# Accessibility Checker in Microsoft Word

Overview

After completing a Microsoft Word document an accessibility check can be run to detect major accessibility issues within the document. The checker breaks things down into errors, warnings, and tips. Microsoft provides a [breakdown](#) of the items that fall within each of these categories.

- Errors - If content in the file makes it very difficult or impossible for someone with a disability to use, the Accessibility Checker classifies it as an error.
- Warnings - If the content in most (but not necessarily all) cases is difficult for people with disabilities to understand, the Accessibility Checker gives a warning.
- Tips - When there is content that people with disabilities can understand but that could be better organized or could be presented in a way that can improve their experience, you see a tip.
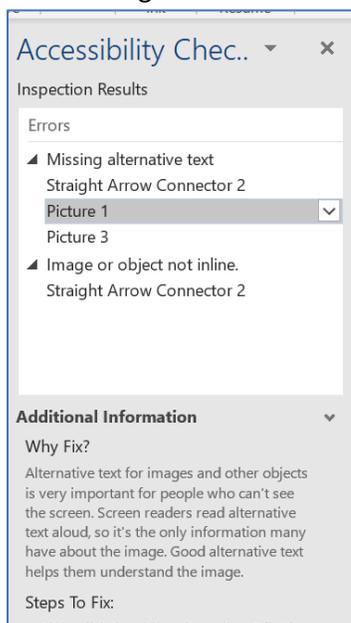
Like all automated accessibility checkers, there are limitations to what can be checked, including the use of color as the only way to convey meaning.

Run the Accessibility Checker

1. Navigate to the **Review** ribbon and select **Check Accessibility.**
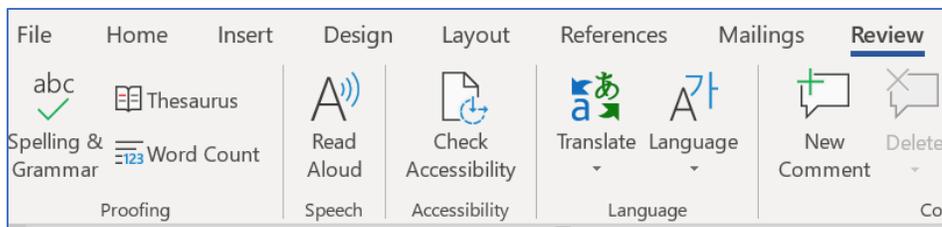
2. A menu will appear on the side of the document listing all detectable accessibility errors, tips, and warnings.

3. Select an error to fix. Word will automatically navigate to that item in the document, provide information on why to fix the error as well as steps to take to fix it.
4. Fix all errors, save, and then rerun the Accessibility Checker.