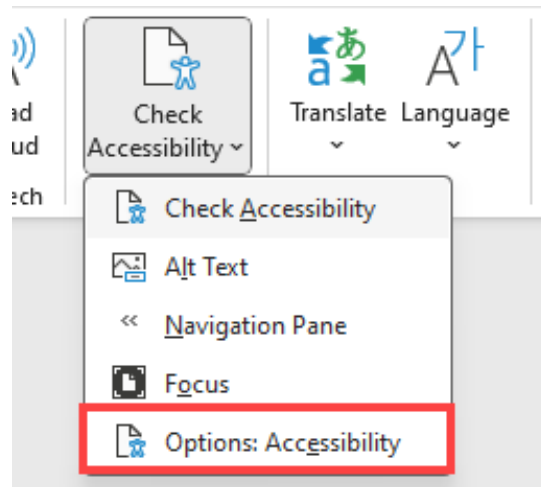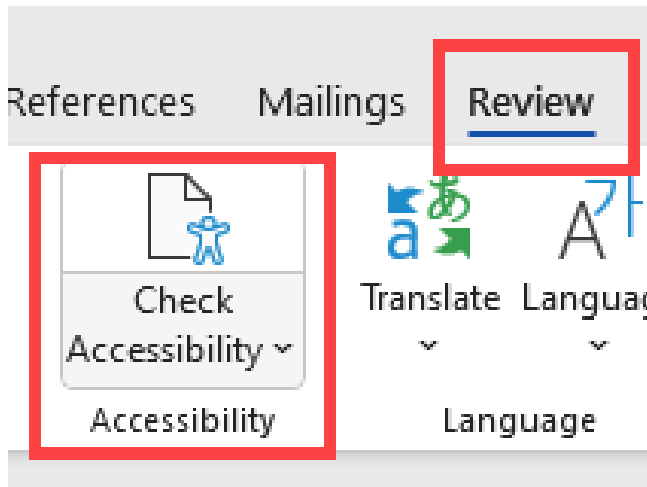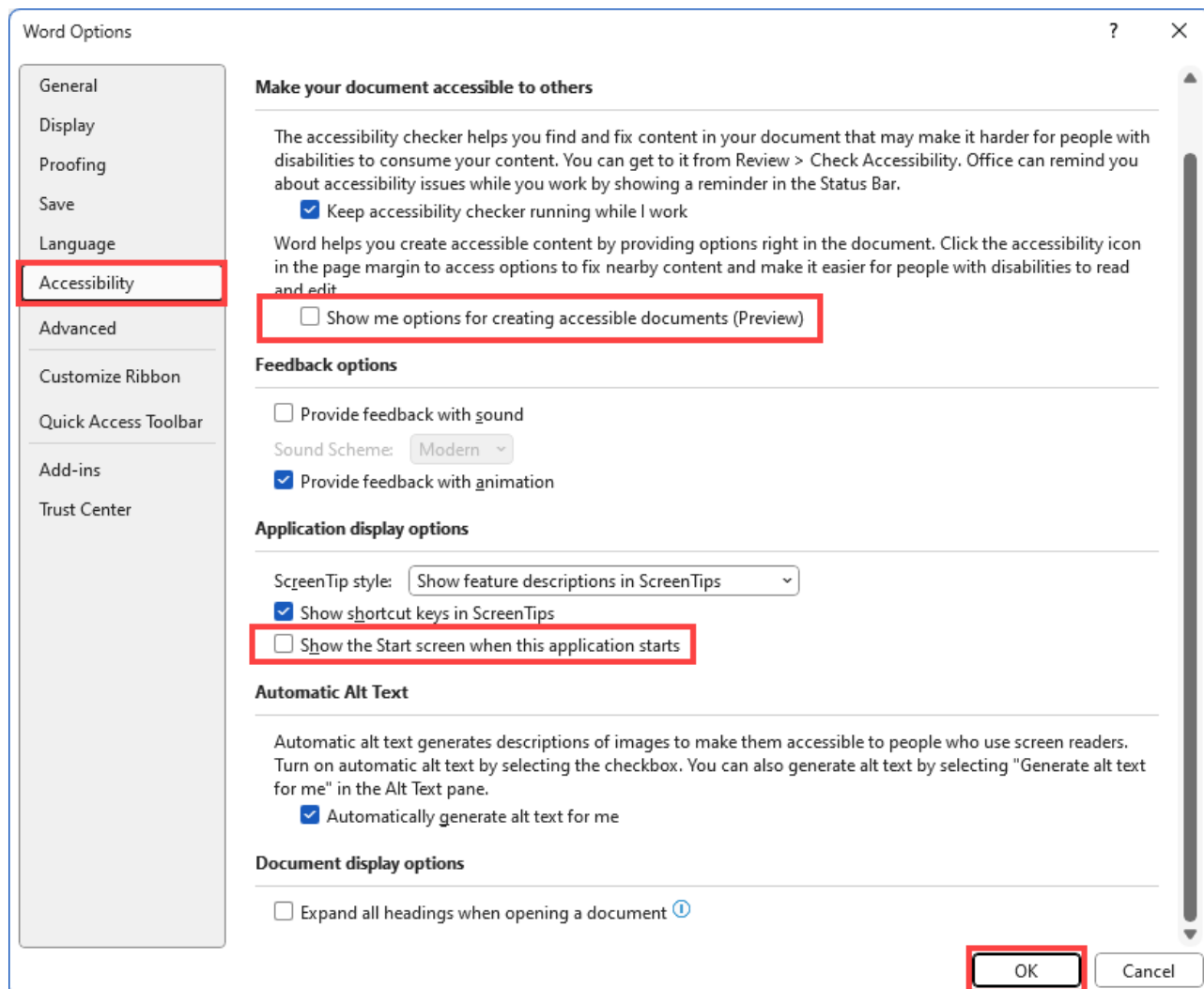# Setup Microsoft Word Accessibility Tools

