

The Accessibility Assistant is a useful tool integrated into Microsoft Office to ensure documents are accessible to all. It will check your documents for potential issues and report them to you.

1. Click on the **Review** tab at the top of the page. Then, click on **Check Accessibility** (Figure 1).

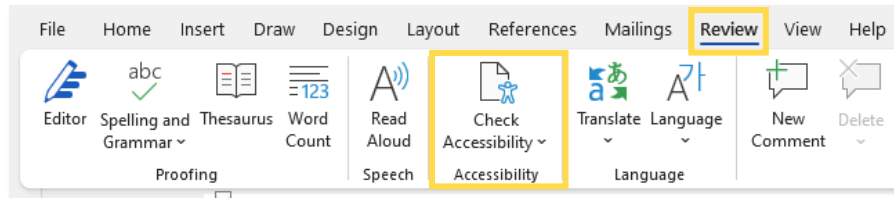


FIGURE 1

2. The **Accessibility Assistant panel** will open. Scroll through the list of issues. You can click on each issue for proposed fixes. Items with a blue check mark do not need any attention.
3. Remember to save your document and re-export it as a PDF if necessary once you have implemented the accessibility changes.

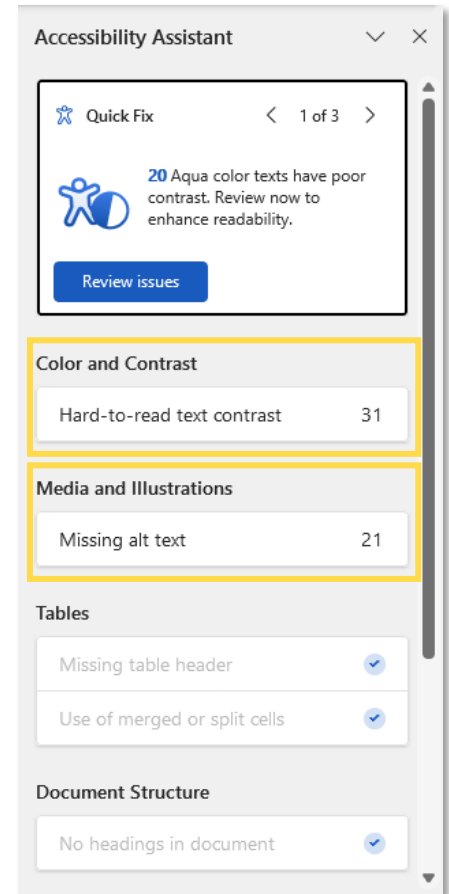


FIGURE 2