

Adding Alt Text to Images in Word Online

Description

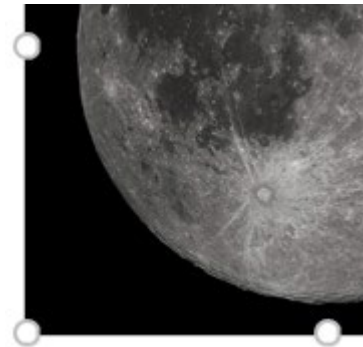
Screenshots

Step

1

Click on the image to select it. When selected, the image will display resizing handles around its edges.

For keyboard users: Select the image by navigating to the image and pressing **SHIFT + RIGHT ARROW**.

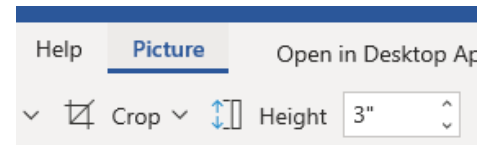


Step

2

Click on the **Picture** ribbon near the top-right of the document window.

Keyboard users: Press **WINDOWS + ALT** to activate the ribbon and then **J** then **P** to select the Picture ribbon.

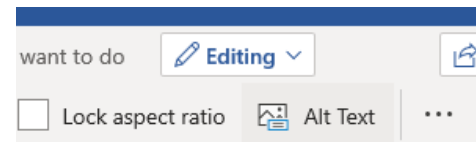


Step

3

Click on the **Alt Text** button.

Keyboard users: Press **TAB** to move to the lower ribbon, then use the **LEFT** or **RIGHT** arrow keys to move to the **Alt Text** button and press **ENTER**.

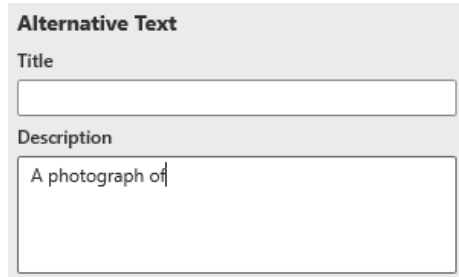


Step

4

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

Keyboard users: Press **TAB** once to move to the description edit field.



The image shows a form titled "Alternative Text" with two input fields. The first field is labeled "Title" and is empty. The second field is labeled "Description" and contains the text "A photograph of" followed by a cursor.