1. Open Word document and click Review on ribbon.

2. Click the Check Accessibility Button.

3. You will see multiple Accessibility tools.
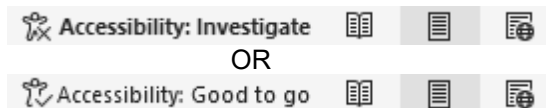
4. First, we will check Accessibility Options.



5. These setting should be changed in order to better use the Accessible Tools. Click OK to Close Window.

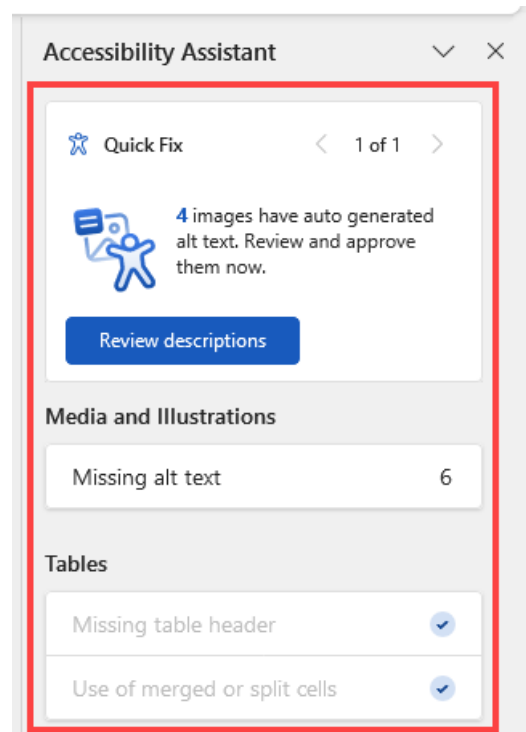6. Click the Check Accessibility option to open the Assistant in the left side of the word document.
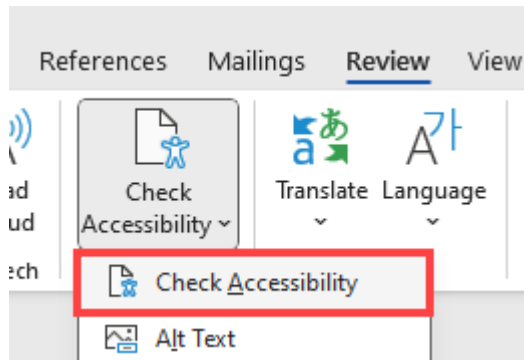


