

# Accessibility Checker in MS Office Programs

(You can also find a lot of accessibility information in MS Office HELP. I recommend looking there)

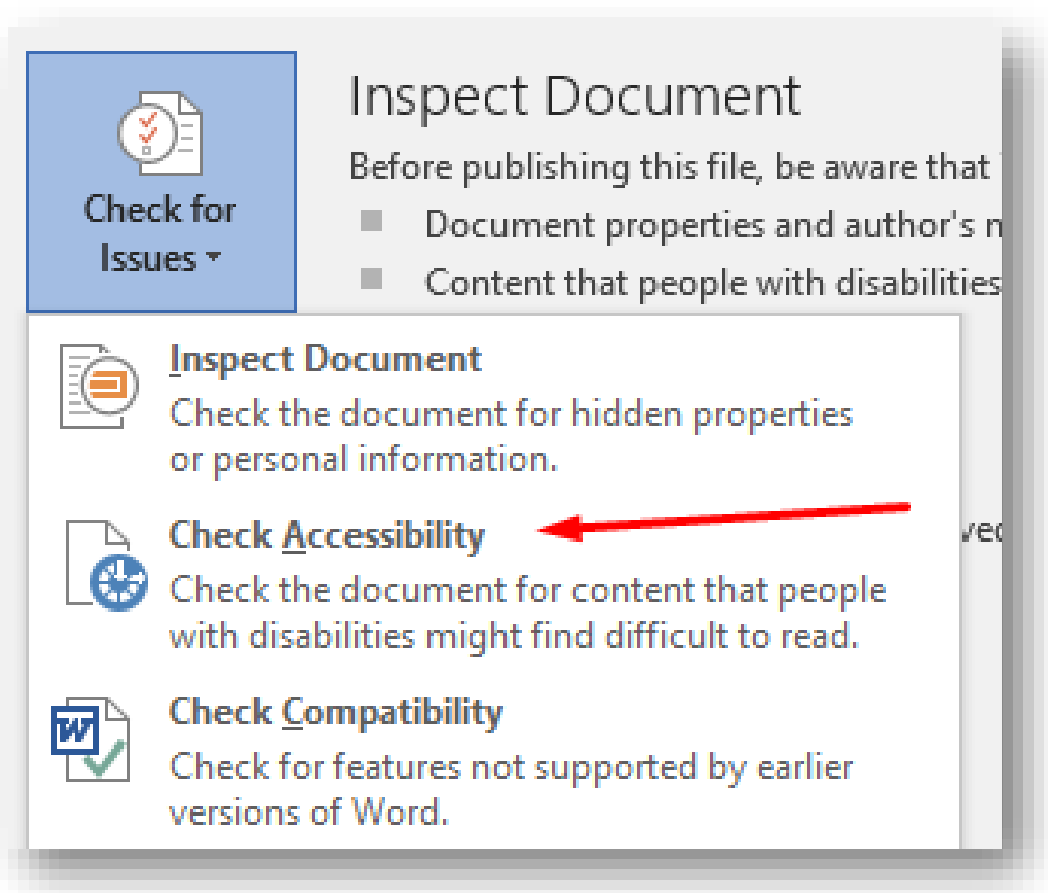
The Accessibility Checker tool finds accessibility issues in your Word documents, Excel spreadsheets, and PowerPoint presentations. The tool generates a report of issues that could make your content difficult for people with disabilities to understand

After Accessibility Checker inspects your content, it reports the inspection results based on the severity of the issue found, categorized as follows:

