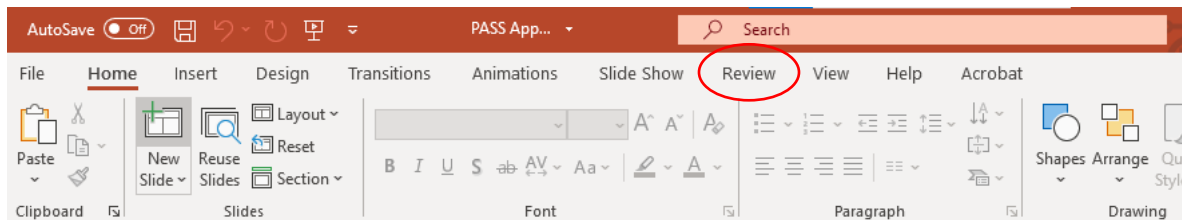
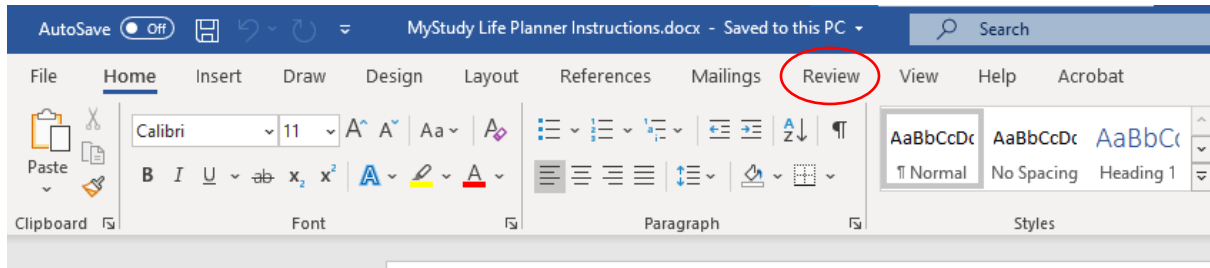
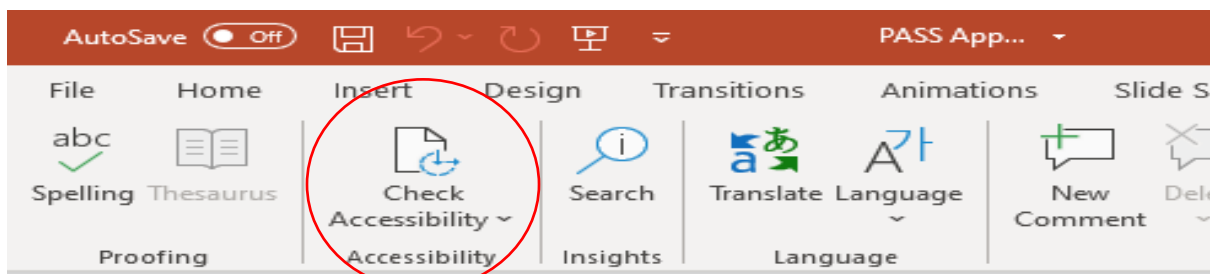
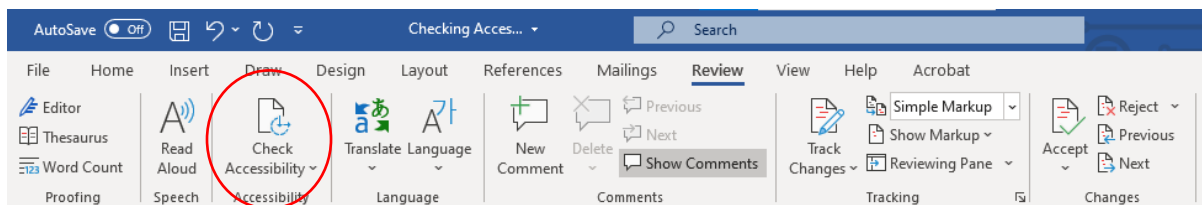


