



Accessibility Checker – Microsoft Office

Microsoft Office has a built-in accessibility checker that will identify certain elements that are inaccessible and provide simple steps on how to remediate those issues.

Disclaimer:

The Microsoft Office Accessibility Checker does not catch all accessibility issues. For example, headings are a large part of creating accessible documents, but a lack of headings will not appear on the accessibility checker.

The responsibility still lies on the content creator to remediate for accessibility, so be sure to use the Instructional Accessibility Group's checklists, trainings, and other resources to determine if your content is accessible.

Steps for Use:

The following steps will work in any creation software within Microsoft Office:

1. *Click* Review in the toolbar
2. *Click* **Check Accessibility**; this will open an “Inspections Results” window to the right with a list of “Errors” and “Warnings”
3. *Click* any of the errors to locate it in the content; this will also create a box around the error in the **Inspection Results**
4. *Click* the drop-down arrow to the right of the error in the **Inspection Results**; this will offer suggested actions.
5. *Select* the action that best suits your needs.
6. *Reference* the “Steps to Fix” at the bottom of the **Inspection Results**; an error will need to be selected to display any steps.

Congratulations! You have taken steps toward improving your content's accessibility. While some content may need more attention, this is still a big step; partially accessible is always better than inaccessible.

Additional Resources:

1. For more information on creating accessible documents reference the [Document Accessibility Guides](#)
2. For more information on creating accessible presentations reference the [Accessible Presentations Guides](#)
3. Contact the Instructional Accessibility Group at Instructional.Accessibility@msudenver.edu