

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).



- 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.

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🕅 Quick Fix < 1 of 3	>	Î
20 Aqua color texts have p contrast. Review now to enhance readability.	oor	
Review issues		J
Color and Contrast		1
Hard-to-read text contrast	31	
Media and Illustrations		1
Missing alt text	21	
		- 1
Tables		L
Tables Missing table header	<	I
Tables Missing table header Use of merged or split cells	۰ ۲	l
Tables Missing table header Use of merged or split cells Document Structure	>	l
Tables Missing table header Use of merged or split cells Document Structure No headings in document	× ×	l

FIGURE 2