# The Microsoft Office Accessibility Checker

Microsoft Word and PowerPoint have a built-in **Accessibility Checker** that can help you verify **some** of the accessibility considerations required for digital accessibility compliance. The Accessibility Checker scans the file and looks for potential barriers or issues for people with disabilities.

## To Activate the Accessibility Checker:

You’ll access the Accessibility Checker the same way in both Word and PowerPoint.

1. Select the **Review** tab, and then click **Check Accessibility**.

2. On the right side of the screen, the Accessibility Checker’s pane appears. It displays **Inspection Results**.


### Troubleshooting Tip

If the Accessibility Checker is unable to check the document/presentation, a message will appear in the pane prompting you to convert the file to a modern format.



This message means the file was created with an older version of Word or PowerPoint. Try saving the file with the newer **Word Document (*\*.docx*)** or **PowerPoint Presentation (*\*.pptx*)** file type (see *Figure 1* and *Figure 2* below), and then reactivate the Accessibility Checker.



Figure : Saving in the Word Document format



Figure : Saving in the PowerPoint Presentation format

## Addressing Accessibility Issues

When the Accessibility Checker detects one or more accessibility issues, a list of **Errors, Warnings,** or **Tips** appears in its **Inspection Results**.

* Content tagged with an Error may be impossible for people with disabilities to understand (for example, an image without an alternative text or slides that do not have titles).
* Content tagged with a Warning may be difficult for people with disabilities to understand (for example, insufficient contrast).
* Tips help improve the user experience for people with disabilities.

### To Display Information about How to Fix an Accessibility Issue:

In addition to displaying potential barriers, the Accessibility Checker also provides information on how to fix each of the accessibility issues it detects.

1. Select an **issue** from the Accessibility Checker's **pane**. The inaccessible content becomes **highlighted** in the document (or presentation).
2. Review the information about **how to fix** the issue in the **Additional Information** area at the bottom of the pane.


**NOTE:** A few editing options are available from within the Accessibility Checker’s pane. Often, a drop-down arrow is offered with each Error; Warning; or Tip, allowing the correction to be made (or accessed) quickly from within the pane itself.


To learn more about Office’s Accessibility Checker, visit [Microsoft’s Rules for the Accessibility Checker](https://support.office.com/en-us/article/rules-for-the-accessibility-checker-651e08f2-0fc3-4e10-aaca-74b4a67101c1).