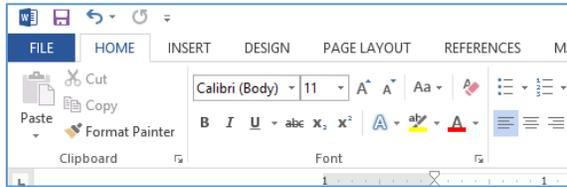


Word 2013 Accessibility Check

It is important that everything we publish online is accessible. There are a variety of guidelines to follow, but Word 2013 has a great built-in checker to find a majority of the problems for you. First, find what the issues are. Once the checker finds errors, it is your responsibility to make the required revisions. Here are some steps to run the built-in checker.

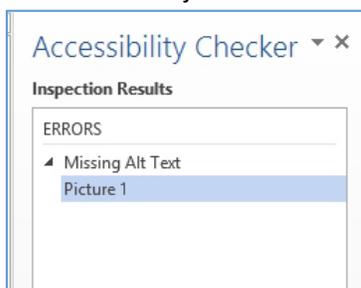
- Click on the File tab.



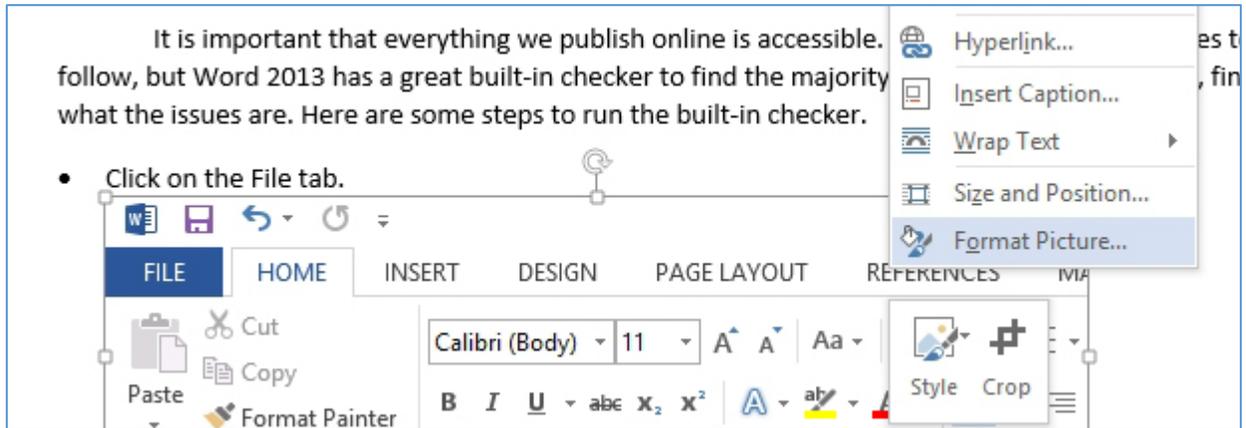
- In the middle of the screen, click the button that says 'Check for Issues.' From the menu that pops up, click 'Check Accessibility.'



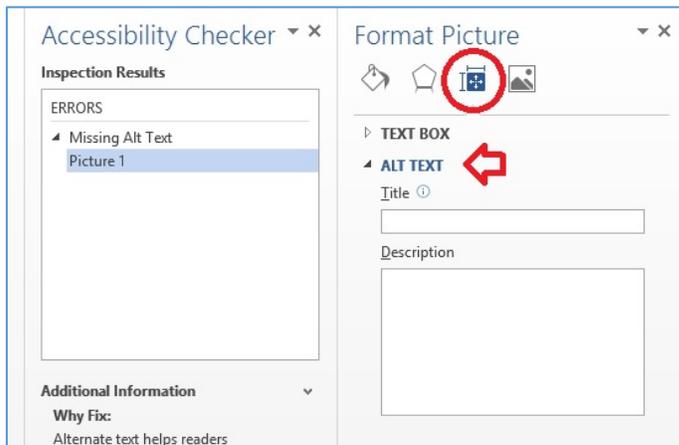
- The accessibility checker should open on the right side of your screen. You will get two major categories from this checker including errors and warnings. Errors need to be fixed. Warnings tend to be more subjective to the content on the page, but they should also be corrected.



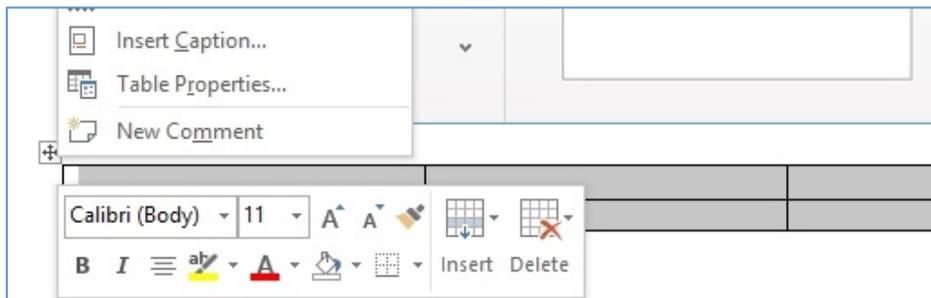
- To locate where the error is, click on that item from the accessibility checker, and the program should take you to the part of that document where the error is located. Most of the errors relate to missing alt text for images and tables. To add alt text to images, right-click the image and choose 'Format picture.'



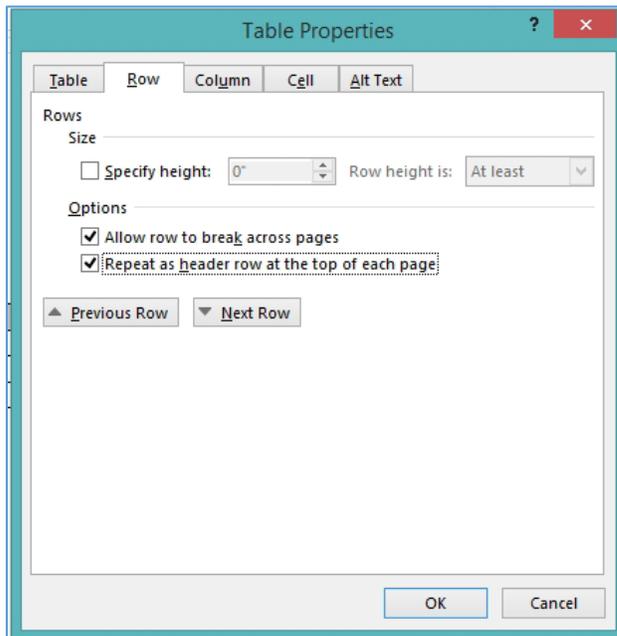
- To the right of the 'Accessibility Checker' tool, you will see a format tool. Click on the 'Layout & Properties' tool as seen circled in red below. Then, click on 'ALT TEXT' to expand that option. Type in a brief description of the picture. You will notice the error disappear from the accessibility checker tool automatically.



- Lack of table titles is another potential area for error. You're responsible for providing a title and define header rows for your table. Right-click the top left of a table where you have a tiny square with a plus sign in it, and choose table properties.



- Place the cursor in a cell on the row that you choose as the header row. Then, right-click the table and choose table properties. Click on the 'Row' tab. Check 'Repeat as header row at the top of each page', and click 'OK.'



- Other errors and warnings may appear. If you have any questions on how to correct anything, please feel free to contact PublicRelations@cctech.edu. We will also run accessibility checks on your document in PR. If we find additional accessibility problems, we will return the document to you for

revisions.

✓ No accessibility issues found.
People with disabilities should not have difficulty reading this document.