

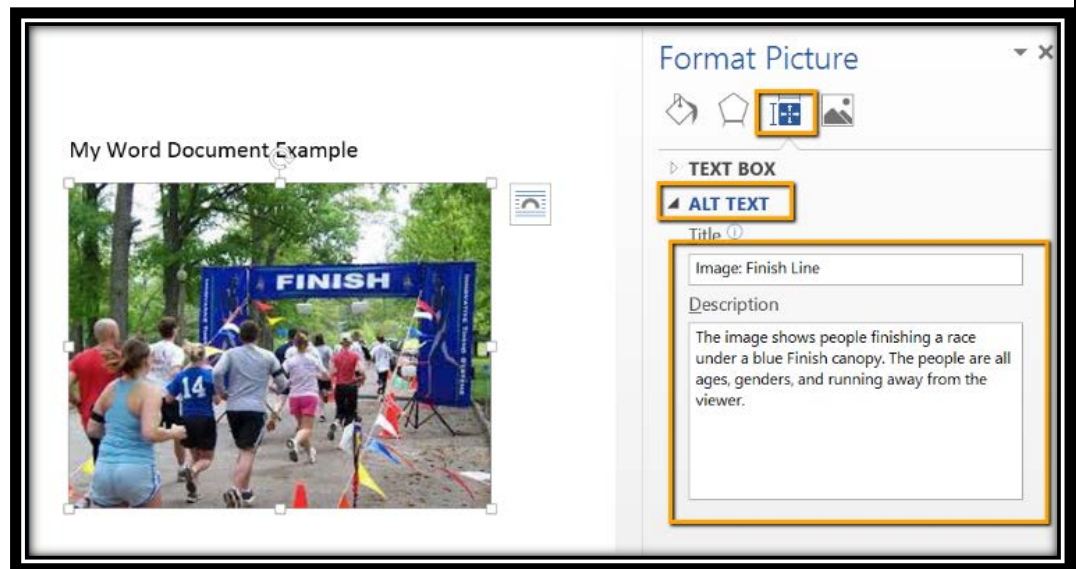
## HOW 2

# Add Alt Text to Images – Microsoft Word

- To improve the accessibility of images, alternate text should be included with all images.
- It is recommended that alt text be added to images in Word before converting them to PDF files.
- The process for adding alt text is similar in all Microsoft products that allow for the inserting of images.

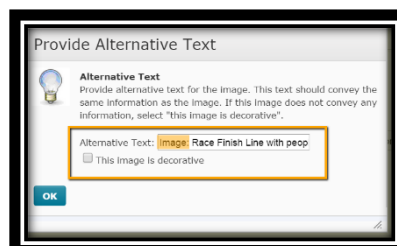
### Instructions

- 1) To alternate text to an image in Word, first insert the image into your document.
- 2) Right click on the image, and select **Format Picture** at the bottom of the menu.
- 3) Select the **Layout & Properties** Icon as shown. (Third from the left.)
- 4) Expand the **Alt Text** dialogue to show Title and Description.
- 5) In the **Title** include the word **Image:** and then the title of the image.
- 6) In the **Description** be as complete as possible in describing the image.
- 7) When you are finished, you can select another image with this pane open and complete this other images, or close the pane. The changes will save along with the document when you finish.



This process is similar in all Microsoft Office products.

*To add alternate text to an image imported into D2L Brightspace, you simply need to fill in the text box once the image has been uploaded. Please **DO NOT** select “This image is decorative.” If the image is only decorative, consider how much it enhances the document.*



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August 7, 2015