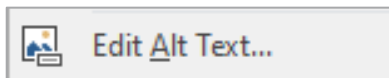


How to Add Alt Text to Your Documents For PCs

Alt text (alternative text) is used for individuals who are visually impaired and use a screen reader. They rely on the author to provide alt text to describe the content of an image. The alt text used should describe important aspects of the image, but be a brief description. When a screen reader encounters an image, the alt text will be read out to the user, helping them understand the context.

Adding Alt Text to an Image in Word

1. Insert the picture you want to use into the document.
2. Right-click the picture, and then, in the menu that pops up, click Edit Alt Text.



3. A side panel will appear. In the Alt Text description box, enter a short description of the image.

If the item is a decorative item, meaning a graphic design element not meant to convey any meaning or important information, you may select "Mark as decorative."

4. When finished, close the side panel by clicking the X in the right corner of the panel. Your description will be saved.

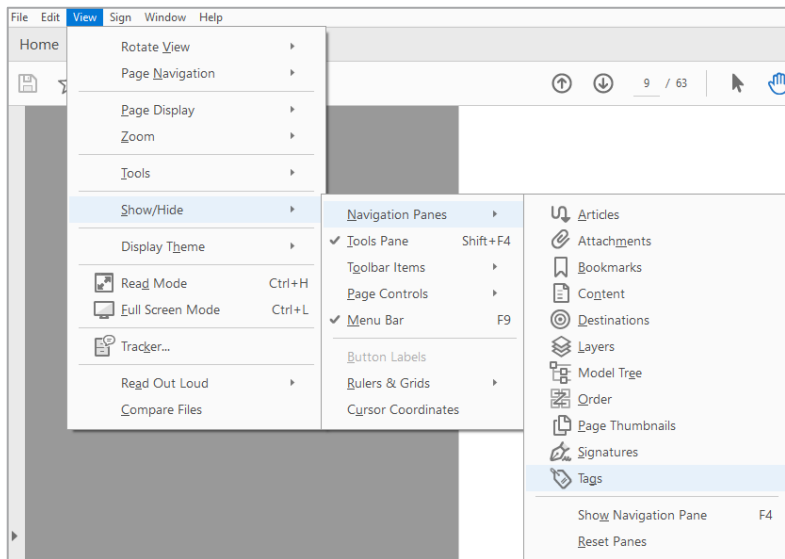
Note:

In the Office 365 version of Word, you can also add alt text for images by double clicking on the image and clicking Alt Text in the top menu bar.

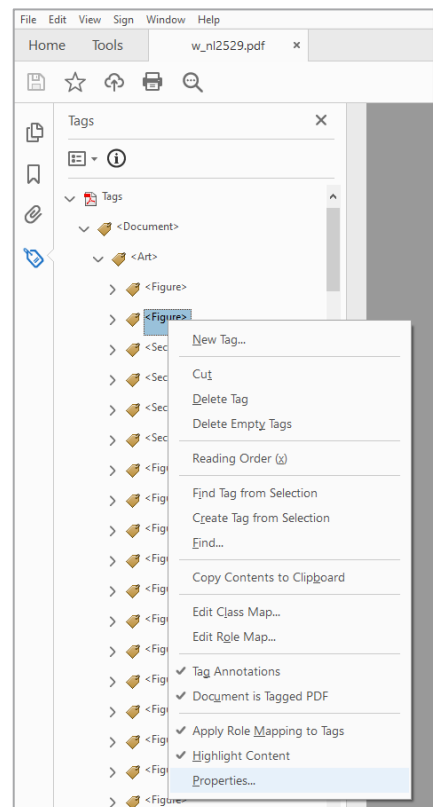
If you have a detailed image that requires a long description, you may want to enter a brief summary of the description in the "Title" field. This allows users to decide if they need the full description of the image or not. Otherwise, you can leave the "Title" field blank. Close the side panel by clicking the X in the right corner of the panel.

Adding Alt Text to an Image in Adobe PDF

1. In Adobe Acrobat, make sure the Tags pane is turned on by clicking "View," then "Show/Hide." Click "Navigation Panels" and finally click "Tags."



2. Find the image you want to add or edit alt text for in the tag tree. Clicking on it will show the image as selected with a box around it.
3. Right-click the image tag in the tag tree and choose "Properties."



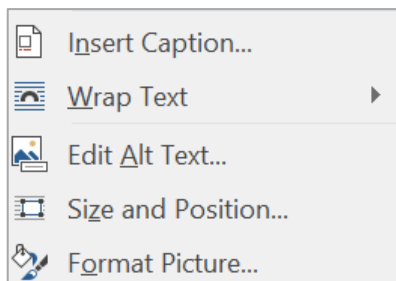
4. In the "Object Properties" dialog box, click the "Tag" tab. You can read or change the alt text in the "Alternate Text" field. Click "Close" when you're done.

