

Checking Accessibility in Word Online

Select the **Review** ribbon at the top of the screen.

Step OR

Press **CTRL + F6** until the ribbon receives focus and KeyTips appear. Press **R** for Review

Select the **Check Accessibility** button.

Step

2

OR

From the **Review** ribbon, press **Q** to select the **Check Accessibility** button

The **Accessibility** pane opens on the right-hand side of the screen.

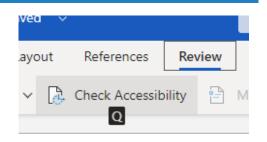
Select a category to reveal or hide the specific issues underneath that category. Select an issue to have that item selected within the document.

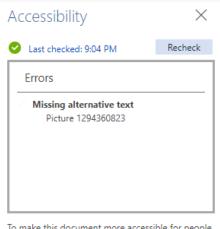
Step OR

3

Use the **UP** and **DOWN** arrow keys to navigate the list of categories and issues. Use the **RIGHT** arrow to reveal items underneath a category and the **LEFT** arrow to hide items underneath a category. Press **ENTER** to select an item and press **CTRL** + **F6** to cycle

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To make this document more accessible for people with disabilities, select and fix the issues in the Inspection Results box.

Additional Information

The Accessibility Checker may have identified some issues that can't be fixed in the browser. To remedy those issues open your file in the Windows or Mac version of the app. between the Accessibility pane and the document.