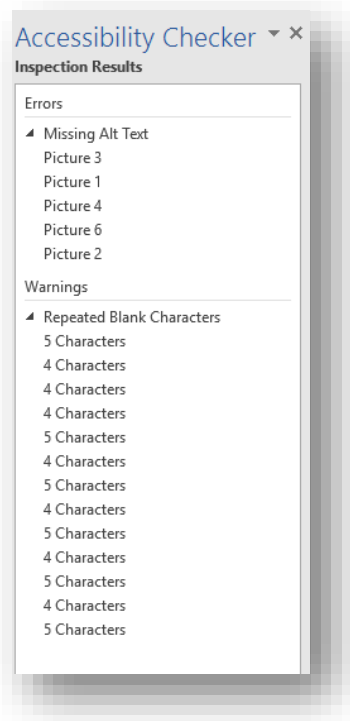
- **Errors.** Issues that are reported as errors include content that is very difficult or impossible for people with disabilities to understand.
- **Warnings.** Warnings, in many cases, mean that the content is challenging for people with disabilities to understand.
- **Tips.** Tips let you know that,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

## 1. Launch the Accessibility Checker

- Go to File-Check for Issues-Check Accessibility

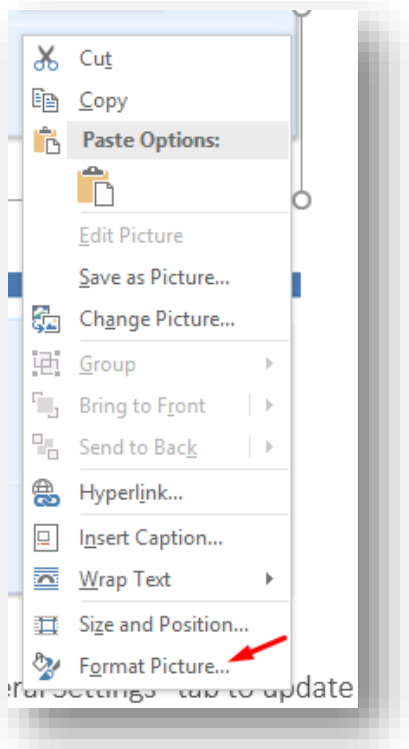


- The Accessibility Checker will display the Inspection Results to the right of the document

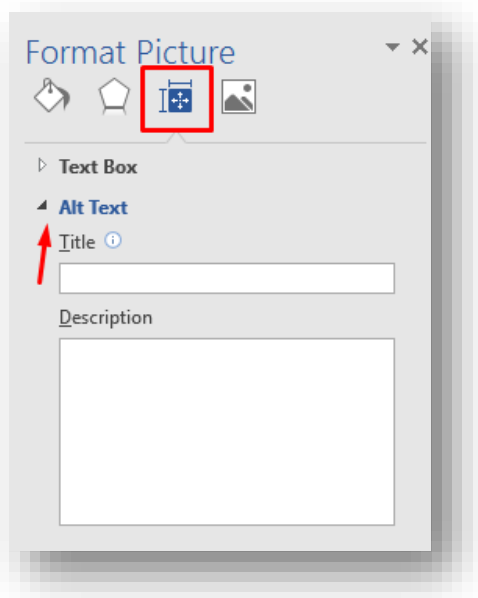


2. To fix an image missing Alt Text:

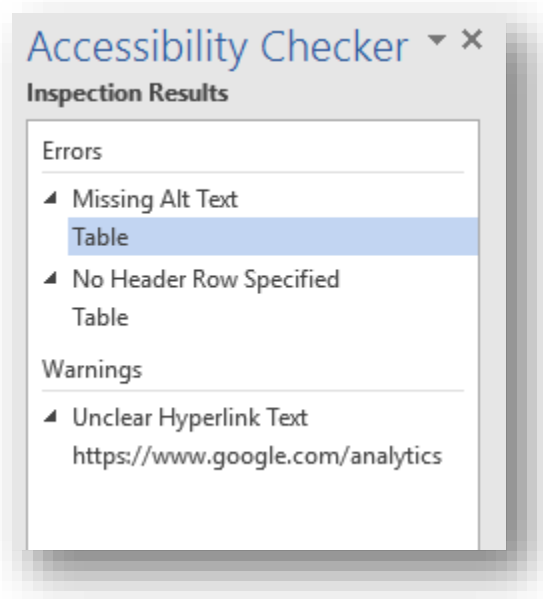
- Click on the picture under the "Missing Alt Text" error
- Right click on that image in the document
- Choose Format Picture