The screenshot shows a dialog box titled "Object Properties" with three tabs: "Content", "Tag", and "Color". The "Tag" tab is selected. The dialog contains the following fields and buttons:

- Type: Figure (dropdown menu)
- Title: (text input field)
- Actual Text: (text input field)
- Alternate Text: (text input field containing "Jacket example with college logo and caregiver name.")
- ID: (text input field)
- Language: (dropdown menu)
- Buttons: "Edit Tag...", "Edit Attribute Objects...", "Edit Attribute Classes...", and "Close"

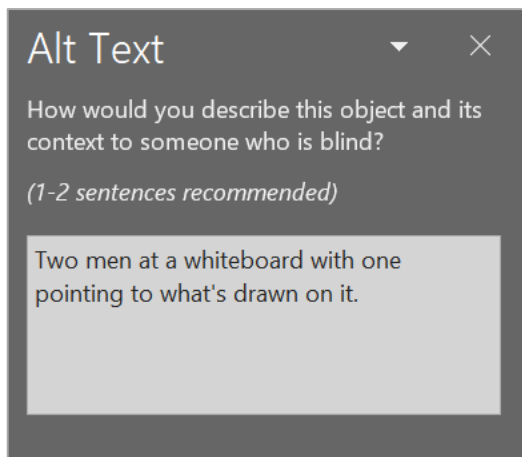
Adding Alt Text to an Image in Outlook Email

1. Right-click the image in your email.
2. Select Edit Alt Text....



The Alt Text pane opens on the right side of the document body.

3. Type 1-2 sentences to describe the image and its context.




How to Add Alt Text to Your Documents For Macs

Alt text (alternative text) is used for individuals who are visually impaired and use a screen reader. They rely on the author to provide alt text to describe the content of an image. The alt text used should describe important aspects of the image, but be a brief description. When a screen reader encounters an image, the alt text will be read out to the user, helping them understand the context.

Adding Alt Text to an Image in Word

5. Insert the picture you want to use into the document.
6. Right-click the picture, and then, in the menu that pops up, click Format Picture.



7. In the "Format Picture" pane, click .
8. Click the arrow next to Alt Text to expand the options.
9. In the "Description" field, enter a short description of the image.

If you have a detailed image that requires a long description, you may want to enter a brief summary of the description in the "Title" field. This allows users to decide if they need the full description of the image or not. Otherwise, you can leave the "Title" field blank.

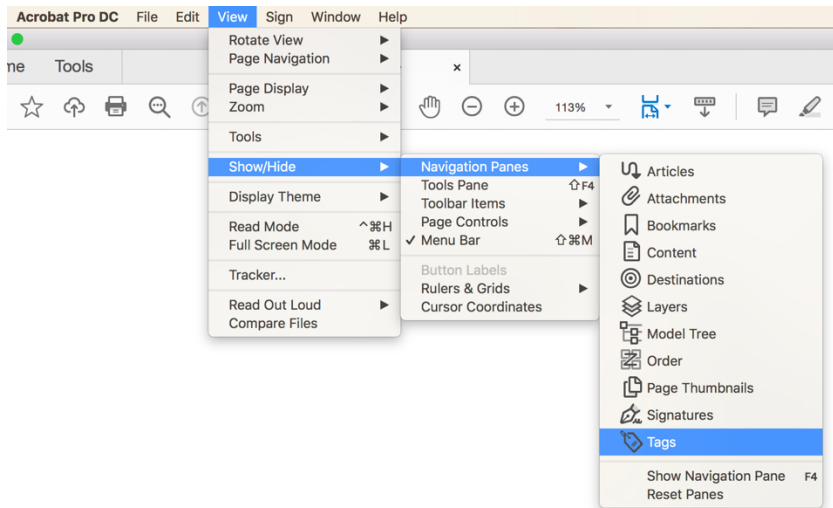
10. When finished, close the "Format Picture" pane.

