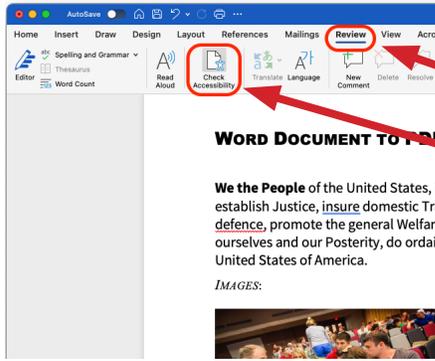


Accessibility Tools in Word.



Check Accessibility

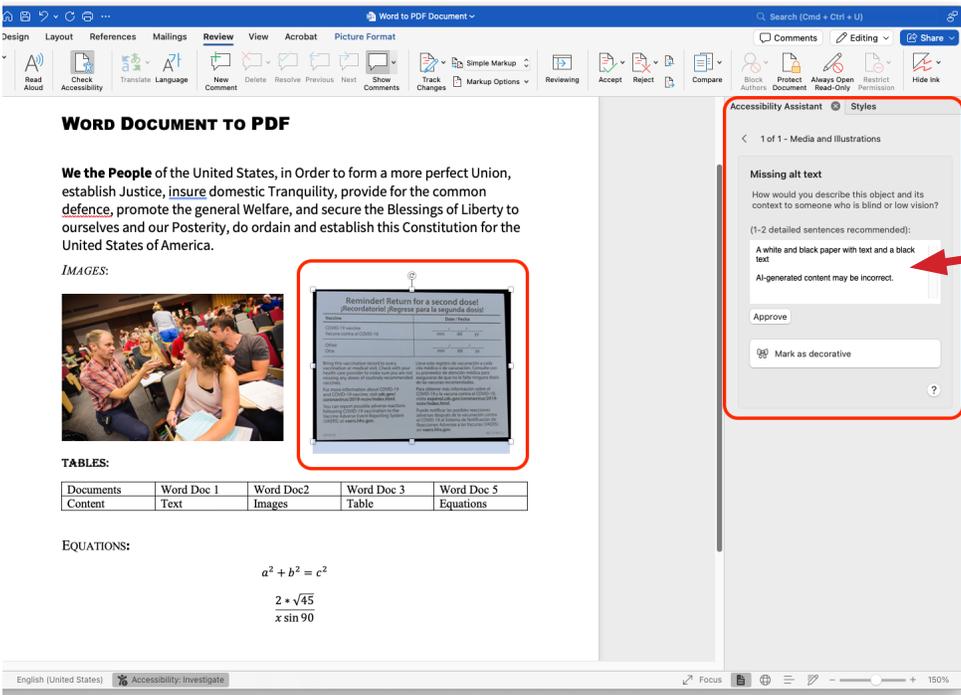
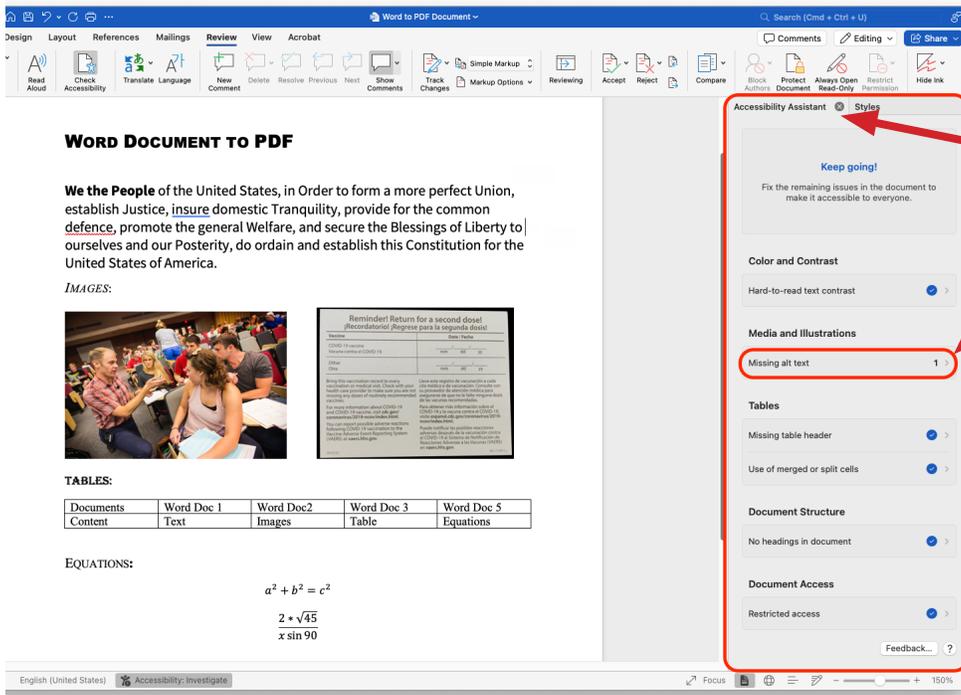
Click on Review in the Menu.