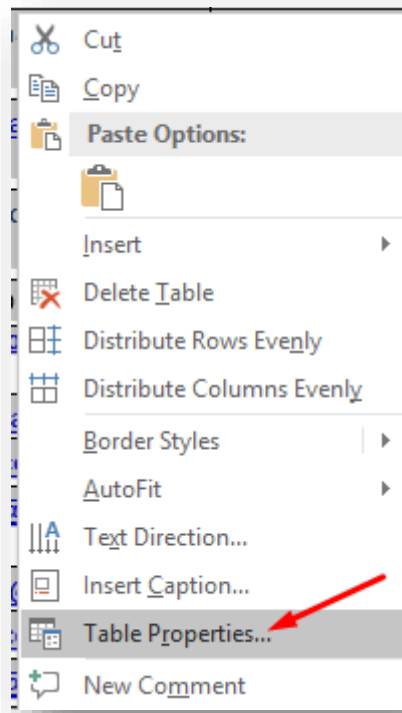
- In the Format Picture column, click the Layout and Properties icon
- Choose Alt Text
- Type in a Title in the space provided



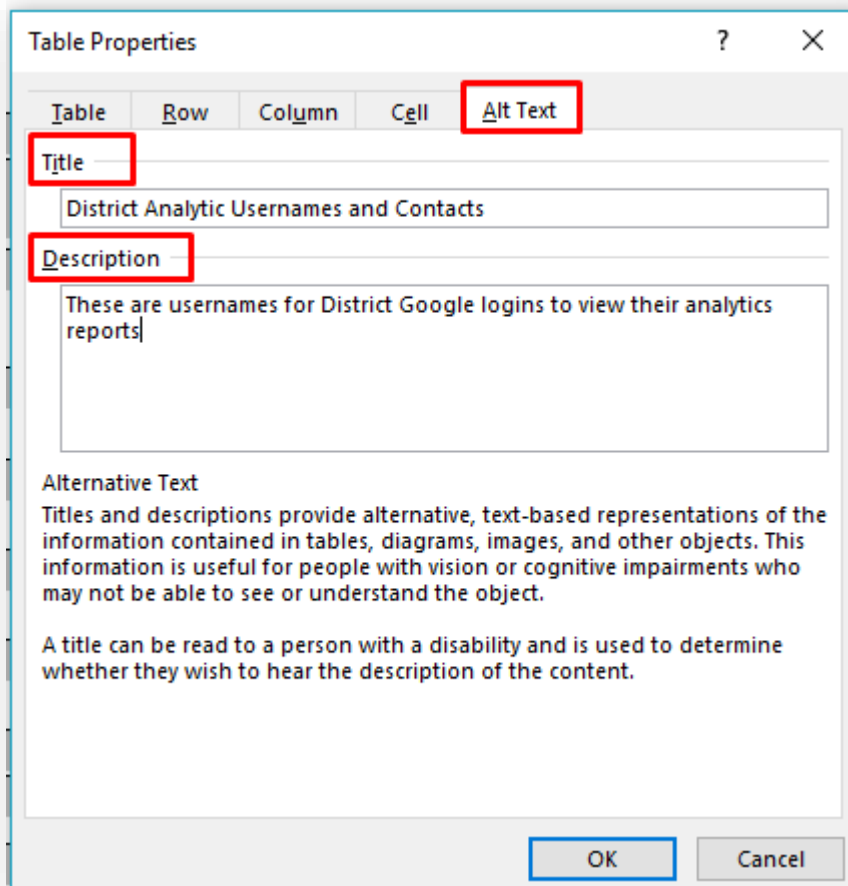
3. Tables may also need alt text
- To Add Missing Alt Text to Titles