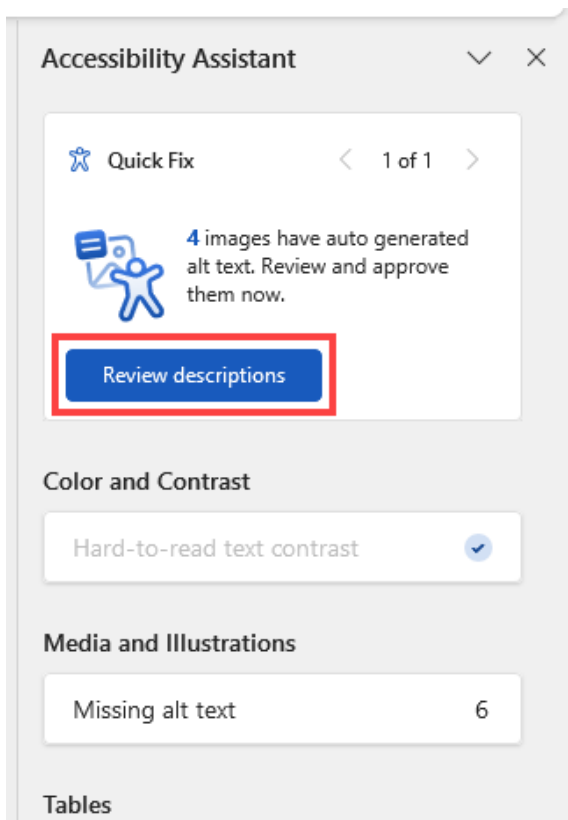You can also quickly verify Accessibility Status at the bottom document status bar.



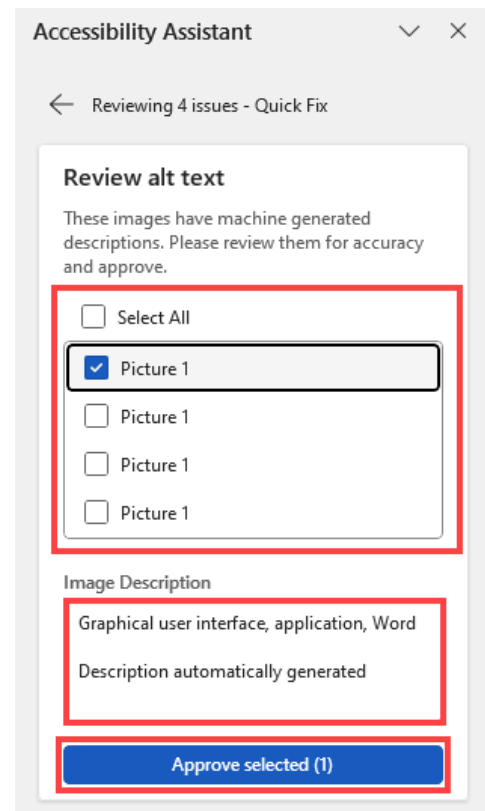For details, click to open the Assistant window.

