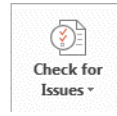


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# CHECKING DOCUMENTS FOR ACCESSIBILITY

## HOW TO USE THE ACCESSIBILITY CHECKER IN MICROSOFT WORD

1. To check a document for problems related to accessibility issues open a document and click on the "File" button.



2. From the "Info" Menu, click on the Check for Issues, button and select "Check Accessibility".


3. A side bar will show up with different errors your document might have and how to fix them.

## HOW TO USE THE ACCESSIBILITY CHECKER IN ADOBE ACROBAT

4. With a PDF document open, select the "View" menu and chose "Tools", then choose "Accessibility".

5. This will bring up a new menu with accessibility options. To run a report click on "Full Check".

6. If you would like a saved copy of the accessibility report, be sure "create accessibility report" is checked. If not, you can leave it unchecked. Click "Start Checking" when you are ready.

7. The Accessibility report will point out issues and give you suggestions on how to address them. Right click on the issues with an "X"  on them to see how to solve your issues.

### QUESTIONS?

Having trouble following the instructions in this PDF?  
Contact the IT Help Desk at <http://oit.nku.edu/help.html> or by phone at (859) 572-6911.