Adding Alt Text to Images in Adobe Acrobat Pro DC
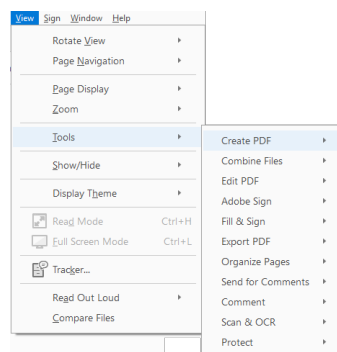
1

To view the available tools, navigate to the Tools submenu by clicking on **View** on the menu bar, then click **Tools**

OR

Press **Alt**, **V**, then **T**.

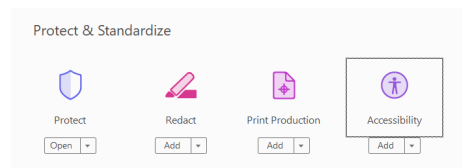If Accessibility isn't available proceed to step 2, if it is available proceed to step 3.

2

To add Accessibility tool to the Tools submenu, navigate to Manage Tools by clicking on **Edit** on the menu bar, then click on **Manage Tools** in the submenu.
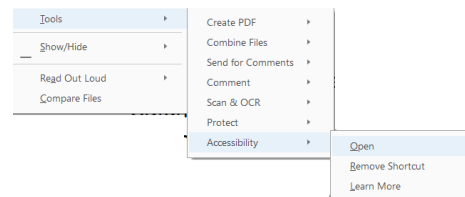
OR

Press **Alt**, **E**, then **M**.

Scroll down to the Protect & Standardize section and click **Add** under Accessibility OR tab down to Accessibility and tab one more time to **Add button** and press **ENTER**. Then press **ENTER** again to open Accessibility Tools.
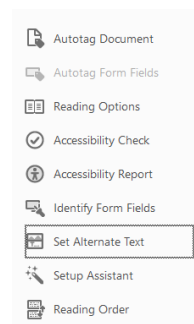
3 From the View menu, and Tools submenu, click on **Accessibility**, then **Open**.
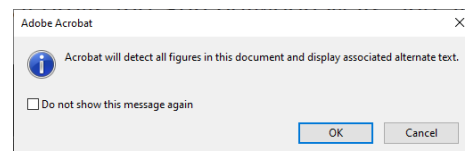
4 Click on **Set Alternate Text** in the Accessibility Tools list

OR

Press **F6** to move the focus of the cursor to the Accessibility Tools list, then press the down arrow key to move down the list of options to reach **Set Alternate Text**. Press **ENTER** to select it.

5 When the message window appears, click the OK button to start the detection process

OR

Press **TAB** to navigate to the **OK** button. Press **ENTER**.

6 Type a **short** description of the image or its function in the **Description** box.

To accept the alt text, click on the **Save & Close** button

OR

Press **TAB** to navigate to **Save & Close** button, **press ENTER**.