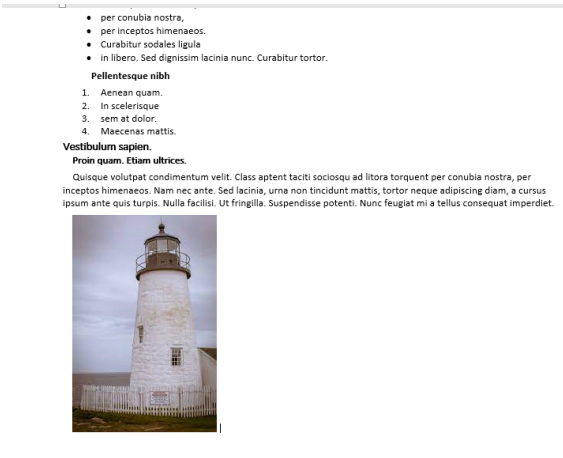


Mac - Adding Alt Text to a Word 2016 Document

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 a document's contents overall.

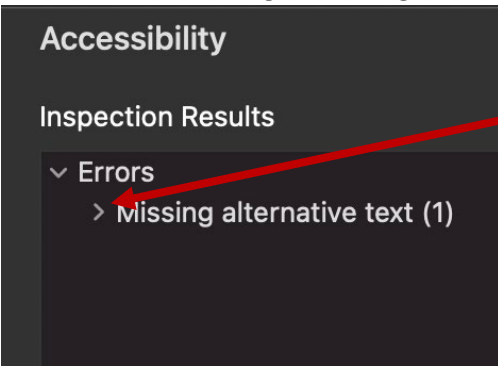
How to add Alt Text:

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 Tools→ Check for Accessibility.

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. Twirl down the arrow next to missing alternative text to see a set of steps you can take to fix the error.

*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.

Why Fix?

Alternative text for images and other objects is very important for people who can't see the screen. Screen readers read alternative text aloud, so it's the only information many have about the image. Good alternative text helps them understand the image.

Steps To Fix:

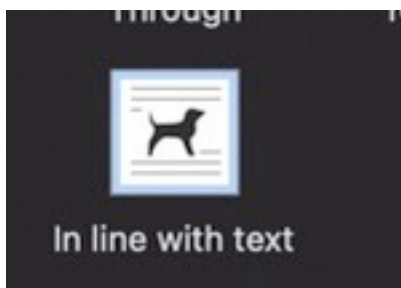
1. Right-click the object, then select Edit Alt Text.
2. If the object is meaningful, type a description of it in the text box on the Alt Text pane; otherwise, if the object is purely decorative, select the

5. Follow these steps to add Alt Text to the image. This is one way to add Alt Text to an image and to thereby remove the error from the Accessibility Checker's Report.

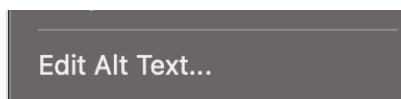
- 6 **To add Alt Text to a new image that you are inserting:** first, insert your image, select it, and then press "Control + Click" to open a fly-out menu. Select Size and Position and then select the Text Wrapping Tab.



7. Finally select the Insert Image in line with text.

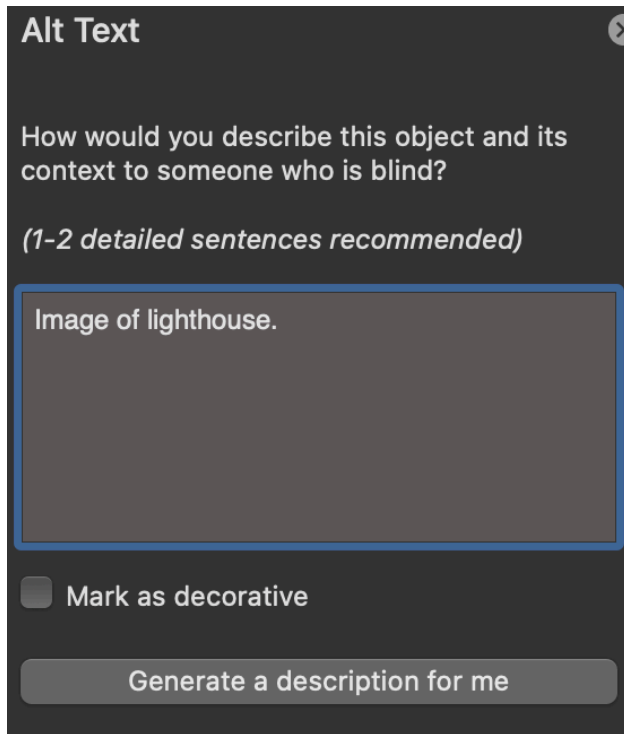


8. Now, close the text wrapping window and click on your image to highlight it. Press Control + Click and select Edit Alt Text.

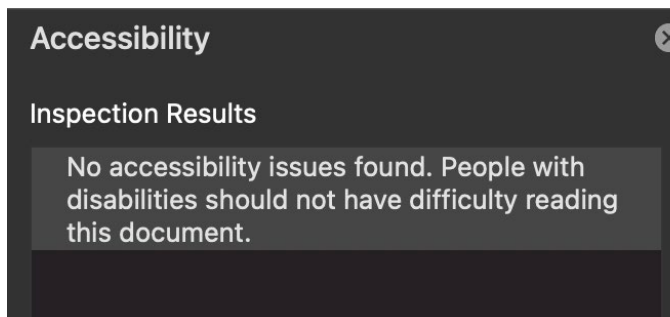


*Note, the accessibility checker will also report on other types of accessibility issues with your document, and you may want to familiarize yourself with this report if you are frequently preparing documents which need to comply with ADA best-practice standards.

- 9 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.



10. 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. If the rerun continues to indicate no alt text, try saving, closing and reopening your doc and rerun the Acc. Checker again. 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.