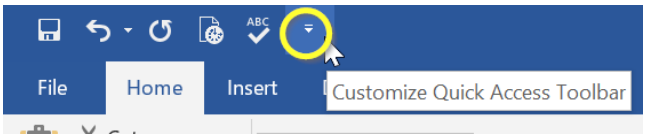
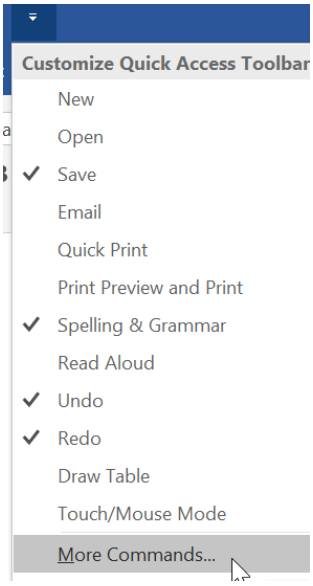
How to Add the Accessibility Checker Icon to your Word, PowerPoint and Excel Quick Access Toolbar

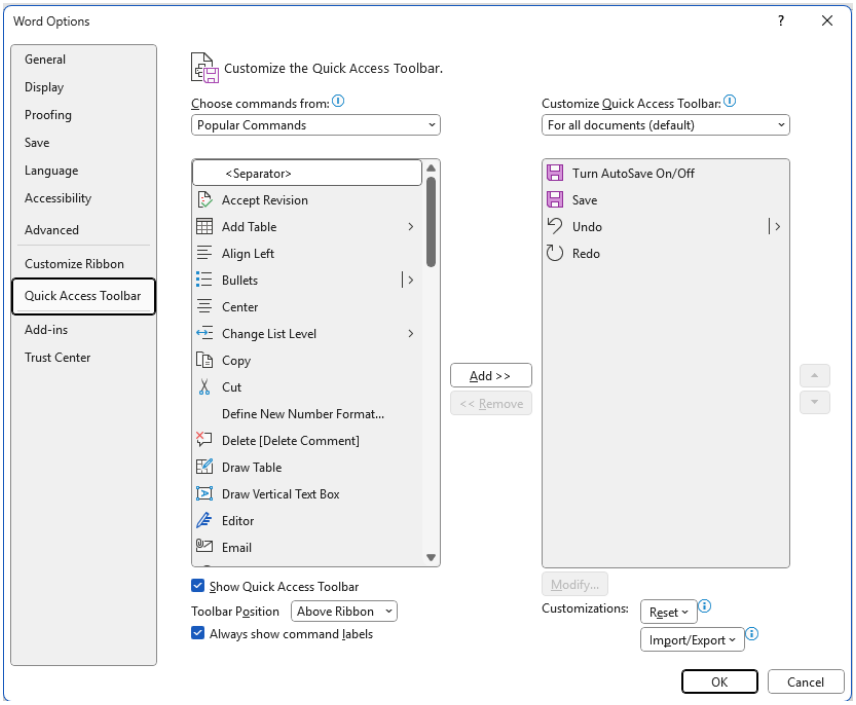
1. Select the drop-down menu on the top left Quick Access Toolbar.



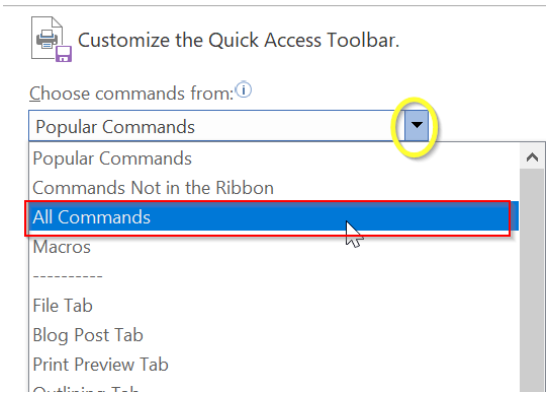
2. Select “More Commands.”



3. The “Word/Powerpoint/Excel Options” menu will open and the Quick Access Toolbar commands display by default.



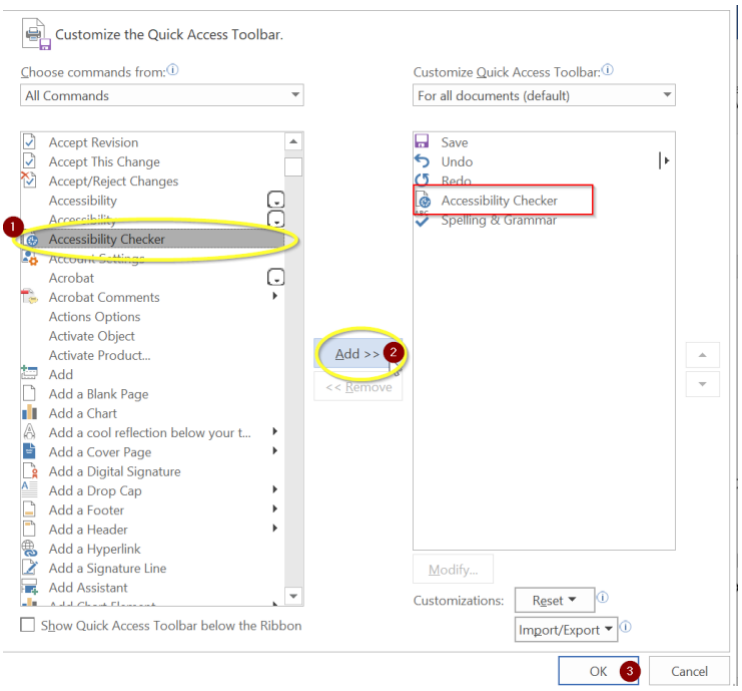
4. From the “Choose command from:” drop-down menu, select “All Commands.”



5. Scroll down and select “Accessibility Checker.”

   Select the “Add>>” button between the boxes, which will add the “Accessibility Checker” icon to the “Customize Quick Access Toolbar” box on the right.

6. Select “OK.”



7. The Accessibility Checker Icon will now show on your quick access toolbar.

Helpful Note: Sometimes when you run the accessibility checker you will get an error stating that the checker cannot be ran. If that happens, resave a second copy of the document. Example if the title of the document was xx click **save as** and resave as xx2. Open up that second document (xx2) and click the accessibility checker icon. The accessibility checker should now work.