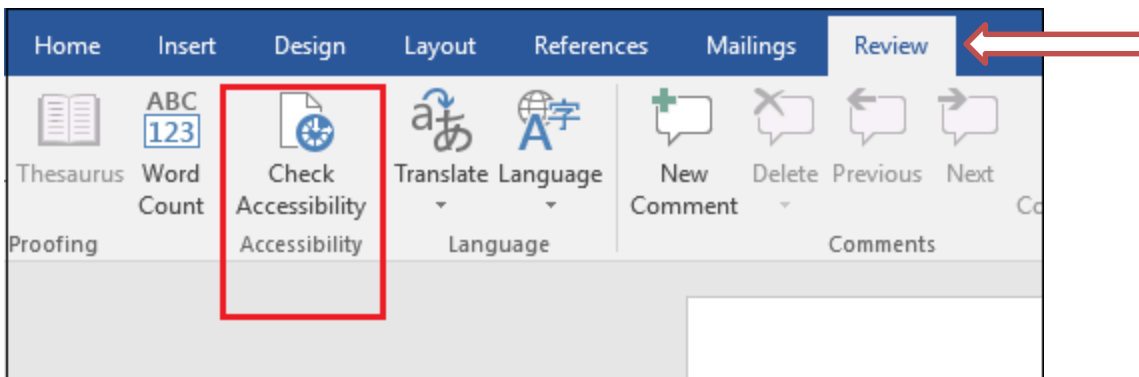


Run the Accessibility Checker!

In Office 365, to use the accessibility checker in Word, Excel and PowerPoint, look for the **Check Accessibility** button on the **Review** tab on the Ribbon. Click it to open the Accessibility Checker.

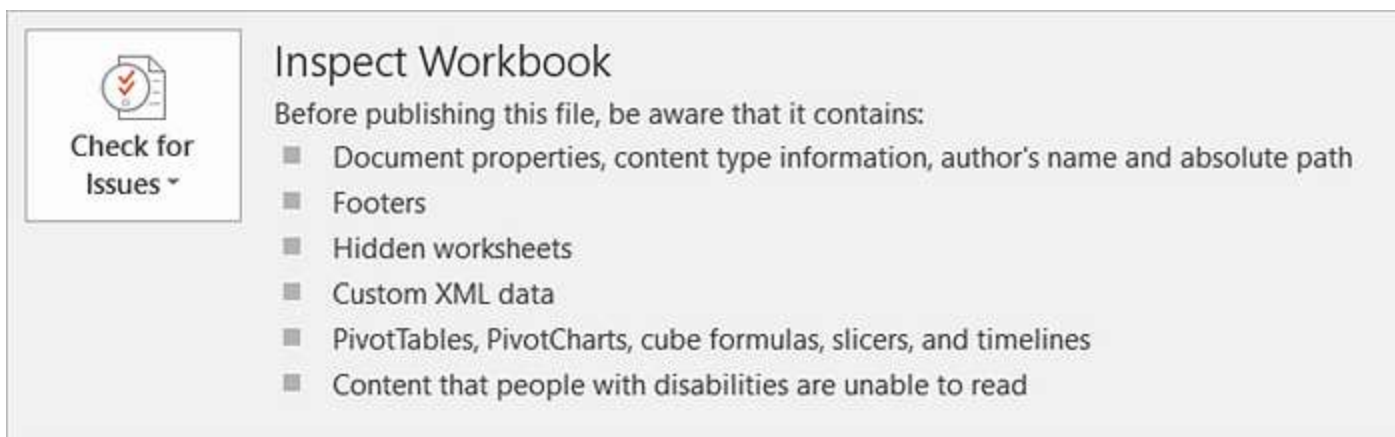


Tip: Another easy way to open the Accessibility Checker is to use the **Tell me** box. Press Alt+Q, and then, in the **Tell me** box, type **accessibility checker**.

If you have an older version of Word, Excel or PowerPoint, and do not see the **Check Accessibility** button on the **Review** tab, follow these steps.

