How to Check Accessibility in MS Word and MS PowerPoint

- 1. To begin, open the document/PowerPoint that you would like to check the accessibility of.
- 2. At the top of the page, you will click on the "Review" tab

AutoSave 💽 Off	묘 9° ひ - My	/Study Life Planne	r Instructions.docx - Saved t	o this PC 👻	D Sea	arch	
File Home	Insert Draw Design	Layout	References Mailings	Review	View He	lp Acrob	pat
	~ 11 ~ A^ A ▲	\a - A ₂ Ξ	$\begin{array}{c c} & 1 \\ \bullet & 1 \\ \hline \\$	2↓ ¶	AaBbCcDc A	AaBbCcDc /	AaBbC(
Paste 🗸 B I	$\underline{U} \sim ab \mathbf{x}_2 \mathbf{x}^2 \mathbf{A} \sim \mathbf{A}$	° <u> </u>	≡≡≡ \$≣• &•	· 🖽 🗸	¶Normal N	lo Spacing	Heading 1 🗢
Clipboard 🗔	Font	Гэ	Paragraph	Гэ		Styles	5

AutoSave 🤇		~ 신 또		PASS App 👻		♀ Search					1
File Hor	ne Insert	Design	Transitions	Animations	Slide Show	Review	View	Help	Acrobat		
Paste	New Reuse Slide ~ Slides	Layout ~	В I <u>U</u>	S ab AV ~ A	~ A^ A` .a~ <u>@</u> ~ <u>A</u>	A ₈			, ↓A ~ [‡] ~ ₽∎ ~	Shapes	Arrange Qui
Clipboard 5	i Slio	des		Font			Paragr	aph	5		Drawing

3. After clicking "Review" click on the "Check Accessibility" tab (3 from the left). If you click on the small arrow next to "Check Accessibility", you will be given a little more information on the types of errors and what to do to fix them.

AutoSave 💽 🕅 📙	9~ひ -	Checking Acces 👻	♀ Search		
File Home Insert	Draw Design	Layout References	Mailings Review	View Help Acrobat	
Editor Thesaurus Word Count Editor Read Aloud	Check Accessibility ~	Language New Comment	Celete	Final Simple Markup Track Changes Reviewing Pane	Accept
Proofing Speech	Accessibility Lang	guage	Comments	Tracking 🖓	Changes



4. A sidebar will come up. It will state any accessibility errors (if there are any).

Accessibility × × Inspection Results	Accessibility
Errors Missing alternative text (13) Image or object not inline (19)	Errors Errors Missing alternative text (3) Warnings Hard-to-read text contrast (1)
 Keep accessibility checker running while I work Additional Information Read more about making documents accessible 	Keep accessibility checker running while I work Additional Information ~ Read more about making documents accessible

5. Clicking on the arrow directly to the left of the error (in this case "missing alternative text", etc) will tell you which specific parts of the document are causing the error.

Accessibility	×	Accessibility • ×
Errors Missing alternative text Picture 2 Group 201 Picture 1 Picture 2		Errors V Missing alternative text Content Placeholder 2 (Slid Content Placeholder 2 (Slid Content Placeholder 2 (Slid Warnings
Picture 3 Picture 5 Picture 7		 Hard-to-read text contrast Content Placeholder 2 - 1 S
 Keep accessibility checker running while I work Additional Information <u>Read more about making documents accessible</u> 	~	Keep accessibility checker running while I work Additional Information Read more about making documents accessible

6. If you click on the subjects (in this case: "Picture 2", "Group 201", "Content Placeholder 2" etc.) and scroll down under "Additional Information", you will get instructions on how you can fix the error.

Accessibility 🔹	×	Accessibility • ×
Inspection Results		
Errors		Errors
 Missing alternative text Picture 2 Group 201 Picture 1 		Content Placeholder 2 (Slid Content Placeholder 2 (Slid Content Placeholder 2 (Slid Warnings
Picture 2 Picture 3 Picture 5 Picture 7		Hard-to-read text contrast (1) Keen accessibility checker running
 Bisture 0 Keep accessibility checker running while I work 		Additional Information
Additional Information	~	Steps To Fix:
Steps To Fix: To add alternative text to an object: 1. Right-click on the object and select the Picture/Format command for this object type. 2. Switch to the Alt Text or Web tab. 3. Type a description of the object into the text box.		Increase contrast by changing the color of the font (Home tab) or by changing the shape fill in the SmartArt graphic (click on the shape in the SmartArt, then go to the Format tab under the SmartArt Tools tab).

How to Access Read Aloud

1. Go to "View" in the main toolbar.

AutoSave 🤇	■ 🛛 ୬ · ひ	⇒ Checki	ing Acces 👻	𝒫 Search		
File Ho	me Insert Draw	Design Layout	References Mailir	gs Review	View Help Acr	obat
Paste	Calibri (Body) → 11 B I U → ab x ₂ >	→ A [*] Aa ~ A ₀ ² <u>A</u> ~ <u>∠</u> ~ <u>A</u> ~		≖ 2↓ ¶ & ~ ⊞ ~	AaBbCcDc AaBbCcDc I Normal I No Spac	AaBbC(Heading 1
Clipboard 🗔	Font	L2	Paragraph	F3	Styles	L2

2. Click on immersive reader.

AutoSave 💽 🗄 🍤 🤇	⊖ ~ Chec	king Acces 🝷	P Sea	arch	
File Home Insert Dr	aw Design Layou	References	Mailings Rev	eview <mark>View</mark> Help Act	obat
Read Print Web Mode Layout Layout	Focu Immersive Page	ical Side to Side	uler ridlines lavigation Pane	Zoom	New Arrange St Window All

3. Click "Read aloud". To exit, click on "Close Immersive Reader".

