

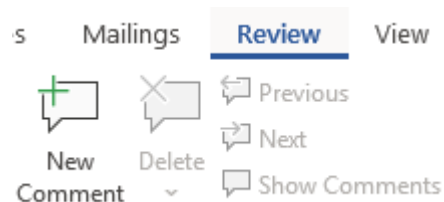
Checking Accessibility in Word

Step 1

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

OR

Press **ALT + R** to select the **Review** ribbon.

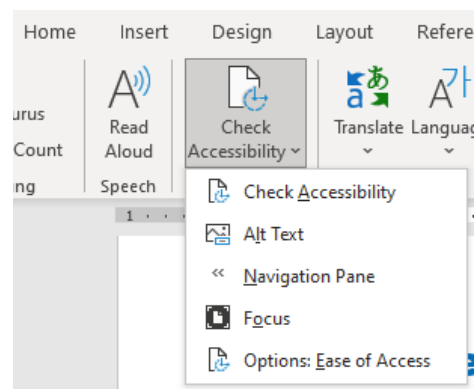


Step 2

Select the **Check Accessibility** button and **Check Accessibility** from the menu.

OR

Press **A** then **1** to select the **Check Accessibility** menu. Press **A** again to access the Accessibility Inspection Results pane.



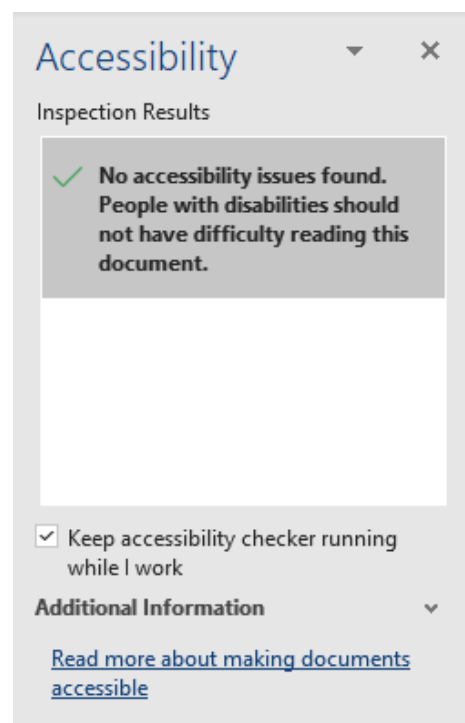
Step 3

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 **SHIFT + F6** and **F6** to move between the Accessibility pane and the document.