7. As you can see the Assistant has found and Auto Generated descriptions for 4 of your images.



8. Click the Quick Fix Review description button to review and update Auto Generated descriptions.



9. Select, replace and approve descriptions (Alt Text) Click Approval to update document.

10. Let's manually review and update the descriptions (Alt Text). Click Missing alt text dropdown button.



11. Step through each description (Alt Text). You can also Mark as decorative. Click button for details.
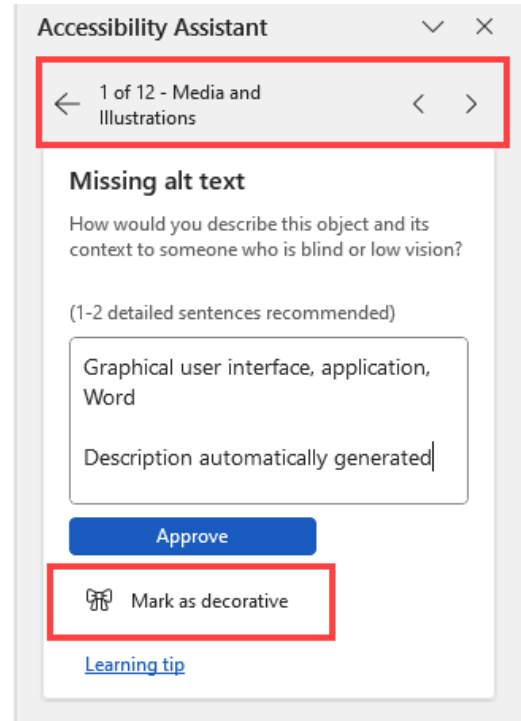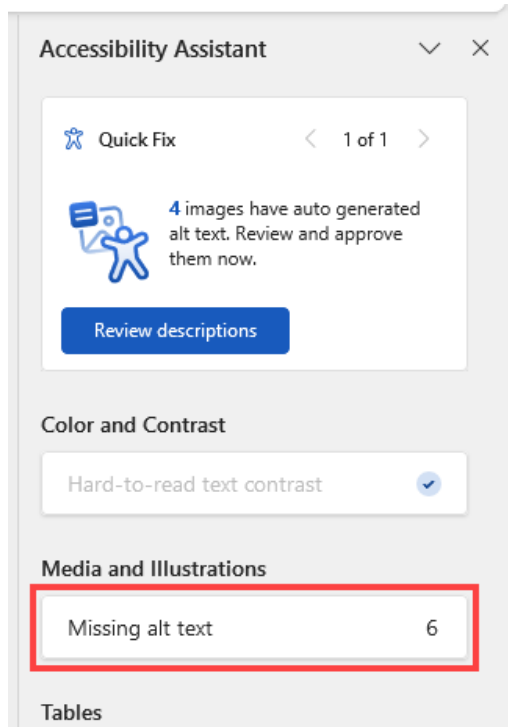


