



Alt Text on Images in Word

To add Alt text to an image in Word:

1. Select the image.
2. Press the AppKey to open the context menu.
3. Choose Format Picture and press Enter. The keyboard command is letter O.
4. The Format Picture Pane opens to the right of the document.
5. Your focus is in the Format Picture Pane.
6. Your focus is on the Effects tab.
7. Press Shift + Tab to move up one level and then Right Arrow to Layout Options.
8. Press Tab to move into Layout Options.
9. Press the Down Arrow to Alt Text and then press Enter.
10. The options for Alt text open.
11. Tab to the Description edit area.
12. Generally I don't add Title text to an image.
13. Type in the Alt text for the image.
 - a. You can select the text and use Ctrl + C to copy it and use it for the caption if you want.
14. Close the Format Picture Pane by pressing Ctrl + Spacebar, C for the context menu, Close.

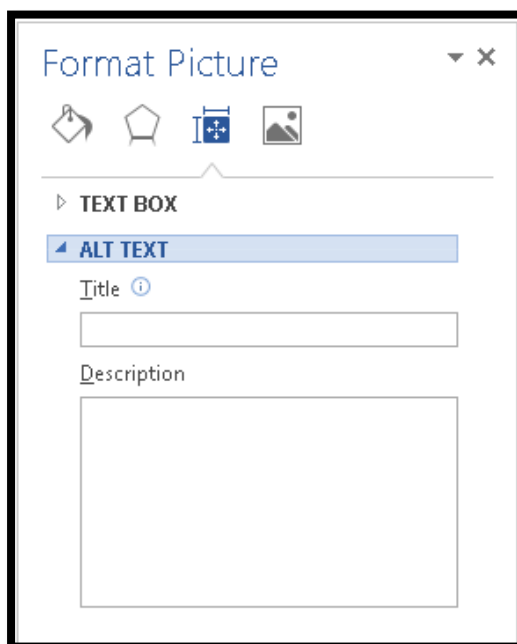


Figure 1 Layout options in Format Picture Pane with Alt text area showing.

Find more how to documents on the [Karlen Communications Handouts](#) web page.