Note:

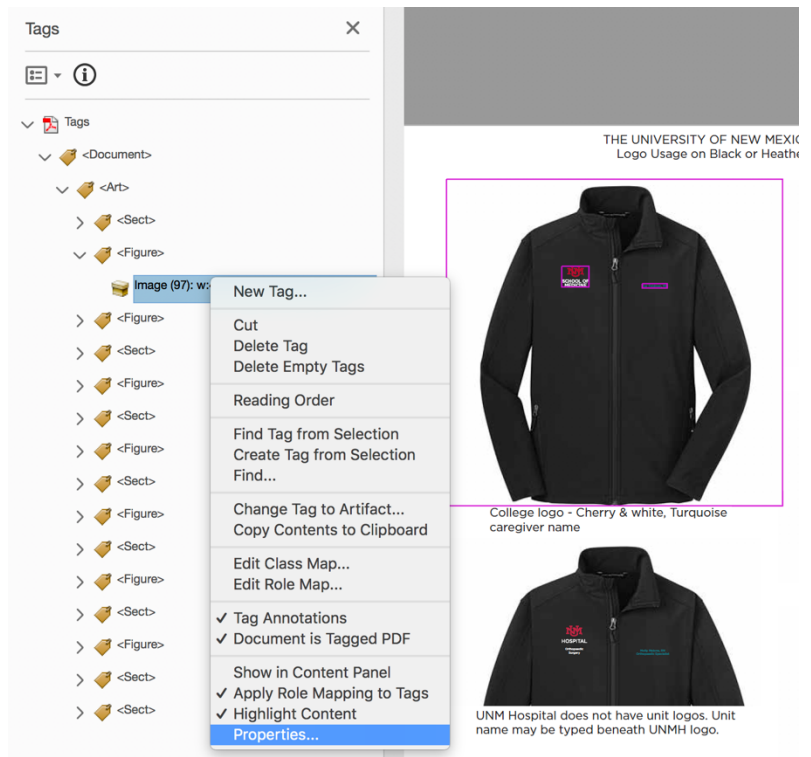
In the Office 365 version of Word, you can also add alt text for images by right-clicking the image and clicking Edit Alt Text. Keep in mind that this option doesn't provide a title field; for detailed images that may need a title, follow the steps above to add alt text and a title.

Adding Alt Text to an Image in Adobe PDF

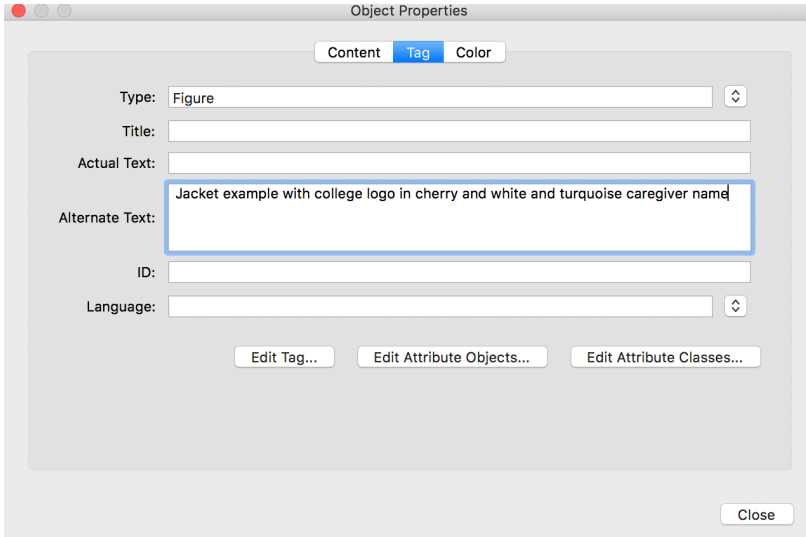
- In Adobe Acrobat, make sure the Tags pane is turned on by clicking "View," then "Show/Hide." Click "Navigation Panels" and finally click "Tags."



- Find the image you want to add or edit alt text for in the tag tree. Clicking on it will show the image as selected with a box around it.
- Right-click the image tag in the tag tree and choose "Properties."



8. In the "Object Properties" dialog box, click the "Tag" tab. You can read or change the alt text in the "Alternate Text" field. Click "Close" when you're done.

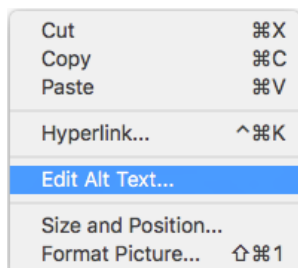


The screenshot shows a window titled "Object Properties" with three tabs: "Content", "Tag", and "Color". The "Tag" tab is selected. The form contains the following fields and buttons:

- Type: Figure (dropdown menu)
- Title: (text input field)
- Actual Text: (text input field)
- Alternate Text: (text input field containing "Jacket example with college logo in cherry and white and turquoise caregiver name", highlighted with a blue border)
- ID: (text input field)
- Language: (dropdown menu)
- Buttons: "Edit Tag...", "Edit Attribute Objects...", "Edit Attribute Classes..."
- Close button (bottom right)

Adding Alt Text to an Image in Outlook Email

4. Right-click the image in your email.
5. Select Edit Alt Text....



The Alt Text pane opens on the right side of the document body.

6. Type 1-2 sentences to describe the image and its context.