12. Here is information about Marking as decorative. Click Hide Learning Tip to close info box.



13. When you come back to Assistant it will remind you to continue making document accessible.
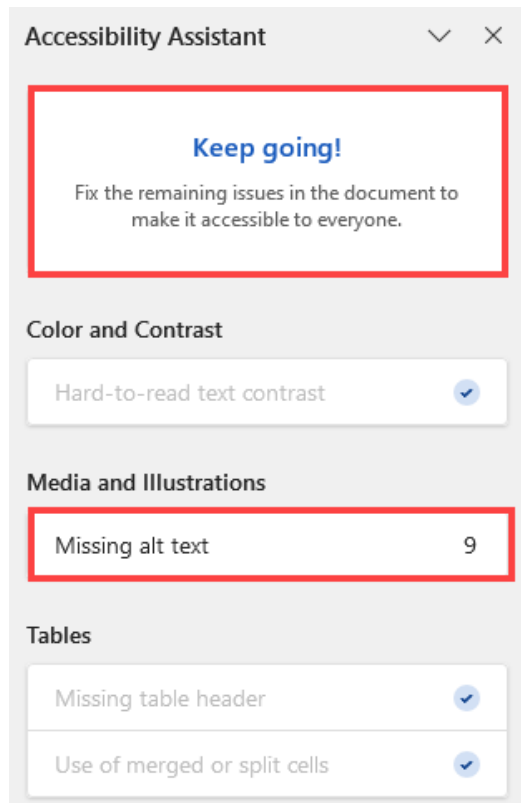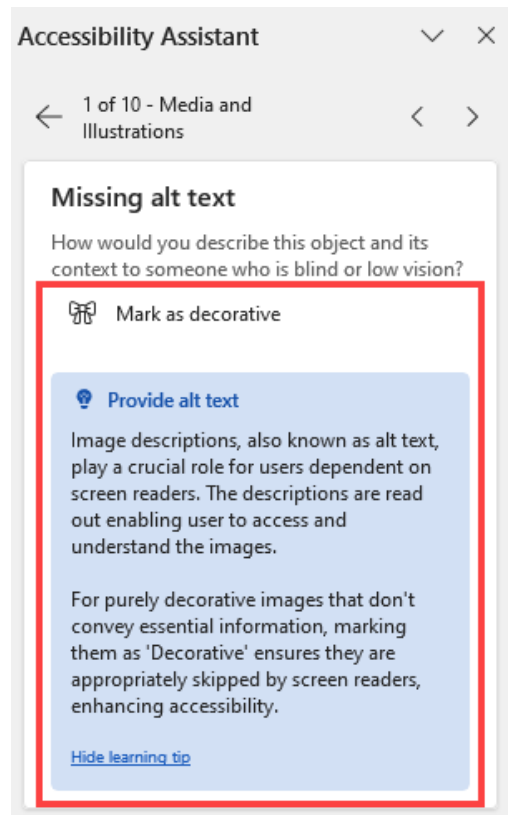
14. There is one more way to have word help you with accessibility checking. This was one of the options we activated in setup.
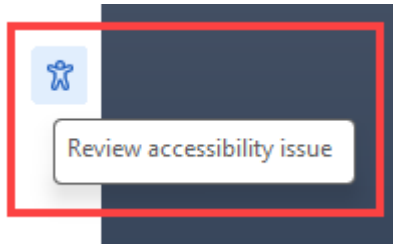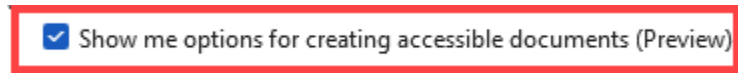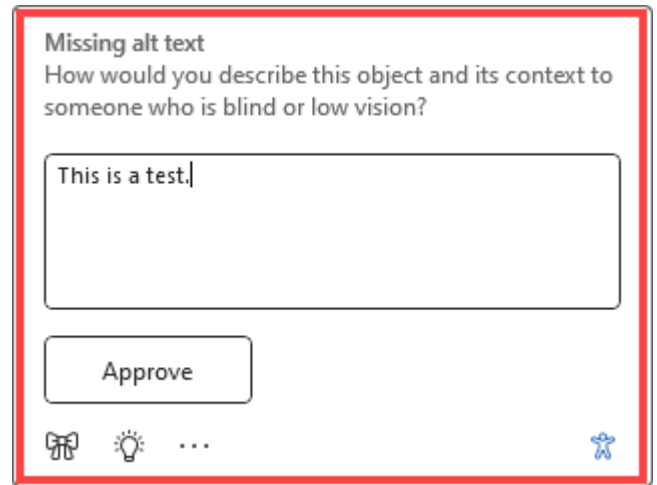
☑ Show me options for creating accessible documents (Preview)

🚹 Review accessibility issue

The icon will appear in the margin alongside the accessibility issue. Click icon to review.

15. This window will popup under next to the accessibility issue. There are many options including Marking as decorative.

Missing alt text
How would you describe this object and its context to someone who is blind or low vision?

This is a test.

Approve

16. Once the document has been checked and approved for accessibility you will see "Looking Good".

Accessibility Assistant    ⌄   ✕

✓

Looks good! No issues found.
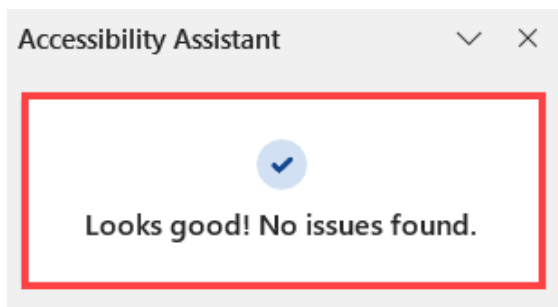
Once you are setup for accessibility in word, you will see the same message when checking an old document or when creating a new word document.

## Accessible Microsoft Word Documents Video – 6 min.

In this video, you will learn the basic steps to make any Microsoft Word Document accessible.
This includes using accessible fonts and font sizes, inserting stylized headings, writing alternative text for images, properly formatting lists and tables, not using tables solely for layout purposes, having a good color contrast ratio, and always using Microsoft's Accessibility Checker.

Accessible Microsoft Word Documents