**Using the Accessibility Checker
in Microsoft Word**

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# Overview

Running the Accessibility Checker in Microsoft Word helps ensure that the document is accessible. Using the Accessibility Checker, you can identify inaccessible aspects of the document, learn why such elements are inaccessible and find steps for addressing the issue.

# Run the Accessibility Checker (PC Version)

To run the Accessibility Checker (PC Version):

1. On the ribbon, select the File tab.

**Note:**

In the Office 365 version of Word, you can also access the Accessibility Checker from the **Review**tab on the ribbon. Look for “Check Accessibility”.

1. Select **Check for Issues,** and then select **Check Accessibility.**
2. The Accessibility Checker pane will open and display any issues with the document. From here, you can resolve any issues that appeared during the process of checking for accessibility.

# Run the Accessibility Checker (Mac Version)

1. On the ribbon, select the Review tab.
2. Select **Check Accessibility.**
3. The Accessibility Checker pane will open and display any issues with the document. From here, you can resolve any issues that appeared during the process of checking for accessibility.

# Resolve Accessibility Issues

To resolve issues in the Accessibility Checker pane:

1. Click the error listed in the Accessibility Checker pane to highlight it in the document.
2. Follow the instructions for fixing the error in the bottom of the pane.

Common issues that may appear include:

* Descriptive hyperlinks missing
* Images missing alternative text
* Tables missing alternative text or header row
* White space created by adding space with the [Enter/Return] key, instead of by using styles/formatting/indenting
* Page breaks created by adding space with the [Enter/Return] key, instead of inserting a proper page break

When all issues have been resolved, the Accessibility Checker pane will display a note indicating no accessibility issues have been found.

For training in how to proactively create accessible documents, visit the UTK OIT Training Course: [Creating Accessible Documents](https://utk.instructure.com/courses/73837/pages/accessible-documents-introduction)