Quick 'How-to-Use' Guide for Windows and Mac
Accessibility Checker

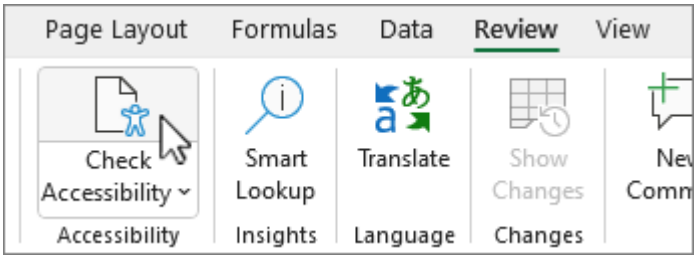
Improve accessibility with the Accessibility Checker

Before you send an Outlook email message or share a Word document, Excel spreadsheet, PowerPoint presentation, or OneNote notebook, run the Accessibility Checker to make your content easier for people with disabilities to read and edit.

Use the Accessibility Checker

1. Select the **Review** tab. In Outlook, you'll only see the **Review** tab when writing or replying to messages.

2. Select **Check Accessibility** to open the **Accessibility** pane on the right.



   Tip: For Word, Excel, and PowerPoint desktop, select the lower half of the **Check Accessibility** button for more options.

3. In the **Accessibility** pane, review and address the findings under **Inspection Results**.

Apply recommended actions

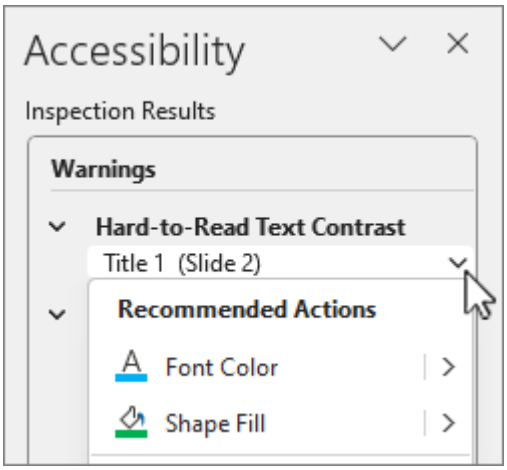
In the **Accessibility** pane, you'll see a list of errors and warnings, with how-to-fix recommendations for each.

To quickly correct the issues, apply one of the recommended actions. For more information on how the findings are categorized, see Rules for the Accessibility Checker.

1. In the **Accessibility** pane, select an issue under **Warnings** or **Errors**. The list expands and shows the items and objects affected by the issue.

   Tip: Select the item or object to view the exact location of the affected item or object.

2. To address the issue, select the down arrow button next to it and open **Recommended Actions** list.



3. To apply a fix, select an action from the **Recommended Actions** list. To view more options, select the right arrow button next to an action (if available).

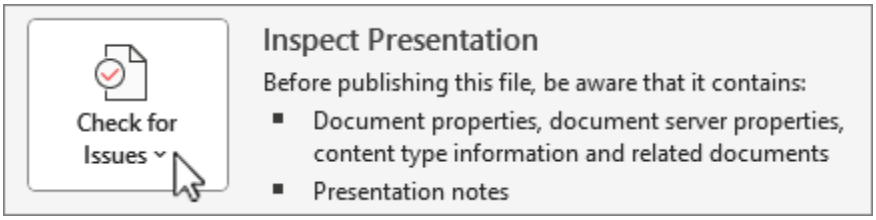
4. Go through and resolve each issue under **Warnings** and **Errors**.

Don't see the Accessibility Checker?

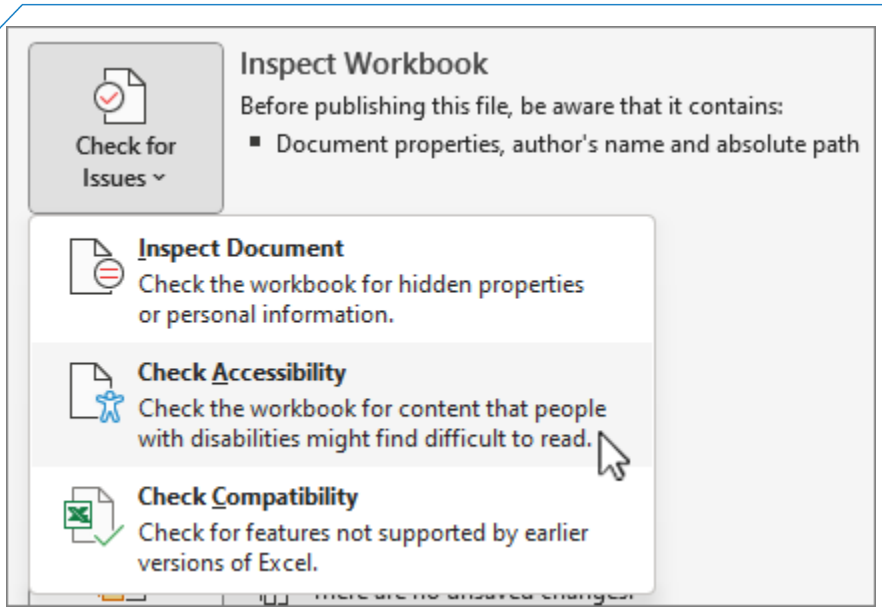
If you don't see **Check Accessibility** on the **Review** tab, you might have an older version of the app. Follow these steps to open the Accessibility Checker:

1. Select **File** and choose **Info**.

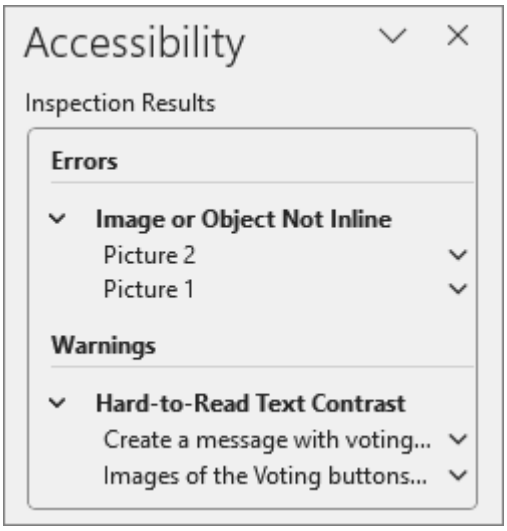
2. Select **Check for Issues**.



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



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



5. Select an issue under **Inspection Results** to see why and how to fix an issue. This info appears under **Additional Information**.

See also

Check accessibility while you work in Office apps

Everything you need to know to write effective alt text

Use a screen reader with the Accessibility Checker

Make your content accessible to everyone

Make your content accessible to everyone with the Accessibility Checker