Using Alt Text to make Images Accessible
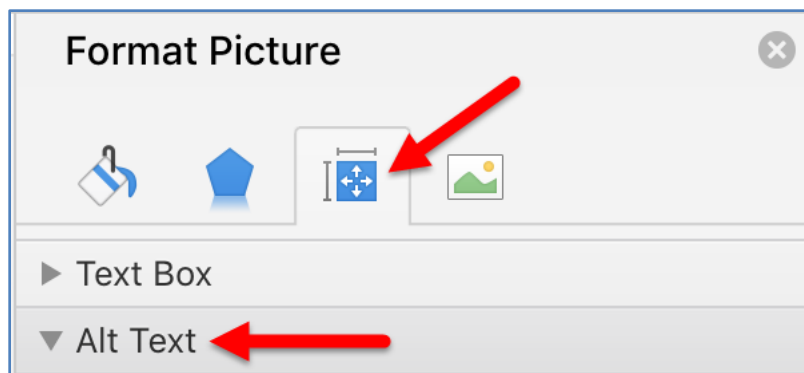
[Microsoft Word 2016](#)   [Microsoft Word 2011](#)

In order to be accessible to all students, all images and tables must contain descriptions in the form of alt text. This allows a screen-reader program to describe an image or table to the person accessing the content.

Microsoft Word 2016

1. Right click an image and select **"Format Picture..."**
2. In the **Format Picture** pane that appears, select **"Layout and Properties"** icon.
3. Select **"Alt Text."**

4. Type your alt text in to the **"Description"** field.
   Note: Do not type your alt text in the **"Title"** field. Leave that blank.
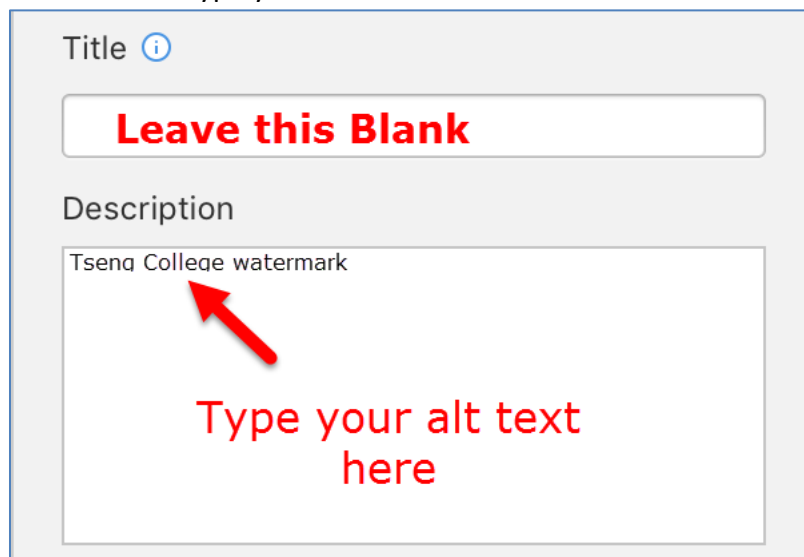
5.
6. Click the **X** icon to close the Format Picture pane and finish. All changes are saved automatically.

Microsoft Word 2011

1. Right click an image and select **"Format Picture…"**
2. In the **Format Picture** pane that appears, select the icon that says (bottom) **"Alt Text"** (1)**.**
3. Type your alt text in to the **"Description"** field.
   Note: Do not type your alt text in the **"Title"** field. Leave that blank.
4. Click "**OK**" when finished.