



# Accessibility Tips Series

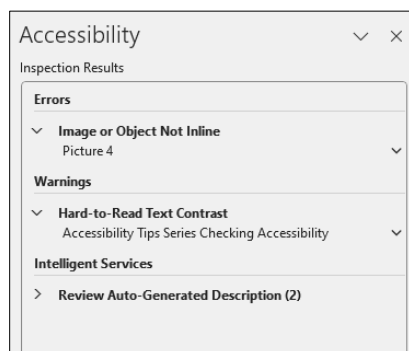
## Checking Accessibility

### Key points

- Several applications have built-in accessibility checkers.
- Some applications, such as Google Docs and Adobe Acrobat, **require a paid add-on**.
- Automated accessibility checkers **cannot** find all of the errors in a document.
- Manual checks are also important.
- It is a good idea to listen to your document read aloud by assistive technologies to confirm the reading order.

### Check accessibility in Microsoft Office 365

1. Open the document.
2. Go to the **Review** menu.
3. Select the **Check Accessibility** button.
4. Review results in the **Accessibility** side bar to the right of the document.



**Important!** Documents must be saved in **.docx** format to use the accessibility checker.

## Review the issues identified by the checker

Accessibility results are organized into **Errors** and **Warnings**. Errors need to be fixed. Warnings should be reviewed and fixed only if necessary.

1. Select an issue from the **Accessibility Checker**.
2. Use the recommended actions to address the accessibility issue.

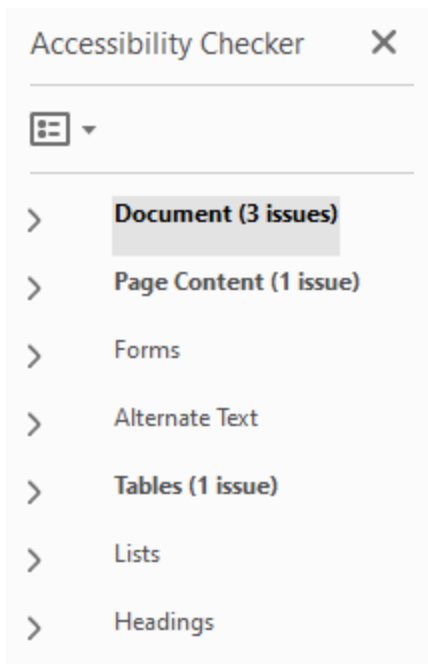
## Checking accessibility in Google Docs

Google Docs does not provide a built-in checker. The **Grackle Docs** paid add-on is available. If installing Grackle Docs is not an option, perform the following steps:

1. Open the Google doc.
2. Select File > Download.
3. Download the file as a Microsoft Word (.docx) document.
4. Follow the steps outlined above for Microsoft Office documents.

## Check Accessibility in Acrobat Professional

1. Open the document in Acrobat Professional (not the reader version)
2. Select the Tools menu at the top of the application.
3. Scroll and select the Accessibility tool near the bottom of the list of tools.
4. Select the Accessibility Check option from the tools side bar.
5. Run the test by selecting the Start Checking button.



If all went well your document will pass the check. You often need to add a title to the document though.

## Additional Resources

[Microsoft Accessibility Checker Support](https://www.support.microsoft.com/en-au/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f#PickTab=Windows)

Full link: <https://www.support.microsoft.com/en-au/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f#PickTab=Windows>