

Automated Accessibility Checkers

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Software	Tools	How to Check
Microsoft Office 365 for Windows (Word, PowerPoint, Excel)	A built-in accessibility checker (Note: The accessibility checker only checks .docx, .pptx, and .xlsx files)	<ol style="list-style-type: none">1. Go to the File tab.2. Select Info from the sidebar menu.3. Click on the Check for Issues button.4. Select Check Accessibility from the drop-down list. <p>The Accessibility Checker panel will open to the right of the document. The accessibility checker provides you with a list of errors, warnings and tips. When you click on an error or warning, instructions on how to fix it appear below in "Additional Information."</p>
Microsoft Office 365 for Mac (Word, PowerPoint, Excel)	A built-in accessibility checker (Note: The accessibility checker only checks .docx, .pptx, and .xlsx files)	<ol style="list-style-type: none">1. Click Tools in the menu bar.2. Choose Check Accessibility. <p>The Accessibility Checker panel will open to the right of the document. The accessibility checker provides you with a list of errors, warnings and tips. When you click on an error or warning, instructions on how to fix it appear below in "Additional Information."</p>
PDF (Adobe Acrobat Pro DC)	A built-in accessibility checker	<ol style="list-style-type: none">1. Click the Tools tab to open full list of tools.2. Under Protect & Standardize, click the Accessibility icon.3. Select Full Check & the Accessibility Checker Options will open.<ul style="list-style-type: none">◦ On the Report Options section, check the box for Create Accessibility Report.◦ On the Checking Options section, select Document under Category field, and check all items.4. Click on the Start Checking button and the Accessibility Report will display.
D2L & Web Pages	A browser-based checker: WebAIM WAVE accessibility add-on to Chrome and Firefox browsers	<ol style="list-style-type: none">1. Download and install the WAVE toolbar (http://wave.webaim.org/extension (http://wave.webaim.org/extension/)).2. Open the D2L page in its own window by clicking on the Open in a new window icon.3. Right-click on the page in the new window, and select WAVE this page, to see what accessibility errors you have on the page.4. Error icons in green, red, yellow and blue will appear on the page. If you hover over an error icon, more information on the error will appear.5. Return to the original D2L page, and open the D2L HTML

