LECTURER:  
I'm Andrew Downie. In this video, we are going to look at the Microsoft Office Accessibility Checker. The checker should be used as an adjunct to using the information that has been presented in the previous videos. The accessibility checker is available in Microsoft Word, PowerPoint, Excel and Outlook. It is helpful but not infallible as I will show you shortly. It is available from the Review tab of the ribbon and also from Information under the file menu. If you're using an older version of Word, you may only find that under the file menu and not from the Review tab of the ribbon.

Let's have a look at a document which includes some errors. It starts off well enough with a level one heading and the next paragraph is OK, but there are some errors. Let's bring up the checker. So, from the Review tab of the ribbon, that's Alt-R if you use the keyboard, and we go across to accessibility, we have the option of keeping the accessibility checker running while we work. So, if you're not sure, you can actually check whether something you're doing is correct or not as you go.

So, we have some errors, I'm going to use the keyboard but you can use the mouse. I'm told that we're missing alternative text on an image, I select that with the spacebar, it tells me that picture 3 has no text description, why it numbers it picture 3, I'm not sure, but never mind. I press Alt-down arrow to bring up options, it invites me to provide alternative text, so I press enter and that brings up an edit field, which allows me to put in the alternative text.

Now, because the paragraph preceding the image was talking about protecting one's hearing, I'm going to stress the fact that I was wearing earmuffs. The operator is standing at the drop saw, note that he's wearing earmuffs and apologies for the typo. Now, we have some warnings, it's telling me that there is a potential problem with the reading order. I've selected the table that it's grumbling about. What it is concerned about is that quite a lot of people use tables for laying out information, this table in fact is completely correct, so I'm not going to do anything about that.

Let's escape out of that. Now, we have a level one heading telling me that there is some hard to read text, I select that and it's showing me the paragraph that has the poor contrast, why it sets this as a warning and not an error, I'm not quite sure, possibly, they are not confident enough that it is failing the contrast specification.

I'll press Alt+down arrow, so it allows me to modify the style. When I enter on that, it brings up the style and I could go through a modifier there. I'm not going to do that because it's much easier to do it in the document.

So, I'll escape out of that. So, there's my paragraph, which has its own style, so all I have to do is to press Ctrl-Shift-N and turn it into a normal style which gives me a font that works well. In this document, I have jumped from a level one to a level three heading and the checker doesn't report that as an error which is unfortunate. As I said before then, it is useful but not infallible.

In the next video, we are going to deal with converting properly structured Word documents into PDF files. I'm Andrew Downie. Thanks for watching.