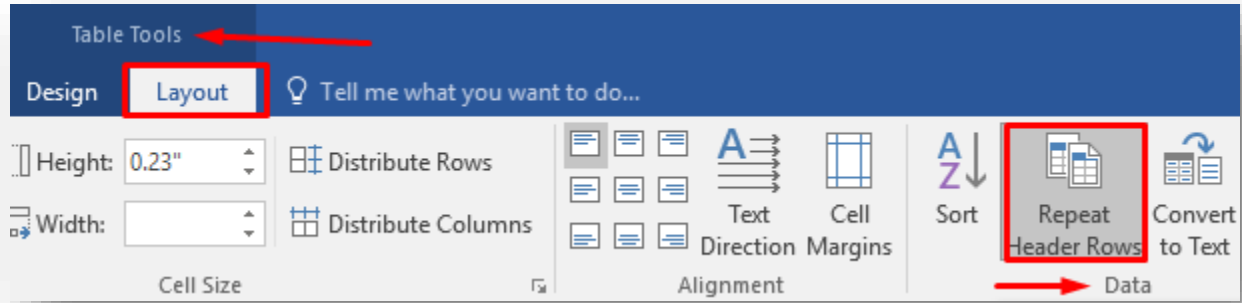
- Right click in a table
- Select Table Properties



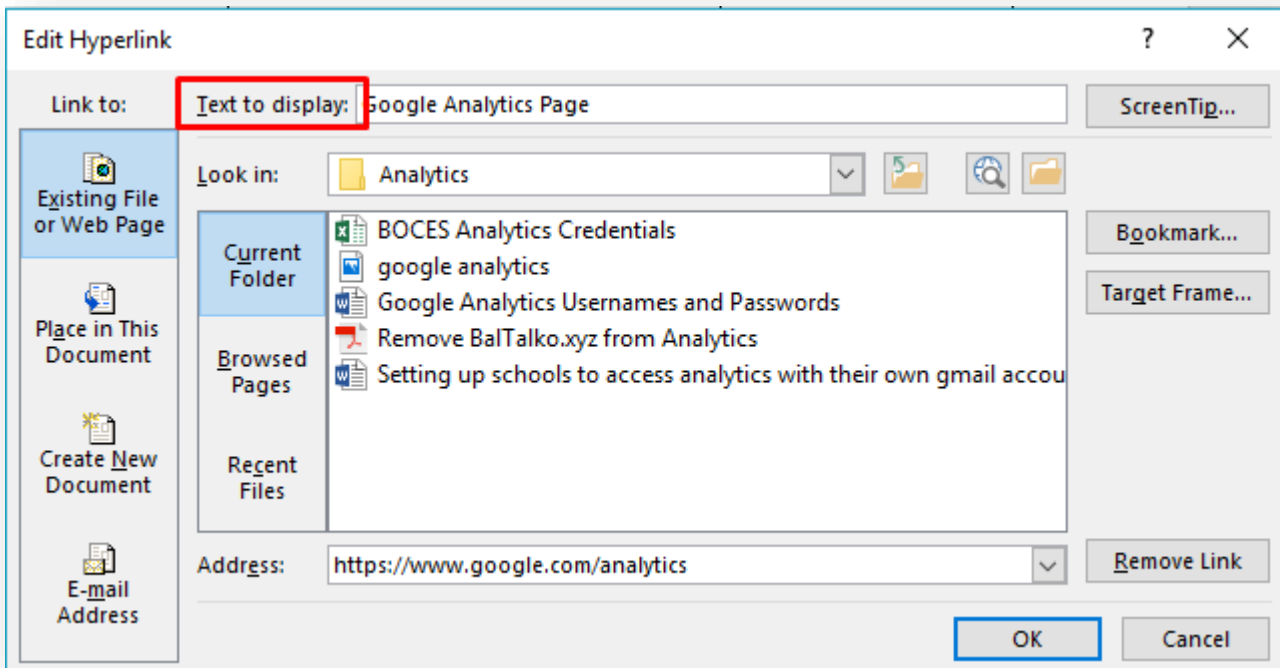
- Choose the Alt Text tab and add the Title and description



