Microsoft…Improve accessibility with the Accessibility Checker

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Before sending your email message or sharing your document or spreadsheet, run the Accessibility Checker to make sure your Microsoft Office content is easy for people of all abilities to read and edit.

In this topic

* [Use the Accessibility Checker](https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f#bkmk_use)
* [Fix recommendations with ease](https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f#bkmk_fixwin)
* [Check accessibility while you work](https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f#bkmk_while)
* [Don't see Accessibility Checker?](https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f#bkmk_not)

Use the Accessibility Checker

1. On the ribbon, select the **Review** tab. If you are using Outlook, note that you'll only see the **Review** tab  when writing or replying to messages.
2. Select **Check Accessibility**.



1. Review your results. You'll see a list of errors, warnings, and tips with how-to-fix recommendations for each. See [Rules for the Accessibility Checker](https://support.microsoft.com/en-us/office/rules-for-the-accessibility-checker-651e08f2-0fc3-4e10-aaca-74b4a67101c1) for more information.

Fix recommendations with ease

To easily address accessibility errors and warnings, select an issue to open the **Recommended Actions** list. You can apply a one-click fix by selecting an action, or select the arrow button next to an action for more options.

  

Check accessibility while you work

To be notified of accessibility issues in your document as you continue working on it, tick the **Keep accessibility checker running while I work** check box.



This adds the **Accessibility** button to your status bar, and keeps track of accessibility issues in real time. You can open the Accessibility Checker whenever you want by selecting the status bar button.



Don't see Accessibility Checker?

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

1. Select **File** > **Info**.
2. Select the **Check for Issues** button.

**Tip:** To the right of the **Check Accessibility** button, under the **Inspect** heading, is a list of any potential issues.



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



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



1. To see information on why and how to fix an issue, under **Inspection Results**, select an issue. Results appear under **Additional Information**, and you’re directed to the inaccessible content in your file.



See Also

[Everything you need to know to write effective alt text](https://support.microsoft.com/en-us/office/everything-you-need-to-know-to-write-effective-alt-text-df98f884-ca3d-456c-807b-1a1fa82f5dc2)

[Use a screen reader with the Accessibility Checker](https://support.microsoft.com/en-us/office/use-a-screen-reader-with-the-accessibility-checker-4be102bf-8bb1-47f6-a5b8-3e055aa5b342#picktab=windows)

[Office Accessibility Center](https://support.microsoft.com/en-us/office/office-accessibility-center-resources-for-people-with-disabilities-ecab0fcf-d143-4fe8-a2ff-6cd596bddc6d)

[Make your content accessible to everyone with the Accessibility Checker](https://support.microsoft.com/en-us/office/make-your-content-accessible-to-everyone-with-the-accessibility-checker-38059c2d-45ef-4830-9797-618f0e96f3ab)

Technical support for customers with disabilities

Microsoft wants to provide the best possible experience for all our customers. If you have a disability or questions related to accessibility, please contact the [Microsoft Disability Answer Desk](https://go.microsoft.com/fwlink/p/?LinkID=518252) for technical assistance. The Disability Answer Desk support team is trained in using many popular assistive technologies and can offer assistance in English, Spanish, French, and American Sign Language. Please go to the Microsoft Disability Answer Desk site to find out the contact details for your region.

If you are a government, commercial, or enterprise user, please contact [the enterprise Disability Answer Desk](https://go.microsoft.com/fwlink/?LinkId=824629).