## How to Check Accessibility in MS Word and MS PowerPoint

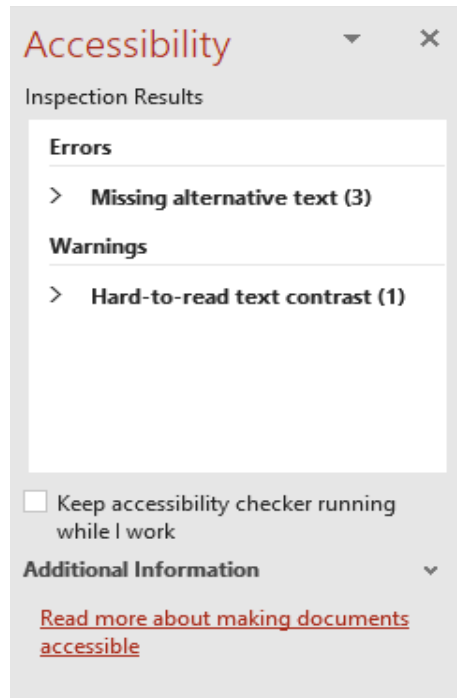
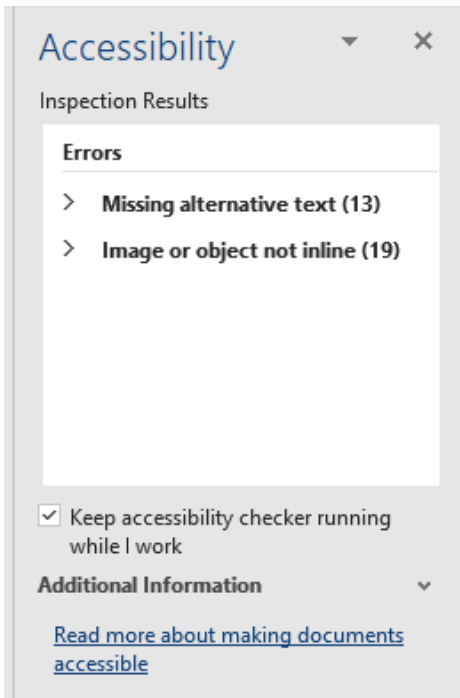
1. To begin, open the document/PowerPoint that you would like to check the accessibility of.
2. At the top of the page, you will click on the “Review” tab



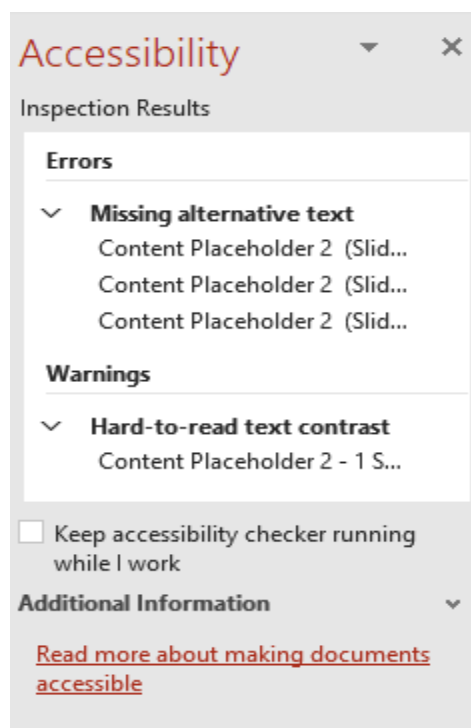
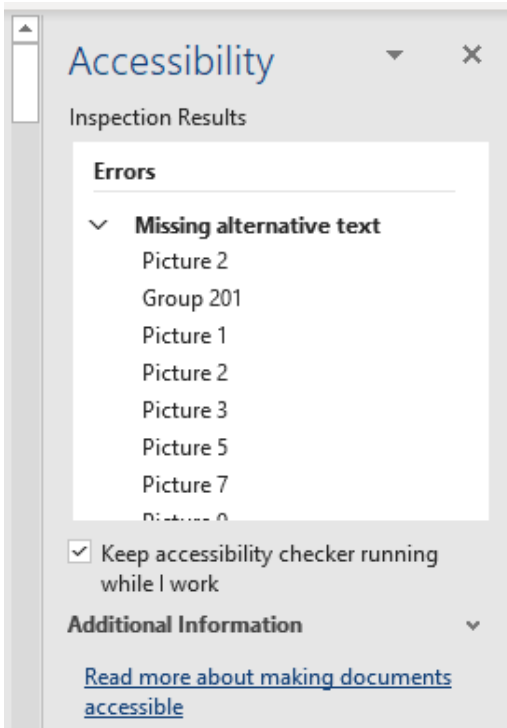
3. After clicking “Review” click on the “Check Accessibility” tab (3 from the left). If you click on the small arrow next to “Check Accessibility”, you will be given a little more information on the types of errors and what to do to fix them.



