How To Use the Accessibility Checker in Microsoft Word

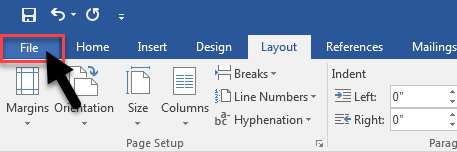
This document will show you how to use the Accessibility Checker in Microsoft Word in order to create an accessible, navigable document.

Please do not hesitate to contact Jen at the Teaching Learning Center at

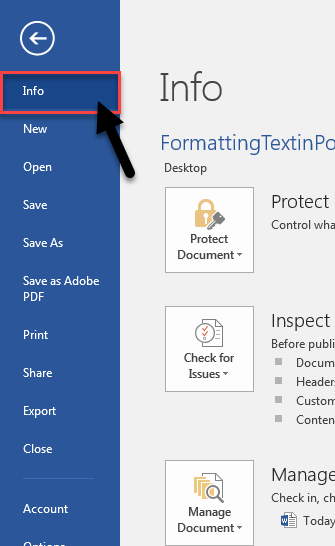
303.352.3002 or [Jennifer.Maxwell@ccd.edu](mailto:Jennifer.Maxwell@ccd.edu)

# How to Check Accessibility with the Accessibility Checker:

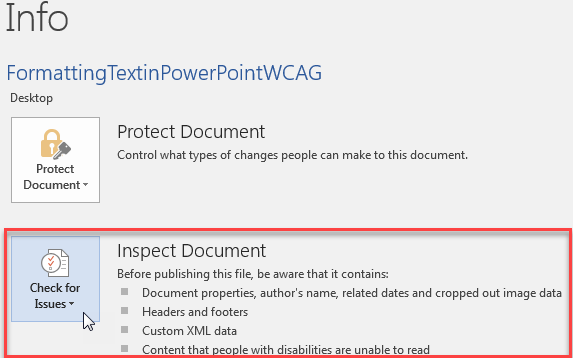
1. Select **File** in the Ribbons tab.



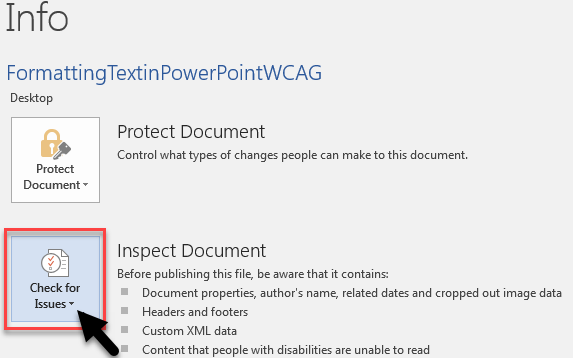
2. In File, select **Info**.



3. In Info, find the ‘Inspect Document’ section.



4. Select **Check for Issues**.



5. The dropdown menu will appear. Select **Check Accessibility**.



6. The Accessibility Checker will run an inspection of your document.

7. The results will appear on the right side of the document.

The Accessibility Checker will give you a list of errors to correct.