1. Click **File > Info**.
2. Select the **Check for Issues** button.

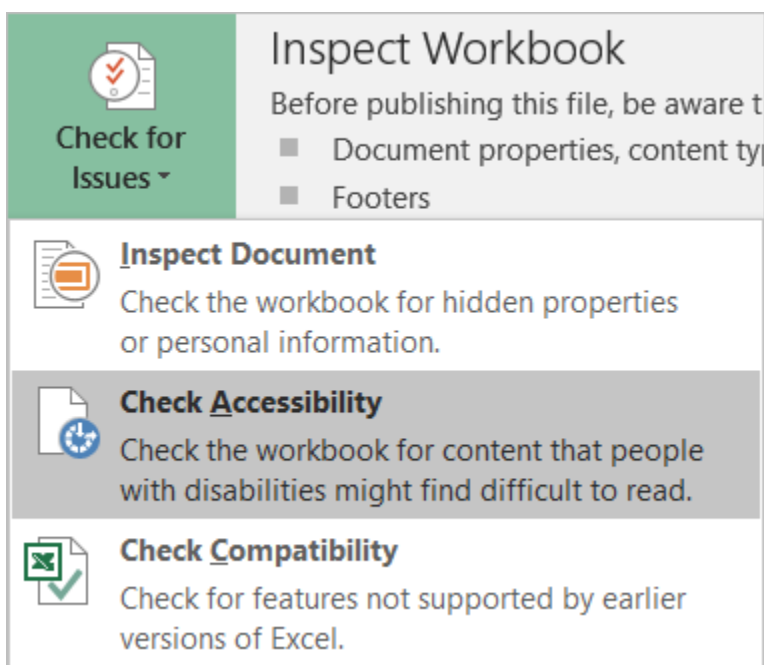
Tip: To the right of the **Check for Issues** button, under the **Inspect** heading, is a list of potential issues.



The screenshot shows the 'Check for Issues' button on the left, which is a document icon with a red checkmark and a downward arrow. To its right is the 'Inspect Workbook' panel. The panel title is 'Inspect Workbook'. Below the title is the text 'Before publishing this file, be aware that it contains:'. Below this text is a list of six items, each with a small square bullet point:

- Document properties, content type information, author's name and absolute path
- Footers
- Hidden worksheets
- Custom XML data
- PivotTables, PivotCharts, cube formulas, slicers, and timelines
- Content that people with disabilities are unable to read

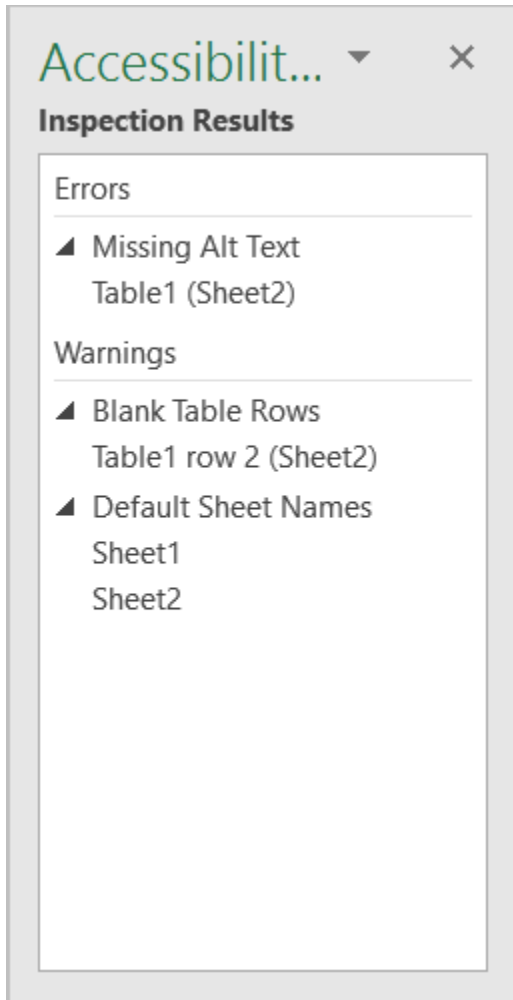
3. In the **Check for Issues** drop-down menu, select **Check Accessibility**.



