



Run an Accessibility Check

In the Accessibility tool, you will find the Accessibility Check. With the Accessibility Check you can ensure you did not miss any key accessibility aspects. It will not catch every accessibility issue in the document. This is why we encourage you to learn and apply all the accessibility concepts after running the check. We recommended you run it on all your documents. To run the Accessibility Check:

1. Select the **Accessibility** tool. It is in the right pane.
1. Click on the **Accessibility Check** button.
2. The **Accessibility Checker Options** window appears. Do not change any settings.

Accessibility Checker Options

Report Options

Create accessibility report

Folder: C:\Users\cgonzales06\OneDrive - Texas Health and Hu...\Documents Choose...

Attach report to document

Page Range

All pages in document Pages from 1 to 1

Checking Options (31 of 32 in all categories)

Category: Document

Accessibility permission flag is set

Document is not image-only PDF

Document is tagged PDF

Document structure provides a logical reading order

Text language is specified

Document title is showing in title bar

Bookmarks are present in large documents

Document has appropriate color contrast

Select All Clear All

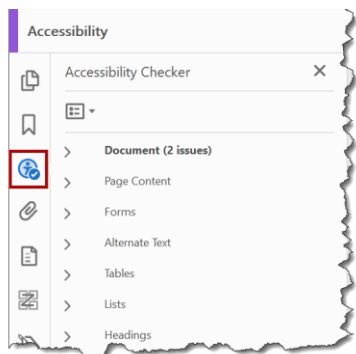
Show this dialog when the Checker starts

Help Start Checking Cancel

3. Click on the **Start Checking** button.

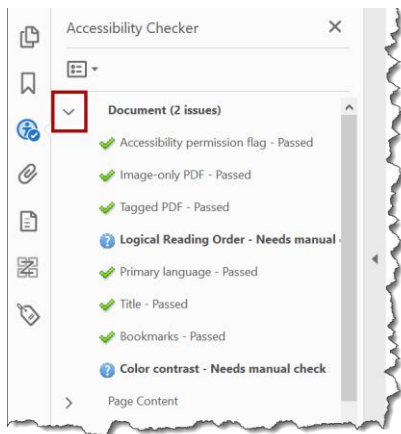
Note: Depending on how large your document is, the check may take a couple of minutes.

- Results will appear in the Navigation pane on the left. If you have followed the source document Accessibility Process, you should only have two issues.



Note: Two issues will always appear in the Document checker results section, Logical Reading Order and Color Contrast. Both must be checked manually. If you didn't add color to your word document that's based on an HHS Template color contrast meets guidelines.

- Use the expander button to the left of an identified issue to review details about the issue. You may need to expand more than once to see the issue details.



- Once you get down to the root list of issues, you can right-click on each for guidance on how to fix it.
- When you've fixed each issue, run the **Accessibility Check** again. You should complete the document with the standard two issues identified in Step 5.

8. After all other guidelines have been followed for PDF Accessibility, run the **Accessibility Check** one last time.