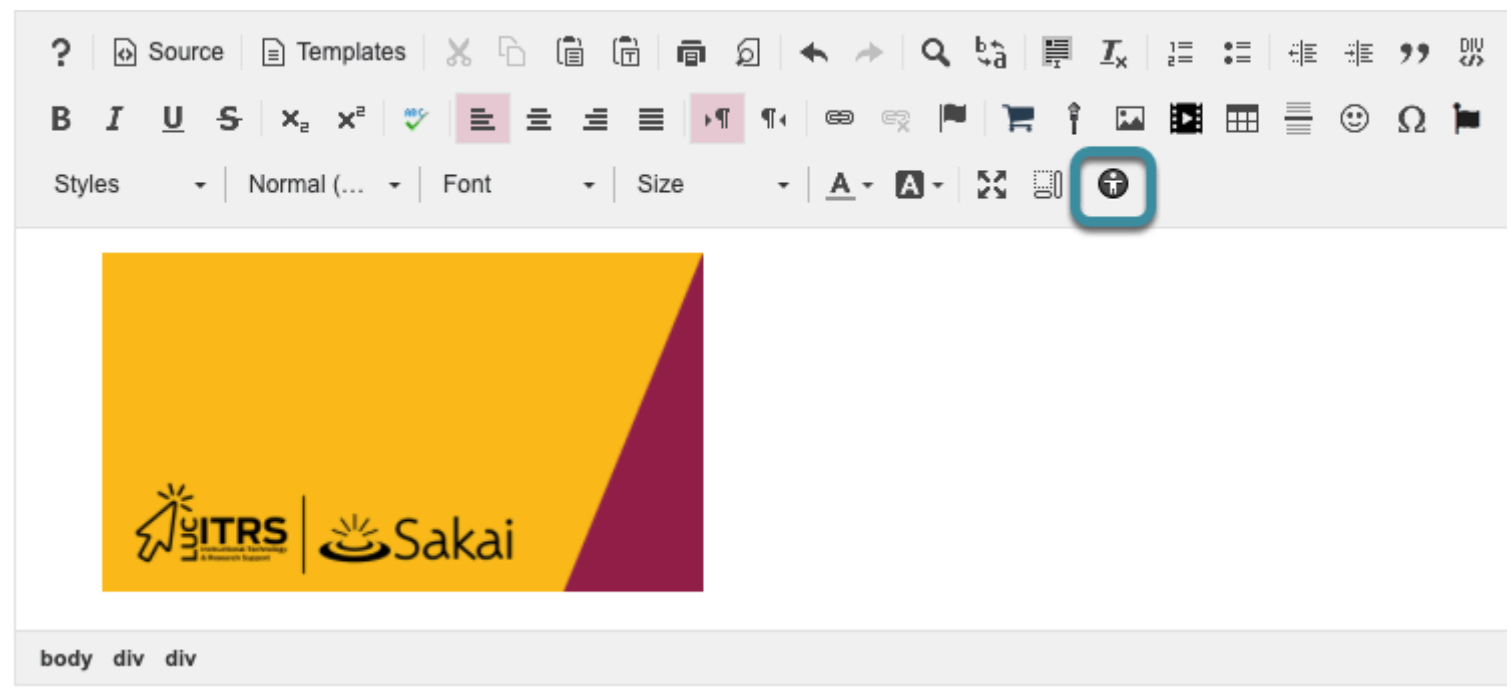


# Checking content accessibility

You can use the *Accessibility Checker* to inspect the accessibility level of content created in the *Rich Text Editor* and immediately solve any issues that are found.

## Select the Accessibility Checker button.



The **Accessibility Checker** button looks like a human inside a dark gray circle.



The *Accessibility Checker* presents issues with each item in the editor one at a time. For many issues, the *Accessibility Checker* provides a *Quick fix* option. If a *Quick fix* is not available, the checker will describe what needs to be done to fix the issue.

## Use Quick fix options to correct issues.

The accessibility checker has multiple **Quick fix** options to correct accessibility issues. Some of the most commonly used options are as follow:

