

## Instructions for Adding Alternative Text to Images and Tables

### How to add Alt Text to Images

1. Insert the image.
2. Right Click the Image.
3. From the menu that appears, select Format Picture.
4. A menu will open on the right side of the Word Document. Select Layout and Properties (This will be the third icon from the left.)
5. Create a Title for the Image. A title should give a general idea of the image.
6. Create Descriptive Alt Text for the Image Do not include “image of” or “picture of” in description. Screen Readers recognize images. The Alt Text should provide more detail for the image.

Here is an Alt Text Example for the photo below:

**ALT TEXT**

Title ⓘ

Chrysanthemum

Description

A close up of chrysanthemum.



## How to Add Alt Text to Tables

1. Hover over the table.
2. Right click the icon on the upper-left corner of the table to select the entire table.
3. From the menu that appears, select Table Properties.
4. Go to Alt Text (Alternative Text.)
5. Enter a Title. A title should give a general idea of what the table shows.
6. Enter a descriptive Alternative Text for the table. Alternative Text should go into more detail about what the table shows.

An Example of Alt Text can be found below the table:

Expenses	August	September	October	November	Totals
Rent	400	400	400	400	1600
Electricity	300	300	300	300	1200
Food	200	200	200	200	800
Entertainment	100	100	100	100	400
Totals	1000	1000	1000	1000	4000

The image shows a 'Table Properties' dialog box with the 'Alt Text' tab selected. The 'Title' field contains the text 'An Expenses Table for Four Months'. The 'Description' field contains the text 'Rent, Electricity, Food and Entertainment totals for August through November'. The dialog box has a title bar 'Table Properties' and a close button (X) in the top right corner. The 'Alt Text' tab is highlighted, and the 'Title' and 'Description' fields are clearly visible.