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## 5 Using the Accessibility Checker

For software from 2010 and later, Microsoft Office has a built-in **Accessibility Checker** that can analyze your files and measure how well they adhere to accessibility best practices. After reviewing your material, Accessibility Checker compiles a report of any errors as well as a list of tips for resolving the problems.

To launch the Accessibility Checker, go to **File**, click the **Check for Issues** button, and select **Check Accessibility** from the dropdown menu.