## Quick fix option for images.

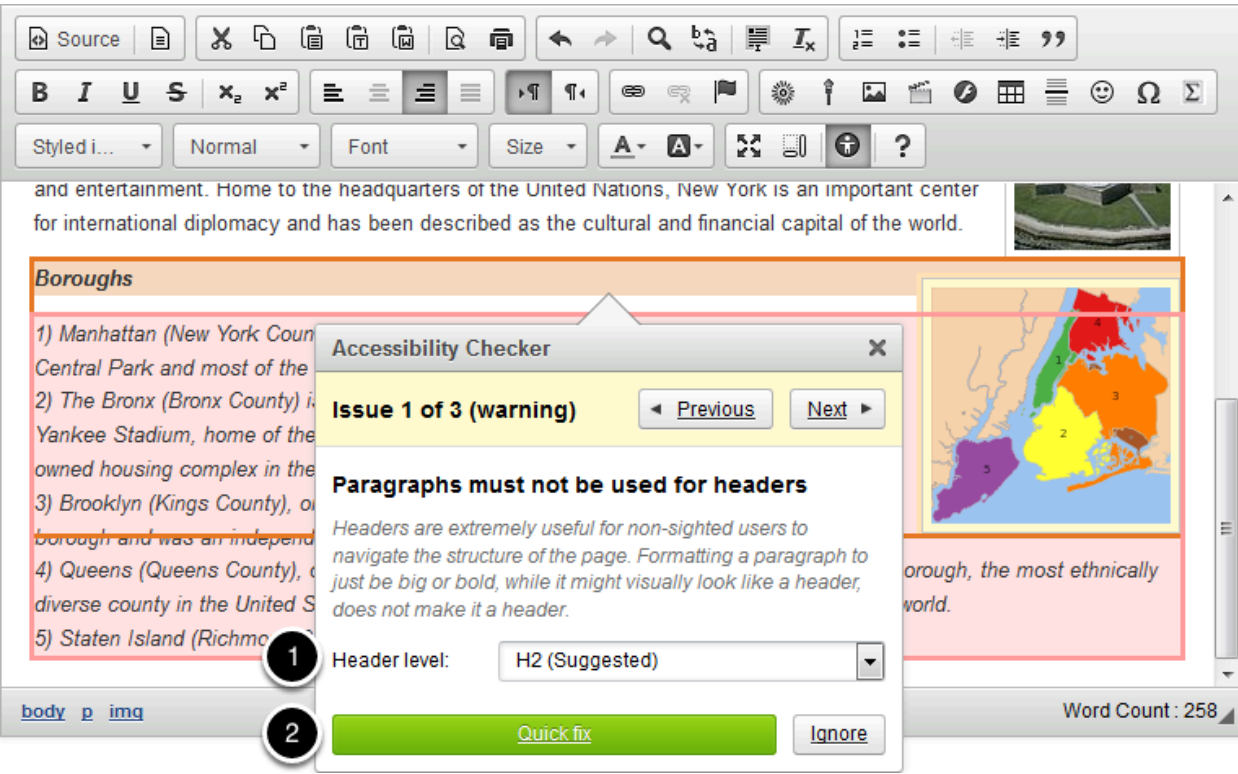
The screenshot shows a web editor interface with a rich text toolbar at the top. The main content area displays the heading "New York City" followed by a paragraph of text. Below the text is a section titled "Boroughs" with a list item "1) Manhattan (New York County)". An "Accessibility Checker" dialog box is open, showing "Issue 1 of 4 (error)" and the message "Images must provide alternative text". The dialog box includes a text input field for "Alternative text" and buttons for "Quick fix" and "Ignore". A red box highlights the "Quick fix" button. A red box also highlights the "Alternative text" text box. A red box highlights the "Alternative text" text box. A red box highlights the "Alternative text" text box.

1. If you have an image that lacks Alternative Text, enter a short, meaningful description for the image in the text box provided.
2. Select the **Quick fix** button.

### Notes:

- If the image requires a longer description, include that description in the body of the document. If the text you would normally use as alternative text would be redundant to your description, leave the **Alternative text** box blank instead.
- If the image is purely decorative or used for visual formatting (e.g., a decorative horizontal bar that has no meaning, but separates text on the page), the alternative text description should be left blank to hide it from users of assistive technology.
- For more information about creating meaningful text alternatives for images, see [How can I make images more accessible?](#)

