

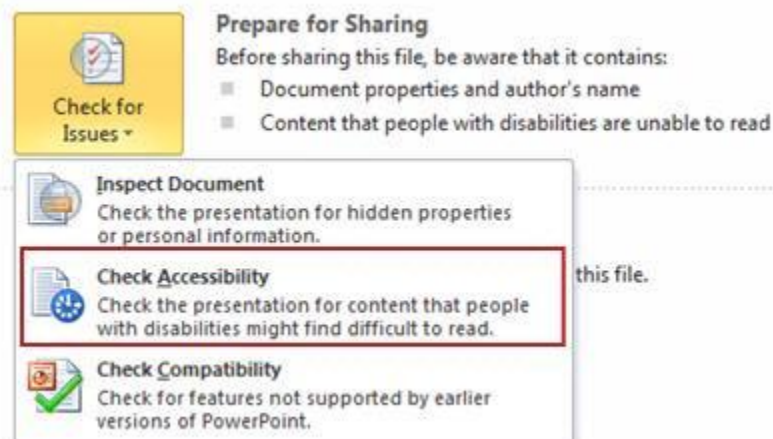
## MS Office 2010 Accessibility Checker

Please follow these directions to make your files accessible to those with disabilities before you do your final save in Microsoft Office 2010. This is just a reminder that making files accessible is not only a good thing to do, we are required to do so by law.

1. Click the **File** tab.
2. Click **Info**.
3. Under **Prepare for Sharing**, an alert will appear if the Accessibility Checker has found any problems.



4. If there is an alert, click the **Check for Issues** button, then click **Check Accessibility**.



5. You are returned to your file where the **Accessibility Checker** task pane is open, showing the inspection results.
6. Click on a specific issue to see **Additional Information** and steps you can take to fix or revise the content.

Note: If the content in the additional information pane in the bottom of the Accessibility Checker is hard to scroll because you can't use the mouse, press F6 to focus on the task pane, tab until the focus is in that area, and then try to scroll with the keyboard.