Click Check Accessibility.

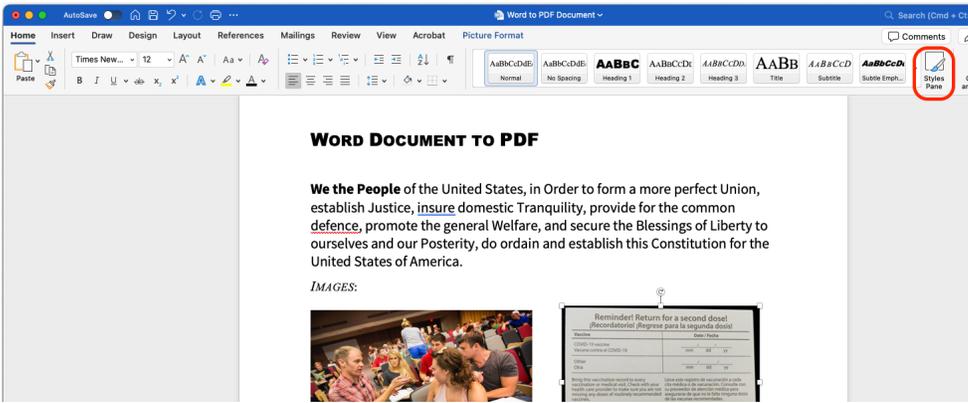
Accessibility Assistant

The Accessibility Assistant window will appear.

Click on any issue that needs to be addressed. (Note that checked blue circles are items that have passed the check.)