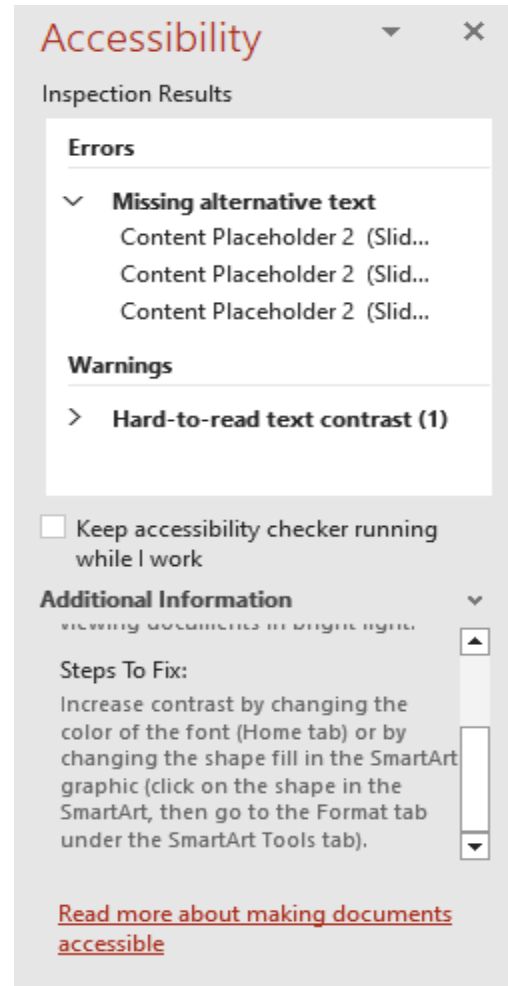
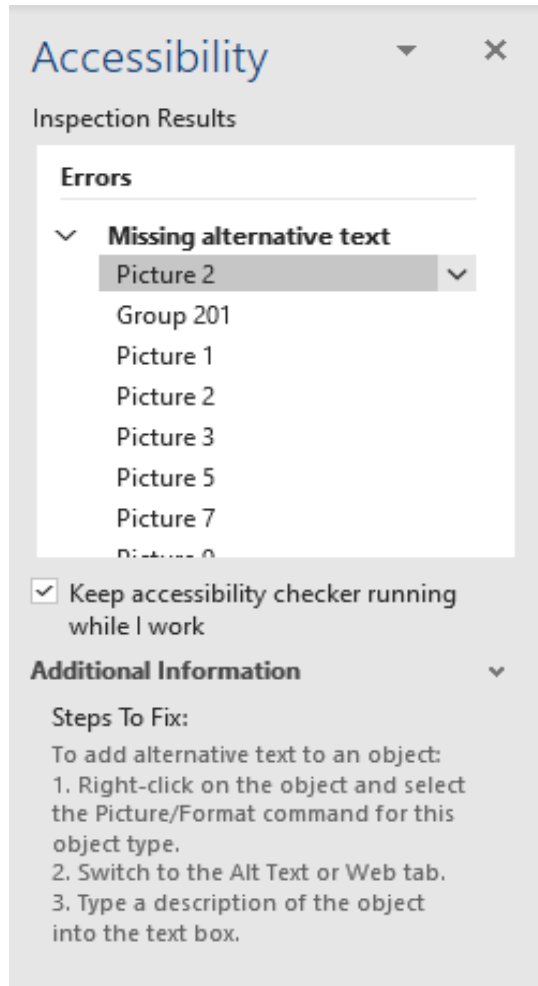
4. A sidebar will come up. It will state any accessibility errors (if there are any).



5. Clicking on the arrow directly to the left of the error (in this case "missing alternative text", etc) will tell you which specific parts of the document are causing the error.

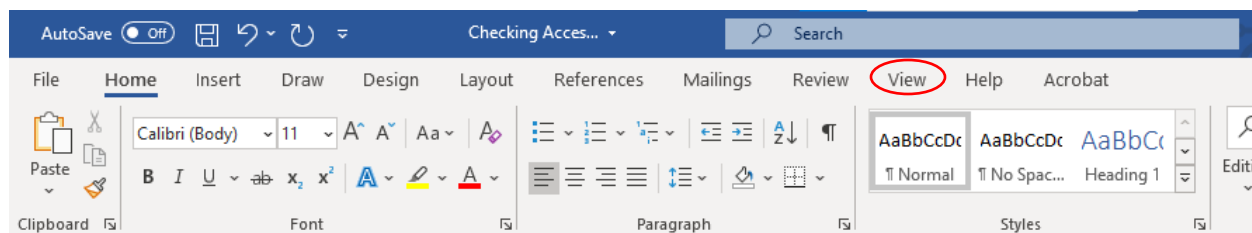


6. If you click on the subjects (in this case: “Picture 2”, “Group 201”, “Content Placeholder 2” etc.) and scroll down under “Additional Information”, you will get instructions on how you can fix the error.

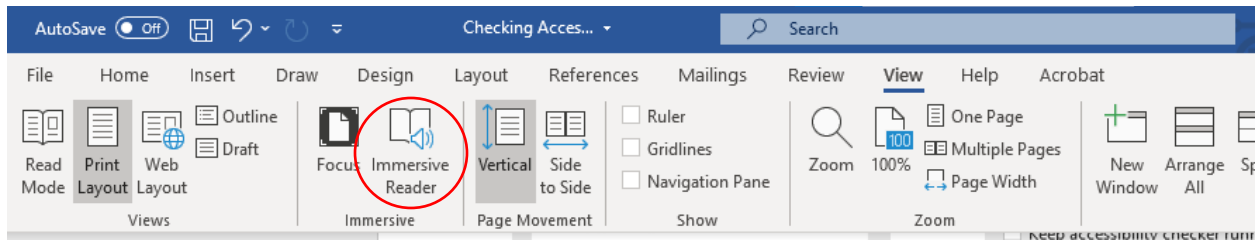


## How to Access Read Aloud

1. Go to “View” in the main toolbar.



2. Click on immersive reader.



3. Click "Read aloud". To exit, click on "Close Immersive Reader".