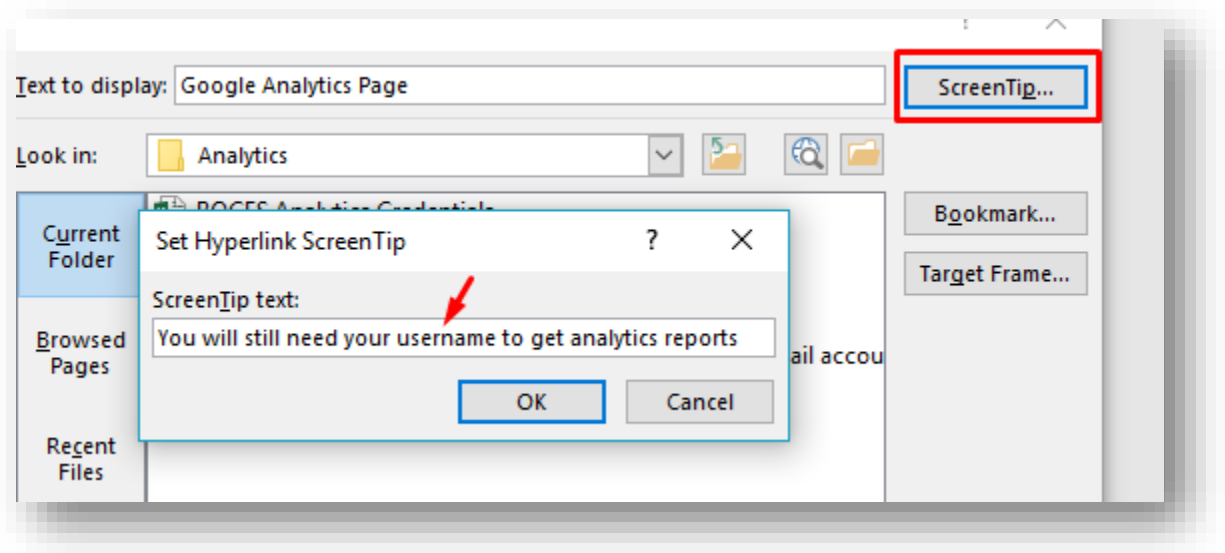
4. Fix Table Header Row
  - Highlight the Header Row
  - Click "Layout" in the Table Tools area
  - In the Data Group, click "Repeat Header Rows"



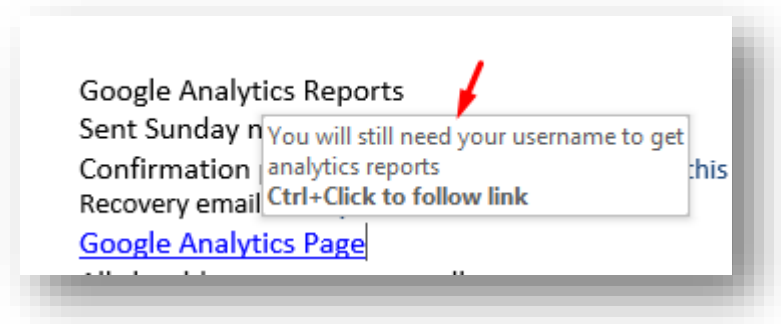
5. Links added as copy and paste urls may be inaccessible as well.
  - To fix Unclear Links
  - Highlight the url
  - Right click and choose Edit Hyperlink
  - Add clear, plain language "Text to Display"



- You can also enter ScreenTips if you like



- They will display and read with links



Tip:

Keep the document file name simple and free of odd characters

To keep color contrast consistent, use the default black font color on white background

If you plan on converting to pdf, just know that you will have to repeat some of the steps (like alt tagging images). Those adjustments don't carry over

\*For help with other errors or warnings, search for "Accessibility" in the program Help