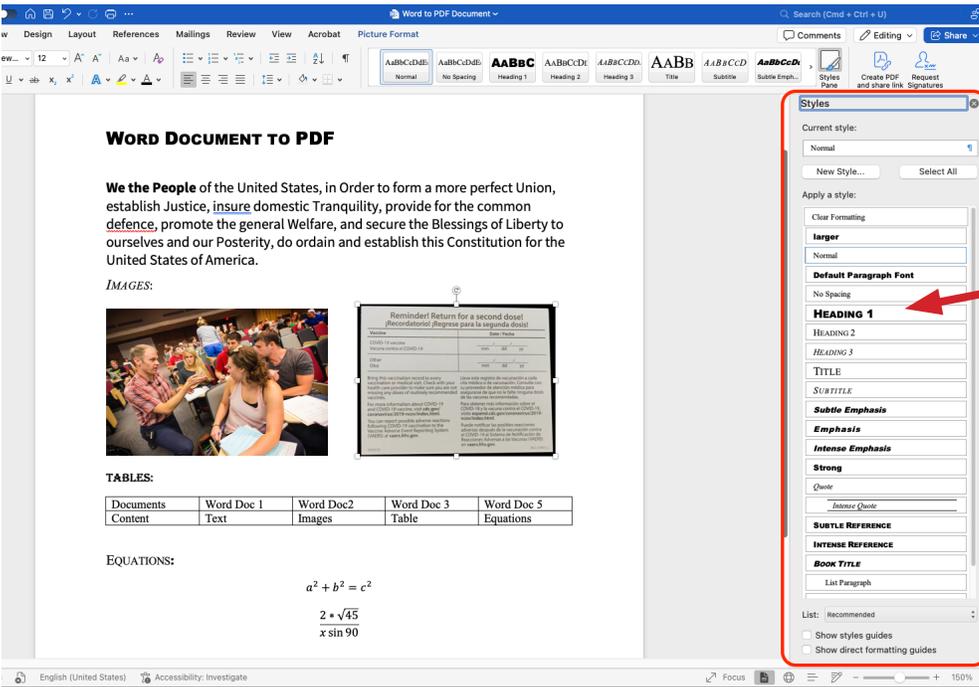


Missing alt text is the issue in this example. Alt text can be added or edited in this box.



Styles Pane

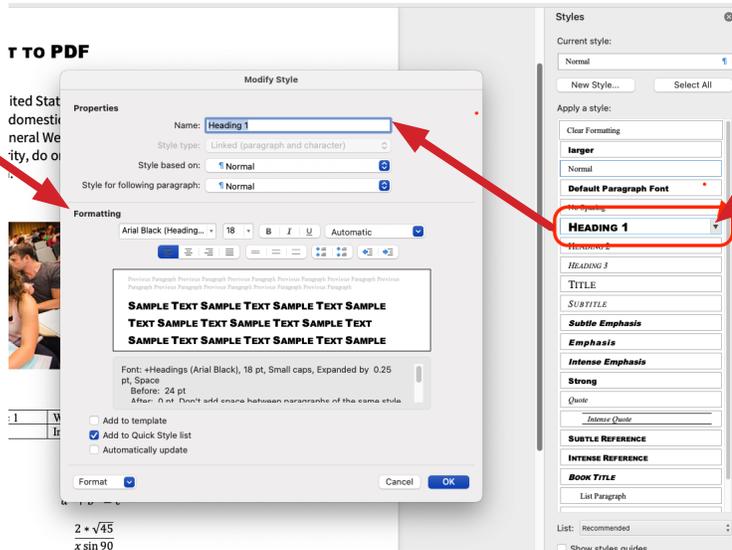
Click Styles Pane from the Home menu.



The Style Pane will appear.

You can click on the style you want for accessible headers and other text.

The Modify Style window will appear. You may edit any style here.



Click a style from the list.

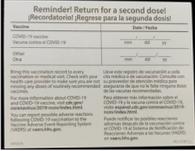
Click Read Aloud from the Review Menu.
This will read your text to see how a text
reader will work with your document.

The screenshot shows the Microsoft Word interface with the 'Read Aloud' feature highlighted in the Review menu. A red arrow points from the text above to the 'Read Aloud' icon. The main document content includes a title 'WORD DOCUMENT TO PDF', a paragraph about the US Constitution, an image of people in a classroom, a table with document content, and mathematical equations. The Accessibility Assistant pane on the right shows various accessibility checks and their status.

WORD DOCUMENT TO PDF

We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defence, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.

IMAGES:



TABLES:

Documents	Word Doc 1	Word Doc2	Word Doc 3	Word Doc 5
Content	Text	Images	Table	Equations

EQUATIONS:

$$a^2 + b^2 = c^2$$
$$2 + \sqrt{45}$$
$$x \sin 90$$

Accessibility Assistant

Keep going!
Fix the remaining issues in the document to make it accessible to everyone.

Color and Contrast

Hard-to-read text contrast

Media and Illustrations

Missing alt text 1

Tables

Missing table header

Use of merged or split cells

Document Structure

No headings in document

Document Access

Restricted access

Page 1 of 1 78 words English (United States) Accessibility: Investigate Focus 150%