to the web-based equivalent.

