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.