

Missouri Southern State University

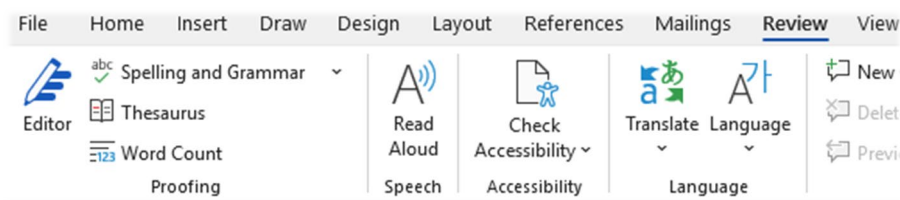
Microsoft Accessibility Checker – Word

Purpose

Accessibility in Word ensures all individuals can read and engage with documents. The Accessibility Checker helps identify and fix barriers before sharing content.

What is the Accessibility Checker in Word?

A built-in Microsoft Word tool that scans documents for accessibility issues and provides step-by-step guidance for fixing them.

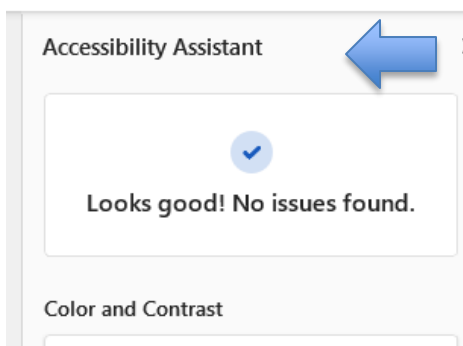


What It Checks For

- Missing alt text for images
- Poor color contrast
- Missing or incorrect headings
- Table structure issues
- Reading order problems

How to Use It

1. Open your Word document
2. Click the Review tab
3. Select Check Accessibility
4. Review results in the panel
5. Fix issues using provided suggestions



Types of Issues

Errors – must fix (major barriers)

Warnings – should fix (may affect access)

Tips – improve usability

MSSU Best Practices for Word

Use heading styles, add alt text to images, keep high contrast, use simple fonts, structure tables properly, and organize content clearly.

Why It Matters

Supports screen readers, improves readability, promotes inclusion, and aligns with MSSU expectations.

Reminder

Accessible documents help every individual succeed.