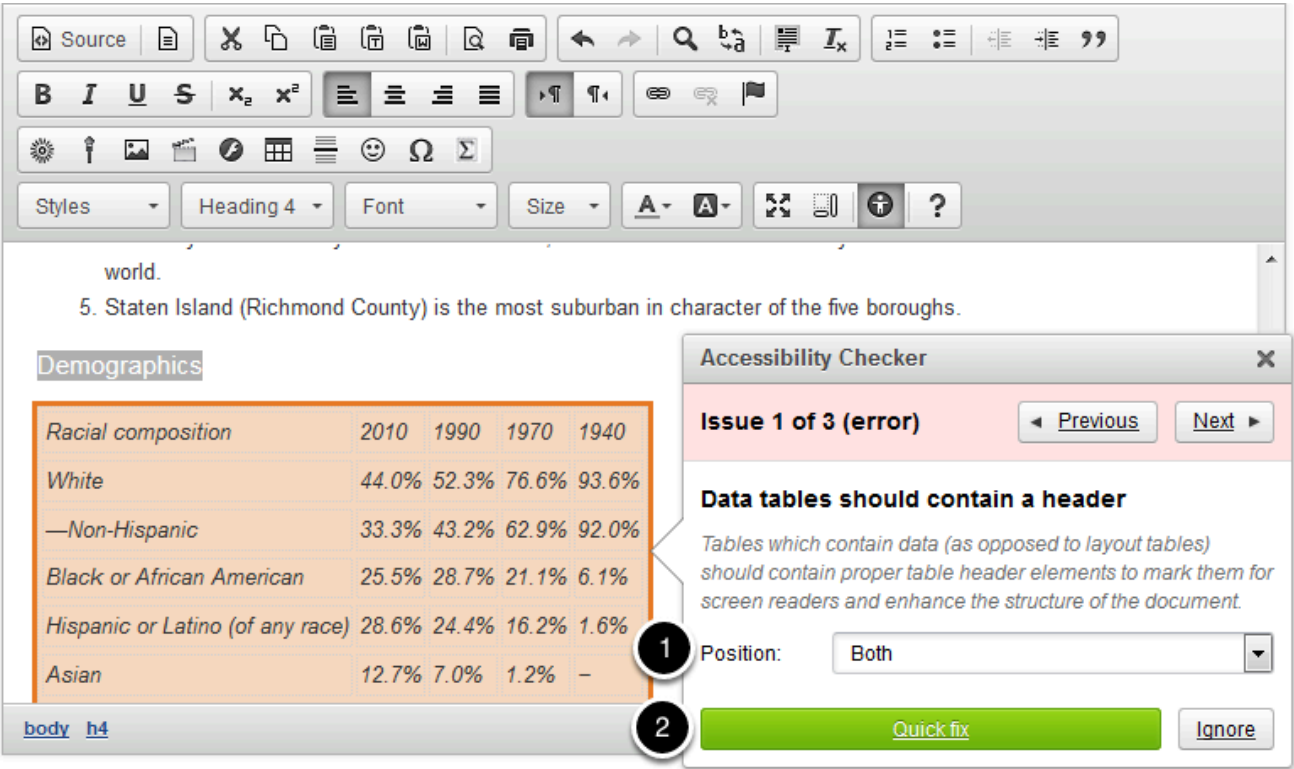
Quick Fix option for paragraph formatting.



Structuring your document with paragraph headings helps users of assistive technology navigate the page and "skim" content to get to what they need.

- 1. Select a **Header level** from the dropdown menu (the accessibility checker will automatically suggest a header level for you).
- 2. Select **Quick fix**.

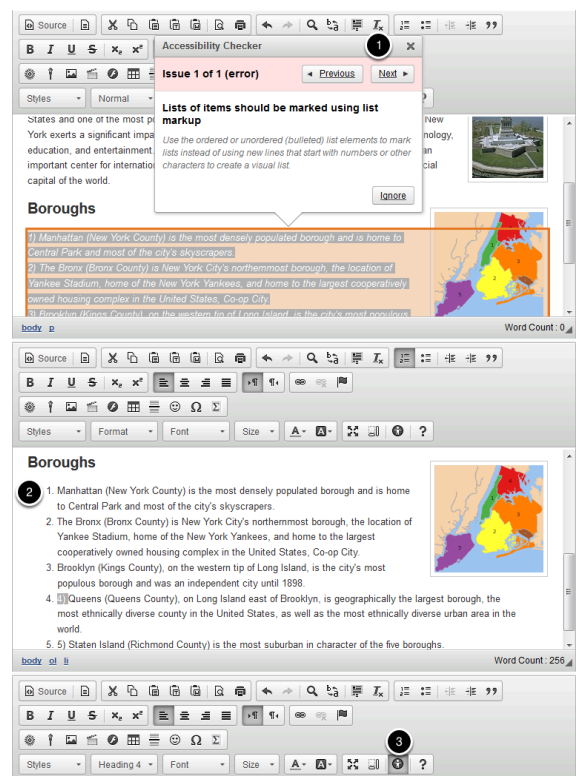
Quick Fix option for tables.



Users of screen readers cannot read tables the same way sighted users do. Sighted users can tell at a glance what column and row a given cell is associated with, but a screen reader user needs a table to include appropriate headers and captions so that they can match up content in columns and rows.

1. From the **Position** dropdown menu, select where the headers belong in the table. Choosing **Horizontally** makes the text in the first row into headers (i.e., the text in each column of the first row becomes the title of that column). Choosing **Vertically** makes the text in the first column into headers (i.e., the text in each row of the first column will be the title of that row). Choosing **Both** puts headers in both the first row and the first column.
2. Select **Quick fix**.

## Manually fix issues.



Sometimes the accessibility checker cannot provide a **Quick fix** because the suggested fix requires editing your text. For example, if you have a list of items that has been created by typing "1), 2), 3)" rather than using the Numbered List button, the accessibility checker will warn you that you need to select the text and make it into a real numbered list, so that users of assistive technology can navigate it more easily.

1. If you need to make manual changes, select the **X** icon (**Close**) in the top-right corner of the accessibility checker.
2. Edit your document's content accordingly.
3. Select the **Accessibility Checker** button again to continue checking.