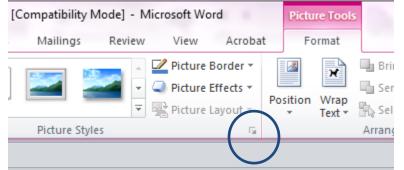
Adding Alternative Text to Figures and Images

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

Fill	Alt Text
Line Color	Title:
Line Style	\bigcirc
Shadow	Description:
Reflection	
Glow and Soft Edges	
3-D Format	
3-D Rotation	
Picture Corrections	Titles and descriptions provide alternative, text-based representations of the information contained in tables, diagrams, images, and other objects. This information is useful for people with vision or cognitive impairments who may not be able to see or understand the object. A title can be read to a person with a disability and is used to determine whether they wish to hear the description of the content.
Picture Color	
Artistic Effects	
Crop	
ext Box	
Alt Text	

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

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Note: The description will not show in your document.