

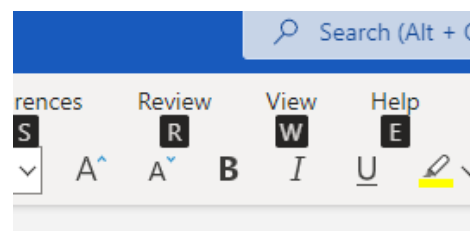
Checking Accessibility in Word Online

Step 1

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

OR

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

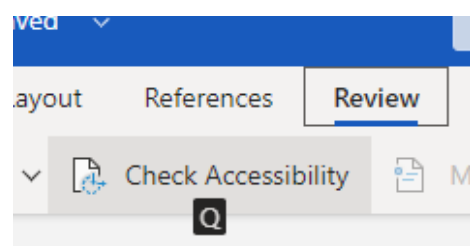


Step 2

Select the **Check Accessibility** button.

OR

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



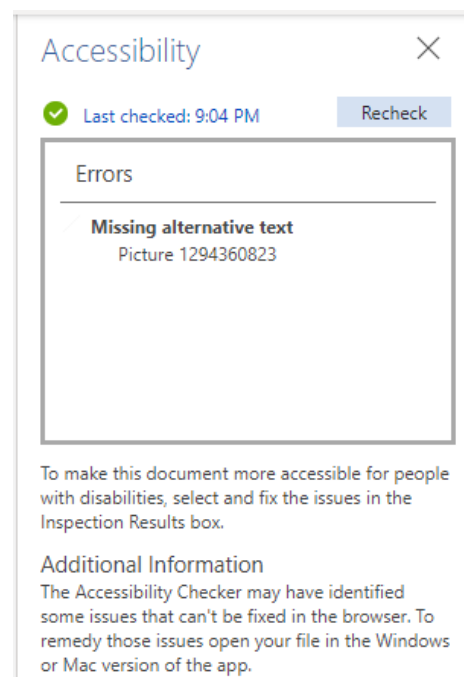
Step 3

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.

OR

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



between the Accessibility pane
and the document.