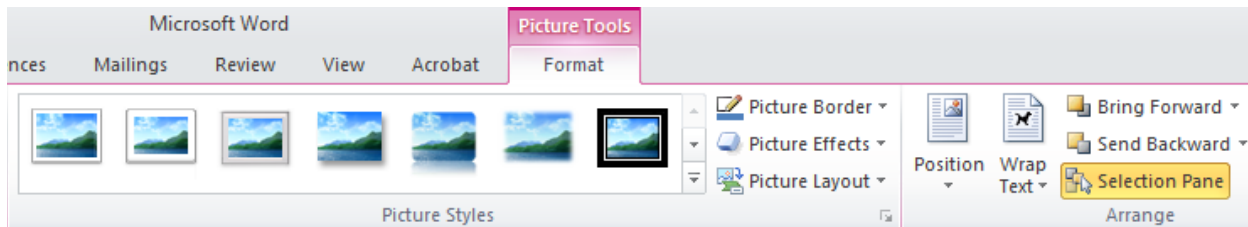


Grouping Images and Objects

For accessibility reasons, all images and objects that are to be considered a single “figure” must be grouped together using Word’s image formatting function. For ease, group all figures before adding Alt Text or Captions.

1. Place all images and objects you want to group together. You may need to use the **Bring to Front** or **Send to Back** functions to make sure images or other objects are layered so that they are all visible. Do not select the **In Line With Text** option under **Wrap Text** for any image or object at this time.
2. Select an image or object. On the **Drawing Tools Format** tab, select **Selection Pane**.



3. The **Selection Pane** should appear on the right side of the window. Hold Ctrl and click each object you want to group into a single figure. Select **Group** from the **Group** dropdown.
4. All objects and images should now be grouped into a single object. Set the **Wrap Text** style to **In Line With Text**. You may now add Alt Text and your Caption to your grouped figure.