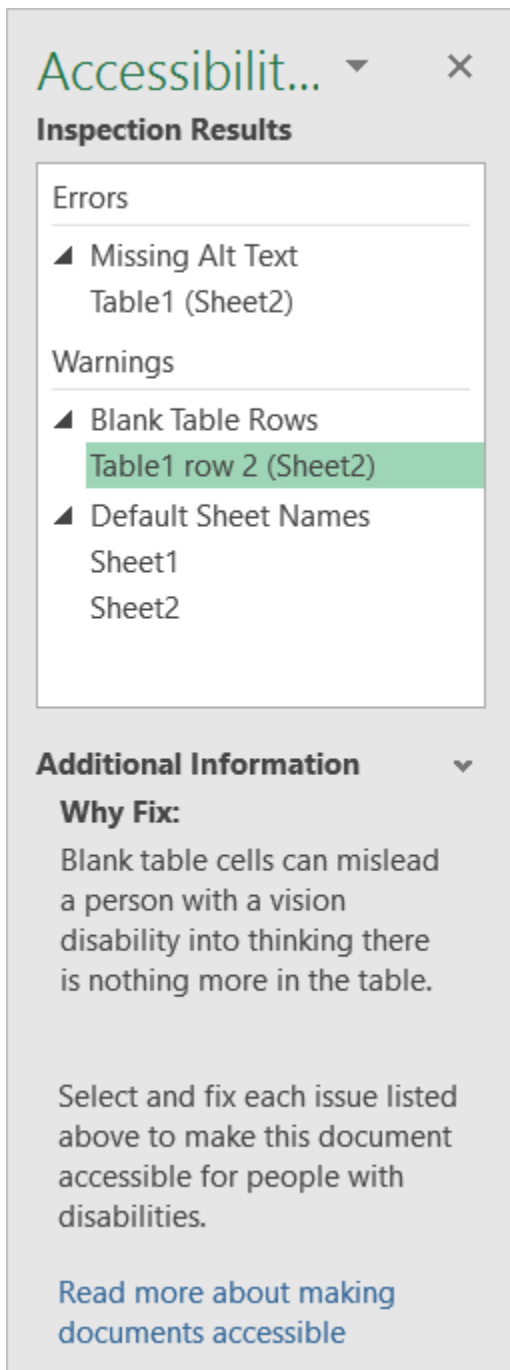
The screenshot shows the 'Check for Issues' button on the left, which is a document icon with a red checkmark and a downward arrow. To its right is the 'Inspect Workbook' panel. Below the panel is a drop-down menu with three options:

- Inspect Document**: Check the workbook for hidden properties or personal information.
- Check Accessibility**: Check the workbook for content that people with disabilities might find difficult to read.
- Check Compatibility**: Check for features not supported by earlier versions of Excel.

4. The **Accessibility Checker** task pane appears next to your content and shows the inspection results.



5. To see information on why and how to fix an issue, under **Inspection Results**, select an issue. Results appear under **Additional Information**, and you'll be directed to the inaccessible content in your file.



The screenshot shows the Accessibility Checker window with the following content:

- Accessibility...** (window title)
- Inspection Results** (section header)
- Errors** (category header)
- Missing Alt Text
 - Table1 (Sheet2)
- Warnings** (category header)
- Blank Table Rows
 - Table1 row 2 (Sheet2)** (selected item)
- Default Sheet Names
 - Sheet1
 - Sheet2
- Additional Information** (section header)
- Why Fix:**
 - Blank table cells can mislead a person with a vision disability into thinking there is nothing more in the table.
- Select and fix each issue listed above to make this document accessible for people with disabilities.
- [Read more about making documents accessible](#)

CTE 2018

Based on the help document at <https://support.office.com/en-us/article/Use-the-Accessibility-Checker-on-your-Windows-desktop-to-find-accessibility-issues-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f>