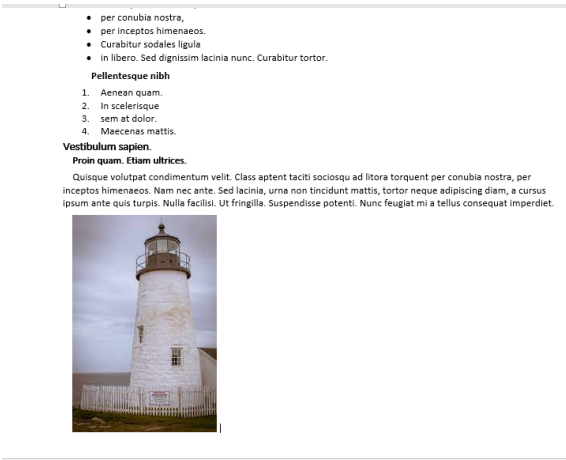


Windows 10 - Adding Alt Text to a Word 2019 Document

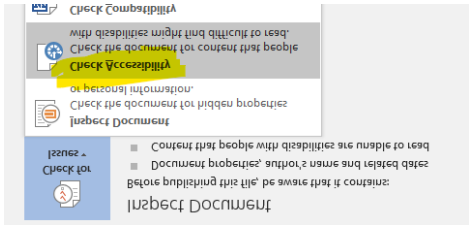
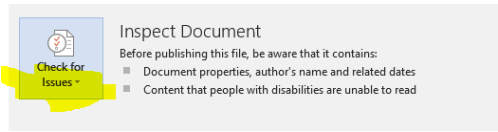
Why add Alt Text to images? Adding Alt Text (alternative text) to images allows screen readers (assistive technologies) to provide visually impaired readers with a better understanding of the relational meaning of the image to the document’s contents overall.

How to add Alt Text:

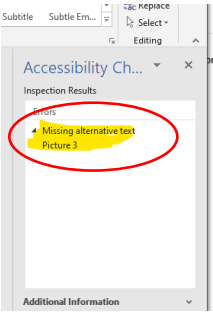
1. First, open your document in Word. If it has images in it already, you can easily check to determine whether or not the images have Alt Text added to them.



2. In Word, go to File → Inspect Document → Check for Accessibility. Click the Check Accessibility icon button.

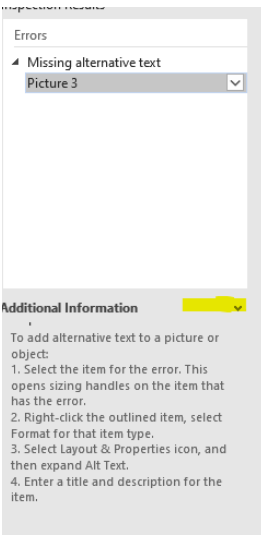


3. Word will then return you to document view and will display an Accessibility Report for your inspection to the right of your document window. In the example below, the Report indicates that the document’s image is missing Alt Text. *



4. The Additional Information drop-down menu provides a set of steps you can take to fix the error. One way to add Alt Text is to follow the steps recommended to remove the error from the Accessibility Checker’s Report.

*Note, the accessibility checker will also report on other types of accessibility issues with your document, and you may want to familiarize yourself with this report if you are frequently preparing documents which need to comply with ADA best-practice standards.

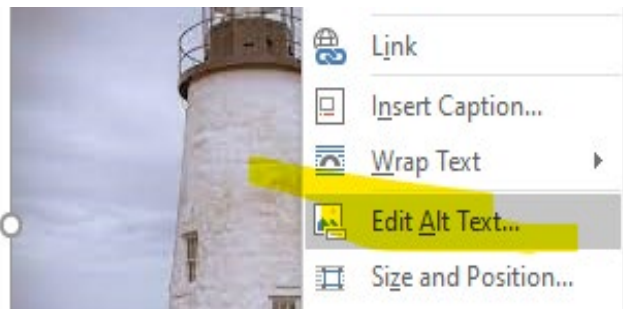


Follow these steps to add Alt Text to the image, or follow the steps outlined below.

5. **To add Alt Text to a new image that you are inserting:** first, insert your image, and click the “in line with text” option that appears next to your inserted image. If your image’s text-frame moves out of alignment, go to the Home ribbon tab, click on the Paragraph Group’s expansion arrow. Under Line Spacing, click the drop down arrow and select at least. Close that box.

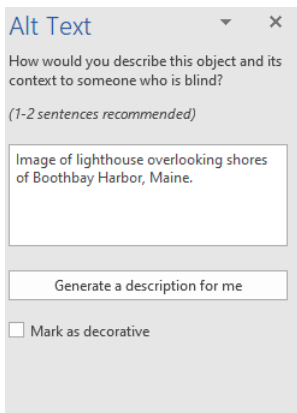


6. Next, right-click on the image. On the flyout menu that appears, click Edit Alt Text.

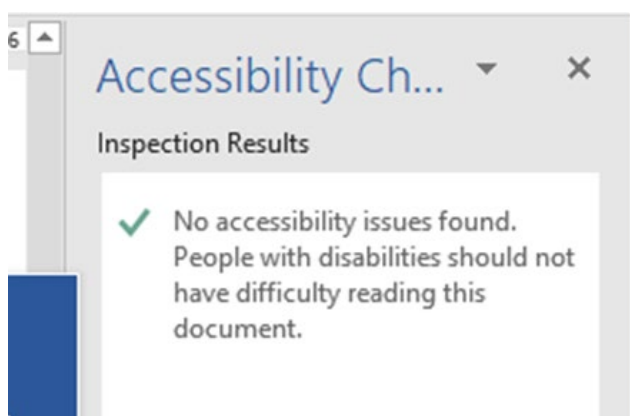


7. A pop-up window will appear, which prompts you to enter Alt Text for your image. Enter a line or two of text that best describes the photo, and then, save your document.

**Note, the accessibility checker will also report on other types of accessibility issues with your document, and you may want to familiarize yourself with this report if you are frequently preparing documents which need to comply with ADA best-practice standards.*



8. Now that you have added your Alt Text, a re-running of the Accessibility Checker Report (see Step Two) will indicate that your document has no issues found. Save your document as a Word file or export it as a PDF/XPS. Your Alt Text will carry over to the other file formats.



*Note, the accessibility checker will also report on other types of accessibility issues with your document, and you may want to familiarize yourself with this report if you are frequently preparing documents which need to comply with ADA best-practice standards.