



MISSION ACCESSIBLE

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Check accessibility as you work: [Windows](#) and [macOS](#)

Since applications update often, please email helpdesk@uah.edu if you notice that a tutorial needs to be revised.

Windows

Get accessibility issue notifications in a Word document as you write

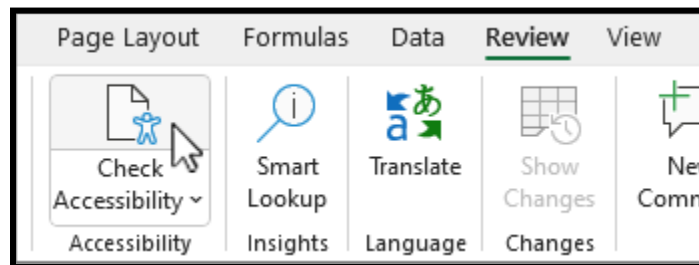
- Get real-time notifications of accessibility issues while working in a Word document so that you can address them as you go.
- The on-screen notifications function lets you know when there are accessibility issues, such as hard-to-read text color with a low contrast ratio or images without descriptions.

To turn on or open the Accessibility Checker:

1. Open the Word document in the Word desktop application.
2. Press **Alt + R** to open the **Review** tab.
3. Press **A**, then **1** to open the **Check Accessibility** menu in the Accessibility group.
4. Press **A** to select **Check Accessibility**.
5. Review the errors, warnings, and tips in the Accessibility pane, then fix each issue listed.

Mouse option: Select **Review**, then **Check Accessibility**. The Accessibility pane opens so you can review and fix issues.

Figure 1. Word for Windows Review tab and Accessibility pane.



If you have further questions, please contact the Enhanced Teaching & Learning Center via helpdesk@uah.edu



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macOS

Get accessibility issue notifications in a Word document as you write

Get real-time notifications of accessibility issues while working in a Word document so that you can address them as you go.

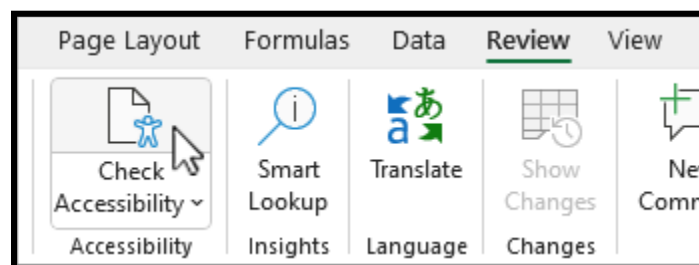
The on-screen notifications function lets you know when there are accessibility issues, such as hard-to-read text color with a low contrast ratio or images without descriptions.

To turn on or open the Accessibility Checker:

1. Open the Word document in the Word desktop application.
2. Press **F6** until you hear the current ribbon tab.
3. Press **Control + Option + Right Arrow** or **Control + Option + Left Arrow** until you see the **Review tab**, then press **Spacebar**.
4. Press **Tab** until you hear **Check accessibility, unchecked checkbox**.
5. Press **Spacebar**. The Accessibility Checker pane opens on the right side of the screen.
6. Review the errors, warnings, and tips in the Accessibility Checker pane, then fix each issue listed.

Mouse option: Select **Review** then, **Check Accessibility**. The Accessibility pane opens so you can review and fix issues.

Figure 2. Word for macOS Review tab and Accessibility pane.



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