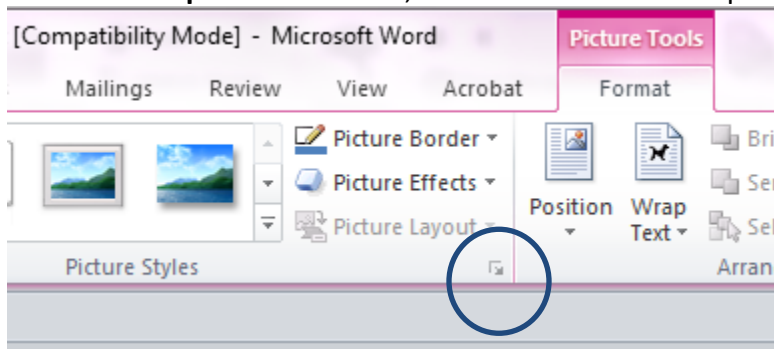


Adding Alternative Text to Figures and Images

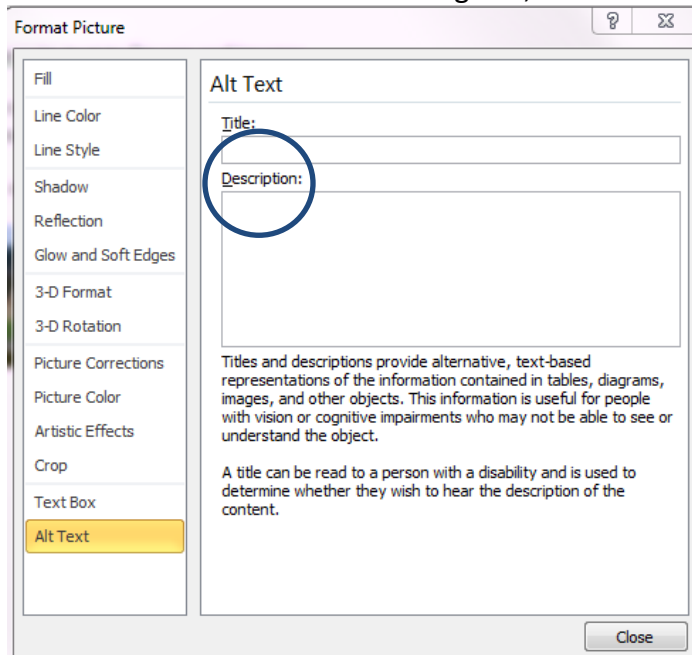
Alternative text helps people who use screen readers to understand the content of images and figures in your document. When writing alternative text consider, “What information does the image or graph convey?” If there is a detailed description of the image or graph in the caption it is sufficient to write “refer to caption” in the Alt Text description.

Steps in Word 2010 (PC)

1. Left click on the image.
2. In the **picture tools tab**, click on the **arrow** to expand **Picture Styles**



3. In the **Format Picture** dialog box, select **Alt Text**



4. In the **Description** area, enter text that will convey the information shown by the image.

Note: The description will not show in your document.