**HOW TO USE THE WORD 2016 ACCESSIBILITY CHECKER**

You may think nothing of reviewing your Word 2016 document when your vision is good and you can ably use a mouse or keyboard. Not everyone is so blessed. To ensure that you do not unintentionally create a trap for someone who may not have your same abilities, you can run the Accessibility Checker.

1. **Save your document.**
2. **Click the File tab.**The Info screen appears.
3. **Click the Check for Issues button and choose Check Accessibility.**The Accessibility Checker pane, shown here, appears on the right side of the document window. It lists any parts of the document that need addressing with regard to accessibility.

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The Accessibility Checker pane.

1. **Click to select an individual item.**Word highlights the item in your document and displays the reasons why they need addressing.
2. **Scroll the Additional Information item in the Accessibility Checker pane to review the fix.**In the case of the Picture issue selected in the figure, the item lacks alternative text. The solution is to add a text description to the image.
3. **Continue to review the document; repeat Steps 4 and 5.**
4. **Close the Accessibility Checker pane when you are done.**Click the X (Close) button.