

The Microsoft Accessibility Checker

Creating accessible documents means making sure the formatting of the document is readable both visually and by screen-reading tools. An accessible site makes the site easier for students who have visual impairments, colorblindness, and for students who need audio or visual cues to improve reading comprehension.

Many Microsoft applications have a built-in accessibility checker! This tool allows you to both identify and fix accessibility issues within your Office document. It is available in Word, Outlook, Excel, Powerpoint, and One Note.

The accessibility checker looks for things like:

- meaningful Alt-text for images
- tables (in excel or other apps) tag headers
- slides in Powerpoint have titles and sections have meaningful titles
- color is not the only way of distinguishing information
- good contrast between background and text
- documents use header tags
- and more!

The accessibility checker flags content that may be inaccessible. You will see one of these messages:

- **Error:** Content that makes the document difficult or impossible to read and understand for people with disabilities
- **Warning:** Content that in most (but not all) cases makes the document difficult to understand for people with disabilities
- **Tip:** Content that people with disabilities can understand but that could be presented in a different way to improve the user's experience

You won't always be able to or want to make the suggested changes. For example, if an embedded video does not have subtitles, you may not be able to do anything about that. Do what you can, get feedback from students, and aim for accessibility!

Visit the Faculty Development Community Canvas Site:



Learn more about the Microsoft Accessibility Checker:



Office365 Guide to Accessibility:

